

SENATE LEGISLATION OF WACHEMO UNIVERSITY

No. 01/2012 E.C.



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WCU, HOSANNA, ETHIOPIA

P.O. Box 667; Tel: +251-046-555-19-10; Fax: +251-046-555-19-30
2019, Wachemo University, Hossana, Ethiopia
Let Your Light Shine in the Society

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PREAMBLE

WHEREAS, the Wachemo University was established in 2011 by the Regulation No. 222/2011 of the Council of Ministers of the Federal Democratic Republic of Ethiopia;

WHEREAS, it is a function of the University to serve society by advancing the frontiers of knowledge; to encourage learning through instruction that develops, among students and staff, an understanding of the spirit and methods of free, rational, dispassionate and intellectually disciplined discussion as a means of seeking truth; and to develop itself as a community of scholars devoted to teach, conduct research and serve community and nation in accordance with the best traditions developed by universities throughout the world;

WHEREAS, the university 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, Wachemo University's mission is to promote excellence in the production, growth and dissemination of advanced scientific knowledge through teaching and research, and as a public institution of higher education, it must orient itself to advance student-centered governance and education as well as development-oriented that best supports the fulfilment of the primary national goals of democratization, development and the achievement of other national priorities;

WHEREAS, in the endeavour for the fulfilment of its vision and attainment of its mission, the University shall have in broad terms the core activities of teaching, research and community services to which all other activities are subservient, that consequently makes it necessary to tailor the support services towards serving the University in the competent accomplishment of the core activities of teaching and research;

WHEREAS, as a community that strives towards the ideal of a community of scholars, and a community of integrity, the University relies upon a system of self-discipline founded on mutual trust and respect to govern relationships among its members. Nevertheless, it requires rules to safeguard its effective institutional functioning, fair procedures for investigation of charges of violation of these rules, and sanctions to deter persons from violating the rules;

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WHEREAS, student-centered education is indispensable for the creation and nurturance of certain qualities of mind and habits of inquiry in enhancing aptitude for problem solving, creativity, inquisitiveness, critical intelligence, appreciation and respect for a rich diversity of views and perspectives and capacity for reasoned self-criticism as well as reform, all of which, crucial for the achievement of excellence in the pursuit of knowledge, also exemplify characteristics that promote responsible citizenship;

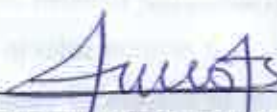
WHEREAS, the shift from the traditional teacher-centered to student centered educational process requires nothing short of a cultural transformation, necessitating wide-reaching behavioral and attitudinal change on the part of academic staff and students alike;

WHEREAS, it is necessary to work towards the vision; to achieve the goals and objectives and to accomplish the mission of the University producing innovative and problem solving citizens by offering quality education;

WHEREAS, it is necessary to carry out the responsibilities and duties vested upon the Senate of the University specified under Article 49 of the Higher Education Proclamation No. 1152/2019;

WHEREAS, the Senate Legislation and other rules of the University should be compatible with the Proclamation and other new policies concerning institutions of higher education.

Now, therefore, this Senate Legislation is issued by the Senate of Wachemo University in accordance with Article 49(3) of the Proclamation.


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Habtamu Abebe Agisho (Ph.D)
Dr. Habtamu Abebe Agisho
President
President of Wachemo University
Chairperson of the University Senate



PART I: GENERAL PROVISIONS

1. Short Title and Issuing Authority

- 1.1. This Legislation is cited as "Senate Legislation of Wachemo University, 2019."
- 1.2. This Legislation is issued by the Senate of the Wachemo University pursuant to the powers vested in it by Article 49 of the Higher Education Proclamation No. 1152/2019.

2. Definitions, Interpretation, vision and Mission

2.1. Definitions

In this Senate Legislation, unless the context requires otherwise:

- A. "Proclamation" shall mean the Higher Education Proclamation No. 1152/2019.
- B. "University" shall mean the Wachemo University.
- C. "Senate" shall mean the Senate of the University established under the provision of Article 49 of the Proclamation.
- D. "Board" shall mean the Board of the University established in accordance with Articles 43 and 48 of the Proclamation.
- E. "University Community" shall mean all the students and staff of the University.
- F. "President" shall mean the President of the University or the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation.
- G. "Vice President (s)" shall mean the vice president (s) of the University or the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation.
- H. "Institute"/"College" shall mean an academic unit of the University which may constitute Departments and other academic units that offer courses of study in which a Degree, a Diploma or a Certificate may be obtained.
- I. "School of Graduate Studies (SGS)" shall mean an academic unit of the university which may constitute programs that offer courses of study in which a specialized degree may be obtained.
- J. "Department" shall mean the unit of a college, an Institute or a college that offers courses in which degrees, diplomas or certificates may be obtained.
- K. "Academic Commission" shall mean the Academic Commission of each Institute, College and School of the university.
- L. "Department Assembly" shall mean the department assembly of each department of the university.
- M. "Academic Community" shall mean all students and academic staffs of the University.



- N. "Academic Staff" shall mean all teaching and research staff of the University and shall include research fellows, professional librarians, and physical education instructors.
- O. "Professional Librarian" shall mean a librarian working in the University Library system with a minimum qualification of a Bachelors degree in library and information science or its equivalent.
- P. "Administrative staff" shall mean all employees of the University other than the academic staff members.
- Q. "Senate Legislation" shall mean the Senate Legislation of the University.
- R. "Charter" shall mean the Wachemo University establishing Council of Ministers Regulation Charter No.222 /2011.
- S. "Teaching Material" shall mean written material prepared for a particular course, and emanating from the teaching and/or research experience of one or more academic staff members of the University.
- T. "Manuscript" shall mean a written draft before being evaluated or approved as teaching material.
- U. "Module" shall mean a set of courses with in a program. A set of modules would enable one to finish a program of study and graduate thereof.
- V. "Program" shall mean a set of modules in the undergraduate and graduate study disciplines.
- W. "Director" shall mean the executive manager of an institute or University offices.
- X. "Registrar" shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.
- Y. "Dean" shall mean an executive manager of a college, or school.
- Z. "Coordinator" shall mean staff assigned to coordinate academic, research and community services within institute/college.
- AA. "Head" shall mean an executive manager of a department or school.
- BB. "Fiscal Year" shall mean the Ethiopian fiscal year.
- CC. "Student" shall mean any person admitted and registered at the University in the regular, continuing education program or any other program.
- DD. "Center" shall mean a unit that is directly attached to the University for defined purpose.



2.2. Interpretation of this Legislation

- A. 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 objective and purpose.
- B. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Higher Education Proclamation No. 1152/2019 and the objective and purpose of this Legislation.
- C. The determination of the objective and purpose of this Legislation shall be made taking the following into account:
 - i. The preamble;
 - ii. Supplementary means of interpretation, including the preparatory work of Legislation and Minutes of the Policy Committee and the deliberations of the Senate on the final draft of this Legislation;
 - iii. The Senate shall have a final say concerning the interpretation of disputed provisions of the Legislation.

2.3. Vision of the University

Wachemo University aspires to become one of the first class Universities in Ethiopia and home of brilliants by 2024 G.C. (2017E.C.)

2.4. Mission of the University

Wachemo University is committed to excel in teaching, assuring peaceful teaching learning, research and community service for the benefit of the citizens of Ethiopia and the world; it is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields; it provides the highest quality undergraduate and graduate programs gearing towards developing new understandings through research and creativity, and it prepares students to assume roles in leadership, responsibility and service to society and country at large.



3. Gender Reference

Unless the context provides otherwise, in this Legislation, provisions enacted in the masculine gender shall be deemed to include the feminine gender.

4. Scope of Application

This legislation shall apply to any matters of the University pertaining to academic and technical human resources; program development and review; and academic rules and regulations for undergraduate and graduate studies.

5. Powers and Duties of the University

The University shall have the following powers and duties:

1. Implement undergraduate and postgraduate programs, establish and run colleges, schools, institutes and other academic and research units;
2. Confer academic certificates, diplomas, degrees and other academic awards, and confer academic titles and medals for those who have made immense contributions;
3. Undertake relevant studies and research that contribute to the development of the country;
4. Organize and conduct seminars, workshops and symposia;
5. Establish relations with different bodies including local and foreign sister universities, research institutions, and other organizations having similar objectives;
6. Provide appropriate consultancy, special training and other services to the community, local government and the federal government at large;
7. Establish and publish academic journals and newsletters;
8. Own property;
9. Enter into contracts;
10. Sue and be sued in its own name;
11. Levy appropriately for the services it is providing;
12. Establish and administer income generation enterprise and income fund;
13. Carry out other such activities as are necessary for the entertainment of its objectives.

6. Autonomy and Accountability

The University shall particularly have administrative autonomy and accountability in the followings:

1. Implement the administration of personnel, employment, promotion and other matters of the University staff according to the principle of civil service;
2. Administer finance, allocate and utilize budget to its internal units on the basis of the financial law of Ethiopia;

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3. Review and develop the curriculum in line with national guidelines and international standards;
4. Formulate a research strategy and conducting it on the principles of transparency and accountability;
5. Determine the internal organization on the principles of the Ethiopian civil service commission;
6. Establish relations with local and international institutions for the advancement of its academic, research and community service duties;
7. Establish an income generating enterprise and use the earned incomes;
8. Have academic and research freedom to search for truth, cultivate and advance knowledge, and disseminate the same;
9. Ensure that all educational and research programs emanate from the country's strategies and policies;
10. Ensure that priorities are given to government programs and are relevant to the country's situation;
11. Ensure that the allocation and utilization of budget and resource are based on cost effectiveness and responsibility to the public;
12. Ensure that all teaching-learning and research activities are institutionalized and transparent;
13. Ensure that the university staff are evaluated, individually and in group, with results commensurate with quality and relevance standards;
14. Ensure that any member of the institutions in responsibilities of teaching, research, administration and leadership is accountable to the public and the body to which it is accountable individually or collectively.

7. The Board, the Managing Council and the University Council

7.1. The Board

The Duties and responsibilities of the Board shall be as per the HEP Article 45 and has to act and follow the Article 45-48 and other related rules of HEP and this legislation not withstanding HEP.

7.2. The Managing Council

- A. Without prejudice to the power of the president to include other pertinent officers, the president, the vice presidents, institutional reform director, student affairs director of the university and the officers in charge of institution-wide student affairs shall constitute the core members of the managing council; and the president shall chair the managing council.



- B. The managing council shall advise the president on strategic issues and on other cases that the president believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of institutional operations.
- C. The managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the president.
- D. The managing council shall hold and conduct its sessions with a majority of its core members present.
- E. Minutes of sessions of the managing council, the agenda and a follow up shall be taken by a secretary designated by the president.
- F. The president shall ensure free and open expression of views in managing council sessions.
- G. The president may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- H. No member other than the president or a person instructed by the president shall communicate to third parties the council's deliberations on controversial issues and the results thereof.

7.3. The University Council

- A. The president shall chair the university 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, other key academic officers, department heads, and, as it shall be determined by the president, 4 members (50% female) of academic staff and 2 Undergraduate and 2 Postgraduate student representatives with 50% gender mix.
- B. The university council shall advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programmers, agreements of cooperation, and on division, merger, change of name and closure of academic units as well as on performance.
- C. The university council shall meet at least once every six months on the day and time that shall be fixed by the president.
- D. Attendance of university council sessions by members shall be mandatory. Membership shall not be delegated except in accordance with the permission of the president. Sessions may be held without a requirement for quorum.
- E. The president shall ensure a democratic atmosphere stimulating free expression of opinions and ideas in sessions of the university council. The president may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.



- F. The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the university council.
- G. No member of the university council other than the president or a person nominated by the president shall serve as its official spokesperson.
- H. Without prejudice to the provisions of this sub-article, the university council may adopt its own rules of procedures.

8. The President

- 1. The President shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board entrusted by the proclamation, shall have the responsibilities to:
 - A. Direct and administer the University with the aim of ensuring the achievement of its mission;
 - B. Ensure that organs of the University and its community uphold the objectives of higher education and guiding values of the institution;
 - C. Ensure that the provisions of the Proclamation and of other laws applicable to the University are respected;
 - D. Ensure that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
 - E. Create and continuously build a conducive institutional environment stimulating learning and research; ensure that the University's research and consultancy activities focus on national priorities;
 - F. Ensure that the University in the pursuit of its mission is perpetually connected internationally as well as with national and local institutions, relevant agencies and business and industry, and associations;
 - G. Ensure that the University always keeps abreast national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
 - H. Ensure that the University has a capable system of internal leadership and management;
 - I. Design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers and academic heads;
 - J. Determine and implement, upon approval by the senate and the Board, academic unit-and-department level governing bodies and structures guided by the principles of relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;



- K. Ensure that employment and official positions are achieved through competition and that removal from office is based on performance evaluation, disciplinary matters and end of tenure of office alone;
 - L. Ensure that policies, directives and procedures of University are designed in conformity with pertinent laws and government policies;
 - M. Develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;
 - N. Ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
 - O. Ensure that Board and senate sessions as well as of those other leadership bodies such as the managing council and the University council are well-prepared for and held regularly;
 - P. Resolve by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the institution's mission and best interests;
 - Q. Ensure that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is, without prejudice to institutional interests, appropriately and readily accessible to end-users;
 - R. Prepare University plans, budget, organizational structures and directives, and ensure their implementation upon approval;
 - S. Inform periodically the Board, government and the public about the state of the University;
 - T. Build and maintain a reliable safety and security system that protects life and property in the premises of the University;
 - U. Represent the University in all its dealings with third parties;
 - V. Open and operate bank accounts in the name of the University;
 - W. Delegate, as may be necessary, his powers and responsibilities to the vice presidents and appropriate heads of academic units;
 - X. Ensure that his and others foreign travels are of value to the University and planned;
 - Y. Discharge such other responsibilities as may be given to him by the establishing law of the University and by the Board.
2. The President shall devote his full working time to the requirements of his office; and shall be remunerated appropriately for his services in the form of basic salary and other benefits.
 3. In the case of absence from duty, the president shall delegate, as a standard practice, the academic vice president on his behalf and, in the case of simultaneous absence of the said vice president, any of the vice presidents.

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PART II: THE UNIVERSITY ADMINISTRATION AND THE SENATE

9. The Senate

The University Senate is established according to the Higher Education Proclamation 1152/2019. The senate, being the leading body of the university for academic matters and without prejudice to the responsibilities of the Board, shall have the responsibilities:

1. Determine the academic calendar of the institution;
2. Accredite academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;
3. Legislate and ensure proper implementation of the institution's statutes related to all academic and research matters in accordance with this proclamation;
4. Determine conditions on which degrees are awarded or revoked;
5. Determine an institution-wide framework for quality enhancement and student assessment;
6. Advise the president, upon request, on appointments of academic heads;
7. Recommend to the Board promotions of academic staff to the rank of professor and promote academic staff to the rank of associate professor;
8. Approve nominations by academic units for employment of academic staff with the rank of professor;
9. Decide on the type, number, membership, and responsibilities of its advisory standing or ad-hoc committees;
10. Award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the president;
11. Examine and approve recommendations by the president in respect of opening, closure, merger or change of name of academic units under the public institution;
12. Perform other responsibilities which may be given to it in the establishing law of the University or may be referred to it by the president.

10. Members of the Senate

Without prejudice to the HEP Article 50, the Senate shall have the following members:

- | | |
|---|-------------|
| 1. President | Chairperson |
| 2. Vice-Presidents | Members |
| 3. Director for Institutional Quality Enhancement and Assurance | Member |
| 4. Director for Academic Program Evaluation and Implementation | Member |
| 5. Director for Academic Staff Affairs | Member |



6. College/Institute/Selected campus deans	Members
7. Law school dean	Members
8. Director for Research and Development	Member
9. Director for Community Service and Engagement	Member
10. Director for School of Graduate Studies	Member
11. Director for Continuing and Distance Education Program	Member
12. Director for Student Service	Member
13. Director for Public Relations Affairs	Member
14. Director for Internationalization and Partnership	Member
15. Director for Library and Documentation Services	Member
16. Chairperson of WCU Teachers' Association	Member
17. Director for Women, Children and Youth Affairs	Member
18. Two Senior & Meritorious Academic Staff Representatives (Male & Female)	Members
19. The President of WCU Students' Union	Member
20. The Female Representative of WCU Students' Union	Member
21. Director for Practical Education	Member
22. Director for Pedagogical Training Center	Member
23. Director for ICT	Member
24. Director for first year Students' affairs	Member
25. Director for Institutional Reform Management	Member
26. Head of president office	Member
27. Other members of the University to be assigned by the President	Members
28. Director for University Registrar and Alumni	Member & Secretary

11. Term of Office for Elected Members of the Senate

1. Elected members shall be members of the senate for a period of 2 years.
2. If any elected member of the Senate shall resign or, for other reasons, be unable to continue his term of office, the president shall elect a member to fill the un-expired term.
3. Elected Senate members can be re-elected for one more consecutive term.

12. Structure of the Senate

1. The Senate shall be accountable to the University President.
2. The Senate shall have its own secretary.
3. The Senate functions through committees to be formed under its chairmanship.



4. The office of the Senate shall be at the main Campus of the University.

13. Duties and responsibilities of the chairperson & Secretary of the Senate

1. The University President shall be the Chairperson of the Senate and has the following powers and duties.
 - A. Leads and supervises the activities of the Senate.
 - B. Directs and follows up the implementation of Senate decisions.
 - C. Calls to order the regular and extraordinary meetings of the Senate.
 - D. Sees to it that the Senate members are notified in time of the agenda of Senate meetings.
2. Duties and Responsibilities of the Secretary of the Senate
 - A. Keeps the files and documents of the Senate;
 - B. In consultation with the Chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members;
 - C. Records minutes of the Senate meetings and when necessary arranges for audio-visual records;
 - D. Ensures proper handling, documentation, and distribution of the minutes taken thereof;
 - E. Briefs Senate members with information concerning the activities of the Senate, dates of future meetings, etc.;
 - F. Makes the necessary arrangements for Senate meetings (organize the meeting place and reception);
 - G. Undertakes any additional relevant tasks pertaining to senate matters given by the Chairperson of the Senate.
3. In the absence of the chairperson, the delegate shall act as chairperson of the Senate.

14. Sessions of the Senate

1. The Senate shall hold regular sessions four times a year. These sessions shall be held twice in each semester.
2. The senate may hold extraordinary sessions upon the request of the President, the Board or one-third of its members.
3. The senate, consistent with its mandate, shall devote some of its sessions to evaluations of the academic performance of the academic units, of its committees, and its own performance; and the results of the evaluations shall be duly communicated by the President to the Board.
4. The senate at its discretion may invite resource persons if it deems necessary to any of its sessions.



5. The senate shall have a quorum when more than half of its members attend session.
6. A resolution that obtained a simple majority vote (50% +1) of the meeting shall be taken as the decision of the senate.
7. The chairperson has a voting right as any other member of the senate; and in cases of equal votes, the chairperson shall have a casting vote.
8. A senate decision may be subject to reconsideration if demanded by 2/3 of the senate members

15. Rights and Obligations of the Senate Members

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

16. Committees of the Senate

1. The Senate shall have Executive, Standing and ad-hoc committees.
2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them. The Committees shall be accountable to the Senate.
3. Each committee shall adopt its own guidelines and rules of procedure having regard to the relevant provisions of this Legislation.
4. Committee work is expected of all University staff as part of their obligation to the University. Serving in the committees shall be deemed to be part of the duties of an academic staff.



5. Election of members of the committees of the University Senate shall be conducted at Senate meetings.
6. Students elected by the student body to serve in the Senate and its committees shall be so notified by the President in writing.
7. The President shall promptly notify in writing members elected to serve in Senate committees, together with their respective duties and responsibilities.
8. The President shall name the member responsible for calling the first meeting of each Senate committee.
9. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.
10. The committees shall conduct their first meetings and begin their function within a month of their establishment.
11. The term of office of committee members shall be three years.

17. The Senate Executive and Standing Committees

The senate may function through an executive committee and standing committees.

17.1. The Senate Executive Committee (SEC)

A. Membership: The Senate Executive Committee is composed of maximum of eleven members of the University Senate. The members are the President; Vice-Presidents; institutional quality enhancement and assurance Directorate, academic program evaluation and implementation Directorate, Student Social Service Directorate and the Secretary of the Senate who shall be the secretary of the committee.

B. Rules and Procedures

- i. The President of the University shall be the chairperson of the SEC.
- ii. In the absence of the President, the delegate shall act as chairperson of the SEC.
- iii. The SEC shall have at least one meeting before every senate meeting.
- iv. 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.
- v. 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.
- vi. Elected member of the SEC shall serve for two years and the order of rotation shall be decided by the chairperson of the SEC.

C. Duties and Responsibilities SEC

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- i. Advise the Chairperson of the Senate on the agenda of meetings and ways of deliberation.
- ii. Keep the Senate advised on the recommendations and interim decisions of its standing Committees.
- iii. Receive and communicate all reports of Standing Committees to each member of the Senate and may add further comments.
- iv. Recommend to the Senate Chairperson the convening of extraordinary sessions.
- v. 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.
- vi. 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.
- vii. Submit nominations for the membership of each Standing Committee to University Senate.
- viii. Deliberate and decide on matters that requires urgent decision and cannot await the Senate meeting.
- ix. May co-opt members of the Senate for consultation in the course of its deliberations.
- x. Charter student organizations.
- xi. Exercise all powers necessary which are proper to the above and perform such other duties given to it by the Senate.

17.2. Senate Standing Committees (SSCs)

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

- i. Academic Standards and Curriculum Review Committee (ASCRC)
- ii. Admissions and Placement Committee (APC)
- iii. Research and Community Service Committee (RCSC)
- iv. Staff Development, Promotion and Scholarship Committee (SDPSC)
- v. Library, ICT and E-learning Committee (LIEC)
- vi. Students Affairs Committee (SAC)
- vii. Internationalization and Partnership and Public Relations Affairs Committee (IPPRC)
- viii. Continuing and Distance Education Program Committee (CDEPC)

Institutional Quality Enhancement and Assurance Committee (IQEAC)

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- x. Graduate Studies Committee (GSC)
 - xi. Practical Education Committee (PEC)
 - xii. Pedagogical Training Committee (PTC)
- B. The Senate Standing Committees are accountable to the University Senate.
- C. At its first session, each academic year, the University 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.
- D. The chairperson of the Standing Committees of the Senate can co-opt additional members which shall have ex-officio, (i.e. non-voting) status.
- E. Each elected member of a Standing Committee shall serve for a period of two years at the end of which he can stand for re-election.
- F. 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.
- G. A majority (50% +1) of any Committee composes a quorum.
- H. College deans shall be informed by the Chairpersons of the Committees whenever the agenda of the Committee includes a matter of direct concern to the particular college, and the Dean shall have the right to appear personally, or through a representative, to present his college's position on the matter. However, the Dean or his representative shall not have the right to vote unless he is otherwise a member of the Committee in question.
- I. The decision of the committee on each agenda shall be communicated to the dean of the concerned college by the secretary of the committee within two weeks following the rendition.
- J. The chairperson of each Standing Committee shall submit a written report to the Senate on the activities of his committee before the senate meeting.
- K. Ad-hoc committees may be created by the Senate as deemed necessary. Unless otherwise provided, these committees are dissolved up on submission of their report to the Senate.

18. The Academic Standards and Curriculum Review Committee (ASCRC)

18.1. Membership

The senate standing committee for ASCR shall have the following members:

- A. Academic Vice-President
- B. Campus/College/ School deans /Directors

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C. Registrar and Alumni Director	Member
D. First year students affairs' Directorate	Member
E. Institutional Quality Enhancement and Assurance Directorate	Member
F. Practical Education Directorate	Member
G. Academic Program Evaluation and Implementation Directorate	Member & Secretary

18.2. Duties and Responsibility

- A. Initiate studies on possibilities of diversifying educational programs in conjunction with college ASCRC members and forward its recommendation on the establishment and maintenance of colleges, schools, departments and other teaching units in the University;
- B. Evaluate and revise courses and educational programs with regards to their relevance and social accountability;
- C. Register minor curricular changes reported and passed by college Academic Commissions;
- D. Formulate guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various departments and colleges of University;
- E. Identify or set approaches and methodologies for curriculum review and development exercises;
- F. Coordinate implementation of curriculum development and reviews;
- G. Advise the University Senate on matters pertaining to students' academic performance and teaching standards within the University;
- H. Advise and provide guidelines on administering examinations;
- I. Give guidelines on the grading policies of the various colleges;
- J. Consider Academic Commission (AC) decisions on certain deviations from the established academic standards legislated by the Senate where peculiar hardships and unique reasons exist;
- K. Advise the Senate on the Degrees, Diplomas and Certificates of proficiency to be granted by the University;
- L. Receive and consider suggestions from the AC and other college groups on matters pertaining to the academic standards of the University;
- M. Evaluate and recommend changes on make-up exam rules, academic achievements of students repeating courses and issuance of credentials;
- N. Determine its own rules of procedures within the framework of Wachemo University legislation;
Prepares quality assurance criteria and standards, and audits efficiency thereof;

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- P. Organize the necessary statistics of academic staff short and long term staff development plan;
- Q. Perform any other duties as may be required.

19. The Admissions and Placement Committee (APC)

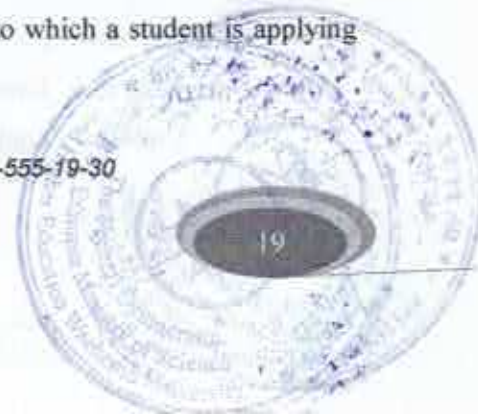
19.1. Membership

The senate standing committee for APC shall have the following members:

A. Academic Program Evaluation & Implementation Directorate	Chairperson
B. Institutional Quality Enhancement & Assurance Directorate	Member
C. Campus/College/ School deans / Directors	Members
D. CEP Directorate	Member
E. First year students affairs' Directorate	Member
F. Practical Education Directorate	Member
G. Student Social Service Directorate	Member
H. Registrar and Alumni Directorate	Member and Secretary

19.2. Duties and Responsibilities

- A. Prepare, update and recommend policies, criteria and procedures on overall admission and placement of students.
- B. Oversee the implementation of admissions and placement of students of various categories to the University.
- C. Determine regular, private and/or advanced standing admissions to available places in the regular and continuing education programs of the University;
- D. University Entrance Examination after completion of Secondary School Education or after obtaining foreign certificates already recognized by Ministry of Education or
- E. Special admission requirements established by Academic Commissions of colleges of the University (considering gender, disability, being educationally disfavored, 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 ASCRC and the Senate when the program was first launched. The Academic Commission must also submit the minutes of the screening committee meeting and recommending all admissions; or Post-Secondary Education pursued elsewhere;
- F. All such works however must be evaluated by the college to which a student is applying for any advanced standing status;



- G. Seek and act upon the advice of the ASCRC on certificates that do not fall into anyone of the above categories;
- H. Propose to the Senate areas of study and investigation related to Admissions and Placement;
- I. Determine its own rules of procedures within the framework of the University Senate Legislation;
- J. Perform any other related duties as may be required.

20. The Research and Community Service Committee (RCSC)

20.1. Membership

The senate standing committee for RCS shall have the following members:

A. Research and Community Service Vice-President	Chairperson
B. Institutional Quality Enhancement and Assurance Directorate	Member
C. Colleges Research & Development Coordinators	Members
D. Colleges Community Service & Engagement	Members
E. Director for Community Service & Engagement	Member
F. Director for University Industry Linkage	Member
G. Director for Publication and Dissemination	Member
H. Dean of the School of Graduate Studies	Member
I. Two Senior Researchers of the WCU Selected by Senate	Members
J. Director for Research & Development	Member & Secretary

20.2. Duties and Responsibilities

- A. Formulate policies and strategies that foster research undertakings in line with national research priorities and for the development of science and technology. In the process the Committee may involve concerned colleges or resource persons;
- B. Formulate guidelines for implementation of research policies and strategies of the University;
- C. Oversee coordination of research undertakings of the University in collaboration with the Research and Community Services Coordinating Offices of the different colleges;
- D. Assist each Colleges/schools/Centers and institute in their efforts to solicit fund for research and from outside sources, in Ethiopia or abroad;

Lay down policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with and sponsorship by a Research Colleges/schools/Centers/institute;

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- F. Lay down policies for allocating funds for research, publication and preparation of relevant teaching materials;
- G. Review and approve research and teaching material preparation projects submitted to it by Colleges/schools/Centers/institute Research and Development Committee;
- H. Establish and provide guidelines for ad-hoc technical committees which screen specific or area specialized projects when deemed necessary;
- I. Suggest feasible options, including incentive mechanisms, of encouraging academic staff members to undertake, research and teaching material preparation activities;
- J. Review and recommend to the Senate the creation and termination of research stations;
- K. Ensure that certain minimum standards are maintained by all publications of the University;
- L. Establish the list of reputable journals in various disciplines and make them available for use in promotion requests;
- M. Examine the research, and teaching material preparation activities of the University;
- N. Determine its own rules of procedures within the framework of Wachemo University Senate Legislation;
- O. Perform any other duties as may be required.

21. The Staff Development, Promotions & Scholarship Committee (SDPSC)

21.1. Membership

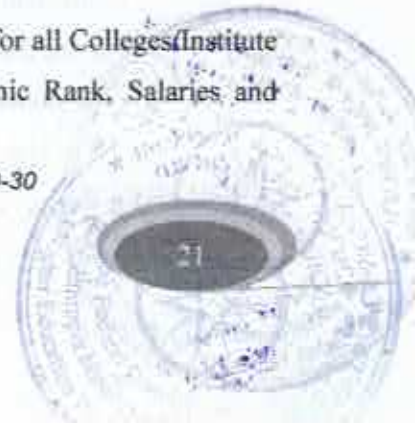
The senate standing committee for SDPS shall have the following members:

A. Academic Vice President	Chairperson
B. Campus/College/ School deans /Directors	Members
C. Human Resource Administration and Development Directorate	Member
D. Research and Development Directorate	Member
A. Academic Staff Affairs Directorate	Member
B. Practical Education Directorate	Members
C. Institutional Quality Enhancement & Assurance Directorate	Member
D. Institutional Reform Management Directorate	Member
E. Academic Program Evaluation and Implementation Directorate	Member & Secretary

21.2. Duties and Responsibilities

- A. Consider promotions of rank above Assistant Professor position for all Colleges(Institute according to the general procedures in the Statute on Academic Rank, Salaries and Promotions;

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- B. Follow up staff recruitments are implemented as per the rules and regulations of the University;
- C. Advise the University Senate on matters relating to the general welfare of the staff (e.g. the statute on academic rank, salaries and academic duties and freedom and staff morale);
- D. Develop guidelines and advise the Senate on Honorary Degree for those personalities contributing to the University in particular and the country at large.
- E. Facilitate long term and short term training at home or abroad;
- F. Initiate institutional policies, procedures and programs of staff development;
- G. Recommend the optimal staff size and composition in terms of academic rank and qualifications required by various units of the University;
- H. Assist the External Affairs Committee on means of obtaining scholarship through bilateral and multilateral agreements or through international agencies;
- I. Develop and update guidelines on administration of scholarships;
- J. Determine its rules of procedures within the framework of the Senate legislation;
- K. Perform any other duties as may be required.

22. The Continuing and Distance Education Program Committee (CDEPC)

22.1. Membership

The senate standing committee for CDEP shall have the following committee

A. Academic Vice President	Chairperson
B. Academic Programs Evaluation and Implementation Directorate	Member
C. Institutional Quality Enhancement and Assurance Directorate	Member
D. Concerning Campus/College/ School deans /Directors	Members
E. Registrar and Alumni Directorate	Member
F. Academic Staff Affairs Directorate	Member
G. Practical Education Directorate	Member
H. CDEP Directorate	Member & Secretary

22.2. Duties and Responsibilities

- A. Formulate CDEP policies and guidelines and when approved by the Senate follow up its implementation;
- B. Advise the Senate concerning general rules governing admission of mature, private and part-time students to the CDEP;



- C. Facilitate the initiation and approval of new CDEP in the University in collaboration with concerned colleges or departments;
- D. Advise the Senate concerning tuition and payments to staff involved in the running of CDEP;
- E. Provide guidance and direction to all Colleges on CDEP;
- F. Develop and provide guidance concerning initiation of tailored programs, short-term training and in-service training programs;
- G. Advise the Senate on Degree, Diploma and/or Certificates to be granted by the Wachemo University to CDEP students;
- H. Provide guidance for special enrollment privileges of academic and administrative staff of the University and/or their family members in the CDEP on part-time or full time basis;
- I. Determine its own rules of procedures within the framework of the University Senate legislation;
- J. Perform any other duties as may be required.

23. The Library, ICT and E-learning Committee (LIEC)

23.1. Membership

The senate standing committee for LIE shall have the following members:

A. Business and development Vice President	Chairperson
B. Director for Library & Documentation Service	Member
C. Campus/College/ School deans /Directors	Members
D. E-learning Coordinator	Member
E. Institutional Quality Enhancement and Assurance Directorate	Member
F. Academic Program Evaluation and Implementation Directorate	Member
G. Pedagogical Training Center Director	Member
H. Director for ICT	Member and Secretary

23.2. Duties and Responsibilities

- A. Develop guidelines on ICT expansion and usage;
- B. Develop ICT policies for the University in line with national ICT policy;
- C. Take a proactive action and advise the management on the development of e-administration, e-registration, e-finance and electronic library usage;
- D. Monitor the implementation, management and maintenance of the network;
- E. Liaise with other institution on ICT issue and advise the management;



- F. Develop policies and guidelines on acquisition and collection of relevant books, journals, teaching materials and other publications;
- G. Interpret library policies to the college;
- H. Advise the librarian on ways improving the library organization and delivery of services and extension;
- I. Give advice on ways improving the library's archive and documentation system;
- J. Foster external linkages with other libraries and other supporting agencies;
- K. Determine its own rules of procedures within the framework of Wachemo University Senate Legislation;
- L. Perform any other duties as may be required.

24. The Student Affairs Committee (SAC)

24.1. Membership

The senate standing committee for SA shall have the following members:

A. Vice President for Administration and Students' Service	Chairperson
B. Registrar and alumni Director	Member
C. President of Student Union	Member
D. Two student representatives from student union (Male & Female)	Members
E. University Guidance and Counseling Coordinator	Member
F. Director for Women, Children and Youth Affairs	Member
G. Director for Sport and Recreation	Member
H. Institutional Reform Management Directorate	Member
I. Head of president office	Member
J. Students Social Service Directorate	Member & Secretary

24.2. Duties and Responsibilities

- A. Develop ways of improving student services and promoting extracurricular activities;
- B. Assist and facilitate in developing guidelines for the establishment and management of student organizations;
- C. Encourage students' participation in University and/or college affairs;
- D. Devise mechanisms for promoting positive attitude among students towards their professional obligations;
- E. Foster the development of healthy relationships among students and between students and the University community;

Assist colleges in developing student disciplinary rules and regulations;

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- G. Determine its own rules of procedures;
- H. Perform any other duties as may be required.

25. Internationalization and Partnership and Public Relations Affairs Committee (IPPRAC)

25.1. Membership

The senate standing committee for IPRC shall have the following members:

A. Director for Internationalization and Partnership	Chairperson
B. Director for Research and Development	Member
C. Director for Community Service & Engagement	Member
D. Director for ICT	Member
E. Director for Academic Program Evaluation and Implementation	Member
F. Director for Staff Affairs	Member
G. President of Student Union	Member
H. Director for University-Industry Linkage	Member
I. Director for Legal Affairs & Services	Member
J. Director for Institutional Reform Management	Member
K. Head of president office	Member
L. Director for Public Relations Affairs	Member and Secretary

25.2. Duties and Responsibilities

- A. Assess and provide information to the University about the trained manpower needs for the purpose of tailoring the training programs in accordance with the needs of the country;
- B. Liaise with user organizations and collect feedback about the quality of the University graduates at work;
- C. Seek and establish contacts with agencies, NGOs and potential donors for the purpose of engaging in collaborative projects;
- D. Identify and recommend to the Senate about the institution's role in local and national development endeavors, such as professional advice, dissemination of research results, etc.;
- E. Develop mechanisms for publicizing the University's activities and periodic achievements to the University community, other institutions (local and abroad) and the general public;
- F. Explore possibilities of obtaining scholarship opportunities for the University staff;
- G. Determine its own rules of procedures within the framework of Wachemo University legislation;
- H. Perform any other duties as may be required.



26. Institutional Quality Enhancement and Assurance Committee (EQEAC)

26.1. Membership

The senate standing committee for EQEA shall have the following members:

A. Director for Institutional Quality Enhancement & Assurance	Chairperson
B. Registrar and Alumni Director	Member
C. Campus/College/ School deans /Directors/ Quality Coordinators	Members
D. Director for Academic Program Evaluation & Implementation	Member
E. Director for Library and Documentation Services	Member
F. Director for Research and Development	Member
G. Director for practical Education	Member
H. Director for Pedagogical Training Center	Member
I. Director for Student Social Service	Member
J. Academic Staff Affairs Directorate	Member
K. Director for ICT	Member
L. President of Students union	Member
M. Female Representative of Student union	Member
N. Head of president office	Member
O. Director for Institutional Reform Management	Member & Secretary

26.2. Duties and Responsibilities

- P. Initiates studies for enhancing and assuring educational programs quality in conjunction with Schools/Departments and Institute/College;
- Q. Forwards recommendations on the relevance of programs in schools/institutes/colleges and other teaching units in the University to the Senate;
- R. Evaluates and approves courses and educational programs with regards to their relevance and accountability;
- S. Approves and registers minor curricular changes reported and passed by schools/institutes/colleges council;
- T. Formulates guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various Academic Units of the University;
- U. Oversees implementation of curriculum development and review;
- V. Reports to the University Senate on matters pertaining to students' academic performance and teaching standards within the University;

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- W. Considers schools/institutes/colleges council (SC/DC) decisions on certain deviations from the established academic standards legislated by the Senate;
- X. Evaluates and recommends changes on make-up rules, academic achievements of students repeating courses and issuance of credentials;
- Y. Determines its own rules of procedures within the framework of the University Legislation;
- Z. Undertakes periodic supervision on quality of services offered by the university;
- AA. Prepares quality assurance criteria and standards, and audits efficiency thereof;
- BB. Advises and communicates the senate on external quality audit reports;
- CC. Facilitates and undertakes institutional self-evaluation process;
- DD. Prepares annual quality assurance report for the senate on matters pertaining to the academic standards of the university;
- EE. Performs any other duties given to it by the Senate.

27. Graduate Studies Committee (GSC)

27.1. Membership

The senate standing committee for Graduate Studies shall have the following members:

A. Academic Vice President	Chairperson
B. Director for Academic Program Evaluation & Implementation	Member
C. Director for Research and Development	Member
D. University Registrar and Alumni	Member
E. CDEP Director	Member
F. Concerned campus/college/school dean/directors	Member
G. Director for Institutional Quality Enhancement & Assurance	Member
H. Dean of School of Graduate Studies	Member and Secretary

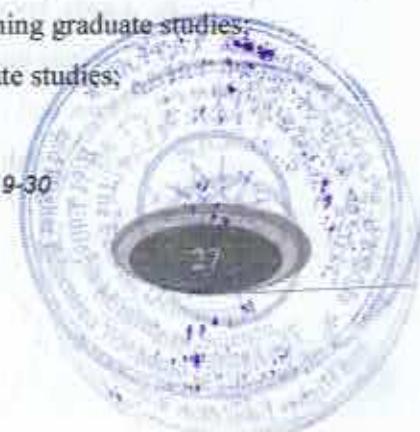
27.2. Sessions of the SGS Council

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

27.3. Duties and Responsibilities of the SGS Council

Subject to directives of the senate, the SGS Council shall have the following powers and duties:

- A. Formulate, review and amend policies, rules and regulations governing graduate studies;
- B. Promote and co-ordinate interdisciplinary programs for post graduate studies;
- C. Approve admission of candidates for graduate studies;



- D. Oversee the welfare of graduate students and the award of graduate studentships;
- E. Approve graduate program course offerings and thesis research proposals;
- F. Recommend to the Senate the award of the appropriate diploma, certificate or degree in accordance with University rules and regulations;
- G. Approve SGS proposals concerning new graduate programs for the endorsement by the Senate;
- H. Issue directives to the Director on matters of graduate studies; Conduct periodic assessment of the existing programs;
- I. Render advice to the President and the Senate on any matter pertaining to graduate studies;
- J. Submit annual report on the performance of its functions to the Senate;
- K. Establish a different management body with the partner institution in cases of joint graduate programs;
- L. Establish its own rules of procedure and set up standing and ad-hoc committees as necessary;
- M. Consider any matter entrusted to it by the President/Vice presidents or the Senate;

28. Practical Education Committee (PEC)

28.1. Membership

The senate standing committee for PEC shall have the following members:

A. Director for Practical Education	Chairperson
B. Campus/College/ School deans /Directors/ PE Coordinators	Members
C. Director for Academic Program Evaluation & Implementation	Member
D. Director for Pedagogical Training Center	Member
E. Director for Institutional Quality Enhancement & Assurance	Member & Secretary

28.2. Duties and Responsibilities

- A. Initiates studies for enhancing and assuring practical education programs quality in conjunction with Schools/Departments and Institute/College;
- B. Monitors and evaluates the quality and effectiveness workshop and laboratory
- C. Prepares plans for budget allocating and controlling of field trip and practical work
- D. Assists and coordinates colleges/institutes/schools specification preparation;
- E. Leads, coordinates and supports quality assurance processes of workshop and laboratory.
- F. Designs quality review checklists and documents of workshop and laboratory;
- G. Plans and coordinates trainings to staff and technical assistant on workshop and laboratory

Equipment;

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- H. Monitors how practical (laboratory and field) teaching is conducted and how students are assessed;
- I. Charters duties and responsibilities to coordination offices and units under their auspices;
- J. Performs any other duties given to it by the Senate.

29. Pedagogical Training Centre Committee (PTCC)

29.1. Membership

The senate standing committee for PTCC shall have the following members:

A. Director for Academic Program Evaluation & Implementation	Chairperson
B. Director for Institutional Quality Enhancement & Assurance	Member
C. Director for Registrar and Alumni	Member
D. Coordinator for HDP, ELIC and PGDT	Member
E. Director for Pedagogical Training Centre Committee	Member & Secretary

29.2. Duties and Responsibilities

The Committee shall have the following Duties and Responsibilities:

- A. Supervise all pedagogical training activities of the University like HDP, PGDT, ELIC, & Induction trainings and other trainings.
- B. Make regular follow-up and monitoring of pedagogical training activities and submit annual report to the Academic Affairs Vice President and the Senate;
- C. Prepare strategic plan for university pedagogical training service;
- D. Follow up the needs of different pedagogical training services in collaboration with relevant units of the University;
- E. Evaluate students' English Language Improvement program implementation
- F. Follow up and guide all trainings that held in the university
- G. Monitors and evaluates the quality and effectiveness of different pedagogical trainings
- H. Approve needs assessment for the rendering of different trainings for the academic and other administrative staffs.
- I. Determines its own rules of procedures within the framework of the University Legislation;
- J. Performs any other duties given to it by the Senate.



30. Communication of Senate Deliberations and Decisions

The Dean of every College/Institute is communicating issues on which the Senate deliberated and decided upon to their respective academic staff. Such communication shall be conducted within reasonable time after every Senate meeting through writing, meeting or any other modalities.

PART III: ACADEMIC & TECHNICAL HUMAN RESOURCE POLICY

31. Planning

Every institution shall prepare academic and technical support staff development plan based on:

- A. Higher education staff development and enrolment plan,
- B. Existing staff profile and load,
- C. Existing programs and future expansion, and
- D. Student staff ratio, and
- E. Nature of academic programs and their mix.

It is the duty of the Head of the Academic Unit to plan or, project general size of Academic Staff and its structure in terms of academic rank. The plan shall be submitted to the college Academic Commission (AC) for its endorsement.

32. Academic Ranks

University Academic ranks and general qualifications for these ranks are fixed by this Legislation.

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

32.1. Teaching Staff

- i. Graduate Assistant I
- ii. Graduate Assistant II
- iii. Assistant Lecturer
- iv. Lecturer
- v. Assistant Professor
- vi. Associate Professor
- vii. Professor

32.2. Research staff

The rank of **Research staff** shall be as in Sub Article 1 (iv-vii) of this

32.3. Adjunct staff

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



32.4. Professional Librarian and Technical Support Staff

The University uses the following hierarchy of academic and technical support staff in the ascending order:

A. Professional Librarian

- i. Assistant Librarian
- ii. Assistant Librarian IV
- iii. Assistant Librarian III
- iv. Assistant Librarian II
- v. Assistant Librarian I
- vi. Associate Librarian
- vii. Librarian

B. Technical Support Staff

- a) Technical Assistant
- b) Senior Technical Assistant
- c) Chief Technical Assistant I
- d) Chief Technical Assistant II

2. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.
3. A research staff may change his status to his teaching staff or vice versa where requested by academic unit and approved by academic vice president of the University with the consent of the staff.
4. 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 University policy.
5. Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester's notice.

33. Principles Governing Academic and Research Staff

1. The University policy is to recruit staff of the highest caliber through fair and open processes.

Thus, any recruitment shall strictly adopt and implement a merit based system;

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2. The principles underpinning the recruitment process are those of rule of law, fairness, credibility, equal employment opportunity, transparency, merit and the optimization of career prospects for currently employed staff;
3. Decisions to recruit an academic staff should be made in the context of staff development plan that considers the immediate, medium and longer term staff profile requirements of the academic unit;
4. The Senate, the vice presidents, deans, Institute directors and heads of departments, while recruiting an academic staff, are accountable for ensuring compliance with the University recruitment and selection guideline;
5. The salary scale at the time of recruitment shall take into account the current academic rank achieved by the applicant.
6. Academic ranks shall be uniform for similar level of qualifications all over the University.
7. Following the Grievance procedure (Regulation No. 77/2002) any person of any recruitment and promotion case has the right to petition to the president office for redress if he has been aggrieved of being denied a right or unfairly treated. The procedure shall be in accordance with part three and part four of Regulations No. 77/2002.

34. Recruitment Procedures

1. All recruitments requests for an academic staff shall be initiated by the relevant academic unit and communicated to SDPSC.
2. All vacancies must be advertised through nationally recognized media and internationally (at least on home page of the university) before any recruitment is considered. Any vacant position that cannot be filled by way of an advertisement can be filled any time by way of a summary procedure where a competent person is available. However, if a highly competent and qualified individual showed up at any time, and if a department requests for a special recruitment and get approval of a college/institute Dean and the Senate (for the rank of assistant professor or above), recruitments may be allowed provided that budget is available.
3. Applicants for vacant position of academic staff recruitment shall be graduates from recognized public universities.
4. Part of every recruitment, the basic information for the appointment shall be provided by the concerned academic unit, minimum of two higher ranking senior staff members from academic unit and Dean through searching and interviewing.



5. The recruitment process shall be carried out by the senate standing committee for staff development, promotion and scholarship. The committee shall report the recruitment result to the president for approval.
6. Applicants for Assistant Professor and above positions shall present a public lecture in their area of specialization and be evaluated by senior staff of the concerned department and committee members.
7. Graduate students may apply to part-time and temporary jobs in all fields of support with a maximum of 6 hours per week on decision of APIED, College Dean and Department.
8. Female candidates who fulfill the minimum requirement shall get an additional five points affirmative action during recruitment.

35. Recruitment Requirements for an Academic Staff

35.1. Graduate Assistant I

A candidate with the qualification of a Bachelor's Degree in a three years and above program and with a Cumulative Grade Point Average (CGPA) of 3.25 and above for males 3.00 and above for females, 2.75 and above for disables and candidates from developing and pastoral regions, 2.50 for candidates with more than one affirmative action beneficiaries.

35.2. Graduate Assistant II

A candidate with the qualification of a Bachelor's Degree in a four years and above program or three years program with one year teaching experience in higher education institutions with a Cumulative Grade Point Average (CGPA) of 3.25 and above for male candidates, 3.00 and above for females candidates, 2.75 and above for disables and candidates from developing and pastoral regions, 2.50 for candidates with more than one affirmative action beneficiaries.

35.3. Assistant Lecturer

A candidate with the qualification of a Bachelor's Degree in a five years program or graduate assistant II with one year teaching experience in higher education institutions and with a Cumulative Grade Point Average (CGPA) of 3.25 and above for male candidates, 3.00 and above for females candidates, 2.75 and above for disables and candidates from developing and pastoral regions, 2.50 for candidates with more than one affirmative action beneficiaries.

35.4. Lecturer

A candidate with



- A. The qualification of a Bachelor's Degree in a six years program and with a Cumulative Grade Point Average (CGPA) of 3.00 and above (for MD and veterinary medicine candidates).
- B. A rank of a lecturer from a recognized public University:
- With a master degree and having a Cumulative Grade Point Average (CGPA) of 3.50 and above and having a Cumulative Grade Point Average (CGPA) of 3.00 and above in Bachelor degree for male.
 - With a master degree and having a Cumulative Grade Point Average (CGPA) of 3.35 and above and having a Cumulative Grade Point Average (CGPA) of 2.75 and above in Bachelor degree for female.
 - With a master degree having a Cumulative Point Average 3.15 and above for disables and candidates from developing and pastoral regions, 2.50 in Bachelor degree.
 - With a master degree having a Cumulative Point Average 3.10 and above and 2.50 in Bachelor degree for candidates with more than one affirmative action beneficiaries and without any probation in his/her academic status.
 - A post graduate program should be with a minimum of two years with a thesis result of B+, Very good, and above. The grade points listed above for all candidates are the minimum points that should not be changed at all.
 - The maximum age limit for the recruitment of academic staff shall be 35 and 45 years for Bachelor degree and master holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

35.5. Assistant Professor

A candidate with

- A. The qualification of the degree of Doctor of Philosophy (PhD) or equivalent, or
- B. A MD degree with specialty certificate or DVM with a master degree or equivalent with CGPA of 3.50 and above and having a Cumulative Grade Point Average (CGPA) of 3.00 and above in Bachelor degree for both female and male.

35.6. Associate Professor

A candidate with

- A. The qualification of the degree of Doctor of Philosophy (PhD) or equivalent and with a rank of an associate professor from a recognized university.



- B. A MD or DVM degree with specialty certificate or equivalent and with a rank of an associate professor from a recognized university.

35.7. Professor

A candidate with a qualification of the degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM degree with specialty certificate or equivalent and with a rank of a professor from a recognized university.

36. Joint Appointment

1. 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 development 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. The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.

37. Promotion Principles and Procedures

37.1. General Provisions

- A. Requests for promotion from all colleges/institutes shall be considered by the Staff Development, Promotions and Scholarship Committee of the Senate.
- B. The procedures for promotions shall be as follows:
 - i. The staff member himself shall initiate the promotion request by applying to his department.



- ii. In case the staff member does not initiate his promotion request, his department heads, colleagues within the Department or the Dean for the college/institute may initiate application or nomination for promotion of a staff member.
- iii. Upon the recommendation of the Department Assembly, the Department head shall submit the nomination to the Dean who, at his discretion, may seek other external evaluations of the candidate.
- iv. All the recommendations then shall be submitted to the respective Academic Commission.
- v. The decisions of the academic commission shall be final for the promotion to the rank of lecturer and below.
- vi. For promotion to the rank of assistant professor and above the endorsement of the AC shall be submitted to the Academic Vice President and SDPSC for further handling even when the candidate is not recommended for promotion.
- vii. All promotion cases should be reviewed by the senate standing committee for SDPS before they are presented for approval.
- viii. Decisions on applications for promotion shall be finalized within three months of the application unless there are justifiable reasons for not complying with the rule.
- ix. 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 study leaves and who contribute greater than or equal to 50% of work load, which is expected from full time staff, are eligible to apply for promotion.
- x. For promotions to the rank of Assistant Professor and above, the AVP shall convene the SDPSC of the Senate to evaluate and recommend to Senate the promotion in request.
- xi. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.

37.2. Deans and Department Heads

When the candidate for promotion is either head of a Department or Dean/Director of a Campus/College/School/institute, the following procedure shall apply: -

When a head of a Department is a candidate for promotion, the Dean shall designate a senior member of the Department to act as chairperson of the Department assembly or its equivalent

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for the specific purpose of processing the promotion. The person so designated shall be responsible for:

- i. Convening and chairing all Department meetings for the purpose;
- ii. Having in possession all relevant forms, documents and confidential correspondence relating to the case;
- iii. Selecting, in confidential consultation with appropriate senior members of the Department, relevant evaluators for the publications submitted;
- iv. Handling all confidential correspondence on the case; and
- v. Submitting the final recommendations of the Department on the promotion to the Dean.

B. When the Dean himself is the candidate for promotion: -

- i. The chairperson of his Department shall be responsible as usual for the processing of the promotion by taking the steps outlined in the provisions of sub Article "A1" of this Article;
- ii. The Academic Vice President shall designate the appropriate assistant or vice Dean of the College/institute to act as Dean for the specific purpose of the promotion procedure.
- iii. The designated assistant Dean shall: -
 - 1) Receive the recommendations of the Department as well as all relevant confidential documents thereof;
 - 2) Convene and chair all the necessary meetings of the college/institute Staff Development, promotions and Scholarship committee;
 - 3) Be in charge of all necessary documents and confidential correspondence;
 - 4) Submit the recommendations of the college/institute promotions committee to the Academic Commission;
 - 5) Chair the meeting of the Academic Commission;
 - 6) Considering the promotion case; and
 - 7) Submit to the Academic Vice President the final recommendation of the Academic Commission on the promotion.

C. For promotions to the rank of Assistant Professor and above, the Academic Vice President shall convene the Staff Development Promotions and Scholarship Committee of the Senate to evaluate and render a recommendation with respect to each of the candidates submitted to the Committee.



- D. Promotions to Assistant Professor, Associate Professor and Professor shall be presented to the Senate for its approval in accordance with the provisions of this Legislation or such other regulations as may be issued by the Senate from time to time.
- E. The President, upon approval of the Senate, shall submit the recommendations for a promotion to the rank of Professor to the Board for final decision.

37.3. Effective Dates of Promotion

- A. Promotions to the rank of lecturer and below shall come into effect as of the date of promotion approved by the department council (i.e. the minutes of the DC shall bear the effective date of promotion).
- B. Promotions to the rank of assistant and associate professor shall come into effect as of the date of promotion approved by the AC and Promotions to the rank of professor as of the date approved by the University Senate.
- C. A promotion case shall be said to have reached a final stage if the following conditions are satisfied:
 - i. Promotion to the rank of Professor, when approved by the Board;
 - ii. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;
 - iii. Promotion to the ranks of Lecturer and below when approved by the Academic Commission;
- D. The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials.
- E. There should be pre-specified dates in a year for DC, AC and Senate meeting to see promotion cases.
- F. An application for a promotion should be processed within a maximum of three months, except for full professorship,

38. Recruitments and Promotions Criteria for Academic staff

38.1. Principles Governing Promotions

The length of service with a given rank, effectiveness in teaching, publications, participation in the affairs of the University and service given to the public at various capacities shall remain to be the basic criteria upon which the principles 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. The SDPSC may provide detailed guidelines regarding the components of the requirements for promotion.

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38.2. Length of Services with a given Rank

- A. The maximum number of years an academic staff has to serve with the same rank (except those with a rank of a professor) should not exceed more than eight years. A “publish or perish” principle applies if the academic staff fails to publish at least one article as a sole author or as a co-author within four years since the last promotion.
- B. There shall be a minimum number of years an academic staff has to serve with a given rank for promotion to the next higher rank.
- C. For an academic staff member who has served in other accredited institutions of higher learning having an equivalent standard as the University before being appointed in a given Department, his years of service outside shall be considered for the fulfillment of this criterion. However, such an academic staff must serve for at least one year at the University before being considered for promotion to the next academic rank.

38.3. Effective Teaching

- A. Effectiveness in teaching of an academic staff shall be measured by the evaluations of his students, colleagues/peer and the Department head or the staff’s immediate supervisor at the end of each semester or academic year as the case may be.
- B. 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.
 - i. Evaluation by students -----50%
 - ii. Evaluation by head of Department or the Dean/officer-----35%
 - iii. Evaluation by colleagues-----15%
- C. For fulfillment of the effective teaching criteria, the weighted average of over a given number of years the academic staff has served after his last promotion shall not be less than 75%.
- D. The different courses the academic staff has taught since his last promotion shall be indicated with the corresponding student evaluations on the delivery of these courses. For the purpose of measuring his teaching effectiveness, results of evaluations shall be computed as follows:
 - i. For promotion to the rank of Graduate Assistant II, the evaluation of the last one year of service as graduate Assistant I;
 - ii. For promotion to the rank of Assistant Lecturer, the evaluation of the last one year of service as Graduate Assistant II;
 - iii. For promotion to the rank of Lecturer, the evaluations of the last two years of service as an Assistant Lecturer; and



- iv. For promotion to the ranks of Assistant Professor, Associate Professor and Professor, evaluations of the last four years of service.
- E. In exceptional cases where an academic staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100%.

38.4. Requirements on the Number of Publications

- A. Publication of an article or articles in reputable journal(s) or preparation of a teaching material is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor.
- B. The reputability of local journals shall be determined on the basis of criteria developed by the Senate Research and Development Committee. The reputability of foreign journals shall be determined by the relevant Departments using criteria issued by the Research and Development Committee.
- C. Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in journals whose reputability has not been established or chapters in books or articles in newsletters may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers will have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the senate Research and Development Committee. However, such points shall not account more than 50% of the publication requirements. Abstracts shall not be considered for promotion.
- D. Publication that appear in reputable journals under the titles such as technical notes, short communication, discussions, reviews, etc. 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, they will be taken depending on their merit, as equivalent to a third or one-half of a full-fledged article.
- E. The publications that can be considered for promotion purpose should be in line with the area of specialization/profession, or related to at least a diploma or advanced training of not less than a year or a field one has shown extraordinary competence which enable him to teach and conduct research in the area.



F. 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.

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

No	Types of contribution	Value
1	Original research output	100%
2	Review papers	100%
3	Short/brief communication	30%
4	A chapter in a book	30%
5	Technical notes, case reports, discussion	25%
6	Text Book	200%
7	Book Based on Original Research	300%

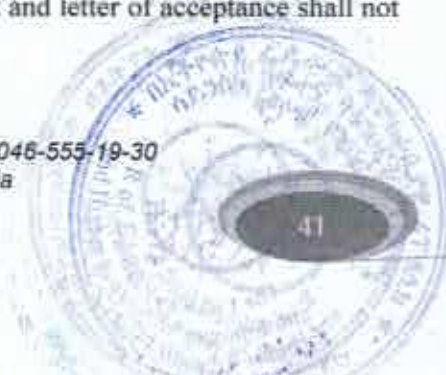
ii. Where research papers are published under joint authorship, each co-author of an article published in a reputable journal shall be given an equal share as per the following schedule.

No. of co-authors	Share of each Co- author (%)	% value of the paper
2	70	140
3	50	150
4	40	160
5	35	175
6 or more	30	180 or more
Sole author publication will have 1 or 100 % value.		

iii. The share the co-authors indicated for journals shall also apply for other publications to be considered for promotion.

G. A publication arising out of thesis or dissertations may be used for promotion provided if the published work has been extended and is re-published by the staff member after his last promotion.

H. Publications arising out of thesis work may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained.



- I. Text or reference books published for a specific field and a course as well as books published on the bases of original research shall be considered for promotion. In all cases the publications must be submitted to the College Research and Postgraduate coordinators and receive letter of acknowledgment for deposition within three month of the publication of the article/book) Teaching material/module prepared for specific course/module shall not be used for promotion.
- J. Textbooks and Reference Books are major undertakings that represent the efforts of academic staff in putting together his 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.
- K. The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research and Development 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. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
 - iv. The backing and respect given on the journal by relevant professionals and/or their association(s).
 - v. Indexed journal.
 - vi. Impact factor – Reflecting the average number of citations to articles published in science and social science journals.
 - vii. Reputability of Journals published by a University shall be approved by the Senate of the respective university.
- L. Guidelines will be issued by the Senate standing committee for Research and Development on the manner in which such publications may be evaluated for the fulfillment of this criterion.

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



A. A Reputable Journal

The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research and publication Committee.

38.4.1.1 The following yardstick shall constitute the criteria in which the reputability of journal determined;

i. The professional reputation and competence of the editor(s), the advisory board and editorial staff such that:

- a. The editors and advisory members should preferably hold a Ph.D. or equivalent, with a minimum of two publications and must have a professional experience in his/her field.
- b. Editors of journals published by the Faculties/college of Medicine are not required to hold a Ph.D. degree, but shall have specialty training.
- c. Editorial Board members should have comparable qualifications as the editor and advisory members.
- d. Advisory Board members should have comparable or higher qualification and experience than members of the Editorial Board with the exception of a few members needed for their special services.
- e. The composition of the board must reflect various disciplines covered by the journals.

ii. Sound editorial policy regarding selection and evaluation of articles submitted for publication such that:

- a. Anonymity of referees chosen to review articles. However, extraordinary issues could be considered to accommodate discipline specific circumstances.
- b. Regularity publication of the article within the specified time of publication in the policy and with a backlog of less than six months,
- c. Seriousness of the journal as judged by such factors as its regularity, continuity, and its maintenance of standards. The assessment of the seriousness of purpose of the journal as a medium for professional development will be based on the following:

iii. At the time of evaluation a journal should have bibliographic citation in at least in one of the major abstracting / indexing services in addition to three years continuous publication with ISSN number. The journal should be continuously published at least in 4 volumes.

iv. Consistency in cover format, dimension and cover page contents and should contain the volume number, frequency of publication, list of members of editorial and advisory board members, and instruction to authors at a visible site.



v. Possess appropriate documentation of manuscript from submission to final publication with all correspondences and copies included.

vi. There should be adequate office facilities and staff that handle articles and the associated documents.

38.4.1.2. Journals that are published within a University system and that have been formally declared and listed as “reputable” by the University senate shall be treated as such and the articles which are published in those journals shall be considered for promotion (see article 38.4.1.1 of this rules and regulation).

38.4.1.3. Journals published by professional associations and local universities approved by their respective hosts as reputable (to be compared with article 38.4.1.1 of this rules and regulation)

38.4.1.4. For other journals:

i. reputability shall drive from merit based indexing agents like Education Resources Information Centre (ERIC), SCOPUS, Web of Science, Web of Knowledge, Social Sciences Citation Index (SSCI), MEDLINE or INSPEC.

ii. Journal listed in the Directory of Open Access Journals (DOAJ), PsychInfo.

iii. the journal hosted on one of International Network for the Availability of Scientific Publications (INASP) Journals Online platforms (for journals published in Bangladesh, Nepal, Sri Lanka, Central America and Mongolia) or on African Journals Online (AJOL), for African journals.

There should be a national journal quality monitoring mechanism to ensure the reputability of local journals.

The crucial issues for determining the 70% criteria for reputability of emerging journals should be carefully examined by the concerned bodies who process the promotion request of an applicant.

38.4.1.5 Textbooks and Reference Books/Book based on original research

These are major undertakings that represent the efforts of staff in putting together his/her teaching and research experience, normally over several years. When these are published by reputable publisher and submitted for promotion purposes, they have to be critically assessed and favorably meet the following criteria so as to be accepted as publication and awarded points:

A. Reputability of the publisher:

- i. a book can be considered for promotion if it has been published by reputable publisher or if the book meets general accepted standard profile of books and if the material contents of the book contain original substantive data or research method;



- ii. A book shall be considered to have met the generally accepted standard profile of books and thus deemed accepted as publication for promotion if the book has *an index, a decent list of references, an ISBN (International Standard Book Number), a barcode identification*, such as that of the Library of Congress.

B. Textbook:

- i. A textbook defined in this context as a material that generally meets the standard profile of books as outlined in the proceeding sub-article of this Article and that services as a standard resources for a study of a given subject;
- ii. Thus, a textbook shall be accepted and awarded publication points for the purpose of promotion provided that the concerned department has formally recognized the material under consideration as being a textbook that is being used for the purpose of teaching, learning and reference for two academic years without interruption.

C. Book based on original research or Reference book:

- i. Book based on original research defined in this context as a book that is broad in content and can be referred to serve a number of courses, published in reputable publisher, supported by original research;
- ii. Besides, the book shall meet the criteria stipulated by Sub-Article 38.4.5.A (i & ii) in order to be qualified as book based on original research and awarded publication points allocated for.

38.4.1.6. Emerging Journal and Scientific Proceeding

- A. **Emerging Journal** is a journal publishing scientific articles that fulfills at least 70% of the criteria for reputability of a scientific journal. A journal is said to be emerging journal when the publications has less than 4 volumes.
- B. Emerging journal can be considered for promotion; however, its contribution should not be more than 30 % of the requirement for promotion.
- C. Points required of publications in emerging journal to request any promotion to the rank of lecturer and above:

No	Types of contribution	Value
1	Original research output	70%
2	Review papers	50%
3	Brief communication	21%
4	Technical notes, case reports, discussion	17.5

38.4.1.7. Scientific proceedings:

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.

38.4.1.8. Sole authorship:

Sole authorship is not encouraged. However, to accommodate extraordinary issues, only one article published with sole authorship will be considered for promotion provided that justifiable reason and support letter is presented for conducting the study alone.

38.4.1.9. Points required of publications to request any promotion to the rank of lecturer and above

S.No	Academic rank	Type of promotion & points required	
		Normal promotion (4 years' service)	Accelerated promotion (3 years' service)
1	Lecturer	100 points	200 points
2	Assistant Professorship	100 points	200 points
3	Associate Professorship	200 points	300 points
4	Full Professorship	400 points	Accelerated promotion not allowed

38.5. Other Guidelines

Guidelines for Research and Community Service shall be prepared by the Research and Community Service Senate standing committee.

38.6. Participation in the Affairs of the University and professional Activity

This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or University level, work in standing committees and taking assignments when called upon by the academic unit or University administration. Participation in activities such as journal editing, organizing professional workshops, reviewing, etc. that enhance one's profession shall also be counted towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

- i. A minimum of one year service holding a post of academic administration with positive performance evaluation is needed to award points for academic administration required for promotion.
- ii. Testimonial letters certifying successful participation and accomplishments in committee work, professional activities and special assignments are needed to award points to each



category. Thus, provision of mere assignment or invitation letter does not guarantee the award of points for promotion request.

iii. The relative weights to be assigned to the three components are presented as follows:

A. The table below shall be used as a guideline for the rating of involvement in Institutional affairs and professional activities.

Lecturer and below

Academic administration.....	40%
Work in committees	50%
Professional activities.....	10%

Assistant Professor and above

Academic administration	60%
Work in committees	20%
Professional activities	20%

B. The table below shall be used as a guideline for the rating of involvement in institutional affairs and professional activities:

Type and level	Value	Remarks
1. Academic Administration	(60%)	Testimonial letter about service year with positive performance evaluation is needed
A. Working as high level management (president and vice presidents)	60/60	Minimum of one year service with positive performance evaluation is needed
B. Middle level management (directors, deans, and similar level office holders)	55/60	Minimum of one year service with positive performance evaluation is needed
C. Lower level management (centers heads, department heads, university level coordinators, ...)	50/60	Minimum of one year service with positive performance evaluation is needed
2. Work in committees	20%	
Service in more than 6 committees established at University or college level or department or ad-hoc committee	20/20	Testimonial letters certifying successful participation in the committee works need to be presented Maximum of participation in 6 committees shall be used to calculate value for other number of participation claimed

3. Professional services (other special Assignments)	20%	
a) Serving as editor, editorial board members, reviewers of university owned journals; b) Serving as reviewer of research proposals, research terminal report, c) At least two other special assignments related to their skill by authorized body. d) Evidences of excellency in implementing reform initiatives or innovative pedagogies	20%	At least two evidences from each category is needed in order to get the maximum point. The requirement under (a) applies only for promotions to associate and full professorship rank.
Total	100%	

C. Academic staff members who, for no justifiable reasons, refuse to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University- wide, or departmental committees and such other assignments as may be deemed appropriate by the academic unit head. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%. An academic staff member should score at least 60 points for Assistant and Associate Professorship and 70% for full Professorship on institutional affairs.

38.7. 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
- Participation in any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned unit of the University.
- Leading or initiating community mobilization (sensitization) activities; and
- Participating on policy making or advising at national and regional levels.



The table below shall be used as a guideline for the rating of involvement in community services; Maximum points shall be awarded for two or more activities in the same category.

No	Community Service (engagement)	Maximum point	Indicators for setting evaluation points
1	Efforts exerted by the candidate to make her/his research finding solve community problems	2	<ul style="list-style-type: none"> - Demonstrate the importance of the research finding in the context of the community. - Present the research finding and relate the result of the finding with the immediate need of the relevant community. - Re-write the scientific finding so that it can be grasped by the general audience and disseminate it to the community (policy brief) <p>Evidences = recorded audio-video, certificate/testimonial letters from credible sources, copies of materials produced (in all cases, the credibility shall be decided by the academic unit)</p>
	Efforts made by the candidate in making use of her/his professional knowledge and skill for the benefit of the community at large	3	<ul style="list-style-type: none"> - Training given to the different sections of the community consultancy services provided (paid or unpaid) - Active membership in professional association or participation as leading positions in professional associations - Membership in different committees to improve quality of education, social service or conservation of environment, managing humanitarian disasters ...etc., organizing and leading management of humanitarian crisis ; - Taking part in journal editing, and reviewing of articles, for journals outside of Wachemo University

			<p>Evidence: proof of participation or contribution in a form of community leaders support letter, audio-video documentation of the training, certificate of participation, testimonial letters, contractual agreement with service users, materials produced</p>
	<p>Active participation as advisor to students <i>during their active engagement in community based works</i> (research, practicum, internship, other field works)</p> <ul style="list-style-type: none"> - Efforts exerted by the candidate in realizing his/her University's vision/philosophy - securing grants for supporting vulnerable community members 	2	<ul style="list-style-type: none"> - Participation in student supervision with evidence of strong and consistent support and positive outcome; being a supervisor could create an opportunity whereby the staff interacts with the community leaders and other section of the community. This may pave an opportunity for the staff to identify community problem and initiate an intervention project in his capacity or develop project proposals and submit to funding organizations for the benefit of the community <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Securing Research grants and grants for community services (from the University, local and international institutions). - Evidences: certificate of successful supervision of community based works of students (referring output produced like if the team has awarded for successful performance, solving community problems,, projects developed....
	<p>Leading initiating Community mobilization (sensitization) activities</p> <p style="text-align: center;">or</p>	2	<ul style="list-style-type: none"> - Campaigns on sensitization of a community on an agenda of higher value for the community - Effort in utilizing mass media programs to



			<p>promote or aware relevant community issues (being invited to give presentation or interview, chairing a forum, participating as committee member in a mass media program that hosts community sensitization programs).</p> <ul style="list-style-type: none"> - initiating and mobilizing resources sustainably. - contribution as writer, reviewer, or editors to the University's newsletter, local newsletters, and news agency, bulletins ...
6	Participation on policy making or advising at national or regional level	i	<ul style="list-style-type: none"> - Membership in national/regional steering committee for drafting policy or regulation procedures: - being country delegate for a cause on international forum (being selected as a merit of his professional contribution) - Contribution of the candidate research career on national or regional policy - Organizing, leading policy dialogue, conducting series of professional public lectures or panel discussions, inspirational speech <p>Evidences: certificates, audio-video recorded testimonial documents, written testimonial documents ...</p>

38.8. 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.

A. For Promotion to the rank of Assistant Lecturer and below:

- i. Effective teaching..... 60%
- ii. Participation in University Affairs..... 40%

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iii. Total..... 100%

B. For Promotion to the rank of Lecturer:

i. Effective teaching..... 50%

ii. Publications (authorship or co-authorship of an article in a reputable journal)
..... 30%

iii. Participation in University Affairs..... 20%

iv. Total..... 100%

C. For promotion to the rank of Assistant and Associate Professor

i. Effective teaching..... 40%

ii. Publications 35%

iii. Participation in University affairs..... 15%

iv. Professional and Community services..... 10%

v. Total..... 100%

D. For promotion to the rank of Professor

i. Effective teaching..... 35%

ii. Publications 40%

iii. Participation in University affairs..... 15%

iv. Professional and Community service 10%

v. Total..... 100%

E. Apart from the fulfillment of the individual criterion specified earlier, it is proposed that a candidate for the ranks of Assistant Professor, Associate Professor and Professor 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 lecturer and above.

F. The research articles presented for promotion to the rank of associate, and full professorship should delineate the applicant's line or area of specialization. Accordingly, for associate professorship, 50% of the research and for full professorship 75% of the research should indicate the applicant's specialization.

G. A professor is required to publish at least one article on the Top Quartile (A -level) journal.



38.9. Accelerated Promotion

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

- A. Every extra publication achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching.
- B. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (students', departmental and colleagues' evaluation).
- C. The extra publication should earn the candidate an additional score of 100 points above the score required to be achieved during a normal four-years-period service (a justifiable solo publication, or co-authored publications that add up to a score of 100 points).

39. Appointment and Promotion Requirements for Academic Staff

39.1. General provisions

- A. The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get five (5) additional points as affirmative action and given priority when they have tie points with male candidates.
- B. The maximum age limit for the appointment of academic staff shall be 35, 45 and 50 years for Bachelor degree, master and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

39.2. Graduate Assistant

- A. candidate with the qualification of a Bachelor's Degree in a three years and above programs and with a Cumulative Grade Point Average (CGPA) of 3.25 and above for males 3.00 and above for females, 2.75 and above for disables and candidates from developing and pastoral regions, 2.50 for candidates with more than one affirmative action beneficiaries.
- B. Recruiting Department shall recommend the appointment of the candidate and the respective AC shall approve it.



- C. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future employment as regular college/institute members after post-graduate education and/or after attaining promotion to the next rank.
- D. 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 and specialized study.
- E. A Graduate Assistant shall normally assume tutorial responsibilities but under exceptional circumstances he may be given teaching responsibilities as the level of lower division courses and under the supervision of a senior college/institute member, and he may be given the following duties:
 - i. Assist in the instruction of special types of classes as well as large classes under the supervision of regular college/institute members.
 - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the regular college/institute member to whom the course is assigned.
 - iii. Act as demonstrator in scientific and technical laboratory classes, provided that the planning and supervision of such classes remains with a regular college/institute member.
 - iv. Take over classes with the approval of the Dean of the College/Institute 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.
 - v. Assist in research activities under the supervision of senior staff members.



39.3. Graduate Assistant I

Appointment: A candidate with the qualification of a Bachelor's Degree in three years and above program and fulfills CGPA requirement under Article 35.1.

39.4. Graduate Assistant II

A. Appointment: A candidate with the qualification of a Bachelor's Degree in four years program and fulfills CGPA requirement under Article 35.2.

B. Promotion: One year of effective performance as Graduate Assistant I, and a minimum performance evaluation (3.50 and above) result by the Department Head, colleagues and students.

39.5. Assistant Lecturer

A. Appointment: A candidate with the qualification of a Bachelor's degree in a five-year program and fulfills CGPA requirement under Article 35.3

B. Promotion: One year of effective performance as a Graduate Assistant II; and a minimum performance evaluation (3.50 and above) result by the Department Head, colleagues and students.

39.6. Lecturer

A. Appointment

- i. Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization and fulfills CGPA requirement under Article 35.4 (A).
- ii. A candidate with the qualification of a Master Degree in two and above years program and fulfills CGPA requirement under Article 35.4(B).

39.7. Assistant Professor

A. Appointment: A candidate with the qualification of the Degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM Degree with specialty certificate.

B. Promotion

- i. The qualification of a Master Degree or MD/DVM Degree with no specialty certificate or equivalent; AND
- ii. A minimum of four years of effective teaching as a lecturer; AND
- iii. At least one publication in reputable journal or in some fields as architecture, music and the fine arts, two recognized and realized projects 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 a



teaching material for a specific course; or release of at least one technological package through a nationally accredited mechanism since becoming a lecturer; AND

- iv. Active participation in the affairs of the University; AND
- v. Rendering active service to the community at large; OR
- vi. A minimum of four years of effective teaching as a lecturer

39.8. Associate Professor

A. The qualification of a PhD Degree or equivalent or MD/DVM Degree with specialty and/or sub-specialty certificate or a Master's Degree or its equivalent; AND

B. Four years of effective teaching as an Assistant Professor; AND

C. Publications as provided hereunder;

- i. Two articles in a reputable journal published since last promotion; OR
- ii. One textbook or book based on original research; OR
- iii. Four realized artistic or professional projects or one published article and two realized artistic or professional projects; OR
- iv. One publication in a reputable journal and one teaching material for specific course positively evaluated by both internal and external evaluators; OR
- v. One publication in a reputable journal and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor; AND

D. Active participation in the affairs of the University; AND

E. Community service.

39.9. Professor

A. The qualification of a PhD Degree or equivalent or MD/DVM Degree with specialty and/or sub-specialty certificate or Master Degree or its equivalent; AND

B. Four years of effective teaching as an Associate Professor; AND

C. 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:

- i. Four articles in reputable journal(s) out of which, at least, one publication as first author; OR
- ii. A textbook and two articles in a reputable journal; OR



- iii. A book based on original research in one's area of specialization and one article in a reputable journal; OR
- iv. 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
- D. Active participation in the affairs of the University; AND
- E. Community service
- F. Additional Criteria for the rank of Professorship:
 - i. Average 3.25 of both external and internal evaluation would be considered for promotion,
 - ii. 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.
 - iii. A teaching material shall not be considered for promotion to professorship rank.
 - iv. The internal evaluator of the article or textbook or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the university Associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.
 - v. The external evaluators of the article or textbook or technology should have a Professor academic rank in the field of specialization.
- G. **Professor Emeritus:** Professors or associate professors who meet the requirements of sub article 8 of this article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of the senate statutes of the university.

40. Appointment and Promotion Criteria for Professional Librarians

40.1. Assistant Librarian V

B.A., B.Sc. or equivalent with at least a CGPA of 2.75; this CGPA requirement may be changed under special circumstances justified by the appropriate unit and approved by the AVP. However, such CGPA should not be less than 2.50.

40.2. Assistant Librarian IV

- A. B.A., B.Sc. or the equivalent; AND
- B. One year of effective experience as an Assistant Librarian V.



40.3. Assistant Librarian III

- A. B.A., B.Sc. or the equivalent; AND
- B. Two years of effective experience in a library after the bachelor's degree; OR
- C. The degree of Masters of Library and Information Science or its equivalent.

40.4. Assistant Librarian II

- A. B.A., B.Sc. or its equivalent; AND
- B. Four years of effective experience in a library after the bachelor's degree, three years of which must have been spent at the rank of an Assistant librarian III; OR
- C. The degree of Master of Library and Information Science or its equivalent; AND
- D. Two years of effective experience in library as an Assistant librarian III.

40.5. Assistant Librarian I

- A. The degree of Master of Library and Information Science or its equivalent; AND
- B. Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II; AND
- C. At least one publishable bibliography/catalogue favourably assessed by competent librarians, preferably senior advisors; AND
- D. Effective performance in any relevant teaching assignment; OR
- E. Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II; AND
- F. At least one publication in a reputable journal; AND
- G. Effective performance in any relevant teaching assignment; OR
- H. The degree of Doctor of Philosophy in library science or its equivalent.

40.6. Associate Librarian

- A. The degree of Master of Library and Information Science or its equivalent; AND
- B. At least seven years of effective library experience four years of which must have been spent at the rank of Assistant librarian I; AND
- C. At least two articles published in a reputable journal(s) since becoming Assistant librarian I; AND
- D. Effective performance in any relevant teaching assignments; OR
- E. The degree of PhD in Library Science or its equivalent; AND
- F. At least four years of effective library experience at the rank of Assistant librarian I; AND
- G. Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large; AND
- H. At least two articles published in a reputable journal(s) since becoming Assistant librarian I; AND



40.7. Librarian

- B. Degree of Master of Library and Information Science or its equivalent; AND
- C. Four years of library service as Associate Librarian; AND
- D. Effective teaching in the training programs of the University relevant to the library profession; AND
- E. Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science; AND
- F. Dedication to and creative participation in University affairs and in community services outside the University; OR
- G. PhD in Library Science or its equivalent; AND
- H. At least three years of effective library experience as an Associate librarian; AND
- I. Effective teaching in the training programs of the University relevant to the library profession; AND
- J. At least one text-book in the field of Library Science and two publications in peer reviewed journal; OR
- K. At least four articles published in a reputable journal(s) since becoming Associate librarian; AND
- L. Dedication to and creative participation in University affairs and in community services outside the University.

41. Appointment and Promotion Criteria for Technical Support Staff

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

41.1. Technical Assistant

**A. Technical Assistant
Appointment**

A candidate with the qualification of 10+3 or College Diploma or Level III or its equivalent from a recognized Institute, College or University with two years related experience from public higher institution.

OR

A candidate with the qualification of higher diploma /Level IV or its equivalent from a recognized Institute, College or University with zero year experience.



41.2. Senior Technical Assistant

Appointment

A candidate with the qualification of a Bachelor's Degree or its equivalent in a specific from recognized university.

Promotion

- a. A minimum of three years of effective service as a Technical Assistant for a candidate with the qualification of 10+3 or College Diploma or Level III.
- b. A minimum of two years of effective service as a Technical Assistant for a candidate with the qualification of Higher Diploma or Level IV.

AND

- c. Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

- d. Active and effective service in the University.

41.3. Chief Technical Assistant

A. Chief Technical Assistant I

Appointment

A Master's Degree or its equivalent in the specific or related field

Promotion

- a) Senior Technical Assistant with three years effective service for a candidate with the qualification of Higher Diploma or Level IV.

OR

Senior Technical Assistant with two years effective service for a candidate with the qualification of Bachelor degree.

AND

- b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

- c) Two published Lab/practical manual positively assessed by one internal and one external specialist in the area.



B. Chief Technical Assistant II

Promotion

- a) Chief Technical Assistant I with two years effective service

AND

- b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

- c) Two published Lab/practical manual positively assessed by one internal and one external specialist in the area.

42. Duties and Responsibilities of Academic Staff

The duties and responsibilities of an academic staff shall be in line with Article 32 of the Higher Education Proclamation 1152/2019, and include the followings:

- A. An Academic Staff of the University is required to be a 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 University and the nation having due regards to professional manner.
- B. An academic staff of the university shall design, develop and implement courses in an area of specialization following established university procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
- C. Without limitation to the generality of the provisions of sub-article A of this Article, a member of the Academic Staff at the University shall:
- i. Uphold the objective of higher education and the guiding principles applicable to the institution;
 - ii. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - iii. Treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid of oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
 - iv. Participate and play due role in curriculum development, review, enhancement and/or enrichment;

- v. Respect the constitution, higher education proclamation, legislations of the university and other pertinent laws of the country;
 - vi. 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 university in class rooms;
 - vii. Be evaluated for once performance by students, colleagues and the department head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
 - viii. Contribute to the best of once ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
 - ix. Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the university;
 - x. Educate, examine, and evaluate students;
 - xi. Conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
 - xii. Participate in university affairs as required;
 - xiii. Participate in organizing, directing and developing the activities of the respective academic unit as required by the university;
 - xiv. Render services to the university as full-time employment;
 - xv. Consult and advice students;
 - xvi. Accept teaching assignments in continuing and distance education programs;
 - xvii. Submit exams and grade reports on time to the academic units;
 - xviii. Use and properly handle all university properties;
 - xix. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the university;
 - xx. 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;
 - xxi. Accept additional teaching assignments when compelling circumstances arise in any academic unit of the university;
 - xxii. Submit periodic reports to the respective academic unit on assigned courses ,current research and/or study leave progresses;
- xxiii. Be empathic to the solidarity of the university community;

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- xxiv. Carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior university body;
- xxv. Within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
- xxvi. 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;
- xxvii. Arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by AVP; not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

43. Rights of Academic Staff

Without prejudice to other provisions of this legislation, and in line with Article 31 of the Higher Education Proclamation 1152/2019, every academic staff shall have the right to:

1. Exercise academic freedom consistent with the university's mission;
2. Conduct research and render consultancy services; Take research and sabbatical leaves to conduct research and studies beneficial to the university and the country in accordance with the provisions given in this legislation;
3. Be entitled to enjoy institutional mission bound and informed academic freedom;
4. Be entitled to further education and or training for professional development and subject to internal rules and regulations of the university;
5. Be promoted and assume new academic rank on the bases of merit in accordance with the university rules and regulations;
6. Enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by government as the economic condition of the country may permit;
7. Be adequately and timely informed of his/her performance results and of any records kept in his in his personal file without his prior knowledge;
8. Be informed appropriately, timely and regularly on the university plans, developments, directions, conditions, and performance results;
9. Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the university and through it in the service of people and the country;

10. Compete for academic offices and leadership positions on the bases of the applicable university criteria and be treated in selection process on the basis of merit and without any discrimination, transparent, or otherwise;
11. Elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
12. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

44. Salary Scale and Increments

While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate will periodically propose new salary scale and increment scheme to the appropriate government bodies. In addition, the Senate may decide on the benefits and incentives for academic staff.

45. Pay for Extra-Teaching Assignment

The University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payment shall follow the rates proposed for regular program by Ministry of Education/Ministry of Science and Higher Education.

46. Housing and Other Benefits

The University may provide housing or housing allowance for its teaching staff when possible. Detailed procedures shall be worked out pertaining to the housing policy of the University. University tuition fees for undergraduate may be waived for spouses, dependent children of the University staff and retired staff of the University based on the guidelines to be issued by Academic Staff Affairs Committee. University staff shall have priority to having access to the services and products provided by the University. The University shall establish mechanism for special rewards, prizes, honoraria and other incentives.



47. Teaching and Research Load

47.1. General Provisions

- A. **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 items that the Senate considers as a load.
- B. **Full work load** is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignment, student advising, etc.
- C. **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 practical lab work is the full responsibility of the course instructor, and not that of the lab assistant. The lab hour is a part of the main teaching load included in the curriculum, and should not be seen as extra work that is considered as overload.

- D. Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week.
- E. The teaching staff members of the University are expected to engage in research activities. However, not to take a big share of the teaching time, teaching staffs is not expected to be engaged in a research work for more than 25% of their time.

47.2. Measurement Unit for Teaching Load

- A. The teaching load of an Academic Staff shall be expressed in terms of **Lecture Equivalent Hours** (LEHs). A Lecture Equivalent Hour is normally one credit hour, and a credit hour requires three hours of workload.
- B. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses: **Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr) = Lecture contact hours.**



C. A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, dividing tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore, for such courses:

$$\text{Credit hours (Cr. Hr) in conventional system} = a + (b \cdot 2/3)$$

Where a = lecture hours in ECTS, b = tutorial hours in ECTS

D. A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS. Therefore:

$$\text{Credit Hours (Cr. Hr) in conventional system} = a + [(b \cdot 2/3) + (c \cdot 2/3)]$$

Where c = laboratory/practical hours in ECTS

Note: The total credit hours of a course= $a + [(b \cdot 2/3) + (c \cdot 2/3)]$

E. For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising etc. are expressed in terms of LEHs according to the following category:

- i. One undergraduate course credit = 1.0 LEH
- ii. One graduate course credit = 1.5 LEH
- iii. One hour Lab/Practical/ or Tutorial session..... = 0.67 LEH
- iv. One undergraduate student senior Project/essay advising = 0.33 LEH
- v. Undergraduate senior Project/essay group advising..... = 0.5 LEH*
- vi. One PhD student Dissertation advising = 2.0 LEH*
- vii. One PhD student Dissertation Co-advising = 1.5 LEH*
- viii. One Master's Thesis advising = 1.5 LEH*
- ix. Co-advisory for one Master's Thesis..... = 1.0 LEH
- x. Advising one medicine or veterinary student..... = 1.5 LEH

47.3. Class Sizes per Section

- A. Lecture for undergraduate program except for Language.....40-70 students
If the number of students exceeds 70, there should be assistant(s) /tutor(s) helping the lead instructor).
- B. Language courses40-50 students
- C. Lab/Field sessions.....30-40 students
- D. Tutorial and seminar classes except for language courses.....30-40 students
- E. For clinical attachment10-20 students



can only be considered for duration of essay or thesis advising.
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F. Lecture for graduate program..... 5-25 students

47.4. Teaching Load

A. A full teaching load in the regular program for the different categories of Academic Staff is recommended to be as follows:

- i. Full-time Academic Staff 12 LEHs
- ii. University Approved Project Coordinators/equivalent.....9 LEHs
- iii. Department Heads/Coordinators at Academic unit level/or equivalent.....6 LEHs
- iv. Associate/vice deans, college/institute level directors5.5 LEHs
- v. Deans, Directors and Coordinators at university level/equivalent5 LEHs
- vi. Campus heads /equivalent.....4 LEHs
- vii. Research staff3 LEHs
- viii. The Vice-Presidents may be required to teach maximum load3 LEHs
- ix. President.....0 LEHs

B. Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses. In case a course is offered to more than one section, each extra section will be treated as separate class.

47.5. Maximum Teaching Load

The total full teaching load of an academic staff, in both the regular and continuing education programs shall not be more than 18 Cr.Hrs per semester in order not to overload Academic Staff to the detriment of the quality of instruction.

In cases where academic units have serious shortage of staff and if there are no any other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate. In situations where weekends are used as working days, the workload may exceed the limit aforementioned, but such work schedules should be endorsed by the AC and approved by the AVP.

47.6. 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 specified in sub-article 5 of this Article for the regular program may be compensated in one of the following two ways:

- A. Proportional reduction in teaching load in the succeeding semester; OR
- B. Remunerative compensation at the prevailing rate for part-time employment in regular program



47.7. 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 AVP 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.

47.8. Research load

- A. Since an Academic Staff is expected to spend about 25% of the time in research and community service, an Academic Staff with continuous and approved research is required to have a full teaching load of only 9 LEHs and 3 LEHs of research and community service work.
- B. In case where more than one academic staff members are involved in research project, the three LEHs shall be shared among the researchers.
- C. The duration of every research project shall be determined by the appropriate office of the university.
- D. In a mega research project handled by team of researchers, and where each investigator is required to submit a report on his own study objective, there should be a similar teaching load reduction for all.

48. Leaves

48.1. Study Leave

- A. Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University 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 at the university level.
- B. For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:



- i. The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.
 - ii. The condition in "i" above is in line with the staff development plan of the University and approved by SDPSC.
- C. Payment of salaries to staff members on study leave shall be governed by the applicable government policy during the tenure of the leave.
- D. A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- E. An Academic Staff, who for acceptable reasons cannot complete the required studies within the originally granted period of absence, has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing M.A./M.Sc/LL.M. degrees and equivalent and a maximum of two years for those studying for PhD degree and equivalent. 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 SC/DC and the approval of AVP.
- F. The University 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 University.
- G. A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

48.2. Research Leave

- A. A full-time Academic Staff member who has served in the University 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.

- B. A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly 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 University for a Minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.
- C. Application for research 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 SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AVP. The AVP, in consultation with the SPSC, 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.
- D. Research leaves provided in this Article shall be granted with full pay and benefits.
- E. Research leave may be extended without pay for a period not exceeding six months on the condition that:
 - i. The academic Unit confirms that such extension will not seriously impede its academic or research programs;
 - ii. 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.

48.3. Sabbatical Leave

- A. A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:

- B. A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of

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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.

- C. The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.
- D. 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.
- E. A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.
- F. Application 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.
- G. The Head shall convene the SC/DC 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.
- H. The decision of the SC/DC shall be sent to the ASAC 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.
- I. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.



- J. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- K. 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.

48.4. Other Leaves

- A. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.
- B. A University-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 company of the latter provided that the study leave is at least two years long and that the University 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 University.
- C. 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:
 - i. The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.
 - ii. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
 - iii. 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 University.
 - iv. A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.



48.5. Accumulating Leaves

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

49. Tenure

49.1. General Provisions

- A. 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.
- B. A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Policy.
- C. Professors or associate professors who meet the requirements of sub-article (A) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
- D. The retirement age of an academic staff of the university may be extended by the university, for two consecutive sets of terms of three years each, where:
 - i. The staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
 - ii. The institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
 - iii. The staff has freely consented to extension of the retirement age.

49.2. Criteria for Awarding Tenure

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

- A. Holds the rank of Associate Professor or above and serve the university for a total of ten years or assistant professor with 10 years' service after holding such status ; and
- B. Demonstrates a desire to continue to serve the University as a staff member for an indefinite period; AND
- C. Has demonstrated throughout their professional career:
 - i. Scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
 - ii. Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.



49.3. Procedure for Awarding Tenure

The University may offer tenure appointments on request of the applicant, endorsement of the SC/DC and Approval of the Senate.

49.4. Rights of Tenured Staff

An Academic Staff member awarded tenure is guaranteed continued employment by the University 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 Academic Staff members.

50. 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 University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the SC/DC and approval of the senate standing committee for research and development.

51. Academic Staff Transfer

The minimum requirement for academic staff transfer request from other higher public universities with a Cumulative Grade Point Average (CGPA) of 2.75 and above in Bachelor degree for both male and female; with a master degree and having a Cumulative Grade Point Average (CGPA) of 3.00 and above for both male and female.

52. Arrest or Conviction

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

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53. Working for Other Institutions or Private Interest

1. An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the academic unit and approval of AVP, assigns duties for other institutions.
2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
3. No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the head of the academic units.
4. The provisions of this Article, however, 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 University working time.

54. Internationalization and staff mobility

As universities are geared towards enhancing their education, research and service qualities, their academic staff needs to forge collaborations and partnerships with relevant universities or institutions overseas for experience sharing, knowledge and skill transfer. They need to attend international conferences and seminars and short-term trainings. Budget for staff mobility, and clear policy and regulations are needed for internationalization and staff mobility. International offices should be organized to coordinate international programs, student exchanges, staff mobility and visa processing, etc.

55. Rewarding best performance

There should be a mechanism to incentivize staff and reward outstanding performance each academic calendar separately in the three mandate areas: excellence in teaching, excellence in research and excellence in community service. Clear guidelines and criteria for assessment should be developed, endorsed and communicated to all staff for competition and remuneration.

56. Breaches of Duty and Disciplinary Regulations Governing Academic Staff

56.1. Minor Disciplinary Offenses

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

- A. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- B. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;



- C. Inappropriate wordings and annoying intonation in speeches;
- D. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- E. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- F. Negligence of responsibilities and duties;
- G. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).

56.2. Serious Breach of Duties

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

- A. Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- B. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under this Legislation;
- C. 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 University or causes unjustified embarrassment to the University and harm to its programs;
- D. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- E. 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 University;
- F. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- G. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.



57. Type and Classification of Disciplinary Measures

Depending on the gravity of the offense, one of the following penalties 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

B. Fine up to one month salary

C. Fine up to three months salary

D. Withholding the next academic rank or salary increment up to the period of two years

E. Dismissal

58. Disciplinary Action by a Head of the Academic Unit

A head of academic unit may take measures stipulated in Article 57 sub article 1 (A & B) and sub article 2 (A & B) above. Any sanctions beyond these shall be referred to AVP. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the AVP, whereas appeal against AVP's decision shall be submitted to the President, within two weeks.

59. Academic Staff Disciplinary Committee (ASDC)

1. At each college or equivalent institute of the University, there shall be established Academic Staff Disciplinary Committee accountable to the respective dean of the college.
2. When there are cross-cutting disciplinary that cannot be seen by the college/institute level ASDC, or in events that the AVP finds it necessary to scrutinize the findings of ASDC, the AVP/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the campus from among the full-time staff members for a period of two years.
4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 6 hereof.



5. The university shall establish rules of procedures for ASDC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
6. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.
7. Proceedings before the ASDC may be initiated by:
 - A. The head of the academic unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
 - B. Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.
8. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.
9. The AVP, upon the recommendation of the ASDC, shall take the sanctions under Article 57 sub article 2 (C-E).
10. An Academic Staff member dissatisfied with the findings and recommendations of the ASDC and action taken by AVP may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.

60. Procedures for Program Development and Review

Needs assessment should be conducted with rigor and strong professional integrity. The needs assessment report should clearly demonstrate that all potential stakeholders have been consulted, market needs and employment demands over a period of time, presence of similar institution/s or organizations producing graduates needed for the market, the graduate profile needed, the skill gaps and competencies filled by launching the new program.

Composition of the team designing curriculum should be determined to include curricular experts besides subject specialists.

I. Needs assessment shall be carried out at two levels

- a. University/high level and program level need assessments is conducted centrally to understand the general needs and expectations of the stakeholders/society from the university. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the university.
- 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

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on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.

2. Drafting the curriculum involves the following detailed activities

- A. Identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)
- B. Developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
- C. Develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies
- D. Work out inputs required (facilities, human resource, etc)
- E. Determine admission and certification/graduation requirements

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 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.

Note:

- 1. The needs assessment result and gaps identified have to be presented at the review workshop. The gap has to reflect the graduate profiles or competences expected from the program.
- 2. Programs should identify minimum learning competencies against which graduates are assessed at final/ comprehensive exam.

4. Program approval

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

5. Quality Assurance

The quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).



PART IV: ACADEMIC RULES AND REGULATIONS/ Student Issues

61. Policy Premises

The University establishes relevant programs of study and research with a view to expanding higher education geared towards the overall effort of socio-economic development and the betterment of the standards of living of the Ethiopian peoples. In all its department, institute and schools, 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.

62. Academic Calendar

1. In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each running from September to June. In continuing education program (CDEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of Health Sciences (human and animal) [and veterinary medicine] may employ a system of annual rather than semester course offerings.
2. The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP and approved by the Senate. The University Calendar, among other things, shall provide the following:
 - A. Admission, readmission and registration; adding and dropping of courses/modules, examination periods, 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, date of submission of annual research progress reports to the office of the research and community service director, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.
 - B. Alignment of the University's academic calendar with national events and meeting schedules organized centrally by MoSHE/MoE. This entails transparent planning for effective collaboration and resource sharing among local institutions, determine more convenient time for staff and student mobility, increase students' accountability for their own learning.
 - C. Fixing at least two weeks of forced break/ vacation when campuses are totally closed for maintenance and renovation of buildings, equipment, systems and software. The



break for medical science/health science students and staff would be arranged alternately on the basis of batch or grouping recommended by the concerned staff.

63. General Provisions on Admissions to Undergraduate Programs

1. Admissions to undergraduate programs of any institution 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 Science and Higher Education
2. Admissions to all undergraduate continuing education programs shall be processed through the Academic units, in consultation with the University Registrar, according to policies set for such admissions.
3. The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission should be processed in line with the academic calendar of the host university. For the sake of maintaining academic quality and to maximize effort and commitment to their area of study, students cannot be admitted to more than one program at the same time in programs with the same modality. A student may be allowed to attend two programs with different modalities. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/DC and endorsed by the admission and placement committee (APC).
4. Without prejudice to other provisions of this Article and this legislation and other applicable laws, every institution shall admit:
 - A. For undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Science and Higher Education;
 - B. For second degree-level graduate studies, candidates who have completed their undergraduate studies with the academic results required by the institution; or, for doctoral programs, candidates who have second-level degrees and the academic results required by the institution;

64. Admission Requirements

64.1. Regular Admission

As per the criteria set by Ministry of Science and Higher Education



64.2. 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. A student who has successfully finished a set of particular modules which entitles him/her to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by Institutional Quality Enhancement and Assurance Committee (IQEAC).
- 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 disadvantaged areas, physically challenged people, people needing special training etc. may be granted by the decisions of the University.
- F. Students who demonstrate extraordinary performances in lower grades or high schools may be allowed to be enrolled in a university nearby when the university shows commitment to provide a scholarship and necessary supports in the area that the child/student demonstrates extraordinary potential and performance.

64.3. Admission Requirements for Continuing and Distance Education Program (CDEP)

- A. Admission to all full time and part-time studies for CEP are processed by the academic unit, in consultation with the university Registrar's office, as per the rules and regulations proposed by APC and approved by the University Senate.
- B. Special admission criteria developed by the Academic Unit Council and approved by the APC in consultation with the university registrar and AVP may be employed for special admissions of mature/gifted/talented students and for upgrading programs. This applies to students who demonstrate extraordinary performances in lower grades or high schools.
- C. University employees and their dependents can apply and register in the evening and special programs as per the rules and regulations of the University.



64.4. Part time Students Admission

Part time students are permanent employees of the University who would like to enroll on part-time bases and allowed to attend classes with the regular program. Students allowed can attend classes of the regular undergraduate Degree program. Admission as part-time student is not right but a privilege. Therefore, it should not be on the expense of the working hours of the University. Admission to the regular programs is granted by the college/institute Academic Commission and processed through the office of the registrar. For advanced standing part-time applicants, they have to deliver official copies of their records to the office of the registrar before admission is granted. These students must:

- A. Meet the admission requirements set by the University;
- B. Obtain the approval of the unit or college they are affiliated before applying for admission;
- C. Admission to the regular program for part-time students shall be given at least after one year of effective service.

64.5. Private Admission

Private applicants who qualify for admission requirement and produce evidence of financial support to full tuition fees and other expenses can directly apply to the University Registrar.

64.6. Advanced Level Admission

- A. A student may apply for advanced standing admission if he meets the requirements of ministry of science and higher education.
- B. The number of advanced standing students to be admitted shall be determined by the academic commission of each College/Institute.
- C. Given the availability of places, admission shall be on competitive bases.

65. Choice of Program of Study

65.1. Placement

- A. Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.
- B. Academic Units 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 and approved by the APC of the Senate.



- C. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
- D. 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.
- E. 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 institution of Regional governments justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.
- F. Regular students sponsored by embassies and foreign governments in line with bilateral agreements with Ethiopian Government shall be placed in the program their choice provided that the students meet the minimum entrance requirement for the program and that they provide letters from their embassies or consulate offices justifying the need for admission into the desired program
- G. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
- H. 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.
- I. 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.
- J. An applicant who believes that there was an error in the placement may report the case to the academic unit and university Registrar for review.
- K. The Academic unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University

65.2. Registration and Orientation

- A. Registration and orientation of students who are assigned by the Ministry of Science and Higher Education or accepted by the University takes place before the commencement of every semester or summer session.



- B. Announcement concerning the schedule for the registration will be made by the Registrar Office.
- C. During the orientation, each Department will present the main objectives and courses offered by the Department.
- D. The details concerning the procedure will be available in the student's hand-book that shall be prepared by the Registrar Office.

66. Major and Minor Fields of Study

When circumstances require, the University may design major and minor courses and the proportion thereof may be decided by the guidelines to be developed by ASCRC.

67. Transfer of Students

67.1. Full-time Programs

- A. A student may transfer from one program to another program within or across academic units on exchange base under the following conditions. All transfers must be processed by the University Registrar within two weeks following the beginning of classes.
 - i. If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approve the transfer
 - ii. If the transfer is between academic units within the same college, the college/institute dean in consultation with the respective academic units approve the transfer
 - iii. If the transfer is between academic units of the different colleges, the University Registrar, in consultation with the heads of the respective academic units, approve the transfer.
- B. Students who may be allowed to transfer to another program after first year first semester under special circumstances shall be responsible for all the consequences that such transfers may entail.
- C. Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
- D. Students in the same program may be allowed for a specific period of time to move for credit seeking to take some courses in another institution offering the same/similar program.



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

67.2. Transfer Cases from Other Higher Learning Institution

- A. Students may apply for transfer from other higher learning Institution to the office of the Registrar of the University before registration for the semester they are applying to.
- B. Students seeking transfer to the University from other universities should have stayed in their department or program of study of the previous University for at least **two semesters**; must have an active file and at least **two semesters'** grade with no dismissal academic status in their previous higher learning Institution. The student should not take less than 50% of the requirement at the host university. The transfer process shall be handled by the university Registrar and heads of academic units with the approval of the AVP. Inter-university transfer is allowed only when a student has justifiable social, economic, medical cases, disabilities and physical accidents.
- C. Student placement to institutions should address diversity, but also allow certain autonomy for each university to entertain request of the local community to enroll their children at the nearby institution.
- D. Students requesting a transfer to Wachemo University must obtain a written consent from Wachemo University and the Institution they want to leave.
- E. Any transfer application after registration will not be processed.
- F. Students applying for transfer should have a minimum CGPA of 2.00 and no "F", "NG", "I", and "Fx" grade(s) in their records or official transcripts, and no discipline records.
- G. A student who has been dismissed from Wachemo University cannot be re-admitted to the University by any form of transfer, but students dismissed from regular program can be admitted in CDEP.
- H. Students who got admission on transfer bases should present two copies of their official transcripts within one month after securing admission.
- I. Students shall be responsible for all the consequences that such transfers may entail.
- J. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

67.3. Undergraduate Continuing and Distance Education Program (CDEP)

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



- B. Students in CDEP (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.
- C. Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail waiver of tuition fee.
- i. Applicants must have accumulated 75% of the total credits required for graduation.
 - ii. 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.
 - iii. Transfer shall take place within the same programs only.
 - iv. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
 - v. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
 - vi. 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.
 - vii. All transferred students shall pay all fees applicable to CDEP. 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.
 - viii. Transfer requests in all undergraduate programs are allowed only for students with "Pass" academic status and with no "F", I & NG grades.

68. Academic Advisor/Guidance and counseling

1. Each student is assigned to one staff member in his/her academic unit department who serves as his/her Academic Advisor. Students should 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 University's senior administrators if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
4. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
5. Whenever there is change of advisors there should be proper handover of students' record.

69. Provisions on Modular Courses

General

1. All courses are expected to be modular.
2. While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two semesters.
3. All modules offered by the University shall have leaders/chairs, be numbered and the system of numbering modules and courses shall be based on national modular curricula harmonization guideline.

Courses in General Module Category

- A. All students pursuing undergraduate degree programs, diploma or certificates in the University shall satisfy the general education requirements of this Article.
- B. General module category courses consist of courses selected for the purpose of:
 - i. Enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
 - ii. Developing sound awareness in students' physical and social environment in which they will live and work.
- C. The number of general module category courses should depend on the extent of coverage of such courses in the curricula of preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

Elective Modular Courses

An academic unit should provide its students with opportunities to take a certain number of elective courses/modules. The proportion of electives to be taken in the upper and lower divisions should be recommended by the SC/DC and approved by ASCRC.

Phased-out Modular Courses

- A. Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.



- B. Students who have scored “F” in phased-out courses shall be required to remove their “F”s by taking equivalent modular courses as determined by the SC/DC of academic unit in which they are enrolled.

70. Semester Load for Regular Students

1. A minimum ECTS or credit hours for full-time regular students, especially females and special need students shall be 25 or 15 per semester, respectively. The maximum load shall not be exceeding 35 ECTS or 22 credit hours unless otherwise stated in the course catalogue/curriculum.
2. This minimum and maximum load does not include the university specific additional load which is 5 to 10 ECTS.
3. The maximum load for part time students is 16 ECTS or 9 credit hours.
4. The credit hour load per semester, number of years for completing a study program, learning contents, and the mode of assessment for students with disabilities should be flexibly modified/adapted in line with their unique learning needs and abilities.
5. Health programs having clinical attachments should not be allowed to be delivered in CDE modality.
6. The weekend program modality should be revisited in terms of intensity of workload per day, suitability for practical work and supervision.

71. Semester Load for Undergraduate Continuing Education Students

1. The normal load in evening & weekend programs shall be 14 to 18 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.
2. A student may be allowed to take up to 22 ECTS or 15 credit hours when:
 - A. The student secures a CANG or CGPA 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 12 to 14 ECTS or 6 to 8 credit hours.
4. The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 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.

72. Duration of Study and Validity of Modular Courses

Students enrolled in the University 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 from four to six years. Except 2010 and 2011 Academic year Enrolled students
2. The duration of study for undergraduate degrees in the continuing education programs may be six to eight years depending on the program. Except 2008-2011 Academic year Enrolled students.
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. However, the student will be certified for the modules or courses successfully finished.

73. 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 shall be 180 ECTS or 109 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 180 ECTS only applicable for old curriculum.
3. The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 240 ECTS.
4. The minimum total credit points for five years bachelor program shall 300 ECTS or 182 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 300 ECTS.
5. The minimum total credit points for six years bachelor program shall be 360 ECTS or 218 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 360 ECTS.



6. The proportion of time (lectures, laboratory works tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follow the approval of the SC/DC.
7. Courses are organized with a reasonable balance of theory with practices in the form of independent learning, practical engagement, exposure to different cultures and contexts when necessary through inter-university mobility (locally and internationally) in the form of credit-seeking transfers, student exchange programs, temporary co-learning placement in other institutions for resource and experience sharing.

74. Undergraduate Grading System

1. On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course. A student who scores below 40% shall get an F grade and may be allowed to repeat the course whenever the course is offered considering prerequisites and maximum load issues.
2. The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam) while the weight of the continuous assessment should not be less than 50%. Semester Average Number Grade (SANG/SGPA) is determined by dividing grade points earned in semester by the number of credit points in that semester.
3. The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.
4. 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.

- i. To an "I" (incomplete) by the SC/DC/AC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/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

- ii. To a "W" (withdrawn) by the Registrar 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



- iii. To a "DO" (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 7a hereof or has not produced evidence justifying a failure to sit for the exam(s).
5. "W", "DO" and "I" shall not play any part in the computation of the semester grade point average.
6. 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 University to the appropriate SC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic "F" grade.
7. If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the semester grade point average (SGPA/SANG) whether or not there is a change in the grade i.e. only, the new grade and credit hour will be considered in determining the status.
8. 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/SANG.
9. 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 giving a grade.

75. Grading Scale and Letter Grade System for Ethiopian Public Universities

The grading scheme for medical and veterinary sciences should be prepared by the respective programs staff and harmonized across universities.



Description of the Grading System

Raw Mark Interval-[100 %]	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
Raw Mark Interval-[100 %]	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
Raw Mark Interval-[100 %]	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
[95,100]	4.0	A ⁺	Excellent	First class with Great distinction
[85, 95)	4.0	A		
[80, 85)	3.75	A ⁻		
[75, 80)	3.5	B ⁺	Very Good	First class with distinction
[70, 75)	3.0	B		
[65, 70)	2.75	B ⁻	Good	First class
[60, 65)	2.5	C ⁺		
[50, 60)	2.0	C		
[45, 50)	1.75	C ⁻	Unsatisfactory	Lower Class
[40, 45)	1.0	D		
<40	0	F	Fail	Lowest Class



- A. A student who scored 'C-' and/or 'D' in a course/s can pass to the next semester if he/she has pass mark in Cumulative Average Number grade (CANG).
- B. If the 'C-' and/or 'D' grade is for a Module or for a course as module, he/she must re-sit for another exam with self-study to remove 'C-' and/or 'D' when module status determination is required.
- C. A student with good stand can pass the next semester and even can graduate if he/she scores 'D' and/or 'C-' in any course under module. Nevertheless, if the student is not in good standing, he or she should re-take the course in which he/she scored "D" and or "C".
- D. A student who scored "F" in a course/module must repeat the course for a maximum of two times. After that, if he/she repeats "F" grade, the student can request for course change/replacement or waiver as course allergic.
- E. The final grade of any repeated course shall be maintained regardless of the initial one.

76. Earning Credits on the Basis of Examination

In some circumstances students may earn credits on the basis of examination alone in certain modular subjects, if the students produce evidence that they have a prior knowledge of such subject matter. In such cases, the following conditions should be taken into account:

1. If an academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar's office to be approved by the ASCRC of the Senate.
2. Of the total number of credit points required by academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
3. Any student that can present sufficient and convincing evidence to the head of academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.
4. Registration to earn credits on the basis of examinations should be approved by the concerned SC/DC and ASCRC.
5. Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

77. Student Academic Achievements

1. At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.

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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 of 25 ECTS points/15 credit hours.
4. Grade report should be issued to applicants for semesters to which the status is determined by the SC/DC.
5. The academic status of part-time students is determined for a minimum of 25 ECTS points/15 credit hours, starting from the first admission date of the students.

78. Academic Standing of Undergraduate Students

78.1. Modular Courses

- A. A first year student whose first semester SANG is > 1.75 can pass to the second semester.
- B. A student who earned 2.0 (C) grade or above in all courses of a semester shall be in good standing.
- C. A student cannot register for a course for more than three times in anyway. In case the student scores "F" after three times, article 75 (D) will apply.
- D. Any readmitted student can repeat courses he/she scored "F", "D", and/or "C-".
- E. Any consecutive warning leads to academic dismissal.
- F. A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be [1.00-1.50]. for first year first semester students

78.2. First Year Students

- A. A student who, at the end of the first semester, receives an SGPA of less than 1.50 shall be dismissed for academic reason.
- B. student who, at the end of the first semester, receives Semester Grade point average (SGPA) of 1.50 up to 1.74 both inclusive shall be warned.
- C. If a student, who has been put on warning during the first semester, fails to maintain an SGPA of 1.75 and a CGPA of 2.00 during the second semester of the first academic year, he/she is subject to dismissal unless otherwise put on probation at the discretion of the academic commission.
- D. A student who, at the end of the second semester, receives either an SGPA of less than 1.75 or a CGPA of less than 2.00 shall be warned.
- E. If a student's SGPA is less than 1.75 and his/her CGPA is less than 2.00, the student is subject to dismissal.
- F. If a student fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.



78.3. Second Year and Above Students

- A. A student, who fails to achieve either SGPA of at least 1.75 or a CGPA of at least 2.00 at any semester, shall be warned by his dean. However, a student who fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.
- B. A student, who fails to achieve either SGPA of less than 1.75 and fails to maintain a CGPA of 2.00, subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right.
- C. A student, who for two consecutive semesters scores either a SGPA of less than 1.75 and if the CGPA is greater or equal to 2.00 is up on the decision of the respective AC can survive and register for the next semester as a probation student but not a pass student.

78.4. Discretionary probation

- A. The function of discretionary probation, which can only be granted by the respective Academic Unit, 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.
- B. At the end of the semester, each academic unit, pursuant to procedures fixed by its SC/DC, 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 SC/DC that:
 - i. Valid reasons exist to explain their low academic performance;
 - ii. Those causes for their academic deficiencies can be removed;
 - iii. The students can attain the required academic standard during the same semester in which they have been put on probation.
- C. An SC/DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.
- D. When students are placed on probation, their head of the academic unit will notify of 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.



- E. 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.

79. Class Attendance

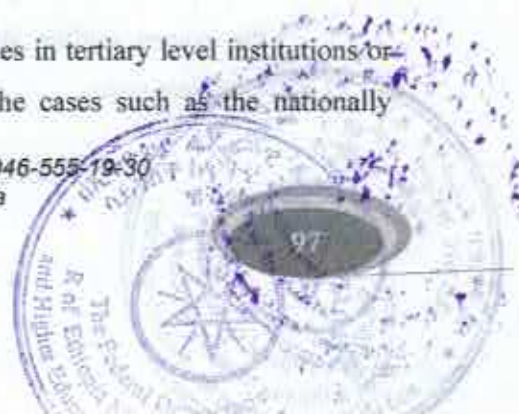
1. A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
 - A. Some program may demand 100% attendance where such full attendance is academically indispensable; and
 - B. Academic units 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.
 - A. 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.
 - B. 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.

80. Repeating, Adding, Dropping and Exemption of Courses

1. 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 allergy if he fulfils minimum credit points required for graduation.
2. A grade of a student for repeated exam shall be accepted as it is. The previous 'F' grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SGPA in the reporting period.
3. Adding and dropping of the courses shall be treated as per the University academic calendar.

Course exemption and credit transfer

Exemptions are allowed for students who had already done courses in tertiary level institutions or their equivalents with the same credit hours and content, or the cases such as the nationally



harmonized Ethiopian undergraduate curricula. Exemption in non-harmonized curricula should be allowed with some restrictions in line with the decision by university registrar for course equivalence in content, credit hour weight, provided that adequate evidences are presented for scoring a grade of C or above C.

Course exemption or credit transfer is not allowed for specially designed courses or tailor-made programs.

Course exemption is given to Advanced Standing student based on individual academic records and the regulation for it.

Exemption criteria:

The course title of both courses (already taken and to be taken) should be the same, similar or closely related;

- A. The description and/or outline of both courses should be the same or similar.
- B. The credit hours of the courses taken should be equal or greater than the course requested for exemption.
- C. Two or more related courses already taken and each passed with a score of C or above can be combined for one course exemption request if the descriptions fit into.

81. Examinations

81.1. General Provisions

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of module/course. However, some disciplines such as Medicine can set out their own general guidelines.

- A. 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).
- B. The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- C. 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 at the beginning of each module/course.



- D. 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 instructor 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 within three days following the administration of the exams.
- E. 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.
- F. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.
- G. Where common examination(s) have to be given for a course(s) taught by more than one module/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 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.
- H. 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 the completion of marking.
- I. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
- J. Final grades for all module courses shall be reviewed and endorsed by module/course team.
- K. Final grades shall be submitted by the instructor to the registrar and with a copy to the head of the academic unit on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- L. A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.
- M. 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.
- N. When, for reasons beyond control, the provisions of sub-article (N) 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.



- O. In those cases where the head academic unit 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 SC/DC for endorsement.
- P. Students have the right to see their corrected exam papers.
- Q. Official grade report forms shall be prepared by the registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.
- R. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- S. Grades shall officially be announced to students by the registrar.
- T. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.
- U. Standard-based exams shall be prepared and administered on each course. Each university is required to prepare its own guidelines for the implementation.

81.2. Periodic and Exit Examination

Students in the University shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:

- A. 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.
- B. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
- C. Exit exam, if any, should be identified with course title & code.
- D. The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.
- E. 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.
- F. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
- G. 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 fails for the third time.



81.3. Administration of Examinations

- A. The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the module/course team leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.
- B. 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.
- C. No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- D. 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.

81.4. Violations of Examination Regulations

- A. 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.
 - i. 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.
 - ii. Working on or being found in possession of exam papers other than one's own.
 - iii. 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.
 - iv. 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.
 - v. Sitting on an examination in a course for which one has not been registered.
 - vi. Taking an examination by proxy, i.e. through a secondary party.
 - vii. 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.
 - viii. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.



- ix. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - x. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- B. Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students
- i. 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.
 - ii. 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.
- C. 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.).
- D. 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.
- E. 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.
- F. 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 course instructor who in turn shall present to the academic unit head in which the student is enrolled.
- G. The Head of the academic unit shall present the case to the SC/DC which shall determine if there indeed been a clear case of cheating or of intended cheating. The SC/DC 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.

- H. In the event that the SC/DC 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/module. For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee.
- I. 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.
- J. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the recommendation of SC/DC and discipline committee and approval by AVP. 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 SC/DC and discipline committee and approval by the AVP.
- K. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
 - i. 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;
 - ii. 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 or in any other unit of the University system, that student's case shall be referred directly to the head of the academic unit or AC and AVP and the provisions sub-articles 4 (10 & 11) of this Article shall apply.

81.5. Remarking of Examinations

A student who is aggrieved by the grade obtained in a course shall have the right to petition for remarking their exam paper on the basis of the conditions set forth hereunder.

- A. The student has the right to see the results of their examination papers.
- B. The petition shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.
- C. 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.

- D. A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

81.6. Re-marking Procedure

1. Each academic unit shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require of the student to specify the reasons for disputing the earned grade.
2. Upon receipt of the petition for remarking, the Head of the academic unit will, 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 Head academic unit shall:
 - i. obtain all relevant exam papers and grade distribution scale employed by the instructor;
 - ii. Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.
 - iii. The Head of the academic unit 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.
 - iv. The Head of the academic unit shall then decide what grade to give to the student taking into consideration the grades given by the three Academic Staff members.
 - v. The module/course team leaders submit the final result to the head in three copies. The head then:
 - a. Signs and sends the hard and soft copy to the office of the Registrar;
 - b. Signs and sends one copy to the Head of the academic unit concerned; and
 - c. Signs and sends one copy to the course instructor.



- d. 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.
- e. If a student, upon petitioning 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 student of any allegations.
- f. The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module/course team leader which offers the course to the head of the academic unit in which the student is enrolled for disciplinary measures.

81.7. Make-up Examinations

- A. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for final 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.
- B. 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 within two weeks after the start of the subsequent semester.
- C. 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.
- D. Where the SC/DC 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", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- E. 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.



- F. 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) before the final examination of the course is scheduled to be administered.
- G. 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.
- H. Notwithstanding sub-article 7 (E) 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 University for academic reasons and apply for make-up exam as in Sub-Article 7(E) hereof. No SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- I. 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 7 (E) hereof.
- J. 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 7 (E) of this article.
- K. Any "I" grade not removed within a year as per the provisions of this Article shall be converted to an "F" grade.

81.8. Repeating Courses

- A. 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 SC/DC shall recommend an equivalent course.
- B. A student who has been allowed to repeat a course based on an original "D" and "C-" grade cannot repeat the course more than twice unless it is required to remove the student's academic deficiency for graduation.



- C. If a student repeating a course based on an original grade of "F", "D" or "C-" grade, scores an "F", the last "F" grade shall be final unless the student is allowed to take the course again. Previous grade(s) of "F", "D" or "C-" should 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 SANG/SGPA in the new reporting period.
- D. Students repeating courses in which they scored "F" grades must register for the course and carry out all academic activities pertaining to the course.

82. Re-admissions

A. Without prejudice to the provisions of sub-article 2 and 3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.

B. Re-admission of students in good academic standing:

- i. 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 will 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.
- ii. Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
- iii. 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. However, where there is an equivalent course such shall be done for the student.
- iv. Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.

C. Re-admission of academically dismissed students:

- ❖ A student may be readmitted after dismissal provided all of the following are fulfilled:
 - i. The dismissal was not due to acts of violation that resulted in his/her termination with the university;
 - ii. The student may apply for re-admission at least after one semester following withdrawal

from the University except for CDEP students who may apply for readmission at any
P.O. Box 667; Tel: +251-046-555-19-10; Fax: +251-046-555-19-30
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time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.

- iii. Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;
 - iv. 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.
- ❖ 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 CDEP as per the rules and regulations of CDEP program.
 - ❖ A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:
 - i. A first year student, dismissed at the end of the first semester with a SANG of not less than 1.3 or SGPA of not less than 1.25 shall be readmitted.
 - ii. A first year student dismissed at the end of the second semester with a CANG of not less than 1.50 or CGPA of not less than 1.67 shall be readmitted.
 - iii. A second year and above student dismissed at any semester with a CANG of not less than 1.60 or CGPA of not less than 1.75 shall be readmitted.
 - ❖ Any readmitted student may be allowed to repeat courses in which the student scored "F", "D" or "C-" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

83. Re-Examinations

1. Re-examinations shall be allowed for
 - A. 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
 - B. A graduating student.
2. The following shall be the conditions under which re-examination is to be granted:
 - A. The courses are those that the student had taken during the foregoing semesters of the program;
 - B. The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under sub-article 1(A) of this article, and



C. The student's CANG/CGPA must be such that 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,

- i. During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per sub-article 1 (A & B) of this article.
- ii. Any time during a study program.

D. A student who fails in the final year essay or project shall be allowed to re-register for the essay or project to have it completed during the subsequent semester.

E. The grade obtained for re-exam shall be recorded for the subject.

3. Time and Administration

A. Time

- i. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester.
- ii. 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.

B. Administration

The Academic Unit Head, on behalf of the SC/DC, 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/module instructor shall submit to the Registrar the grades of students within two days of the examination dates.

84. Small Academic Deficiencies at the Completion of a Study Program

1. Conditions

- A. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
 - B. The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
 - C. The SC/DC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of 1.7 or "C" in each of the courses the student is allowed to repeat, the student can fulfil the requirements for graduation.
2. A student who meets the above conditions (A-C) shall be allowed, as a privilege, the following: A student, who at the end of a study program, has a CANG of at least 1.65 or



CGPA of 1.95 shall be allowed to raise the CANG to >1.70 or CGPA to > 2.00 to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters.

85. Waiver

Where peculiar hardship and unique reasons exist, the ASCRC may, at the request of the concerned SC/DC, permit a waiver of course requirements for a particular student. The SC/DC, in recommending a waiver of the course requirements for a particular student, shall provide adequate justifications demonstrating existence of peculiar hardship and unique reasons. There could be circumstances where waiver cannot at all be allowed such as major area course(s).

86. Graduation Requirement of Undergraduate Program

General Requirements for Graduation:-

The following constitute Requirements for Graduation:

1. All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out program.
2. A Cumulative Grade Point Average (CGPA)/ CANG of 2.00 must be obtained;
3. No "F" grade in any course/module taken for undergraduate program
4. An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Council, register and repeat the course(s). In such a case the student shall pay all fees for the repeated semester(s).
5. A student, who fails to graduate due to CGPA/CANG less than 2.00 but above the required CGPA of 1.85 for three year and 1.92 for five year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored a "D" or "C-" grades. However, such repetition of courses should 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 semester(s).
6. 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".

87. 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 baccalaureate degree, has a CANG/CGPA ≥ 3.75 shall graduate with Great Distinction. If the student has CANG/CGPA between 3.25 and 3.74 the student shall graduate with Distinction.



88. The University Cup and Medal

1. The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each college/faculty.
2. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The SC/DC of each academic unit shall, each year, recommend to the Senate its outstanding student for the latter's approval.
3. CEP graduates shall be considered as a college. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The AC of each college/institute shall, each year, recommend to the Senate its outstanding student for the latter's approval.

89. Teaching Materials Preparation

1. One of the tasks of higher education scholars is to conduct problem-solving research and prepare teaching materials for their students. This is a vital tool for teaching-learning process and should be prepared according to the needs of the University and the country at large.
2. Extending support to the preparation of teaching materials and reference books is one of the main preoccupations of the Academic Program Evaluation and Implementation directorate of the University. Remuneration is provided for college/institute members that successfully produce teaching materials.
3. The teaching materials prepared by staff members of the university must be relevant to our country's needs and should take into consideration Ethiopia's objective realities without compromising qualities. These teaching materials are believed to alleviate the shortages of teaching materials in the university and the country at large. It is, therefore, necessary to set rules, regulations and procedures on the preparation of teaching materials for the University.
4. This regulation is believed to encourage and guide University staff members to write teaching materials. Therefore the university:
 - A. Extends support to the preparation of teaching materials.
 - B. Provides remuneration for college members that successfully produce teaching materials as indicated in regulations on teaching materials preparation in the University.
 - C. Teaching materials should be upgraded to textbook after 5 years.

90. Rules, Regulations and Procedures for the Preparation of Teaching Materials

90.1. The Need for Teaching Materials and determination of priority areas

The preparation of teaching materials should be encouraged by the University for the Following Main Reasons:



- A. To satisfy the needs for a specific course: In many courses, the available teaching materials do not reflect the Ethiopian objective realities and may not be relevant to the country's needs.
- B. Materials appropriate for a specific course may not be available.
- C. There may be shortage of textbooks and reference books for a specific course(s).
- D. Each department shall decide on the priority areas to be covered in the preparation and updating of teaching materials.

90.2. Requirements for the Preparation of a Teaching Material

When a teaching staff applies to produce a teaching material for a specific course in his department, the following major conditions should be met in order to obtain the permission:

- A. Academic competence of the author(s): The teaching staff should have taught the course effectively for at least 4 semesters or 2 years period.
- B. The teaching material accepted by the department should serve for at least five (5) years before it is replaced.
- C. Duplication of teaching material is not accepted at all and should have relevance within and outside Ethiopia.
- D. If two individuals apply to write a teaching material on the same subject, the more senior staff and the staff member with the particular specialization shall be given the chance to write on the subject.
- E. The teaching material should have an acceptable quality where new grounds are covered, whose approach is geared towards the need of the country and the university.
- F. The academic staff is expected to upgrade the teaching material in to a book after five years of use as a teaching material.

90.3. Procedures for the Preparation of Teaching Materials

- A. The Department/School/College/Institute should assess priority areas based on:
 - i. The Need for a teaching materials
 - ii. Availability of necessary references or materials
 - iii. Academic caliber of the author(s): Academic caliber of an author is evaluated and decided by a minimum of 2 years of experience in teaching the course. This shall be supported by recommendation from the department /school/Institute/College head/dean as to the ability of the author to carry out the task.
- B. Academic Standards and Curriculum Review Committee (ASCRC) of the senate approves the teaching material for fund supplies based on:



- i. Need for the teaching material based on the recommendation of the college/School. The University supports the task in:
 - ii. Allocating fund for the research and supplies.
 - iii. Fixing Time and Providing Facilities for preparation.
 - iv. Allowing the author to conduct the work with follow up from the university and department.
- C. Author's competence and teaching/research experience for a teaching material found acceptable after evaluation the University shall have the ownership right. Copies shall be placed in the University libraries for use by students and college members.
- D. Manuscripts already produced
 - i. Each responsible school or department shall determine the quality of the manuscript/teaching material in regard to its standard, extent of originality of information, and experience of the author.
 - ii. Each responsible college shall check the assessment by the school or department for the criteria mentioned above and approves or disproves the manuscript.
 - iii. The respective College shall select experts (1 internal and 2 external reviewer) to evaluate the manuscript. The evaluation system shall be anonymous.
 - iv. Reviewers should hold a higher academic rank than the author in the specific field. In situations where such reviewers are not available, an individual whose academic rank is equivalent to the author can be selected if the individual has more experience than the author in teaching the specific course and if he/she is strongly recommended by the Department/School head.
 - v. A manuscript accepted by 2 evaluators shall be accepted. A manuscript accepted by one evaluator and rejected by another 1 evaluators shall be reviewed by a third reviewer. A manuscript rejected by 2 reviewers will be rejected and accepted by 2 of the three will be accepted.
 - vi. A manuscript shall be evaluated by one internal evaluator and one external evaluator. In the event of lack of senior staff members in the University, the manuscript shall be evaluated by two external evaluators. The opinion of 2 of the evaluators will decide the fate of the manuscript.
 - vii. The Academic Standards and Curriculum Review Committee (ASCRC) has the final authority to accept or reject based on the judgment made by the evaluators.



The ASCRC shall inform the Staff Development, Promotion and Scholarship Committee (SDPSC) of the University for Implementation and honorarium.

90.4. Criteria for Evaluating the Quality of a Manuscript

The Department/School/College/Institute shall evaluate the quality of a manuscript according to the following criteria.

- i. Have a sufficient coverage of the core contents (at least 75%) of the course for which it is prepared.
- ii. Include the current views held by authorities in the field.
- iii. Have a practical approach to the subject dealt with.
- iv. Be prepared in as simple and comprehensive a manner as possible, taking in to consideration the level of understanding of its primary audience, the student.
- v. Comply with the rules, procedures and ethics of academic research.
- vi. Include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter.
- vii. Meet all other standards as to accuracy of facts.
- viii. Meet the existing situation of Ethiopia and compatible with other available materials.

90.5. Manuscript Already Prepared

- i. Any manuscript already prepared and found to meet the criteria established for a teaching material in accordance with these regulations, to all intents and purposes, shall be equivalent to a teaching material approved under these regulations. The author cannot request funds for supplies and other materials required for the preparation of the already prepared teaching material.
- ii. Special requirements for accepted teaching materials to be used for promotion and honorarium:
 - 1) A teaching material should be used for at least one year to be accepted as a criterion for promotion. The case shall be handled by the Staff Development, Promotion and Scholarship Committee (SDPSC) of the University.
 - 2) Where such a teaching material is the sole or major publication submitted as fulfilling the criteria for promotion to a senior rank (Assistant professor, Associate professor), it must be assessed by at least two external evaluators and one internal evaluator who are specialists in the field. If no specialist in the field is identified an evaluator of related field should be selected.



91. Honorarium for reviewers of teaching materials

An honorarium of teaching materials preparation shall be as per specific guidelines concerning teaching materials preparation.

92. Obligation of Author of a manuscript that qualify as teaching material

A teaching material already accepted should be upgraded to a textbook after five (5) years of use as teaching material. The author shall have the obligation to improve the quality of his work without any request of additional remuneration.

93. Ownership of teaching material

1. Ownership of any teaching material for which the author has been remunerated shall be vested in the University.
2. As an owner of such teaching materials, the university shall have the right to assign the upgrading of any teaching material to a textbook to another academic staff member, in a case where the author of the teaching material fails to discharge his obligation.

PART V: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

94. General Provisions on Graduate Program

1. Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Law (LL.M), and similar other post-graduate degrees. The academic unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.
2. The academic units shall function through Department Graduate Committees (DGC).
3. All University-wide policies, rules and regulations shall mutatis mutandis apply to the program.
4. Academic unit may run joint graduate programs in collaboration with other universities 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 should be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC shall propose staff with merit with lecturer rank (for masters program) and assistant professor (for PhD program) shall offer courses with the approval of AVP.

95. The Department Graduate Committee (DGC)

There shall be established a Department Graduate Committee (DGC), hereinafter referred to as the DGC.



95.1. Compositions and Term of Office

- A. The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the SC/DC.
- B. The term of service of elected members of the committee shall be three years.
- C. A member shall be eligible for re-election.

95.2. Duties and Responsibilities

The DGCs shall:

- A. Supervise all activities of the programs;
- B. Approve status of the students, and review and endorse grades;
- C. Prepare periodic reports on its activities and submit the same to the academic unit ;
- D. Recommend and/or approve a research adviser for each graduate student;
- E. Recommend members of examining board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;
- F. Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- G. Oversee settings of entrance examinations and screen candidates and approve for admission;
- H. Screen and assign graduate students eligible for teaching assistantship;
- I. Attend to all academic problems that concern the academic unit at graduate studies level;
- J. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- K. Approve graduate program course offerings and thesis research proposals of graduate students;
- L. Endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the senate and periodically assess and evaluate existing ones;
- M. Accomplish all other duties assigned by the SC/DC and the university
- N. Consider any matter entrusted to it by the senate or the academic unit head;

96. Admission to the Graduate Program (GP)

I. General Admission Provisions

- A. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.



- B. The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.
- C. The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

2. Admission Requirements for the Masters Programs

a. Academic Requirement

- i. The applicant must have completed the academic requirements for the Bachelor Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.
- ii. The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.

b. Non-academic Requirements

- i. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASCRC.
- ii. Academic units may also set appropriate work experience requirements after obtaining the bachelor degree subject to the approval of the ASCRC.
- iii. The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

c. Provisional Admissions

Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the SC/DC.

- i. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.
- ii. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the Academic units concerned, but shall not exceed one academic year.



- iii. A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- iv. A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.
- v. Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article C/iii of this Article.

d. Transfer of Postgraduate Students between Institutions

Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

- 1) Have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
- 2) Meet the special requirements of the program they are applying to.
- 3) Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

97. Enrolment and Registration at the GP

1. Application for admission into the graduate program is normally processed before the beginning of each semester.
2. A student has to submit an official transcript before registration and granting of official admission letter.
3. Every student of the PG 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.
4. The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

98. Program of Study for Graduate Studies

1. Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The program shall be based on thesis and course-work or course-work alone under special conditions. The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/or an



advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be approved by the DGC.

2. The DGC shall present its program of graduate studies to the SC/DC which, after careful consideration, shall present it to the ASCRC which in turn shall present it to the Senate for approval before implementation.
3. The DGC determines credits for all course work and thesis, which is to be approved by the ASCRC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

99. Credit Requirements and Course Load at the GP

1. A maximum of 15 credit hours per semester shall normally be regarded as typical full load for a full-time (regular) Masters candidate for programs requiring thesis work, whereas a maximum of 18 credit hours per semester is required for non-thesis programs.
2. A maximum of 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate. A PhD program shall never be handled in CDE modalities.
3. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.
4. Notwithstanding the provisions of sub-articles 1 and 2 hereof, the credit requirements for candidates shall be determined by the SC/DC.
5. The maximum total credit hours required for a Masters program shall be between 24-40 credit hours, while for a PhD program, it shall not exceed 24 credit hours.

100. Duration of Study at the GP

1. The Master's programs shall normally take two academic years for completion in all academic units.
2. No Master candidate may anticipate finishing a program in less than one and a half academic year.
3. A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC



and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.

4. A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the SC/DC.
5. The PhD programs shall normally take three to four academic years for completion in all academic units.
6. No PhD candidate may anticipate finishing a program in less than two academic years.
7. A PhD candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.

101. The Grading System at the GP

1. Examinations are graded on the following letter grading system with corresponding points.

Raw Mark Interval (100%)	Corresponding Letter Grade	Grade Points	Status Description	Class Description
[90, 100)	A ⁺	4.00	Excellent	First class with great distinction
[85, 90)	A	4.00		
[80, 85)	A ⁻	3.75		
[75, 80)	B ⁺	3.50	Very Good	First class with distinction
[70, 75)	B	3.00		
[65, 70)	B ⁻	2.75	Good	First class
[60, 65)	C ⁺	2.50		
[50, 60)	C	2.00		
< 50	F	0.00	Failure	Fail

2. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one "C" grade in all courses for Master and no "C" grade for PhD candidate.

102. Academic Status of Graduate Students

1. Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University 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 himself to the required level of academic achievement.



2. At the end of each semester, the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate 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 candidate 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 candidate 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 candidate placed on probation, the candidate shall be notified by the head of his status and what is expected of him 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. Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
6. A first year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
7. Any first year graduate 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. If a student (in sub-article 7) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
9. For research-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.
10. 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.
11. Consecutive probations are given a maximum of two times.



12. No candidate subject to dismissal may expect discretionary probation as a matter of right.

103. 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 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 SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
3. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
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.
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.

104. 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 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 SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
3. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
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.
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.



105. Withdrawal from and Readmission to the Graduate Program

105.1. Withdrawal

- A. A student who wishes to withdraw from the GP must consult and explain any reason to his academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
- B. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

105.2. Readmission

- A. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- B. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- C. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.
 - i. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
 - ii. If the University is unable to carry out the relevant program and advises the candidate accordingly.
 - iii. If the candidate is unable to continue due to force majeure other than those outlined in sub article (i) and (ii) of this article.
- D. A candidate who wishes to withdraw for reasons mentioned under sub article 2(C) of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.
- E. A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - i. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00.
 - ii. If the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.
- F. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.



- G. A candidate who withdraws from the GP without the approval of the concerned DGC as in 2(D) of this Article shall not be eligible for readmission.
- H. Where withdrawal is affected with the approval of the concerned DGC, a copy of the official withdrawal form submitted to the admission officer shall be accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted.
- I. Withdrawal made with the approval of the concerned 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.

106. 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.
 - i. The candidate must have very good reason(s) for requesting the transfer.
 - ii. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
 - iii. The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
 - iv. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
 - v. Dismissed students may not be allowed to transfer.
 - vi. The approval of the concerned DGC and SC/DC must be obtained.
- 2. Transfer of credits shall be determined by the academic units receiving the candidate.

107. Graduate Thesis

107.1. General Requirements

- A. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying a sounding methodology.
- B. A thesis shall constitute a partial fulfillment of the requirement for the Master's or PhD Degree, except in a program where it is not required.

107.2. Selection and Approval of Thesis Topic

- C. The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.



D. The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

107.3. Format of Thesis

The ASCRC shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

107.4. Submission of Thesis

- A. No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the SC/DC.
- B. A candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.

107.5. Procedures for Examination and Submission of Thesis

When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense. The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. Normally, internal members of the examining Boards shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

107.6. Thesis Evaluation and Rating

A. Evaluation

Based on the results of the open defense and assessment of the thesis by each member of the Board of Examiners, the Thesis that is defended shall be evaluated as follows:

i. Accepted

The Thesis is:-

- 1) Accepted with no change,
- 2) Accepted with minor changes to be made to the satisfaction of the advisor, or
- 3) 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.



- 4) If a thesis 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.

ii. Rejected

A thesis shall be rejected if:

- 1) The work does not meet the required standards; or
- 2) The work is plagiarized as judged by the examining Board; or
- 3) The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.
- 4) For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the SGS.

E. Thesis Rating

Name of the Candidate _____

Thesis Components	Points
(a) Abstract	(5%)
(b) Materials and Methods	(15%)
(c) Literature Review	(10%)
(d) Result and Discussion	(40%)
(e) Summary and Conclusion	(10%)

Defense Examination

(a) Manner of presentation	(5%)
(b) Confidence in the subject matter	(5%)
(c) Ability of answering questions	(10%)
Total	(100%)

Evaluation result (Excellent (A), Very Good (B⁺), Good (B), Satisfactory (B-), Fail (C))

Name of Examiner

Signature



NB: The Grading scales of each rank are as follows

Rank	Excellent	Very Good	Good	Satisfactory	Fail
(%)*	≥ 85	$75 \leq X < 85$	$60 \leq X < 75$	$50 \leq X < 60$	< 50
* Evaluation weight (%) = 0.5 x External examiner's + 0.35 x Internal examiner's + 0.15 x Chairperson					

- a. A Thesis 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 shall be rated "Fail".

107.7. Final Thesis

The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis and submit its recommendations to the SC/DC. Then the academic unit will accept five copies of the typed final thesis, both in electronic and hard copy and it will be verified by the DGC.

107.8. Publications

Normally a PhD graduate is expected to publish three articles in peer reviewed journal from the result of the thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journal.

108. Advisor-ship

- A. The DGC normally recommends the selected thesis advisor(s) to the SC/DC. The Thesis advisor(s) shall be:
 - i. A full-time academic unit member with the academic rank of Assistant Professor and above for Master program and Associate Professor and above for PhD.

OR

 - ii. A person(s) outside of the University in the required area of specialization with a PhD degree or MD 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 will be mandatory to have a co-advisor(s) from the University.
- B. The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts



- C. The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

109. The External Examiner

109.1. Purpose

The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and secondly, that the assessment system is fair.

109.2. Functions

- A. The main function of the external examiner is to serve as a member of the Board of examiners a determining role in examining and deciding the fate of the Thesis.
- B. The external examiner shall also comment and give advice on course content, balance and structure.

109.3. Selection and Appointment

- A. Normally, one external examiner is required for each student/Thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.
- B. The DGC selects external examiners and recommends to the SC/DC
- C. Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the SC/DC.
- D. The program seeking the appointment for an external examiner should submit to the SC/DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- E. In approving the nomination of an external examiner, the SC/DC shall ascertain the following:
- i. 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 (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the SC/DC on a case by case basis when presented to it by the concerned DGC.
 - ii. An external examiner in general must be external to the University.
 - iii. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.



- F. One external examiner should not be assigned per program for more than three Theses at any one time.
- G. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

109.4. Participation in Assessment Procedures

- i. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- ii. The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.
- iii. External examiners are encouraged to comment on the assessment process and the schemes for marking.

109.5. Discussion of Course Structure

Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures. Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

109.6. Reports

- A. External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- B. The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

110. Graduation and Award of Credentials to Graduate Students

A candidate who fulfills the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of SC/DC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.

PART VI: ORGANIZATION OF THE ACADEMIC UNITS AND OFFICES

111. Academic Units

Wachemo University shall comprise the following Academic Units.

- A. College of Engineering and Technology
- B. College of Natural and Computational Sciences
- C. College of Medicine and Health Sciences

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- D. College of Agricultural Sciences
- E. College of Business and Economics
- F. College of Social Sciences and Humanities
- G. School of Law
- H. School of Graduate studies (SGS)

112. College or School and SGS Councils

Each College, Institute and School of Graduate Studies shall have a council accountable to the Dean, the Scientific Director and the Vice President for Academic Affairs respectively.

113. Members of the College/School Council/Commission

- 1. Dean of the College or SchoolChairperson
- 2. Head of the teaching Departments/schools of the college.....Member
- 3. College/school Quality Enhancement & Assurance Coordinator Member
- 4. College/school Research CoordinatorMember
- 5. College/school Community Service CoordinatorMember
- 6. College/school Practical Education CoordinatorMember
- 7. College/school Continuing Education CoordinatorMember
- 8. One Academic Staff Representative of the college/schoolMember
- 9. Two Student Representatives (One Male and One Female)Member
- 10. Appropriate Members to be Assigned by the ChairpersonMember
- 11. Assistant Registrar of the College/school..... Member & Secretary

114. Committees of the College/school Council/Commission

- 1. The College/Institute Council shall have the following standing committees:
 - A. Academic Standards and Curriculum Review Committee (ASCRC)
 - B. Educational Quality Enhancement & Assurance Committee (EQEAC)
 - C. Research and Development Committee (RDC)
 - D. Staff Development, Promotion and Scholarship Committee (SDPSC)
 - E. Library, ICT and E-learning Committee (LICTEC)
 - F. Students Affairs Committee (SAC)
- 2. The Council shall establish ad-hoc committees to perform specific tasks.

115. Sessions of the Council/Commission

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



3. A campus which has two or more Colleges may form a joint Council to approve cross - College decisions whenever necessary.

116. Duties and Responsibilities of the Council

Subject to directives of the senate, the College/School or Institute Council shall have the following powers and duties:

1. Plan/arrange or co-ordinate and control the teaching-learning process and the setting/marking of examinations in the institute/College in accordance with rules and regulations approved by the Senate and issue general and specific guidelines for exercising these duties and powers;
2. Recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to studies and research in the College/School or Institute;
3. Submit for approval, by the senate, curricula of training and educational programs of the institutions;
4. Set criteria for students, related to education and disciplinary matters, with due consideration to directives of the senate;
5. Recommend to the senate honorary degree awards and education related prizes;
6. Examine and determine the award of the academic promotions of lecturers, assistant lecturers, graduate assistants and technical assistants, as per the internal regulations;
7. Recommend to the senate the award of the academic promotions of assistant and associate professorship;
8. Examine the employment of the academic staff; and decide on cases of scholarship, research and sabbatical leaves;
9. Consider and decide upon all cases presented to it through the College/School or Institute standing committees;
10. Promote research works within the College/School or Institute, issue guidelines on their execution, on the basis of regulations issued by the Senate and follow-up/monitor their implementations;
11. Review the missions and objectives of the College/School or Institute on a periodic basis and monitor their realization;
12. Promote the welfare of staff and students and ensure observance of discipline within the College/School or Institute;
13. Review grades and determine academic status of undergraduate students of the College/School or Institute every semester;
14. Recommend to the Senate the graduation of students of the College/School or Institute;

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15. Review and recommend budget proposals and allocate approved budgets for the various activities of the College/School or Institute;
16. Develop staff development schemes for the College/School or Institute; prioritize training programs for the staff and approve candidates for training;
17. Issue guidelines on conditions of engagement and remuneration for consultancy services in the College/School or Institute in line with the general University policies;
18. Receive and assess the results of the periodic evaluation of performance of the staff members of the College/School or Institute and direct the Dean on possible actions to be taken as a result of the evaluation;
19. Control academic/research functions in line with the rules and regulations of the University;
20. Determine the allocation and appropriate utilization of the physical resources of the College/School or Institute based on considered recommendations of the Dean;
21. Issue guidelines and procedures on the functions and activities of the AC standing committees established under Article 111 of this legislation as well the Department Assembly and its sub-committees established provided herewith this legislation;
22. Perform such other activities as may be assigned to it by the President and the Senate.

117. College Deans and First Year Students Director

1. Appointment

The President, in consultation with the AVP and AC of the College/School or Institute shall appoint a Dean from among the full-time teaching staff of the College/School or Institute. The manner of consultation consists of meeting with the AC or seeking the nomination of three possible candidates from whom the President can appoint one of them.

2. Terms of Office

- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The dean/scientific director may compete for one more term.

3. Accountability: The Dean and Scientific Director are accountable to the Academic Vice President.

4. Requirements

The candidate must have:

- A. At least a rank of lecturer;
- B. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- C. An appreciation of team spirit and demonstrated competence in coordination of activities;

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- D. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the University;
- E. An appreciation of information technologies and communications;
- F. Comprehensive knowledge and understanding of the University working environment;
- G. Commitment towards realization of academic mission of the University;
- H. Proven experience in creating and enhancing a customer service culture within the university.

5. Duties and Responsibilities

The Dean/Director, as the chief executive officer shall:

- A. Chair the College/School or Institute council;
- B. Plan, direct and supervise the teaching-learning processes, research and community services
- C. Facilitate the utilization of common resources across academic units;
- D. Assess the performance of academic units;
- E. Produce regular reports and provide information to the appropriate offices;
- F. Communicate information to and from the university senate/management;
- G. Execute the decisions and directives issued by the university senate/management;
- H. Oversees the academic quality of the College/Institute/School;
- I. Execute all decisions of the College/Institute/School/council in accordance with the rules and regulations of the University;
- J. Initiate new programs and promote multidisciplinary academic/research programs and revision of existing programs; closure or merger of programs; facilitate professional development trainings, public lectures, seminars, workshops, conferences and other non-formal educational programs;
- K. Issue rules and procedures for the proper administration of the College/Institute/School in line with the overall policies and regulations of the University;
- L. Ensure that the policies, rules and regulations of the University are well communicated and implemented;
- M. Promote external links with relevant institutions in consultation with the President and the Vice Presidents;
- N. Facilitate the university image building activities;
- O. Plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students;



- P. Ensure the proper handling of student records in the College/Institute/School in accordance with guidelines set by the university;
- Q. Charter duties and responsibilities to coordination offices and units under their auspices;
- R. Carry out other relevant tasks assigned to him by the President/Vice presidents and the College/Institute/School Council;

118. Dean of SGS

- 1. Appointment:** The President, in consultation with the AVP shall appoint the SGS Dean and the appointment shall be merit based.

Terms of office

- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The Dean may compete for one more term.

- 3. Accountability:** The Dean is accountable to the Academic Vice President.

4. Requirement

The candidate must have:

- A. At least a rank of assistant professor;
- B. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- C. An appreciation of team spirit and demonstrated competence in coordination of activities;
- D. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
- E. An appreciation of information technologies and communications;
- F. Comprehensive knowledge and understanding of the university working environment;
- G. Commitment towards realization of academic mission of the university;
- H. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and Responsibilities

The Dean, as the chief executive officer of SGS shall:

- A. Be a secretary of the SGS council;
- B. Plan, direct and supervise the learning – teaching process of SGS.
- C. Facilitate and coordinate the utilization of common resources across colleges/institutes/schools intended for graduate studies;
- D. Produce and submit regular reports and provide information to the appropriate offices;



- E. Identify candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with University rules and regulations;
- F. Ensure the proper management of graduate students' record;
- G. Communicate information to and from the university management/senate;
- H. Implement the decisions and directives issued by the SGS council/AVP;
- I. Oversee the academic quality of graduate programs;
- J. Advise the College/Institute/School on the launching of new programs, revision of existing programs and dissolution or merger of programs;
- K. Promote external links with relevant institutions in consultation with the president and the vice presidents;
- L. Build the image of the university by providing appropriate and full information on the activities of the SGS;
- M. Facilitate the participation of professionals from outside in support of teaching and research in the SGS;
- N. Plan and execute schemes and programs that promote academic excellence;
- O. Execute SGS related decisions of the senate;
- P. Perform other relevant tasks assigned to him by the senate/AVP.

119. Department Assembly/Council (DA/DC)

- 1. Each Department of the University shall have Department Assembly (DA/DC).
- 2. The DA/DC is composed of all full time teaching staff of the Department; and chaired by the department Head;
- 3. Quorum shall be 50% + 1 of the number of teaching staff in the Department at the time;
- 4. Subject to the rules and procedures of the AC, the DA/DC shall have its own rules of procedure;
- 5. The DA/DC shall have the following sub-committees:
 - A. Academic Standards and Curriculum Review sub-committee;
 - B. Research and Development sub-committee;
 - C. Staff Evaluation sub-committee.
 - D. Exam and Grade Review and approval sub-committee;
 - E. Quality Enhancement and Assurance sub-committee;
 - F. Course Offering sub-committee
- 6. The DA/DC shall have ad-hoc committee when deemed necessary.
- 7. Powers and Duties of DA/DC



The DA/DC shall:

- A. Prepare the Department's short and long term objectives, plans and programs, and necessary budgets for their execution and submit the same to the Dean through the Department head;
- B. Recommend to the APC criteria for the selection of students joining the Department;
- C. Ensure that all examinations for undergraduate courses are reviewed by the curriculum and standard sub-committee for completeness of content, rigor and soundness;
- D. Review grades and recommend the academic status of undergraduate students to the AC every semester;
- E. Recommend graduation of undergraduate students;
- F. Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department;
- G. Recommend to the Dean, through the Department head regarding:
 - i. Promotion of the well-being of the staff and the students of Department;
 - ii. Staff development scheme for the Department; and
 - iii. Scholarships, fellowships, prizes and other awards to students of the Department;
- H. Recommend to AC, through the Department head, the appointment and promotion of staff of the Department;
- I. Recommend to AC scholarship award as well as research and sabbatical leaves of staff of the Department;
- J. Review and approve research proposals and funding presented to it through its research and development sub-committee;
- K. Promote and co-ordinate consultancy services in the department; and insure that procedures for their proper conduct are adhered to; and
- L. Consider and decide on disciplinary cases of students pertaining to academic matters;
- M. Co-opt and invite to its meeting any member of the staff of the Department in the course execution of its task. Such invited members shall not have voting rights;
- N. Conduct teachers and students' appraisal and evaluation; examine complaints thereof;
- O. Standardize and supervise examinations and academic evaluations systems;
- P. Determine teaching material selection and preparation of courses, and approve distribution of teaching load to staff members;



- Q. When it deems necessary, appoint ad-hoc subcommittees to perform specific tasks;
- R. Approve students' grade and exams;
- S. Support and facilitate quality improvement and innovation in curriculum and learning-teaching systems;
- T. Monitor the financial and personnel management of the department;
- U. Undertake such other similar duties assigned by the department head;

120. Department Heads

1. **Appointment:** The Dean of the College/institute, in consultation with AVP, shall appoint the Department Head from among three candidates elected by the DA/DC from the full-time academic members of the Department with the rank of Lecturer or above.
2. **The term of office:** The term of office of a Department Head shall be three years.
3. **Accountability:** The Department Head shall be accountable to the Dean/Scientific Director of the College/Institute.
4. **Requirements:** The candidate must have at least a rank of a lecturer and have an excellent proven leadership ability and motivation; an appreciation of team spirit and demonstrated competence in coordination activities;

5. Duties and Responsibilities

The Department Head Shall

- A. Act as the chairperson of the DA/DC;
- B. Direct the teaching and research activities and community services of the Department;
- C. Promote the enhancement of the quality and relevance of teaching and research in the Department;
- D. Follow up and execute the decisions and recommendations of the AC and the DA/DC;
- E. Seek to provide opportunities for educational and professional development of the staff and students of the Department;
- F. Follow up on the processing of appointments, promotions, salary increments and other benefits due to the staff members of the Department in accordance with the rules and regulations of the University;
- G. Ensure the efficient running of the Department;
- H. Prepare plans, programs and budgets for the activities of the Department and closely supervise the implementation of approved plans, programs and budgets;
- I. Create conducive atmosphere for the expansion of academic, research and community service efforts in the Department.



- J. Assign an academic advisor for each student to help him in his education; and
- K. Assign advisors for senior essays or projects and examiners for the same.
- L. Supervise the proper use of resources within the Department;
- M. Ensure that teaching staff members of the Department submit periodic consultation with the DC/DA, take appropriate actions on issues reports on their teaching, research activities and community services and, in such reports;
- N. Keep records of activities of every staff member of the Department to serve as inputs for evaluation of staff members. Such records inter alia shall include reports on research work, publications, conference papers and talks, status of works in progress during that year, community services and participation in University affairs;
- O. Conduct performance evaluation of each staff member at the end of each semester
- P. Ensure that students' evaluations and peer reviews of staff members of the Department are properly conducted and the necessary reports are submitted to the Dean as per procedures on these matters;
- Q. Keep properly the academic records of students of the Department;
- R. Delegate his power to another full-time academic staff member of the Department, when necessary;
- S. Set out on how to nominate part-time instructors;
- T. Submit quarterly, semester and annual report to the dean;
- U. Carry out other relevant tasks assigned to him by the Dean/AC;

121. Directors and Academic Officers

The following are directorates and offices of the university in academic and student related affairs.

1. Academic Program Evaluation and Implementation Directorate.
2. Institutional Quality Enhancement and Assurance Directorate
3. Information and Communication Technology Directorate
4. Research and Development Directorate
5. Community Services and Engagement Directorate
6. Students' Social Services Directorate
7. University Registrar and Alumni Directorate
8. Staff Affairs Directorate
9. Public Relation Affairs Directorate
10. Internationalization and Partnership Directorate
11. Continuing and Distance Education Program Directorate



12. Library and Documentation Service Directorate
13. Practical Education Directorate
14. Institute of Training and Consultancy Directorate
15. Institutional Reform Management Directorate
16. University-Industry Linkage Directorate
17. Post Graduate Studies Directorate
18. Institute of Indigenous Knowledge Directorate
19. Pedagogical Training Center Directorate
20. First Year Students Affairs Directorate
21. President office head

122. Academic Program Evaluation & Implementation Directorate (APEID)

1. **Appointment:** The president in consultation with AVP shall appoint the Director and the appointment shall be merit based.
2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The director may compete for one more term
3. **Accountability:** The Director is accountable to the AVP.
4. **Requirement:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in curriculum design, academic program leadership and measurement and evaluation; an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications; comprehensive knowledge and understanding of the university working environment;
 - G. Commitment towards realization of academic mission of the university;
 - H. Proven experience in creating and enhancing a customer service culture within an organization.



5. **Duties and responsibilities:**

The Director

- A. Oversees the academic staff recruitment, scholarship and promotion process based on the needs, requirements and standards of the university.
- B. Oversees the needs, requirements and standards for academic staff recruitment;
- C. Coordinates resource distribution for learning – teaching;
- D. Supervises teaching, research and community services load distribution of the academic staff;
- E. Directs course and program evaluation;
- F. Assists departments in developing standards for academic resource centers like classroom technology, laboratories, etc.;
- G. Advises on the regular reviews of curricula, initiation of new courses, cancellation of obsolete ones and merger of courses;
- H. Monitors the effectiveness of programs and their compliance with the University's academic policies and procedures.
- I. Facilitates the validation, monitoring and review of programs and courses;
- J. Develops polices and instruments for academic program evaluation;
- K. Develops academic program standards;
- L. Support the design of academic calendar and ensures academic activities are accomplished accordingly;
- M. Charter duties and responsibilities to coordination offices and units under their auspices;
- N. Carries out other relevant tasks assigned to him by the Vice President for Academic Affairs

123. Academic Staff Affairs Directorate (ASAD)

- 1. **Appointment:** The president in consultation with AVP shall appoint the Director and the appointment shall be merit based.
- 2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The director may compete for one more term
- 3. **Accountability:** The Director is accountable to the AVP.
- 4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;



- B. Broader experience in curriculum design, academic program leadership and measurement and evaluation; an understanding of dynamics in academics and research trends;
- C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
- F. An appreciation of information technologies and communications; comprehensive knowledge and understanding of the university working environment;
- G. Commitment towards realization of academic mission of the university;
- H. Proven experience in creating and enhancing a customer service culture within an organization.

6. Duties and responsibilities

The Director:

- A. Participates in academic staff recruitment, scholarship and promotion process;
- B. Plans and reports ASA directorate office works accordingly;
- C. Directs, coordinates and follows up academic staff evaluation;
- D. Assists the appointment and promotion process of academic staff;
- E. Assists departments in developing academic resource centers like offices, internet centers, recreation centers, etc;
- F. Manages staff housing issues;
- G. Follows up academic staffs related payment issues;
- H. Follows up academic staffs status on study leave, and academic staffs profiles on duty;
- I. Ensures the conduciveness of teaching-learning environments for the academic staffs;
- J. Prepares annual and semiannual staff development plans;
- K. Carries out other relevant tasks assigned to him by the Vice president for Academic Affairs/Senate;

124. Institutional Quality Enhancement & Assurance Directorate (IQEAD)

- 1. **Appointment:** The president in consultation with Vice Presidents shall appoint the Director and the appointment shall be merit based.
- 2. **Terms of office:**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.



- B. The director may compete for one more term.
- 3. **Accountability:** The Director is accountable to the President.
- 4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experiences in academic quality enhancement and assurance in accordance with standards, curriculum design, academic program leadership and measurement and evaluation; an understanding of dynamics in academic, research and community services trends, activities and dynamics;
 - C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications;
 - G. Comprehensive knowledge and understanding of the university working environment;
 - H. Commitment towards realization of academic mission of the university;
 - I. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and Responsibilities

The Director:

- A. Prepares the annual plan of the Directorate based on the University's strategic plans;
- B. Plans the internal audit of teaching-learning, research and community service activities and processes of the University;
- C. Leads, coordinates and supports quality assurance and enhancement processes of the University;
- D. Advises Academic Program Evaluation and Implementation office on reviews of curricula initiation of new programs, cancellation of obsolete ones, and merger of courses;
- E. Leads the implementation of the internal and external auditing in the university;
- F. Monitors and evaluates the quality and effectiveness of academic research and community service activities;
- G. Prepares plans for budget allocating and controlling;
- H. Assists and coordinates colleges/institutes/schools self-evaluations;



- I. Designs quality review checklists and documents;
- J. Plans and coordinates trainings to staff on academic quality care;
- K. Assesses how programs and courses are approved, monitored and reviewed;
- L. Monitors how classroom teaching is conducted and how students are assessed;
- M. Coordinates and supervises all activities carried out by the different units of the university;
- N. Answers questions from all stakeholders regarding the quality assurance and enhancement policies and implementations of the institution;
- O. Creates relationships with other bodies outside the university on quality related issues;
- P. Advises on Quality Assurance and enhancement matters in all academic programs;
- Q. Selects ad hoc teams which will take part in auditing programs, courses, etc;
- R. Prepares the quality audit and enhancement reports of the Directorate;
- S. Charters duties and responsibilities to coordination offices and units under their auspices;
- T. Carries out other relevant tasks assigned to him by the President/senate/management of the university.

125. Information Communication Technology Directorate (ICTD)

- 1. **Appointment:** The president in consultation with Vice presidents shall appoint the Director and the appointment shall be merit based.
- 2. **Terms of office:**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The director may compete for one more term.
- 3. **Accountability:** The Director is accountable to the Business and Development V/President.
- 4. **Requirements:** The candidate must have:
 - A. At least a masters degree;
 - B. Broader experience and extensive background in affinity with ICT; an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications;



2. Terms of office

1. Appointments will be subjected to three months probationary period and shall last for three years.
2. The director may compete for one more term.
3. **Accountability:** The Director is accountable to the Vice President for Research and Community Services.
4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in research and development activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications;
 - G. Comprehensive knowledge and understanding of the university working environment;
 - H. Commitment towards realization of academic mission of the university;
 - I. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and responsibilities

The Director

- A. Plans, organizes, leads, manages and controls the activities of all research programs;
- B. Develops, recommends and implements policies and administrative procedures for research programs;
- C. Follows up the proper implementation of policies, rules and regulations for research programs;
- D. Makes recommendations for fostering the development of research programs;
- E. Facilitates the development of interdisciplinary research programs in consultation with the units concerned;
- F. Coordinates internal and external assistance for research programs and allocate resources in consultation with the bodies concerned;



- G. Develops work program (strategic plan) for efficient management of existing and expanding research programs, and opening new ones;
- H. Develops plans, sets priorities for establishment of core laboratories and research facilities and oversees the implementation of plans;
- I. Promotes the development of appropriate incentive schemes in the university for researchers;
- J. Follows up the formulation of the research coordination structure of the University;
- K. Evaluates existing research capacity and identify gaps and priority areas for capacity building;
- L. Follows up implementation of plans for research capacity building including establishment of core laboratories and other research facilities;
- M. Identifies thematic research areas of the university;
- N. Coordinates and facilitates research activities (call for proposals, receive concept notes and CVs of researchers, regroup researchers based on merit, assigns principal researchers, allocates startup fund for proposal development);
- O. Coordinates and facilitates collaborative research programs with donors and funding agencies;
- P. Coordinates, registers, monitors and follows up research and related activities;
- Q. Checks regular progress reports on the research programs;
- R. Prepares periodic reports on research activities in all colleges/schools/institutes;
- S. Prepares and disseminates research outputs;
- T. Prepares periodic performance report to the appropriate authority of the University;
- U. Links PhD and masters researches with thematic, sponsored research projects, grants and external funding;
- V. Charters duties and responsibilities to coordination offices and units under their auspices;
- W. Performs any other duties as may be required by the Vice President for Research and Community Services.

127. Community Service and Engagement Directorate (CSED)

- 1. **Appointment:** The president in consultation with RCSVP shall appoint the Director and the appointment shall be merit based.
- 2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.



- B. The Director may compete for one more term
3. **Accountability:** The Director is accountable to the Vice President for Research and Community Services.
4. **Requirements:** The candidate must have:
- A. At least a rank of lecturer;
 - B. Broader experience in community based development activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications;
 - G. Comprehensive knowledge and understanding of the university working environment;
 - H. Commitment towards realization of academic mission of the university;
 - I. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and responsibilities

The Director:

- A. Coordinates, facilitates and guides training and consultancy services;
- B. Delivers training and consultancy services to various stakeholders in the areas of their needs and requests.
- C. Promotes trainings and consultancy services on various professional and technical areas, and provide the services competitively with best quality.
- D. Ensures that the participating departments/schools/center/unit/colleges/institute and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
- E. Ensures that the University benefit financially from the training and consultancy services provided to various organizations and communities;
- F. Promotes, supports and facilitates staffs' and students' engagements in community development activities through different mechanisms such as practicum, community development centered curriculum designing for training, leaflets, bulletins and mass media;



- G. Guides and facilitates organization and documentation of knowledge and innovations generated and developed by each department/program for dissemination and application by target communities;
- H. Guides and supports Departments in their effort to facilitate delivery of outreach and community engagement services in the areas of excellence of the department
- I. Organizes public lectures and seminars on current issues and community concerns.
- J. Plans, directs and supervises enterprises and business units of the university and create an entrepreneurial culture;
- K. Directs the implementation of agreements and projects related to its domain with other organizations;
- L. Charters duties and responsibilities to coordination offices and units under their auspices;
- M. Performs any other duties as may be required by the Vice President for Research and Community Services.

128. Students' Social Service Directorate (SSSD)

1. **Appointment:** The president in consultation with ASSVP shall appoint the Director and the appointment shall be merit based.
2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The Director may compete for one more term
3. **Accountability:** The Director is accountable to the Vice President for Administration and Students' Service.
4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
 - F. Comprehensive knowledge and understanding of the university working environment;



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

5. Duties and responsibilities:

The director:

- A. Supervises all activities relating to student dormitories, cafeteria, health care, counseling and guidance;
- B. Orients students to rules and regulations of the university;
- C. Coordinates social, cultural, sports and other recreational activities of students;
- D. Organizes programs to obtain and provide financial aid for students;
- E. Prepares and updates student handbooks in collaboration with the university registrar;
- F. Initiates and handles disciplinary proceedings in consultation with the concerning dean or director;
- G. Supervises the implementation of disciplinary decisions in consultation with the concerning dean or director;
- H. Oversees the student union and clubs that operate under the union;
- I. Plays a mediatory and advisory roles regarding major student services such as library, registrar, security, academic and administrative services;
- J. Coordinates activities directed to assist disadvantaged students;
- K. Ensures student service center staff members are customer oriented in their service provision;
- L. Supports student career development activities;
- M. Ensures proper utilization of resources;
- N. Charters duties and responsibilities to coordination offices and units under their auspices;
- O. Performs any other duties as may be required by the vice president for administration and development.

129. The University Registrar and Alumni Directorate

1. **Appointment:** The president in consultation with AVP shall appoint the Director and the appointment shall be merit based.
2. **Terms of office:**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The Director may compete for one more term

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3. **Accountability:** The Director is accountable to the Academic Vice President.

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

- A. At least a rank of lecturer;
- B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
- C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
- F. An appreciation of information technologies and communications;
- G. Comprehensive knowledge and understanding of the university working environment;
- H. Commitment towards realization of academic mission of the university;
- I. Proven experience in creating and enhancing a customer service culture within an organization.

5. **Duties and responsibilities**

The Director:

- A. Develops and implements proper mechanisms and instruments for the recruitment, admission, placement and orientation of new undergraduate students;
- B. Coordinates and processes the recruitment, admission, registration, placement, and graduation of students;
- C. Processes registration and course enrolment; schedule classes and exams; assemble and maintain student records;
- D. Organizes, coordinates and oversees the academic orientation of new undergraduate students to the University and to campus life;
- E. 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;
- F. Maintains up-to-date records on curricula of programs and ensure that rules and regulations are adhered to and observed;
- G. Prepares and issues identification attesting to the admission status of students;
- H. Prepares and publishes the yearly undergraduate and graduate catalogue;
- I. Announces and advertises university programs to the public;



- J. Organizes, maintains and disseminates up-to-date information on student enrolment, admissions, withdrawals, completion, attrition and graduates;
- K. Prepares and disseminates academic calendars after approval by the senate of the University;
- L. Develops mechanisms for the timely certification of graduates;
- M. Organizes and administers graduation functions, transcript evaluations, issuance of transcripts and other academic credentials for students and alumni;
- N. Secures, maintains and ensures the integrity of all academic records;
- O. Charters duties and responsibilities to coordination offices and units under their auspices;
- P. Perform any other duties as may be required by the Vice President for Academic /Senate.

130. Public Relations Affairs Directorate (PRAD)

- 1. **Appointment:** The president in consultation with Vice Presidents shall appoint the Director and the appointment shall be merit based.
- 2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The director may compete for one more term
- 3. **Accountability:** The Director is accountable to the President.
- 4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
 - F. Comprehensive knowledge and understanding of the university working environment;
 - G. Commitment towards realization of academic mission of the university;
 - H. Proven experience in creating and enhancing a customer service culture within an organization.



5. Duties and responsibilities

The director:

- A. Ensures that institutional culture are developed and maintained in-line with the mission of the university;
- B. Ensures that museums containing models/collections of national historical, natural, and cultural values are established and administered;
- C. Initiates and inculcates team spirit in the office to accomplish effectively and efficiently the teaching-learning and research and community service activities at the university;
- D. Ensures collective integrity, responsibility and accountability for every activity of the office;
- E. Ensures recognition of creative performance and outcome

131. Internationalization and Partnership Directorate (IPD)

1. Appointment: The president in consultation with Vice Presidents shall appoint the Director and the appointment shall be merit based.

2. Terms of office

- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The director may compete for one more term

3. Accountability: The Director is accountable to the President.

4. Requirements: The candidate must have:

- a. At least a rank of lecturer;
- b. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
- c. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- d. An appreciation of team spirit and demonstrated competence in coordination of activities;
- e. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
- f. Comprehensive knowledge and understanding of the university working environment;
- g. Commitment towards realization of academic mission of the university;



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

5. Duties and responsibilities

The director:

- A. Reviews and develops the University's international strategy, working closely with the President, vice presidents and the senior staffs to plan and achieve international success.
- B. Develops and maintains appropriate international strategic alliances, sourcing and engaging with quality international partners across the world to further the University's objectives for research and impact and learning and teaching.
- C. Develops and leads the University's strategy for building international corporate partnerships and executive education.
- D. Works with the president, vice presidents and relevant colleges to build and maintain a fruitful international corporate network so as to enhance global partnership of the University.
- E. Interacts at senior levels across the University, including regular liaison to support the University's partnership agenda, engaging with specific projects/initiatives and longer term strategy development.
- F. Provides input into the University's strategy to secure external income to support and enhance strategic international research partnerships.
- G. Takes the lead role in addressing international priorities identified as part of any accreditation process.
- H. Identifies training needs required to support international scholars and international education activities, and deliver an excellent international student experience across the University.
- I. Represents the University internally and externally, attend and Chair relevant committee meetings as required.
- J. Ensures the dissemination of international collaboration opportunities and develop coordinated initiatives within and beyond the University in response to these opportunities.
- K. Fosters credibility in the eyes of key internal and external stakeholders ensuring effective and high-level communications at all times.
- L. Disseminates information about international developments of the University through its magazine, newsletter, website, media, etc.
- M. Undertakes international travel to represent the University in establishing and managing relations with appropriate stakeholders overseas.



- N. Works with vice presidents and relevant colleges across the University a comprehensive portfolio of global opportunities and engages with global networks underpinning the external accreditations objectives, global research, teaching engagement and wide range of global opportunities.
- O. Ensures that the international partnership strategy is underpinned by effective administrative processes to provide excellent customer service to staff and students and works efficiently with relevant departments and overseas partners including high-level operational support for program delivery.
- P. Acts as a expert in relation to international partnerships (development, management and delivery) and identify opportunities to enhance the reputation of Wachemo University's Global Experience program through attendance at conferences and being part of networks external to the university.
- Q. Liaises regularly transnational education partners in order to develop a pipeline of talent and increase the mobility of international students.
- R. Adhere to the university's rules and regulations regarding the international partnership activities.
- S. Discharges other duties and responsibilities given by the University president.

132. University Industry Linkage Directorate (UILD)

- 1. Appointment:** The president in consultation with RCSVP shall appoint the Director and the appointment shall be merit based.
- 2. Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The director may compete for one more term
- 3. Accountability:** The Director is accountable to the Vice President for Research and Community Services.
- 4. Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities.



- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
- F. Comprehensive knowledge and understanding of the university working environment;
- G. Commitment towards realization of academic mission of the university;
- H. Proven experience in creating and enhancing a customer service culture within an organization.

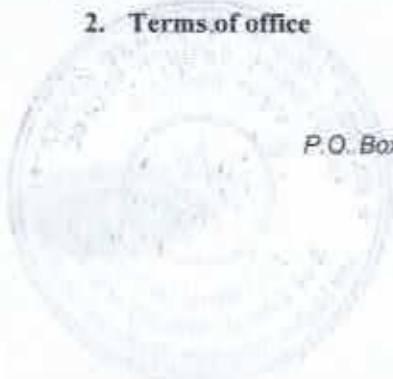
5. Duties and responsibilities

The Director:

- A. Establishes formal relationships with Industries and communities;
- B. Identifies and prioritizes researchable issues of development (adaptive research);
- C. Plans, develops and executes the establishment of incubation centers in consultation with relevant units;
- D. Plays active role in attracting market for rendering research services, in collaboration with relevant units;
- E. Plans and develops policies on Intellectual Property Rights in collaboration with relevant institutions;
- F. Solicits fund for proposal development related to adaptive research and technology transfer;
- G. Arranges for marketing of technology;
- H. Follows up on the establishment of technological and non-technological Innovation Incubation Centers;
- I. Liaises with existing innovation incubation centers;
- J. Acquires technologies and facilitating technology testing and value adding;
- K. Demonstrates and popularizes technologies;
- L. Coordinates and facilitates the development of policies and overseeing the implementation of Intellectual Property Rights;
- M. Collaborates with the relevant College/Institute Deans/Directors and the respective Department/Program Units in executing the above activities.

133. Institutional Reform Management Directorate (IRMD)

1. **Appointment:** The president in consultation with Vice Presidents shall appoint the Director and the appointment shall be merit based.
2. **Terms of office**



- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The director may compete for one more term
- 3. **Accountability:** The Director is accountable to the President.
- 4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
 - F. Comprehensive knowledge and understanding of the university working environment;
 - G. Commitment towards realization of academic mission of the university;
 - H. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and responsibilities

The Director:

- A. Plans, organizes, leads, coordinates and controls the activities within the office,
- B. Strives to create strong productive change army for university communities to engage in educational change army,
- C. Coordinates and follows up the implementation of BPR in the University,
- D. Participates in preparation of strategic plan and BSC, follows up the implementation and creates awareness for the communities of the university,
- E. Coordinates the cascading of BSC plan up to individual level in line with the University's Mission, vision, goals and strategies and also prepares follow up formats,
- F. Follows up the implementation of good governance plan and pins out sources of rent seeking and avoidance measures,
- G. Identifies best experiences of reform activities and works to sustain and scale up them,
- H. Follows the preparation and implementation of service standards,
- I. Supports the establishment and implementation of grievance handling systems
- J. By studying the implementation of reform performances in the university, attempt to fill the gaps in knowledge, awareness and inputs,



- K. Works in collaboration with other offices to ensure good governance and creates a system to ensure all the customers are treated equally and fairly without any prejudice,
- L. Makes an effort to ensure favorable environment for building and executing change army,



- M. Organizes and coordinates training for administrative bodies and workers to create awareness regarding educational army building.
- N. Ensures timely feedback system by follow up and inspecting reform activities,
- O. Coordinates arrangement of conferences for administrative bodies to meet institutional goals,
- P. Assists to solve and take corrective measures for the problems occurred on the process of educational development army building.
- Q. Works coordinately with other offices to promote the results of reform activities,
- R. Ensures the involvement of different stakeholders from society on the reform army building process,
- S. Pins out systems which are sources for rent seeking and works with other offices to prevent such cases,
- T. Executes additional duties given by the president

134. Director of Continuing and Distance Education Program (DCEP)

1. **Appointment:** The president in consultation with AVP shall appoint the CDEP Director and the appointment shall be merit based.
2. **Terms of office**
 - A. Appointments will be subjected to three months probationary period and shall last for three years.
 - B. The CDEP Director may compete for one more term
3. **Accountability:** The CDEP Director is accountable to the Academic Vice President.
4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
 - C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
 - D. An appreciation of team spirit and demonstrated competence in coordination of activities;
 - E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
 - F. An appreciation of information technologies and communications
 - G. Comprehensive knowledge and understanding of the university working environment;
 - H. Commitment towards realization of academic mission of the university.



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

5. Duties and Responsibilities

The CDEP Director:

- A. Assures the effective administration of the continuing education program in accordance with the provision of this legislation and the general principles established by the University senate,
- B. Organizes, coordinates, and administers the office of the continuing education programs,
- C. Reviews and coordinates evening, in-service/summer/Kiremt education and short term training programs of the University,
- D. Assesses whether the continuation of existing continuing, and short term programs are justified in the light of the region's and country's needs,
- E. Periodically reviews future programs and developments within the scope of continuing Education Program of the University,
- F. Seeks appropriate ways and means to enable the distance and continuing education programs to become self-supporting by charging appropriate tuition and service fees,
- G. Works with the Academic Standards and Curriculum Review Committee (ASCRC) and Admission and Placement Committee (APC) of the University in ensuring that the courses offered in the continuing education program are in accordance with academic standards set by colleges/schools for the regular full-time-day program,
- H. Explores the feasibility of expanding Programs to different centers in consultation with the various colleges/schools of the University as well as with governments and non-government agencies,
- I. Based on need assessment, encourages the introduction and development of distance education through correspondence and other means,
- J. Develops the criteria to appoint academic instructors to engage in teaching and other activities of the continuing education program,
- K. Develops selection criteria for support staff that would like to be trained in the continuing education programs.
- L. Prepares and submits the details of all necessary academic and office furniture and personnel for the program each year and effect implementation when allowed.
- M. In collaboration with Departments and other relevant bodies, assigns administrative staff to carry out continuing education related activities whenever necessary.



- N. Prepares payments of instructors and supporting staff that are directly involved in the continuing education programs after receiving a written approval from concerned Departments/offices for the involvement and makes a continuous follow up on the successful accomplishment of tasks based on prior agreement.
- O. Assures that continuing education programs incomes and expenses are handled and treated according to the financial regulations of the University/the nation.
- P. Prepares and submits annual academic, administration and financial report to the Office of the Vice President for Academic.
- Q. Coordinates the teaching learning process in collaboration with the respective Departments and college and assesses the proper implementation of the educational rules and regulations of the University.
- R. Provides advisory services to students in collaboration with concerned Departments.
- S. Identifies ways to strengthen the overall income of the continuing education programs in collaboration with concerned Departments.
- T. In collaboration with the Registrar, prepares handbooks, guidelines, and general information bulletins for continuing education programs students.
- U. In collaboration with the Registrar, prepares certificates and fix dates of certificate award to short-term trainees.
- V. Collects suggestions or complaints from continuing education programs students and channels them to the appropriate body for timely decisions.
- W. Supports the Assistant and/or Center coordinators in their day-to-day activities; and passes to them all the decisions made by the Senate and Academic Commissions of the University concerning academic achievements required of students or all other relevant information for action.
- X. In close collaboration with the Assistant Registrar of the continuing education programs, plans and prepares for admission, readmission, registration, add-and-drop, clearances, and course and examination schedules.
- Y. Represents the continuing education programs in Senates and Academic Commissions.
- Z. Encourages and works in close collaboration with all academic staff members involved in teaching continuing education programs students to assist them in compiling teaching materials, and carries out other assignments and duties given by the AAVP/Senate.



135. Director of Library and Documentation Service (DLDS)

1. **Appointment:** The president in consultation with AVP shall appoint the Director and the appointment shall be merit based.

2. **Terms of office**

A. Appointments will be subjected to three months probationary period and shall last for three years.

B. The Director may compete for one more term

3. **Accountability:** The Director is accountable to the Academic Vice President.

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

A. At least a rank of lecturer;

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

C. Excellent communication and interpersonal skills and proven leadership ability and motivation;

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

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

F. An appreciation of information technologies and communications

G. Comprehensive knowledge and understanding of the university working environment;

H. Commitment towards realization of academic mission of the university

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

5. **Duties and Responsibilities**

The Director:

A. Formulate library policies and devise strategies in relation to the development of resources for instruction, research and other services;

B. Oversee that the university's libraries, are maintained as a national and international scholarly resource;

C. Provide oversight on the overall implantation and development of the libraries;

D. Formulate policy for the allocation of funds for the libraries;

E. Oversee the library services and initiate the preparation of strategic plan of the library service to the university as whole;

F. Enhance the potential of libraries to contribute to graduate programs and



- maximizing the information resources available to researchers, and the facilitation of their access;
- G. Formulate rules and regulations on donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
 - H. Formulate regulations on the application of any aspect of library and information service policy to university libraries and information services not within the university library services;
 - I. Making, amending, and publishing regulations, subject to approval by the senate, for the control, management, and security of the use of the facilities of the university library services;
 - J. Determine policy relating to the admission of readers to the libraries and services within the university library services;
 - K. Formulate policy for the acquisition, development, management, and disposition of collections in the libraries and services within the university library services;
 - L. Formulate guidelines for the preservation of materials in the university's library collections;
 - M. Devise strategy and plan for the provision of electronic information resources for the university.
 - N. Collaborates with the relevant college/institute deans/directors and the respective department/program units in executing the above activities.
 - O. Charters duties and responsibilities to coordination offices and units under their auspices
- Carries out other relevant tasks assigned to him by the academic vice president of the university.

136. Director of Practical Education (DPE)

1. **Appointment:** The president in consultation with AVP shall appoint the Director and the appointment shall be merit based.
2. **Terms of office**
 - C. Appointments will be subjected to three months probationary period and shall last for three years.
 - D. The Director may compete for one more term
3. **Accountability:** The Director is accountable to the Academic Vice President.
4. **Requirements:** The candidate must have:
 - A. At least a rank of lecturer;
 - B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;



- C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
- F. An appreciation of information technologies and communications
- G. Comprehensive knowledge and understanding of the university working environment;
- H. Commitment towards realization of academic mission of the university
- I. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and Responsibilities

The Director:

- A. Prepares the annual plan of the Directorate based on the University's strategic plans;
- B. Monitors and evaluates the quality and effectiveness workshop and laboratory
- C. Prepares plans for budget allocating and controlling of field trip and practical work
- D. Assists and coordinates colleges/institutes/schools specification preparation;
- E. Leads, coordinates and supports quality assurance processes of workshop and laboratory.
- F. Designs quality review checklists and documents of workshop and laboratory;
- G. Plans and coordinates trainings to staff and technical assistant on workshop and laboratory equipment;
- H. Monitors how practical (laboratory and field) teaching is conducted and how students are assessed;
- I. Collaborates with the relevant College/Institute Deans/Directors and the respective Department/Program Units in executing the above activities.
- J. Charters duties and responsibilities to coordination offices and units under their auspices;
- K. Carries out other relevant tasks assigned to him by the Ac/vice/president of the university.

137. Pedagogical Training Center Director

1. Appointment: The president in consultation with Academic Vice President shall appoint the Director and the appointment shall be merit based.

2. Terms of office

A. Appointments will be subjected to three months probationary period and shall last for three years.

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B. The Director may compete for one more term

3. Accountability: The Director is accountable to the Academic Vice President.

4. Requirements: The candidate must have:

- A. At least a rank of lecturer;
- B. Broader experience in teaching, giving different trainings, student service administration and activities and an understanding of dynamics in academics and research trends;
- C. Excellent communication and interpersonal skills and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of different activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university;
- F. An appreciation of information technologies and communications
- G. Comprehensive knowledge and understanding of the university working environment;
- H. Comprehensive knowledge regarding different pedagogical trainings like HDP, ELIC and PGDT
- I. Commitment towards realization of academic mission of the university
- J. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and Responsibilities

The Director:

- A. Coordinates all pedagogical training activities of the University like HDP, PGDT, ELIC, & Induction trainings and other trainings.
- B. Keeps record of pedagogical training services rendered;
- C. Makes regular follow-up and monitoring of pedagogical training activities and submit annual report to the Academic Affairs Vice President and the Senate;
- D. Prepares strategic plan for university pedagogical training service;
- E. Identifies the needs of different pedagogical training services in collaboration with relevant units of the University;
- F. Follow up and ensures the implementation of pedagogical trainings rendered by different coordinating offices of the University;



- G. Facilitates students' English Language Improvement program
- H. Collaborates with the relevant College/Institute Deans/Directors and the respective Department/Program Units in executing the above activities
- I. Charters duties and responsibilities to coordination offices and units under their support
- J. Follow up and guides all trainings that held in the university
- K. Monitors and evaluates the quality and effectiveness of different pedagogical trainings
- L. Carries out other relevant tasks assigned to him by the president, and other vice presidents of the university.
- M. Conducts needs assessment for the rendering of different trainings for the academic and other administrative staffs
- N. prepare pedagogical training proposals and technical documents;
- O. Follow up the rendering of different pedagogical training for different stakeholders

138. Institutional Reform Management Directorate (IRMD)

1. **Appointment:** The president in consultation with Vice Presidents shall appoint the Director and the appointment shall be merit based.

2. **Terms of office**

- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The director may compete for one more term

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

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

- A. At least a rank of lecturer;
- B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
- C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
- F. Comprehensive knowledge and understanding of the university working environment;
- G. Commitment towards realization of academic mission of the university;



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

5. Duties and responsibilities

The Director:

- I. Plans, organizes, leads, coordinates and controls the activities within the office,
- J. Strives to create strong productive change army for university communities to engage in educational change army,
- K. Coordinates and follows up the implementation of BPR in the University,
- L. Participates in preparation of strategic plan and BSC, follows up the implementation and creates awareness for the communities of the university,
- M. Coordinates the cascading of BSC plan up to individual level in line with the University's Mission, vision, goals and strategies and also prepares follow up formats,
- N. Follows up the implementation of good governance plan and pins out sources of rent seeking and avoidance measures,
- O. Identifies best experiences of reform activities and works to sustain and scale up them,
- P. Follows the preparation and implementation of service standards,
- Q. Supports the establishment and implementation of grievance handling systems
- R. By studying the implementation of reform performances in the university, attempt to fill the gaps in knowledge, awareness and inputs,
- S. Works in collaboration with other offices to ensure good governance and creates a system to ensure all the customers are treated equally and fairly without any prejudice,
- T. Makes an effort to ensure favorable environment for building and executing change army,
- U. Organizes and coordinates training for administrative bodies and workers to create awareness regarding educational army building,
- V. Ensures timely feedback system by follow up and inspecting reform activities,
- W. Coordinates arrangement of conferences for administrative bodies to meet institutional goals,
- X. Assists to solve and take corrective measures for the problems occurred on the process of educational development army building,
- Y. Works coordinately with other offices to promote the results of reform activities,
- Z. Ensures the involvement of different stakeholders from society on the reform army building process,

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- AA. Pins out systems which are sources for rent seeking and works with other offices to prevent such cases,
- BB. Executes additional duties given by the president

139. Institute of Indigenous Knowledge Studies Directorate (IIKSD)

1. **Appointment:** The president in consultation with RCSVP shall appoint the Director and the appointment shall be merit based.

2. Terms of office

- A. Appointments will be subjected to three months probationary period and shall last for three years.
- B. The director may compete for one more term

3. **Accountability:** The Director is accountable to the Vice President for Research and Community Services.

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

- A. At least a rank of lecturer;
- B. Broader experience in student service administration and activities and an understanding of dynamics in academics and research trends;
- C. Excellent communication and interpersonal skill and proven leadership ability and motivation;
- D. An appreciation of team spirit and demonstrated competence in coordination of activities;
- E. An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university; an appreciation of information technologies and communications;
- F. Comprehensive knowledge and understanding of the university working environment;
- G. Commitment towards realization of academic mission of the university;
- H. Proven experience in creating and enhancing a customer service culture within an organization.

5. Duties and responsibilities

The Director:

- I. Directs and administers the institute with the aim of ensuring the achievement of its mission;
- J. Ensures that organs of the institution and its community uphold the objectives of higher education and guiding values of the institution;

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- K. Ensures that the provisions of this research policy document and of other laws applicable to the institute are respected;
- L. Ensures that the institute prepares high quality research output in as many numbers and consistent with the needs of the country;
- M. Creates and continuously build a conducive institutional environment stimulating research;
- N. Ensures that the institution's research activities focus on national priorities;
- O. Ensures that the institution in the pursuit of its mission is perpetually connected internationally as well as with federal and state institutions, relevant agencies and business and industry, and associations;
- P. Ensures that the institution always keeps abreast national and international developments and positions itself to respond effectively to the country's needs in research;
- Q. Ensures that the institution has a capable system of internal leadership and management in its human resource, organization and performance;
- R. Determines and implements, upon approval by the senate and the board, academic unit- and department level governing bodies and structures guided by the principles of relevance and quality of research, autonomy, efficacy and efficiency of service delivery;
- S. Ensures that policies, directives and procedures of the institution are designed in conformity with the provisions of higher institute proclamation, pertinent laws and government policies;
- T. Develops and implements institutional standard measures and ensure that the research and administrative operations of the institution are on the basis of the standards;
- U. Ensures that the institution maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- V. Resolves by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the institution's mission and best interests; appropriately documented in text and data form as appropriate and that the information is, without prejudice to institutional interests, appropriately and readily accessible to end users;
- W. Prepares institutional plans and budget, and ensure their implementation upon approval;
- X. Informs periodically the board, government and the public about the state of the institution;
- Y. Builds and maintains a reliable safety and security system that protects life and property in the premises of the institution;



Z. Represents the institution in all its dealings with third parties;

140. Coordination Offices

1. Offices

The University shall have the following coordination offices headed by coordinators:

- a. Institute/College Institutional Quality Enhancement & Assurance Coordination Offices
- b. Institute/College Research and Development Coordination Offices
- c. Institute/College Community Service and Engagement Coordination Offices
- d. Institute/College CDEP Coordination Offices
- e. Institute/College Assistant Registrar Offices
- f. Institute/College Practical Education Coordination Offices
- g. Higher Diploma Program Coordination Office
- h. English Language Improvement Center Coordination Office
- i. Post graduate diploma in teaching Coordination Office
- j. Pre-Engineering Coordination Office
- k. Research Centre Coordination Office
- l. Health Science Educational Development Center Coordination Office
- m. School/College SGS Coordination Offices
- n. Institute/Director Coordination Offices
- o. Other Academic Coordination Offices

2. Accountability

- a. Institute/College coordinators shall be accountable to respective Director/Dean.
- b. Coordinators at the center shall be accountable to the respective Director/Registrar
- c. Institute/College quality coordinators are accountable to the director for institutional quality enhancement and assurance.

3. Appointment

- A. The Director/Dean in consultation with AVP or RCSVP shall appoint the Coordinators from among those candidates competing for the position from the full-time academic members.
- B. The appointment shall be merit based.

4. Requirements: The candidate must have:

- a. At least a rank of a lecturer and have an excellent experience in instructional and research activities;



- b. Excellent communication and interpersonal skill and proven leadership ability and motivation;
- c. An appreciation of team spirit and demonstrated competence in coordination activities;

5. Terms of office

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

6. Duties and responsibilities

- a. The duties and responsibilities of all the coordination offices shall be chartered by their respective Director/Dean;
- b. The coordinators shall have operational relationship with functionally related offices/directorates.

PART VII: RESEARCH AND DEVELOPMENT

141. 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 Departmental Research and Development Committee (DRDC) for review.
- 2. Academic staff members carrying out research without the need for financial support shall notify their Department of such activities.
- 3. Proposal reviewed by the DRDC shall be endorsed by the College/School/Institute Research and Ethical Review Council (RERC) and shall be approved by respective AC.
- 4. Where funds are sought from Wachemo University, the proposal shall be presented to the Research and Development Committee (RDC) for endorsement. The RDC reserves the right to have the proposal reviewed by the independent professional assessors notwithstanding the provisions of sub-Article 2 of this Article.
- 5. Where funds sought from the external sources, proposal shall be reviewed and approved by the RDC and registered at the RDD. However this should not prevent individual researchers from securing research funds directly from potential donors.
- 6. The modalities of initiation, review, endorsement and approval of research proposals at various levels shall be issued in the form of guidelines by the RDD.

142. Administration of Research

- 1. The overall Administration of Research in University is vested in the RDD.
- 2. The implementation of guidelines of the research is the responsibility of deans/research and Development service coordinators/ department heads/scientific directors.



3. Researchers whose proposals have been approved and funded shall submit periodic reports to Department head, research and development coordinators, and Research and Development Director in accordance with guidelines set by the RDD.
4. All reports by Researchers to be submitted to external funding bodies shall obtain prior endorsement of the Research and Development Directorate before submission.
5. The financial administration of research funds shall be governed by the existing financial policy and procedure manual of the University and such relevant guidelines as may be issued by the Vice President for Research and Community Service based on the agreement in the project document.

143. Proprietary Rights on Research Finding 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 University shall have proprietary right on research findings and/or products conducted as per the relevant provisions of this Legislation.

144. Research Priorities

The followings are guidelines for setting research priorities in the university.

1. The setting of research priorities shall be the responsibility of each Department Commission. However, university wide projects could be initiated and approved by RDC.
2. In determining their research priorities, Departments shall take into account the magnitude of the problem, the needs and priorities of the region and country, priority areas outlined in the Research Strategy of the University, missions and objectives of the University, its contribution to development of science and technology.
3. The decision of the department on its priorities shall be accompanied by the minutes of the Department Council.
4. Interdepartmental ad-hoc committees shall be formed by RDD to deal with multidisciplinary research projects.
5. Research priorities shall be revised every 3-5 years.
6. The college/institute Academic Commissions or Research and Ethical Review Council shall endorse the research priorities of the college/institute.
7. Academic Commission or college/institute Research and Development Committees shall submit their decisions to the RDC of the Senate for approval.



PART VIII: BUSINESS AND DEVELOPMENT

145. Income generation

145.1. Establishment of Enterprise and Its Unit

The accountability of the enterprise is to the University President, has the following units:

- A. Consultancy and Project Services;
- B. Production Service;
- C. Community School;
- D. Publication and Press Center;
- E. Information Technology Service;
- F. Other services to be established by the University.

145.2. Source of Income

- A. The initial capital necessary for running of the enterprise may be a budget allocated by the university;
- B. Without prejudice to sub article (2) (A) of this article the enterprise may have the following sources of income:
 - i. Consultancy and Project Services
 - ii. Production Services;
 - iii. Information Technology service;
 - iv. Community School;
 - v. Sport and Culture Centre;
 - vi. Donations; and
 - vii. Other income sources
- C. Unutilized yearly income of the enterprise shall be transferred to the next fiscal year.

145.3. Powers and Duties of the Enterprise

After acquiring license from the concerned body in accordance with the relevant laws, the enterprise shall have the following powers and duties:

- A. Give the consultancy service;
- B. Lease or renting production, transport and construction equipment for a long or a short period;
- C. Produce and sell or lease construction materials;
- D. Produce and maintain technologically advanced electronics materials;
- E. Carry out laboratory tests;
- F. Undertake model development and tests;



- G. Assist service giving sectors such as in water resource management and other similar sectors;
- H. Supply agricultural products;
- I. Produce and maintain woodwork materials to be sold for nationwide consumer;
- J. Supervise construction sites;
- K. Prepare and review of project documents, designs and studies
- L. Give internet cafes and computer centers;
- M. Give sale services of books and other publications;
- N. Own properties.

145.4. Management of the Enterprise

The general management of the enterprise shall be handled by the University President.

145.5. Submission of Enterprise and Activity Report

The Enterprise, shall submit the financial and activity report of the enterprise through the Business and Development Vice President to the President within three months after the end of its fiscal year.

146. Income Fund

146.1. Establishment of the Fund

Upon the request of the University and with the approval of the President, a fund shall be established having aim and source of income as provided by the proclamation of the University;

146.2. Organs of the fund

The fund shall have Fund administration Board (herein referred to as the "Fund Board") and Secretariat.

A. The Fund Board

- i. The Fund Board shall have members assigned by the President of the University;
- ii. The term of the Board shall be two years;
- iii. In case of the reduction of the numbers of the members due to any reason, a new member shall be appointed.
- iv. Duty and responsibility of the fund Board
 - 1) Follow up the implementations of the aims of the Board and issues the necessary directives for the execution of the same.
 - 2) Examine reports submitted by the secretariat on the application of different sources of income for the intended purposes and approve it;
 - 3) Ensure that the income of the fund are duly collected;
 - 4) Carry out other activities necessary for the achievement of the aim of the fund.



- v. The time for convening of the meetings of the Board and the procedure of voting in the meetings; shall be determined by rules and procedures issued by the fund Board.

B. The secretariat

i. Power and duties of the secretariat

- 1) Prepare annual budgets activities and the financial reports and submit those for the approval to the fund Board;
- 2) Examine projects prepared and assisted by the fund, and allow the fund for the implementation of the same in accordance with the directives issued by the Board;
- 3) Study additional ways and sources of the finance to be used by the fund;
- 4) Keep the minutes, reports and working papers of the fund Board;
- 5) Follow up the appropriate implementation of directives issued by the fund Board;
- 6) Execute other duties provided by the Board.

ii. Accountability of the secretariat

The secretariat of the fund shall be accountable to the fund Board on matters related to fund and implement powers and duties of the secretariat provided under sub-article (4) of this article.

147. Training and Consultancy Service Directorate (TCSD)

1. Appointment: The appointment of the director shall be merit based.

2. Terms of office A. Appointments will be subjected to three months probationary period and shall last for three years and the director can compete for one more term.

3. Accountability: The Director is accountable to the Business and development Vice President.

4. Requirements: The candidate must have:

- 4.1 At least a rank of lecturer;
- 4.2 Broader experience in student service administration and an understanding in planning, supervising and managing educational activities.
- 4.3 Excellent communication and interpersonal skills 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 university;
- 4.7 Comprehensive knowledge and understanding of the university working environment;
- 4.8 Commitment towards realization of vision of the university in its part.
- 4.9 Proven experience in creating and enhancing a customer service culture within an organization.

5. The Responsibility of the Directorate

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Training and consultancy services Directorate has to fulfill the outreach mandates of the University in its part and should contribute for the income generation activities of the University. In line with TCSD:

1. consultancy service can be defined as;

Any form of professional or technical service rendered to any organization or individual through an appropriate University channel or through individual staff links that enables the University and concerned body/bodies to earn income.

2. Training service can be defined as:

A systematic process through which human resources gain knowledge, develop skills and/or change their attitudes so as to improve performance and that enables the university and concerned body/bodies to earn income.

6. General provisions on Training and Consultancy Services

6.1 The Types of Training and Consultancy Services to be provided

The types of training and consultancy services include research, training, program/project planning and evaluation, production of materials, advisory or any other related service of a professional nature in line to income generation.

6.2 The University Unit Responsible for Conducting and Handling Training and Consultancy Service and Its Responsibilities

This activity is accomplished through Training and Consultancy Service Directorate (under Business and Development Vice President Office) for primary purpose of income generation. Accordingly, the duties and responsibilities of the Training and Consultancy Service Directorate shall be to:

- 6.2.1 Coordinate and direct overall training and consultancy activities that have the purpose of income generation (for both the University and concerned bodies involved in the due course of action);
- 6.2.2 Play major role in formulating institutional policies and strategies to improve training and consultancy services through time and, when approved, communicate with concerned bodies.
- 6.2.3 Plan, organize, direct and control overall activities of the directorate;
- 6.2.4 Arrives at agreement PRII directorate of the University regarding developing time-schedules (beginning and end) of training and/or consultancy service to avoid clash of programs with other units that want to use different materials and infrastructure of the university at the same time.



- 6.2.5 Try to check whether trainers' and/or consultants' attempt to get information regarding training and consultancy needs;
- 6.2.6 Try to have information about processes followed by trainers and/or consultants during training and/or consultancy;
- 6.2.7 Create appropriate conditions for the training and/or consultancy services;
- 6.2.8 Try to check whether trainers and /or consultants have lesson plan for the training and /or consultancy service to be provided.
- 6.2.9 Try to attract and induce resources important to the achievement of organizational goal;
- 6.2.10 Work with concerning college and/or department in developing markets for training and consultancy services;
- 6.2.11 Discuss with concerned college and arrive at agreement regarding training and consultancy proposal which is prepared by relevant department head in the first place.
- 6.2.12 Provide necessary support to relevant college and/or department during negotiation regarding terms of training and/or consultancy service contracts;
- 6.2.13 Verify terms of training and/or consultancy service contracts after concerned college dean (by consulting income generation directorate and the Legal Service division);
- 6.2.14 Help concerned body (Vice President for Business and Development) to sign contracts when necessary;
- 6.2.15 Direct and provide overall support for the implementation of the program;
- 6.2.16 Make periodic follow-up and monitoring of training and consultancy activities;
- 6.2.17 Support authorization of payments (by Business and Development VP) as per the terms and condition of the contract;
- 6.2.18 Register training and consultancy services provided and reports to the concerned bodies (VPBD) on time;
- 6.2.19 Take the necessary corrective measures, in case of complaints, in line with the rules and regulations of the University.
- 6.2.20 Organize annual survey and performance evaluation in collaboration with other work units of the University so as to improve the achievement of the next period;
- 6.2.21 Recognize innovative and excellent performance in various professions and public issue areas through institutional awards;



6.2.22 Performs other activities relevant for the post.

6.3. The Responsibility of College and Department in Line to their Respective College and Departments:

6.3.1 The Responsibility of Colleges in Line to their Respective College shall be to:

- 6.3.1.1 Coordinate training and/or consultancy activities within their college;
- 6.3.1.2 Play an active role in developing markets for training and consultancy services within their respective college;
- 6.3.1.3. Support respective department heads in preparing training and/or consultancy proposals;
- 6.3.1.4 Negotiate terms of training and/or consultancy service contracts within their college after their respective department;
- 6.3.1.5 Conduct first hand verification of terms regarding training and/or consultancy service contracts prepared by their respective department within and submit it to TCSD;
- 6.3.1.6 Make continuous follow up on training and/or consultancy works within their respective college;
- 6.3.1.7 Support actual performance/implementation of training and/or consultancy services within their respective college;
- 6.3.1.8 Make necessary decisions related to training and consultancy services within their respective college;

6.3. 2. The Responsibility of Departments related to Training and Consultancy Service shall be to:

- 6.3.2.1 Try to manage training and/or consultancy activities within their respective department;
- 6.3.2.2 Play an active role in developing markets for training and consultancy services regarding their respective department;
- 6.3.2.3. Prepare training and/or consultancy proposals within their respective department by consulting college dean and director of training and consultancy service. .
- 6.3.2.4 Negotiate and prepare first hand terms of training and/or consultancy service contracts within their respective department,



- 6.3.2.5 Make continuous follow up on training and/or consultancy works within their respective Department and submit reports to the TCSD and its copy to their respective college;
- 6.3.2.6 Support actual performance/implementation of training and/or consultancy services within their respective department;
- 6.3.2.7 Register training and/or consultancy services provided within their respective department; and
- 6.3.2.8 Make necessary decisions related to training and consultancy services within their respective department;

6.4 Determination of Cost for Training and/or Consultancy Services

Training and consultancy contract preparations shall involve the determination of proper and accurate cost of the training and consultancy service to be rendered. Due regard should be given to the special expenses for that specific training or consultancy service required in the determination of its costs.

All cost components shall be considered in determination of training and /or consultancy fees. It is usually understood and assumed that the trainer or consultant shall use the resources (time, facilities, rooms, laboratories, libraries, internet infrastructure, stationary and so on) of the university. Therefore, the benefit share distribution depends upon the extent of the use of university's resources. Therefore, there are two categories of training. These are training categories of ALL resource users and category of NONE resource users. By ALL users we mean the training that is facilitated by using every possible resources of the university including but not limited to: rooms, computers, stationary, training halls, libraries, laboratories, workshops, certificates, etc... By NONE category we mean this training does not use any resource from the university except the trainer himself, official communication letter and certificate of training or consultancy completion.

So, the income that comes through training or consultancy service would be distributed as indicated in the table below:

	ALL	NONE
Trainer	60%	70%
Administration	30%	20%
University	10%	10%

The definition of each of the three beneficiaries is stated as below:

Trainer: This includes the main trainer, his group (sub- trainers and any invited guest trainers).

The same applies in case of consultancy service.



Administration: This involves president, vice president for business and development, concerned college/institute dean, department head, director of training and consultancy service and that of revenue generation. Other vice presidents of the University, and other working units should be paid according to their contribution for that particular training/consultancy service in the due course of action. Sub share of total income to be distributed in line to administration should go to none-technical training facilitators. This (The sub-share for **none-technical training facilitators**) have be in the form of **per diem** and would **not exceed 10%** (ten percent) of the total administrative share to all participants in that category.

Keeping other things (contribution of each for the training/consultancy service in line to administration stated above), the amount to be paid should **vary by 10% between each managerial position they hold** at a time of training/consultancy service. Thus, the director of TCSD in consultation with respective college dean, director of Revenue generation and vice president for business and development **act accordingly** and/or will **judge** the percentage share of benefits for administration category.

University: this is the entire Wachamo University as an institute. So the mentioned **10%** of the total income will directly go to the budget account of the university **as revenue**.

Moreover:

- Where individuals engaged in training and consultancy services belong to **different Departments** and or colleges, the **share of the fee shall be based on the ratio** of the number of consultants involved and/or benefits accrued to the individuals.
- Any University employee who is found involved in any form of consultancy service (any type of paid service for that matter) **without the approval** of the concerned offices (Academic units , TCSD and/or Vice President for Business and Development) shall be considered to have made serious obstacle of the University regulation and will be subject to **disciplinary measures**.
- Where the College/Institute or Department carries out all the components of the training and/or consultancy service agreements, it may **involve individuals or outside** the University in consultation with the TCSD on such terms and conditions as may be agreed upon.
- In the case of inviting **external guest trainer/consultant** as mentioned above, the **main trainer (staff member)** should have a written permission from institute of training and



consultancy service directorate. Moreover, the main trainer (staff member) should share his or her financial benefit to the invited trainer or consultant.

6.5. Training and /or Consultancy Cost, Preparation and Approval of Contract

Each college and department shall take full responsibility in the deliverance and content of the training be it a technical or managerial training. Accordingly, the contract should be prepared by the respective department head and the **first hand verification** will be made by the concerned college dean. Finally, the contract will be **verified** by director for the Training and Consultancy Service Directorate and **finally signed** by vice president for Business and Development of the University.

6.6 Sub-contracting Training and/or Consultancy Service Agreements

The respective rights on the intellectual products obtained as a result of the training and/or consultancy service rendered shall be set out in the framework of the contract.

PART IX: STUDENT AFFAIRS, DISCIPLINE AND ORGANIZATIONS

148. Rights and Responsibilities of the Students

1. Without prejudice to the provisions of this legislation, or other relevant laws, any student of the University shall have the right to:
 - A. Free inquiry in pursuit of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
 - B. Have appropriate opportunities and conditions to learn in classrooms, campuses and in the larger community;
 - C. Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
 - D. Be free to express orderly their views on issues of institutional policy;
 - E. Receive institutional legal protection from any form of discrimination or harassment;
 - F. Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
 - G. Be evaluated solely on academic basis consistent with norms provided for by the proclamation and the institution's academic standards, and receive redress against capricious evaluation;
 - H. Participate in a transparent system of performance evaluation of academic staff and academic programs;
 - I. Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;



- J. Join the institution's student union, which shall be founded on the principle of universality of membership in accordance with the pertinent laws so as to promote and protect lawfully their common interests;
 - K. Obtain access to facilities of the institution through their union in accordance with the rules and procedures of the institution;
 - L. Participate, through their union or representatives, in the sessions of the institution's governing bodies in accordance with the provisions of the proclamation, the provisions of the establishing law of the university and directives issued by the board;
 - M. Use, under the leadership and guidance of the student union and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion and editorial comments;
 - N. Benefit from the cost-sharing system and receive guidance and counseling services.
 - O. Get their complaint, which may come to light as problems, requests, petitions, or demands, be settled kindly if the various parties are ready to talk to each other.
2. Without prejudice to other provisions of this legislation and other applicable laws, any student of an institution shall have the responsibilities to:
- A. Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the learning - teaching process;
 - B. Maintain standards of academic performance established for each course in which he is enrolled;
 - C. Know and uphold the objectives and guiding values of the university;
 - D. Respect, in classroom or anywhere in the premises of the university, the rights of other persons protected by law;
 - E. Observe the applicable provisions of this legislation and the rules of the university which are consistent with the proclamation;
 - F. Interact with academic and other staff and any other student of the university with due respect to their constitutional rights;
 - G. Refrain from any unlawful act and from any unethical activities;
 - H. Remonstrate and seek redress peacefully and through legal avenues in the event of student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;



- I. Use and handle the properties of the university with due care and be held accountable for any damage caused to the property of the institution due to intentional or negligent misuse or destruction;
- J. Effect payment of fees applicable in accordance with the provisions of this legislation for services that has been provided by the university;
- K. Refrain from intimidation and violence as they are incompatible with an academic environment and hence their use shall lead directly to disciplinary action;
- L. Should not boycott classes as this is not in the interest of the university and its community and shall lead to disciplinary actions;
- M. Should not use threats and ultimatum in lieu of negotiation, conciliation, and arbitration in their affairs as the principle of honest joint discussion is basic to education and all intellectual inquiry.

149. Student Discipline

1. Students as well as other members of the University shall participate extensively at all stages of the disciplinary process. Responsibility for the oversight of discipline is vested in the President and the Senate. However, the powers of the President and the Senate are delegated, as specified herein, to bodies composed of elected members and/or offices.
2. The University has no desire to regulate the lives of its students except in so far as they affect other members of the University Community. Therefore, except when a student is convicted by a competent court of a criminal offense which clearly demonstrates that he/she is unfit to be a member of an academic community, acts committed off University premises and not connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action.
3. It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any acts within his knowledge which would appear to show a serious violation of student Code of Conduct.
4. Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with Student Service Center.

150. Code of Conduct of Students

1. Subject to the provisions of the Articles stated above, the following acts are prohibited and constitute grounds for disciplinary action:

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- A. Dishonest conduct such as cheating, plagiarism or lying about some important matters to other members of the University;
- B. As shall be defined by student book, disorderly conduct, assault, and the threat of such conduct or incitement thereto;
- C. Conviction of a student by a competent court which clearly demonstrates that he is unfit to be a member of an academic community;
- D. Dissemination, whether by oral or written means, of defamatory material concerning any other member of the academic community;
- E. Consistent, continued and calculated offensive behavior towards any other member of the academic community;
- F. Theft, misappropriation or willful neglect of University property such as or of the property of another member of the University Community; breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria and housing regulations;
- G. Without the permission of the competent University authority, the initiation, organization, or promotion of any student meetings or demonstrations which forcibly result in the disruption, through encouragement of absences from classes or otherwise, of regularly scheduled classes or other normal College/Institute and University programs. For purposes of this sub-Article, "competent University authority" means the Dean/Director where the classes or programs of a College/Institute are endangered and the Director of Student Social Services in all other cases;
- H. The use of mass force to interfere with any normal or legitimate activity of the University or any group of members therein;
 - I. The use of drugs, addiction, female students assault and sexual harassment;
 - J. Holding of illegal weapons;
 - K. Misbehaving against the Instructors.
- 2. The university shall enact student code of conduct. The student code of conduct should have detailed provisions regarding the student discipline offences, the establishment and working procedure of student discipline committee and other important issues on student discipline matters.

151. Special Provisions on Academic Freedom

No act shall be deemed a violation of this Code of Conduct that is included within the rights of academic freedom. The "right of academic freedom" shall mean the right to discuss and openly



express views on abstract ideas, immediate national and world problems and issues as well as other controversial matters in class, in connection with academic work or on campus in discussion groups or in print provided the expression of views is, generally, relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses the rights of academic freedom, he may still be subject to disciplinary actions in accordance with this Code of Conduct.

152. Special Rules in Relation to Defamation

2. In accordance with the provisions of this legislation students enjoy the same right as academic staff to criticize the University and any of its programs. They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of another. As used in this context, "defame" shall mean to say or write things, which are untrue about another, or if true, are said or written with the sole intent of injuring his standing and reputation.
3. A member of the University Community who, having personal grievances against a particular student or staff member, desires to criticize him personally and says things which may be defamatory shall, both as a matter of courtesy and of fairness, offer that criticism through proper channels. Such criticism is permissible where:
 - i. It is offered in good faith with a reasonable belief in its truth;
 - ii. It is communicated privately to a person or persons who would have an interest in the matter and a responsibility to act on the criticism if it is valid (such as a Dean or Department Head or member of a College/Institute Council in the case where the grievance is against a teacher, or an officer of a student organization or a person or committee charged with oversight of discipline where the grievance is against a student); and
 - iii. It is not otherwise communicated publicly.

153. Authority to Supplement the Provisions of this Article

With the approval of the Senate, the relevant academic unit or office may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of this legislation. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.

154. Foreign Students

1. The purpose of having foreign students is to promote cultural exchange and experience sharing between them and Ethiopian counterparts.



2. There shall be a foreign Students' Office under the Student Service Center of the University.
3. A Foreign Students' Advisor, who shall be a mature, sympathetic and experienced Ethiopian, shall head the Foreign Students' Office.
4. The Foreign Students Office shall:
 - A. Be responsible for the overall administration, supervision and guidance of foreign students and to help in all ways possible with their personal, financial and other difficulties;
 - B. Be responsible for the initiation, organization, and administration of special orientation programs;
 - C. Prepare, in co-operation with relevant units, a "Handbook for Foreign Students";
 - D. Organize and welcome foreign students upon arrival;
 - E. Find ways and means to introduce foreign students to the Ethiopian society;
 - F. Study and report on any problem affecting foreign students; and
 - G. Perform any such other duty with respect to foreign students assigned to it by the Director of Student Social Services.

155. Student Organization

155.1. Recognition of Student Organization(s)

- A. The University shall recognize and within the limitations of its resources, provide the necessary assistance to student organizations.
- B. The modalities and procedures of recognition to student organizations shall be as prescribed in this legislation.
- C. The University shall retain the unreserved authority and responsibility of regulating all the activities that are being undertaken by student organizations.

155.2. Objectives of Students Organization(s)

Student organization(s) may be formed to pursue the objectives set forth below:

- A. To promote communication, understanding, tolerance and co-operation among University students, other members of the University community and the University administration;
- B. To promote studies, research, academic discussions and publications;
- C. To supplement the University curricula by promoting such activities as lectures, panel discussion, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society;
- D. To foster the social and cultural lives of students.

155.3. Activities of Student Organization(s)

A fully recognized student organization might engage in any one of the activities set forth below:

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- E. Arrange gathering outside normal class hours and upon the permission of the relevant University authorities during normal class hours;
- F. Raise funds to finance its legitimate objectives and to support the programs of the University.
- G. The organization shall have its own saving account.
- H. Present considered views, grievances, proposals and recommendations to University authorities on academic and other University matters.
- I. Organize educational and/or recreational events, trips and programs in consultation with the relevant authorities of the University.
- J. Discuss and express in print or otherwise considered views regarding issues of National and/or international interest and concern in accordance with the provisions of this legislation.
- K. Undertake any other activity incidental and/or conducive to the attainment of its objectives.

156. Basis of Students Organizations

- 1. Without prejudice to the general objectives set forth in this Article, student organizations may be formed by regular full-time students of the University on University-wide, College/Institute-wide or Department-wide basis to pursue their specific objectives.
- 2. Student organizations may also be formed based on special needs such as students of the female sex or students with physical impairments or students with the same interest on Environment.
- 3. A University-wide student organization may be formed consisting of regular fulltime student members of the University either:
 - A. Through the direct membership of individual students; or
 - B. Through the student organizations referred to in sub-Article 1 of this Article.
- 4. The Senate Student Affairs Committee in consultation with the relevant University authorities shall determine the conditions under which part-time students of the University may form or join student organizations.
- 5. No more than one student organization may be formed on the basis for the same objectives and, purposes and where two or more applications are submitted for recognition to this effect, the applicant with larger constituency shall be granted recognition. In case of tie, it shall be determined on first come first served basis.



157. Procedure for Obtaining Recognition

1. Recognition to a student organization may only be accorded upon submission of an application signed by all members of the organization or provisional committee.
2. Application for recognition shall be submitted to the Director for Student Social Services.
3. Application for recognition shall be accompanied by the constitution of the student organization containing interlay the following particulars:
 - A. The name of the organization;
 - B. The list of its founding members;
 - C. A brief and precise statement of the objectives of the organization;
 - D. The basis of membership of the organization;
2. The procedure of election of the officers of the organization including their terms of office and the ground for their removal from office before their terms of office expire,
 - A. The functions and mandates of the officers of the organization;
 - B. The procedure for the convening of meetings of members and of officers;
 - C. The procedures applicable to amend the constitution; and
 - D. The manner of keeping, maintaining and auditing the financial resources of the Organization and of the preparation and publication of its financial reports.
3. The student organization(s) should be authorized and recognized by Law.

158. Common Provisions

1. No student organization may admit as its member or represent any person who is not a regularly registered student of the University.
2. No student organization may elect to any of its top three positions any student who has not completed at least one full year of study at the University provided, however, that probationary status does not preclude a student from holding office and provided further that a duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds.
3. No student organization may deny membership to any student on ethnic, gender, religious, regional, linguistic or other similar discriminatory grounds.
4. No student organization that does not provide in its constitution for the democratic election of its officers and for the democratic procedure of passing decisions shall be recognized.



159. Actions on Application for Recognition

1. The Student Social Service Director in consultation and the approval of the Senate Student Affairs Committee shall grant recognition in writing where he/she is satisfied that the substantive and procedural conditions for recognition prescribed in this Article are fulfilled.
2. Where the Student Social Service Director is of the opinion that there are still certain conditions that are not fulfilled for the time being and he believes that the applicant can compile them within due course, he shall grant provisional recognition and fixes a time limit within which these conditions shall be fulfilled. Failure to comply with the condition specified in the provisional recognition may result in the withdrawal of the recognition.
3. The Student Social Service Director may, in consultation with and the approval of the Senate Student Affairs Committee, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled, provided however, that the Director shall, before making, his final decision, grant to the concerned organizing or provisional committee an opportunity to be heard.
4. Without prejudice to the provisions of this Article, the Director of Student Social Services shall act on any application requesting recognition within 30 days from the moment his office received the application provided that this period may be extended by another seven days where the next week from the submission of the application is a leave week in accordance with the University calendar. The applicant organization shall be deemed recognized unless the Director of Student Social Services notifies it to the contrary within the period fixed in this sub-Article.

160. Rights and Duties of Student Organization(s)

A duly recognized student organization has the right to:

1. Engage in any activity referred to the Director of Student Social Services of this Legislation in pursuance of its objectives;
2. Represent its members before any forum with University authorities on matters pertaining to its membership;
3. Use University facilities with the prior permission of the relevant University authorities;
4. Participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as the Senate Student Affairs Committee shall determine.
5. Observe and respect rules and regulations issued by the University.



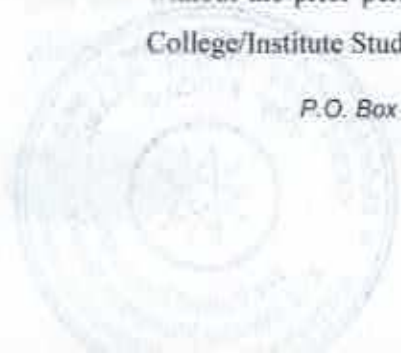
6. Use University facilities with due care and sense of responsibility;
7. Use funds and other resources under its custody only for the attainment of its lawful objectives;
8. Submit to the Director of Student Social Services a duly audited annual financial report and publish the same for the benefit of its members and the Senate Student Affairs Committee;
9. Notify the Director of Student Social Services of the names of its newly elected officers, if any; and
10. Give prior notice to the Director of Student Social Services or his representative of any meeting to be held within the premises of the University and of any use to be made of University facilities and property provided that this does not apply to the routine meetings of its leadership.

161. Suspension and Withdrawal of Recognition of Student Organizations

6. The Director of Student Social Services may, in consultation with and the approval of the Senate Student Affairs Committee, suspend for such period as he thinks fit the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this legislation;
7. The Director of Student Social Services may, in consultation with and the approval of the Senate Student Affairs Committee, withdraw the recognition accorded to any student organization only on the following grounds.
 - A. The organization has clearly violated its constitution to the detriment of the University or its members;
 - B. The organization has ceased to exist as a result of dissolution;
 - C. The organization has sponsored or encouraged activities which violate the University Student Code of Conduct; or
 - D. Material conditions on the basis of which recognition was accorded are found to no longer exist.
8. The Director of Student Social Services shall, before suspending or withdrawing recognition, provide the concerned organization with the opportunity to be heard.

162. Conditions for the Use of University Facilities

1. No student organization or group may use University facilities for meetings or other Purposes without the prior permission of the Director of Student Services or in appropriate cases, the College/Institute Student Service Coordinator.



2. Request to make use of University facilities shall be made in writing by the appropriate officials of the concerned student organization or, in the case of a student group, by its organizers. The application shall, inter alia, specify the purpose for which the facility is to be made use of, the estimated number of users, the date and time of the use and, the name(s) and addresses of the officers or the organizers to be contacted.
3. The Director of Student Services or his representative, as the case may be, shall grant the application unless the facility applied for has been previously reserved for someone else for the same date and time or the purpose for which the facility is to be used is unlawful under University rules or national laws or unless he/she has reasonable ground to believe that damage to the facility is likely to occur if the application is granted. Before making the decision to deny the application, he/she shall grant the applicant organization or group an opportunity to be heard.
4. Permission to make use of University facilities under the preceding sub-Articles does not relieve the concerned student organization or group of its liability to pay compensation for damages caused to the facilities.

163. Disciplinary Offences

1. Officials of any student organization who make use of University facilities without securing the authorization of the relevant University authorities and any student who willfully participates there in shall be subject to the penalties provided for in the provisions pertaining to Students Code of Conduct in this Legislation.
2. Any student who engages in any activity on behalf of a student group organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Students Code of Conduct and shall be subject to the penalty therein prescribed.
3. Disciplinary measures taken pursuant to sub-Articles of this Article are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

164. University Support for Students Publications

1. Within the limitation of its resources, the University encourages and assists students and their organizations to exercise freedom of expression and the press.
2. The University establishes advisory organs of publications to assist students and their organizations to realize the exercise of the rights prescribed under sub-Articles of this Article.



3. The advisory organs of publications shall have the following general objectives:
 - i. To advise students on the quality and form of student publications; and
 - ii. To advise students on the quality of their publications under national laws and University regulations.
 - iii. The University establishes a University-wide Advisory Board of Publications to advise University-wide student organizations on matters relating to publications,
 - iv. The Board shall be established as a sub-committee of the Senate Student Affairs Committee in a manner to be determined by the latter.
 - v. The Board shall consist of three academic staff member and two students as its members and the student members shall be designated by student organizations.
 - vi. The University establishes an advisory committee of publications in each campus or College/Institute or Department where a student organization is formed on this basis.
 - vii. Such a Committee shall be established in a manner to be determined by the Advisory Board of Publications subject to the approval of the Student Affairs Committee and shall consist of two University academic staff member and one student as its members who shall be designated by the concerned student organization.
 - viii. In the case of inter-College/Institute publications, the concerned publications committees shall give the advice jointly.
 - ix. Student publications shall be submitted for review to the concerned advisory organ in the form of a manuscript where they are issued in the name of and/or under the auspices of the University.
 - x. Student publications issued without or against the advice of the relevant advisory of the University and the authors may be subject to disciplinary measures where such publications violate the Code of Conduct provided for in the provisions of this Legislation.
 - xi. The University designates an organ to check the content and structure of graduation bulletin and other student publication.

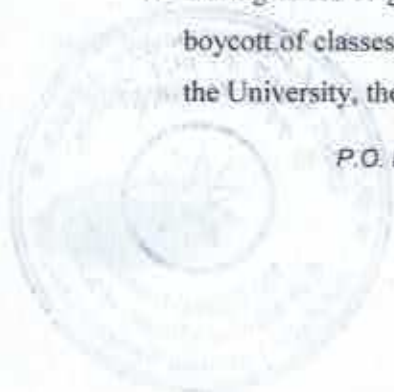
PART X: MISCELLANEOUS PROVISIONS

165. Special Provisions at a State of Crisis

Declaration and management of State of Crisis:

1. During times of grave disturbances, including, but not by way of limitation, student or staff boycott of classes, which prevent or imminently threaten to prevent the normal functioning of the University, the President may declare a state of crisis of the University.

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2. A decision to declare and manage a state of crisis shall insofar as practicable be taken in consultation with the university managing council, deans and directors council.
3. A declared crisis shall have duration of no more than two weeks. A crisis declaration may be renewed for such additional fifteen-day periods as may be necessary until the normal functioning of the university is restored.
4. Each renewal of a crisis declaration shall be effected by the procedure followed for the original declaration, except insofar as practicable, the Senate shall also be consulted.

166. Duty to Report Violation of the Legislation

The university academic community is duty bound to respect and implements the rules of this legislation. Any member of the community who becomes aware of the violation of the rules of this legislation should forward such concerns to the attention of his/her immediate supervisor or to a member of higher managing body of the University/Senate.

167. Interpretation of the Legislation

1. The Senate standing committees shall be responsible for the interpretation of this Legislation in case of ambiguity or disputable provisions.
2. Every interpretation made by the senate standing committees shall be reported to the Senate
3. The Senate may endorse, amend or revoke any interpretation given by the Senate Standing Committees during its next session.

168. Power to Issue Directives and Guidelines

1. The president, the senate standing committees, the managing director and the vice presidents are delegated to issue Directives and guidelines for the proper implementation of this legislation
2. The President, the senate standing committees, the managing director and the Vice Presidents, in exercising the powers vested on them by virtue of the above sub-article, shall ensure the observance of the principles of fairness, transparency and staff participation.

169. Implementation of the harmonized rules and regulation

Though the rules set are in place, there may be inconsistencies in implementation across institutions. Periodic supervision and quality control mechanism may be needed to be implemented by HERQA. It is also important to develop national guidelines and standards for program auditing, and manuals for internal quality audit and institutional self-assessment.

170. Harmonization of University Structures

1. Job structures derive mainly from the volume of work by taking efficiency and cost effectiveness into account. Ethiopian universities are classified in terms of their generation



during which they have to undergo changes that introduce habits, experiences and institutional cultures and vision of excellence. Hence, while harmonization encourages standardization of practices and nationalization of standards, smoothens mobility of staff and students across different institutions for collaboration, establishing cost-effective joint programs and to share expertise and experiences in eminent fields, it may not be exercised using the same organizational structures and job categorization.

2. There are no uniform organizational structures suitable to use across different institutions. Ethiopian HEIs vary in their work load, program diversities, available resources (material and human) and visions and quality of services. They need reasonable autonomy in setting and employing a more efficient job structures that take their own context in which they undertake their responsibilities. They need to have their own staff retention and remuneration strategies that consider their contextual factors. This requires a relative institutional freedom and a differential treatment of the higher education institutions. The academic rules and regulation should include some general directions in this regard.

171. Amendment

1. Any amendment of any provision/s of this legislation may be initiated by any concerned academic community member or organ of the university. However it can only be considered provided that it is supported by at least one-third of the Senate members.
2. Any amendment of the provisions of this legislation shall be approved by the vote of at least 60% of the Senate voting members.

172. Repeal

1. The Wachemo University draft Senate Legislation of 2008 E.C is repealed and effectively replaced by this legislation.
2. No other rules and regulations of the university shall, insofar as inconsistent with the provisions of this legislation, be applicable to matters provided by this Legislation.

173. Transitory Provision

Cases pending prior to the coming into force of this legislation shall be decided in accordance with the provisions of this legislation if the applicant agrees. However, matters related to undergraduate students grading and academic standing of students who have been taking non-modular courses shall be determined by the provisions of repealed and replaced legislation.

174. Effective Date

This legislation shall be effective as of **January, 2020**

