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**List of Acronyms**

APC -The Admissions and Placement Committee  
ASDPSC-The Academic Staff Development, Promotion and Scholarship Committee  
ASQARC- Academic Standard, Quality Assurance and Relevance Committee  
CANG-Cumulative Average Number Grade  
CEP – Continuing Education Program  
CEPD - Continuing Education Program Director  
CQA-Curriculum and Quality Assurance  
DAC-Department Academic Council  
DC-Department council  
DDGA-Deputy Director General for Academics  
DDGAdmin-Deputy Director General For Administration  
DDGRIT-Deputy Director General for Research, Industry Linkage, and TeCAT  
DGC-Department Graduate Council  
ERCC-The External Relations and Communication Committee  
FTC-Further Training Center  
FTVETI-Federal TVET Institute  
GCIS-The Gender and Cross-cutting Issues Committee  
GPC-Graduate Program Committee  
GP-Graduate Program  
GS-Graduate School  
ICTEC-Information and Communication Technology Enhancing Committee  
RDC-The Research and Development Committee  
SAC-The Students Affairs Committee  
SANG-Semester Average Number Grade  
SEC-Senate Executive Committee  
SGS-School of Graduate Studies  
SSCs-Senate Standing Committees  
TA-Technical Assistant  
TeCAT-Technology Copy, Accumulation and Transfer

**PREAMBLE**

WHEREAS, Federal TVET Institute as a Higher Learning Institution should be a sanctuary for the pursuit of truth and intellectual excellence through nurturing the habit of free inquiry and scholarship as well as research, through the propagation of knowledge and its preservation thereof;

WHEREAS, Federal TVET Institute' s vision is to become a world class TVET teachers, leaders and technologists' training institute in 2025; and as a public institution of higher education, it must orient itself to advance student-centered governance and education as well as development-oriented research that best supports the fulfillment of the primary national goals of democratization, development and the achievement of other national priorities;

WHEREAS, the Institute' s mission is geared towards contributing to the economic development of the country with special responsibility in the effort to support the supply of middle level skilled technicians to the world of work by delivering training to TVET teachers and leaders;

WHEREAS, it has become necessary to lay down a legal system to enable the Technical and Vocational Education and Training Institute to effectively discharge its mission vested in it by Council of Ministers Regulation No.245/2011;

WHEREAS, it is deemed necessary to create a transparent and appropriate legal frame work by which the Institute is able to focus on critical issues of relevance and quality of education and Training with a view to contributing fundamental values to the country's social, economic and democratic development endeavors;

WHEREAS, it is necessary to create a student-centered educational environment where the role of students is transformed from that of passive consumers of readymade facts and information to that of active stakeholders in the collective pursuit and production of authentic knowledge and the creation of productive and dispassionate citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views all of which are essential for the achievement of excellence in higher education;

WHEREAS, it has become necessary to make the Institute for the pursuit of implementing the overall objective of the National TVET strategy which aims at creating a competent, motivated, adaptable and innovative workforce in the country;

WHEREAS, it is deemed necessary to promote robust institutional autonomy of the Institute with the aim of facilitating free inquiry and the practice of self-government with a strict sense of democratic accountability that leads to the fulfillment of the goals upheld by the nation;

WHEREAS, it is necessary to tailor its support services in such a way that it stands subservient to its core activities leading toward the fulfillment of the Institution's vision as well as the attainment of its mission and values;

WHEREAS, it is deemed necessary to develop academic policies upon which all regulations of the Institute shall be based;

NOW THEREFORE, the **Board of Directors** gave assignment to the TVET Institute to develop Senate legislation in line with the Higher Education Proclamation No. 650/2009 and Council of Ministers Regulation No.245/2011.

## PART I GENERAL PROVISIONS

### **Article 1. Short Title**

This Legislation may be cited as “The Legislation of Federal Technical and Vocational Education and Training Institute, 2017.”

### **Article 2. Issuing Authority**

This Legislation is issued by the Senate of the Institute pursuant to the powers vested in it by Article 49 of the Higher Education Proclamation No. 650/2009.

### **Article 3. Governance**

The Institute shall be governed by the Supervisory Board and has a Director General and Deputy Director Generals as stipulated under the Higher Education Proclamation No.650/2009

In addition, governing and advisory bodies of the Institute shall consist of the: Senate; Institute Managing Council; Institute Academic council; Faculty Academic Commission (AC)/Department Council; Advisory, Standing or ad-hoc Committees that may be established by the Senate, Institute Council or Executive Institute Officers.

### **Article 4. Definitions of key terms**

In this academic policy, unless the context requires otherwise:

1. “Institute” shall mean the Federal TVET Institute established as per the Council of Ministers Regulation No. 245/2011 Article 3 of the same.
2. “Proclamation” shall mean the Higher Education Proclamation No. 650/2009.
3. “Regulation” shall mean the Council of Ministers No. 245/2011.
4. “Senate” shall mean the Senate of the Institution established under the provision of Article 49 of the Proclamation No. 650/2009.
5. “Board” shall mean the Institute Managing Board established in accordance with Articles 7 of the Council of Ministers Regulation No. 245/2011.

6. "Faculty" shall mean an academic unit of the Institute which may coordinate departments sharing similar resources and resolve inter departmental issues.
7. "Department" shall mean an executive academic unit of the Institute which may run different program(s) in which a degree, a diploma or a certificate may be obtained. The department shall also execute research, extension, development, and consultancies, as well.
8. "Academic Unit" Academic Unit" means a faculty, an institute, a department or a center established as a constituent unit of the Institute.
9. "Program" shall mean a set of modules/ courses in the undergraduate and graduate study disciplines.
10. "Academic Commission" shall mean decision making body at Faculty level established under the provisions of Article 30 of this legislation.
11. "Department Council" shall mean the decision making body at Department level established under the provisions of Article 32 of this legislation.
12. "Institute Community" shall mean all students and staff of the Institute.
13. "Staff" shall mean the academic and support staff of the Institute.
14. "Academic Staff" shall mean all teaching and research staff of the Institute and shall include Professors, Associate Professors, Assistant Professors, Lecturers, and Assistant Lecturers and under unique circumstances or conditions of transition Graduate Assistants employed for teaching and research, and other employees considered as Academic Staff by the decision of the Senate.
15. "Administrative Support Staff" shall mean personnel of the Institute employed to provide administrative and other support services.
16. "Technical Support Staff" shall mean non-administrative personnel employed to support the teaching-learning and research processes.
17. "Director General" shall mean the chief executive officer of the Institute, appointed by the concerned authority.

18. “Deputy Directors General” shall mean the executive officers of the Institute, upon recommendation of the Institute Board, appointed by Ministry of Science and Higher Education.
19. “Director” shall mean an executive manager of a directorate office or a center in the institute
20. “Faculty Dean” shall mean an executive manager of a Faculty.
21. “Head” shall mean an executive manager of a department/unit.
22. “Fiscal Year” shall mean the Ethiopian fiscal year [Hamle 1 (July 8) to Sene 30 (July 7)].
23. ‘Semester’ shall mean the academic calendar that lasts 16 weeks for regular programs and 8 weeks for summer programs, including registration and examination weeks.
24. “Center” shall mean a unit that is directly attached to the Institute for defined purpose.
25. “Research &Publication” shall mean research extension and publication
26. “TeCAT” shall mean Technology Copy, Accumulation and Transfer
27. “Community Service” shall mean a voluntary action of an individual or group of individuals without pay which includes all negotiated and dynamic partnerships between the Institute and the community it serves, which is practiced through varied initiatives focused on the interlace of research, teaching and learning aimed at addressing the social, cultural and economic development objectives of society.
28. “Consultancy Service” shall mean the provision of professional services such as knowledge, skills, expertise, experience or advice, provided by an academic staff of FTVETI to a client or an external party, for a fee, voluntarily or in any other consideration at all.
29. "Institute-Industry linkage" shall mean the kind of relationship formed by our institute and private industries/government development industries in the various economic sectors including the higher institutes.

30. "Registrar and Alumni management" shall mean an executive manager responsible for operations pertaining to student and former graduates management, admission, placement, registration and academic records.
31. Satellite Centers shall mean TVET colleges owned and managed by different regions and at the same time, which run the Institute's programmes
32. "Professional Librarian" shall mean an academic staff working in the Institute Library system with a minimum qualification of a Bachelor's degree in library and information science or its equivalent
33. Student" shall mean any person admitted and registered at the Institute in the regular, continuous & summer and satellite program (or any other program).
34. "Department council" shall mean an assembly of all academic staff members of a given department.
35. "Department Academic Council" shall mean representative of the department council that constitutes a maximum of 9 members of the department formed by election from among the full time teaching staff with the rank of lecturer and above.
36. "Department Graduate Council" shall mean a council formed by academic staff members of the department who are teaching at graduate level to look after issues related to graduate programs in the department
37. "Coordinator" shall mean a person who is assigned in an academic unit or directorate office to coordinate activities performed in the academic unit or the directorate office

## **Article 5. Gender Reference**

Unless the context requires otherwise, the provisions of this policy set out in the masculine gender shall also apply to the feminine gender.

## **Article 6. Scope of Application**

6.1. Unless expressly provided otherwise in this Legislation and subject to the provisions of relevant laws of the country, the provisions of this Legislation shall only apply to academic staff and academic affairs of the Institute.



6.2. Special rules and/or directives pertaining to administrative and technical support staff as well as to property and financial management shall be issued by the Board on the basis of recommendations forwarded by competent professionals and presented to the Board by the Director General of the Institute.

## **Article 7. Interpretation of this Legislation**

7.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.

7.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No. 650/2009 and the Council of Ministers Regulations No. 245/2011 and the object and purposes of this Legislation.

7.3. The determination of the object and purposes of this Legislation shall be made taking the following into account:

7.3.1. The preamble; and

7.3.2. The supplementary means of interpretation which shall include policies of the Institute approved prior to the coming into force of this Legislation, the preparatory work of the Legislation and the deliberations of the Senate on the final draft of this Legislation.

7.4. The Deputy Director General for Academics shall be responsible for the appropriate interpretation of this Legislation.

7.5. Where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

## PART II

# THE GOVERNING AND ADVISORY BODIES OF THE INSTITUTE

### **Article 8. Governing Bodies of the Institute**

Governing and advisory bodies of the institute shall consist of:

1. Institute Board
2. Director General
3. Senate
4. Managing Council
5. Institute Council
6. Academic/Deans'/Directors' Council
7. Faculty/faculty Academic Commission
8. Department Council/ Academic Unit Council
9. Advisory, Standing or Ad-hoc committees that may be established by the Senate, Institute Council or Executive Institute Officers

### **Article 9. The Managing/Institute Board**

#### 1. Powers and Duties of the Board

- 1.1 In conformity with relevant provisions of the proclamation, to issue academic and administrative policies and directives for the institute.
- 1.2 To review the organizational structure of the institute and submit same to the Ministry of Education for approval.
- 1.3 To deliberate on plans, budgets, performance and financial reports of the Institute to be submitted to the Ministry of Education.















#### 2. Meeting/Reporting of the Board/Session of the Board












- 2.1 Ordinary meeting of the Board shall be held once every quarter of the year provided, however, an extra- ordinary meeting may be held whenever necessary.
- 2.2 There shall be a quorum when more than half of the members of the Board are present at any meeting.
- 2.3 Decision of the board shall be passed by majority votes, in case of a tie; the Chairperson shall have the casting vote.
- 2.4 Without prejudice to the provisions of this Article, the Board may adopt its own rules of procedure.

## **Article 10. The Senate**

### **10.1. Members of the Senate**

#### **a) The Senate will have the following members:**

-  The Director General .....Chair person
-  All Deputy Director Generals
-  All Faculty Deans
-  Academic Affairs Director
-  Director for School of Graduate Studies
-  Research and Community Service Director
-  TeCAT Director
-  Industry Linkage Director
-  Two academic staff representatives (one of them a female)
-  Two students' representatives (one of them a female)
-  Registrar and Alumni Director
-  Students Affairs Director
-  Quality Assurance Director
-  International Relations and Partnership Director

-  Library and Documentation Director
-  Continuing Education Program Director
-  Further Training Center Director
-  ICT Director
-  Satellite Campus Coordination Director
-  Teachers' Association Representative
-  Director for International Relations and Partnership
-  Legal officer (only if the position is held by an academic staff)
-  Gender officer (only if the position is held by an academic staff)
-  One academic staff selected on the basis of their individual merit and academic seniority
-  Others, non-voting, to be appointed by the Director General

## **10.2. Duties and Responsibilities of the Senate**

The Senate, being the leading body of the institute for academic matters and without prejudice to the responsibilities of the Board, shall have the responsibilities to:

1. Examine and approve the academic calendar of the Institute;
2. Accredite academic programs and their curricula;
3. Legislate and ensure proper implementation of the Institute's statutes related to all academic and research matters in accordance with Article 49 of Proclamation Number 650/ 2009;
4. Determine conditions on which degrees are awarded or revoked;
5. Determine an institute-wide framework for quality enhancement and student assessment;
6. Recommend to the Board promotions of academic staff to the rank of professor and promote to the rank of assistant and associate professor;
7. Decide on the type, number, membership, and responsibilities of its specialized committees;

8. Award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institute, upon request by the Director General;
9. Examine and approve recommendations by the Deputy Director General for Academics in respect of opening, closure or merger of academic units;
10. Approve criteria for the determination of academic standards, admission and enrolment of students and graduation ceremonial processions
11. Approve guidelines for determining student assessment methods and standards
12. Recommend to the Board tuition fee to be charged to the Institute;
13. Issue guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;
14. Formulate, modify and revise the organization of academic units of the Institute, and decide on the establishment of new units, subject to the approval of the Board;
15. Establish committees, which may include persons who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;
16. Develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the Institute;
17. Propose policies to the Board regarding employment, allowances and the benefits of the academic staff;
18. Formulate policies that promote social and cultural activities of the Institute Community;
19. Determine its own rules and procedures and elect its secretary from among its voting members;
20. Provide an overall governing policy for external funding;
21. Perform such other duties as may be given to it by the Board and the Director General from time to time.

## **Article 11. Rights and Obligations of the Senate Members**

1. Every member of the Senate has the right to:
  - 1.1. Express his idea freely at every senate meeting;
  - 1.2. Support or oppose ideas or abstain from voting at Senate meetings;
  - 1.3. Present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
  - 1.4. Generate new ideas and suggest new agenda items at the Senate meetings;
  - 1.5. Enjoy any benefits that the Senate members are entitled for;
  - 1.6. Be provided with a certificate for his contributions as a member of the Senate.
2. Every member of the Senate has the following obligations:
  - 2.1. Be punctual and attend all Senate meetings;
  - 2.2. Notify the chairman in advance through any means available when finding one unable to attend a meeting;
  - 2.3. Refrain from disclosing confidential issues discussed on the Senate meetings;
  - 2.4. Be governed by the rule of the majority vote;
  - 2.5. Perform other tasks of the Senate assigned to him by the Senate.

## **Article 12. Senate Meetings**

1. The Director General is the chairperson of the Senate and shall preside over meetings of the Senate.
2. In the absence of the Director General, the DDGA, the DDGRIT shall, respectively, preside over the meetings of the Senate.
3. If, for any reason, the Director General or his/her deputies cannot be present at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting.

4. The Senate shall hold a minimum of four meetings- two sessions in each semester.
5. Without prejudice to the provisions of sub-article 6.4 of this Article, the Senate may conduct as many more meetings as desired to consider matters relating to promotions and other affairs of urgency.
6. The presence of more than half of the members of the Senate shall constitute a quorum.
7. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote.
8. The Director General shall call an extra-ordinary meeting of the Senate at the request of at least 1/3 of the voting members of the Senate. Such request shall be presented in writing to the Director General or the Board of the Institute as appropriate.

### **Article13. Communication of Senate Deliberations and Decisions**

1. Issues on which the Senate deliberated and decided upon shall be communicated in writing to deans, directors, center and department heads by office of the Director General. Such communication shall be made within ten days after every Senate meeting.
2. Deans, directors, center and department heads shall communicate the decisions, in any modality, to academic staff in their respective department or center within seven days as of the date they received the written communication from the office of the Director General.

### **Article 14. The Chairperson and the Secretariat of the Senate**

1. The Institute Director General shall be the chairperson of the senate and has the following powers and duties:
  - 1.1. Calls the regular and extraordinary sessions of the Senate;
  - 1.2. Ensures that senate sessions are well-facilitated and prepared for;
  - 1.3. Leads and supervises the sessions of the Senate;
  - 1.4. Ensures sessions are exhaustive in the discussion of issues;
  - 1.5. Ensures sessions are properly documented and the documentation kept in order;

- 1.6. Directs and follows up the implementation of Senate decisions;
- 1.7. Ensures senate decisions are properly communicated and implemented;
- 1.8. Notifies in time the agenda of the Senate meetings to the Senate members.
2. The Registrar and Alumni Director of the Institute shall be the secretary of the senate and has the following powers and responsibilities:
  - 2.1. Keeps the files and documents of the Senate to ensure proper handling, documentation and distribution of the minutes.
  - 2.2. In consultation with the chairman, sets agenda for Senate meeting and dispatches written notes to all Senate members;
  - 2.3. Communicates the Senate members with information concerning the activities of the Senate, dates of meetings, etc.
  - 2.4. Administers the Office of the Senate;
  - 2.5. Undertakes any additional tasks given to him/her by the Chairman of the Senate.
  - 2.6. The Director General shall assign a non-voting member as a minute recorder accountable to the secretary. This person records minutes of the Senate meetings and when necessary arranges for audio-visual records.



## PART III

### COMMITTEES OF THE SENATE

#### **Article 15. General Provisions**

1. The Senate functions through an Executive, Standing and Ad-hoc Committee and Standing Committees as provided hereunder.
2. Standing committees shall be accountable to the Senate.
3. A standing committee may make decision, which shall be referred to as “interim decisions.”
  - 3.1. Interim decisions are made between the meetings of the senate and shall also refer to a disposition of problems for which there are no provisions in the existing senate or other Institute legislation.
  - 3.2. Whenever an interim decision of the nature prescribed under sub Article of this Article is taken; the Chairperson of the committee taking such shall forthwith communicate this fact to the Director General.
  - 3.3. All interim decisions shall subsequently be reported to the next senate meeting for review and / or approval.

#### **Article 16. The Senate Executive Committee (SEC)**

1. Membership: The Senate Executive Committee is composed of seven members of the Institute Senate: the Director General; the three Deputy Director Generals; one elected Senate member from among Faculty Deans on rotation basis and the Secretary of the Senate who shall be the secretary of the committee, Academic Affairs Director
2. Rules and Procedures
  - 2.1. The Director General of the Institute shall be the chairperson of the SEC.
  - 2.2. In the absence of the Director General, the Deputy Director General for Academics shall act as chairperson of the SEC.

2.3. The SEC shall have at least one meeting before every senate meeting.

2.4. The chairperson can call for an extraordinary meeting whenever he finds it necessary, or if 1/3 of the SEC members request for such a meeting.

2.5. The power of the Executive Committee can be exercised by a majority of a quorum. Quorum for a SEC shall consist of more than half (50% + 1) of the members.

2.6. Elected member of the SEC shall serve for one year and the order of rotation shall be decided by the chairperson of the SEC.

3. Powers and Duties of SEC: The Senate Executive Committee shall have the following powers:

3.1. Advise the Chairperson of the Senate on the agenda of meetings and ways of deliberation.

3.2. Keep the Senate advised on the recommendations and interim decisions of its standing Committees.

3.3. Receive and communicate all reports of Standing Committees to each member of the Senate and may add further comments.

3.4. Recommend to the Senate Chairperson the convening of extraordinary sessions.

3.5. Refer issues and problems coming to the attention of the Senate to the appropriate Standing Committee for advice and recommendations, unless in the opinion of the SEC, the matter is of such extraordinary urgency as to warrant direct submission to the Senate.

3.6. Determine, whenever the need may arise, the limits of jurisdiction of the Standing Committees; and decide the appropriate committee to which the matter shall be referred to.

3.7. Submit nominations for the membership of each Standing Committee to the Institute Senate.

3.8. Deliberate and decide on matters that requires urgent decision and cannot await the Senate meeting.

3.9. May co-opt members of the Senate for consultation in the course of its deliberations.

3.10. Charter student organizations.

3.11. Exercise all powers necessary which are proper to the above and perform such other duties given to it by the Senate.

## **Article 17. Senate Standing Committees (SSCs)**

### **1. The Standing committees of the Senate shall include the following:**

1. The Standing committees of the Senate shall include the following:

1.1. Quality Assurance Committee (QARC)

1.2. The Admissions and Placement Committee (APC)

1.3. The Research and Publication Committee (RDC)

1.4. TeCAT Committee (TeCATC)

1.4. The Academic Staff Development, Promotion and Scholarship Committee (ASDPSC)

1.5. Information and Communication Technology Enhancing Committee (ICTEC)

1.6. Graduate Program Committee (GPC);

1.7. The Students Affairs Committee (SAC)

1.8. The Gender and Cross-cutting Issues Committee (GCIS)

1.9. The External Relations and Communication Committee (ERCC)

1.10. Continuing Education Committee (CEC)

### **2. Accountability of the senate standing committees**

The Senate Standing Committees are accountable to the Institute Senate.

### **3. Membership of the senate standing committee**

Each standing committee shall have at least five members. At its first session, each academic year, the Institute senate will consider nominations submitted by the SEC for

membership of each Standing Committee and will elect persons to serve on each of these Committees.

The chairperson of the Standing Committees of the Senate can co-opt additional members which shall have non-voting status.

#### **4. Terms of service of the Senate Standing Committees**

Each elected member of a Standing Committee shall serve for a period of three years and can stand for re-election.

#### **5. Regularity of meetings**

Each Standing Committee shall have at least two regular meetings in a semester. When a request for a meeting of a Standing Committee has been made by at least one third of the members, the chairperson must call a meeting of the committee within two weeks after the making of the request.

#### **6. Quorum**

A majority (50% +1) of any Committee composes a quorum.

#### **6. Informing different offices**

Faculty or directorate offices shall be informed by the Chairpersons of the Committees whenever the agenda of the Committee includes a matter of direct concern to a particular Faculty or directorate office. In this case, the Dean or the director of the directorate office shall appear in person, or through an official delegate, to present faculty's or the directorate office's position on the matter. However, the Dean or the director or official delegate shall not have the right to vote unless s/he is otherwise a member of the Committee.

The decision of the committee on each agenda shall be communicated to the Dean/Director of the concerned Faculty/Institute by the secretary of the committee within two weeks following the rendition.

## **7. Reporting to the senate**

At the end of each semester, the chairperson of each Standing Committee shall submit a written report to the Senate on the activities of the committee.

## **Article 18. Quality Assurance Committee (QAC)**

### **1. Membership**

1.1	The DDGA	Chairperson
1.2	Quality assurance Director	Secretary
1.3	The Registrar and Alumni Director	Member
1.4	Academic Affairs Director	Member
1.5	Director of graduate studies	Member
1.6	Continuing Education Program Director	Member
1.7	FTC center Director	Member
1.8	Two teachers selected by the Senate	Members

### **2. Duties and Responsibilities**

The SAC shall:

2.1 advise the Institute Senate on matters pertaining to student's academic performance and teaching standard and quality of the Institute.

2.2 monitor whether the decisions of the SAC have been implemented.

2.3 advise on the coordination of general policy for examination, e.g. the frequency of major examinations or special examinations required for graduation;

2.5 take such actions as may be necessary to implement the policies listed under the part of academics rules and regulation concerning grading, academic requirements and probation of this Legislation.

2.6 receive and consider requests from the academic commission for waiver of academic standards which is legislated by the senate where peculiar hardship and unique reasons are existed.

2.7 analyze the experience and knowledge gained from the administration of the rules pertaining to grading, academic requirements and probation on a regular basis.

2.8 advise the Institute's senate on the establishment and maintenance of departments and other teaching units with regard to the courses of instruction to be offered by such units; provided that the requests are made through the council of the respective departments or program of units.

2.9 receive and consider grievances and recommendation from faculty academic commission and councils of other academic units on matters pertaining to the academic standards of the Institute.

2.10 recommend, in cooperation with the APC, the admission criteria to units of the Institute to ensure uniformity of standards while allowing for a degree of flexibility.

2.11 advise the senate on the establishment of courses of instruction and curricula for the various units of the Institute and on any major changes, it shall approve curricula submitted by the Board of the units.

2.12 advise the senate on the degrees, diplomas and certificates of proficiency to be granted by the Institute.

2.13 register minor changes of curricula approved and reported by the faculty academic commission, such as approved curriculum, the permanent transfer of a course from one year to another, changes in the number of credits for approved courses, etc. Without taking other action, these changes do not interfere with the Institute regulation regarding majors, minors, and other courses requirements.

2.14 carry out other assignments given by the senate of the Institute pertaining to the duties and responsibilities of QAC.

2.15. Perform any other duties as may be required.

## **Article 19. The Admissions and Placement Committee (APC)**

### **1. Membership**

1.1	Director General of the Institute	Chairperson
1.2	Registrar and Alumni Director	Secretary
1.3	Academic Affairs Director	Member
1.4	Director for Research and Community Services	Member
1.5	Continuing Education Program (CEP) Director	Member
1.6	Postgraduate Director	Member
1.7	Student affairs Director	Member
1.8	Guidance and Counselor	Member

### **2. Duties and Responsibilities**

2.1. Assess intake capacity against available human and material resources

2.2. Prepare, update and recommend policies, criteria and procedures on overall admission and placement of students;

2.3. Oversee the implementation of admissions and placement of students to various Departments/Programs of the Institute;

2.4. Determine regular, private and/or advanced standing admissions to available places in the regular and continuing education programs of the Institute on the basis of the guideline of Ministry of Education and;

a) Institute Entrance Examination, or;

b) Special admission requirements established by Faculty/Institute Council (considering gender, students with special needs, developing regions, etc.). The prior knowledge and approval by the APC of these special admission requirements is necessary before these are applied, especially if these criteria are different from the ones approved by the QAC and the Senate when the program was first launched, or; c) Secondary and/or Post-

Secondary Education pursued elsewhere. All such credentials, however, must be evaluated by the faculty/Institute to which a student is applying for;

2.5. Seek and act upon the advice of the QAC on certificates that do not fall into anyone of the above categories;

2.6. Propose areas of investigation related to admissions and placement to the Senate.

2.7. Formulate CEP policies and guidelines and when approved by the Senate follow up its implementation;

2.8. Advise the Senate concerning tuition and payments to staff involved in the running of CEP;

2.9. Determine its own rules of procedures within the framework of the Senate Legislation;

2.10. Propose admission criteria for students

2.11. Perform any other related duties as may be required.

## **Article 20. Research and Publication Committee (RPC)**

1. The RPC shall have the following members;

1.1	DDGRIT	Chairperson
1.2	Research and Community Service Director	Secretary
1.3	Director for Graduate Studies	Member
1.4	Director for TeCAT	Member
1.5	Director for Industry Linkage	Member
1.6	Library and Documentation Director	Member
1.7	One senior Academic Staff	Member
1.8	International Relations and Partnership Director	Member

### **2. Duties and Responsibility of the RPC**

The Research and Publication Committee shall:

2.1. oversee the research and Community Service activities of the Institute;

2.2. initiate policies to develop suitable and efficient management of research and community services in the Institute;



- 2.3. evaluate and approve proposals of research or other projects, teaching materials and textbooks sent from faculties;
- 2.4. examine and approve applications of visiting researchers from various universities of different countries;
- 2.5. guide on dissemination of research output such as establishment of journals, organizations of conferences, symposia, workshop, seminars etc;
- 2.6. solicit and indicate linkages with local and international research universities and funding agencies;
- 2.7. make sure that appropriate research strategic plans with clear vision, identification of research directions and research priority areas be developed and made functional;
- 2.8. perform other duties necessary for strengthening research and community services activities in Institute;
- 2.9. determine criteria for establishing the reputability of journals;
- 2.10. Re-assess reputability of journals every three years
- 2.11. set guidelines for the approval of research/project proposals;
- 2.12. Propose courses of action in the case of breach of agreement and extension of research completion period with no justification by researchers/project owners;
- 2.13. advise and assist the Research Office in securing fund from organizations outside the Institute;
- 2.14. design, facilitate and endorse collaborative activities with national and international institutions;
- 2.15. recommend and establish award system for recognizing outstanding research;
- 2.17. assist the Senate in developing and enhancing public service programs;

2.18. serve the need and interest of the general public to facilitate education, economic and social improvements;

2.19. ensure the representation and active participation of the Institute in various governmental and non-governmental bodies.

2.20. ensure the appropriate academic standard of publications

## **Article 21. TeCAT Committee**

### **1. Membership**

The TeCAT Committee shall have the following members:

1.1	DDGRIT	Chairperson
1.2	Director for TeCAT	Secretary
1.3	Director for Graduate Studies	Member
1.4	Research and Community Service Director	Member
1.5	Director for Industry Linkage	Member
1.6	Library and Documentation Director	Member
1.7	One senior Academic Staff	Member
1.8	International Relations and Partnership Director	Member

### **2. Duties and responsibilities of the TeCAT committee**

The TeCAT Committee shall:

- oversee the technology copy and transfer activities of the Institute;
- initiate policies to develop suitable and efficient management of technology copy and transfer in the Institute;
- evaluate and approve proposals of technology projects and manuals;
- examine and approve applications of visiting technologists of technicians from various universities of different countries;
- guide on the transfer of technology outputs to SMEs and others

- solicit and indicate linkages with local and international technology universities and funding agencies;
- make sure that appropriate TeCAT strategic plans with clear vision, identification of research directions and research priority areas be developed and made functional;
- perform other duties necessary for strengthening technology copy and transfer.
- re-assess reputability of journals every three years
- set guidelines for the approval of technology project proposals;
- Propose courses of action in the case of breach of agreement and extension of technology project completion period with no justification by project owners;
- advise and assist the TeCAT Office in securing fund from organizations outside the Institute;
- design, facilitate and endorse collaborative activities with national and international institutions;
- recommend and establish award system for recognizing outstanding technology projects;
- ensure the representation and active participation of the Institute in various governmental and non-governmental bodies related to TeCAT.
- ensure the appropriate standard of copied, modified or innovated technologies

## **Article22. The Academic Staff Development, Promotions and Scholarship Committee (ASDPSC)**

### **1. Membership**

1.1. The ASDPSC will have the following members:

1.1	DDGA	Chairperson
1.2	Director for Academic Affairs	Secretary
1.3	Research and Community Service Director	Member

1.4	TeCAT Director	Member
1.5	Director for Graduate Studies	Member
1.6	Director of Gender Affairs	Member
1.7	FTC center Director	Member
1.8	A senior academic staff representative	Member
1.9	Teachers' Association Chairperson	Member

## **2. Duties and Responsibilities**

- The ASDPSC is charged with the overall responsibility of executing and coordinating the staff development plans of the Institute. This mainly includes plans and programs dealing with;
  - Assessment of the overall manpower requirements of the Institute including both academic and non-academic staff as presented by concerned offices prior to its submission to the senate.
  - further education for higher degree qualifications at home or abroad, including short term training.
- It initiates the Institute's policies, procedures and programs to assist academic staff to more fully meet their own needs, the students' and the Institute.
- Raises concern for and commitment to teaching and research responsibilities;
- Raises understanding of teaching methods and factors affecting teaching and learning;
- Recommends the optimal staff size required by various units of the Institute and establish the staff composition in terms of rank and degree qualifications;
- Proposes on the kind and number of Institute staff in the Institute studies program for further studies in each year;
- Proposes on the kind and number of the Institute staff going abroad for further studies each year;
- Decides on the kind and number of Institute staff research leave of each year;
- In conjunction with the external relations office of the Institute, looks into ways and means of obtaining scholarships through bilateral, multilateral agreements or through international agencies;

- Sets up its own internal guidelines for scholarship procedures; allocations of scholarship funds and international travel funds and decide on the extension of study leaves;
- Formulates guideline for Academic Staff promotion;
- Evaluates promotion applications and forwards its recommendations to the Senate or return it to the concerned college, if not accepted;
- Sets its own criteria to be used for selecting applicants for scholarship program;
- It performs other assignments forwarded by the senate.

Note: If the committee uses work experience as one criteria for scholarship, the number of work experience in Higher Institution or TVET College shall be considered only after BSc/BA graduate for Master Scholarship program Candidate and after MSc/M.Tech graduate for PhD Scholarship program Candidate.

### **Article23.The Student Affairs Committee (SAC)**

#### **1. The SAC shall have the following members:**

1.1	DDGAdmin	Chairperson
1.2	Director for Student Affairs	Secretary
1.3	Head of Dormitory and Cafeteria Unit	Member
1.4	Head of Students' Clinic Unit	Member
1.5	Student representatives	Member
1.6	co-curricular expert	Member
1.7	Library and Documentation Director	Member
1.8	Guidance and Counselor	Member
1.9	Two student representatives with a gender mix	Members

#### **2. Duties and Responsibilities**

The SAC shall:

- Set rule and regulations to control and supervise all activities and programs relating to cafeteria and dormitory services;

- Periodically supervise the quality provision of student's cafeteria and dormitory services and report the same to the senate/Managing Council;
- Monitor and evaluate annual budget and its utilization to the student cafeteria and dormitory services, and report the same to the Senate/ managing Council;
- Check and evaluate the annual menu to the students' cafeteria service and proposes its improvement;
- Monitor the quality, nutritional content and proper provision of food services in accordance with the menu;
- Evaluate that student cafeteria and dormitory facilities are properly managed, maintained and irregularities are rectified in time;
- Ensure the proper implementations of rules and regulations of cafeteria and dormitory service provisions;
- Report irregularities and improper managements of cafeteria and dormitory services for the senate and proposes the way how to improve it;
- support and monitor the involvement of students and the staff in co-curricular activities
- Monitor and evaluate clinical service in the Institute;
- Formulate students' discipline committee and ensures the proper implementation of rules and regulations related to students' discipline
- Carry out other activities assigned by the senate;

## **Article 24. Information and Communication Technology Enhancing Committee (ICTEC)**

### **1. Membership**

1.1	DDGRIT	Chairperson
1.2	ICT Director	Secretary
1.3	Library and Documentation Director	Member
1.4	Two student representatives from both genders	Member
1.5	ICT Department Head	Member

2. Generally, ICTEC advises the Institute's Senate, about emerging information technologies, facilitates communication and coordination among other units of the Institute and computer center involved in the investigation and research application of the latest information technologies; encourages and assists in the definition and execution of new information technology research, consistent with the strategies described in the Institute and computer center's strategic plan; and provides Institute focal point for both within and outside of the Institute seeking to learn more about the information technology research projects and plans.

### **3. Duties and Responsibilities**

- Contribute to the development and review of policies, objectives and priorities for the provision of ICT Center services;
- Advise on information resource requirements to support key research, teaching and learning;
- Advise the Institute ICT center of planning for future services, which meet the objective of the Institute;
- Monitor the effectiveness of services provision;
- Support and encourage new information project by making collective expertise available to the ICT;
- Advise the ICT center on the selection of new "seed" information technology projects;
- Advise the ICT Center to provide community services and organizations on conditions to be approved by the committee from time to time.

## **Article 25. Graduate Program Committee (GPC)**

### **25.1. Duties and Responsibilities**

The Graduate Programs Committee shall:

- Formulate, revise and amend policies, rules and regulations governing graduate programs in the Institute;

- Promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
- Recommend for approval by the Senate the graduate programs submitted to it by Faculty Academic Commissions;
- Propose guidelines for admission of candidates to graduate programs;
- Approve tuition fees and/or waivers for postgraduate student according to the guidelines of the Institute;
- Examine proposals by the various graduate programs of the Institute for improvement, revision or adjustment of existing rules and regulations, and submit recommendations to the Senate;
- Interpret rules and regulations regarding graduate programs;
- Expedite collaboration with graduate programs in other universities, or with organizations that seek such collaboration;
- Ensure that both existing and new guidelines set by the Senate or decisions made by it are implemented by concerned graduate program offices;
- Lay down general policy for the welfare of graduate students and the award of graduate studentship and other awards;
- Recommend to the Senate the award of the appropriate postgraduate diploma, certificate or degree in accordance with Institute rules and regulations;
- Examine graduate students' appeals that are related to their studies and that could not be handled by their respective faculties or institutes and give decision or recommendation;
- Initiate amendments to existing rules and regulations or draft new ones and submit them to the Senate;
- Participate in the periodic assessment of the graduate programs of the Institute and organize workshops to consult with stakeholders;
- Approve SGS proposals concerning new graduate programs for the endorsement by the Senate;
- Advise the Senate on all matters regarding graduate programs; and
- Establish its own rules of procedure and set up standing and ad hoc committees as necessary.



## **25.2. Membership**

The committee shall consist of the following members:

1	DDGA	Chairperson
2	Director of Graduate Studies	Secretary
3	Director of Academic affairs	Member
4	Research and Community Service Director	Member
5	TeCAT Director	Member
6	Registrar and Alumni Director	Member
7	Faculty Deans with post graduate programs	Member
8	Two postgraduate student representatives from both genders	Member

## **25.3. Meeting and Reporting**

25.3.1. The Committee shall meet at least once before each Senate meeting;

25.3.2. The chairperson may also convene a meeting of the committee whenever he deems it is appropriate or whenever three of its members make a request for such a meeting; and

25.3.3. The Committee shall submit bi-annual report to the Senate on the implementation of its duties and responsibilities.

## **Article 26. The Gender and HIV/AIDS Mainstreaming Committee**

1. The Committee shall consist of the following members:

1.1	DDGAdmin	Chairperson
1.2	Director of Gender Affairs	Secretary
1.3	Focal Person of HIV/AIDS Office/Unit	Member
1.4	Guidance and Counselor	Member
1.5	Head of Clinic	Member
1.6	Two student representatives at least one of whom should be female	Members

1.7	Any other person/s that the Senate may nominate	Member
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## **2. Duties and responsibilities**

The Gender Affaires and HIV/AIDS Mainstreaming Committee shall:

- Devise ways to integrate gender and HIV/AIDS into teaching, learning, research, student and staff welfare, budgeting, outreach and governance of the Institute;
- Devise ways to ensure that all Institute and surrounding communities have access to HIV/AIDS information and services;
- Recommend a system where gender and HIV/AIDS are central to policy development, research, advocacy, legislation, resource allocation and planning, implementation and monitoring of Institute programs, activities and projects;
- Review the Institute documents (strategic plan, policies, rules, regulations, disciplinary policies, codes of conduct, etc) so that gender and HIV/AIDS issues are well taken and considered;
- Identify ways to make the Institute and surrounding community's gender sensitive and devise and implement such schemes;
- Develop systems to increase awareness of the Institute community on gender, harmful traditional practices, reproductive health issues and HIV/AIDS;
- Devise ways to promote gender and HIV/AIDS research;
- Devise mechanisms to improve the participation of women in decision making positions and leadership;
- Seek ways and means to reduce the gender gap in education and employment;
- Develop and/or update work place HIV/AIDS prevention and control policies, guidelines, and procedures to the Senate;
- Devise mechanisms of monitoring the implementation of workplace HIV/AIDS interventions

## **Article 27. The External Relations and Communication Committee (ERCC)**

### **1. Membership**

1.1.	DDGRIT	Chairman
1.2	Director for International Relations and partnership	Secretary
1.3	Director for Research and Community Service	Member
1.4	Director for TeCAT	Member
1.5	Director for Industry Linkage	Member
1.6	Director for student Affairs	Member
1.7	ICT Director	Member
1.8	Library and Documentation Director	Member
1.9	One academic staff representative from each Faculty	Members
1.10	Chairperson of student union	Member

### **2. Duties and Responsibilities:**

- Considers strategic planning and policy development matters relating to external relations, media relations and communications, marketing, development and fundraising and makes recommendations to the senate and other committees as appropriate;
- Oversees the development of an External Relations and Communications Strategy for the Institute in the context of the Institute's Vision and Strategy;
- Monitors the overall delivery of the External Relations and Communications;
- Reviews the External Relations and Communications Strategy on an annual basis and recommend changes as appropriate;
- Determine its own rules of procedures within the framework of senate legislation;
- Perform any other duties as may be required.

## **Article 28. Continuing Education Committee**

### **1. Composition**

1.1.	DDGA	Chairman
1.2	Continuing Education Program Director (CEPD)	Secretary
1.3	Faculty Deans	Member
1.4	Director of Registrar and Alumni	Member
1.5	Director for International Relations and partnership	Member
1.6	Quality Assurance Director	Member
1.7	One Concerned Department Head	Member
1.8	Director for Further Training Center	Member

### **2. Duties and Responsibilities**

- Implement, coordinate and Follow up short-term, extension, continuing education and training program.
- Critically evaluate programs of short-term, extension, continuing education and training if they are relevant to the needs of the country.
- Consider and propose payment rate for the staffs and tuition fee.
- Review and recommend the structural organization of the programs.
- Advise the Senate on matters pertaining to the short-term, extension and continuing education and training

## **Article29. The Senate Ad-hoc Committees**

Ad-hoc committees may be created by the senate as deemed necessary. Unless otherwise provided in the decision of the senate, these committees shall be disbanded upon completion of the tasks for which they were set up and up on submission of their reports to the senate.

## **Article 30. Managing Council**

1. Without prejudice to the powers of the Director General to include other pertinent officers, Deputy Director Generals, Institute Wide Student Affairs

Director are the core members of the Managing Council Committee; and shall be chaired by the Director General.

2. The Managing Council shall advise the Director General on strategic issues and on other cases that the Director General believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of Institute's operations.
3. Without prejudice to the power of the Director General to call urgent meeting, the Managing Committee shall meet twice a month on a regular day and time that shall be determined by the Director General.
4. The Managing Council shall hold and conduct its sessions with a majority of its core members present.
5. Minutes of sessions of the Managing Council shall be recorded by a Secretary designated by the Director General.
6. The Director General shall ensure free and open expression of views in Managing Committee sessions. The Director General may order votes in case substantially competing opinions emerge to Council ascertain the weight of the competing opinions.
7. No member other than the Director General or a person instructed by the Director General shall communicate to third parties the council's deliberations on controversial issues and the results thereof.

### **Article 31. Institute Council**

1. The Director General shall chair the Institute Council, and its members shall consist of the core members of the Managing Council, all Deans, Directors, members of the Senate Standing Committee, the Chief Librarian, the Registrar and Alumni Director, Section Head of the administration wing, Department Heads, and as it shall be determined by the Board upon the advice of the Director General, an appropriate number of academic staff and student representatives with appropriate gender mix.

2. The Institute Council shall advise the Director General on institutional proposals, plans, budget, organizational structures, and academic programs, agreements of cooperation, and on division, merging, change of names and closure of academic units as well as on performance.
3. The Institute Council shall meet at least once every six months according to the schedule that shall be fixed by the Director General.
4. Attendance of Institute Council sessions shall be mandatory. Membership shall not be delegated except in accordance with the permission of the Director General. Sessions may be held without a requirement for quorum.
5. The Director General shall ensure a democratic atmosphere of stimulating free expression, opinions and ideas in sessions of the Institute Council. The Director General may order votes in case substantially competing opinions emerge to determine the weight of the competing opinions.
6. The secretary of the Managing Council shall also serve as the non-voting and non-consultative member.
7. Other than the Director General or a person nominated by the Director General, no member of the Institute's Council shall serve as its official spokesperson.
8. Without prejudice to the provisions of this article, the Institute's Council may adopt its own procedural rules.

## Part IV

### Internal Academic Organizations of the institute

#### **Article 32. Academic Commission**

1. The Academic commission is accountable to the Faculty Dean.
2. The dean of the Faculty shall chair the Commission, and its members shall consist of all the Department Heads, two elected staff members and one representative of the student body enrolled in the Faculty. The terms of the elected members of the Commission shall be two years, and shall be reelected for the second term. No elected member serves more than two terms.
3. The Commission shall deliberate on curriculum development, Curriculum revision, Research, Technology transfer, Industry linkage, and decide on student academic standings. Recommend promotion of teachers/trainers and technical assistants. Recommend study and sabbatical leaves of teachers/trainers as per regulations stipulated in the Legislation. Advise the Deputy Director General for Academics on, Faculty plans, budget, and academic programs.
4. The Commission shall evaluate the performance of departments under its jurisdiction and report the findings to the Deputy Director General for Academics.
5. The secretary of the Commission shall be elected from among the member of the department heads.
6. The Commission shall meet monthly.
7. Without prejudice to the provisions of this article, the Commission may adopt its own procedural rules.

8. Approve nominations by academic units for employment of academic staff with the rank of Lecturer.
9. The AC may establish ad-hoc committees to perform specific tasks.
10. The AC may co-opt other persons to attend its meetings. However, such persons shall not have voting rights

### **Article 33. Faculty Deans**

1. Appointment: appointment of the Dean shall be merit based and the profile of the candidate is subject to public evaluation.

2. Terms of office:

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The Dean may compete for one more term.

3. Accountability:

The Dean is accountable to the DDGA.

4. **Requirements:** The candidate must have:

- At least a rank of Lecturer;
- Excellent communication and interpersonal skill and proven leadership ability and motivation;
- An appreciation of team spirit and demonstrated competence in coordination of activities;
- An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;
- An appreciation of information technologies and communications;
- Comprehensive knowledge and understanding of the Institute working environment;



- Commitment towards realization of academic mission of the Institute;
- Proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and Responsibilities**

The Dean, as the chief executive officer shall:

- chair the faculty council;
- plan, direct and supervise the teaching–learning processes, research and community services
- facilitate the utilization of common resources across academic units;
- assess the performance of academic units;
- produce regular reports and provide information to the appropriate offices;
- communicate information to and from the Institute management;
- execute the decisions and directives issued by the Institute management;
- Oversees the academic quality of the faculty;
- execute all decisions of the faculty council in accordance with the rules and regulations of the Institute;
- initiate new programs and promote multidisciplinary academic/research programs and revision of existing programs; closure or merger of programs;
- facilitate professional development trainings, seminars, workshops and other non-formal educational programs;
- issue rules and procedures for the proper administration of the Faculty /institute in line with the overall policies and regulations of the Institute;
- ensure that the policies, rules and regulations of the Institute are well communicated and implemented;
- promote external links with relevant institutions in consultation with the DG and DDGA;
- facilitate image building activities;
- plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students;

- ensure the proper handling of student records in the Faculty in accordance with guidelines set by the Institute;
- charter duties and responsibilities to coordination offices and units under their auspices;
- carry out other relevant tasks assigned to him/her by the Deputy Director General for Academics (DDGA) and the Academic Commission.

## **Article 34. The SGS Director**

### **1. Appointment:**

Appointment of the Director shall be merit based and the profile of the candidate is subject to public evaluation.

### **2. Terms of office:**

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The Director may compete for one more term.

3. **Accountability:** The Director is accountable to the DDGA

4. **Requirements:** The candidate must have:

- At least a rank of lecturer,;
- Excellent communication and interpersonal skill and proven leadership ability and motivation;
- An appreciation of team spirit and demonstrated competence in coordination of activities;
- An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;
- An appreciation of information technologies and communications;
- Comprehensive knowledge and understanding of the Institute working environment;
- Commitment towards realization of academic mission of the Institute;
- Proven experience in creating and enhancing a customer service culture within an organization.

### **5. Duties and responsibilities:**

The Director as the chief executive officer of SGS shall:

- be a chairperson of the SGS council;
- plan, direct and supervise the learning – teaching process of SGS;
- facilitate and coordinate the utilization of common resources across faculties/departments intended for graduate studies;
- produce and submit regular reports and provide information to the Deputy Director General for Academics;
- identify candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with Institute rules and regulations;
- ensure the proper management of graduate students' record;
- communicate information to and from the Institute management;
- implement the decisions and directives issued by the SGS Council;
- oversee the academic quality of graduate programs;
- advise the faculties/institute on the launching of new programs, revision of existing programs and dissolution or merger of programs;
- promote external links with relevant institutions in consultation with the Deputy Director General for Academics;
- build the image of the SGS by providing appropriate and full information on the activities of the SGS;
- facilitate the participation of professionals from outside in support of teaching and research in the SGS;
- plan and execute schemes and programs that promote academic excellence;
- execute SGS related decisions of the Senate;
- perform such other duties as may be assigned by the GSC, the Senate, and the Deputy Director General for Academics.

### **Article 35: School of Graduate Studies (SGS) Council**

#### **Members of School of Graduate studies (SGS) Council**

- |   |             |
|---|-------------|
| 1. The Director of SGS                    | Chairperson |
| 3. The Coordinator for Research           | Member      |
| 3. TeCAT coordinator                      | Member      |
| 4. Industry-Institute Linkage coordinator | Member      |

- |  |         |
|--|---------|
| 5. The Institute Registrar and Alumni delegate | Member  |
| 6. Department Graduate Program Coordinators    | Members |

NB: The secretary of the Council shall be elected from among the members of the council.

### **Sessions of the SGS Council**

1. The Council shall have regular meetings at least twice every semester.
2. Extraordinary meetings may be called at any time by the Chairperson or when requested by one-third of its members.

### **Duties and responsibilities of the SGS Council**

Subject to directives of the Deputy Director General for Academics, the SGS Council shall have the following powers and duties:

- Propose admission of candidates for graduate studies;
- Follow up admission process and implementation
- Promote and co-ordinate interdisciplinary programs for post graduate studies in the respective faculties;
- Oversee the welfare of graduate students and the award of graduate studentships;
- Check graduate program course offerings and thesis research proposals approved by the DGCs;
- Recommend to the Deputy Director General for Academics the award of the appropriate diploma, certificate or degree in accordance with Institute rules and regulations;
- Collect SGS proposals concerning new graduate programs for the approval by the Deputy Director General for Academics;
- Issue directives to the council members on matters of graduate studies;
- Conduct periodic assessment of the existing programs;
- Submit annual report on the performance of its functions to the Deputy Director General for Academics;
- Consider any matter entrusted to it by the Deputy Director General for Academics;

### **Article 36: Department Heads**

1. Each academic Department shall have a head that shall be accountable to the Faculty Dean

**2. Appointment:**

The department council shall nominate three candidates on competitive basis based on set criteria, among whom the faculty dean will recommend the three candidates in ranked order as per the criteria for approval by the DDGA.

**3. Requirement:**

The candidate must have at least a rank of a lecturer and have an excellent experience in instructional and leadership activities; excellent communication and interpersonal skill and proven leadership ability and motivation; an appreciation of team spirit and demonstrated competence in coordination activities;

**4. Terms of office:**

Appointments shall be subjected to six months probationary period and shall last for two years and he/she may compete for one more term.

**5. Accountability:**

The Department Head shall be accountable to the Faculty Dean.

**6. Duties and responsibilities**

- Act as the chairperson of the DAC;
- Promotes the enhancement of quality and relevance of teaching and research;
- Creates conducive atmosphere for the expansion of academic and research efforts;
- Ensures proper filing of each staff member's record;
- Proposes to the DAC the launching of new programs; revision of existing programs; dissolution or merger of programs;
- Ensure that the rules, regulations, values and beliefs of the Institute are well exercised by the staff and students of the department
- Promote partnerships with relevant institutions in consultation with the Dean.
- Build the image of the department by providing appropriate and full information on the activities of the department;

- Facilitate the participation of professionals from outside in support of learning-teaching, research and community services in the department
- Promote team spirit among staff members of the department;
- Follows up and executes decisions and recommendations of the DAC;
- Search and provide opportunities for educational and professional development of the staff and students of the Department;
- Process the appointment, promotion and other benefits of the staff members of the Department in accordance with the rules and regulations of the Institute;
- Prepares plans, programs and budgets for the activities of the Department and closely monitor the implementation;
- Assigns course instructors and academic advisors;
- Ensure proper use of resources within the Department;
- Ensures that performance evaluations of staff members are properly conducted and the necessary reports are submitted at the end of each semester;
- Ensure proper filing of academic records of students of the Department;
- Set procedures on how to nominate part-time instructors;
- Submit quarterly, semester and annual report;
- charter duties and responsibilities of committees under its auspices;
- Carries out other relevant tasks assigned to him by the Dean.

## **Article 37. Department Council**

### **37.1. Membership:**

The Department Head shall chair the Department Council, and its members shall consist of all the academic staff members teaching in the department.

### **37.2. Duties and Responsibilities:**

The department council has the following Powers and duties:

1. approves strategic plan, budget and periodic reports of the department;
2. approves the human resource development plan of the department;
3. endorses course/module allocation and assignment of instructors;

4. follows up, through periodic reports, the quality of teaching, research and community service undertakings;
5. proposes the initiation and termination of programs, centers and units and their curricula to the Institute council;
6. decides on curriculum administration issues and recommends on curriculum review;
7. advise the department head upon request, on administrative and financial affairs of the department deliberate on issues that concern the benefits and responsibilities of its academic staff with the exclusion of individual claims and complains and recommends solution to the relevant bodies;
8. proposes graduation of students to the faculty academic commission;
9. establishes committee (regular or/and ad-hoc) to discharge its responsibilities when necessary;
10. follows up that the needs of female students and students with disabilities are considered in all aspects of the teaching learning process as much as possible.

### **37.3. Sessions of the Department Council**

1. The department council shall meet at least once a month, and can have extraordinary meeting when requested in writing by one third of its members or the head of department.
2. Attendance of department council shall be mandatory. Membership shall not be delegated except in accordance with the permission of the Department Head. Sessions may be held without a requirement for quorum.
3. The Department Head shall ensure a democratic atmosphere of stimulating free expression, opinions and ideas in sessions of the Department Council. The department head may order votes in case substantially competing opinions emerge to determine the weight of the competing opinions.
4. The secretary of the department Council shall be elected from the members and serves for two years and could be reelected for the second term.

### **Article 38. Department Graduate council (DGC)**

Each department running graduate studies shall have Department Graduate Council (DGC) and a graduate program coordinator accountable to the department head. The

coordinator coordinates all the affairs of the graduate program in the respective department.

### **1. Membership**

- 1.1 The members shall be those who are teaching at graduate level, preferably Assistant professor and above. The number of Committee members shall not exceed 7.
- 1.2 The department head shall act as the Chairperson of the DGC
- 1.3 Members shall serve for a term of two years. The member can serve for two terms.
- 1.4. The coordinator of the PG program shall be secretary of the DGC

### **2. Accountability**

The DGC shall be accountable to the AC.

### **3. Duties and Responsibilities of DGCs**

- Develop the department graduate program in the department,
- Review and revise the program at least every three years whenever the need arises,
- Supervise and coordinate all activities of the post graduate programs,
- Review and approve examination papers and grades on the basis of guidelines provided by AC,
- Prepare semester reports on its activities and submit the same to the AC,
- Screen applicants on the basis of criteria set by the SGS and forward list of selected candidate to the AC for approval,
- Assign instructors to the courses and approve the appointment of part-time instructors,
- Approve the students' research topic and proposals,
- Assign a research adviser for each graduate student,
- Assign members of examining board for thesis, dissertation and other qualifying examinations and
- Accomplish all other duties assigned by the AC and the SGSC.



## **Article 39. Departmental Academic Council (DAC)**

### **39.1. Membership**

1. In each department of every Faculty, there shall be established departmental academic council (DAC) having the composition, powers and duties of which are set forth as follows:

1.1. Where the number of full-time teaching staff of the department is less or equals to 10, the full-time teaching staff with the rank of lecturer and above shall constitute the DAC; Where the number of full time teaching staff of the department is greater than 10, a DAC consisting of 9 members shall be formed by election from among the full time teaching staff with the rank of lecturer and above in a general meeting of the full-time teaching staff of the department. For the purpose of the election, 2/3 (67%) of the number of teaching staff in the department shall constitute a quorum;

2. The department head shall act as chairperson of the DAC.

3. The rules of procedure of the DAC shall be those of the AC wherever applicable.

4. The DAC shall have the following sub-committees:

4.1. Curriculum and standards subcommittee for undergraduate programs.

4.2. Examination Committee.

4.3. Staff development and promotion committee

4.4. Research and TeCAT committee

4.5. The Kaizen Committee

The DAC, when it deems necessary, may appoint ad-hoc subcommittees, whose membership may be drawn from among itself or other staff members of the department, to perform specific tasks.

### **39.2. Powers and Duties**

**The DAC shall:**

- prepare the department's short and long term objectives, plans and programs, and necessary budgets for their execution and submit the same to the Faculty dean through the department head,
- recommend to the AC criteria for the selection of students joining the department,
- ensure that all examinations for undergraduate courses are reviewed by the curriculum and standard sub-committee for completeness of content, rigor and soundness,

- plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, and merge of courses in accordance with the rules and regulations of the Institute,
- oversee the conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department,
- recommend to the dean, through the department head ideas regarding:
  - Promotion of the well-being of the staff and the students of the department,
  - Staff development scheme for the department and
  - Institution of scholarships, fellowships, prizes and other awards to students of the department.
- recommend to AC through the department head, the appointment and promotion of members of the department,
- review and approve research proposals,
- promote and co-ordinate consultancy services in the department; and insure that procedures for their proper conduct are adhered to and
- consider and decide on disciplinary cases of students pertaining to academic matters in accordance with the Institute's regulation.

#### **Article 40. Academic Affairs Director**

1. Appointment: appointment of the Director shall be merit based and the profile of the candidate is subject to public evaluation.

2. Terms of office:

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The Director may compete for one more term.

3. Accountability: The Director is accountable to the DDGA

4. Requirement: The candidate must have:

- 4.1. at least a rank of lecturer;
- 4.2. experience in academic program leadership;
- 4.3. an understanding of dynamics in academics and research trends;
- 4.4. excellent communication and interpersonal skill and proven leadership ability and motivation;
- 4.5. an appreciation of team spirit and demonstrated competence in coordination of activities;
- 4.6. an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;
- 4.7. an appreciation of information technologies and communications;
- 4.8. comprehensive knowledge and understanding of the Institute working environment;
- 4.9. commitment towards realization of academic mission of the Institute;
- 4.10. proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and responsibilities**

- Oversees academic staff recruitment and promotion of academic staff;
- Coordinates resource distribution for learning – teaching processes;
- Supervises teaching, research and community services load distribution of the academic staff;
- Directs course and program evaluation;
- Assists departments in developing standards for academic resource centers like classroom technology, laboratories, etc;
- Advises on the regular reviews of curricula, initiation of new courses, and cancellation of obsolete ones and merger of courses;
- Monitors the effectiveness of programs and their compliance with the Institute's academic policies and procedures.

- Facilitates the validation, monitoring and review of programs and courses;
- Develops policies and instruments for academic program evaluation;
- Develops academic program standards;
- Supports the design of academic calendar and ensures academic activities are accomplished accordingly;
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Carries out other relevant tasks assigned to him/her by the Deputy Director General for Academics

## **Article 41. The Information and Communication Technology (ICT) Director**

1. **Appointment:** appointment of the Director for ICT shall be merit based and the profile of the candidate is subject to public evaluation.

2. **Terms of office:**

2.1. Appointments will be subjected to one-year probationary period and shall last for three years.

2.2. The director may compete for one more term.

3. **Accountability:** The Director is accountable to the Director General.

4. **Requirement:** The candidate must have:

4.1. At least a rank of lecturer;

4.2. Broader experience and extensive background in and affinity with ICT; an understanding of dynamics in academics and research trends;

4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;

4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;

4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;

4.6. An appreciation of information technologies and communications;

4.7. Comprehensive knowledge of the Institute working environment;

4.8. Commitment towards realization of academic mission of the Institute;

4.9. Proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and responsibilities**

- Leads, manages and develops the staff of the ICT office in discharging responsibility for the development and implementation of innovative Information and Communication Technologies strategy;
- Co-ordinates the alignment of the ICT Strategy to the overall Institute Strategy and ensure that the ICT Strategy evolves to meet the changing needs of the Institute;
- Works with Faculties/departments/units throughout the Institute to ensure that their ICT current and future needs are identified and demonstrate the potential for the application of ICT within their areas;
- Designs policies and standards for the use of ICT within the Institute and monitor adherence to these policies and standards;
- Ensures academic resource centers such as classrooms, conference rooms, meeting hall, laboratories and libraries are ICT supported;
- Manages the planning and delivery of ICT infrastructure projects;
- Ensures that the Institute network is running and providing the required services at all times;
- Provides support and guidance to the Institute community as regards the ICT infrastructure and usage;
- Researches and advises on emerging ICT technologies and trends that can benefit the Institute
- Facilitates induction, training and development of ICT staff;

- Initiates and manages the recruitment of new staff;
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Advises on issues such as legal and regulatory requirements, compliance and risk and security that are related to ICT activities of the Institute;
- Carries out other relevant tasks assigned to him/her by the Director General.

## **Article 42. The Quality Assurance Director (QAD)**

1. **Appointment:** appointment of the Quality Assurance Director shall be merit based and the profile of the candidate is subject to public evaluation.

### **2. Terms of office:**

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The Director may compete for one more term.

3. **Accountability:** The QA Director is accountable to the Director General.

4. **Requirement:** The candidate must have:

4.1. At least a rank of lecturer;

4.2. Broader experience in academic quality assurance, an understanding of dynamics in academics and research trends;

4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;

4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;

4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;

4.6. An appreciation of information technologies and communications;

- 4.7. Comprehensive knowledge and understanding of the Institute working environment;
- 4.8. Commitment towards realization of academic mission of the Institute;
- 4.9. Proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and responsibilities**

- Develops policies and instruments for quality assurance and auditing;
- Coordinates quality assessment for the overall academic activities of the Institute;
- Initiates and/or supports course, program and institutional self-assessment, peer review, external review and accreditation;
- Supervises the progress of academic and administrative practices on a quarterly basis; provides feedback based on the supervision
- Develops academic quality standards;
- Proposes improvement plans based on quality assessment recommendations in collaboration with academic departments;
- Plans and coordinates trainings to staff on academic quality care;
- Supports the continual development and improvement of academic quality and relevance;
- Advises Academic Program office on reviews of curricula, initiation of new courses, cancellation of obsolete ones, and merger of courses;
- Monitors and evaluates the quality and effectiveness of academic activities;
- Facilitates external review panels and support review activities;
- Facilitates the effective implementation, review and periodic adaptation of the quality Strategy
- Compiles final internal academic quality audit document
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Carries out other relevant tasks assigned to him/her by the Deputy Director General for Academics.

### **Article 43. Research and Community Service Director**

1. Appointment: appointment of the Director for Research and Community Service shall be merit based and the profile of the candidate is subject to public evaluation.

2. Terms of office:

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The director may compete for one more term.

3. Accountability: The Director is accountable to the Deputy Director General for Research, Industry-Institute Linkage and TeCAT.

4. Requirement: The candidate must have:

4.1. At least a rank of lecturer;

4.2. Broader experience in research and development activities and an understanding of dynamics in academics and research trends;

4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;

4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;

4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;

4.6. An appreciation of information technologies and communications;

4.7. Comprehensive knowledge and understanding of the Institute working environment;

4.8. Commitment towards realization of academic mission of the Institute;

4.9. Proven experience in creating and enhancing a customer service culture within an organization.



## **5. Duties and responsibilities**

The Director for Research and Community Service shall have the following duties and responsibilities:

- Plans, organizes, leads, manages and controls the activities of all research programs and community services;
- Develops, recommends and implements policies and administrative procedures for research programs;
- Follows up the proper implementation of policies, rules and regulations for research programs;
- Makes recommendations for fostering the development of research programs;
- Facilitates the development of interdisciplinary research programs in consultation with the units concerned;
- Coordinates internal and external assistance for research programs and allocate resources in consultation with the bodies concerned;
- Develops work program (strategic plan) for efficient management of existing and expanding research programs and opening new ones;
- Develops plan, sets priorities for establishment of core laboratories and research facilities and oversees the implementation of plans;
- Promotes the development of appropriate incentive schemes in the Institute for researchers;
- Follows up the formulation of the research coordination structure of the Institute;
- Evaluates existing research capacity and identify gaps and priority areas for capacity building;
- Follows up implementation of plans for research capacity building including establishment of core laboratories and other research facilities;
- Identifies thematic research areas;
- Coordinates and facilitates research activities (call for proposals, receive concept notes and CVs, regroup based on merit, allocate startup fund for proposal development);

- Coordinates and facilitates collaborative research programs with donors and funding agencies;
- Coordinates, registers, monitors and follows up research and related activities;
- Checks regular progress reports on the research programs;
- Prepares periodic reports on research activities in all faculties;
- Prepares and disseminates research outputs;
- Allocates PhD dissertation research and master's thesis research funds to Departments/Centers/Units based on the government regulations;
- Links PhD and masters researches with thematic, sponsored research projects, grants and external funding;
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Coordinates, facilitates and guides community and consultancy services to various stakeholders in the areas of their needs and requests.
- Facilitates that the participating departments/center/unit, colleges/institute and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
- Ensures that the Institute benefits financially from the consultancy services provided to various organizations and communities;
- Promotes, supports and facilitates staffs' and students' engagements in community service activities through different mechanisms such as practicum, community development centered curriculum designing for training, leaflets, bulletins and mass media;
- Guides and facilitates organization and documentation of knowledge and innovations generated and developed by each department/program for dissemination and application by target communities;
- Guides and supports Department in their effort to facilitate delivery of outreach and community engagement services in the areas of excellence of the department
- Organizes public lectures and seminars on current issues and community concerns.

- Directs the implementation of agreements and projects related to its domain with other organizations;
- Organize conferences, workshops and symposia, etc.
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Performs any other duties as may be required by the Deputy Director General for Research, Industry-Institute Linkage and TeCAT

#### **Article 44. The Industry-Institute Linkage Director**

1. There shall be an Industry-Institute Linkage Office managed by Director for Industry-Institute Linkage with an academic rank of Lecturer and above who has served the Institute for at least a year and he/she is accountable to the Deputy Director General for Research, Industry-Institute Linkage and TeCAT.

##### **2. Appointment**

Appointment of the Director for Industry Linkage shall be merit based and the profile of the candidate is subject to public evaluation.

##### **3. Terms of Office**

The Director of Industry-Institute Linkage serves for three years; however, he/she may serve for a maximum of two terms.

##### **4. Duties and Responsibilities of the Industry-Institute Linkage**

**The office shall be responsible to:**

- coordinate the student's cooperative training in the Institute in collaboration with the departments.
- Report industry training and research needs to the DDGRIT
- Organize workshops, seminars, and symposiums related to Industry-Institute linkage.
- Arrange a Memorandum of Understanding with industries and different organizations in order to work together in different areas.
- Implement cooperative and industry training programs by coordinating and collaborating with various industries where the students of the Institute can practice in actual workplace.

- Maintain a good and long term relationship with different industries and organizations in relation to training, consultancy and research.
- Maintain a catalogue of industries and cooperative training opportunities.
- Evaluate and oversee Industry-Institute Linkage practices and problems.
- Coordinate evaluations of the Industry-Institute Linkage trainees up on their completion of the linkage program in collaboration with the departments.
- Periodically prepare and submit reports on Industry-Institute Linkage activities of the institute to the Deputy Director General for Research, Industry-Institute Linkage and TeCAT;
- Create linkages between the Institute and external agencies and harmonize the integration of mutual cooperation's& benefits of the two parties.
- Conduct labor market analysis related to the TVET sector
- Perform and carry other relevant tasks assigned by the Deputy Director General for Research Industry-Institute Linkage and TeCAT

#### **Article 45. Director for TeCAT**

There shall be a TeCAT directorate Office managed by Director for TeCAT with an academic rank of Lecturer and above who has served the Institute for at least a year and he/she is accountable to the Deputy Director General for Research, Industry-Institute Linkage and TeCAT .

##### **1. Appointment**

Appointment of the Director for TeCAT shall be merit based and the profile of the candidate is subject to public evaluation.

##### **2. Terms of Office**

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The director may compete for one more term.

##### **3. Duties and Responsibilities of the TeCAT Director**

**The office shall be responsible to:**

- Formulate the overall strategic plan for TeCAT engagement process.

- Coach the overall activities in the Technology Transfer engagement groups, Technology promotion and marketing, Technology facilities management, Technology partnership, and Students TeCAT projects
- Develop operational and budget plan for his/her office and revise the operational and budget plan of sub-processes and office under his/her coaching
- Formulate and update TeCAT policies and strategies and make sure that they are properly implemented.
- Create linkages among the sub-processes under TeCAT engagement process and between TeCAT Engagement and Learning-teaching processes and also with external stakeholders
- Be responsible for continuous TeCAT engagement process improvements using various ways including benchmarking
- Perform any other duty related to the TeCAT engagement, as deemed necessary
- Organize conferences, workshops, exhibitions, skill competitions, and field visit programs.
- Conduct need assessment in the SMEs and industries and development agents for filling the gap of human resource problems and technologies.
- Organize and coordinate the TeCAT groups
- Request and follow up procurement of items and facilities for TeCAT
- Manage allocation of TeCAT facility services to the research groups up on request
- Be responsible for any other activity related to TeCAT facilities management
- Plan and develop policies on Intellectual Property Rights in collaboration with relevant institutions
- Solicit fund for proposal development related to adaptive research and technology transfer
- Arrange for marketing of technology
- Follow up the establishment of technological Innovation Incubation Centres
- Acquire technologies and facilitate for technology testing and value adding
- Demonstrate and popularize technologies
- Coordinate and facilitate the development of policies and oversee the implementation of Intellectual Property Rights related with technology

- Report the activities and achievements of the TeCAT engagement process to the Research, Industry- Linkage and TeCAT Deputy Director General of the Institute.
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Performs any other duties as may be required by the Deputy Director General for Research, Industry-Institute Linkage and TeCAT

## **Article 46. Student Affairs Director**

1. Appointment: appointment of the Director for Student Affairs shall be merit based and the profile of the candidate is subject to public evaluation.

2. Terms of office:

2.1. Appointments will be subjected to one year probationary period and shall last for three years.

2.2. The director may compete for one more term.

3. Accountability: The Director is accountable to the Deputy Director General for Administration.

4. Requirement: The candidate must have:

4.1. At least a rank of lecturer;

4.2. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;

4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;

4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;

4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;

- 4.6. An appreciation of information technologies and communications;
- 4.7. Comprehensive knowledge and understanding of the Institute working environment;
- 4.8. Commitment towards realization of academic mission of the Institute;
- 4.9. Proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and responsibilities**

- supervises all activities relating to student dormitories, cafeteria, health care, counseling and guidance;
- orients students to rules and regulations of the Institute;
- coordinates social, cultural, sports and other recreational activities of students;
- organizes programs to obtain and provides financial aid for students;
- prepares and updates student handbooks in collaboration with the Institute Registrar and Alumni Director;
- initiates and handles disciplinary proceedings in consultation with the concerning dean or director;
- supervises the implementation of disciplinary decisions in consultation with the concerning dean or director;
- oversees the student union and clubs that operate under the union;
- plays a mediatory and advisory roles regarding major student services such as library, registrar, security, academic and administrative services;
- coordinates activities directed to assist students with special needs;
- ensures student service center staff members are customer oriented in their service provision;
- supports student career development activities;
- ensures proper utilization of resources;
- charts duties and responsibilities to coordination offices and units under their auspices;
- performs any other duties as may be required by the Deputy Director General for Administration.

## **Article 47. The Registrar and Alumni Director**

1. Appointment: appointment of the Institute Registrar and Alumni Director shall be merit based and the profile of the candidate is subject to public evaluation.

2. Terms of office:

2.1. Appointments shall be subjected to one year probationary period and shall last for three years.

2.2. The Registrar and Alumni Director may compete for one more term.

3. Accountability: The Registrar and Alumni Director is accountable to the Deputy Director General for Academics

4. Requirement: The candidate must have:

4.1. At least a rank of lecturer;

4.2. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;

4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;

4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;

4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;

4.6. An appreciation of information technologies and communications;

4.7. Comprehensive knowledge and understanding of the Institute working environment;

4.8. Commitment towards realization of academic mission of the Institute;

4.9. Proven experience in creating and enhancing a customer service culture within an organization.



## **5. Duties and responsibilities**

- Develops and implements proper mechanisms and instruments for the admission, placement and orientation of new students;
- Coordinates and processes the admission, registration, placement, and graduation of students;
- Processes registration and course enrolment; schedules classes and exams; assemble and maintain student records;
- Organizes, coordinates and oversees the academic orientation of new students to the Institute and to campus life;
- Organizes and administers graduation functions, transcript evaluations, certification process/ issuance of transcripts and other academic credentials for students and alumni in order to provide maximum service to students while ensuring efficient and effective workflow;
- Ensures that alumni membership records are obtained regularly;
- Ensures that alumni membership records are obtained regularly;
- Explores and implements new technologies and methods to enhance alumni management;
- Provides alumni career development and job search services;
- Develops and implements efficient and effective student management information system to collect, process, deploy and disseminate information and data on undergraduate and graduate programs, student population, and student activities;
- Collects, organizes and disseminates alumni feedbacks and suggestions, prepares the academic calendar of the institute each year in consultation with the DDGA and submit the same to the senate for approval;
- Creates and maintains up-to-date confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs;
- Maintains up-to-date records on curricula of programs and ensures that rules and regulations are adhered to and observed;
- Prepares and issues identification attesting to the admission status of students;
- Prepares and publishes the yearly undergraduate and graduate catalogue;

- Announces and advertises Institute programs to the public;
- Process registration and course enrolment; schedule classes and exams;
- Assembles and maintains student records; provides dispatch of academic record services to Alumni;
- Organizes, maintains and disseminates up-to-date information on student enrolment, admissions, withdrawals, completion, attrition and graduates;
- Prepares and disseminates academic calendars after approval by the senate of the Institute;
- Develops mechanisms for the timely certification of graduates;
- Organizes and administers graduation functions, transcript evaluations, issuance of transcripts and other academic credentials for students and alumni;
- Secures, maintains and ensures the integrity of all academic records;
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Performs any other duties as may be required by the Deputy Director General for Academics.

## **Article48. The Library and Documentation Director**

### **1. Appointment**

Appointment of the Institute Registrar and Alumni Director shall be merit based and the profile of the candidate is subject to public evaluation. He/she is the chief administrative officer of the Institute Library System and he/she should have an academic rank of at least Lecturer and served the Institute for at least a year.

### **2. Terms of office:**

2.1. Appointments shall be subjected to one year probationary period and shall last for three years.

2.2. The Library and Documentation Director may compete for one more term.

3. Accountability: The Library and Documentation director is accountable to the Deputy Director General for Academics

4. Requirement: The candidate must have:

- 4.1. At least a rank of lecturer;
- 4.2. Broader experience in library and computer service administration and activities and an understanding of dynamics in academics and research trends;
- 4.3. Excellent communication and interpersonal skill and proven leadership ability and motivation;
- 4.4. An appreciation of team spirit and demonstrated competence in coordination of activities;
- 4.5. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the Institute;
- 4.6. An appreciation of information technologies and communications;
- 4.7. Comprehensive knowledge and understanding of the Institute working environment;
- 4.8. Commitment towards realization of academic mission of the Institute;
- 4.9. Proven experience in creating and enhancing a customer service culture within an organization.

## **5. Duties and Responsibilities**

- Coordinates the activities of assigned personnel, assigning duties, developing and scheduling various programs and assuring that adequate materials and equipment are available to provide the best possible library services to the community.
- Assesses the quality and accuracy of its staff performance, counseling employees as necessary.
- Ensures the availability of trained library staffs in adequate numbers and meeting prescribed standards, through employment, transfer and/or appropriate training.
- Administers maintenance of library facilities and equipment; works with the concerned body on facility development.

- Directs and participates in the overall operations of a library, implementing policies and procedures and supervising and training assigned library personnel and volunteers.
- Requires adherence to procedures regarding the acquisition, accession and cataloguing of all information resources.
- Requires adherence to rules to assure that all materials in the Institute System are available, on reasonable terms, to all students and department subject to the priority of meeting the academic needs of the department to the constituent library.
- Reviews and approves selection of all materials for purchase.
- Participates in professional meetings, classes, conferences and workshops.
- Participates in organizational management through the committee process.
- Requests annual report including statistical information from each constituent library and faculty deans where it is situated as may be necessary to inform the Librarian of its expenditures and operations.
- Supervises all libraries within the system and takes all other steps necessary and proper to secure the above objectives.
- Deploys latest technologies to modernize the Library system
- Establishes link with other national and international libraries
- Charters duties and responsibilities to coordination offices and units under their auspices;
- Performs any other duties as may be required by the Deputy Director General for Academics.

## **Article 49. Continuing Education Program Director**

There shall be a Continuing Education Program (CEP) director by an Academic staff with an academic rank of at least Lecturer.

### **1. Appointment:**

Appointment of the CEP Director shall be merit based and the profile of the candidate is subject to public evaluation.

### **2. Accountability**

2.1 The CEP Director is accountable to the Deputy Director General for Academics.

### **3. Terms of Office**

The CEP Director serves for three years. However, he/she cannot serve more than two terms.

### **4. Duties and Responsibilities of the CEP Director**

- Represents the continuing education to Senate CEP Standing Committee
- Maintains a close working relation with registrar and all academic departments.
- Represents the Continuing Education and Short-term Training Program Office in the Institute Managing Council and other standing committees of the Institute
- Coordinates all Continuing Education and Short-term Training Programs in the institute and he/she follows up and monitors the coordination activities of sub-coordinators where sub-coordinators are needed and appointed.
- Actively participates in the screening of students (applicants of evening, week end and summer program)
- Prepares lists of staffs involved in the teaching in Continuing Education and Short-term Training Program and presents their list to the Institute's finance to effect their payment.
- Reports the CEP activities to the Deputy Director General for Academics.
- Provides advisory service to CEP students on academic matters or makes necessary arrangements as to how to provide advisory services to CEP students on academic matters.
- Prepares academic schedules (exam and class) in collaboration with the concerned departments and the registrar and alumni office.
- Ensures the assignment of appropriate instructors by the respective departments for courses offered in the semester and monitors their class handling on time.
- Oversees the handling of examinations as scheduled and submission of grades on time.
- In collaboration with Registrar and Alumni office, checks and controls if all students of the department execute all tuition fees on time.
- Communicates any information about CEP of the Institute to the concerned body.
- Charters duties and responsibilities to coordination offices and units under their auspices;

Performs any other duties as may be required by the Deputy Director General for Academics.

## **Article 50. Director for Further Training Center**

There shall be a Further training center director by an Academic staff with an academic rank of at least Lecturer.

### **1. Appointment:**

Appointment of the FTC Director shall be merit based and the profile of the candidate is subject to public evaluation.

### **2. Accountability**

The further training center director is accountable to the Deputy Director General for Academics.

### **3. Terms of Office**

The FTC director serves for three years. However, the FTC director cannot serve more than two terms.

### **4. Duties and Responsibilities of the FTC Director**

- Strengthen the FTC
- Coordinate with partners and other actors in TVET sector to adapt the Training Strategy to the local context and ensure ownership.
- Plan and coordinate the different units under the further training centre
- Provide technical advice and guidance on training issues to persons of concern of all groups (unit leaders, community, trainers, industry, etc.).
- Provide inputs for the development of the FTC policies, standards, and strategies.
- Identify and promote training activities that support for life-long learning, training, and capacity building through institutional coordination, local integration and where appropriate, international support systems.
- Ensure that best training practices are identified, documented and widely disseminated to the TVET sectors in the country.
- Undertake initiatives to build the training capacity of teachers/trainers.
- Facilitate curriculum preparation for further training

- Identify the different training needs and select professionals for the required trainings
- Participate in different training initiatives locally and where applicable internationally
- Charters duties and responsibilities to coordination offices and units under their auspices;

Performs any other duties as may be required by the Deputy Director General for Academics.

### **Article 51. Satellite Campuses Coordination Director**

There shall be a Satellite Campuses Coordination director by an Academic staff with an academic rank of at least Lecturer.

#### **1. Appointment:**

Appointment of the Satellite Campuses Coordination Director shall be merit based and the profile of the candidate is subject to public evaluation.

#### **2. Accountability**

The Satellite Campuses Coordination Director is accountable to the Deputy Director General for Academics.

#### **3. Terms of Office**

The Satellite Campuses Coordination Director serves for three years. However, the Satellite Campuses Coordination Director cannot serve more than two terms.

#### **4. Duties and Responsibilities of Satellite Campuses Coordination Director**

- Ensures that satellite Campuses cascade BSC plan from the Federal TVET Institute to do their own BSC plan;
- Coordinates and follows up the budget allocation and its release on time;
- Follows up the purchasing and supply of learning-teaching materials to the satellite campuses on time;
- Announces, administers and recruits new students in the satellite campuses;
- Assists in the recruitment of teaching staff and part-timers;
- Follows up the implementation of the academic calendar;
- Conducts internal supervision of the satellite campuses;

- Handles students' and teaching staffs' complaints;
- Presents complaints and other beyond mandate issues to the Deputy Director General for the Academics;
- Follows up research and TeCAT practices;
- Coordinates and follows up students' academic records, students' advising practices and graduation ceremonies;
- Follows up curriculum related issues such as the mismatch of credit hours, lab hours, lecture hours and course codings;
- Follows up staff short and long-term trainings;
- Performs any other duties as may be required by the Deputy Director General for Academics.

## **Article 52. International Relations and Partnership Director**

There shall be an International Relations and Partnership Director by an Academic staff with an academic rank of at least Lecturer.

### **Appointment:**

- Appointment of the International Relations and Partnership Director shall be merit based and the profile of the candidate is subject to public evaluation.

### **Accountability**

- The International Relations and Partnership Director is accountable to the Director General of the Institute.

### **Terms of Office**

- The International Relations and Partnership Director serves for three years.
- However, the International Relations and Partnership Director cannot serve more than two terms.

### **Duties and Responsibilities of International Relations and Partnership Director**

- Work strategically on the effective establishment of the office of the International Relations & Partnerships;



- Oversee bilateral and multilateral relations with universities and funding organizations;
- Lead the development of the partnership and stakeholder strategy and enhance strategic partnership and international relations with key global partners;
- Support all policy & programme endeavors in advancing effective partnerships with target institutions;
- Develop and implement an innovative strategy for diversifying professional and financial support base;
- Oversee international diplomatic relations with key agencies & diplomatic missions;
- Manage the international visitor programme for high level visitors to FTVETI;
- Plan and coordinate study tours and selected overseas visits for members of the senior executive team and other as needed;
- Engage in MOUs and special agreements for global partnerships and engagement opportunities;
- Support the establishment of collaborative projects and advance research and scientific exchanges;
- Develop and maintain good relations between the Institute and the international academic community, with the aim to promote the FTVETI abroad as one of the most innovative institutes in the world;
- Monitor and keep up with international advances in fields related to the activities of the Institute, and developing and implementing initiatives;
- Collaborate with partners to identify and develop new areas of opportunities (joint development, thought leadership, events, etc) for strategic growth to support each other's business goals;
- Draft, promote, coordinate & administer agreements on scientific cooperation between the FTVETI and foreign academic institutions, with the aim to transfer knowledge and share experiences for the benefit of faculty members & students;
- enhance staff and student exchange and scholar services;

- Develop and implement annual work plans, monitoring the exchange of faculty members and students between the Institute and foreign academic institutions;
- Participate in international events, organize international meetings, host representatives of partner orgs;
- Develop and maintain quality assurance measures to evaluate & report on the strength of relationships;
- Serve as the primary point-of-contact for visiting international groups and partner representatives;
- Supervise and direct staff and student workers involved in international programs;
- Develop and nurture active and excellent external relationship/partnership with intergovernmental and nongovernmental organizations, regional commissions, institutes and academia to enhance collaboration, resource mobilization and/or share ideas to influence agenda and priority setting;
- Represent FTVETI in external forums that further fundraising and external relations goals; as well as in system-wide inter-agency forums, relevant task forces to contribute to strategic and policy discussions on key crosscutting and partnerships issues;
- Report on progress achieved and/or present papers/ideas to influence setting of agenda and/or advocate FTVETI's competencies and mandate;
- Establish and maintain broad strategic networks and partnerships with key international partners to promote shared practices and build alliances to advance institutional interests and competencies;
- Interface with embassies and consulates of various countries to increase educational and cultural linkages between organizations in the foreign countries and the Institute;
- Facilitate and promote the internationalization of FTVETI by setting up academic ventures in collaboration with global institutions and facilitate newer models of collaborations;
- Arrange and administer foreign language courses for students and staff of FTVETI;

- Performs any other duties as may be required by the Deputy Director General for Academics.

### **Article 53. Different Office Coordinators**

1. The Office Coordinators shall include the following:

- 1.1. Research coordinator
- 1.2. Community Services coordinator
- 1.3. Publication Coordinator
- 1.4. Industry-Institute linkage coordinator
- 1.5. TeCAT coordinator
- 1.6. Registrar and Alumni coordinator
- 1.7. Satellite Campus coordinators with a status of faculty dean
- 1.8. Other coordinators assigned as needed.

#### **2. Accountability:**

- 2.1. Each coordinator shall be accountable to the respective director
- 2.2. Satellite Campus coordinators shall be accountable to the respective college deans.

#### **3. Appointment:**

Appointment of the different coordinators shall be merit based and the profile of the candidate is subject to public evaluation.

#### **4. Requirement**

The candidate must have at least a rank of a lecturer and have an excellent experience in instructional and research activities; excellent communication and interpersonal skill and proven leadership ability and motivation; an appreciation of team spirit and demonstrated competence in coordination activities;

#### **5. Terms of office**

Appointments shall be subjected to six months probationary period and shall last for two years and he/she may compete for one more term.

**6. Duties and responsibilities**

- The duties and responsibilities of all the coordinators shall be chartered by their respective Directors/deans;
- The coordinators shall have operational relationship with functionally related offices/directorates.

## PART V

### ACADEMIC AND TECHNICAL HUMAN RESOURCES POLICY

#### **Article 54. Policy Premises on Academic Staff**

This Legislation is based on the conviction that the progress and strength of the Institute and the attainment of its objectives depend on the professional strength of its staff.

In order to develop a strong faculty and attract outstanding Ethiopians into the Institute, it is desirable that the Institute:

1. clearly defines what is required of its academic staff in the areas of research, teaching and other services;
2. develops policies with respect to academic ranking, promotion, and other benefits, which provide protection against irrational decisions and which compare favorably with salaries offered by the public service and private business and will, in terms of local living costs, enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the Institute may rightfully demand from them;
3. works out rules of procedures governing the obligations and academic responsibilities and freedom;
4. establishes rules and regulations governing opportunities for study, research, and technology transfer, externship, sabbatical and other leaves to enable staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their duties and areas of specialization and which will advance their capacities as scholars.

#### **Article 55. Planning**

As a principle, the institutional interest prevails individual interest in staff development plan. Every faculty shall prepare academic and technical support staff development plan based on:

- The Institute's staff development and student enrollment plan,
- Existing staff profile and load,
- Theory-practice ratio (50:50)

- Existing programs and future expansion,
- Student: staff ratio, and
- Nature of academic programs and their mix

It is the duty of the DDGA after consulting the appropriate body, to make periodically or upon request to project general size of Academic Staff and its structure in terms of academic rank. These shall also be submitted to the Academic Staff Development, Promotion, and Scholarship Committee (ADPSC) of the Senate for its endorsement.

## **Article 56. Academic Ranks**

The Institute's academic ranks and general qualifications for these ranks are fixed by this Policy.

1. The Institute uses the following hierarchy of academic staff in the ascending order:

### **1.1. Teaching Staff**

- a Graduate Assistant I
- b Graduate Assistant II
- c Assistant Lecturer
- d Lecturer
- e Assistant Professor
- f Associate Professor
- g Professor

### **1.2. Research staff**

- a. Assistant Researcher-I
- b. Assistant Researcher –II
- c. Associate Researcher
- d. Researcher
- e. Assistant Research Professor
- f. Associate Research Professor
- g. Professor (Research)

1.3. Adjunct staff and honorary staff may be considered as academic staff.

2. The Institute uses the following hierarchy of academic and technical support staff in the ascending order:
  - 2.1. Professional Librarians
    - a) Assistant Librarian V
    - b) Assistant Librarian IV
    - c) Assistant Librarian III
    - d) Assistant Librarian II
    - e) Assistant Librarian I
    - f) Associate Librarian
    - g) Librarian
  - 2.2. Technical Support Staff
    - a. Technical Assistant
    - b. Technical Assistant II
    - c. Technical Assistant III
    - d. Senior Technical Assistant I
    - e. Senior Technical Assistant II
    - f. Senior Technical Assistant III
    - g. Chief Technical Assistant I
    - h. Chief Technical Assistant II
    - i. Chief Technical Assistant III
3. A person joining any Academic Unit of the Institute as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.
4. A research(TeCAT) staff/teaching staff member may change his/her status to teaching staff/research staff where requested by the academic unit/research unit and approved by the DDGA and DDGRIT of the Institute.
5. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general policy of the Institute.
6. Unless specific contractual arrangements are made to the contrary, an academic staff joining the Institute for the first time shall be subjected to a

probationary period during the first six months with the Institute in which time the Institute may terminate employment for the following year within one semester's notice.

7. An individual joining the Institute to perform administrative or non-teaching duties may, in exceptional cases when he/she fulfills the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant academic unit provided the professional services are highly demanded by the Institute. In case the applicants for the same rank and the same field of study are two or more, the academic unit shall set its own further criteria for selection. However, such appointment shall be approved by the Senate of the Institute.

## **Article 57. Appointment and Promotion Requirements for Teaching Staff**

### **1. Principles and Procedures for Promotion**

#### **1.1. General Provisions**

The procedures for promotions shall be as follows:

- a. There shall be a standing Appointments and Promotions committee in every department. The membership of the Appointments and Promotions Committee should not be below the level of lecturer (or its equivalent status in respect of the Library and Research Units). The department head will be the chairperson of the Committee.
- b. The academic staff concerned, department head, or faculty deans or center chairs may initiate application or nomination for promotion of a staff.
- c. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staff on leaves and who contribute greater than or equal to 50% of the normal work load without additional pay, which is expected from full time staff, are eligible to apply for promotion.
- d. The departmental appointment and promotion committee shall assess the application and, upon denial, inform the applicant of the same and, upon



acceptance, recommend it to the AC thereof within one month of the receipt of the application. If the deadline cannot be adhered to, the committee shall make sure to inform the applicant the reasons for the delay in a written form.

- e. Upon receipt of the recommended application from the pertinent departmental committee, the AC shall process the same within a period of one month, and forward the documents of promotion to the Office of the DDGA, or forward the application back to the academic unit concerned if the application for promotion is denied.
- f. Promotions to the rank of lecturer and below shall be proposed by the concerned AC and approved by the Deputy Director General for the Academics. The decision shall be communicated to the candidate and relevant Institute bodies within two weeks from the date of approval, or if, denied, communicated to the candidate within the same period of time.
- g. For promotion to the rank of Assistant professor and Associate professor, DDGA shall convene the Academic Staff Development, Promotions and Scholarship Committee (ASDPSC) of the Senate to evaluate and render a recommendation which shall be presented to the Senate for its approval in accordance with the provisions of this Legislation.
- h. Promotion requests to the rank of professor are forwarded by the Office of the DDGA to the Academic Staff Development, Promotions and Scholarship Committee (ASDPSC) of the senate, which in turn processes the promotion request within one month, and upon acceptance, recommends the same to the Senate, or returns the document to the academic unit concerned if the request is denied.
- i. Promotion to the rank of professor is considered by the senate within three months following recommendation of the same by the ASDPSC. The Director General, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval within two weeks. The board, in turn, shall give final approval within three months.
- j. Promotion of Heads of Academic Units: When a Head of Academic Unit is a candidate for promotion, the immediate supervisor shall designate a senior

member of the unit to act as Chairperson of the respective Appointment and Promotion Committee/AC for the specific purpose of processing the promotion.

### **1.2. Effective Dates of Promotion**

- a. Promotions shall come into effect as of the date of promotion approved by the concerned body.
- b. A promotion case shall be said to have reached a final stage when the following conditions are satisfied:
  1. Promotion to the rank of Professor, when approved by the Board;
  2. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;
  3. Promotion to the ranks of Lecturer and below, when approved by the Deputy Director General for the academics.
- c. The date of promotion for staff members requesting reinstatement and rank adjustment after study leave shall be the date of approval by the senate that issues the appropriate credentials.
- d. Any academic staff who applies for rank adjustment to a his/her home department after self-sponsored study will get acceptance by the department after considering relevance, budget and availability of vacant space upon the approval of the senate.

## **2. Criteria for Promotions of Academic Staff**

### **2.1. Principles Governing Promotions**

The length of service with a given rank, effectiveness in teaching, TeCAT project, publications, participation in the affairs of the Institute and community service at various capacities shall remain to be the basic criteria upon which the principle of academic promotions is based. The components of the requirements that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Article.

### **2.2. Length of Service with a given Rank**

- 2.2.1. There shall be a minimum number of years an academic staff has to serve within a given rank for promotion to the next higher rank.

- 2.2.2. For an academic staff who has served in other accredited institutions of higher learning or accredited colleges, his/her years of service outside the Institute shall be considered for the fulfillment of this criterion. However, such an academic staff must serve for at least one year at the Institute before submitting an application for promotion.
- 2.2.3. The provision of the preceding sub-Article shall not apply where the length of service in other institutions of higher learning or college has been considered and used to determine the rank of an academic staff at the time of appointment.
- 2.2.4. Relevant industry experience may be considered for promotion for a person who joins the institute after serving in industry, as approved by the hosting academic unit. Accordingly, year of service in industry may be considered as equivalent year of service in teaching.
- 2.2.5. Service years for those persons who come from the general education may be considered as half of the service years in higher learning institution.
- 2.2.6. Without prejudice to the provisions of this Legislation on tenure, the maximum duration an academic staff with a rank of lecturer, assistant professor and associate professor may stay in a given rank shall be double the minimum duration required of him/her to be promoted to the next rank. For those who do not show any effort to promote to the next higher rank within the fixed time, measures will be taken in accordance with the rules and regulations of Civil Service and Higher education proclamation.
- 2.2.7. For a person who joins the Institute as academic staff after a given period of service in other non-academic institutions or organizations, his/her service years in such organizations will be considered as zero for promotion.

### **2.3. Effective Teaching**

- 2.3.1. Teaching effectiveness for Academic Staff shall be determined by evaluations of the staff member's performance by students, colleagues, and the academic unit head or the staff's immediate supervisor at the end of each semester or academic year as the case may be.

2.3.2. The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an Academic Staff member shall be as follows:

<b>Evaluation by Students</b>	<b>30%</b>
<b>Evaluation by Immediate supervisor</b>	<b>50%</b>
<b>Evaluation by Colleagues</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

For fulfillment of the effective teaching criteria, the weighted average of the evaluation of the last three recent semesters shall not be less than 80% and his/her performance as measured by students' evaluation over these years shall not be less than 50%.

**2.4. Requirements on the Number of Publications/Number of technologies copied and transferred**

- 2.4.1. Publication of a research article or articles in reputable journal(s) or technology innovation and/or according to Article 57.2.4.6 herein below, is a mandatory requirement for promotion to the to the rank of Assistant Professor, Associate Professor and Professor.
- 2.4.2. The reputability of journals shall be determined by the standing Appointments and Promotions Committee of the department/unit and approved by the Institute's Research and Publication standing Committee.
- 2.4.3. Though journals of international standard may not necessarily be location-bound, the fact still remains that all the journal articles of candidates should not be totally local. At least one of the articles should be published outside the country.
- 2.4.4. A completed original Technology project, which is evaluated and determined by each unit's TeCAT evaluation committee and approved by the Institute's TeCAT Standing Committee, shall have equal weight as a published article in reputable journal. The project shall be supported with appropriate document.

2.4.5. Research papers presented at conferences, seminars, symposia, etc. and published in peer-reviewed proceedings of the same or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed by the Appointment and Promotion Committee for their academic merit and contributions to knowledge in the particular discipline. In case there is no professional in the area, the department/academic unit shall employ a qualified professional from outside who is at least one step up in academic rank as compared to the author/writer to review the documents.

2.4.6. Books/Chapters in Books/Refereed Conference Proceedings

1. Definition of a Book: For the purpose of a promotion exercise, a book is regarded as a publication of at least eighty (80) pages, cover excluded. A book must have an ISBN number. It shall constitute a significant contribution to the area.
2. A text book has to be accepted by the department to be used for promotion
3. A published book should be the product of a rigorous research(assessment) by academics in the area of specialization.
4. A book must be edited by appropriate scholar(s).

2.4.7. The points given for Books/Chapters in Books/Refereed Conference Proceedings shall not account more than **50%** of the publication requirements. Abstracts shall not be considered for promotion.

2.4.8. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and

external evaluations. However, such equivalence points shall be determined as depicted in the following table.

**Values of Scientific publications in reputable (peer reviewed) journal and book**

No	Types of contribution	Value	Publication point
1	Original research output /Published research article	100%	1
2	Teaching material accepted by the department	100%	1
3	A chapter in a book/Conference Proceeding	30%	0.3
4	Text/reference Books	200%	2
5	Book Based on Original Research	300%	3
6	TeCAT Contribution		
6.1	Accepted project Manual	50%	0.5
6.2	Completed and realizable Project 100% Copying that has been disseminated	100%	1
6.3	Completed realizable Project 100% with Improvements	150%	1.5
6.4	Completed Innovative and realizable Project	300%	3
7	Creative works (such as sculpture, printing, musical work, etc.)	200%	2

**Description of the above table:**

- One textbook is equated to two articles published in a reputable journal
- One book based on original research is equated to three articles published in a reputable journal.
- One realizable professional copied project is equated with one article published in a reputable journal.
- One realizable professionally improved project is equated with one article published in a reputable journal

- One realizable professionally innovated and patented original project is equated with three articles published in a reputable journal

2.4.9. If research papers are published under joint authorship, each author of an article published in a reputable journal shall be given an equal share as per the following schedule.

No. of authors	Share of each author (%)*
2	70
3	50
4	40
5	35
6 or more	30
Sole author publication will have 1 or 100 % value.	

The share the authors indicated for journals shall also apply for other publications and TeCAT projects to be considered for promotion.

2.4.10. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.

Teaching material prepared for specific course shall be used for promotion as far as they are evaluated and accepted by external and internal evaluators. Detailed evaluation criteria will be set by the Academic Staff Development, Promotions and Scholarship Committee (ASDPSC).

2.4.11. Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion.

2.4.12. For the sake of clarification, attempt is made below to define the most essential characteristics of each of the above items.

Criteria for articles

- Relevance
- Quality

### **1. Reputable Journal:**

The reputability of a professional journal is determined by the Appointment and Promotion Committee of the relevant academic unit and then approved by Research and Publication Committee/TeCAT committee.

**The following shall constitute the criteria on which the reputability of journal is determined:**

- i. The professional reputation and competence of the editor(s), the advisory board and editorial staff;
- ii. Sound editorial policy regarding selection and evaluation of articles submitted for publication;
- iii. Series of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and volume numbers
- iv. The backing and respect given on the journal by relevant professionals and/or their association(s).
- v. Being indexed in a relevant journal to the field or Impact factor – Reflecting the average number of citations to articles published in science, engineering and social science journals. Here care shall be taken as many fake agencies were found giving *fraud impact factors*.
- vi. Reputability of Journals published by the Institute shall be approved by the Senate.

### **1. Textbooks and Reference Books**

These are major undertakings that represent the efforts of academic staff in putting together his/her teaching and research experience, normally over several years. When these are submitted for promotion purposes, they will have to be critically and favorably assessed by both internal (one) and external (two) evaluators identified by the department.

### **2.5. Emerging Journal and Scientific proceeding**



**Emerging Journal** is a journal publishing scientific articles that fulfills at least 70% of the criteria for reputability of a scientific journal.

**Scientific proceedings** are peer-reviewed scientific articles of conference(s) and symposia that are collection of professionals' gatherings to discuss scientific issues or outcomes, but these shall not include proceedings emerging from workshops, review panels, and communal gatherings proceedings.

**Values of Scientific publications on Emerging Journal and Scientific Proceedings**

No	Types of contribution	Value
1	Original research output/Research article	70%
2	Review papers	50%

**2.6. Participation in the Affairs of the Institute and professional activities**

**2.6.1. Participation in the Affairs of the Institute**

This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or Institute level, work in any committees and taking assignments when called upon by the academic unit or Institute administration. Participation in such affairs shall be confirmed by written evidence.

**2.6.2. Professional Activities**

Participation in activities such as journal editing, organizing professional workshops, reviewing, etc. that enhance one's profession shall be counted towards the fulfillment of this criterion. The relative weights to be assigned to the four components of this/her criterion shall be as follows:

**Lecturer and below**

Academic administration .....	50%
Work in standing committees .....	25%
Working in Ad-Hoc committee/Special Assignments....	10%
Professional activities.....	15%
Total-----	100%

Different values shall be assigned for different committee types, duration and level of participation in the committees

For standing committees, the participant will get full value allotted if he/she engages in the committee for full term. If he/she serves for half of the term, he/she will get 50% of the value allotted and the others will also be treated likewise.

Guidelines shall be developed for the application of the above criteria (academic position, participation in committee, professional activity, etc) for promotion.

#### **Assistant Professor and above**

Academic administration .....	55%
Work in standing committees .....	20%
Working in Ad-Hoc committee/Special Assignments....	5%
Professional activities .....	20%
Total-----	100%

#### **2.9. Community Service**

The following may constitute activities of community service:

- participation in local, regional and national committees whenever called upon and other non-religious services relevant to the community;
- conducting press, radio and/or TV programs for public education and outreach; and
- any other unpaid professional service , which may require per diem, transportation facility, or other similar resources from the institute to the community such as MSEs and other institutions through training intervention and improvements of working processes to improve productivity, the contents and quality of which are to be determined by the concerned unit of the Institute
- Producing publications that do not fall in his/her area of specialization but having contribution to the public at large

### **3. Weighted Values of the Criteria for Academic Promotion**

Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.

In the case of promotions to academic ranks below that of an assistant professor, it is sufficient that the candidate meets the minimum in terms of years of service, effective teaching, academic qualification and publications/technology copy, improvement or innovation, wherever applicable.

3.1. For promotion to the rank of assistant Lecturer and below the following weighted values shall apply:

Criterion	Maximum score (%)	Minimum score (%)
Effective Teaching	60	48
<i>Participation in Technology/Research development</i>	20	15
Participation in Institute Affairs	15	-
Participation in community service	5	-
Total	100%	75%

3.2. For promotion to the rank of Lecturer the following weighted values shall apply:

Criterion	Maximum score (%)	Minimum score (%)
Effective Teaching	40	32
<i>Publications, Technology Research and Prototype 100% Copied with Improvements Transferred to MSEs</i>	35	35
Participation in Institute Affairs and Professional Activities	15	11
Community services	10	7
Total	100%	85%

3.3. For promotion to the rank of Assistant professor, the following weighted values shall apply:

Criterion	Maximum score (%)	Minimum score (%)
Effective Teaching	50	40
<i>Publications of Academic Research Journals, Technology Research and Prototype100% Copied TeCAT Project</i>	30	20
Participation in Institute Affairs	10	
Professional and community services	10	
Total	100%	80%

3.4. For promotion to the rank of Associate professor, the following weighted values shall apply:

Criterion	Maximum score (%)	Minimum score (%)
Effective Teaching	30	28
<i>Publications, Technology Research and Prototype100% Copied with Improvements Transferred to MSEs</i>	45	45
Participation in Institute Affairs and professional activities	15	9
Community services	10	8
Total	100%	85%

3.5. For promotion to the rank of Professor, the following weighted values shall apply:

Criterion	Maximum score (%)	Minimum score (%)
Effective Teaching	25	24
<i>Publications, or New Technology Research and Transferred to MSEs</i>	45	45
Participation in Institute Affairs and Professional activities	15	12
Community services	10	9
Total	100%	90%

**4. Accelerated Promotion**

A staff member who demonstrates extra-ordinary accomplishments in their area of specialization, and administrative contributions since last promotion may qualify for accelerated promotion. For this purpose:

- 4.1. Every extra publication or production of prototype 100% copied with improvements and/or production of new innovated technology prototype project achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective teaching.
- 4.2. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 95% weighted average on all evaluations (students', departmental and colleagues' evaluation).

**Article 58. Appointment and Promotion Requirements for Academic Staff**

The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank.

**1. Graduate Assistant**

- 1.1 A candidate with the qualification of a Bachelor's Degree in a three to five years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an academic unit and approved by the DDGA. Besides, graduate assistants shall provide level 4 competency assessment results by CoC in their field of specializations, where applicable.
- 1.2 Graduate Assistants are persons employed for one year in order that the Institute may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
- 1.3 Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department

to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.

1.4 A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.

1.5 A graduate Assistant may be given the following duties:

- a. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
- b. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and assigning of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
- c. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
- d. Assist in research and TeCAT activities under the supervision of senior staff members.

## **2. Graduate Assistant I**

### **Appointment**

A candidate with a qualification of a Bachelor's Degree in a three year program

## **3. Graduate Assistant II**

### **Promotion**

One year of effective performance as Graduate Assistant I;

**OR**

### **Appointment**

A candidate with the qualification of a Bachelor's degree in a four-year program

**4. Assistant Lecturer**

**Promotion**

One year of effective service as a Graduate Assistant II;

OR

**Appointment**

A candidate with the qualification of a Bachelor's degree in a five-year program

**5. Lecturer**

**Appointment**

- A. A candidate with the qualification of a Masters degree and with CGPA as per the rules and regulations of the Ministry of Science and Higher Education during BA/BSc studies
- B. A Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization.
- C. The equivalent qualification to be determined by the appropriate body.
  - In cases where the applicant is only second degree holder he shall have at least a CGPA of 3.00 where applicable or its equivalent

OR

**Promotion**

A candidate with a qualification of a Bachelor's degree, or its equivalent; and a minimum of two years of effective teaching and research as an Assistant Lecturer and with a clearly identifiable evidence of academic progress. For the purpose of above hereof the following may be considered as indicators of academic progress;

- Rigorously and positively evaluated compiled lecture notes which accommodate new developments in his field of study;
- Authorship or co-authorship of an article in a journal or a professional project.

**6. Assistant Professor**

**Appointment**

- A. A candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM degree with specialty certificate or equivalent;

**OR**

**B. Promotion**

- a) The qualification of a Masters degree AND a minimum of four years of effective teaching as a lecturer

**AND**

- b) At least one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators, or in technical fields one recognized and realizable project which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area;

**OR**

- c) Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a lecturer;

**AND**

- d) Active participation in the affairs of the Institute and the community

The internal evaluator of the article or textbook or technology project should have an associate Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the Institute, Assistant Professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered. The external evaluators of the article or textbook or technology project should have at least Associate Professor academic rank in the field of specialization.



**7. Associate Professor**

6.1. The qualification of a PhD degree or equivalent, or an MD or DVM degree with specialty and/or sub-specialty certificate or a master degree or equivalent;

**AND**

6.2. Four years of effective teaching as an Assistant Professor;

**AND**

6.3. Publications as provided hereunder;

a) two articles in a reputable journal published since last promotion;

**OR**

b) one textbook or book based on original research;

**OR**

c) two realizable professional projects or one published article and one realizable professional project;

**OR**

d) one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor

**AND**

6.4. Active participation in the affairs of the Institute;

**AND**

6.5. Public service.

The internal evaluator of the article or textbook or technology innovation project should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the Institute, Associate Professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.

**8. Professor**

7.1. The qualification of a PhD degree or equivalent or MD or DVM Degree with speciality and/or sub-speciality certificate

**AND**

7.2. Four years of effective teaching as an Associate Professor;

**AND**

7.3. All Publications which must have been critically and positively evaluated by both one internal and two external assessors who are specialized in the area as provided hereunder:

a) Four articles in reputable journal(s) out of which, at least, one publication as first author.

**OR**

b) A textbook and two articles in a reputable journal;

**OR**

c) A book based on original research in one's area of specialization and one article in a reputable journal.

**OR**

d) Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor;

**AND**

7.4. Active participation in the affairs of the Institute;

**AND**

7.5. Public service

Additional Criteria for the rank of Professorship:

- 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.
- The internal evaluator of the article or textbook or technology innovation project should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the Institute; two associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.
- The external evaluators of the article or textbook or technology innovation project should have a Professor academic rank in the field of specialization.

### **9. Professor Emeritus**

Professors or associate professors who meet the requirements of this document may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of the senate of the institute.

### **10. Joint Appointment**

1. Without prejudice to other provisions of this legislation and other applicable laws, joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with

high degree of relevant expertise from industry, business, research establishments and other organizations.

2. Without prejudice to other provisions of this legislation and other applicable laws, an academic staff or a government employee, may be employed, with his/her consent and the consent of his/her institution or capability to do so.
3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.
4. Appointment and Promotions pertaining to joint appointment shall be governed by the guidelines that would be formulated by Senate of the Institute

### **Article 59. Promotion of Research/TeCAT Staff**

Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in this Policy on condition that he/she invests 25% of his/her time for teaching and has produced 2 times the publications requirement of the teaching staff for respective academic rank.

### **Article 60. Honorary Academic Staff Appointment**

#### **1. Overview**

The Institute supports the appointment of honorary academic staff as a means of optimizing significant links with academics of different organization, academics with special merits and international standing.

#### **2. Purpose**

The Institute recognizes the importance of retaining esteemed retiring academic staff, professionals from national and international institutions and also attracting eminent commercial and industry experts to honorary academic positions, which serve to enhance the Institute's research and teaching expertise and standing.

### **3. Description**

The Institute may appoint as an Honorary Academic staff those professionals retired from the Institute, person of great distinction and international standing who can serve the Institute in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be considered for a full-time position. Such appointments will not normally carry remuneration from the Institute. Reimbursement may be made for out of pocket expenses, for example travel and accommodation, however, honorary appointees are not otherwise paid for contributions made.

### **4. Procedure**

Any professional who will be involved both in teaching and research without any pay from the Institute may be given a merit-based honorary academic rank.

The Institute shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:

- a) Honorary Lecturer
- b) Honorary Assistant professor
- c) Honorary Associate Professor
- d) Honorary Professor
- e) Professor Emeritus

Appointments and reappointments of honorary staff are recommended by the Faculty and approved the Deputy Director for academic and the Deputy Director will report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by the Institute's senate.

Nomination and appointment of honorary staff request of the division/faculty must contain the following specific information that should be addressed to the approving organ:

- a) the duties and responsibilities of the proposed appointee;

- b) how the appointment will advance the Institute's contribution to research, teaching, community or professional service or the Institute's links with industry or government;
- c) the benefits that will flow through to the concerned department from the appointment; and
- d) in case of reappointment, how the Institute has realized the expected benefits from the previous appointment.

#### **5. Offer of Appointment**

After the honorary appointment has been approved, the Deputy Director for Academic will arrange for an offer to be sent to the nominee.

#### **6. Period of Appointment**

Honorary appointments will be for a maximum of three years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.

#### **7. Renewal of Appointment**

The proposal for renewing the appointment must follow the same process as for the initial appointment but also include a reflection on the benefits realized from the previous appointment.

No numerical limitation is placed upon the number of appointments, although in considering each nomination, the Senate should bear in mind that appointment to Honorary staff position should be of rare occurrence.

#### **8. Conditions of Appointment**

The Institute shall determine and issue the necessary conditions with respect to rights and obligations for honorary academic staff.

#### **9. Patents and Exploitation of Inventions**

Honorary members of staff must follow the procedure laid down by the Institute, in the event of a potential patent registration or where an invention or discovery may be commercially exploitable.

Guideline for honorary doctorate shall be prepared by the Academic Staff Development, Promotions and Scholarship Committee (ASDPSC)

## **Article 61. Criteria for Appointment and Promotion of Professional Librarians**

The following ranks are used for Professional Librarians

- ☐ Assistant Librarian V
- ☐ Assistant Librarian IV
- ☐ Assistant Librarian III
- ☐ Assistant Librarian II
- ☐ Assistant Librarian I
- ☐ Associate Librarian
- ☐ Librarian

### **1. Assistant Librarian V**

#### **Appointment**

1.1 A candidate with a qualification of B.A., B.Sc. or the equivalent with at least a CGPA of 2.75. However, such CGPA should not be less than 2.50.

### **2. Assistant Librarian IV**

#### **Promotion**

A candidate with a qualification of BA., B.Sc. or the equivalent; and one year of effective service as an Assistant Librarian V in an academic library and performance evaluation above 75%

### **3. Assistant Librarian III**

#### **Promotion**

A candidate with a qualification of B.A., B.Sc. or the equivalent; and two years of effective service in an academic library after the Bachelor's degree, one of which as an Assistant Librarian and >75% performance evaluation.

#### **4. Assistant Librarian II**

##### **Appointment**

A candidate with a qualification of Master of Library Science or equivalent degree; or

##### **Promotion**

A candidate with a qualification of B.A., B.Sc. or equivalent; and four years of effective experience in an academic library after the Bachelor's degree, two of which as an Assistant Librarian and at least one published bibliography assessed by both internal and external competent evaluators and >80% performance evaluation.

#### **5. Assistant Librarian I**

##### **Appointment**

A candidate with a qualification of Doctor of Philosophy or the equivalent

##### **Promotion**

A candidate with a qualification of Master of Library Science degree or the equivalent; and Four years of effective experience as an Assistant Librarian II; and at least one published bibliography favorably assessed by both internal and external competent evaluators; and Effective performance in any relevant teaching assignment and >80% performance evaluation;

#### **6. Associate Librarian**

##### **Promotion**

A minimum of four years of effective service in an academic library as an Assistant Librarian I;

##### **AND**

At least two publications in a reputable journal since becoming Assistant Librarian I, or two recognized and realizable projects which demonstrate professional and

creative talent and which must have been positively and critically evaluated by both internal and external assessors which are specialists in the area;

**AND**

Active participation in the affairs of the Institute as well as in the enhancement of his/her profession; and

**AND**

Rendering active service to the community at large

**7. Librarian**

**Promotion**

7.1. The qualification of a Ph.D. degree or its equivalent;

**AND**

At least three years of effective service in an academic library as Associate Librarian;

**AND**

A minimum of four publications of undisputed professional merit in a reputable journal;

**OR**

A book of undisputed professional merit based on original research in his/her field of specialization and one article in his/her field of specialization. The majority of the publications should be written independently, i.e., should be solo-authored. The publications should be favorably assessed by at least two internal and two external assessors of noted academic repute. Publications should be carefully assessed for their specific contributions to knowledge and their impact in the field of research.

**AND**

Active participation in the affairs of the Institute and in the enhancement of his/her profession,

**AND**

Rendering active service to the community at large

Apart from the fulfillment of the individual criterion specified above, it is required that a candidate for Assistant Librarian II and below should earn 75% and a candidate for Assistant Librarian I and above should earn a minimum of 80% of the maximum possible



total points indicated hereof. However, the candidate should earn full points allotted to publication to request any promotion to the rank of Assistant Librarian and above. Besides, the weighted values given to the publications, community and professional services as well as participation in Institutional affairs for the academic staff shall apply to the promotion of professional librarians.

## **Article 62. Criteria for Recruitment and Promotion of Technical Assistants**

A Technical Assistant (TA) is an Academic Support staff who assists Academic Staff in laboratory sessions and field demonstration, help in research activities of academic units and undertakes any other assignments given by the Institute.

Technical Assistants, Senior Technical Assistants and Chief Technical Assistants shall be appointed and promoted in accordance with the provision of this Article.

### **Technical Assistant I**

#### **Appointment**

A candidate with the qualification of level 4 or its equivalent from a recognized institute, college or university and has passed the National Assessment administered by the Center of Excellence.

### **Technical Assistant II**

#### **Promotion**

Technical Assistant I with one years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute.

### **Technical Assistant III**

#### **Promotion**

Technical Assistant II with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute.

**Senior Technical Assistant I**

**Appointment**

A candidate with the qualification of a Bachelor's Degree in the specific or related fields and has a national certificate of competence issued by the center of excellence in his/her field of study;

**OR**

**Promotion**

Technical Assistant III with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute.

**Senior Technical Assistant II**

**Promotion**

Senior Technical Assistant I with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute.

**Senior Technical Assistant III**

**Promotion**

Senior Technical Assistant II with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute.

**Chief Technical Assistant I**

**Appointment**

A candidate with the qualification of a Master's Degree or its equivalent in the specific or related fields;

**OR**

**Promotion**

Senior Technical Assistant III with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute and one published Lab/practical manual positively assessed by one internal and one external specialist in the area.

**Chief Technical Assistant II**

**Promotion**

Chief Technical Assistant I with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute;

**OR**

Senior Technical Assistant III with three years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute; and two published Lab/practical manual positively assessed by one internal and one external specialist in the area.

**Chief Technical Assistant III**

**Promotion**

Chief Technical Assistant II with two years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the institute;

**OR**

Chief Technical Assistant I with three years of effective experience and high performance evaluation (Very good: above 75% average by both supervisors and students which accounts 60% and 40%, respectively) and active and effective service in the Institute; and one published Lab/practical manual positively assessed by one internal and one external specialist in the area.

**Article 63. Criteria for Recruitment and Employment of Foreign Experts/Teachers**

1. In accordance with the government thrust to benchmark and learn from the practices of other countries who have been successful in the implementation of education and training, the Institute may plan to hire the services of foreign teachers to augment the teaching capacity of the local teachers in delivering education and training to the Institute trainees in various technology and other emerging occupations.

2. The Institute shall adapt the practices of other Universities in hiring foreign experts/teachers and shall employ criteria and recruitment procedures set by the institute based on its mission and vision to suit the unique requirements of the TVET Institute. The institute will follow the direction of Ministry of Science and Higher Education and practices of other universities for setting their salaries.
3. The Institute cannot apply the provisions of appointment and promotions requirements in considering that it only applies to the local experts/teachers.
4. The recruitment shall be selective based on the requirements of the Institute.
5. The recruited experts/teachers shall be compensated based on the prevailing practices of the universities who have established guidelines relative to the salaries and allowances and have been approved by appropriate bodies or authorities.
6. The appointment of the foreign experts/teachers shall be contractual with first 2 years and subject for renewal upon very satisfactory or excellent results of evaluation or termination if failed the evaluation or if the service of the expert/teacher is not anymore needed.
7. The plans of hiring and recruitment shall be initiated by the academic units with the approval of the higher authorities.
8. The evaluation instrument to be applied for the foreign expert/teacher shall be based on the contractual agreement between the two parties and the guideline prepared by the institute.

#### **Article 64. Duties and Responsibilities of Academic Staff**

1. An Academic Staff of the Institute is required to be highly skilled in his/her area of specialization and scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the Academic Staff to carry out functions in the best interest of the Institute and the nation having due regards to professional ethics.

2. An academic staff of the Institute shall design, develop and implement courses in his/her area of specialization following established Institute procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
3. Without limitation to the generality of the provisions of a member of the Academic Staff at the Institute shall:
  - 3.1 uphold the objective of higher education and the guiding principles applicable to the Institute;
  - 3.2 prepare competent teachers, leaders, technicians, technologists, and researchers.
  - 3.3 treat and interact with students and other members of the Institute community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
  - 3.4 participate and play due role in curriculum development, review, enhancement and/or enrichment;
  - 3.5 respect the constitution, higher education proclamation, legislations of the Institution and other pertinent laws of the country;
  - 3.6 refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the Institute in class rooms;
  - 3.7 be evaluated for one's performance by students, colleagues and the Institute and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
  - 3.8 contribute to the best of one's ability and as a member of the Institute's community to prevalence of orderly conduct and peaceable operations of the Institute and to peaceful resolutions of intra-institutional conflicts.
  - 3.9 educate, train, consult, advise, examine, and evaluate students in line with the policies and general guidelines set forth by the Institute;

- 3.10 conduct research/engage in technology project that contribute to the advancement of knowledge or has direct impact on community development;
- 3.11 Participate in community service;
- 3.12 Participate in the Institute's Affairs as required;
- 3.13 render services to the Institute as full-time employment;
- 3.14 use and properly handle all Institute properties;
- 3.15 maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- 3.16 carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior Institute body;
- 3.17 within the resources available, endeavor to upgrade themselves, stay abreast of the latest thinking in the area of specialization and shall periodically update in pedagogical skills, ICT skills, language skills, and other relevant skills;
- 3.18 inform the respective immediate supervisor well in advance if and when he/she cannot report to duty due to involvement in field work, seminars, workshops or any similar events;

### **Article 65. Duties and Responsibilities of Technical Assistants**

Without prejudice to the provisions of this legislation, every Technical Support Staff at the institute shall:

- Support the teaching-learning, research, training, consultancy and community engagement activities of the institute;
- Specifically assist in laboratory experiments and sessions, field demonstrations, research activities, technology dissemination, and community services;
- Undertake any assignments given by the concerned Academic Units and staff members;
- Periodically update technical skills and meet the professional and technical requirements of the discipline and the institute:

- Submit periodic reports to the respective work unit on the progress and accomplishment of given assignments;
- Not handover to or accept from pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- Inform the respective immediate supervisor well in advance if and when he/she cannot be on duty due to involvement in field work, seminars, workshops or any similar events;
- Be evaluated for one's performance by service users, colleagues and the Academic Unit head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- Work in collaboration with colleagues, create a working environment for and coach and mentor junior Technical Support Staff;
- Avoid conflicts of interest in rendering technical support services;
- Participate in institutional affairs, reform activities and committees as required;
- Participate in organizing, directing and developing the activities of the respective work Unit as required by the institute;
- Properly handle all institute properties, use same only for institute purpose and prevent loss of any technical equipment, materials and spare parts;
- Carry out required tasks in an efficient and effective manner as assigned by the respective work unit Head or any other senior institute body; and
- Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the institute.

### **Article 66. Rights of the Academic Staff and Technical Assistants**

Without prejudice to other provisions of this legislation, every academic staff shall have the right to:

1. exercise academic freedom consistent with the Institute's vision mission, and objectives;
2. conduct research, technology project and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial

- to the Institute and the country in accordance with the provisions given in this legislation;
3. be entitled to further education and/or training for professional development and subject to internal rules and regulations of the Institute;
  4. be promoted and assume new academic rank on the bases of merit in accordance with the Institute rules and regulations;
  5. enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be determined by the Institute as the economic condition of the country may permit;
  6. be adequately and timely informed of his/her performance results and of any records kept in his/her personal file without his/her prior knowledge;
  7. be informed appropriately, timely and regularly on the Institute plans, developments, directions, conditions, and performance results;
  8. receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the Institute and through it in the service of people and the country;
  9. compete for academic offices and leadership positions on the bases of the applicable Institute criteria and be treated in selection process on the basis of merit and without any discrimination, or otherwise;
  10. elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
  11. receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.
  12. Home base right after completion of services in industries, national and regional assignments. An academic staff who is given a new position by the government outside the Institute will have the right to join the home department in the Institute when the contract for the new position is over.

### **Article 67. Salary Scale and Increments**

The Institute shall adopt the general government policy framework for salary scale and increments for Higher Education academic staff. The Senate may



decide on the benefits and incentives for academic staff with special or new assignment.

### **Article 68. Pay for Extra-Teaching Assignment**

The Institute shall make payments to the Academic Staff for services rendered beyond the full load expected of them. Such payment shall follow the rates proposed by Ministry of Science and Higher Education for regular program.

### **Article 69. Housing and Other Benefits**

The Institute shall provide housing, when possible, or housing allowance for its academic staff in accordance with guidelines set by the government. The appropriate Institute office shall work out detailed procedures pertaining to the housing of the Institute.

Institute tuition fees may be waived wholly or partly for spouses and dependent children of the Institute staff when approved by the Senate. Retired or spouse and children of deceased academic staff will also enjoy this privilege provided that they served the Institute or the constituent departments for a minimum of 5 years and that they go on retirement directly from the Institute, or had served the Institute or the constituent colleges for 10 years and retired from other organizations. Detail guidelines shall be worked out by the concerned office.

In accordance with government directives, the Institute shall provide to its academic staff transport services depending on its resource.

The Institute shall establish mechanisms for special rewards, prizes, honoraria and other incentives. Guideline shall be issued by the senate concerning the implementation of these benefits.

### **Article 70. Teaching and Research Load**

#### **1. Class Sizes per Section**

1.1	Lecture	30 Students
1.2	for Undergraduate Program	30 Students
1.3	Tutorial or Seminar Classes	60 Students
1.4	Lecture for graduate program	25 Students
	Lab/Field Sessions for Graduate Program	Depending on the nature of the program, but not more than 25

**Note:**

**Load** is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other cases that the Senate considers as a load.

Full work load is the number of hours that an Academic Staff is required to work for the institution.

Full teaching load is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.

The full teaching load of a full time Academic Staff is 12 LEHs. Every Academic Staff is required to advise/consult students for up to 3 hours a week.

The teaching staff members of the Institute are expected to engage in research activities and community Services. A teaching staff is expected to be engaged in a research work for a minimum of 25% of his/her time and in community service for 15% of his/her time.

**2. Teaching Load**

A full teaching load in the regular program for the different categories of Academic Staff of the Institute shall be:

2.1	Full Time Academic Staff	12 LEHs
2.2	Institute Approved Project Coordinators/Equivalent	9 LEHs
2.3	Graduate program coordinators at department level	9LEHs
2.4	Department Heads/Coordinators at directorate offices	6 LEHs
2.5	Faculty Deans and Directors	5LEHs
2.6	Research/TeCAT/ Staff	3 LEHs
2.7	The Deputy Director Generals may be Required to Teach with Maximum Load	3 LEHs
2.8	Director General	0 LEHs

In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 6 LEHs for each category of staff may be approved by the DC. If there is still shortage of staff, the Deputy Director General for

Academic can approve an additional 3 LEHs. Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses in a semester.

### **3. Overload in Teaching Assignments**

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load for the regular program shall be compensated by remunerative compensation at the prevailing rate for part-time employment in regular program.

### **4. Reporting Teaching Load**

Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by academic unit heads through their respective channel to the Deputy Director General for Academics on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.

### **5. Research load**

Since an Academic Staff is expected to spend about 25% of the time in research and 15% of his/her time for community service, an Academic Staff with continuous and approved research and community service is required to have a full teaching load of only 7 LEHs. In case where more than one academic staff members are involved in research project, the three LEHs shall be shared among the researchers depending on the size of the research project. The duration of every research project shall be determined by the appropriate office of the Institute. The workload of an academic staff of a research Center/TeCAT shall constitute research and publishing, community service and teaching for 60%, 15% and 25%, respectively. There may also be a contractual arrangement whereby a staff of a research Center shall fully engage in activities of research and publishing and his/her career development may be worked out accordingly.

Depending on the complexity of the research/project, the total load allotted for the research/project will be divided by the number of participants in the research/project. The complexity of the research/project will be determined by the Research and Publication committee/TeCAT committee.

## **Article 71. Leaves**

### **1. Study Leave**

- 1.1. Any Academic Staff who is awarded fellowship through the Institute or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable Higher Education leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved by the DDGA.
- 1.2. An academic staff who has started further education without the consent of the institute cannot apply for a study leave.
- 1.3. There shall be a staff development strategy (study leave) for technical staff, the detail of which will be developed by the Academic Staff Development, Promotions and Scholarship Committee (ASDPSC).
- 1.4. In cases where there is an urgent need for an academic staff to undergo a masters and doctoral programs based on the staff development plan of the Institute and the Academic Unit but no reasonably funded scholarship is available, the Institute upon approval of the Board shall have to look for its financial capacity to send their academic staff to a reputable of higher education within Ethiopia and abroad. The Institute has to include in their annual budget funds intended for this purpose.
- 1.5. For all Academic Staff, the study leave provided may be taken only after a staff member has served in the institute for a minimum of two years following employment or reinstatement. However, under special circumstances, an academic staff can be granted a study leave in a shorter time frame. Such special circumstances include the following:
  - 1.5.1. The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff.
  - 1.5.2. The condition in 1.3 above is in line with the staff development plan of the Institute and approved by the Academic Commission.
- 1.6. Female academic staff members may be granted study leave in a shorter time frame.

- 1.7. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.
- 1.8. A staff member who is on a study leave shall keep the Institute informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave including registration slip. These regular reports shall in all cases be endorsed by the concerned office. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- 1.9. An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the Institute for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing Masters degrees and a maximum of three years for those studying for PhD degree. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the recommendation of the Academic Commission and the approval of Academic Deputy Director General.
- 1.10. The Institute reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the Institute.
- 1.11. A staff member who fails to return to the Institute to resume required duties within the periods of time specified or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the Institute.

## **2. Research Leave**

- 1.12. A full-time Academic Staff member who has served in the Institute for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

- 1.13. A Staff member requesting research leave shall present a specialized program of study or research to improve skill capabilities to the respective Academic Unit. In certain cases, such a leave could be a study leading to certificate, diploma or higher degree. The applicant is required to continue rendering services to the Institute for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the Institute to claim the salaries paid to the staff during the leave period plus damages.
- 1.14. Application for research or industry attachment leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the department council on and decide on the application of the Academic Staff. The decision of the department council shall be sent to the Deputy Director General for Academics. The Deputy Director General for Academics shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- 1.15. Research leaves or industry attachment provided shall be granted with full pay and benefits.
- 1.16. Research or industry attachment leave may be extended without pay for a period not exceeding six months on the condition that:
- a) The academic Unit confirms that such extension will not seriously impede its academic or research programs;
  - b) The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

The research and Publication committee will evaluate the relevance of the research to the Institute and recommend to the Senate through the Academic Deputy Director General.

### **3. Sabbatical Leave**

1.17. A full-time Academic Staff member holding academic rank of assistant professor and above who has served the Institute continuously for a period of seven uninterrupted years is entitled to a sabbatical leave, as of right and with full pay, for a period of one academic year. A service given to another institution may be taken into account in considering an academic staff's application for a sabbatical leave pursuant to the provisions of the preceding sub-articles of this Article provided that:

- a. Such staff has rendered at least five continuous years of service to the Institute;
- b. The previous institution is an accredited institution of learning whose system of academic leaves includes sabbatical leave; and
- c. The concerned academic unit independently establishes and documents the facts regarding the length of the service given in the previous institution and whether or not the place of sabbatical in the system of academic leaves in that institution corresponds with that of the Institute.

1.18. An academic staff who is rendered a sabbatical leave is granted the leave in accordance with the following conditions:

- a) A staff member requesting for sabbatical leave shall present to the respective Academic Unit a program of study or research or industry attachment related to a particular area of specialization for scholarly development. In certain cases, such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.
- b) A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.

1.19. Application, with its plan, for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered

a final application for a leave, which should be submitted at least two months before the intended departure.

- 1.20. The Head shall convene the Academic Commission and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
- 1.21. The decision of the Commission shall be sent to the Senate for final approval, unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- 1.22. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.
- 1.23. The applicant is required to continue rendering services to the Institute for a minimum of two years upon completion of the leave. Failure to comply with the undertaking shall entitle the Institute to claim the salaries paid to the staff during the leave period plus damages.

#### **4. Other Leaves**

- 1.24. An Academic Staff member who has served the Institute for more than one year shall be granted sick leave in accordance with Civil Service regulation.
- 1.25. An Institute -employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the institution of the latter provided that the study leave is at least two years long and that the Institute unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the Institute.
- 1.26. Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 working days continuously in one semester provided that the leave



does not impede the services rendered by the staff member. If such leaves are required for longer than one month in a semester the following conditions must be met:

- a) The teaching assignment of the Academic Staff can be covered by another staff;
- b) The training is relevant to the professional development of the Academic Staff and the capacity building of the Institute;
- c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
- d) The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.
- e) Such leave of absence must be approved and endorsed by the Academic commission, and any leave longer than one month at a time should be approved by the Deputy Director General for Academics.

1.27. A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:

- a) The staff member applying for the unpaid leave of absence had not benefited from a sabbatical leave during the two years prior to applying for such a leave.
- b) The staff member applying for the unpaid leave of absence had served the Institute for the required number of years after a study leave as per the agreement.
- c) The granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
- d) The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the Institute.
- e) A staff member eligible for such a leave must have effectively served the Institute for a minimum of four years altogether.

### **5. Accumulating Leaves**

Sabbatical and research leaves can be split but cannot be accumulated.

### **6. Notation**

Any research works or projects prepared and done by any of the staff without consultation and approval of the Institute management and inconsistent with the priorities and thrust of the Institute shall not be entitled to any kind of support from the Institute, unless otherwise the research works or projects are consistent with the Institute's priority areas.

## **Article 72. Tenure**

Tenured employment is permanent employment of an academic staff member with outstanding contribution to the institute.

Tenure is a privilege granted in recognition of a continuous meritorious service and outstanding scholarly teaching and/or research or institutional leadership achievements with the view to encouraging the academic staff of the Institute to continue to excel in their respective disciplines. As such, tenure constitutes expression of the Institute's confidence that the staff will justify the award in his continued professional career.

An academic staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.

A tenured academic staff shall have job security, and may not be dismissed from his/her position unless he/she has committed a serious breach of discipline as stipulated by this Policy.

Professors or associate professors who meet the requirements of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.

The retirement age of an academic staff of the Institute may be extended by the concerned Ministry, upon recommendation of the Board, for two consecutive sets of terms of three years each, where:

- a) the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;

- b) the Institute reasonably justify, on the basis of actual and projected demand, the need to extend the retirement age;
- c) the staff has freely consented to extension of the retirement age.

### **Article 73. Criteria for Awarding Tenure**

Tenure may be awarded to a full-time Academic Staff member who:

1. holds the rank of Associate Professor or above and served at any higher learning institutions for a total of 10 years, assistant professor with 10 year service after holding such status or lecturer with 12 year service after holding such status; and
2. demonstrates a desire to continue to serve the Institute as a staff member for an indefinite period;

**AND**

3. has demonstrated throughout their professional career:
  - 3.1. scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
  - 3.2. Service of merit to the Institute, through contributions to the Institute committees or its constituents or in connection with other tasks which may have been assigned.

### **Article 74. Procedure for Awarding Tenure**

The Institute may offer tenure appointments on request of the applicant, endorsement of the Deputy Director General for Academics and Approval of the Senate.

### **Article 75. Right of Tenured Staff**

An Academic Staff member awarded tenure is guaranteed continued employment by the Institute at their present rank, or any rank to be promoted, and at their present salary scale or any other salary scale to which the Staff member may be elevated, so long as the Staff member does not violate any of the conditions justifying discharge of the Academic Staff member.

## **Article 76. Academic Freedom**

1. Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.
2. However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.
3. An Academic Staff member has the right to conduct research and disseminate findings within or outside the Institute through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the Institute without scrutiny of the approval of the DC, Deputy Director for Research, Industry Linkage and TeCAT, and the Deputy Director General for Academics.

## **Article 77. Arrest or Conviction**

An Academic Staff member who is arrested, charged with, or convicted of, any criminal offence, except for petty offences like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of the respective supervisors.

## **Article 78. Working for Other Institutions or Private Interest**

1. An Academic Staff member shall give full energy and attention, to the best of his/her ability, to the required duties in the Institute. However, the academic staff member may take up professional activities for other institutions during the normal working hours with the consent of head of the academic unit and the Deputy Director General for Academics. No

academic unit head can give permission for part-time work during working hour.

2. The provision of this Article shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the Institute working time.

## **Article 79. Breaches of Duty and Disciplinary Regulations**

### **1. Minor Disciplinary Offenses**

The following acts, which are not committed repeatedly, shall constitute non-serious breach of duty and/or violation of disciplinary regulations by an academic staff.

- 1.1. Not punctual to any duties/responsibilities to be discharged in the Institute;
- 1.2. Dressing below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching and which is against the standard of dressing set by MoE.
- 1.3. Inappropriate wordings and annoying intonation in speeches;
- 1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the Institute;
- 1.5. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the Institute;
- 1.6. Negligence of responsibilities and duties;
- 1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar and Alumni).

### **2. Serious Breach of Duties**

The following acts shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.

- 2.1. Willful refusal to perform assigned teaching and/or research function/TeCAT or assignments of the Institute or faculty/department committee;
- 2.2. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the Institute and/or any one or all of the duties and responsibilities.
- 2.3. Continuation of a willful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the Institute or causes unjustified embarrassment to the Institute and harm to its programs;
- 2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 2.5. Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the Institute;
- 2.6. Abuse of position and/or authority in the Institute in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 2.7. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.
- 2.8. Breach of research integrity/ in technology copying, improving and innovating
- 2.9. Other breaches stipulated by civil service codes of conduct

## **Article 80. Type and Classification of Disciplinary measures**

Depending on the gravity of the offense, one of the following penalties, in accordance with civil service regulations, may be imposed on an academic staff for breach of discipline.

1. Measures to be taken for Minor disciplinary breaches:
  - a) Oral warning
  - b) Written warning
2. Measures to be taken for serious disciplinary breaches
  - a) Final written warning
  - c) Fine up to half of monthly salary
  - d) Fine up to one month salary
  - e) Fine up to three month salary
  - f) Withholding the next academic rank, or salary increment up to the period of two years
  - g) Dismissal up on the final approval of the Director General of the Institute.

Note: Serious measures may be taken by higher officials of the institute the first time the offense is committed depending on the seriousness of the disciplinary breach.

## **Article 81. Disciplinary Action by a Head of the Academic Unit**

A head of academic unit may take measures specified under (a) and (b) in both measures stipulated in Article 77 above. Any sanctions beyond these shall be referred to Deputy Director General for Academics. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the Deputy Director General for Academics, whereas appeal against Deputy Director General for Academics' decision shall be submitted to the Director General, within two weeks time.

The disciplinary measures that go beyond the academic unit heads shall be handled by the discipline committee of the institute.

## PART VI

### Program development

#### **Article 82. Program Development process**

##### **1. Procedures for Program Development and Review**

###### **1.1. Needs assessment shall be carried out at two levels: -**

- a) Institute and program level need assessments is conducted centrally to understand the general needs and expectations of the stakeholders/society from the Institute. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the Institute.
- b) The program level need assessment refers to the investigation of the felt and anticipated need of the society for the specific program. At this stage the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or rejected; in the latter case it can either be modified or dropped.

###### **1.2. Drafting the curriculum involves the following detailed activities: -**

- 1.2.1. identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)
- 1.2.2. developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
- 1.2.3. develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies
- 1.2.4. work out inputs required (facilities, human resource, etc)
- 1.2.5. determine admission and certification/graduation requirements

###### **1.3. Review workshop: -** it is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and



enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented to the Senate for final approval. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process.

#### **1.4. Program approval**

The program shall be approved by the Institute Senate following appropriate channel. However, in order to avoid unnecessary duplication and to comply with the government policy, the Ministry of Education is expected to periodically review national needs and issue directions on the fields to be launched.

## PART VII

### ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMME

#### **Article 83. Policy Premises**

The Institute establishes relevant programs of study and research geared towards the achievement of the objectives of TVET and the Industry for the betterment of the standards of living of the Ethiopian peoples.

In all its departments, it shall see to it that standards for the measurement of the scholastic achievements of all that go through its program are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programs as well as their relevance to the needs of the nation.

#### **Article 84. Academic Calendar**

1. In its regular program, the institute shall have a two-semester calendar of sixteen weeks each. In continuing and distance education program (CEP), there are three semesters, sixteen weeks each the same with the regular program and a *Kiremt* term of 8 weeks, including registration and examination weeks.

For the students, there is a two-week semester break and a two month breaks after the end of the first semester. Readjustments could be made on the Academic Calendar following the changes made by the Institute.

2. The Calendar for each year shall be prepared by the institute Registrar and Alumni Director in consultation with the DDGA and approved by the Senate. The Institute Calendar, among other things, shall provide admission, readmission and registration; adding and dropping of courses/modules, exam preparation time, examination periods, reevaluation of exam results if available, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the Registrar and Alumni office, date of submission of annual research progress reports to the office of the research directorate, instructor performance evaluation weeks, the regular meetings of the Senate, final thesis

submissions and open defense dates, and all other associated activities of the academic process .

## **Article 85. General Provisions on Admissions to Undergraduate Programs**

1. Admissions to undergraduate programs of the TVET candidates shall be based on completion of level 4 or 5, and pass the assessment administered by the COC of at least level 4.
2. Admissions to undergraduate programs of the Institute from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry of education.
3. Admissions to all undergraduate continuing education programs (weekend, extension) shall be processed through the Academic units/departments, in consultation with the Institute Registrar and Alumni office and Continuing education, according to policies set for such admissions in (1) and (2) above.
4. The Institute in certain circumstances may admit students jointly with other affiliated institutes. Such admission may be processed at anytime of the academic calendar as deemed appropriate. Students cannot be admitted to more than one program at the same time in any program.
5. Except those with special placement, passing through entrance examination is mandatory. The Institute shall implement screening process in the admission and registration of students to ensure the quality and commitment of students.

## **Article 86. Admission Requirements**

### **1. Regular Admission**

As per the criteria set under Article 74.

## **2. Special Admission**

- a. Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be worked out by the APC
- b. Special admissions into the undergraduate programs may be granted through entrance examination prepared by the Institute.
- c. Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the APC.
- d. Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
- e. Other special admission, such as people from developing areas, students with special needs, etc. may be granted by the decisions of the Institute.
- f. There will be special consideration for applicants from emerging regions, female applicants and students with special educational needs.

## **Article 87. Admission Requirements for Continuing Education Program, CEP**

- 1. Admission to all full time and part-time studies for CEP are processed by the academic unit/department, in consultation with the Institute Registrar and Alumni office and CEP, as per the rules and regulations proposed by Academic Standards and Curriculum Review Committee and approved by the Institute Senate.
- 2. Special admission criteria developed by the Academic Unit/department Council and approved by the Deputy Director General may be employed for special admissions of females, students with special needs, mature students and for upgrading programs.

## **Article 88. Choice of Program of Study**

1. Academic Units/Departments may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units/departments and approved by the Senate.

2. Students shall fill out application forms indicating their choices of discipline.

3. In cases when the student during enrolment in his/her personal assessment of his/her competence insists that the course/s being offered in the semester is already known to him/her and decided not to take the course/s, he/she may apply for exemption in attending the course and fill the form from the Registrar and Alumni Office. Detailed implementation guideline shall be prepared by the academic council.

4. An applicant who believes that there was an error in the placement may report the case to the academic unit/department and the Registrar and Alumni office for review and the concerned body shall give the final answer within 3 days.

5. In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.

6. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the concerned government office justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

7. Students with special needs shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.

8..When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.

9. The academic unit shall notify the relevant heads/director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.

10. An applicant who believes that there was an error in the placement may report the case to the academic unit and Institute Registrar and Alumni office for review.

11. The Academic unit, through the institute Registrar and Alumni office, shall report to the Senate all admissions and placement made in the Institute.

### **Article 89. Major and Minor Fields of Study**

When circumstances require the Institute may design major and minor courses and the proportion thereof may be decided by the guidelines to be developed by ASQAC.

### **Article 90. Registration**

Students must register for courses every semester. Registration takes place on the dates specified in the academic calendar. No registration will take place after "Registration with penalty "is over. Registration with penalty continues for two working days in the week following the normal registration period. Since this is the week classes begin, for students registering during "Registration with Penalty", the number of days they have been absent from class will be counted in the calculation of absenteeism. For registration, every student must appear in person; no other person can register for a student.

Students who fail to register on the dates specified in the academic calendar should withdraw from the program and apply for readmission in the following semester/year.

#### **1. Registration of freshman**

Students admitted to the institute in the Academic Year are required to produce the following documents:

- a) ID card or a copy of the supporting letter
- b) Admission letter

- c) Original EHEEQC card
- d) For those who completed level 4 or 5 certificates obtained, supporting letter from the home TVET institution and CoC result level 4 and above.
- e. For continuing education students level 4 or 5 result or Diploma, Copy of ID card, National CoC assessment result of level 4 and above as well as entrance exam result is essential. No supporting letter is mandatory for weekend and evening students.

## **2 Registration of sophomore and Senior Classes**

For registration, sophomore and senior students should ensure that they have:

- a) Kept institute student ID card.
- b) Submitted semester grade report and Clearance of the previous semester.
- c) Identified an advisor, got consultation on course load, if need be.
- d) Registered for the appropriate courses in due time and identified courses to potentially add or drop later.
- e) Retained the student copy of the registration slip.
- f) Got their ID cards renewed.

## **3. Orientation/ Induction Program**

Following registration, there will be an orientation program to familiarize the newly admitted students with the campus environment. Students will be briefed on the objectives of the institute, different fields of study, facilities, major tasks of students after graduation, academic policies and procedures, student services etc.

Deans of the faculties with Department Heads, Registrar and Alumni Director, and the institute librarian will speak on the above topics. Special induction program will be held for foreigners to acquaint them with the Ethiopian Culture. The orientation given to students should be supported with some written guidelines that students can refer to later.

## **Article 91. Transfer of Students**

### **1. Full-time Programs**

1.1. A student may transfer from one program to another program within or across academic units under the following conditions. All transfers must get the final approval by the DDGA or delegate and processed by the Institute Registrar and Alumni office within two weeks following the beginning of classes.

- a. If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer.
- b. If the transfer is between academic units within the same faculty, the faculty dean in consultation with the respective academic units and DDGA approves the transfer.
- c. If the transfer is between academic units of the different faculties, the Academic Affairs Director (AAD) and Institute Registrar and Alumni Director, in consultation with the heads of the respective academic units, approves the transfer.
- d. Any Head of academic unit, faculty, Registrar and Alumni Director and AAD who declines the permission for transfer to or from an academic unit shall advise the DDGA in writing of the reasons for refusal in order to help the latter in reviewing the decision in case of appeal;

1.2. Students shall be responsible for all the consequences that such transfers may entail.

1.3. Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.

In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

Students seeking transfer to the Institute from other universities should have stayed in their department or program of study of the previous Institute for at least one semester. The transfer process shall be handled by the Institute Registrar and Alumni Director and heads of academic units with the approval of the DDGA. Detailed guidelines for such transfers shall be set by APC and approved

## **Article 92. Academic Advisor/ Guidance and counselor**

1. Each student is assigned to one staff member in his/her academic unit department who serves as his/her Academic Advisor. Students shall feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.
2. The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.



3. The Advisor shall maintain records of each student's performance and he/she advises the Institute's senior administrators if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
4. Students shall also be benefited from the guidance and counseling office if their problems are beyond the capacity of their advisors.
5. Whenever there is change of advisors there shall be proper handover of students' record.

### **Article 93. Continuing Education Program (CEP)**

Transfers from program to program or from one academic unit to another within CEP shall be handled as per the provisions made for regular students.

Students in CEP (evening, distance and *Kiremt*) may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by APC provided they meet the conditions set forth below.

1. Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
2. Applicants must have accumulated 75% of the total credits required for graduation.
3. Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.
4. Transfer shall take place within the same programs only.
5. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and Alumni office and submit them to the academic unit.

6. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.

7. Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forward to the Registrar and Alumni office.

8. All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the SC/DC.

#### **Article 94. Semester Load for Regular Students**

Minimum credit hours for full-time regular students shall be 15 credits per semester, respectively. The maximum load shall not be exceeding 19 credit hours unless otherwise stated in the course catalogue/curriculum. A student who has justifiable reasons for deviation from the normal load has to secure a special permission, not exceeding 22 credits, from the respective Academic Council (AC). Undergraduate students may take additional non-credited courses from any field of study provided that they are in good academic stand and with the condition that their academic advisors witness the relevance of the courses for their current or future professional development. The courses and the grades earned shall be included in the students' credentials.

#### **Article 95. Semester Load for Continuing Education Students**

1. The normal load in evening & weekend programs shall be 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.

2. A student may be allowed to take up to 15 credit hours when:

- a) the student secures a "first class status" CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
- b) The student is at graduation year after passing all courses taken up to date.

3. The normal load for evening and weekend students in a *Kiremt* semester shall be 6 to 9 credit hours.
4. The normal semester load in the continuing Education for *Kiremt* students shall 13 to 15 credit hours.
5. For the purpose of determining academic status of *Kiremt* students, one *Kiremt* session is counted as a *Kiremt* Semester, but three *Kiremt* semesters are counted to one regular academic year.
6. The Semester Average Number Grade (SANG) or SGPA calculated at the end of each *Kiremt* Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

### **Article 96. Duration of Study**

Students enrolled in the Institute shall pursue programs of study for which the maximum lengths of stay in programs and validity of courses are determined as follows:

1. The duration of study for undergraduate degrees in regular programs shall be THREE to FIVE years as per the nature of the chosen field of study.
2. The duration of study for undergraduate degrees in the continuing education programs may be four to six years.
3. The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
4. A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 3 of this Article) shall be cancelled from that program.

### **Article 97. Credit Requirements**

1. A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/ practical or tutorial work guided activity.
2. The minimum total credit points for three years bachelor program credit hours shall be 110 while the maximum shall be 120 credit hours.

3. The minimum total credit points for four years bachelor program shall be 136 credit hours while the maximum is 152 credit hours.
4. The minimum total credit points for five years bachelor program shall be 170 credit hours while the maximum shall be 190 credit hours.
5. The minimum total credit points for six years bachelor program shall be 204 credit hours while the maximum shall be 228 credit hours.
6. The proportion of time (lectures, laboratory works tutorials, home study, etc,) allotted for a particular course shall be determined by an academic unit offering that course and follow the approval of the SC/DC.

## **Article 98. Advisorship for undergraduate program**

### **1. Selection of Advisor(s)**

1.1. The DAC takes responsibility for the assignment of an advisor. The senior project advisor(s) shall be:

- a) A full-time academic unit member of the institute with the academic rank of Lecturer and above.
- b) The optimum number of students that an instructor can advise shall be determined by the DAC taking in to consideration the work load of the instructor, the number of students in the academic unit, and other prevailing conditions.

1.2. The advisor(s) shall assist the student in planning the senior project work, monitor it regularly, advise the student on how to carry out the project, how to formulate problems, how to develop methods and procedures, to design mechanisms if need arises, advise the student on how to publish, critically evaluate the draft and final manuscripts.

The advisor load for non-technical senior project per student shall be as per the decision made by the Ministry of Science and Higher Education. If the senior project is done individually, the load for the advisor shall be 0.33 lecture hrs. If the senior project is carried out in group, the load for the advisor shall be 0.5 lecture hrs as lamp sum, regardless of the number of students. However, the number of students in a group shall not exceed five. Payment for the senior project shall be made immediately after the project work is successfully defended.

## **Article 99. Undergraduate Grading System**

1. On a course with practical and/or tutorial a student shall score at least 50% on each to pass that course.
2. For any course having lecture, laboratory/practice and tutorial, raw mark evaluation should be treated independently from 100 %.
3. The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam), while the weight of the continuous assessment (including mid exam) should not be less than 50%.
4. Semester Grade Point Average is determined by dividing grade points earned in semester by the number of credit points in that semester.
5. The final grade of a course is obtained based on the sum of the number grades of independent courses with its weight given for each course.
6. A student with Fx shall take supplementary exam within two weeks after the beginning of the semester, whereas those who scored 'F' grade should repeat that course.
7. In cases where a student does not have full examination records, the instructor shall record "NG" for No grade. All "NG"s shall be changed to one of the following.
  - 7.1. To an "I" (incomplete) by the SC/DA in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the course. When there is no valid reason, the "I" grade will be changed to "F" within two weeks after the beginning of the semester.

**OR**

- 7.2. To a "W" (withdrawn) by the Registrar and Alumni office for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.

**OR**

- 7.3. To a "DO" (dropout) by the Registrar and Alumni office for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the institute has not produced evidence justifying a failure to sit for the exam(s).
8. "W", "DO" and "I" shall not play any part in the computation of the semester grade point average.

9. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the institute to the appropriate Academic Commission within two weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

10. If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the cumulative grade point (CGPA) whether or not there is a change in the grade i.e. only, the new grade and credit hours will be considered in determining their status.

11. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA.

12. A double asterisk (\*\*) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for assigning a grade.

**Grading system for TVETI Undergraduate students**

No.	Raw Mark Interval- [100 %]	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
1	[90-100]	4	A <sup>+</sup>	Excellent	First class with Great distinction
2	[85-90)	4	A		
3	[80, 85)	3.75	A <sup>-</sup>		
4	[75, 80)	3.5	B <sup>+</sup>	Very Good	First class with Distinction
5	[70, 75)	3	B		
6	[65, 70)	2.75	B <sup>-</sup>	Good	First class
7	[60, 65)	2.5	C <sup>+</sup>		Second Class
8	[50, 60)	2	C	Satisfactory	Lower Class
9	[45, 50)	1.75	C <sup>-</sup>	Unsatisfactory	
10	[40, 45)	1.0	D	Very Poor	

11	[30, 40)	0.0	Fx	*Fail	Lowest Class
12	< 30	0.0	F	Fail	

### **Article 100. Description of the Grading System**

1. A student who scored “C-” and/or “D” in a course/s can pass to the next semester if he or she has pass mark in Cumulative Grade Point Average(CGPA).
2. A student with a good stand can pass to the next semester and even can graduate if he/she scores “D” and or “C-” in any course. Nevertheless, if the student is not in good standing, he or she should re-sit an exam within two weeks after the beginning of the semester with self-study.
3. A student who scored “Fx” must sit re-exam with minor support within two weeks time after the beginning of the next semester. If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination. This may be given if the student is in a good stand.
4. A student who scored “F” in a course must repeat the course for a maximum of two-times. After that, if she/he repeats F grade, the student can request for course change/replacement or waiver as course allergic.
5. The final grade of any repeated course shall be maintained regardless of the initial one.

### **Article 101. Student Academic Achievements**

1. At the end of each semester, the academic unit/department shall examine the case of student who fails to achieve the required academic standard in line with the Institute Legislation.
2. One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.
3. For Kiremt programs, the academic status of the students shall be determined for a minimum 15 credit hours.
4. The academic status of part-time students is determined for a minimum of 15 credit hours, starting from the first admission date of the students.

5. Grade report shall be issued to applicants for semesters to which the status is determined by the Academic Commission.

## **Article 102. Academic Standing of Undergraduate Students**

### **1. Regular Courses**

#### **1.1. First Year Student**

- a) A student who, at the end of the semester, scores a semester grade point average (SGPA) of 1.50 up to 1.74 both inclusive shall be warned.
- b) A student who, at the end of the first semester, scores SGPA of less than 1.50 shall be dismissed for academic reasons.
- c) A student who, at the end of the first semester, scores SGPA of 1.75 and above is good standing student.
- d) A student whose SGPA is greater or equal to 2.00 and CGPA is greater than or equal to 2.00 for the second semester is good standing student.
- e) A student whose SGPA is greater than or equal to 1.50 but less than 1.75 or CGPA is greater than or equal to 1.75 and less than 2.00 at the end of the second semester shall be warned.
- f) A student whose SGPA is less than 1.50 or CGPA is less than 1.75 at the end of the second semester shall be dismissed for academic reasons.
- g) If a student, who has been put on warning during the first semester, fails to maintain SGPA of 1.75 and also a CGPA of 2.00 during the second semester of the academic year, is subject to dismissal unless she/he is put on probation.
- h) A student who fails to achieve a semester GPA 1.00 at any semester is subject to dismissal for good.

#### **1.2. Second Year and above Student**



- a. A student whose SGPA is greater than or equal to 1.75 and CGPA is greater than or equal to 2.00 in any semester is good standing student
- b. A student whose SGPA is greater than or equal to 1.50 or CGPA is greater than or equal to 1.75 and less than 2.00 at the end of any semester shall be warned.
- c. A student who at the end of any semester scores SGPA of less than 1.50 or shows CGPA is less than 1.75 shall be dismissed for academic reasons.
- d. A student who for second consecutive semester scores either a SGPA of less than 1.75 or fails to maintain a CGPA of 2.00 is subject to dismissal for academic reasons unless he/she is put on probation.
- e. A student who fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal for good.
- f. A student is required to have a minimum overall CGPA of 2.00 and also CGPA of 2.00 in his/her major area of study for graduation.
- g. A student shall not graduate with an “F” grade in any course.

### **1.3. Discretionary probation**

1.3.1. The function of discretionary probation, which can only be granted by the respective Academic Unit/department, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.

1.3.2. At the end of the semester, each academic unit/department, pursuant to procedures fixed by its Academic Commission, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the

required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective Academic Commission that:

- a) valid reasons exist to explain their low academic performance;
- b) those causes for their academic deficiencies can be removed;
- c) the students can attain the required academic standard during the same semester in which they have been put on probation.

1.3.3. An Academic Commission of particular academic unit/department may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

1.3.4. When students are placed on probation, their head of the academic unit/department will notify their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.

1.3.5. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CGPA of 2.00.

### **Article 103. Class Attendance**

1.A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.

2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However, some Academic units/departments may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.

3. A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.

3.1 If a student's incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.

3.2 If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.

3.3. The Office of the Registrar and Alumni prepares the format for reporting class attendance and distributes to Departments.

## **Article 104. Repeating of Courses**

### **1. Adding and Dropping of Courses**

This is a period in which a student can add or drop a course after registration. Student can add a course to remove F's or take a course given to a class he/she does not belong to. When a student add a course he/she must check that

- a) The course is offered in that semester.
- b) and the classes do not clash with that of other courses.
- c) The total credit hour does not exceed the maximum semester course load
- d) He/she has taken the prerequisite course and scored a minimum grade of 'D'.

2. A student adding courses must attend all classes, do assignments, lab work etc, but if it is to remove "F" he/she can attend at least 80% of the classes.

A Student is allowed to remove D's only in the final year and when his/her GPA's/CGPA's is below the requirement.

3. A student can also drop course with the approval of his/her advisor if the credits he/she is taking in the semester exceeds the maximum course load or he/she has not passed the prerequisite course or due to other compelling reasons.

4. A student who scored a grade of 'F' for any prerequisite course for the third time will be dismissed for academic reasons. However, graduating class student who scored 'F' grade in any course for the third time can apply for course allergic if he/she fulfills minimum credit points required for graduation.

5. Adding and dropping of the courses shall be treated as per the Institute academic calendar.

## **Article 105. Assessment and Evaluation**

### **1. General Provisions of Examinations**

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, project work, etc. shall be made for every course which shall count for 20% of the total course mark and 40% for laboratory/shop work. The remaining 40% shall be allotted for a final exam at the end of course. Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s). Courses that do not require laboratory, 50% shall be given for reports, assignments, tests, mid-terms exams, and the remaining 50% shall be given to final exams.

### **2. Examination schedule**

Examination schedule should be prepared by the Registrar and Alumni office of the institute

-The examination schedule must contain the following information

Name of institute, academic year, semester

- |                     |                              |
|---------------------|------------------------------|
| - The course Number | - The time of Examination    |
| - The Group Number  | - Examination Hall No. /Code |
| - The Class level   | - Name of invigilator        |
- Tentative examination schedule will be posted at least two weeks before the commencement of the examination.
  - The final version of the examination schedule will be posted at least one week before the commencement of the examinations through the intranet and a copy of which is sent to all departments
  - It is the responsibility of the Registrar and Alumni office and the head of the department to inform the instructor /invigilators regarding the examination and invigilation program through the intranet(notice board)

- Students have the obligation to inform themselves of the posted examination schedule
- No student can be required to sit for more than two paper (courses) per day
- The examination schedule must be structured to maximize the number of students taking only one paper (course) per day.

Final and mid-term exams shall be evaluated and approved by the examination committee of each department. The Head of the department chairs the exam committee. Three elected staff members of the academic unit/department will be members of the committee and serve for two years. A member can be reelected to serve in the committee. The exam committee shall follow the exam procedures of the Institute.

3. The number, type and schedule of exams or tests in a course are determined by the course instructor/team within the department but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.

4. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the academic units/department at the beginning of each course.

5. Course outline of each course in the whole curriculum in the concerned department shall be prepared once by the individual instructors who delivers the course and in team at the department level and accumulated in the department for further use. The course outline accumulated is considered as a standard for that particular course within that department.

6. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the department for at least one year. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the academic unit/department within three days following the administration of the exams.

7. In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
8. A common examination paper shall be prepared in case where more than one instructor delivers a course with the same title and credit hour to one or more sections.
9. Where common examination(s) have to be given for a course(s) taught by more than one course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit/department that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
10. Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the academic unit before proceeding to marking.
11. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the department examination committee for review and endorsement.
12. Final grades for all courses shall be reviewed and endorsed by course team and presented to the department exam committee for final decision.
13. Final grades shall be submitted by the department head to the Registrar and Alumni Director and with a copy to the dean of the faculty on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
14. A copy of grade report sheets and minutes of the course team for all courses shall be kept at the academic unit/department.

15. An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.

16. When, for reasons beyond control, the provisions of sub-article 12 of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the academic unit head.

17. In those cases where the head academic unit/department had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the Academic Commission for endorsement.

18. Students have the right to see their corrected exam papers.

19. Official grade report forms shall be prepared by the Registrar and Alumni office and shall carry all the names, ID numbers of students who have been on the official class list for the course.

20. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.

21. Grades shall officially be announced to students by the Registrar and Alumni office.

22. Academic unit /department must make sure that instructors on leave have submitted the grades of students in their hand before departure.

**Article 106. Factors to be considered by the Department Examination Committee in Evaluating the standard and relevance of examination questions**

1. Questions shall be written based on the objective of the course.

2. Questions shall be sampled from the entire syllabus of the course. Questions for mid semester examination shall cover only topics delivered up to the mid exam and for final exam at least 20% of the questions shall be drawn from the topics covered before mid-semester.

3. Questions shall cover important aspects of the course and must focus on “must to know”, “shall perceive” and “shall be able” concepts.
4. Questions shall be clear and precise (grammatically correct and worded in a way that will be unambiguous to the candidates)
5. Questions shall begin with simple concepts and shall proceed to more complex concepts.
6. Values (points) shall be assigned based on the difficulty level rather than rationing.
7. Questions shall be written to test concepts, understanding and skills rather than memory.
8. Questions shall be written to discourage guessing.
9. True-false, fill in the blanks, multiple choices, and matching and questions that encourage ask for help from fellow students shall be avoided as much as possible and not more than 10% of the total weight.
10. The total time for examinations shall be based on allocating time for each question.
11. The time for mid and final semester examinations shall be between 1½ to 3 hours.
12. The portion before the Mid-Exam should comprise a minimum of (5-10%) in the final exam.

### **Article 107. Question paper format**

Question paper should include the following information: -

- a. Instruction, Course name, Title, Code, Name of the instructor/s
- b. Institute, department and specialization
- c. Time allocated
- d. Date of examination, modes of examination (mid/final/makeup), time, and level
- e. Total Mark
- f. Name and ID number of a student
- g. Notes or additional directions about the examination procedure from the concerned instructor
- h. Signature of the approved body (examination committee, chairman)



## **Article 108. Periodic and Exit Examination**

Students in the Institute shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:

1. A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.
2. A student shall be registered for exit exam upon successful completion of all the courses that may be required by the program.
3. Exit exam, if any, shall be identified with course title and code.
4. The grade point of exit exam shall not be included in the computation of either semester or cumulative status of student.
5. The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.
6. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
7. A student who failed the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he/she fails for the third time.
8. Without prejudice to the above Articles the Institute will adapt additional regulations enacted by the Ministry of Science and Higher Education.

## **Article 109. Administration of Examinations**

### **1. General provision**

Examinations are instruments to evaluate those students who have achieved and who have not achieved the level of understanding and skill required to them in a particular course. The preparation and conduct of examinations should therefore follow a certain procedure in order to make sure that examinations are prepared to achieve the required, level of discrimination.

Most examinations in any system or institute usually take place at the mid as well as at the end of a semester & students writing examinations are expected to meet the highest standards of academic integrity. And hence it becomes necessary to set out clear and consistent regulations that reinforce established rules to make the conduct of examinations easier for the institute and the students.

These procedures and regulation set out for those who invigilate examination as well as for those who sit for examination to ensure that these standards are met.

NB: Examination in this regulation refers to mid and final semester examinations (Including Reexaminations, periodic& Make-up examinations)

## **2. Examination Procedures**

2.1. Student must be available for any examination scheduled during the examination period. No special arrangement will be made for a personal time conflicts. (It is the student's responsibility to ascertain his/her examination times and locations).

2.2. For special circumstances, the Academic commission may allow a final examination to be scheduled outside the final examination period.

2.3. A minimum of one day shall separate the last day of classes from the commencement of final examinations.

2.4. To avoid the burden of taking two examinations per day, the above gap may be relaxed (the examination can take place immediately after the classes resume) if the student and the instructor of that particular course agree and the case accepted and approved by the respective department head to ensure the security of the examination.

If an instructor couldn't complete at least 75% of the contents of a course to be covered for the mid semester examination, he/she shall report the case to the department & the department council analyzes the cause of the delay. If the council found that an examination has to be postponed, the department head shall present the case to the Academic Commission for a final decision & he/she shall write a detail report of the matter to the Academic Affairs Director with a copy to the Registrar and Alumni Director.

2.5. There will be no postponement of final examination.

2.6. Students may inform to the department (concerned office) regarding the size of contents covered about a course (that they think insufficient) however students request for the postponement of examination shall not be entertained.

## **Article 110.Examination Hall Regulations**

1. The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the Department Head or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.
2. No student may be admitted into an exam hall 15 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.
3. An examination attendance sheet is laid on the desk for each student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination.
4. Students arriving after the start of the examination are not entitled to any additional time. Students are not allowed to leave the examination hall less than thirty minutes after the commencement of the examination unless under special circumstance and instructed by the exam coordinator/instructor.
5. In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.
6. All changes or corrections to exam questions will be given to students prior to the commencement of the exam. If during the course of examination any additional corrections are required, the instructor shall inform the case to the invigilator and shall write the correction in a clearly and visible location on the black board/ white board without creating a disturbing noise.
7. It is strictly prohibited for an instructor to give any clarification or explanation of questions while the examination is in progress.
8. Students are not allowed to return to examination hall once if they leave the examination room.
9. If a student once enters examination hall & receive the question paper, it shall be considered as he/she sat for the examination & shall be graded accordingly. If a student

leaves the room while the examination is in progress, pretending that he/she is sick will not be a sufficient reason for requesting makeup examination of the course.

10. A student who misses mid or final semester examination due to medical problem that is beyond his/her control must produce evidences from a recognized Clinic/hospital only. Any other causes for missing examination shall be known to the leader of the group in which the student belongs & all related evidences shall be attested and enclosed with letter of confirmation from Office of the Indoctrination.

11. Personal handbags, books, papers, and briefcases must be left at the back or sides of the examination room. It is an offence against institute discipline for a student to have in his/her possession in the examination any material relevant to the work being examined. Only those materials specified for that particular examination may be on the student's desk.

12. Students shall take their seats within the block of desks allocated to them and shall not communicate with other students either by word or sign, nor let their papers be seen by any other student.

13. Students are prohibited from deliberately doing anything that might distract/disturb other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student who causes a disturbance in an examination room may be required to leave the room, and shall be reported to Registrar and Alumni Director or department exam committee.

14. An announcement shall be made to students that they may start the examination, although they may begin without waiting for this announcement. Students must stop writing immediately when the end of the examination is announced.

15. Answers shall be written in the answer book provided. Rough work, if any, shall be completed within the answer book and achievement through the pursuit of excellence subsequently crossed out. This answer book shall be legal if and only if it gets stamped by the Registrar and Alumni office or by the department.

16. During an examination, students shall be permitted to use only such dictionaries, other reference books, computers, calculators and other electronic technology as have been issued or specifically authorized by the Invigilators/Instructors. Such authorization shall be confirmed by the Registrar and Alumni Director.

17. The use of mobile telephones is not permitted during an examination.
18. It is an offence against institute discipline for any student knowingly
  - (i) To make use of unfair means in any institute invigilator,
  - (ii) To assist a student to make use of such unfair means,
  - (iii) To do anything prejudicial to the good conduct of the examination, or
  - (iv) To impersonate another student or allow another student to impersonate him/her.
19. Students shall be required to display their ID card on the desk throughout all examinations and examination Hall Ticket (HT) that contains the particular course. If an ID card or HT is not produced, the student shall be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.
20. Smoking and eating are not allowed inside the examination hall.
21. If an invigilator suspects a student of cheating, she/he shall impound any prohibited material and shall inform the Registrar and Alumni office/ concerned department as soon as possible.
22. Cheating is an extremely serious offence, and any student found by the department exam committee supported by evidences to have cheated or attempted to cheat in an examination shall be punished according to the institute rules and regulations.

### **Article 111. Violations of Examination Regulations**

1. Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.
  - 1.1. Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
  - 1.2. Working on or being found in possession of exam papers other than one's own.
  - 1.3. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.

- 1.4. Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own
- 1.5. Sitting for an examination for which one has not been registered.
- 1.6. Taking the examination by proxy, i.e. through a secondary party
- 1.7. Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
- 1.8. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- 1.9. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- 1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 1.11. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
- 1.12. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 1.13. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).

1.14. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.

1.15. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.

1.16. All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the department who in turn shall present to the academic unit/department head in which the student is enrolled.

1.17. The Head of the academic unit shall present the case to the Academic Commission which shall determine if there had indeed been a clear case of cheating or of intended cheating. The Academic Commission has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.

1.18. In the event that the Academic Commission finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains an “F” grade for the course. For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded to students’ affairs and discipline committee (SADC).

1.19. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the academic unit head shall warn the student in writing and publicize the case within the campus.

1.20. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the Academic Commission. Any student who commits such an offence for the third time while enrolled in a program shall be

dismissed indefinitely. Dismissal shall be recommended by the Academic Unit/department and approval by the Academic Deputy Director General.

1.21. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:

- a. If all students happen to be enrolled in the course in which the incident has occurred they shall all be penalized in the same way and equally;
- b. If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same academic unit/department or in any other unit of the Institute, that student's case shall be referred directly to the head of the academic unit/department or Deputy Director General for Academics and the provisions sub-articles 25.1.19 & 25.1.20 of this Article shall apply.

## **Article 112. Invigilation**

1. All academics staff and all members of the institute working in academic section serve, as invigilators for the examination of any courses, but (those who will be coordinating the exams) an instructor of the course handling and department head, may not be assigned to invigilate.
2. All invigilators shall know and carry out the examination regulations, policies and procedures under the authority of the Registrar and Alumni Director.
3. The invigilator shall check that the students hold the ID cards and examination HT containing the particular course. Student without ID and hall ticket will be referred to the exam coordinator & such a student may enter the examination area with the permission of the coordinator.
4. If during examination a student is to be charged with cheating, consulting or having access to unauthorized material such as books, electronic devices, and notes during an examination unless their use is authorized for the particular examination, aiding or attempting to aid another candidate during an examination, attempting to read the work of another candidate or any other malpractice, the invigilator will report all acts of that practice to the examination coordinator with all evidences related to the charge.



### **Article 113. Report on Duty**

1. An invigilator shall be in the examination area (exam room) 15 minutes before the start of the examination and let the students take their seats, check the ID card & take attendance of the students.
2. The department/section head handling the course shall appear with the exam booklets (papers) 15 minutes before the start of the examination.
3. An instructor /person who is supposed to standby in any examination program, shall be in the examination area like any regular invigilator and shall remain in the examination area at least for half an hour (to replace an invigilator in any incidents) and may leave with the permission of the examination coordinator after half an hour of that exam has elapsed.
4. An invigilator or standby shall not be excused from his/her duty for his/her personal conflicts or inconvenience in the program (request of permission for any kind of personal affairs shall not be entertained).
5. Invigilators shall not be wondering around examination buildings in search of the instructor handling the course or the exam coordinator, rather be available in the examination room he/she is assigned to invigilate.

### **Article 114. Penalties for breaking rules on duty**

1. An instructor who is assigned to invigilate a room or supposed to be standby and fails to report on duty, shall be fined **Birr 300 for each examination** that shall be deducted from the next immediate month salary.
2. An invigilator, who ignores the **15-minutes** of pre-exam period and comes late in examination area, shall be fined **Birr 100 for each examination** which shall be deducted from the next immediate month salary.
3. An invigilator/stand by who comes after the examination has started shall be considered as absent from the duty.
4. If an invigilator is found laissez-faire in invigilating the room (like reading books, engaged in any activities other than the invigilation) the case shall be reported to the department/ Dean's office for proper disciplinary measure.

5. Any staff assigned as invigilator who repeatedly breaks the rules (for two consecutive semesters), the case shall be seen/considered in his/her academic promotion or in his/her merit. The case shall be reported to the department/ Dean's office for proper disciplinary measure.

### **Article 115. Examination coordinator /Registrar and Alumni office**

- a. Arrange all examination facilities (ensure that adequate space & good lighting are there and noise are controlled)
- b. Has supervisory responsibility over the invigilators
- c. Minimize the possibility of cheating during examination
- d. Submit a written report to the Deputy Director General for Academics at the end of the examination period concerning the examination process.

### **Article 116. Correcting of Examination papers**

1. Marking of examination papers is as important as preparing the exams. This job cannot therefore be left to intuition of the faculty. A systematic approach shall write possible answer(s) for each achievement through the pursuit of excellence question before beginning correcting the answer sheets.
2. All instructors teaching the same course to different groups shall sit together and agree upon the possible answer(s)
3. The marker shall use a pen (not a pencil) which writes in a Red/ Green ink.
4. Actual correcting of answer sheets shall be done in the following method:
  - The department/section head shall collect all the answer sheets.
  - Distribute to the instructors who are teaching the course.
5. The course instructor shall:
  - a. Collect exam papers, record row scores and assign grades.
  - b. Submit raw grades to the department head/academic unit,
6. The department head shall submit grades to the Registrar and Alumni office.

### **Article 117. Marking of Examinations**

General Provisions for Marking

1. A student who is aggrieved by the grade obtained in a course shall have the right to appeals for remarking his/her exam paper on the basis of the conditions set forth hereunder.

1.1. The student has the right to see the results of his/her examination papers.

1.2. The appeals shall be formally submitted to Registrar and Alumni Director and the Registrar and Alumni Director directs to the head of academic unit/department within the time frame set in the Academic Calendar.

1.3. The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking **shall not be counted** against the student in which case the student may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.

1.4. A student who appeals for remarking shall pay **150 Birr** for deposit with the knowledge of Registrar and Alumni Director. The Registrar and Alumni Director shall note the appeals of the student to the concerned department for unpaid appeals. **However, the Faculty Dean shall authorize the refund of the deposit for remarking if the student grade is improved.**

1.5. A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

### **Article 118. Re-marking Procedure**

1. Each academic unit/department shall be in possession of the standard application form to be filled out by students who appeals for re-marking. Such forms shall require of the student to specify the reasons for disputing the earned grade.

2. Upon receipt of the appeals for remarking, the Head of the academic unit /department shall, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.

3. If it is decided that a student's examination shall be re-marked, the exam committee of the academic unit shall:

3.1. Obtain all relevant exam papers and grade distribution scale employed by the instructor; and obtain the answer sheets or papers written by the appealing and other students in the section to which the student belongs.

3.2. The exam committee shall then assign at least two Academic Staff members who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the Head with a recommended grade.

3.3. The exam committee shall then decide what grade to give to the student taking into consideration the grades given by the two Academic Staff members assigned by the exam committee.

3.4. The exam committee shall, through the head of the department, submit the final result to the Academic Commission for decision

3.5. The Department Head then:

- a. Signs and sends the hard and soft copy to the office of the Registrar and Alumni;
- b. Signs and sends one copy to the faculty dean of the academic unit concerned; and
- c. Signs and sends one copy to the course instructor.

4. If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the head shall take up the matter through proper channels for disciplinary action against the course instructor in question.

5. If a student, upon appeals for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of

remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the Head of the academic unit exonerating the teacher of any allegations.

6. The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded to the faculty dean of the academic unit in which the student is enrolled for disciplinary measures.

### **Article 119. Make-up Examinations**

1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

2. Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the Head of the academic unit /department within two weeks after the start of the subsequent semester.

3. If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.

4. Where the Academic Commission finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SGPA/CGPA shall be calculated and the status of the student shall be determined accordingly.

5. An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination at the beginning of the semester when the final examination in the course is next administered.

6. A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to

be announced by the Registrar and Alumni office) before the final examination of the course is scheduled to be administered.

7.A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.

8. Notwithstanding sub-article 33.6. of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the Institute for academic reasons and apply for make-up exam as in Sub-Article 33.6 hereof. No SGPA/CGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

9.A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses as in sub-Article 33.4 hereof.

10.A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub article 33.6 of this article.

11. Any "I" grade not removed within a year as per the provisions of this Article shall be converted to an "F" grade.

## **Article 120. Repeating Courses**

1. A student who has obtained "F" grade in a course with fulfilling the required attendance shall be allowed to repeat the course. A student who scored a grade of 'F' for any prerequisite course for the second time shall be dismissed for academic reasons.

However, graduating class student who scored 'F' grade in any course for the third time can apply for course allergic if he/she fulfills minimum credit points required for graduation.

2.A student who obtains an "F" grade in a course may repeat the course in consultation with his/her academic advisor until the "F" grade is removed whenever it is offered. However, if the student does not remove an "F" grade after repeating twice and if such a course is not a major course the Academic Commission shall recommend an equivalent course.

3. A student who has been allowed to repeat a course with "D" grade cannot repeat the course more than twice unless it is required to remove the student's academic deficiency for graduation. Students may repeat courses only if he/she is a readmitted student or graduate failure.

4. If a student repeating a course with grade of "F" or "D", scores an "F", the last "F" grade shall be final unless the student is allowed to take the course again. Previous grade or grades of "F", or "D" shall be shown as cancelled on the transcript to indicate that the course has been repeated, and the new grade shall be included in the computation of the SGPA/CGPA in the new reporting period.

5. Students repeating courses in which they scored "F" grades must register for the course and carry out all academic activities pertaining to the course.

## **Article 121. Re-admissions**

1. Readmission is allowing students to resume their studies after discontinuing classes for a period of one to four semesters. Subject to the availability of space and programs running at the time of applications, the institute can accept or reject readmission applications. But readmission applications shall not be considered if students fail to apply within the first two years after withdrawal.

2. Without prejudice to the provisions of sub-article 1 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.

2.1. Re-admission of students in good academic standing.

2.2.A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or shall not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.

2.3. Re-admission of students in good academic standing is subject to availability of facilities and necessary budgetary allocations.

2.4. In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior courses. .

2.5 Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student shall be exempted and of new courses to be taken.

### **3. Re-admission of academically dismissed students:**

3.1.A student may be readmitted after dismissal provided all of the following are fulfilled:

- a. The dismissal was not due to acts of violation that resulted in his/her termination with the Institute;
- b. The student may apply for re-admission at least after one semester following withdrawal from the Institute except for Continuing Education Program (CEP) students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.
- c. Space is available in the program and there exists a likelihood that the student shall raise his/her grade point to the required level after



removing any deficiencies which should not take more than one year;

- d. The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.

3.2.A dismissed regular student, who is re-admitted and allowed to repeat a course or courses in a given semester, may be dismissed indefinitely, for not attaining good academic standing upon determination of status. However, such students may be admitted as new student into the CEP as per the rules and regulations of CEP program.

***4. A cut-off SGPA/CGPA and/or a SGPA/CGPA for readmission of an academically dismissed student shall be as follows:***

4.1. A first year student, dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.

4.2. A first year student dismissed at the end of the second semester with a SGPA of not less than 1.50 or CGPA of not less than 1.67 shall be readmitted.

4.3.A second year and above student dismissed at any semester with a SGPA of not less than 1.60 or CGPA of not less than 1.75 shall be readmitted.

4.4. Any readmitted student may be allowed to repeat courses in which the student scored "<1.3 (D)" or "1 (F)" in conventional system grades with the approval of the student's academic advisor/Head of academic unit/department.

**Article 122. Re-Examinations**

1. Re-examinations shall be allowed for

1.1 .A student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program and/or

1.2.A graduating student.

2. The following shall be the conditions under which re-examination is to be granted:

2.1. The courses are those that the student had taken during the foregoing semesters of the program;

2.2. The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 36.2.1 above; and

2.3. The student's SGPA/CGPA must be such that:

- a. when an input of minimum 1.7 or "C" grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion,
- b. During the student's tenure at the Institute, a student can sit for re-examination only twice in the same course any time during a study program

3. A student who fails in the final year or project/thesis shall be allowed to re-register for the essay or project to have it completed during the subsequent semester.

#### 4. Re-examination Grade

The grade obtained for re-exam shall be recorded for the course.

#### 5. Time and Administration

##### 5.1. Time

Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester.

If the time of examination extends into the next period of training, students shall be allowed temporary registration. Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

## 5.2. Administration

The Academic Unit Head/department, on behalf of the Academic Commission, shall determine and notify re-examinees, set and announce dates of re-examinations to students and Academic Staff within three days after beginning of the semester. The course instructor shall submit to the Department Head within two days of the examination dates and the head shall submit the final grade to the Registrar and Alumni office.

### **Article 123. Graduation Requirement of Undergraduate Program**

#### **The following constitute Requirements for Graduation:**

1. All the required courses and the minimum credit hours set by the respective academic unit shall be satisfied, except to phase in and phase out program.
2. An individual or group of undergraduate of technology stream shall be able to develop a technology /Technology management proposal and finished project prototype in 100% copied, with improvements or new innovation technology that can be transferred to MSEs/public to support the society in increasing productivity and job creations which shall be considered as the major activity in the research course. The proposal and project prototype shall follow the guidelines for approval of projects and prototypes and shall be approved by the adviser and /or the academic council.

#### **For graduation:**

- 2.1. A Cumulative Grade Point Average CGPA of 2.00 and SGPA of 1.70 must be obtained;
- 2.2. No "F" grade in any course taken for undergraduate program
- 2.3. An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Commission, register and repeat the course(s). In such a case the student shall pay all fees for the repeated course(s).
- 2.4. A student, who fails to graduate due to CGPA less than 2.00 and SGPA 1.70 but above the required CGPA of 1.85 for three-five year degree students may, with the

permission of the concerned Academic Commission, be allowed to register and repeat the course(s) in which he/she scored a "D" grades. However, such repetition of courses shall not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees for the repeated course(s).

5. Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".

### **Article 124. Graduation with Distinction and Great Distinction**

**The following shall constitute the requirements for academic distinction upon graduation:**

A student who, upon completion of the requirements for the bachelor degree, has a CGPA  $\geq 3.75$  shall graduate with Very Great Distinction. If a student has CGPA between 3.50 and 3.74 shall graduate with Great Distinction, and if a student has CGPA between 3.25 and 3.49 shall graduate with Distinction.

### **Article 125. The Institute Medal**

The Institute Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each faculty. The award is made on the basis of academic excellence. However, if two candidates earn equal CGPA the final semester GPA shall be considered to differentiate between the two. If the two candidates are still in tie, then the following shall be considered to break the tie. Character, gender and participation in extra-curricular activities during their studies in the Institute must be taken into consideration. The Academic Commission of each faculty shall, each year, recommend to the Senate its outstanding student for the latter's approval. Special prize shall be awarded to one best student of the year and one best female student from all faculties. The same awarding system shall be applied to CEP students.

## PART VIII

### Academic Rules and Regulations for Graduate Studies

#### **Article 126. General Provisions**

1. Each academic department may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Science (M.Sc.), Master of technology (M.Tech.) and similar other post-graduate degrees when needed. The academic unit/department may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate certificate, diplomas and degrees. The masters program for TVETI is on the principle of course based system. For M.A, MSc, M.Tech and PhD program Theses/project works/desertion is mandatory as a partial fulfillment of the program supported with comprehensive examinations is mandatory.

2. The academic units /departments shall function through Department Graduate Committees (DGC).

3. All TVETI-wide policies, rules and regulations shall apply to the post graduate program.

4. Academic unit/department may run joint graduate programs in collaboration with other national and international universities/ institutes of similar profile until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates.

In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.

5. A minimum academic rank of staff offering courses in the graduate program shall be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage and in the absence of guest professors, the DGC in consultation with SGS- shall propose staff with lecturer rank (for masters program) and assistant professor (for PhD program) based on merit to offer courses with the approval of DDGA.

6. A Ph.D. program may be course based dissertation (an arrangement in which course work is not necessarily directly related to the research topic) or non-course based

dissertation (where each course is a setting in which the student accomplishes an aspect of his research that leads to his dissertation).

## **Article 127. Admission to the Graduate Program (GP)**

### **1. General Admission Provisions**

2. Admission to the graduate program shall be based on academic results and merits required by the academic units/departments for the program. However, in line with the national priority accorded to the expansion of TVET institutions and higher education, TVETI in admitting students to its graduate programs shall give priority to candidates from public TVET institutions and other public higher learning. Accordingly, in the practice of providing opportunities for national priority, TVETI shall plan and negotiate with MoE .

3. The minimum intake of a regular Master program shall be five students per class and that of PhD program shall be three students per class. The minimum intake for non regular masters program shall be 25 students and the maximum shall not exceed 30; for that of PhD program the minimum shall be 5 students and the maximum shall not exceed 12. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective departments taking into consideration the number of staff, availability of space and demand for training. In general the maximum number of regular students shall not exceed 25 for masters program and 12 students for PhD program.

4. The academic unit may, from time to time, include additional admission requirements in conformity with the institute rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

5. The requirement for masters program shall be completion of first degree program with the academic results required by the institute and for doctoral programs, shall be completion of master degree and the academic results required by the institute.

## **Article 128. Admission Requirements for the GS**

### **1. Academic Requirements for Master's Program**

a) The applicant must have completed the academic requirements for the Bachelor's Degree in the specific/related field(s) of study at a relevant and recognized University,

TVETI or any other recognized institution of higher learning as recommended in the respective curriculum.

b. All candidates, including foreign applicants, shall be given entrance examination to determine their readiness for admission.

c. Non-Government sponsored and self-sponsored candidates shall pay tuition fees. The amount of this fee shall be administratively decided upon the recommendation of the Director for graduate studies and shall be revised in each academic year.

d. In competitive admissions, a candidate with high score in entrance exam and previous outstanding academic record (CGPA) shall be given priority for admission.

## **2. Academic requirements for PhD program**

a. PhD candidate shall be selected based on the rules and regulations of the MoE for this level.

b. The candidate shall complete masters program in the field of specialization he/she intended to join. The Minimum CGPA at masters level shall be 3.

c. The department/academic unit may devise other requirements in consultation with SGS.

d. A Ph.D. candidate shall have a supervisor as per his/her choice or assigned by the DGC. The supervisor shall have a rank of associate professor or above. However, in case of staff shortage the DGC may propose that assistant professor holding PhD degree with merit supervise a PhD student.

## **4. Provisional Admissions**

4.1. A candidate admitted to a master or PhD program from a field of specialization other than the intended area of specialization shall be required to take bridging courses, which will be determined by the DGC in consultation with SGS. However the maximum credits for master program shall not exceed 12 Cr.hrs and for PhD 6 credit hrs per semester.

4.2. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate (masters and PhD) student. The performance of the student in the prescribed bridging courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.

4.3. The duration of the student's stay in the institute as a provisionally admitted student shall be determined by the Academic units/departments concerned, but shall not exceed one academic year.

4.4. A provisionally admitted student who has satisfactorily completed the prescribed bridging courses shall be granted the normal graduate student status.

4.5. Such a student must obtain a grade of at least C in the bridging courses for masters program and B for PhD program.

### **5. Transfer of Postgraduate Students between Institutions**

5.1. Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants of masters and PhD:

- a) Program have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
- b) meet the special requirements of the program they are applying to.

5.2 Upon admission of such student, faculty AC shall determine the courses from which the student is to be exempted. A student admitted on advanced standing basis shall stay for a minimum of one half of the duration of the program, taking the required full load in such period, to which he/she has been admitted in order for a degree to be granted.

5.3. In case the program for graduate study is running in joint form a candidate is expected to complete at least a six month program in one of the host higher institution where the program is running.

## **Article 129. Enrollment and Registration at the GP**

1. Application for admission into the graduate program is normally processed before the beginning of each semester.

2. Every student of the GP must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.



3 The numbers of students in a class for a MA/MSc for technology program shall be from 20-25 and for non-Technology programs shall be from 25-30 students.

4. The Academic units/departments may provisionally register candidates, but such cases must be presented within four weeks for approval by the DGC followed by official registration if the admission is approved.

### **Article 130. Program of Study for Graduate Studies**

1. Within the general program of the academic units, a candidate shall have his/her programs of study approved by the DGC of the academic unit/department in which they are enrolled. The program shall be based on thesis, project works for technology specializations and course-work or course-work alone under special conditions for non-technical programs. The candidate shall study under a thesis/project advisor who may be assisted by a co-advisor.

2. The DGC shall present its program of graduate studies to the FGC and the FGC shall submit to SGS. The SGS, after careful consideration, shall present it to the Senate for approval before implementation.

3. The DGC determines credits for all course work and thesis/project work, which is to be approved by the SGS. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. The teaching load of a professor can be calculated in terms of lecture hours. One credit hour is equivalent to 1.5 lecture hour.

Literature reviews, laboratory reports, term papers, project works, etc. (with/without presentation) shall normally be required for each graduate course.

Accordingly, the advisor load for Master's Thesis shall be 1.5 lecture hours per student per semester.

For project work the advisor's load for the first semester shall be 1.5 lectures hours per student and for the second semester shall be 1.75 lecture hours per student. The project work in group for graduate studies is not advisable and not recommended. However, when the need arises due to financial scarcity or due to complexity of the project, master's graduate students may carry out their project work in group. If the project is carried out in group the load for the advisor shall be 1 lecture hrs per student per semester.

However, the number of students in a group shall not exceed three. Thesis shall be done individually.

The advisor load for this particular part of project work is one third of the total load of the year for the project and two third of the total load of the project shall be given to the second (main) part of the project.

In case of over load or when the part-timer is employed the payment for the first semester shall be one-third of the total payment of the year for the project and two third of the payment shall be effected in the second semester. Payment for the third semester shall be done immediately up on completion of the proposal. Payment for the 4th semester (last payment) shall be paid immediately after the project work is successfully defended.

The load for professors advising PhD students shall be 3 lecture hrs.per student per semester. No thesis/project is conducted in group for PhD students.

### **Article 131. Credit Requirements and Course Load at the GP**

1. A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work.

2. Masters students may take additional non-credited courses from any field of study provided that they are in good academic stand and with the condition that their academic advisors witness the relevance of the courses for their current or future professional development. The courses and the grades earned shall be included in the students' credentials.

3. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

4. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation. For masters program the proposal for the project work is carried out in the third semester with 2 credit hours and the main work is carried out in the fourth semester with 4 credit hours. For PhD program the distribution of credits shall be decided by DGC in consultation with FCA, SGS.

### **Article 132.Duration of Study at the GP**

1.The duration of study in Master's degree in the regular program shall be 2 years, and 2-4 years in the Evening/Weekend and Kiremit/Summer In-Service Program. However,

an extension on the duration of study may be allowed when a candidate shows that he/she was unable to complete his/her studies within the specified period due to evidence based reasons beyond control and where the extension is recommended by the DGC endorsed by AC and approved by SGS. Therefore, the normal semester load for regular master's program students shall be 12cr.hrs and that of Evening/Weekend and *Kiremit*/Summer In-Service Program shall be up to 12cr.hrs per week. This implies that the total load of a graduate student including thesis/project work shall be 36-39cr.hrs.

2.A a regular Master graduate student may be allowed to continue for up to a maximum of three years and 2-4years for non-regular masters program student if extension is required by force majeure and is recommended by the DGC and approved by SGS.

3. The PhD programs shall normally take three to four academic years for regular program and five to six years for non-regular program.

4. No PhD candidate may anticipate finishing a program in less than two academic years.

5. A PhD regular student may be allowed to continue for up to a maximum of six years and non-regular student up to eight years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and approved by SGS.

### **Article 133.The Grading System at the GP**

1. Examinations are graded on the following letter grading system with corresponding points.

Raw scores	Latter Grades	Grade Points	Status Description
90 and above	A+	4.00	Excellent
[85 -90)	A	4.00	
[80-85)	A-	3.75	
[75-80)	B+	3.50	Very good
[70-75)	B	3.00	
[65-70)	B-	2.75	Good
[60-65)	C+	2.5	
[50-60)	C	2.00	Satisfactory
<50	F	0.00	Failure

**NG- If a student has partial or no scores or if it is incomplete for various reasons**

2. As a graduation requirement for graduate program, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C” grade or two “C+” in all courses for Master and no “C” grade for PhD candidate.

Note: Combination of C and C+ is not allowed for graduation.

### **Article 134.Academic Status of Graduate Students**

1. Probation is a discretionary decision to allow students who score below the required standards of the institute to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise him/herself to the required level of academic achievement.
2. At the end of each semester the DGC shall examine the case of each student who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the student failed, and whether there is reason to believe the student will meet the required academic standards in the future. A student may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the student can achieve the required academic standards at the time of graduation.
3. To the extent that inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the student is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.
4. When a student is placed on probation, he/she shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
5. A first year masters student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.

6. Any first year masters student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
8. For research/project-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.
9. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
10. Consecutive probations are given a maximum of two times.
11. No student subject to dismissal may expect discretionary probation as a matter of right.

### **Article 135.Repeating Courses at Graduate Program**

1. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and/or if the student has more than one "C" in Master programs. For PhD student all courses with "C" grades or lower shall be repeated.
  2. The DGC may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, only if there is no succeeding batch to take the course with the knowledge of SGS.
  3. A student may repeat or take re-exam in a course twice if allowed by DGC and SGS due to special cases and while required for graduation. However if a student failed to achieve the required result which is needed for graduation, the graduation shall be suspended.
  4. The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.
- 13.5. A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one "C". However, students having two "C+" shall be allowed to graduate as long as the CGPA is not below 3.00. No graduation shall be granted for a student who failed in the

Thesis/Project work. A PhD student is allowed to graduate when the minimum letter grade is B.

## **Article 136. Withdrawal from and Readmission to the Graduate Program**

### **1. Withdrawal**

1.1. A student who wishes to withdraw from the GP must consult and explain any reasons to his/her academic advisor. Any student who withdraws from GP must be informed that he/she must have reasonable grounds for withdrawal to be granted readmission.

1.2. Unless there are compelling reasons, official withdrawal forms shall be completed within 45 days of discontinuation of classes. A student who fails to comply with this requirement shall not be eligible for readmission.

## **Article 137. Readmission**

1 A Masters student in good academic standing who discontinues studies with justifiable reason may apply for readmission through the academic unit into the discontinued semester.

2. A Masters student suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

3. A Masters student may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder:-

a) If the student cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.

b) If the Institute is unable to proceed with the program and advises the student accordingly.

c) If the student is unable to continue due to force majeure other than those outlined in (a) and (b) above.

4. A student who wishes to withdraw for reasons mentioned under 3 of this article shall apply to the DGC stating the justification for, and the duration of, absence sought.


5. A student who has been dismissed for academic reasons may apply for readmission on the following grounds:

- a) if the student, at the end of the first semester, had obtained a SGPA of not less than 2.00 for masters and 2.5 for PhD .
- b) if the student, at the end of second semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.
- 6. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other higher education institutions.
- 7. A student who withdraws from the GP without the approval of the concerned DGC as in4 of this Article shall not be eligible for readmission.
- 8. Where withdrawal is effected with the approval of the concerned DGC, a copy of the official withdrawal form shall be submitted to the Registrar and Alumni office accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted. A student who withdraws for valid reasons shall be granted readmission within 2 years after the date of withdrawal, if not he/she shall be dismissed from the program.
- 9. Withdrawal made with the approval of the DGC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

### **Article 138.Adding and Dropping of Courses**

This is a period in which a student can add or drop a course after registration. Student can add a course to remove C grades and below or take a course given to a class he/she does not belong to. When a student adds a course he/she must check that:

- a) The course is offered in that semester.
- b) And the classes do not clash with that of other courses.
- c) The total credit hour does not exceed the maximum semester course load.
  - ✚ A student adding courses must attend all classes, do assignments, lab works etc.
  - ✚ A Student is allowed to remove C only in the final year when it is necessary for graduation and when his/her GPA's/CGPA's is below the requirement.
  - ✚ A student can also drop course with the approval of his/her advisor, DGC and SGS if the credits he/she is taking in the semester exceeds the maximum course load due to other compelling reasons.

-  Adding and dropping of the courses shall be treated as per the Institute academic calendar.

### **Article 139. Transfer from one Program to another in the Graduate Program**

1. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
  - 1.1. The student must have very good reason(s) for requesting the transfer.
  - 1.2. The student must present a letter in support of the desired transfer from a sponsor where applicable.
  - 1.3. The student must have completed not more than one fourth of the originally joined program (50% of the course work).
  - 1.4. The student must satisfy the academic requirements for admission into the program to which transfer is sought.
  - 1.5. Dismissed students cannot be allowed to transfer.
  - 1.6. The approval of the concerned DGC must be obtained.
2. Transfer of credits shall be determined by the academic units receiving the student.

### **Article 140. Attendance**

1. Unless provided otherwise in this Legislation or in a directive to be issued by the Senate or except for courses that are approved in advance and in which earning of credits through examination alone is acceptable, a student is required to attend all lectures, laboratory and practical sessions as well as field works.
2. In situations where a student, because of reasons beyond his/her control, fails to attend all sessions, a minimum of 80% attendance shall be required if he/she is to earn credit in a given course. This, however, may not include classes in laboratories, field experiences, and in workshops; such classes require full (100%) attendance.
3. A student who has missed more than 20% attendance shall be given a grade of incomplete attendance (IA) by the instructor and the Registrar and Alumni office shall record the IA grade for further process. Such a student shall be required to provide acceptable reasons to the academic unit/department to which he/she belongs for failure to attend the course. The academic unit/department shall provide the issue to the AC for



decision. Where a student's incomplete attendance was due to valid reasons, the registration for the course shall be canceled and the student shall retake the course in the other semester. Where a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" by the Registrar and Alumni office at the end of the sixth week of his/her next enrolment in the program.

## **Article 141. Examinations, Violation of Examination Regulations, Re-Marking of Examinations, and Make-up Examinations**

### **1. Examinations**

#### **1.1 Assessment and Evaluation**

##### **1.1.1 General Provisions of Examinations**

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, project work, mid exams etc. should be made for every course which shall count for up to maximum 25% of the total course mark and maximum 35% for laboratory/shop work. The remaining minimum 40% shall be allotted for a final exam at the end of course. Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s). For courses that do not require laboratory, 60% shall be given for reports, assignments, tests, project activity, and the remaining 40% shall be given to final exams. All questions for mid-exams shall be subjective type and shall hold only 20% of the total mark.

Regarding examination schedule, remarking, and other related issues, rules or guide lines set for the undergraduate program shall be applied for masters and PhD programs.

## **Article 142. Advisorship**

### **1. Selection of Advisor(s)**

1.1. The DGC takes responsibility for the assignment of an advisor. The Thesis/project advisor(s) shall be:

a) A full-time academic unit member of the institute with the academic rank of Assistant Professor and above for Masters program and Associate Professor and above for PhD.

The advisor in consultation with DGC and approval of SGS can nominate a co-advisor when need arises.

**OR**

b) A person(s) outside of the Institute in the required area of specialization with a PhD degree for masters and a minimum of associate professor for PhD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it is mandatory to have a co advisor(s) from the Institute. This can only be effective when need arises due to technical problems from the student's domain or shortage of professors in the institute and implemented upon the approval of the Director for Graduate Studies. In this case legal agreement with the institute shall be performed. Only the assigned employee for the specified duty is signed on the agreement format provided by the institute and copy of the agreement shall be given to the employee for legal rights.

The optimum number of Masters' students that an instructor can advise shall be 6 per program, taking into consideration the overall load of the instructor.

1.2. The advisor(s) shall assist the student in planning the research/project work, monitor it regularly, advise the student on how to carry out the research/project, how to formulate problems, how to develop methods and procedures, to design mechanisms if need arises, advise the student on how to publish, critically evaluate the draft and final manuscripts.

The co-advisor, if available, shall assist the advisor when necessary, guide, control students regularly, contact with the advisor and report the progress, consult how to lead students in their thesis/project work, assist student in practical works, help students in providing the required items for project and research works, contact regularly with concerned academic units/departments when case appears with regard to Graduate student/s whom he/she is co- advisor.

A co-advisor may be assigned depending on the nature of the project, or whenever the advisor is from abroad who doesn't know the context. Regarding payment, the co-advisor will share one-fourth of the allotted payment from the advisor.

## **Article 143.The Graduate Thesis/project**

### **1. General Requirements**

1.1. A thesis/project shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.

1.2. A thesis/project shall constitute a partial fulfillment of the requirement for the Master's or PhD Degree.

#### **Article 144. Selection and Approval of Thesis/Projector Dissertation Topic**

1. The topic for thesis/project work for masters program shall be selected and approved by DGC in consultation with TeCAT and research office at the beginning of third semester. The selection of the topic shall take in to consideration the broad needs of the country and/or the priority areas of the institute determined by the academic unit in consultation with TeCAT/Research office.

2. A Master student shall enroll for thesis/project work at the third semester and PhD student shall only be allowed to enroll for thesis/project, after he/she has successfully completed academic requirements as determined by the curriculum.

#### **Article 145. Format of Thesis/Dissertation/Project**

The DGC in collaboration with SGS shall issue detailed guidelines on proposal writing, Thesis preparation, format, deadlines, etc.

#### **Article 146. Submission of Thesis/Dissertation/Project**

1. No student may be permitted to submit a thesis in less than one semester from the date of initial registration for the thesis.

2. A student for masters program shall submit the thesis/project work during or a month before the end of the fourth semester and for PhD student a minimum of 2 months before the defense of dissertation except students allowed for extended residency.

#### **Article 147. Procedures for Examination and Submission of Thesis**

##### **1. Procedures of Thesis/Project Submission and Examination**

1.1 When a student, after conferring with the advisor, gives notice of readiness to submit his/her thesis/project, the DGC of the department in which the student is enrolled shall designate an examining board and select an external examiner outside of the Institute. The board shall have a minimum of three members for masters program and a maximum

of five members for PhD program including the advisor who may attend the defense session without the right to take part in grading. Normally internal members of the examining boards shall be drawn from the concerned department.

1.2. Thesis/project shall be submitted to the department, as per the guideline.

1.3. DGC and FGC may assign external examiners from other universities and institutions in Ethiopia or abroad in consultation with the Director of graduate studies.

1.4. For Thesis/Project examiners (including chairperson, internal and external examiners), fees shall be paid in one installment by Institute, just immediately after thesis/project defense. The amount shall be decided administratively upon the recommendation of the Director of graduate studies and this shall be revised each academic year. Travelling costs and daily allowances of external examiners shall be covered by the Institute.

1.5. Evaluation of thesis/project shall be done using a series of criteria stipulated as in by the department. These criteria shall be subject to modification/change every time as the need demands upon the approval of the School of Graduate Studies/director).

## **Article 148. The External Examiner**

### **1. Purpose**

The External Examiner must obtain a copy of the thesis/project of the masters student at least two weeks before the date set for the defense and at least one month before defense for PhD thesis.

The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the Institute are comparable in standard with those awarded by other universities, and secondly, that the assessment system is fair.

### **2. Functions**

The main function of the external examiner is to serve as a member of the Board of examiners and has a determining role in examining and deciding the result of the Thesis/Project. The external examiner shall also comment and give advice on thesis/project content, balance and structure.

### **3. Selection and Appointment**

3.1. One external examiner is required for each student/Thesis/project except for PhD and Master Thesis/project in situations where the nature of the Thesis work requires more than one external examiner.

3.2. The DGC shall recommend the appointment of external examiners.

3.3. Appointment is made by the head of the academic unit and approved by SGS after the recommendation of the DGC.

3.4. The program seeking the appointment for an external examiner shall submit to the DGC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.

3.5. In approving the nomination of an external examiner, the DGC shall ascertain the following:

a) Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor for Masters and Associate Professor for PhD. Exceptions shall be approved by the DGC on a case by case basis.

b) An external examiner in general must be external to the Institute.

c) Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem. However former staff of the department concerned cannot be invited to be external examiner before a lapse of at least one year.

Exceptions shall be approved by the AC on a case by case basis when presented to it by the concerned DGC.

d. The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of one year

e. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary. However his/her profile must suit the standard required for external examiner.

4. A grade achieved by the student during defense of thesis/project work/dissertation shall not be changed without the consent of external examiner(s).

5. Evaluation of technology projects for MSc and PhD degree requirement shall take into account the transferability of the project, as determined by the TeCAT committee.

### **Article 149. Thesis/Project /dissertation Presentation and Defense**

1. The chairperson of the DGC shall announce the thesis/project topic, venue and time of the defense ahead of time and the process of thesis/project /dissertation presentation and defense shall be open and public.

2. After the defense, the examining board decides either to accept or reject the thesis/project work/ dissertation

### **Article 150.Participation in Assessment Procedures**

1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment. In case the two examiners do not agree with the result to be given, the external examiner's view shall determine the final result.

2. The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work/project work/ dissertation.

### **Article 151.Evaluation**

Based on the results of the open defense and assessment of the thesis/project work/dissertation by each member of the Board of Examiners, the Thesis project work/dissertation that is defended shall be evaluated as follows:

**The Thesis project work/dissertation is: -**

#### **1. Accepted**

i. Accepted with no change,

ii. Accepted with minor changes to be made to the satisfaction of the internal examiner or

iii. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners

iv. If a thesis project work/dissertation requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate,

the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

## **2. Rejected**

**A thesis project work/dissertation shall be rejected if:**

- i) The work does not meet the required standards; or
- ii) The work is plagiarized as judged by the examining Board; or
- iii) The work has been already used to confer a degree from this Institute or other Higher education institutions. However, this shall not preclude the student from submitting such work provided enough extra work (not less than 70%) has been done to expand the scope and depth of the subject.
- iv) For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the SGS in consultation with TeCAT and the research office.

## **Article 152. Student's achievement**

Students achievement is measured by the result of the examination graded with letter grading system and thesis/project/dissertation defend result which is also valued with letter grading system.

## **Article 153. Thesis/Project work/dissertation grading system**

The grading system for Thesis/project work/dissertation shall be graded on the following ranking system with the corresponding grading scales and letter grades

<b>Rank</b>	<b>Raw Score</b>
Excellent	85 and above
Very Good	75-84.99
Good	60-74.99
Satisfactory	50-59.99
Fail	Below 50

- a) A Thesis/project work/dissertation that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected Thesis/project work/dissertation shall be rated "Fail".

## **1. Final Thesis**

### **1.1. Copies of Thesis/Project Required**

Sufficient number of hard copies of the Thesis/project work/dissertation shall be submitted for defense to the office of the head of the department including copies to be distributed to each member of the examining board (external and internal).

An original copy accompanied by sheets of approval signed by all members of the examining board and THREE hard copies of the original along with a soft copy shall be submitted to the department within the period decided by the examination board after the date of the defense. All the copies shall remain property of the Institute and as such the Institute may utilize the same by making, such copies, among others, part of its online database in accordance with the relevant laws of the country.

### **Article 154.Publications**

A PhD graduate student is expected to publish three articles in peer reviewed journal from the result of the dissertation. However, no PhD student shall graduate without publishing at least two articles in peer reviewed journal.

### **Article 155. Graduation and Award of Credentials to Graduate Students**

A student who fulfils the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of DDGA to the Institute Senate, through the Office of the Registrar and Alumni, for the award of the appropriate credential.

### **Article 156. Procedures for Conducting the Thesis/project work/dissertation**

Below are the procedures for conducting the defense that is to be managed by the Chairperson

1. Pre-session informal meeting of the Examining Board to discuss on how to conduct the defense -about 5 minutes
2. Open defense session in which-
  - 2.1. the student is given 3 minutes for self-introduction and a maximum of 20 minutes for presenting his/her paper



- 2.2. the internal and external examiners are given 20 minutes each for giving their major reflections, comments, and raising questions
  - 2.3. the student is given 20 minutes to respond to questions and comments
  - 2.4. about 5minutes for questions and comments from the audience
  - 2.5. about 5minutes response by the student
  - 2.6. Excuse student and audience
  3. Closed session: This session is to be conducted by the Examining Board.
    - Internal examiner: evaluates separately  
Paper/Project 70% and defense 30 % = 100% and multiply the points given by 0. 40
    - External examiner: evaluate separately  
Paper/Project 70% and defense 30 % = 100% multiply points by 0. 60
- In case two external examiners participate in the defense, each external examiner shall rate the work of the student out of 100% and the average of the two shall be included to the final result
4. Calculate total points of all examiners in percent and refer to the marking system. Assign grade.
  5. If the student is to resubmit the paper after final correction, fix the date for resubmission
  6. The Chairperson shall make sure all the documents/forms are correctly filled and are signed by all examiners. The Chairperson shall handover all the documents/forms immediately to the department for checkup.
  7. Formats for all activities shall be prepared by the SGS and distributed to the academic unit/ department.

## PART IX

### Policy Premises on Research and Community Service

#### **Article157. General Provisions on research and community service**

1. Academic staffs in teaching faculties are expected to devote 60% of their time on teaching, 25% of their time on research and 15% of their time on community service. Whereas, staff of research institutes are expected to devote at least 60% of their time on research, 25% of their time on teaching and 15% of their time on community service, as provided in this legislation.
2. Ways and means for the dissemination of the research findings through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops shall always be sought.
3. The linkage between the research units in the Institute and the teaching units needs to be strengthened through active research undertaking of personnel as well as collaboration on joint research and teaching activities.

#### **Article158. Procedures for Initiating and Conducting Research**

1. A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the department Research Committee (RC) for review and endorsement.
2. Academic staff member carrying out research without the need for financial support shall notify their departments of such activities so that the department could oversee that the teaching and private research endeavors are going smoothly.
3. Where funds are sought from sources internal to the Institute, proposals deemed accepted by RC shall be forwarded to the Institute Research and Publication Committee (RPC) established by the Institute's Senate for overall review and approval subject to availability of funds. The RPC reserves the right to have proposals reviewed by independent professional associations if there need be.
4. Where funds are sought from sources external to the Institute, the proposals deemed accepted by RC shall be reviewed and approved by the RPC and registered at the Institute's Research and Community Service Directorate office.

5. The process of the research (and teaching material) proposal submission, reviewing, acceptance and funding shall be done following the policies and procedures set by the Institute's Research and Community Service Directorate Office.

7. The modalities of initiation, review, endorsement and approval of Research Proposals at the various levels shall be issued in the form of guidelines by the Institute RPC.

### **Article159. Administration of Research**

1. The overall administration of research in the Institute is vested in the Office of the Research and Community Service Directorate office.

2. The Office for Research and Community Service Directorate, deans, and department heads shall have the responsibility to implement the guidelines to be issued by the Senate or the RDC.

3. Researchers whose proposals have been approved and funded shall submit periodic reports to department heads, deans, and the Director for Research and Community Service in accordance with guidelines set by the RDC.

4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the director for Research and Community Service.

5. The financial administration of research funds shall be governed by the existing financial policy and procedure of the Institute and such other relevant guidelines as may be issued by Deputy Director for research, Industry Linkage and TeCAT and approved by the Director General.

### **Article160. Proprietary Rights on Research Findings and Research Property**

Without prejudice to the relevant provisions of Federal and/or State Laws and unless otherwise expressly provided under individual research agreements, the Institute shall have proprietary rights on research findings and/or products developed as per the relevant provisions of this Legislation.

### **Article161. Research Priorities**

1. The following are guidelines for the setting of research priorities in the various sectors. The setting of research priorities shall be the responsibility of RDC, each Faculty, each department, and at times each researcher.
2. In determining their research priorities, the departments, research offices and faculties shall take into account:
  - 2.1 The needs and priorities of the country,
  - 2.2 The missions and objectives of the Department, faculty and the Institute;  
and
  - 2.3 The magnitude of the problem (Present/future).
2. The decision on priorities of the problems shall be accompanied by the minutes of the meeting of the departments or other institutions that deliberated on the issue.
3. Research, Publication and Community Service Committee shall approve the research priorities of departments.
4. Inter- faculty commission may be set up to deal with multidisciplinary subjects.

### **Article162. Fiscal Power**

As Office of Research and Community Service is an integral part of the Institute, the Institute has the ultimate responsibility for the management of grants & funds, including custody of all departments' funds and final accountability thereto. However, it is recognized that a Department is autonomous to expend the funds of his department in such a fashion as to comply with the general requirements of the granting agency and of the Institute.

### **Article163. Institute Budgetary Responsibilities**

The department shall submit an annual budget reviewed and endorsed by Managing Council of the Institute.

### **Article164. Consultancy and Community Service Providers of the Institute**

Like any other higher institute FTVET Institute is mandated to enrich the teaching learning activities by performing research and development, and community servicing activities.

The Institute believes that community service is an integral part of student learning experiences and offers meaningful opportunities for students to engage with individuals of their communities on a deeper level and understand the true concept of giving back. Community service is defined as unpaid work which is meaningful and done toward the benefit of others without expectation of repayment, whether monetary or otherwise.

Student shall give a minimum of 30 hours of community servicing every academic year with non-credited hours. It shall be compulsory for registration and graduation.

The Institute organs responsible for conducting and handling consultancy and community services are faculties, Department and other centers.

### **Article165. The Responsibilities of faculties and Departments**

Faculties and Departments shall have the responsibilities to:

1. Oversee and coordinate consultancy and community service activities of individuals within departments or faculty.
2. Prepare consultancy proposals and technical documents.
3. Negotiate terms of consultancy contracts in accordance with the regulation of the Institute.
4. Verify terms of consultancy service contracts.
5. Make periodic follow-ups on consultancy work and submit report to the Officer and/or to the Director for research and community service.
6. Execute consultancy and community services.
7. Authorize payments as per the terms and conditions of the contract.
8. Make purchase of goods required for consultancy and community services in accordance with the relevant rules and regulations of the Institute.
9. Play an active role in developing markets for consultancy services: and
10. Make other decisions related to consultancy and community services.

### **Article166. Property Ownership**

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the Institute's property.

## **Article 167. Publication and Intellectual Property Rights**

1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.
2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the department or institute shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

## PART X

### MISCELLANEOUS PROVISIONS

#### **Article168. Forgery and False Statements**

1. Without prejudice to the laws governing such conduct, any member of the Institute who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

2. Without prejudice to sub article 1 of this provision, where applicable, the same act shall be subjected to criminal and civil liabilities as per the relevant provisions of the law

#### **Article169. Institute's Rules and Regulations Inconsistent with this Legislation**

1. All rules, guidelines, decisions and practices that are contrary to any provision of this legislation shall have no effect on matters covered under this legislation.

2. Such rules, guidelines, decisions and practices are hereby repealed and replaced by this legislation.

#### **Article170. Power to Issue Guidelines**

The Director General, the Senate or the Deputy Director General for Academics may issue guidelines for the proper implementation of the provisions of this Legislation.

#### **Article171. Obligation to Comply**

1. All members of the Institute's Academic Community shall have the obligation to comply with the provisions of this Legislation.

2. Every member of the Institute community shall be duty bound to assist in implementation of this legislation and all related laws through respecting as well as reporting its violations to the concerned organs of the Institute.

3. Every Institute official shall ensure that all the staff members under his supervision know and act in accordance with the provisions of this legislation.

#### **Article172. Effective Date**

This Legislation shall enter into force after approval by the Senate.

**Mr. Teshale Berecha**

**Director General,**

**Federal Technical and Vocational Education and Training Institute**