



ADDIS ABABA UNIVERSITY

Senate Legislation

2024
Addis Ababa
Ethiopia

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Whereas, a university should be a sanctuary for search, cultivation, preservation and transmission of knowledge through nurturing the culture of free inquiry and rigorous scholarship.

Whereas Addis Ababa University is a Flagship University with a vision to become a leading Research University of excellence to advance national needs be responsive to regional and global developments.

Whereas, the University's mission is advancing excellence in education, cutting-edge research and innovation, and community engagement across the broad base disciplinary boundaries to meet the needs, aspiration and priorities of the nation. As a research-intensive university, it is *committed to research as a central part of its mission and to graduate education and research.*

Whereas, as a premier research university in Ethiopia, it is responsible to produce competent graduates, provide need-based community service and produce both basic and problem-solving research outputs through innovative and creative education, research and consultancy service to foster social and economic development of the country. In order to realize its missions and vision, a quality-tasted senate legislation is the basic prerequisite.

Whereas, Autonomous University Proclamation No. 1294/2023 and Council of Ministers Regulation No.537/2023; not only confers considerable financial and administrative autonomy on the country's public institutions of higher education, with a view to making their financial and administrative systems adaptable to the requirements of the core activities of institutions of higher education, but also determine, in broad terms, the organizational structures and the powers and duties of the major units of the institutions;

Whereas, the Senate Legislation and other rules of the University shall be made compatible with the Proclamation, Regulations and other new policies governing higher education institutions; including internal Academic Policy Harmonization Document; and the University's policies. The University prepared a new senate legislation that fully contain the fundamentals of its direction as a full-fledged autonomous University.

Now, therefore, this Senate Legislation is approved by the Addis Ababa University's Board of Governance in accordance with Article 18 (11) of the Autonomous University Proclamation.



TITLE I: GENERAL PROVISIONS

Article 1. Short Title

1.1. This Legislation may be cited as ‘Addis Ababa University Senate Legislation of 2024’.

Article 2. Definitions, Interpretation and Gender Reference

2.1. Definitions

In this Legislation, unless the context requires otherwise or regulated otherwise by other instruments:

2.1.1. ‘**Academic administration**’ shall mean the management and supervision of academic activities in academic units.

2.1.2. ‘**Academic calendar**’ shall mean, semester based and/or year-based academic schedule.

2.1.3. ‘**Academic Community**’ shall mean all students and academic staff of the University.

2.1.4. ‘**Academic department**’ shall mean a discipline-based academic unit engaged mainly in teaching, research, and provision of community engagement and that runs:

- a) at least two programs at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and
- b) has a minimum of ten full-time academic staff that can handle more than 75% of the required courses/modules.

2.1.5. ‘**Academic governance**’ shall mean the legally defined working relationship among academic units and the arrangement that governs academic decision making by academic officers and other lawfully constituted bodies.

2.1.6. ‘**Academic officer**’ shall mean an academic office bearer in charge of an academic unit or office.

2.1.7. ‘**Academic staff**’ shall mean members of the academic units within the University employed to teach and/or undertake research or any other professional of the University recognized as academic by the Senate.

2.1.8. ‘**Academic Technical Assistant**’ means a staff that is neither academic nor administrative and is employed to render professional assistance in teaching learning and community engagement.

2.1.9. ‘**Academic unit**’ shall mean a college, an institute, a department, a school, or a center established as a constituent unit of the University.

2.1.10. ‘**Academic year**’ shall mean the annual periods of sessions of an educational institution with at least two semesters.



- 2.1.11. **‘Board’** shall mean the Board of the University established and empowered as per Articles 11 and 13 of the Proclamation.
- 2.1.12. **‘Center’** shall mean an academic unit that runs and/or coordinates programs of multi/cross/inter disciplinary nature, and specialized areas of study or services in:
- a) at least two degree granting programs/disciplines at undergraduate, or
 - b) at least two degree granting academic programs/disciplines at undergraduate and graduate levels, or,
 - c) at least two degree granting academic programs/disciplines at graduate level. Depending on the nature of disciplines and programs it offers, a center may be equivalent to a department, and has a minimum of ten core academic staff.
- 2.1.13. **‘Chair/Head’** shall mean an executive manager of an academic unit such as a department or center.
- 2.1.14. **‘Clinical care administration’** shall mean the planning, implementation and monitoring of Clinical activities and resource administration in clinical units.
- 2.1.15. **‘Clinical care governance’** shall mean legally defined relationship among tiers of clinical units and the arrangements that govern clinical decision making by clinical officers and other lawfully constituted bodies.
- 2.1.16. **‘Clinical department’.** shall mean a discipline-based academic unit engaged mainly in teaching, research, provision of medical care and community engagement and that runs:
- a) at least two clinical programs at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and
 - b) has a minimum of 10 full-time academic staff that can handle more than 75% of the required courses/modules.
- 2.1.17. **‘Clinical service’** shall mean a service given by an academic staff of the College of Health Sciences in consulting and treating a patient.
- 2.1.18. **‘College’** shall mean an academic unit of the University that coordinates and oversees academic, research, and community engagements of academic departments, schools and centers and other units which share similar resources, and headed by executive dean.
- 2.1.19. **‘College Academic Commission’** shall mean a commission established in each College.

- 2.1.20. **‘Community engagement’** shall mean mutually beneficial scholarly collaborations and partnerships of the university community with local, regional and international communities to address their specific needs centered on social, economic and cultural developments and challenges.
- 2.1.21. **‘Community service’** shall mean a service rendered by the University community to communities, government institutions, businesses, non- profit organizations, and society at large with the objective of addressing challenges through capacity building, awareness creation and whenever possible, to improving the quality of lives.
- 2.1.22. **‘Continuing and e-learning education student’** shall mean a student who is enrolled in an evening/weekend, summer in service or online education program.
- 2.1.23. **‘Core academic staff’** shall mean the minimum number of full-time academic staff in an academic unit.
- 2.1.24. **‘Core clinical staff’** shall mean the minimum number of full-time clinical staff in a clinical unit/department.
- 2.1.25. **‘Credit point’** shall mean a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes.
- 2.1.26. **‘Department/Center/School Academic Committee’** shall mean an academic committee of each department, center, or school defined in the pertinent sub-articles of this Article.
- 2.1.27. **‘Director’** shall mean the executive manager of University research institutes and other appropriate offices, as determined by the Senate.
- 2.1.28. **‘Double major’** is the awards with one degree/single with two distinct concentrations.
- 2.1.29. **‘Dual degree’/Double degree** is one which leads to separate awards from two partner institutions involved in a joint degree program or a dual degree award with two separate degrees in different fields of study.
- 2.1.30. **‘Flexible appointment’** shall mean an employment scheme that allows faculty for work arrangements less than full workload.
- 2.1.31. **‘Fiscal Year’** shall mean the Ethiopian fiscal year (Hamle1/July 8 to Sene 30 (July 7).
- 2.1.32. **‘Health care services’** shall mean advanced health care services provided by Tikur Anbessa Specialized Hospital and the staff of the College of Health Sciences that include emergency, inpatient and outpatient services including outreach to the different public and private health facilities.
- 2.1.33. **‘Hospital board’** shall mean an administrative body of the Tikur Anbessa Specialized Hospital organized as per the guidelines adapted from Ministry of Health for the



- Management of Federal hospitals in Ethiopia which is also a liaison to AAU board in facilitating health care services.
- 2.1.34. ***'Innovation'*** refers to the process of creating, developing, and implementing new ideas, products, services, processes, or approaches that bring about positive change and value. It involves transforming creative concepts into practical solutions that address challenges or meet needs in various domains. Innovation can occur in different sectors, including technology, business, healthcare, education, and more. It can result from new scientific discoveries, the application of existing knowledge in novel ways, or the combination of different disciplines to create something new and valuable. Innovation drives progress and growth, contributing to economic development and societal improvement.
- 2.1.35. ***'Institute'*** shall mean an academic unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at home-base departments/schools/centers.
- 2.1.36. ***'Institute Research Council'*** shall mean a commission established in each research institute.
- 2.1.37. ***'Institutional development'*** shall mean building the capacity and image of the University by initiating, mobilizing and managing resources.
- 2.1.38. ***'International scholar'*** shall mean a scholar visiting the University for academic purposes such as teaching, research, student supervision & examination, consultation, workshops, conferences and seminars.
- 2.1.39. ***'International student'*** shall mean any non- Ethiopian citizen including permanent resident or refugee admitted and registered at the University with the view to pursuing undergraduate or graduate degrees or upskilling.
- 2.1.40. ***'Joint appointment'*** shall mean an employment scheme that allows a faculty to work in other institution outside the university or staff from industry allowed to work in university for the specific expertise required for a reasonable time.
- 2.1.41. ***'Joint degree'*** is a degree that leads to a single award for a degree program which is jointly offered (integrated program and recognized officially) by partner institutions.
- 2.1.42. ***'Managing Council'*** shall mean a body established at University level to advise the president on strategic issues and on other cases that the president or the Board believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional or college operations.
- 2.1.43. ***'Ministry'*** shall mean the Ministry of Education of the Federal Democratic Republic of Ethiopia.

- 2.1.44. **‘Module’** shall mean a set of courses taken to enable to finish a program of study and lead to a particular award/qualification.
- 2.1.45. **‘President’** shall mean the President of the University.
- 2.1.46. **‘Private consultancy’** shall mean a consultancy service rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without utilizing the support of the University.
- 2.1.47. **‘Proclamation’** shall mean the Autonomous University Proclamation No. 1294/2023.
- 2.1.48. **‘Professional Support Staff’** shall mean an academic staff member who occupies a non-faculty position and is employed by the University to engage in a broad-range of academic support activities.
- 2.1.49. **‘Program’** shall mean a set of modules/courses in the undergraduate and graduate study disciplines.
- 2.1.50. **‘Quality Assurance’** is a rigorous, systematic, objective, impartial, expert-based examination, evaluation and self-evaluation of how effectively a university, college, institute, department/center, school or program is working, as part of continuous improvement in the ongoing pursuit of higher levels of achievement and quality, and for action planning.
- 2.1.51. **‘Quality Assurance Office’** is university level office responsible for ensuring quality and standards of the academic programs, research, community engagement, service standards and performance.
- 2.1.52. **‘Regular student’** shall mean a full-time student who is enrolled in a regular program.
- 2.1.53. **‘School’** shall mean an academic department or group of departments that runs professional disciplines:
- a) in at least three degree granting academic programs/professional disciplines at undergraduate and graduate levels, and
 - b) has a critical mass of a minimum of 30 full-time staff that handle more than 75% of the required courses, or
 - c) for CHSs at least four programs/professional disciplines at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained; and has a minimum of 40 full time academic staff that can handle more than 75% percent of the required courses/modules.
- 2.1.54. **‘Semester’** shall mean the academic calendar that lasts 15-16 weeks for regular programs and 8-12 weeks for summer programs.

- 2.1.55. ‘**Senate**’ shall mean the Senate of the University established as per Article 17 of the Proclamation.
- 2.1.56. ‘**Student**’ shall mean any person who is admitted and registered at the University in regular/evening/summer/distance, online or any other program with an intent to pursuing undergraduate or graduate degrees or upskilling.
- 2.1.57. ‘**Summer Student**’ shall mean a student who is enrolled in a summer program.
- 2.1.58. ‘**Superannuation**’ shall mean an extension of a service of an academic staff beyond the stipulated retirement age in anticipation and expectation of continued good performance as demonstrated in pre-retirement employment periods.
- 2.1.59. ‘**Technology Transfer**’ shall mean the process of transferring knowledge, inventions, and technologies developed within AAU to external entities, including industries, businesses, and other organizations.
- 2.1.60. ‘**University Consultancy**’ shall mean a consultancy service provided by an academic staff to a client in his capacity as an employee and utilizing the affiliation and support of the university.
- 2.1.61. ‘**University council**’ shall mean a consultative body that advises the president on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, division, merger, and closure of academic units as well as performance.
- 2.1.62. ‘**University**’ shall mean Addis Ababa University.
- 2.1.63. ‘**University-Industry Linkage**’ shall mean the collaboration and interaction between AAU and industries or businesses.
- 2.1.64. ‘**Vice Presidents**’ shall mean the executive officers of the University appointed in accordance with Article 23 of the Proclamation.

2.2. Interpretation of this Legislation and organization for conflict resolution

- 2.2.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.
- 2.2.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No.1294/2023 and the object and purposes of this Legislation.
- 2.2.3. The determination of the object and purposes of this Legislation shall be made considering; the supplementary means of interpretation which shall include policies of the University approved prior to the coming into force of this Legislation.

- 2.2.4. The President shall be responsible for the appropriate interpretation of this Legislation.
- 2.2.5. Where controversies arise in interpreting the provisions of this Legislation, the interpretation handed down by the Board shall prevail, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.
- 2.2.6. Detailed procedures on organization for conflict resolution shall be put in place.

2.3. Gender Reference

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

Article 3. Scope of Application

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

TITLE II. THE UNIVERSITY ADMINISTRATION AND THE SENATE

CHAPTER ONE: ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Article 4. Structure of the University

As per the Proclamation, with regard to Academic, Faculty, and Student affairs, the University has the following organs:

- 4.1. The Chancellor;
- 4.2. Board of Governance;
- 4.3. President,
- 4.4. Vice Presidents;
- 4.5. The Senate;
- 4.6. University Council, Managing Council and Executive Committee;
- 4.7. Quality Assurance Office & Internal Audit Department accountable to the Board;
- 4.8. Other sections to be organized by the University as deemed necessary.

Article 5. Chancellor

The University shall have a Chancellor who, without entering into University's internal governance, symbolize the work and good will of the University nationally and internationally, serves as a senior ambassador, raises funds and resources, and undertakes other good will activities.

Article 6. Board of Governance

Articles 11 to 14 of the Proclamation stipulate the establishment, composition, powers and responsibilities and termination of membership of board of governance and other related matters.

Article 7. The President

- 7.1. The President shall be the Chief Executive Officer of the University.
- 7.2. The President shall be appointed by the Chancellor upon submission by the Board of three candidates elected on the basis of international open competition through the process that shall involve establishment of screening and selection committee and the participation of colleges and academic units. Details shall be determined by the Directives of the Board.
- 7.3. The President, as per the Proclamation shall fulfill at least the following criteria:
 - a) Capacity and commitment for the attainment of objectives of the Autonomous University;



- b) Demonstrated leadership ability;
 - c) Not a member, leader or an elected official of any political party or having withdrawn from such relations before appointment to the Presidency.
- 7.4. The term of office of the President shall be five years. However, he may compete for one additional term only.
- 7.5. The powers and responsibilities of the President shall be as prescribed under the Proclamation.

Article 8: The Vice Presidents

As per the Proclamation

- 8.1. The University shall have vice presidents and officials with the status of vice president accountable to the President.
- 8.2. The vice presidents shall be elected from the academic staff.
- 8.3. The Board shall determine the number, powers and responsibilities of vice presidents.
- 8.4. The vice presidents shall be elected through a transparent process of screening and selection and with the participation of academic units. Details shall be determined by the Board.
- 8.5. The term of office of vice presidents shall be four years. They may compete for one additional term only.

Article 9. The Senate

- 9.1. The Senate shall consist of the following members
 - 9.1.1. The President;
 - 9.1.2. All Vice Presidents;
 - 9.1.3. University Registrar
 - 9.1.4. Executive Deans of Colleges
 - 9.1.5. Directors of Institutes
 - 9.1.6. Chief Librarian
 - 9.1.7. Dean of Students
 - 9.1.8. One representative of academic staff from each college, and an additional representative of clinical staff from a teaching hospital

9.1.9. One representative each from associations of academic staff and students; and representative of students with disability,

9.1.10. One representative of the administrative staff

9.1.11. A maximum of additional three members (female student, female academic staff, full-professor) might be appointed.

9.2. The President shall chair the Senate.

Article 10. Powers and Responsibilities of the Senate

10.1. Approve overall University academic calendar;

10.2. Approve academic programs;

10.3. Determine criteria and procedure for academic promotion including professorship;

10.4. Review request for professorship and, if it found appropriate, submit to the Board for approval;

10.5. Review honorary degrees and other awards and submit to the Board for approval;

10.6. Set criteria for academic appointments below vice-presidency;

10.7. Review strategic plans of the University and submit to the Board for approval;

10.8. Determine student admission, discipline, and graduation in the Senate Legislation;

10.9. Issue guidelines on activities relating to teaching-learning, research and technology transfer, and community engagement;

10.10. Establish work procedure to implement this Proclamation and Directives of the Board relating to academic matters, academic staff employment, promotion, benefits, discipline, termination, selection of academic officials, student administration, and related matters;

10.11. Prepare Senate Legislation for approval by the Board;

Article 11. Senate Meetings

11.1. The Senate shall convene at least four times a year.

11.2. The President might convene the Senate at any time he thinks necessary.

11.3. The President shall convene the Senate where at least one-third of senate members request for the meeting.

11.4. In the absence of the President, any of the vice president for academic and/or research shall, preside over the meetings of the Senate.

- 11.5. If, for any reason, the President or the vice presidents cannot be present at a meeting, the Senate shall be presided over by a pro-tempore chairperson who shall be elected from the members of the Senate present at that particular meeting.
- 11.6. The duration of service of representative members in the Senate shall be three years, with the possibility of re-election only once.
- 11.7. The presence of more than half of the members of the Senate shall constitute a quorum.
- 11.8. The Head of the School of Law serve as the Secretary of the Senate.
- 11.9. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote.

Article 12. Communication of Senate Deliberations and Decisions

- 12.1. Senate deliberations shall be communicated in writing to executive deans, directors, center and department heads by the Office of the President. Such communication shall be made within 10 days after every Senate meeting.
- 12.2. Executive deans, directors, school, center and department heads shall communicate the deliberations in any acceptable modality, to academic staff in their respective units within 7 days of receipt of the written communication from the Office of the President.

Article 13. The Secretariat of the Senate

- 13.1. There shall be a Secretariat of the Senate within the Office of the President, whose functions shall be to manage the proper documentation and keeping of the records of the deliberations and decisions of the Senate and its SEC.
- 13.2. The Office of the President and the Secretariat of the Senate shall be responsible for the follow-up and proper implementation of the deliberations of the Senate, the SEC, and that of its standing committees.
- 13.3. The Office of the President and the Secretariat of the Senate shall compile, publish and disseminate rulings of the Senate and/or revisions of this Legislation on a regular basis.
- 13.4. The Secretariat of the Senate shall be accountable to the President.

Article 14. The University Council

Establishment, composition, and duties and responsibilities of the University Council shall be effected as stipulated under Article 20 of the Proclamation.

Article 15. The University Managing Council

Establishment, composition, duties and responsibilities of the Managing Council shall be as stipulated under Article 21 of the Proclamation.



Article 16. Executive Committee

16.1. The University Executive Committee shall be composed of the President, Vice-presidents, and Executive Deans of Colleges and Director of Institutes.

16.2. Powers and duties of the Executive Committee shall be determined by the Board.

CHAPTER TWO: COMMITTEES OF THE SENATE

Article 17. Committees of the Senate

17.1. General Provisions

17.1.1. The Senate shall have Executive, Standing and ad-hoc committees.

17.1.2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them.

17.1.3. The Committees shall be accountable to the Senate.

17.1.4. Each committee shall adopt its own rules of procedures, in compliance with the relevant provisions of this Legislation.

17.1.5. Committee work is expected of all University staff as part of their obligations to the University. Serving on the committees shall be deemed to be part of the duties of an academic staff.

17.1.6. Election of members of the committees of the University Senate shall be conducted at Senate meetings.

17.1.7. The Students' association of the University shall notify its elected member to the Senate in writing. Similarly, the academic staffs' association of the University shall do the same for its elected representative.

17.1.8. The President shall promptly notify in writing elected members that serve on Senate Committees also stating their respective duties and responsibilities.

17.1.9. The President shall name the member responsible for calling the first meeting of each Senate Committee.

17.1.10. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.

17.2. The Senate Executive committee (SEC)

17.2.1. Duties and Responsibilities

The SEC shall:



- 17.2.1.1. advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;
- 17.2.1.2. keep the Senate advised on recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;
- 17.2.1.3. recommend the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;
- 17.2.1.4. establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for the eventual submission of names of candidates to the Senate;
- 17.2.1.5. refer issues and problems that shall come before the Senate to the appropriate standing committee for advice and recommendations, unless in those cases where, in the opinion of the Executive Committee, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
- 17.2.1.6. review or suspend any decision made by any one of the standing committees of the Senate where appropriate but any such review or suspension and the circumstances thereon shall be communicated to all members of the Senate in a week's time;
- 17.2.1.7. determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;
- 17.2.1.8. submit nominations of academic unit representatives for membership in each Senate Standing Committees; and
- 17.2.1.9. take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-option of and consultation with other members of the Senate in the course of its deliberations.

17.2.2. Membership

- 17.2.2.1. The SEC shall include the President, the Vice Presidents, and the Head of the School of Law as a Secretary.
- 17.2.2.2. The Chairperson of the Senate shall also be the Chairperson of the SEC provided, however, that one of the vice presidents shall preside over the meetings of the SEC in the absence of the Chairperson.



17.2.3. Meeting and Reporting

17.2.3.1. The SEC shall meet at least once before each Senate meeting.

17.2.3.2. The Chairperson may also convene a meeting of the SEC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.

17.2.3.3. The SEC shall submit four times a year activity report to the Senate.

17.3. The Senate Standing Committees

The Senate may function through the standing committees as provided hereunder. The following shall be the standing committees of the Senate:

17.3.1. Academic Standards and Program Review Committee (ASPRC);

17.3.2. Student Admissions and Enrollment Committee (SAEC);

17.3.3. Research, Technology Transfer and Community Engagement Committee (RTTCEC);

17.3.4. Diversity, Equity and Inclusion Committee (DEIC)

17.3.5. Staff Recruitment, Appointment and Promotions Committee (SRAPC), and

17.3.6. Strategic Planning and Resource Mobilization Committee (SPRMC)

17.3.7. Awards and Recognition Committee (ARC)

17.4. Membership of Standing Committees

17.4.1. Each standing committee shall have a minimum of five members.

17.4.2. Members of the various standing committees of the Senate shall, to the extent possible, include representatives of the pertinent offices of the University and, in constituting the committees, expertise, individual merit, gender and diversity shall be considered.

17.4.3. Excepting the case of ex-officio membership, the same individual cannot serve as a member of more than one standing committee at the same time.

17.4.4. Each elected member of a standing committee shall serve for a period of three years, at the end of which he may be re-elected for one more term.

17.5. Ad-hoc Committees



- 17.5.1. The Senate may establish ad-hoc committees as it may deem necessary. Unless otherwise provided by the decision of the Senate, these committees shall be relieved upon completion of their designated tasks and submission of their reports to the Senate.
- 17.5.2. The terms of reference of an ad-hoc committee shall be issued by the SEC subject to approval by the Senate.

17.6. Co-opting Additional Members

- 17.6.1. Standing committees of the Senate are encouraged to co-opt additional members from among the staff and representatives of stakeholders where this deems helpful.
- 17.6.2. The relevant committee shall formulate the rights and duties of such members and notify the Senate of the same for approval.

17.7. Decisions of the Committees

- 17.7.1. In the exercise of the powers vested in it by the Senate, a standing committee may make decisions on matters under its competence and may propose decisions to the Senate.
- 17.7.2. The Senate may, at its discretion, review any decision of a committee.
- 17.7.3. A committee may also make interim decisions in between meetings of the Senate.
- 17.7.4. Interim decisions are decisions of a committee that require final approval by the Senate.
- 17.7.5. Interim decisions could be necessitated on the weight of the matter under consideration, or the absence of clearly spell out provisions in this Legislation, other University rules or relevant laws of the country.
- 17.7.6. Whenever an interim decision is made, the chairperson of the committee making such decision shall forthwith communicate this fact to the President.
- 17.7.7. The President shall subsequently forward the interim decision to the next Senate meeting for review and/or approval.
- 17.7.8. Unless provided otherwise, each standing committee shall meet at least four times a year and two times a semester.

17.7.9. Where one-third of the members request for a meeting of a standing committee, the chairperson shall do so within one to two weeks of the date of the written request.

17.7.10. A simple majority of any committee shall constitute a quorum.

17.7.11. The chairperson of each standing committee shall submit a written report four times a year to the Senate on the activities of his committee.

Article 18. Informing Academic Officers

18.1. The chairpersons of the standing committees shall inform the concerned academic officers whenever the agenda of a particular committee includes a matter of direct concern to a particular academic unit.

18.2. An academic officer shall have the right to appear personally or through a representative and present his academic unit's position on the matter under discussion.

18.3. The decisions of the standing committee, not awaiting the approval of the Senate on each agenda, shall be communicated to the academic officer concerned by the secretary of the committee within ten days following their rendition.

Article 19. Major Functions of the Senate Committees

Without prejudice to the specific duties and responsibilities entrusted to them in subsequent provisions of this Legislation, committees of the Senate shall carry out the following functions within their respective domains:

19.1. monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;

19.2. deliberating on matters in their capacity and jurisdiction, and making decisions according to the general policy and principles that are provided in this Legislation, directions of the Senate and their own rules and procedures;

19.3. reporting to the Senate the results of their deliberations and the implementation of their mandate;

19.4. initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate; and

19.5. submitting recommendations for Senate deliberations and decisions.

19.6. Members of senate standing committees other than the ex-officio members may be remunerated as shall be determined by the Office of the President.

Article 20. Secretaries of Senate Standing Committees

Each standing committee of the Senate shall have a secretary who shall be a pertinent office bearer of the University.

Article 21. Academic Standards and Program Review Committee (ASPRC)

21.1. Duties and Responsibilities

The ASPRC shall:

- 21.1.1. formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs to the Senate;
- 21.1.2. provide expert advice on curriculum design, review, approval, and revision;
- 21.1.3. where appropriate, ensure the inclusion in the curricula of pedagogical methods with the view to encouraging and rewarding enriching and active interaction between academic staff and students;
- 21.1.4. ensure that through the inclusion of programs of internships, attachments and other practice-oriented approaches to enhance education;
- 21.1.5. review and recommend class size policy and practices to the Senate with the view to improving them at the various academic units;
- 21.1.6. examine proposals of graduate and undergraduate programs for improvement, revision or adjustment of existing rules and regulations;
- 21.1.7. promote interdisciplinary study programs;
- 21.1.8. ensure that research and teaching programs are well integrated;
- 21.1.9. review as appropriate, recommend for approval new programs submitted to the Senate by respective academic commission;
- 21.1.10. review and regulate semester academic load of students;
- 21.1.11. review policies and practices of the University on academic work load periodically;
- 21.1.12. review modes of assessing and evaluating students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 21.1.13. act as an appellate forum for complaints of students related to academic matters that could not be handled by their respective academic units;
- 21.1.14. oversee the conduct of academic advising and ensure the preparation of guidelines;



- 21.1.15. ensure the regular reporting of students' progression and attrition by the University Registrar;
- 21.1.16. devise and implement all possible progression and retention and enhancement strategies and initiatives;
- 21.1.17. propose suggestions on tuition and other fees and waivers to the Senate;
- 21.1.18. facilitate collaboration with programs in other universities, or with organizations that seek such collaboration;
- 21.1.19. ensure that both existing and new guidelines set, or decisions made by the Senate are implemented by the unit or office concerned;
- 21.1.20. formulate and recommend general policy for the welfare of students and the award of graduate studentship and other awards;
- 21.1.21. recommend to the Senate the award of the appropriate diploma, certificate or degree in accordance with University rules and regulations;
- 21.1.22. participate in the periodic assessment of the programs of the University;
- 21.1.23. advise the Senate on all matters regarding academic programs; and
- 21.1.24. establish its own rules of procedure and set up ad-hoc committees as it deems necessary.

21.2. Membership

The ASPRC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.

21.3. Meeting and Reporting

- 21.3.1. The ASPRC shall meet at least twice in a quarter.
- 21.3.2. The chairperson may also convene a meeting of the ASPRC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.
- 21.3.3. The ASPRC shall submit four times a year activity report to the Senate.

Article 22. Student Admissions and Enrolment Committee (SAEC)

22.1. Duties and Responsibilities

The AEC shall:

- 22.1.1. assess intake capacity against available human and material resources;



- 22.1.2. examine progression and retention rate and advise the Senate on mechanisms for improvement;
- 22.1.3. make arrangements to promote diversity in admissions;
- 22.1.4. set relevant, clear and transparent criteria for various options of admissions and placement;
- 22.1.5. set and review readmission and placement guidelines; and
- 22.1.6. examine and review admission criteria set by academic units and programs.

22.2. Membership

The SAEC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.

22.3. Meeting and Reporting

- 22.3.1. The AEC shall meet four times a year.
- 22.3.2. The Chairperson may also convene a meeting of the SAEC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.
- 22.3.3. The AEC shall submit four times a year activity report to the Senate.

Article 23. Research, Technology Transfer & Community Engagement Committee (RTTCEC)

23.1. Duties and Responsibilities

The RTTCEC, working to promote the integration of teaching, research, technology transfer and community engagement shall:

- 23.1.1. formulate strategies for promoting research, technology transfer and community engagement and dissemination of results;
- 23.1.2. guide the Research and Technology Transfer Office and other units of the University in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;
- 23.1.3. specify priorities for research, technology transfer and community engagement based on national needs;
- 23.1.4. set criteria for the approval of staff research proposals;

- 23.1.5. monitor the activities of the Office in relation to approved research, Technology Transfer and Community Engagement works;
- 23.1.6. provide procedures for the launching of a new journal;
- 23.1.7. determine criteria for establishing the reputability of journals;
- 23.1.8. determine courses of action in the case of breach of agreement by researchers;
- 23.1.9. specify the calendar for submission of research, technology transfer and community engagement proposals and reports;
- 23.1.10. examine and endorse the activity reports of research institutes;
- 23.1.11. advise and assist the Office in securing funds from organizations outside the University;
- 23.1.12. plan, facilitate and endorse collaborative activities with national and international institutions;
- 23.1.13. propose an award system for recognizing outstanding research Technology Transfer and community engagement achievements and receive approval from the Senate;
- 23.1.14. assist the Office in preparing the code of ethics governing or safeguarding research and intellectual property rights;
- 23.1.15. review and propose the allocation of funds for research institutes for approval by the Senate;
- 23.1.16. propose guidelines pertaining to visiting researchers intended to be affiliated with the various academic units of the University for approval by the Senate;
- 23.1.17. supervise and monitor research, technology transfer and community engagement activities of academic units;
- 23.1.18. set rules with a view to deterring plagiarism and academic misconduct across the board;
- 23.1.19. prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks and references; and
- 23.1.20. advise the Senate on all matters pertaining to research, IPR, technology transfer and community engagement.

23.2. Membership

The RTTCEC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.



23.3. Meeting and Reporting

- 23.3.1. The RTTCEC shall meet four times a year.
- 23.3.2. The Chairperson may also convene a meeting of the RTTCEC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.
- 23.3.3. The RTTCEC shall submit four times a year activity report to the Senate.

Article 24. Diversity, Equity and Inclusion Committee (DEIC)

24.1. Duties and Responsibilities

The DEIC shall:

- 24.1.1. promote the creation of a diverse and inclusive work environment.
- 24.1.2. facilitate professional development and learning opportunities for the university staff and students regarding diversity, equity, and inclusion
- 24.1.3. collaborate with the University human resource and SRAPC to ensure diversity, equity, and inclusion in the recruitment, retention, and advancement of university staff
- 24.1.4. collaborate with SAEC to ensure to ensure diversity, equity, and inclusion among university students;
- 24.1.5. support student clubs related to diversity, equity, and inclusion;
- 24.1.6. monitor and evaluate policies, initiatives, and practices related to all aspects of diversity, equity, and inclusion at the university;
- 24.1.7. advise the Senate about institutional goals, policies, and strategies bearing on diversity, equity, and inclusion for university staff and students; and
- 24.1.8. report on the status of diversity, equity, and inclusion at the university.

24.2. Membership

The DEIC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.

24.3. Meeting and Reporting

- 24.3.1. The DEIC shall meet four times a year.



24.3.2. The Chairperson may also convene a meeting of the DEIC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.

24.3.3. The DEIC shall submit four times a year activity report to the Senate.

Article 25. Staff Recruitment, Appointment and Promotions Committee (SRAPC)

25.1. Duties and Responsibilities

The SRAPC shall:

- 25.1.1. devise policies on human resource recruitment and development schemes;
- 25.1.2. formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
- 25.1.3. formulate policy for appointment and set criteria and procedures for academic promotion, probation and confirmation of promotions, granting and renewal of tenure, resignation and retirement and termination of employment;
- 25.1.4. examine and recommend promotions in rank and new employments and pass the same to the SEC;
- 25.1.5. formulate various mechanisms of rewarding merit and innovation in teaching and research;
- 25.1.6. formulate policies for retention of academic staff;
- 25.1.7. formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants from disadvantaged groups, such as women, persons with disabilities and disadvantaged communities, subject to the fulfillment of the minimum requirements of the University;
- 25.1.8. receive and review complaints regarding recruitment and promotion, as well as oversee the implementation of policies in this regard; and
- 25.1.9. handle other policy issues related with recruitment and promotion.

25.2. Membership

The SRAPC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.

25.3. Meeting and Reporting



- 25.3.1. The SRAPC shall meet once a month.
- 25.3.2. The Chairperson may also convene a meeting of the SRAPC whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- 25.3.3. The SRAPC shall submit four times a year activity report to the Senate.

Article 26. Strategic Plan and Resource Mobilization Committee (SPRMC)

26.1. Duties and Responsibilities

The SPRMC shall:

- 26.1.1. devise strategies for the institutional development;
- 26.1.2. devise mechanisms in academic fund mobilization for the university, income generating schemes, owning commercial enterprises,
- 26.1.3. provides leadership in creating and implementing a robust system of integrating resource allocation and strategic planning.
- 26.1.4. determine source and rate of funding modalities for government sponsored block grant regular UG students;
- 26.1.5. determine source and rate of funding non degree certification programs,
- 26.1.6. receives, collects and reviews data on university budget and resource allocations.
- 26.1.7. reviews, and synchronizes the strategic plans of the university;
- 26.1.8. offer advice to the Senate regarding both academic, research, community engagement and health service level strategies and the overarching strategy of the university;
- 26.1.9. determine source and rate of funding from AAU Alumni yearly contribution,
- 26.1.10. develop a fundraising strategy, policy, and long-range goals consistent with the University's Strategic Plan;
- 26.1.11. conduct a broad range of fundraising and outreach efforts including: grants, cooperative agreements, partnerships, contracts, scholarships, planned giving programs and financial support;
- 26.1.12. monitor on-going operations, identify issues suitable for legislative review, gather and evaluate information, and recommend courses of action to the Senate.

26.2. Membership



The SPRMC shall be composed of the relevant office holders and other university community members. The Senate shall formulate the list for membership.

26.3. Meeting and Reporting

- 26.3.1. The SPRMC shall meet once a month.
- 26.3.2. The Chairperson may also convene a meeting of the SPRMC whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- 26.3.3. The SPRMC shall submit four times a year activity report to the Senate.

Article 27. Award and Recognition Committee (ARC)

27.1. Duties and Responsibilities

The ARC to serve as the screening and nominating committee for Special Awards, Recognitions, Medals, Distinguished Service Award, and candidates for honorary degrees.

The ARC shall:

- 27.1.1. identify, develop, and implement different types of awards and recognitions for outstanding services and accomplishments,
- 27.1.2. develop general and specific policies and procedures to the different types of awards and recognitions to be given by the University,
- 27.1.3. determine and get approved by the senate the eligibility criteria for the different types of awards and recognitions,
- 27.1.4. announce awards, receive nominations, review materials submitted for awards and recommend to the Senate the most qualified nominees to receive the award,
- 27.1.5. recommend any new awards that may be considered by the Senate.

27.2. Membership

The ARC shall be composed of five the relevant office holders and other university community members. The Senate shall formulate the list for membership.

27.3. Meeting and Reporting

- 27.3.1. The ARC shall meet at least twice in a year.

27.3.2. The chairperson may also convene a meeting of the ARC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting

27.3.3. The ARC shall submit two times year activities report to the Senate.

TITLE III: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY

CHAPTER THREE: COLLEGES, INSTITUTES, SCHOOLS, DEPARTMENTS AND CENTERS

Article 28. General Provisions on the Organization of Academic Units

- 28.1. The University shall have colleges and institutes, which may have as many centers, schools, departments and program units needed to fulfill their objectives as provided in the Proclamation.,
- 28.2. Colleges consist of degree-awarding departments, schools and centers, whereas Research Institutes primarily focus on research and innovation and technology transfer.
- 28.3. Upon the recommendation of the relevant organs of the university, and subject to the approval of the Senate, colleges may establish post-graduate degree awarding departments/centers.

Article 29. Academic Administrative Positions and Support Services

- 29.1. All colleges and research institutes shall have academic administrative positions and support services;
- 29.2. The academic administrative positions and support services for each college and institutes shall be stipulated in the Guidelines of the Senate.

CHAPTER FOUR: POWERS & RESPONSIBILITIES OF COLLEGES AND INSTITUTES

Article 30. Powers and Responsibilities of Colleges and Institutes

- 30.1. A college and /or institute is one of the major organizational layers of the University with strategic leadership, managerial and financial responsibilities for a cluster of other academic units it comprises.
- 30.2. The powers and responsibilities of a college and research institutes including duties and responsibilities of the executive dean and director respectively shall be as provided for in the Guidelines of the Senate.

CHAPTER FIVE: COLLEGE/INSTITUTE LEVEL COUNCIL AND ACADEMIC COMMISSION

Article 31. General provision

- 31.1. Each College shall have a consultative body and an academic commission, and Research Institutes shall have also consultative body and research council that would renders consultative duties. The college Executive Dean and Research Institute Director shall operate with the support and advice of these bodies.
- 31.2. Establishment, composition, duties and responsibilities of these consultative bodies and academic commissions shall be as prescribed by the guidelines of the Senate.

CHAPTER SIX: DEPARTMENTS, SCHOOLS AND CENTERS

Article 32. Departments/Centers Chairs and School Heads

32.1. Appointment and Term of Office

- 32.1.1. The Chair/ Head shall be appointed by the Executive Dean of the college from a list of three candidates nominated by the respective academic unit.
- 32.1.2. The Chair/Head shall not be nominated from among academic staff members who are on study or research leave or have retired.
- 32.1.3. The Chair/Head shall be a full-time academic staff of the department/school/center concerned, can hold office for a period of three years that can be renewed only once if re-nominated.

32.2. Duties and Responsibilities

- 32.2.1. Department/Center/school Chairs/Heads shall have executive authority over the academic and administrative matters that lie within their mandates,
- 32.2.2. Details of the duties and responsibilities of Department/Center/School Chairs/Heads and their accountability, shall be as provided for in the Guidelines of the Senate.

CHAPTER SEVEN: DEPARTMENT/SCHOOL/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS

Article 33. Department/Center/School Level Committees

- 33.1. In each department/center/school of every college, there shall be established academic council, relevant academic organs and where appropriate Department/Center/School Graduate Committee.



- 33.2. The composition, terms of office, powers and duties of the organs shall be as provided by the Guidelines of the Senate.

CHAPTER EIGHT: UNIVERSITY OFFICES

Article 34. The University Library System

- 34.1. The University Library system shall be organized as one administrative unit including all branch and divisional libraries consisting of the central library, the digital libraries, and other constituent libraries.
- 34.2. The Library shall comprise all books, pamphlets, periodicals, newspaper files, manuscripts, maps, charts, music scores, prints, micro-reproductions, slides, recordings, and other library materials,
- 34.3. All materials purchased by, or donated to, any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University.
- 34.4. Where an item is loaned to any particular library within the University, the use of such loaned material may still be made subject to rules, which shall be set by the University Library without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan.
- 34.5. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.
- 34.6. The planning and development of institutional collection shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the needs and requirements of the academic units.
- 34.7. The university library shall have the technical processing and readers' services units, professional librarians and support staff.
- 34.8. The powers and responsibilities of the Library system including duties and responsibilities of the Chief Librarian shall be as provided by the Guidelines of the Senate.

Article 35. The Office of the Registrar

- 35.1. General Provisions on the Office of the University Registrar

- 35.1.1. The Office of the University Registrar is responsible for all operational matters pertaining to student intake, admission, placement, readmission, enrollment, class and exam schedules, and academic records, allocation of classrooms as well as lecture halls, and graduation.



- 35.1.2. The Office of the University Registrar assumes the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the University.
- 35.1.3. The Office of the Registrar shall have the University Registrar, the Deputy Registrar and an Academic Record Management Head, an Admission Officer, and College Associate Registrars.
- 35.1.4. All matters of employment of the Deputy Registrar and Academic Record Heads, and College/Institute Associate Registrars shall be in accordance with policies, principles and rules governing other support staff of the University.

35.2. Powers and Responsibilities

Without prejudice to the powers and responsibilities given to the Office of the University Registrar as stipulated in this Legislation, the University Registrar shall:

- 35.2.1. administer all operational matters of the Office of the University Registrar and its various units;
- 35.2.2. submit the annual budget plan of the Office of the Registrar to the relevant VP and administer such funds as may be placed at its disposal;
- 35.2.3. be responsible for the implementation of the policies and guidelines laid down by the Senate pertaining to student enrollment management, including registration, academic performance, attrition, graduation and certification;
- 35.2.4. submit to the Senate, after approval by ACs or the ASPRC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;
- 35.2.5. submit to the VP timely progress reports on the management of student enrollment and student academic records including registration, academic performance and attrition, and make any recommendations thereon;
- 35.2.6. create, maintain and issue student records and bear responsibility for the safe keeping of such records;
- 35.2.7. submit to the VP regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to improve the overall operations of the Office of the Registrar and its various units;
- 35.2.8. perform such other duties consistent with his responsibility as may be assigned to him by the VP; and
- 35.2.9. delegate some of his powers to College Registrars.

Article 36. The University Press

- 36.1. The University Press is entrusted, inter alia, with the tasks and responsibilities of reviewing, printing and distributing publications.
- 36.2. Subject to mandatory provisions of relevant laws, the University Press shall retain copyright of all its publications, and to this end may enter into agreements with authors on matters pertaining to the payment of royalties having regard to existing rules and procedures of the University.
- 36.3. The University Press shall be governed by a Board of Editors.
- 36.4. The duties and responsibilities of the Office shall be stipulated by guidelines.

Article 37. The Office of Diversity, Equity and Inclusive

- 37.1. The University shall have office that caters for diversity, equity and inclusiveness in all its function and create an environment that is safe, all students and employees fairly represented in the opportunities and functions of the University.
- 37.2. The Office shall cater for issues pertaining to the creation of a University community sensitive to equality within and outside the University by working to create an environment where no gender stereotype exists and where all females are fairly represented, equity and inclusiveness is maintained.
- 37.3. The Office of diversity, equity and inclusiveness
 - 37.3.1. appointee will be assigned following the dual process of appointment of the university,
 - 37.3.2. ensures academic curricula, policies, guidelines in the university are inclusive;
 - 37.3.3. works with other offices to assure resources are equitably distributed without gender and other social stereotyping
 - 37.3.4. builds the capacity of the university community to create safe and free from violence environment
 - 37.3.5. recognizes milestones within and outside the university that promote, sustained gender equity and educational equality.
 - 37.3.6. informs the university community the measures taken; achievements made towards creating a conducive environment within the university.
 - 37.3.7. fosters collaboration with organizations working to promote gender equity and educational equality to mobilize resources, create opportunity to capacity building and increase visibility.

Article 38. ICT Office

38.1. The University shall have University ICT office that set strategies, initiatives, standards for university digitization, plan, implement and supervise all ICT infrastructures, facilities, systems, solutions, services across the University.

38.2. Power and responsibilities;

38.2.1. Create and implement institutional ICT governance, control and digital skills framework, policies and standards to enhance use of technologies, security and privacy as well as improve digitalization and create digital culture.

38.2.2. Plan, expand, supervise, direct and organize ICT infrastructure, facility, system, solution, security, end user, software projects and devices procurement and implementation and use of advanced technology to transform and enable university functions, services and business in the pursuit of education, research, community engagements, training and consultancy strategic goals and initiatives.

38.2.3. Design requirements, prepare specification, inspect, and approve procurement of technology devices, software and systems,

38.2.4. Direct, oversee, organize, and operational management of the ICT infrastructures, systems and solutions of the University to ensure optimal performance and utilizations,

38.2.5. Involving, communicating, participating in professional and technical part of education, research, community engagements, consultancy, trainings engagements and making ICT open as industry for students, researchers and faculties,

38.2.6. Policy and guidelines governing ICT including detail duties and responsibilities of the Office shall be stipulated by the Senate.

TITLE IV. ACADEMIC STAFF

CHAPTER NINE: GENERAL PROVISIONS ON ACADEMIC STAFF

Article 39. Policy Premises on University Academic Staff

- 39.1. The academic staff of the University shall endeavor to attain and sustain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.
- 39.2. On its part, the University shall strive to create a conducive environment that nurtures excellence and supports the staff in their endeavor to develop and discharge their responsibilities efficiently.
- 39.3. The University shall also clearly define the requirements of the academic staff in the areas of teaching, research, and services as well as premises for promotion and contract renewal.
- 39.4. The University shall develop policies with respect to benefits, academic ranks and promotion, which enable members of the academic staff to enjoy a standard of living commensurate with the responsibility, dignity and competence, which the University might demand of them.
- 39.5. The University shall set out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff as provided by the Proclamation. Such rules and regulations shall have the purpose of advancing opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.
- 39.6. The University shall adhere to policies and procedures for academic human resource, staff recruitment, appointment, development, productivity and promotions, mentorship and succession of academic staff, separation and termination of employment in implementing the provisions of this Legislation.

Article 40. Employment Contract, Periodic Renewal and Status of this Legislation in the University Contracts

- 40.1. A contract of employment which the University concludes with full-time academic and research staff shall generally be uniform in contents and prepared in a template form. Such contract template shall be prepared by the Office of the President and approved by the EC.



- 40.2. The concerned units of the University shall ensure the employment contracts of full-time academic and research staff are renewed in a timely manner. The Senate will issue guidelines for contract renewal and termination. Furthermore, the Senate may suggest to raise the length of the contract period to five years, subject to acceptable level of performance as recognized by the difference; academic staff will have to be given relatively long- term contracts to ensure their stability and association with the University.
- 40.3. This Legislation shall form an integral part of the employment contracts for full-time academic and research staff unless it or a part thereof is expressly waived by the parties.

Article 41. Rights of Academic Staff

The academic staff:

- 41.1. shall have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, doing research, writing, publishing, learning, exchanging and disseminating information, and providing services without fear of interference or repression;
- 41.2. shall have the right to teach freely without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;
- 41.3. as researchers, may not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of public health, morality, ethics or, in circumstances of clear, present, and imminent danger to the nation and its sovereignty;
- 41.4. shall enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
- 41.5. shall have the right to write, print, and publish their own newspapers or any other form of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender confrontation;
- 41.6. are entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources;

dissemination of research findings may not, however, be exercised in the name of the University without the approval of the appropriate University authority;

- 41.7. shall have the right to conduct research and render consultancy services in accordance with internal rules of the University;
- 41.8. shall have the right to take sabbatical and other leaves to conduct research and studies, undertake projects beneficial to his professional development, the University and the country in accordance with the pertinent provisions of this Legislation;
- 41.9. shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be instituted by the Board in line with the University's revenues and in a manner that ensures the competitiveness of the University in the job market;
- 41.10. shall participate, as feasible, in the formulation of the University's plans, rules and regulations, and in curricula development, and offer advice on the quality and appropriateness of the teaching-learning process; and in turn shall be informed on the plan, development, direction, condition and performance of the University;
- 41.11. shall participate in governance (decision-making process at all levels and in academic administration/election)
- 41.12. are entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential custody of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
- 41.13. shall enjoy campus safety and security for themselves and for their personal property while rendering the proper services;
- 41.14. shall receive due process in disciplinary matters and demand and receive redress in cases of adverse decisions;
- 41.15. are entitled to further education and training for professional development in accordance with the relevant provisions of this legislation and policies of the University;
- 41.16. get their salaries annualized in a case where they are holding academic administration post; and
- 41.17. shall have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation and guidelines issued hereunder.

Article 42. Duties and Responsibilities of Academic Staff

An academic staff shall



- 42.1. be a devoted scholar for the advancement of the frontiers of knowledge in accordance with the best traditions of discipline/field. It shall be his primary duty to carry out his functions in the best interest of the University and that of the Nation, having due regard to the rules and principles of his profession.
- 42.2. give course lectures and other forms of instruction to students as appropriate, in line with the policies and general guidelines set forth by his academic unit;
- 42.3. endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;
- 42.4. encourage, guide and permit students to freely and rationally question and examine issues and diverse lines of thoughts in the course of their study;
- 42.5. refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, disabilities or any other discriminatory acts;
- 42.6. refrain from imposing his political views or religious beliefs on his students;
- 42.7. avoid acts and situations that are intimidating to students;
- 42.8. develop relationship of mutual respect with the University community;
- 42.9. observe the code of ethics relevant to his profession;
- 42.10. conduct research and publish the work for the advancement of knowledge in the service of national development;
- 42.11. participate in the affairs of the University;
- 42.12. organize, direct and develop the activities of his academic unit where such is required by the University;
- 42.13. without prejudice to the provisions of relevant laws concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement per the mandates of his academic unit and of other academic units;
- 42.14. render clinical services in the University's teaching hospital and/or affiliated institutions as an academic staff who is a health professional.
- 42.15. conduct classes regularly and inform his immediate supervisor and students, in advance, in the event his absence on justifiable grounds and give make-up classes afterwards;
- 42.16. not handover a course he is assigned to teach to any other person without the prior approval of the Head of the concerned academic unit;

- 42.17. make himself available for consultation, student advisement, academic guidance and counseling in particular by posting adequate consultation hours and observing the same regularly and strictly;
- 42.18. submit examinations, marked examination papers and grades on time to his academic unit;
- 42.19. accept teaching assignments in continuing and e-learning programs whenever circumstances warrant and advised by his academic unit;
- 42.20. take utmost care of all University property under his possession;
- 42.21. accept overload teaching assignments with due compensation when compelling circumstances arise; and
- 42.22. obey instructions of his superiors where such instructions are not contrary to the law and the terms and conditions of his contract of employment.

Article 43. Rights and duties of academic staff on superannuation

- 43.1. The rights and duties of academic staff provided for in Articles 41 and 42 of this Legislation shall apply to academic staff whose retirement age has been extended by the University pursuant to the relevant laws;
- 43.2. An academic unit may, based on a contract renewable for five years, employ full-time academic staff after his formal retirement from the University on the account of academic and research competence and health conditions in accordance with relevant laws and guidelines to be issued by the Senate. y.

Article 44. Rights and duties of non-full-time academic staff

The rights and duties of academic staff provided for in Articles 41 and 42 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full-time academic staff of the University. In particular, such provisions shall apply to academic staff in adjunct, collegiate and visiting professorship rank series. The relevant University body shall formulate policies and enact rules and procedures pertaining specifically to such non-full-time academic staff of the University following international good practice.

Article 45. University Ranks for Academic Staff

- 45.1. Without prejudice to the provisions of Articles of this Legislation, the University uses the following hierarchy of academic rank (in an ascending order):
 - 45.1.1. Lecturer;
 - 45.1.2. Assistant Professor;



- 45.1.3. Associate Professor; and
 - 45.1.4. Professor.
- 45.2. In addition to the academic ranks under sub-article 1 hereof, an academic unit may use a rank of assistant-ship (Graduate Assistant and Assistant Lecturer) as a starting point for academic positions as specified under this Legislation.
- 45.3. Notwithstanding the provisions of Articles of this Legislation, the University uses the following hierarchy of ranks for full-time research academic staff (in an ascending order):
 - 45.3.1. Associate Research Fellow
 - 45.3.2. Research fellow
 - 45.3.3. Senior Research Fellow
 - 45.3.4. Scientist
- 45.4. A guideline on rank assignment at the time of employment and promotion for full time, adjunct, distinguished, collegiate and visiting academic staff or researcher shall be issued by the Senate.

Article 46. Salary Scale

- 46.1. An academic staff salary scale and benefits shall be studied and reviewed by the University occasionally and presented to the Board for approval. An ad-hoc committee may be established by the President that shall review the current salary scale and propose a new salary and benefit package to the University.
- 46.2. In order to attract special talent, AAU shall have a preferential scale for exceptional cases. Details of general and differential incentive schemes for special talent and certain professions shall be provided by guidelines to be proposed by the Senate and approved by the Board.
- 46.3. There shall be a horizontal salary scale once a staff member is tenured, i.e., after being in the Professorial (assistant, associate and full Professor) and Researcher (research fellow, senior and scientist) ranks.

Article 47. Salary and Benefits

- 47.1. The Human Resource Management directive of the university shall include the provision for salary increments and benefit packages based on performance.
- 47.2. Academic staff who have research and institutional development projects may negotiate their benefit package with AAU, for the duration of the project.

Article 48. Payment for Extra-work Load

- 48.1. The University shall make payments to the academic staff for services rendered in teaching and/or research beyond the normal load expected of them. Such payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered.
- 48.2. The Senate may issue a guideline on extra-load management for special types of courses and class delivery modality as deemed necessary.

Article 49. Housing and other Benefits

The University may, subject to a general scheme, which considers academic rank, and additional responsibilities held, provide housing and other benefits to academic staff as stipulated in Human Resource directives.

CHAPTER TEN: ACADEMIC STAFF DISCIPLINE

Article 50. Acts Constituting Breach of Duty and/or Violation of Disciplinary Rules

The following conducts shall constitute a serious breach of duty and/or violation of disciplinary rules by an academic staff:

- 50.1. repeated and willful failure, despite warning from the pertinent academic officer specifying to conduct or perform, anyone or all of, the obligations stipulated in one's employment contract with the University and/or any one or all of the duties of an academic staff specified under this Legislation;
- 50.2. repeated and willful refusal, despite warning from the pertinent academic officer specifying the conduct disapproved of, to perform assigned teaching and/or research function, University or academic unit committee assignments;
- 50.3. continuation of a willful course of conduct, despite warning from the pertinent academic officer specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;
- 50.4. conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 50.5. continuation of a willful course of conduct, despite warning from superiors specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;



- 50.6. 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, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 50.7. discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, health, or other unreasonable status;
- 50.8. nepotism or vengeance in administration and correction of examinations and assignments and in determination of grades;
- 50.9. use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 50.10. conducts that harass, physically or verbally abuse or maliciously defame or arbitrarily detain any member of the University; and
- 50.11. engaging in academic dishonesty which means any of the following or a combination thereof:
 - 50.11.1. cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
 - 50.11.2. fabrication which means intentional and unauthorized falsification or concocting of any information or citation in an academic exercise; or
 - 50.11.3. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
 - 50.11.4. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or
 - 50.11.5. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
 - 50.11.6. breaches of duty and/or violations of disciplinary rules not specified in this Article shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

Article 51. Disciplinary Action by Various Heads of Academic Units

- 51.1. A chair of a department/center or a school head, where an academic staff is found to be responsible for non-serious breaches as specified in Article 50.11.6 of this Legislation, hereof for the first time, shall subject such staff to:



- 51.1.1. verbal warning;
- 51.1.2. written warning;
- 51.1.3. fine not exceeding fifteen days of salary, whose enforcement shall be consistent with applicable laws of the country;
- 51.2. A college executive dean, upon the recommendation by the ad hoc committee referred to in Article 53 of this Legislation, may take anyone of the following sanctions or, when the circumstances justify, a combination of them against a staff member found to be responsible for breaches of duty and/or violation of disciplinary rules referred to in Article 50.1 to 50.11.5. of this Legislation:
 - 51.2.1. a fine up to salary of three months whose enforcement shall be in conformity with pertinent laws of the country;
 - 51.2.2. suspension from work for a period not exceeding three months;
 - 51.2.3. recommending to the relevant Office of the VP for the dismissal of an academic staff with the exception of a full professor whose case shall be decided by the President.
- 51.3. The academic staff against whom measures indicated under the provisions of Articles 51.2.1 to 51.2.3. of this Legislation may lodge an appeal to the next academic executive.
- 51.4. Where the exigency of the measures as well as the magnitude and gravity of the breach justify the course of action, an executive dean may suspend from duty an academic staff who is charged with serious breach of duty and shall forthwith submit the case for consideration to the ad hoc discipline committee.

Article 52. Disciplinary Actions by the VP

Upon the recommendation of the ad hoc committee and endorsement of the same by the AC/RIC of the relevant academic unit, the VP, may take anyone of the following sanctions against a staff found to be responsible for serious breaches of duty and/or violations of disciplinary regulations,

- 52.1. a fine not exceeding three months' salary, whose enforcement shall be in conformity with relevant laws of the country; or
- 52.2. postponement of promotion for an academic rank for a period not exceeding two years; or
- 52.3. dismissal.

Article 53. The Ad Hoc Committee

- 53.1. The VP or the Executive Dean shall set up in each academic unit an ad hoc committee of three members drawn from the Staff Affairs Committee accountable to the respective head of the academic unit.
- 53.2. The principles, procedure and appeal mechanisms to be followed by the ad hoc committee shall be determined in a Senate guideline.

Article 54. Inter-college Disciplinary Proceedings

- 54.1. Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be heard or investigated by an ad-hoc committee of at least three academic staff to be established for this purpose by the VP.
- 54.2. The provisions of Article of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply, mutatis mutandis, on a case being considered by such an ad-hoc committee.
- 54.3. Based on the recommendation of the inter-college ad-hoc committee, the VP may take any one of the sanctions specified under the provisions of Article 52 on a staff responsible for breaches of duty or violations of disciplinary regulations.
- 54.4. Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the VP may suspend the staff from duty and salary until such time investigation by the ad-hoc committee is finalized.

Article 55 Appellate Procedure

- 55.1. An appeal against the decision of an Executive Dean under Article 51.2 may be lodged to the VP by the aggrieved staff within two weeks after he has received a written notification of the decision.
- 55.2. Where he is dissatisfied with the decision of the VP, he may further appeal to the President within the same period of time. The President's decision shall be final.
- 55.3. Similarly, an appeal against the decision of the VP under Article 52 herein above may be lodged to the President by the aggrieved staff within two weeks after he has received written notification of the decision.
- 55.4. Where he is dissatisfied with the decision of the President, he may appeal to the Board with the same period. The decision of the Board shall be final.
- 55.5. In the above cases, an additional period of one-month filing period may be given, in cases where the staff concerned can establish good cause for not filing his appeal with the two weeks period.

CHAPTER ELEVEN: PROMOTION OF FULL TIME ACADEMIC STAFF

Article 56. Procedures for Promotions

The details of the procedures for promotion and responsible organs shall be determined by a guideline to be issued by the Senate.

Article 57. Effective Dates of Promotion

The effective dates of promotion shall be as follows:

- 57.1. Promotion to the ranks of professor and scientist as of the date of approval by the Board;
- 57.2. Promotion to the rank of associate professor and assistant professor, research fellow and senior research fellow as of the date of approval by the Academic Commission of the College or Council of Research Institute;
- 57.3. Promotion to the rank of lecturer/associate research fellow and below as of the date of approval by the respective academic unit.

Article 58. Criteria for Promotions:

58.1. Principles Governing Promotions

- 58.1.1. The length of service within a given rank; teaching; research and publications (i.e., scholarship, publications and/or creative work, grant and contract awards, and journal quality); and Service (i.e., University service and/or public service, including professional activity or service) shall be the criteria for determining promotion.
- 58.1.2. The components of the requirements and the manner in which these are assessed are set forth in this Article.
- 58.1.3. The SRAPC shall prepare detailed guidelines to be approved by the Senate regarding the components of the requirements for promotions.
- 58.1.4. There shall be a minimum number of years an academic staff has to serve within a given rank for promotion to the next higher rank;
- 58.1.5. The transfer-ability of years of service from other higher learning institutions and productivity requirements shall be determined by a guideline on procedures for promotion.
- 58.1.6. Effectiveness in Teaching after employment or subsequent to last promotion shall constitute part of the evaluations of an academic staff's contributions. The evaluations by students, colleagues and the chair/head of the academic

unit shall be considered and the details shall be included in the guideline on procedures for promotion.

- 58.1.7. Effectiveness in Research after employment or last promotion will be part of the evaluations of an academic staff's contributions. Student supervision, conducting actual research, effort in soliciting or acquisition of research grant, and efforts to promote research (communication, dissemination and others) shall be considered and the details will be included in the guideline on procedures for promotion.
- 58.1.8. Notwithstanding Article 58.2 herein above, for researcher with no teaching requirement, the teaching effectiveness shall be substituted by additional publication points. The equivalence of the substitution shall be included in the guidelines for promotion.
- 58.1.9. Requirements on publication points, and the number and quality of publications shall be detailed in the guidelines for promotion. Each co-author of an article published in a reputable journal or a verifiable reviewed book or a discreet book chapter or a teaching material shall be awarded a share as per the following schedule:

No. of authors	Share of each co-author	
	1 st and/or corresponding	co-author/s
1	1.0	-
2	0.7	0.6
3	0.6	0.5
4	0.5	0.4
5	0.4	0.35
6 or more	0.35	0.30

- 58.1.10. Participation in the affairs of the University, public service, professional activities and community engagement shall be part of the evaluation of an academic staff's evaluation for promotion. The details of the requirements shall be included in the guidelines for promotion.

58.2. Weighted Values of the Criteria for Academic Promotion;

- 58.2.1. Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.
- a) In the case of promotions to academic ranks below that of an assistant professor/research fellow, it is sufficient that the candidate meets the minimum in terms of years of service, academic qualification and

publications wherever applicable. The minimum criteria are set under the relevant provisions of this Legislation.

- b) For promotion to the rank of assistant professor, the following weights shall apply:

Item	Activity	Range
a	Effectiveness in teaching/research	37.5 - 50.0
b	Publications	35.0 - 45.0
c	University Service and Professional or related public services	12.5 - 25.0

- c) For promotion to the ranks of associate professor and professor the following weights shall apply:

Item	Activity	Range
a	Effectiveness in teaching/research	26.5 - 35.0
b	Publications	35.0 - 45.0
c	Participation in University affairs	12.5 - 25.0
d	Professional or related public services	7.5 - 15.0

- d) The way participation in University affairs is calculated will be as follows:

Item	Activity	Value
a	Academic administration	60%
b	Work in committees	20%
c	Other special assignments	20%

- e) Apart from the fulfillment of the individual criterion specified in the preceding provisions a candidate, for the ranks of assistant professor, associate professor and professor, shall earn a minimum of 80% of the maximum possible total points indicated hereof.
- f) In all cases, an academic staff shall, at least, score half of the points allotted to participation in University affairs and professional and/or related public services, and the minimum points allotted to effectiveness in teaching/research and publications to qualify for promotion to the next academic rank.

Article 59. Extra-ordinary and Accelerated Promotions or Appointments

- 59.1. An academic staff with achievements that have been widely acclaimed or who has won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for any of the ranks through

extra-ordinary promotion and/or appointment should the candidate not strictly meet some of the criteria for promotion.

- 59.2. In particular, an academic staff member who demonstrates extraordinary accomplishments in his area of specialization may be recommended for accelerated promotion. For the purpose of considering an academic staff who demonstrates extraordinary accomplishments in his area of specialization for accelerated promotion, every one hundred percent point achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching, provided, however, that he at least serves half of the number of years of the required term of service for his rank and score the minimum on students' evaluation and 90% weighted average on students', department and colleagues' evaluation.

Article 60. Posthumous promotion

An academic rank may be granted posthumously where an academic staff has passed away while his promotion is being considered, provided that his application fulfills the requirements set out in this Legislation and relevant guidelines.

Article 61. Promotion Requirements for Academic Staff

61.1. Lecturer

- 61.1.1. A candidate with the qualification of a Master's Degree or its equivalent; or
- 61.1.2. A candidate with the qualification of an MD or DVM degree or its equivalent; or
- 61.1.3. A candidate with a qualification of a Bachelor's degree, or its equivalent and a minimum of two years of effective teaching and research as an assistant lecturer and clearly identifiable evidence of academic progress, and authorship or co-authorship of an article in a reputable journal or a realized artistic or professional project.

61.2. Assistant Professor

- 61.2.1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent; or an MD or DVM with specialty certificate; or
- 61.2.2. A candidate with the qualification of a Master's Degree and a minimum of four years of effective teaching and research as a lecturer, and
- 61.2.3. at least, four publication points since last promotion, and active participation in the affairs of the University.

61.3. Associate Professor

- 61.3.1. A candidate with degree of Doctor of Philosophy (Ph.D.) or Master's degree or equivalent;
- 61.3.2. Four years of effective teaching and research as an assistant professor; and
- 61.3.3. at least five publication points, whereby a corresponding authorship in at least two of them; active participation in the affairs of the University; and public service.

61.4. Professor

- 61.4.1. A candidate with degree of Doctor of Philosophy (Ph.D.), or its equivalent; and
 - 61.4.2. Four years of effective teaching and research as an associate professor; and
 - 61.4.3. at least, six publication points; and active participation in the affairs of the University; and public service.
 - 61.4.4. A candidate for promotion to the rank of professorship shall submit a solo publication that constitutes at least one full publication point; or, at least, three research articles in which he is a corresponding author.
- 61.5. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.
- 61.6. Combinations on evaluation of published works as a reviewed book shall be considered for promotion. Details on what type of articles should be considered and the publication point they receive shall be included in the guidelines for promotion.

Article 62. Promotion Requirements for Academic Staff in Research Institutes

- 62.1. The promotion requirements for academic staff in research institutes with teaching requirements shall be similar to those in teaching units in terms of participation in University affairs and public service, but the publication points shall be one and a half times higher than those in teaching units for those researchers who have no home base.
- 62.2. Detailed promotion criteria for academic staff in research institutes with no teaching requirement will be issued by the Senate.

- 62.3. A research project staff may not be accorded with promotion within the meaning of this Legislation. The rights and obligations of the research project staff shall be as specified in agreements, such staff may conclude in connection with a specific research project.

Article 63. Clinical Services as a Requirement for Promotion

- 63.1. Clinical consultations given and/or procedures performed in the course of rendering clinical services, since last promotion, by an academic staff at the CHS and CVMA shall be considered as a separate special requirement for promotion. In particular, for academic staff in various academic units of the CHS and CVMA, the promotion requirements, where relevant, shall consist of clinical services as described in this article and the guidelines thereto, and teaching and/or research effectiveness, publication, community engagement and/or public service as stipulated in the preceding provisions of this Chapter.
- 63.2. A guideline shall be set by the relevant University body reviewing and approving Clinical Promotion Guidelines prepared by the CHS and CVMA. In particular, such guidelines shall consider particularities across departments, and differences in the nature and type of services rendered within the same department.

Article 64. Promotion Requirements of Academic staff in the Performing and Visual Arts

- 64.1. Art practitioners who may publish and apply scholarly publications shall be evaluated by the regular promotion rules stated in this Legislation.
- 64.2. Specific issues related to the performing and visual arts, and architectural designs:
- 64.2.1. For artistic production, realized artistic demonstration (solo exhibition, solo architectural design, solo concert, full length stage plays etc..) or equivalent number of bodies of works or various number of group performances, based on assessed original concept and innovative skill shall be considered as equivalent to 50% of the publication points,
- 64.2.2. In artistic areas, for commercial or commissioned art work, unless otherwise justified for its creative or innovative quality should be evaluated on the status of a community service.
- 64.3. The Senate shall issue a detailed guideline for academic staff promotions in the performing and visual arts, and architectural design.

Article 65. Criteria for Appointment and Promotion of Professional Librarians, Technical Assistants Artistic Experts and Museum Staff

- 65.1. The provisions of this Legislation providing for the appointment and promotion of an academic staff shall apply to the appointment and promotion of professional librarians, technical assistants, artistic experts at the Schools of Performing and Visual Arts and museum staff provided they engage in teaching and/or research. Such professional librarians, technical assistants, artistic experts and museum staff who are considered as academic staff shall assume all the duties and responsibilities and enjoy the rights of an academic staff that include teaching and/or research in their areas of specialization.
- 65.2. Criteria for appointment, promotion as well as other employment matters governing librarians, technical assistants, artistic experts and museum staff who are not considered as academic staff shall be governed by policies and procedures to be issued by the Senate.

Article 66. Academic rank assignment at the time of employment

- 66.1. Nominations by academic units for employment of an academic staff with the rank of professor shall be processed as per the legislation and approved by the Senate. The Executive Committee may employ an employee at a professorship rank subject to the approval by the Senate.
- 66.2. Nominations by academic units for employment of an academic staff with the rank of assistant or associate professor shall be approved by the College with the oversight of the pertinent University Office.
- 66.3. The Senate shall issue guidelines pertaining to academic rank assignment at the time of employment.

Article 67. Employment, Rights and Obligations, and Promotion of Graduate Assistants

On the basis of guidelines to be issued by the Senate, a graduate assistant with the qualification of a Bachelor's degree and a minimum Cumulative Grade Point Average (CGPA) of 3.25 may be employed as academic staff for teaching and/or research. The minimum criteria, procedures for employment and rights and duties of a graduate assistant shall be determined by a Senate guideline.

CHAPTER TWELVE: LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 68. Study Leave

Any full-time academic staff who is awarded a fellowship through the University or acquired privately from a recognized university leading to a higher degree in his field of specialization, as substantiated by satisfactory evidence, and is forty-five years old or below, at the time of

application, may be granted a study leave provided that it is in line with the staff development scheme as stipulated by his academic unit. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 69. Research Leave

A full-time academic staff (assistant professor and above) who has served in the University for a minimum of three consecutive years may be entitled to a research leave for a maximum period of six months provided he has not taken any other academic leave during the three years preceding the anticipated starting date of the leave sought and provided he intends, in good faith, to continue his association with the University for an indefinite period after his research leave. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 70. Sabbatical Leave

A full-time academic staff holding a faculty rank of an assistant professor and above who has served the University continuously for a period of at least six years and intends in good faith to continue his association with the University for a prolonged period of time is entitled to a sabbatical leave, as of right and with full payment of salary and other benefits and allowances, for a period of one year. Payments provided to staff for work related risks and annualizations or elevenizations shall be withheld from the staff on Sabbatical Leave. The staff must serve the University, upon return, for a period of time at least equal to the length of his most recent sabbatical leave. If this obligation is not fulfilled, the staff must reimburse the University for the salary paid while on sabbatical leave. This requirement is to be strictly enforced with no exceptions. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 71. Other Leaves

The Senate shall issue a guideline on the criteria and procedures for leave of absence without pay; occasional leaves such as leave to attend seminars, workshops, symposia, short courses, etc.

Article 72. Tenure

- 72.1. Tenure is a privilege granted in recognition of a continuous meritorious service and outstanding scholarly teaching and/or research or institutional leadership achievements with the view to encouraging the academic staff of the University to continue to excel in their respective disciplines.

- 72.2. Tenure provides guarantees of security in employment to academic staff, irrespective of changes in remuneration, but does not constrain the University in its rights to either dismiss or discipline an academic staff as set out in the provisions of this Legislation.
- 72.3. Tenure constitutes expression of the University's confidence that the staff will justify the award in his continued professional career. The University shall work actively to put in place an active tenure system and the details shall be determined by a Senate guideline.

Article 73. Designation of Emeritus/Emerita

- 73.1. A natural corollary of the lifetime commitment of an academic staff to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred.
- 73.2. The University's treatment of retired academic staff should be consistent with this expectation. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards.
- 73.3. The University should, therefore, formulate mechanisms, which maximize the opportunities for continuous contributions that can be made by retired faculty superannuation.
- 73.4. The mode of appointment and privileges of the Emeritus/Emerita professor shall be determined by a guideline issued by the Senate.

Article 74. Adjunct Professorship

- 74.1. The University establishes adjunct employment and academic positions and offer appointments to selected and willing academicians and professionals to formally participate in teaching and research, curriculum development and supervision of theses/dissertations as well as facilitate University-Industry partnership and student practicum in industries.
- 74.2. Accordingly, the University may confer the following titles and promotion for adjunct academic staff:
 - 74.2.1. Adjunct Assistant Professor;
 - 74.2.2. Adjunct Associate Professor; and
 - 74.2.3. Adjunct Professor.
- 74.3. Conferring of these titles shall be based on the professional competence and experience of the candidate with regard to teaching, research, innovation and creative works. The criteria and procedure governing adjunct appointments, service requirements, promotions, and terms of service shall be detailed in a Senate guideline.

Article 75. Other Non-full Time Academic Ranks

The University may appoint distinguished, research and collegiate professors in the adjunct academic rank series. The provisions of Articles 74 of this Legislation concerning adjunct academic staff shall, *mutatis mutandis*, apply to the employment, promotion and termination of distinguished, research and collegiate professors in the adjunct academic rank series. Guidelines regarding these ranks shall be put in place by a Senate.

Article 76. Working for other Institutions or for Private Interest

- 76.1. During the official working hours, an academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless agreed upon by other contractual obligations, or the relevant University body, in consultation with the head of the responsible academic unit, to assign him to perform duties for other institutions.
- 76.2. No academic staff shall undertake any outside task, which may impair his contribution to the University or conflict with his duties.
- 76.3. The provisions of this Article shall, however, not be deemed to constitute a ban on an academic staff from participating in social organizations, civil societies, professional associations or consultancy services.
- 76.4. Consultancy service shall be governed by the University consultancy policy as provided in this Legislation.

CHAPTER THIRTEEN: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD

Article 76. Teaching Load and Student-Teacher Ratio

77.1. Measurement Unit for Teaching Load

The teaching load of an academic staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload. Accordingly, module/course credits, laboratory/practical/tutorial sessions, senior essay/project advising, thesis/dissertation advising, research and community engagement are expressed in terms of LEHs according to the following:

- 77.1.1. One undergraduate course credit = 1.0 LEH
- 77.1.2. One graduate course credit = 1.5 LEHs
- 77.1.3. One hour lab/practical/ or tutorial session..... = 0.67 LEH
- 77.1.4. One undergraduate student senior project/essay advising ... = 0.40 LEH



- 77.1.5. One graduate seminar/project advising.....= 1.00 LEH
- 77.1.6. One Ph.D. student Dissertation advising = 2.00 LEHs
- 77.1.7. One Ph.D. student Dissertation Co-advising..... = 1.50 LEHs
- 77.1.8. One Master's Thesis advising = 1.50 LEHs
- 77.1.9. Co-advising for one Master's Thesis..... = 1.00 LEH
- 77.1.10. Advising one medicine or veterinary student..... = 0.50 LEH

77.2. Notwithstanding the provisions of sub-Article 77.1 hereof, academic units shall present proposals on course load and special load method of class type or delivery method to the AC of the relevant academic unit and forward the same for approval by the ASCRC.

77.3. Class Size per Section

The minimum and/or maximum class size for courses shall be as follows:

Class type	Number of students
Lecture type (Undergraduate, common courses)	50-60
Tutorial and seminar classes (Undergraduate)	30-40
Laboratory/Field session (Undergraduate)	15
Clinical attachment (Undergraduate)	10-15
Lecture for graduate program	Masters 8-25, PhD 4-8

77.4. Where a given class size significantly exceeds the maximum class size indicated in sub-Article 77.3 of this Article, the concerned academic unit may, having proper regard to quality of instruction, decide to divide up the class into additional new sections.

77.5. Notwithstanding the provisions of sub-Article 77.3 hereof, academic units shall present proposals on course list and special class size to the AC of the relevant academic unit and forward the same for approval by the ASCRC. Such determination of class size shall take the following into account:

- a) courses that can be given as lecture;
- b) courses for skill development;
- c) facilities and capacity of the academic unit; and
- d) cost effectiveness.

77.6. Workload; an academic staff shall be expected to work for 39 hours per week and the semester academic load of a full time Academic Staff is 12 LEHs.



- 77.7. Without prejudice to relevant article of this Legislation and unless otherwise stipulated in a contract of employment, the workload of academic staff with the rank of professorship, associate professor, assistant professor and lecturer, respectively, be 62% and 38%, 57% and 43%, 52% and 48%, and 47% and 52% in research and community engagement, and teaching. The Senate shall issue guidelines that articulate and specify the manner in which community engagement may be budgeted, mainstreamed, cascaded to college level and be made part of academic load. Such guidelines shall in particular make community engagement the responsibility of each academic unit which shall identify its own niche, develop a concrete annual plan, and assign relevant academic staff to execute the plan. Accordingly, every academic staff is required to engage in an approved and registered community engagement.
- 77.8. Academic staff in the clinical disciplines shall be required to render health care services in the different units of Tikur Anbessa Specialized Hospital and its affiliates. Work load calculations for such staff shall consider the time they spend in teaching, doing research, providing health service and community engagement.
- 77.9. The full workload in the regular program for the different categories of full-time academic staff, the maximum teaching load, overload in teaching assignments and procedures for reporting teaching load shall be detailed by a Senate guideline.
- 77.10. The manner in which clinical services rendered may be considered as part of the workload of an academic staff as well as extra-load payment associated with it shall be governed by the Senate guidelines.

Article 78. Research Load

- 78.1. The following are the components of research/community engagement activities and weights in hours, 12RHrs (Research Hours) per week:
- 78.1.1. project formulation and preparation2 RHrs
 - 78.1.2. conducting full time research, research administration or coordination of research activities of the institute.....2RHrs
 - 78.1.3. research management by each project leader.....3RHrs
 - 78.1.4. data management by each project participant..... 1RHrs
 - 78.1.5. reporting by each project participant.....1RHrs
 - 78.1.6. preparation of publications by each researcher or research group.1RHrs
 - 78.1.7. seminars/workshops or training programs conducted by specified staff.....1RHrs

- 78.1.8. Active community engagement related activities.....1RHrs
- 78.2. Without prejudice to relevant article of this Legislation and unless otherwise stipulated in a contract of employment, the workload of such staff shall, respectively, be 62.5 percent, 25 percent and 12.5 percent research, community engagement and teaching.
- 78.3. A research staff is entitled to have a teaching home-base where he discharges 25% of his workload in the form of teaching. The University shall ensure that the research staff gets a relevant teaching home-base in a timely fashion. In case of full-time research academic staff, the workload shall be 80% and 20% for research and community engagement respectively.
- 78.4. The amount of time available to research staff in the institutes to carry out any combination of the above components of research is about 39 hours per week. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may therefore vary for a particular staff.
- 78.5. The Director of the relevant institute shall prepare the research load of staff in terms of the number of hours per week that need to be spent on the various components of research activity by the staff.
- 78.6. Without prejudice to the generality of the foregoing provision, it is a requirement that an academic staff undertakes research activities either individually or in collaboration with others in the academic unit concerned or with organizations outside the University.

TITLE V: ACADEMIC RULES & REGULATIONS

CHAPTER FOURTEEN: ACADEMIC CALENDAR

Article 79. Academic Calendar

- 79.1. Without prejudice to the School of Medicine and other academic units using a system of annual rather than semester course offerings, modular course offerings, as well as continuing and e-learning programs, a normal semester at the University shall be 16 weeks of classes, and a summer/kiremt semester of 8-12 weeks.
- 79.2. With the exception of Medicine, a regular academic year commences in September and ends in June.
- 79.3. Summer semesters shall begin in the first week of July and end in the second week of September.
- 79.4. In summer semesters, students shall only be carrying $\frac{2}{3}$ of the normal semester load.
- 79.5. The Calendar, among other things, shall provide for the following:
 - 79.5.1. The meetings of the Senate which will normally be twice each semester;
 - 79.5.2. The dates for the approval by the Senate of graduation ceremonies;
 - 79.5.3. Two to four weeks inter-semester break.
 - 79.5.4. Important dates of University academic work, such as orientation, placement, registration, readmission, add and drop, final examination periods, entrance and exit examinations and annual reviews; research week, staff evaluation, student and staff satisfaction survey, staff load and research engagement/output reporting;
- 79.6. The calendar may only be amended by the Senate when the need arises. However, minor amendments may be undertaken by the approval of the Senate Executive Committee.

CHAPTER FIFTEEN: ADMISSION AND RELATED MATTERS

Article 80. Admission requirements

- 80.1. Admissions to the University undergraduate and graduate programs are possible upon the fulfillment of all the criteria set by the admission policy of the University. The University shall administer admission test to select best talents. Admission policy for local and international students shall be developed and reviewed as necessary. Admissions and enrollments into all graduate and undergraduate continuing and e



learning is permissible upon the fulfillment of all the criteria set by the admission policy of the University.

- 80.2. Admissions and enrollments to all programs are processed by the University Registrar in consultation with the academic units concerned.
- 80.3. The minimum intake of a regular undergraduate and graduate program shall be as described in the admission policy, subject to modifications by the registrar in consultation with the academic units.

Article 81. Special admission modalities

- 81.1. Special admission to some programs may be granted to potentially outstanding candidates on the basis of the special admissions guideline which is to be issued by the Senate
- 81.2. Admission to graduate programs may be offered to exceptionally talented undergraduate students in honors program in their senior years in order for them to pursue undergraduate and graduate programs concurrently.
- 81.3. Special admissions leading to double major, dual major or dual degree, double degree and joint degree should be worked out on the special admissions guideline.

Article 82. Readmission after Dismissal

- 82.1. A student who has been dismissed for good due to academic deficiencies may not seek readmission into the program from which he has been dismissed.
- 82.2. Notwithstanding the provisions of sub-Article 82.1 hereof, a dismissed student may apply for admission to a different program.
- 82.3. A student whose academic status is dismissed but allowed to repeat deficient modules/courses may be readmitted at least after one semester following withdrawal from the University. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- 82.4. A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.
- 82.5. A first-year undergraduate student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
- 82.6. A first-year undergraduate student dismissed at the end of the second semester with a CGPA of not less than 1.50 shall be readmitted.



- 82.7. A second year and above undergraduate student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
- 82.8. Any readmitted undergraduate student may be allowed to repeat courses in which the student scored "< 1.75 (C- or below D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

Article 83. Choice of Program of Study

- 83.1. Student placement in each academic unit within a college shall be decided based on the student's preference and intake capacity of academic units provided by such Colleges as per the general direction provided by the Student Admission and Enrollment Committee (SAEC).
- 83.2. Students shall be enrolled into the programs of their choice on competitive bases that consider their grades as a measure.
- 83.3. Whenever necessary, special provisions shall be made for female students, students with disabilities and other socially disadvantaged groups that require affirmative action.

Article 84. Transfer of Undergraduate Students

- 84.1. For Inter-/intra academic unit transfer in the regular program, the applicant shall have attended at least one semester or shall have accumulated less than 50% of the credit point required for program accomplishment in his previous institution at the time of request for transfer and must be in good academic standing with a minimum CGPA of 2.00, and/or successfully accomplished the modules taken, with a minimum grade of C.
- 84.2. A student wishing to be transferred shall be required to fill a standard Transfer Application Form which shall be made available at the Registrar Office.
- 84.3. The Transfer Application Form must be completed and returned to the Registrar's Office in the registration week for the semester during which enrolment is sought.
- 84.4. Upon receipt of the application, the Registrar shall present the same to the respective college academic commission which shall make its decision in line with the provisions of this Article.
- 84.5. Criteria and procedure for inter-university transfer applications in the regular and extension programs shall be worked out in transfer guidelines.

- 84.6. In extraordinary circumstances, transfer of students from other universities shall be decided by the President or the VP.

CHAPTER SIXTEEN: COURSES/ MODULES OFFERED BY THE UNIVERSITY

Article 85. General Provision on Courses and Modules

- 85.1. The University education system must meet the needs of national development and provide well planned teaching and learning programs and contribute to the advancement of all forms of knowledge.
- 85.2. The University encourages new learning and teaching strategies including modularization, e-learning etc. and modifies traditional models of discipline-based and sequential courses. The learning programs shall be outcomes-based education and training. The model of modularization shall fit into the objectives and requirements of ‘Qualification Framework’.
- 85.3. Unless otherwise provided for in this Legislation or by a guideline to be issued by the Senate, all courses/modules shall be offered on semester bases.
- 85.4. A set of modules or more than one module may be offered in a semester. A single module may not however be stretched to the next semester provided a module may run for two consecutive semesters within the same academic year if the nature of a given discipline or of module requires so and if it is recommended by the AC concerned and approved by the ASPRC.
- 85.5. Modules/courses shall be offered in person, online or blended; employing parallel or block teaching modalities.
- 85.6. Modules/ courses shall be valued in terms of the European Credit Transfer System (ECTS). One ECTS shall be equivalent to 27 hours of learning effort or notional learning time, used as a measure of volume.
- 85.7. A module can comprise any credit points in the range of 5 to 30 ECTS.
- 85.8. All modules/courses offered by the University shall be designated with a specific coding system numbered and the system of numbering shall be as per the rules provided by the Office of the Registrar.

Article 86. Core Area Modules and Courses

Each student enrolled in a particular program shall successfully complete the core area modules/ courses in such program as a precondition to earn a degree.

Article 87. General Education Modules/Courses

- 87.1. The decision to offer General Education courses/modules may be made at programs level for undergraduate programs,
- 87.2. General Education module/courses shall be designed to enable students acquire the necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity, democratic values and knowledge, skills and awareness of new technologies.

Article 88. Elective Modules/Courses

Each academic unit shall provide its students with opportunities to take a certain number of elective courses/modules. A student may take courses/modules from other subject discipline areas in order to obtain competencies to further their career opportunities.

Article 89. Phased-out Modular Courses/ Modules

Students who have scored 'F's in phased-out modular courses/, modules deemed essential for a program of study shall be required to remove their 'F's by taking equivalent modular courses/ modules as determined by the academic commission of the college in which they are enrolled.

Article 90. Semester Load for Undergraduate Regular (Non-Clinical) Students

- 90.1. The minimum workload required for undergraduate regular student shall be 30 ECTS per semester and the maximum shall not exceed 35 ECTS. The relevant VP office shall provide a rule to accommodate the pace of special need students.
- 90.2. A student with CGPA of 2.50 or above and wishing to deviate from sub-Article 90.1 requirement shall obtain a special permission from the head of the department in which he is doing his major work, or from the executive dean of his college, and approved by the AC. The maximum workload with special permission may not, however, exceed 35 ECTS.
- 90.3. Notwithstanding the provisions of sub-Article 90.1 hereof, a graduating student with CGPA of 2.00 and above may be granted special permission to take up to 35 ECTS.
- 90.4. The normal workload in the evening programs shall be 14-18 ECTS per semester. An evening student may be allowed to take a workload of up to 21 ECTS, provided that the student has completed a course work of at least one academic year (28-36 ECTS) and has a CGPA of 2.50 and/or above and the student is at graduation year after passing all modular courses/ modules taken up to date.
- 90.5. The normal semester workload of students placed in summer in-service programs shall be 20-22 ECTS.
- 90.6. Evening program students may take up to 12-14 ECTS during the summer/kiremt term.



- 90.7. For the purpose of determining academic status of evening and summer in-service/kiremt students, one academic year shall be regarded as equivalent to two semesters and one summer in-service/kiremt term for evening program students; and three summer in-service/kiremt terms for summer in-service/kiremt program students.

Article 91. Duration of Study for Undergraduate Programs

- 91.1. The duration of study for undergraduate degrees in regular programs shall be from four to six and half years.
- 91.2. An undergraduate student who withdraws for valid reasons shall be granted readmission within four years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal from the program. However, certification shall be issued for successfully completed modules.
- 91.3. The duration of study for undergraduate degree in evening, kiremt, continuing and eLearning programs shall be between five to seven years. A student who withdraws for valid reasons shall be granted readmission within five years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal from the program. However, certification shall be issued for successfully completed modules.

Article 92. Undergraduate Programs Credit Requirements for Graduation

- 92.1. The minimum and the maximum total credit points required for undergraduate degree programs are as follows:
- 92.1.1. The minimum and maximum total credit points for a four years non- clinical bachelor degree programs shall be 240 ECTS and 260 ECTS respectively.
- 92.1.2. The minimum and maximum total credit points for a four-year clinical bachelor degree program shall be 240 ECTS and 300 ECTS respectively.
- 92.1.3. The minimum and maximum total credit points for a four and half clinical bachelor degree programs shall be 270 ECTS and 314 ECTS respectively.
- 92.1.4. The minimum and maximum total credit points for a five years non-clinical bachelor degree programs shall be 300 ECTS and 325ECTS respectively.
- 92.1.5. The minimum and maximum total credit points for a five-year clinical bachelor degree program shall be 300 ECTS/ and 374ECTS respectively.
- 92.1.6. The minimum and maximum total credit points for a six and half years bachelor degree programs shall be 390 ECTS and 420 ECTS respectively.

- 92.2. Any academic unit/department/center/school intended to deviate from the above stated maximum and minimum total credit points shall seek the approval of the ASPRC.
- 92.3. Academic units, shall determine courses/modules and the proportion of time that they require additional tutorials, subject to the approval of the AC.

Article 93. Class Attendance

- 93.1. Unless provided otherwise in this Legislation or in a guideline to be issued by the Senate or except for modules that are approved in advance and in which earning of credits through examination alone is acceptable, a student is required to attend all lectures, laboratories and practical sessions as well as field work.
- 93.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 85% attendance shall be required if he is to earn credit points in a given module or a course under a module. This, however, may not preclude academic units such as the School of Medicine from requiring 100% attendance where such full attendance is academically indispensable.
- 93.3. This may not prevent academic units from excluding certain portions of a module or a course under a module such as laboratory and field experiences considered academically indispensable for the student from the 15% non-attendance provision.
- 93.4. A student who has missed more than 15% attendance shall be given a grade of incomplete attendance (IA) and be required to provide acceptable reasons for failure to attend in order to cancel the registration for the module and allow him to retake the same.
- 93.5. Where 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 his next enrollment in the program.

CHAPTER SEVENTEEN: ACADEMIC AND RESEARCH ADVISING

Article 94. Academic support and research advising

- 94.1. As the University is a research University, which aims to enhance excellence, the role of advisors is considered paramount for the successful completion of students both in the undergraduate and graduate programs.
- 94.2. Guidelines for academic and research advising shall be issued by the Senate.



CHAPTER EIGHTEEN: GRADING SYSTEM, ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS

Article 95. Grading Rules for Undergraduate Programs

- 95.1. Upon completion of a module, the following grading scale and letter grade system are employed to grade a student.

Raw Mark Interval [100 %]	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.00	A+	Excellent	First class with great distinction
[85,90)	4.00	A		
[80,85)	3.75	A-		
[75,80)	3.50	B+	Very good	First class with distinction
[68,75)	3.00	B	Good	Second class
[65,68)	2.75	B-		
[60,65)	2.50	C+	Satisfactory	
[50,60)	2.00	C		
[45,50)	1.75	C-	Unsatisfactory	Low class
[40,45)	1.00	D	Very poor	
<40)	0.00	F	Fail	

- 95.2. A student may not graduate with a CGPA of less than 2.0. He shall thus score at least a “C” (2.0) grade in each of the modules/courses he is required to take under the program. Details shall be issued by the Senate.
- 95.3. Notwithstanding the grading system indicated in the table under sub-Article 95.1 of this Article, the School of Medicine may follow its own grading system that shall be approved by the ASPRC and the Senate.
- 95.4. Academic achievement in all the undergraduate programs of the University, with the exception of modules/courses and programs for which the Senate provides special dispensation, shall be graded on the letter system based on the scale that is in the manner provided in sub-Article 95.1 of this Article.
- 95.5. Unless otherwise provided for by this Legislation or other guidelines issued by the Senate, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours/ECTS attempted in that semester.
- 95.6. 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 or another of the following before grades are submitted to the Registrar:

- 95.6.1. to an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
- 95.6.2. to a “W” (withdrawn) by the academic unit chair/head for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester; or
- 95.6.3. to a “DO” (dropout) by the dean 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 this legislation, or failed to produce evidence justifying his failure to sit for the examination(s);
- 95.7. Neither “W”, “DO” nor “I” shall play any part in the computation of the semester grade point average. A student who obtains a “DO” for a module/course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- 95.8. The modalities of converting “I” grades to other grade forms shall be as per the procedures set forth under this Legislation.
- 95.9. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Fail), but neither shall be included in the computation of the grade point average.
- 95.10. A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a module/course is in progress and no work has been completed to give the instructor a basis for giving a letter grade. This would apply only to such modules/courses as projects/thesis/dissertation or seminars with research components running beyond one semester and shall not be applicable to one-semester modules/courses.

Article 96. Semester Academic Achievements

- 96.1. A student who earned a “2.00 (C)” grade or above in all modules/courses of a semester shall be in good standing.
- 96.2. A student shall be warned or placed under probation by the academic unit under the following conditions:
 - 96.2.1. a student who fails to achieve a semester GPA of 1.75 or a CGPA of 2.00; or
 - 96.2.2. a student who scores up to three “Fs” at the end of each semester with less than or equal to 15 ECTS; or



- 96.2.3. any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74; or
- 96.2.4. any newly admitted student, who at the end of the first year, scores a CGPA between 1.75 and 1.99.
- 96.3. Academic dismissal:
 - 96.3.1. Any consecutive probation/warning leads to academic dismissal.
 - 96.3.2. Any student who scored three “F’s” on courses with more than 12 total CP or a student who scored more than three “F’s” per semester, or
 - 96.3.3. Any student whose semester GPA falls below 1.75 and fails to maintain a CGPA of 2.00.
 - 96.3.4. A student placed on probation shall be dismissed after one semester on probation if he fails to emerge from the state of probation by raising his CGPA up to 2.00 or by obtaining a semester GPA which, if maintained at that level, would permit him to reach the CGPA of 2.00 by graduation.
 - 96.3.5. A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester shall be dismissed.
 - 96.3.6. A newly admitted student or a student joining the University at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed.

Article 97. Academic Achievements for Graduation

- 97.1. All the required modules/courses and the minimum credit points set by the respective academic unit shall be attained, except for phase in and phase out programs.
- 97.2. A degree candidate is required to have a minimum CGPA of 2.00 in his major or Cumulative Average Number Grade (CANG) of 2.00 and a minimum CGPA of 2.00 in his minor, where there are minor offerings.
- 97.3. No “F” grade shall be entered in any module/course taken.
- 97.4. Students who fail to graduate due to scoring a CGPA less than the required, or due to an “F” grade and have no more chance to upgrade their CGPA or to remove their “F” may be given a certificate of attendance with their transcript stated as “graduation requirements incomplete”.

Article 98. Graduation with Distinction, Great Distinction and Very Great Distinction

The following shall constitute the requirements for academic distinction upon graduation of



undergraduate degree programs:

- 98.1. A student with a CGPA of 3.75 or above shall graduate with “**Very Great Distinction**”;
- 98.2. A student with a CGPA of 3.5 to 3.74 shall graduate with “**Great Distinction**”;
- 98.3. A student with a CGPA between 3.25 and 3.49 shall graduate with “**Distinction**”.

Article 99. The Addis Ababa University Medal

- 99.1. The University Medal is a prize awarded at Commencement to an outstanding student from each college/institute in regular and CDE of undergraduate programs. The University Medal may be granted to several students from the same college or institute at the same time provided that such students equally meet the criteria for the prize set in this Article and the guideline issued thereunder.
- 99.2. The University Medal award is made based on academic excellence, character, contribution to the public, and participation in extra-curricular activities. The AC of each college/institute shall, each year, recommend to the Senate its outstanding student of the Year for the latter’s approval.
- 99.3. The college/institute AC in consultation with the VP Offices shall determine criteria for awards, medals and prizes to be given to students and suggest for a Senate.

CHAPTER NINETEEN: ASSESSMENTS AND EXAMINATIONS

Article 100. General Provisions on Examinations

- 100.1. Student learning shall be assessed in a variety of ways including continuous assessment in the form of tests, assignments, presentations, etc. To determine the final grade earned results of the continuous assessment and one final exam/summative assessment with a weight of not greater than 50% will be used. Instructors shall monitor the student’s academic performance by keeping track of records.
- 100.2. Examinations may be oral, written or practical, depending on the nature of the module/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.

Article 101. Administration of Periodic, Exit and Final Examinations

- 101.1. Periodic and Exit examinations
 - 101.1.1. Without prejudice to the requirement of continuous assessment, students shall sit for periodic/holistic and/or exit exams to be administered by the respective relevant academic units of the University.



- 101.1.2. Students shall sit for a final exam to be administered for each module/course.
- 101.1.3. Students shall be registered for exit exams upon successful completion of all the modules/courses that may be required by the program.
- 101.1.4. Exit exams, if any, shall be identified with module/course title and code.
- 101.1.5. The grade point of an exit exam should not be included in the computation of either semester or cumulative status of student.
- 101.1.6. The exit exam result shall be rated as percentage as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by the respective academic unit to qualify for graduation.
- 101.1.7. An exit exam, if any, shall be given once in a year for graduating students, and the period shall be communicated early and shall be indicated in the academic calendar.
- 101.1.8. A student who failed in the exit exam can repeat it but no special reexamination schedule shall be arranged for failing students.
- 101.1.9. Detailed guidelines regarding exit exams shall be issued by ASPRC.

101.2. Administration of Final Examination

- 101.2.1. A list of candidates sitting of an examination shall be prepared in advance of the examination by academic units to which the students belong, and that such a list shall be handed over to the invigilators,
- 101.2.2. No student may be admitted into an examination hall 30 minutes after the beginning of the examination.
- 101.2.3. No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 101.2.4. In the event that a student is forced to leave an examination 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 him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.
- 101.2.5. Upon conclusion of an examination, the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the office of the chair/head of the academic unit that offers the module/course.

Article 102. Violation of Examination Rules

- 102.1. Any one of the following shall be interpreted as an act of violation of examination rules 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 on the determination of the academic status of students:
- 102.1.1. Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
 - 102.1.2. working on or being found in possession of examination papers other than one's own;
 - 102.1.3. exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
 - 102.1.4. making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own;
 - 102.1.5. sitting for an examination in a module/course for which one has not been registered;
 - 102.1.6. taking an examination by proxy, i.e. through another party,
 - 102.1.7. submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
 - 102.1.8. disorderly conduct in an examination hall, including refusal to accept and comply with instructions given by the invigilator;
 - 102.1.9. being caught in the act of avoiding to sign 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; or
 - 102.1.10. engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

Article 103. Re-marking of Examinations

A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper. Details shall be stipulated in the Assessment and Examination rules.

Article 104. Make-up Examinations

A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or accidents, and who can produce proof of evidence and therefore has an "I" (incomplete) grade in a module/course may be permitted to sit for a make-up examination in the module/course. Details shall be stipulated in the Assessment and Examination rules.

CHAPTER TWENTY: GRADUATE STUDIES

Article 105. General Provisions

- 105.1. The University may offer programs of study and research leading to Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Laws (LL.M), Master of Business Administration (MBA), Master of Public Health (MPH), Master of Fine Arts (MFA), Doctor of Philosophy (Ph.D.), Post Doc and similar other graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs.
- 105.2. The University may also, as conditions permit, offer such programs of study and research leading to post-graduate and post-doctoral diplomas.
- 105.3. Graduate programs in the regular, continuing and e-learning shall have equal value as such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Accordingly, graduate continuing and e-learning students shall receive quality instruction, advising and administrative services comparable to regular graduate students.
- 105.4. The University may introduce differential payment structure for tuition and other fees to be made by graduate continuing and e-learning students. The threshold of such payments shall be that paid by regular graduate students per ECTS.
- 105.5. All university-wide policies, rules and regulations shall, mutatis mutandis, apply to graduate programs run under the auspices of the relevant office.
- 105.6. Without prejudice to the provisions of this Legislation regarding graduate programs, the standards entitled “PhD Programs Standard and Management in Addis Ababa University” shall apply, inter alia, to rules governing PhD programs, progress monitoring standards, role and responsibility of academic units, college/institute level PhD advisory committee and quality assurance, PhD teaching at the University, PhD dissertation assessment and examination, ethical standards, physical facilities, utilities/material and equipment and cross-cutting norms.

Article 106. Multidisciplinary Graduate Programs Involving Several Academic Units

Multidisciplinary graduate programs shall be run by academic centers. Guidelines about the governance of multidisciplinary graduate programs run by several academic units shall be issued by the Senate.

Article 107. Graduate Programs Coordination (GPC)

The coordination of the Graduate Programs shall be provided by the Guidelines of the Senate.

Article 108. Admission, Scholarship Award and Transfer in Graduate Studies

108.1. The relevant provisions of this Legislation shall govern matters pertaining to admission to graduate studies including special admission, advance standing and transfer of students.

108.2. The University may grant scholarship to graduate students who meet the eligibility requirements.

108.3. Such scholarship grant shall be based on academic achievement, need and awarded in a competitive and transparent manner.

108.4. The University may deploy its scholarship scheme to promote equity without however compromising academic merit. It may also use its scholarship scheme to attract academically meritorious students to certain disciplines.

108.5. The University's concerned body shall propose scholarship fund raising and administration mechanisms and secure the approval and oversee the implementation thereof.

Article 109. Enrolment and Registration in Graduate Studies

Issues related to enrolment, registration and readmission in graduate studies shall be prescribed by the guidelines of the Senate.

Article 110. Graduate Study

110.1. All graduate students shall, prior to starting their courses of study, be given admission tests to determine their levels of preparation in the areas of Academic English or Quantitative Methods and/or Computational Skills.

110.2. A Ph.D. candidate shall have a supervisor assigned by the relevant organ in consultation with the candidate concerned. Details shall be prescribed by the Guidelines of the Senate.

110.3. Student assessment in every module/course shall consist of continuous assessments.

Article 111. Credit Requirements and Course Loads for Graduate Programs

- 111.1. The normal semester workload for regular Masters and Ph.D. programs students shall be 30 ECTS. For Masters students placed in summer in-service, extension, and e-learning programs shall be 20-22 ECTS.
- 111.2. The minimum and maximum total number credit points for Master programs shall be 90 and 120 ECTS for one and half and two years programs respectively.
- 111.3. The minimum and maximum total number of credit points for course/module/project work in Masters Programs shall be between 60 and 90 ECTS.
- 111.4. The minimum and maximum total number of credit points for thesis work in Masters programs requiring thesis work shall be between 30 and 60 ECTS.
- 111.5. The total number of credit points in Ph.D. programs shall be 240 ECTS. The minimum and maximum total number of credit points for coursework in Ph.D. programs, which require coursework shall be 30 and 120 respectively. The minimum total number of credit points for dissertation in Ph.D. programs is 120 ECTS.
- 111.6. Upon the recommendation of their advisors, Master`s and Ph.D. students may audit courses.
- 111.7. Any academic unit intended to deviate from the above stated minimum and maximum total number of credit points shall seek the approval of the ASPRC.

Article 112. Graduate Programs Duration of Study

- 112.1. The duration of study for a Master`s degree in a regular program shall be between one and half and two years, and three to four years in the evening/weekend and kiremt/summer in-service program.
- 112.2. A student who withdraws for valid reasons shall be granted readmission within two and four years after the date of withdrawal for regular and evening/kiremt, respectively. If not, he shall be dismissed from the program.
- 112.3. The duration of study for a PhD degree in a regular program shall be four years.
- 112.4. The duration for the completion of honors program, Master`s program, PhD and specialty program shall be determined by the appropriate organ.
- 112.5. Extension of the duration of study, be in the regular program or in the evening/weekend and kiremt/summer in-service program, may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to force majeure and where the extension is recommended by the relevant organ and approved by ASPRC.

- 112.6. Residency requirements for special graduate programs shall be set by guidelines of the Senate.

CHAPTER TWENTY-ONE: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS

Article 113. General Provisions on Graduate Programs

- 113.1. Each academic unit may offer programs of study and research leading to post-graduate certificates, diplomas and degrees.
- 113.2. The academic units shall function through Department/school Graduate Committees (DGC).
- 113.3. All University-wide policies, rules and regulations shall mutatis mutandis apply to graduate programs.
- 113.4. An academic unit may run joint graduate programs in collaboration with other universities to 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.
- 113.5. A minimum academic rank of staff offering modules/courses in the graduate program shall be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC may propose that a lecturer and an assistant professor with merit offer modules/courses, for Masters' program and for Ph.D. program, respectively. Such proposal shall be approved by the respective College AC.
- 113.6. Masters' programs may offer students two options, namely, module work and thesis or module work and project/capstone.
- 113.7. A Ph.D. program may be course-based dissertation (an arrangement in which course work is not necessarily directly related to the research topic) or non-course based dissertation (where each course is a setting in which the student accomplishes an aspect of his research that leads to his dissertation).

Article 114. Grading System for Graduate Programs

- 114.1. Except the School of Medicine examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.75

[75, 80)	B+	3.50
[70, 75)	B	3.00
[65, 70)	B-	2.75
[60, 65)	C+	2.50
[50, 60)	C	2.00
[40, 50)	D	1.00
< 40	F	0.00

114.2. Thesis or Dissertation evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

Rank	Grading scale in percent	Letter Grade
Excellent	≥ 85	A
Very Good	$75 \leq X < 85$	B+
Good	$60 \leq X < 75$	B
Satisfactory	$50 \leq X < 60$	C+
Fail	< 50	F

114.3. Scoring a grade less than 'B' in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00 ('B'). Further, such student may not graduate if he scores two or more "C" grades even if he meets the required minimum CGPA of 3:00.

Article 115. Academic Probation and Dismissal

115.1. When a student is placed on probation, he shall be notified by the head of the academic unit concerned of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements are stipulated by the probation and what will be the consequence of failure to meet these conditions.

115.2. A first-year student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results. 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 relevant DGC and any such student who had been placed on probation shall be subject to dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.

115.3. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the relevant DGC may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.

115.4. A student may be put on probation for a second time provided it is ascertained that s/he has successfully come out of the previous probation. However, where a student who

has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, he shall be dismissed.

115.5. No student subject to dismissal may expect discretionary probation as a matter of right.

Article 116. Repeating Modules/Courses

116.1. Only courses with grades lower than 'B' may be repeated when the CGPA of the student is less than 3.00 and for Ph.D. students all courses with "C+" grades or lower shall be repeated.

116.2. A student with a grade of "C+" or lower may be allowed to take a re-examination, instead of repeating the course, with the recommendation of the course instructor and the DGC by assessing the overall performance or special conditions of the student on an individual basis.

116.3. No course may be repeated or re-examined more than once.

116.4. Where a student sits for a reexamination, the grade scored shall be taken into consideration in determining his academic status.

Article 117. Withdrawal and Readmission

117.1. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A student who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline.

117.2. A student may be readmitted only when the withdrawal is effected because of one of the following:

117.2.1. if the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or if the candidate is unable to continue due to other reasons that may constitute force majeure, or

117.2.2. if the University is unable to carry out the relevant graduate program and advises the student accordingly;

117.2.3. A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program.

117.3. The College Graduate Program Coordination shall permit readmission, subject to the availability and readiness of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in this Article.

117.4. Withdrawal made with the approval of the College Graduate Program Coordination Office concerned does not imply automatic readmission whenever it is sought. The

length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed 2 and 4 years after the date of withdrawal for regular and evening/kiremt, respectively.

117.5. The College Graduate Program Coordination Office may, however, consider the readmission of a student who has discontinued his study for five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control. If not, he shall be dismissed from the program.

117.6. No student who has discontinued his study for a period longer than five years may be granted readmission.

Article 118. Transfer from One Program to Another

118.1. Without prejudice to other rules and regulations of the University applying to cases of transfer, a student registered in one graduate program may be allowed to transfer to another program provided the student:

118.1.1. presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor, where applicable; and

118.1.2. satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned DGCs and ACs has been obtained; and

118.1.3. must have completed not more than one fourth of the originally joined program (50% of the course/module work).

118.2. Transfer of credits shall be determined by the department/school/center receiving the candidate.

Article 119. The Graduate Thesis/Dissertation

119.1. General Requirements

119.1.1. A thesis/dissertation shall constitute an individual's effort in academic pursuits as part of the major requirement in completing a study and receiving credentials.

119.1.2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree. In addition to his thesis, a master's degree program candidate shall produce at least one publishable manuscript which he shall present during his thesis defense, and a PhD candidate shall produce two articles in reputable journal or an article in reputable journal and peer reviewed conference papers in addition to his dissertation.

- 119.1.3. The topic for thesis/dissertation work shall be identified in consultation with, and prior approval of, the advisor (s). The selection of the 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 academic unit concerned.
- 119.1.4. 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.
- 119.1.5. The general requirements and guidance on thesis/dissertation shall be developed for all academic units by ASPRC.
- 119.2. A PhD dissertation is a requirement for a PhD degree.
- 119.3. A dissertation is not complete unless it constitutes an independent scholarly work inclusive of all scholarly apparatus used in the discipline. It shall be presented in a form regarded as suitable for examination in the discipline concerned and it shall conform to all other formal requirements of the University for Presentation of a dissertation including but not limited to word limits.
- 119.4. Selection and Approval of Thesis/Dissertation Topic
 - 119.4.1. The students involved in the graduate programs shall select topics for their thesis/dissertation in consultation with their advisors.
 - 119.4.2. Thesis/dissertation topic of each student shall be recommended and approved by the relevant organs as early as possible.
- 119.5. Format of Thesis/Dissertation

The thesis/dissertation format shall be in accordance with the rules set by the ASPRC.
- 119.6. Procedures for Examination and Submission of Thesis/Dissertation
 - 119.6.1. A Master's thesis shall be submitted to the concerned academic unit at least one month before the date of defense,
 - 119.6.2. For a dissertation, the submission is 2-3 months before defense, examiners must be assigned of which one must be external, an academic staff from another reputable university. The external examiner has an obligation to inform the status of the dissertation to the head of the academic unit concerned, at least fifteen days before the date of the defense.
 - 119.6.3. Where the external examiner is of the view that the dissertation is not defendable, the defense date shall be rescheduled, irrespective of the opinion of the internal examiner.
- 119.7. Accepted Thesis/Dissertation



119.7.1. Accepted with no change or some minor changes:

119.7.2. A thesis/dissertation is accepted if no change or some minor changes are recommended by the Examining Board or accepted with recommendations of significant changes.

119.7.3. A thesis/dissertation having merit may be accepted with recommendations for substantial changes which are to be made to the satisfaction of members of the examining board or its designate.

119.7.4. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed.

119.7.5. A copy of such recommendations shall be given to the candidate.

119.8. Rejected Thesis/Dissertation

A Thesis/Dissertation shall be rejected if:

119.8.1. the work is found by the examining board not to have met the required standards; or

119.8.2. the work is judged as plagiarized by the examining board; or

119.8.3. 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 that enough extra work has been done to expand the scope and depth of the subject.

119.9. Effect of Rejection

119.9.1. A guideline providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters candidates whose thesis has been rejected or MPhil or its equivalent to Ph.D. candidates whose dissertation has been rejected shall be provided by the Senate.

119.9.2. The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

Article 120. The External Examiner

120.1. Purpose and Functions

120.1.1. The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other academic institutions.



- 120.1.2. As a member of the examination board, the external examiner may participate in assessment processes for the award of degrees; and comment and give advice on course content, balance and structure. Selection, appointment and reporting mechanisms of external examiners shall be regulated by Guidelines of the Senate.

Article 121. Graduation

A student who fulfils the requirements laid down in this Legislation and whose research, study and examination results are judged to be of sufficient merit shall be recommended by the Office of the Registrar to the Senate for graduation and award of appropriate credentials by the University.

CHAPTER TWENTY-TWO: CONTINUING AND e-LEARNING EDUCATION

Article 122. General Provisions

- 122.1. The *raison d'être* of continuing and online education includes the need to expand access to post-secondary education, to enhance the role of the University in the nation's socio-economic development and expand partnership with stakeholders (business community, government agencies, and non-profit organizations).
- 122.2. The University shall:
- 122.2.1. develop benefit packages to attract its academic staff to the CDE;
 - 122.2.2. formulate principled strategies to share revenues emanating from the CDE with academic units that run such programs; and
 - 122.2.3. work proactively towards tapping into the potentials of the CDE within the bounds of Addis Ababa and beyond.

Article 123. Implementation of the Continuing and e-Learning Education programs

The Senate shall develop a guideline for the implementation of the continuing and e-learning education programs.

CHAPTER TWENTY-THREE: BESTOWAL OF HONORARY DOCTORATE DEGREE

Article 124. Honorary Doctorate/Doctor Honoris Causa

- 124.1. Principles



- 124.1.1. The rank of honorary doctorate or doctor honoris causa is an honorific title granted by a special procedure to persons of exceptional achievement as a token of respect or recognition even after death.
- 124.1.2. The University may award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, exceptional public service resulting in significant contributions either to the University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.
- 124.1.3. The University may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary.
- 124.1.4. Details shall be provided the Senate Guidelines.

TITLE VI: RESEARCH, UNIVERSITY-INDUSTRY LINKAGE, CONSULTANCY SERVICES AND COMMUNITY ENGAGEMENT

CHAPTER TWENTY-FOUR: RESEARCH

Article 125. Policy Premises on Research

- 125.1. The primary objective of research conducted at Addis Ababa University shall be to advance excellence in knowledge creation, education, and developmental issues of the nation.
- 125.2. The University shall collaborate with relevant stakeholders in order to identify its main priority research agenda and subjects, considering its unique strength and the pressing needs of the country.
- 125.3. The University shall deploy its academic staff in research based on its research agenda, plan, demonstrable merit, practicality and stipulations, which clarify debated areas.
- 125.4. An academic staff has the right to choose his research agenda as he is encouraged to align it with institutional and national priorities.
- 125.5. The University shall formulate policies and guidelines related to research, technology transfer, and community engagement.

Article 126. General Provisions on Research

- 126.1. The University shall ensure that research receives appropriate level of attention. Towards this end:
 - 126.1.1. A system which ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy shall be developed;
 - 126.1.2. Relevant office to administer and facilitate research from project inception to project completion including grant and sponsored projects, dissemination and scientific communication, monitoring and evaluation, and graduate program research administration shall be established.;
 - 126.1.3. Empower the Principal Investigator to conduct research in efficient and effective ways;
 - 126.1.4. Establishing Research and Innovation Fund, Research and Development units in fields deemed pertinent, and Science and Technology Park and create the environment for research, knowledge creation, innovation, dissemination and the transfer of technology from laboratory to the market place;

- 126.1.5. Ensuring that graduate students receive training on proposal writing, research ethics, and academic writing;
 - 126.1.6. Initiating competitive initial funding schemes to support researchers from different background, disciplines and experience, in order to promote equitable distribution of research funds and enhance quality of research output; and
 - 126.1.7. Adopting and implementing comprehensive research and scholarly output incentive mechanisms;
 - 126.1.8. Adopting and implementing fast procurement procedures for vital equipment and supplies the absence which jeopardizes the research.
- 126.2. Any academic unit may enter into joint research partnerships and receive research funds from national and international sources provided that such undertakings are consistent with the existing laws and policies of the University.
- 126.3. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms and responsibilities as stated in the Research and Ethics policy of the University.
- 126.4. Academic units of the University shall assess the quality and relevance of their research outcomes every three years. The results of these assessments will be periodically gathered and consolidated by the relevant vice president with the aim of communicating and enhancing the research capabilities of the University in the future.

Article 127. Procedures for Initiating and Conducting Research

- 127.1. Where funds are sought from sources internal to the University, the research proposal shall be presented to the Research Office for approval by the relevant standing committee of the Senate. The research office will ensure the quality of the proposal and make sure that it is examined by an independent review committee.
- 127.2. The procedures for initiating, reviewing, endorsing, and approving internally and externally funded research proposals at different levels are detailed in a separate policy and guideline to be issued by the Senate.
- 127.3. Notwithstanding Article 127.1 hereof, the relevant VP shall verify the adherence of the proposal to ethical guidelines of research and the mission of the university.
- 127.4. Where research funds are obtained from sources external to the University, the relevant VP shall verify that the proposal adheres to the ethical guidelines, missions and vision of the University before its commencement.

- 127.5. Academic staff conducting research shall submit full account of the research and regular reports to the relevant offices of the university.

Article 128. Administration of Research

- 128.1. The overall administration of research in the University is vested on the relevant VP as specified in a guideline provided by the Senate.
- 128.2. Researchers whose proposals have been approved and funded shall submit regular reports to their respective academic units and the designated vice president following a Guideline to be issued by the Senate;
- 128.3. The management of collaborative research funds will be guided by the approved proposal, the current financial policy, rules, and procedures of the University.
- 128.4. All research project funds are subject to overhead charges based on the agreement between the funding agency and the University.
- 128.5. An external researcher who is leading an ongoing or new research may affiliate with an appropriate academic unit or a research institute at AAU and shall assume all the entitlements and duties of the principal investigator throughout the duration of the research grant. Terms and conditions of affiliation will be set out in a guideline to be issued by the Senate.
- 128.6. The duties and responsibilities of the Principal Investigator (PI) of a research project are detailed in a separate guideline to be issued by the Senate.

Article 129. General Provisions on Research Institutes

- 129.1. A Research Institute shall play a leading role in technology transfer, commercialization of research outcomes, and policy development;
- 129.2. All academic rules and regulations governing teaching academic units, including their organizational structure, shall, mutatis mutandis, apply to research institutes.
- 129.3. Research institutes shall have research council, in order to handle day-to-day matters, like any other academic unit of the University.
- 129.4. With the view to attaining the objectives set forth in sub-article 129.1 of this Article, each research institute shall have a Director, a Deputy Director and a Research Institute Council (RIC), core academic staff who are either affiliated with the relevant academic units to fulfill teaching responsibilities or full-time researchers, support staff, a working place and adequate facilities as appropriate, a statute issued by the Senate to govern the overall activities of the unit.

Article 130. Functions of Research Institutes

The functions of Research Institutes shall be detailed in the Policy and Guideline and focused on Research, Technology Transfer, University-Industry Linkage, and Community Engagement.

Article 131. Research Institute Council (RIC)

131.1. Each research institute shall have an RIC which is tasked with specific responsibilities, such as overseeing and managing research projects, allocating resources, setting research priorities, and making decisions related to the institute's research activities and promotion of its academic staff.

131.2. Composition of the RIC shall be detailed in a separate guideline to be issued by the Senate.

Article 132. Property Rights on Research Findings and Research Property

132.1. Without prejudice to the relevant provisions of Federal law and unless otherwise expressly provided for under individual research agreements, the University shall have property rights on research findings and/or products developed therefrom.

132.2. The University shall provide a guideline on property rights and benefits of the PI in the Policy and Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement

Article 133. Research Priorities

The University shall provide guidelines for setting research priorities

Article 134. Reputability of Journals

134.1. The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University such as societies and associations or any of its constituent units is to ensure that the journals maintain high level of professional credibility and meet a minimum set of international scholarly standards.

134.2. The reputability of journals shall be determined by the Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement.

Article 135. Commissioning and Approval of Teaching Materials, Textbooks and Books

Relevant VP Office shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.

CHAPTER TWENTY-FIVE: UNIVERSITY-INDUSTRY LINKAGE AND TECHNOLOGY TRANSFER

Article 136. Policy Premises on University-Industry Linkage and Technology Transfer

- 136.1. The objectives of University-Industry Linkage and Technology Transfer are to facilitate collaborative knowledge exchange between academia and industries, to effectively transfer research outcomes into practical applications for economic and societal impact, and to drive the creation and implementation of innovation or novel ideas, products, and processes that bring positive change and value.
- 136.2. The University shall deploy its academic staff in University-Industry Linkage, technology transfer and innovation based on its technology agenda and plan, demonstrable merit, and practicality.
- 136.3. The University shall provide detailed guidelines related to university-industry linkage, technology transfer, and innovation in the Policy and Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement.

Article 137. General Provisions on University-Industry Linkage and Technology Transfer

- 137.1. The University shall appoint an official to execute leadership in technology transfer and University-industry linkage.
- 137.2. The appointed official shall be responsible for managing partnerships between the university and industry., The duties of the official shall be detailed in a separate policy and guideline that will be issued by the Senate.

CHAPTER TWENTY-SIX: COMMUNITY ENGAGEMENT

Article 138. Principle

- 138.1. Community engagement is one of the fundamental mandates of Addis Ababa University, encompassing dynamic and mutually beneficial scholarly partnerships with local, regional, and international communities, organized groups, agencies, and institutions generally referred as communities.
- 138.2. This engagement involves addressing the specific needs of the communities through initiatives focusing on social, economic, cultural progress and environmental challenges.



- 138.3. By actively engaging with communities, Addis Ababa University shall manifest its dedication to social responsibility, active citizenship, and the sustainable development of communities, generating positive outcomes that benefit both the university and the communities involved.

Article 139. General Provisions on Community Engagement

- 139.1. The University shall appoint an official responsible to lead the university's community engagement activities.
- 139.2. Community Engagement may be initiated at various levels of the AAU or the community.
- 139.3. The university-initiated community engagement initiative involves the concerned office holder in collaboration with other relevant officials and offices, and the original progenitor of the research output in identifying research outcomes that are applicable to community engagement and the specific target communities and centrally managing the activities associated with the project.
- 139.4. Community engagement initiated by staff members involves an individual or a group of academic staff within a teaching unit or research institute in implementing their own research outcomes that are relevant to community engagement and specific target communities and managing the project within the respective academic unit.
- 139.5. Demand-driven or community-initiated community engagement involves AAU to actively respond to community needs expressed by the respective community and working collaboratively to co-create and address the problem by fostering mutually beneficial relationships and managing the project through equity and mutual agreement.

CHAPTER TWENTY-SEVEN: CONSULTANCY

Article 140. Principles

- 140.1. Consultancy services provided by the University shall be in line with its mission and ethical standards, without compromising the University's core activities.
- 140.2. These services shall intend to build mutually beneficial relationships with industries, based on principled and transparent negotiations and agreements.
- 140.3. The results of these services should contribute to improving academic offerings, teaching, and research.



- 140.4. With due regard to individual intellectual rights and confidentiality agreements, the knowledge gained from consultancy services should also have broader university community benefits.

Article 141. General Provisions on Consultancy Services

- 141.1. In the context of this Legislation, consultancy service refers to any professional or technological service provided by the University or its academic staff to a client. Such consultancy services may include research, training, program/project evaluation, production of materials, advisory, or any other professional and technical services.
- 141.2. University Consultancy shall mean a consultancy service provided by an academic staff to a client in his capacity as an employee and utilizing the affiliation and support of the university.
- 141.3. Private Consultancy shall mean a consultancy service rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without utilizing the support of the University.
- 141.4. In undertaking a consultancy service, an academic staff shall follow ethical standards and may not compromise the image and reputation of the University nor shall he make unauthorized use of the resources of the University such as time, property and facilities.
- 141.5. The University shall provide Policy and Guideline for University Consultancy and Private consultancy with details on duties and responsibilities of the university, academic units and the academic staff engaged in consultancy services.
- 141.6. Failure of any academic staff to adhere to the University Consultancy and Private Consultancy policies shall constitute sufficient ground for disciplinary action if the staff member continues to violate these rules after receiving an initial written warning by an appropriate person of the University.

Article 142. Sub-contracting Consultancy Service Agreements

Where the academic unit cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the Office of relevant VP on such terms and conditions as may be agreed upon.

Article 143. Property Ownership

Unless otherwise explicitly stated in individual consultancy service contracts, any material, equipment, supplies, or vehicles obtained from sources associated with consultancy agreements must be used solely for the purpose of executing the agreement and shall be considered as property of the University thereafter.

Article 144. Data, Publication and Intellectual Property Rights

- 144.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be regulated by the terms of the contract.
- 144.2. The consultant or researcher may seek the permission of the owner of the property to publish the research results and to use the scientific data obtained. However, the names of both the consultant or researcher and the academic unit/University shall appear in any published material with the proper acknowledgement to the proprietor.
- 144.3. All intellectual rights shall belong to the proprietor unless specified otherwise in the agreement between the two contracting parties in accordance with the country's laws on intellectual property rights. There shall be detailed guidelines on Intellectual Property Ownership to be issued by the Senate.

TITLE VII: STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS

CHAPTER TWENTY-EIGHT: STUDENT AFFAIRS

Article 145. The Office of Student Affairs

- 145.1. The Office of Student Affairs deals with matters concerning student affairs to all students that include those in the regular, continuing and e-learning education, summer, undergraduate and graduate programs as well as international students in the University.
- 145.2. The Office of Student Affairs will have a dynamic structure where trained experts will be working at such as departments for undergraduate programs and graduate programs; maintain desks for psychosocial services, student organizations, event organizations, sports and other recreational activities, and disciplinary cases.
- 145.3. The Office of Student Affairs shall be headed by a Dean.
- 145.4. The Dean of Student Affairs shall be appointed by the President on competitive basis and shall be accountable to the relevant VP.

Article 146. Powers and Duties of the Office of Student Affairs

- 146.1. The Office of Student Affairs shall advise and make follow-up on students on non-academic matters and provide guidance and counseling services as required;
- 146.2. The Office ensures the physical, social and psychological well-being of students; to this end, work in cooperation with work appropriate units in the University concerned with the welfare of students;
- 146.3. The details of the powers and duties of the Office shall be determined by a policy framework and guideline to be issued by the Senate.

CHAPTER TWENTY-NINE: STUDENT RIGHTS AND DUTIES, AND DISCIPLINE

Article 147. Rights and Duties of Students

- 147.1. Students have the right to learn, enquire, understand, know and interact and communicate/publish
- 147.2. Students have the right to be entitled to fair treatment in all respects of the teacher-student relationship and conducive environment to stimulate learning;



- 147.3. Students have the right to receive institutional legal protection from any form of discrimination harassment or violence;
- 147.4. Students are duty bound to observe and respect the country's laws and the rules and regulations of the University. They shall, in particular, have the duty to attend classes properly and respect the individual authority of any staff in the academic leadership and management of the teaching-learning process;
- 147.5. Acts committed off University campuses and not connected with any University-sponsored or supervised activity shall not constitute a ground for any disciplinary action unless where a student has been convicted of committing a criminal offense that clearly demonstrates that he is unfit to be a member of an academic community.
- 147.6. Students, through their representatives, shall participate at all stages of the decision-making process in disciplinary matters.
- 147.7. The rights and duties of students will further be elaborated by a Policy framework and guideline to be prepared by the Senate.

Article 148. Code of Conduct of Students

148.1. Policy Premises on Code of Conduct

- 148.1.1. Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of university facilities.
- 148.1.2. They shall in particular respect the laws of the land, university rules and regulations and such other standards of behavior as may be set up by appropriate organs of the University.
- 148.1.3. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.
- 148.1.4. No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom.

148.2. Prohibited Acts

- 148.2.1. Subject to the provisions of relevant articles, hereof, the following conducts are prohibited and constitute grounds for disciplinary action:
 - 148.2.1.1. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as exams and assignments; or

- 148.2.1.2. fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise or
- 148.2.1.3. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or
- 148.2.1.4. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University or
- 148.2.1.5. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
- 148.2.1.6. hate speech of any form;
- 148.2.1.7. assault verbal or physical, violence, the threat of violence, or incitement thereof;
- 148.2.1.8. acts such as sexual harassment, intimidation, bullying including cyberbullying;
- 148.2.1.9. possession of arms and other harmful weapons;
- 148.2.1.10. trafficking of pornographic materials;
- 148.2.1.11. possession or use of drugs;
- 148.2.1.12. alcohol or drug abuse;
- 148.2.1.13. misuse or abuse of electronic facilities;
- 148.2.1.14. conviction of a student by a competent court which clearly demonstrates that he is unfit to be a member of an academic community;
- 148.2.1.15. dissemination, whether by oral or written means, of defamatory material concerning any other member of the University Community;
- 148.2.1.16. consistent, continued and calculated offensive behavior towards any other member of the University Community;
- 148.2.1.17. theft, misappropriation or deliberate recklessness in handling University property or the property of another member of the University Community;

148.2.1.18. breach of any regulations issued by a competent University authority such as the Office of the Dean of Students Affairs, the Library System, laboratory, cafeteria and housing regulations;

148.2.1.19. initiation, organization, or promotion of any student meetings or demonstrations within the premises of the University without the permission of the competent University authority.

148.2.1.20. use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein;

148.3. Sanctions on Violations of the rules

148.3.1. The sanctions for violations of any one of the offences provided for in this Article shall be prescribed by the Dean of Student Affairs.

148.3.2. A student who commits a proven act of academic dishonesty shall be suspended for a minimum of one academic year where he is an undergraduate student and a minimum of two academic years where he is a graduate student. In addition to such suspension, such student shall receive an `XF` grade where his academic unit uses a letter grade or an `XO` grade where his academic unit uses a number grade. These notations shall be entered into the student's transcript. The notation `XF` or `XO` shall be considered as a grade of "F" or zero for calculating his GPA.

148.3.3. Disciplinary cases with an inter-college element shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by a discipline committee established for this purpose by the Office of the Dean of Students Affairs.

148.3.4. The membership of such committee shall include the Dean of Student Affairs or his representative as a chairperson, an officer in charge of student services or his representative, one academic staff member, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant college administration.

148.3.5. Where the disciplinary case is of intra-college in nature, it shall be considered by an ad hoc committee composed of two academic staff members to be assigned by the Dean of the College, two student representatives of whom one is a female student and a representative of the college administration.

148.4. A student aggrieved by the decision of a discipline committee may appeal to the President within two weeks as of the date of receipt by him of the decision of the committee. The decision of the President shall be final.

- 148.5. Authority to Supplement the Provisions of this Article with the approval of the Senate, the SACs of the various academic units may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of this Legislation.
- 148.6. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.

CHAPTER THIRTY: STUDENT ORGANIZATIONS

Article 149. Policy Premises on Student Organizations

- 149.1. As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-governance and democratic participation in the affairs of the university, particularly by forming student organizations promoting academic pursuits and their personal development.
- 149.2. By virtue of the powers vested in it by the relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities including that of student organizations that are being undertaken on its campuses.
- 149.3. Students have the right to form student organizations following the University's procedures and the appropriate rules and regulations stipulated by the University (Office of Student Affairs),
- 149.4. Student organizations may be formed by students of the University on University-wide, college-wide or departmental level representing students within their respective constituency.
- 149.5. Student organizations, in addition to academic based formation, may also be formed by special interest groups focusing on cross-cutting issues wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS and other public health concerns (such as reproductive health services), the promotion of the interests of specially challenged groups, and students with disabilities, or students from emerging cultural communities.

Article 150. Common Provisions on students' organizations

- 150.1. No student organization may admit as its member or represent any person who is not a registered student of the University.
- 150.2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University.



- 150.3. Students placed on probation are precluded from holding office.
- 150.4. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds.
- 150.5. However, a student organization set up to promote issues pertaining to gender and persons with disabilities as an integral part of its proposed objectives may be allowed to limit membership.
- 150.6. No student organization shall be allowed to get license to operate in the university.
- 150.7. No student organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country's laws.
- 150.8. No student organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.
- 150.9. A student organization, in addition to securing recognition from the University, shall be registered with the concerned university concerned office as required by the country's laws.
- 150.10. A student organization shall enter an agreement (MOU) with the third part through concerned university office.
- 150.11. No student organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.
- 150.12. The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.
- 150.13. The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed hereof.
- 150.14. The advisory organs shall have the following general objectives to:
- 150.14.1. advise students on the quality and form of student publications; and
- 150.14.2. advise students on the legality of their publications under national laws and University regulations.

TITLE VIII: HEALTH CARE

CHAPTER THIRTY-ONE: TIKUR ANBESSA SPECIALIZED HOSPITAL

Article 151. Tikur Anbessa Specialized Hospital (TASH)

151.1. Tikur Anbessa Specialized Hospital is a tertiary level teaching hospital of the Addis Ababa University organized under the College of Health Sciences. It offers integrated health services, health sciences education, and health sciences research organized under the College.

151.2. The aforementioned functions are run by the academic staffs of the College and non-academic staffs of the hospital in TASH and other affiliated facilities.

151.3. Provisions of Tikur Anbessa Specialized Hospital /TASH/

151.3.1. The functions of TASH must be centered on its clients and students as major stakeholders.

151.3.2. With due regard to the AAU autonomy, TASH complies with national health policies, strategies and initiatives.

151.3.3. All members of the clinical departments are jointly and individually responsible and accountable for all the core functions of clinical care, teaching and research.

151.3.4. TASH shall establish Clinical Centers and Center of Excellences under it based on guidelines issued by the Senate.

151.3.5. The clinical services available to the staff and students of the university shall be in accordance with the guideline proposed by the TASH Board and approved by the Senate.

151.4. The Offices of TASH

151.4.1. The TASH shall have a Hospital Management Board whose members shall be nominated by the President and approved by the Board of Governance.

151.4.2. Duties and responsibilities, terms of service and other related issues of the Hospital Management Board shall be determined by the Board of Governance.,

151.4.3. TASH shall be headed by a CEO, and deputy CEO thereof to be appointed by the Board of Governance upon recommendation by the President.

151.4.4. Appointment to all TASH positions shall be participatory and merit based as prescribed by directives of the Board of Governance.150.4.5. TASH's organizational structure shall all be streamlined, promoting smooth

communication, efficient delegation of duties, effective resource management, delivery of quality clinical service and adherence to the standards established by the country's relevant regulatory authorities. The directives shall be issued by the University Board.

151.5. Clinical Departments

151.5.1. The clinical department heads are accountable to both the respective School Heads and the CEO.

151.5.2. The Clinical Departments roles and responsibilities shall be described by the guidelines issued by the University.

151.6. Miscellaneous articles

151.6.1. Patient rights, responsibilities and duties shall be entertained in accordance with the Guidelines for the Management of Federal Hospitals in Ethiopia.

151.6.2. Clinical students, residents, fellows and clinical staffs recognizant of all levels of duties, responsibilities and rights shall be governed by the Guideline for the Management of Federal Hospitals.

TITLE IX: TRANSITORY AND MISCELLANEOUS PROVISIONS

CHAPTER THIRTY-TWO: TRANSITORY PROVISIONS

Article 152. Pending Academic Matters

152.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the March 2019 Senate Legislation and other accompanying laws and regulations of the University and the amendments thereto.

152.2. In particular, academic staff employments, promotions, leaves, student academic status, academic staff and student disciplines duly set in motion before the effective date of this Legislation shall be processed in accordance with the March 2019 Senate Legislation and the amendments thereto.

Article 153. Consistency with the Proclamation and Regulations Issued Thereunder

Notwithstanding the provisions of Article 152 of this Legislation, pending academic matters shall be processed as per the March 2019 Senate Legislation and the amendments thereto to the extent the latter is compatible with the relevant Proclamation and Regulations.

CHAPTER THIRTY-THREE: MISCELLANEOUS PROVISIONS

Article 154. Forgery and False Statements

Without prejudice to the laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 155. Repealed

The March 2019 Senate Legislation and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 156. University Rules and Regulations Inconsistent with this Legislation

All University rules, procedures and practices that are inconsistent with the provisions of this Legislation shall not apply on matters covered by this Legislation.

Article 157. Power to Issue Guidelines

The Senate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 158. Obligation to Comply

158.1. All members of the University's Academic Community shall have the obligation to comply with the provisions of this Legislation.

158.2. All academic units of the University shall have the obligation to enforce this Legislation.

Article 159. Effective Date

This Legislation shall enter into force as of its approval by the Board.

W/t. Firehiwot Tamiru

Chairperson of the Governing Board of Addis Ababa University