



# **ETHIOPIAN CIVIL SERVICE UNIVERSITY**

## **SENATE LEGISLATION**

**December 2023**



*ECSU Senate Legislation 2023*

# **Ethiopian Civil Service University**

## **Senate Legislation**

Addis Ababa, Ethiopia

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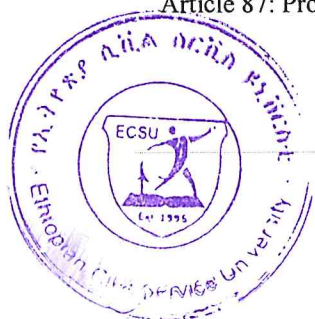
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## **PREFACE**

The Ethiopian Civil Service University (ECSU), which was first established as a College in 1995, has since been operating with the mission of enhancing the service orientation, transparency, and accountability of the public service by building its capacity through specialized education, training, consultancy, research, and community services. ECSU's vision now is to become a leading Center of excellence in public service capacity building in Africa by 2025 through building efficient, effective, transparent, and accountable public service which can contribute to the realization of the development and transformation drive of the country. The core values of the University are customer focus, commitment, continuous learning, welcoming diversity, attention to the disadvantaged, participatory leadership, and collaboration.

The focus of the University on the public sector since its establishment and its admission of adult public servants into its education and training Programs, as well as the inclusion of the provision of training and consultancy services to public sector organizations, place the University, compared to other higher education institutions in the country, at a unique position.

The ECSU Senate issued its first Senate Legislation in 2012, followed by a second one in 2017, in recognition of the need for setting standardized Academic practices. The current Legislation has been in operation for the past seven years. Since then, the Legislation has been subjected to amendments of varying levels of rigorousness that were made to address issues as they emerged. Nevertheless, such practices have led to the fragmentation of the Legislation and the appearance of gaps pertinent to the efficient treatment and settlement of some academic as well as administrative issues. Furthermore, quite important reform changes have been made recently, including the University becoming a research university and its accountability status changing from Civil Service Commission to Ministry of Education. Following the restructuring, the University has recently been engaged in structural and functional reform works and setting a new five-year strategic reform agenda in response to national policy changes respecting, inter alia, issues of autonomy, differentiation of higher education, and enhancement of teaching and training quality and boosting the productivity and quality of research, and community engagement.

The Senate therefore felt the need for making the Legislation complete and more inclusive by addressing additional matters and issuing a consolidated document. Hence, it established a committee comprising 18 Senate members in March 2023 that was entrusted with the responsibility of revising the Legislation by harmonizing it with national standards and current Legislation of other higher education institutions. The Committee has been engaged in an intensive and extensive review task through various forms of deliberations and discussions to produce a significantly revamped and revised Senate Legislation Document.

In discharging the responsibility vested in it, the committee has consulted several sources, particularly the Hawassa University Senate Legislation (2016), the Addis Ababa University Senate Legislation (2019), the Haramaya University Senate Legislation (2017); Gondar university Senate Legislation



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(2013), Arba Minch University Senate Legislation (2013), and Bahir Dar University Senate Legislation (2014) the Harmonized Academic Policy of Ethiopian Public higher education institutions (2018); and the Higher Education Proclamation 650/2019, the Framework for Research Universities (2021). Further, experiences on various dimensions have also been obtained from the Kotebe Education University, Wolkite University, and Adama University of Science and Technology. Moreover, inputs from various bodies of the University have been incorporated into the document, including members of the Academic Staff and the University Council.

The document has been finalized, and it is now up to ECSU's Community and our stakeholders to familiarize ourselves with its contents and commit to its translation into fruitful applications on the ground.

In conclusion, on behalf of the University Senate, I would like to take this opportunity to acknowledge the remarkable contributions of the committee members who put together this Legislation; and the contributions of the Academic Staff members of the University who critically read and provided invaluable comments through their academic units, members of Senate, and that of the University Council for putting Heads together in delivering the final version of the current edition of the Legislation. Special thanks also go to the Editorial Team Members whose selfless dedication in producing the final version of the document is second to none.

Fikre Dessalegn (Professor), President

November 2023





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### **PREAMBLE**

Whereas, the Ethiopian Civil Service University has become responsible to the Ministry of Education and as a result, it needs to amend the Legislation in accordance with the laws of the Ministry of Education;

Whereas, the Ethiopian Civil Service University has become a research university and eventually as an autonomous institution it needs arrangements such as grant acquisition, publishing quality research outputs, and various journals;

Whereas, the Ethiopian Civil Service University, as a university should be a sanctuary for the search, cultivation, preservation, and transmission of knowledge through nurturing the habit of free inquiry and scholarship as well as research, and through the propagation of knowledge;

Whereas, the Ethiopian Civil Service University (ECSU) has a vision of becoming center of excellence in capacity building in the Civil Service Sector;

Whereas, the Ethiopian Civil Service University (ECSU) has to efficiently carry out its mandate of designing educational and training programs, undertaking research, providing consultancy and community services;

Whereas, the Higher Education Proclamation No. 1152/2019; and other relevant regulations not only confer considerable financial and administrative autonomy on the country's public institutions of higher education, to make 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 concerning institutions of higher education; and internal Academic Policy Harmonization Document; and the University's policies;

Whereas, the University must achieve its mission to meet the increasing demand of the public sector for competent, knowledgeable, and skilled human power, and that gives the University special responsibility in the effort to enhance Ethiopia's overall capacity of Public Service;

Whereas, it has become necessary to lay down a statutory framework to enable the University to serve as a Center of excellence in public sector capacity building consistent with the aspirations of the peoples of Ethiopia and the Government to create efficient and effective public service in the context of globalization;

Whereas, on account of the passage of time and, most importantly, because of the new external and internal developments, the earlier Senate Legislation and many other rules of the University do not adequately address many of these issues and concerns;

Whereas, it is necessary to tailor the support services in such a way that they stand subservient to the core activities of the University leading toward the fulfillment of its vision, mission, and values;



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Whereas, it is necessary to establish various organs in the University, to set out the membership, roles, powers, and responsibilities of these organs; and to set out principles and rules necessary to guide the operations of the various organs and individuals in the University;

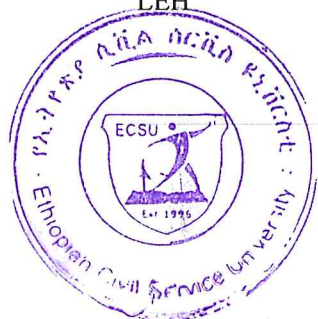
Whereas, it is necessary to provide a bylaw that the system of governance of the University shall promote, consistent with the Constitution of the country, a life of a learning academic community governed by the principle of freedom of expression based on reason and rational discourse;

Now, therefore, this Legislation is issued by the Senate of the Ethiopian Civil Service University in accordance with Article 49 (3) of the Higher Education Proclamation No. 1152/2019.



**LIST OF ACRONYMS AND ABBREVIATIONS**

AC	Academic Commission
APC	Admission and Placement Committee
APD	Academic Programs Directorate
ASAC	Academic Staff Affairs Committee
ASDC	Academic Staff Disciplinary Committee
ASPC	Academic Staff Promotion Committee
AVP	Academic Vice President
BEUP	Board of Editors of the University Press
CANG	Cumulative Average Number Grade
CASC	Curriculum and Academic Standards Committee
CATS	Credit Accumulation and Transfer Scheme
CDEP	Continuing and Distance Education Program
CDEPD	Continuing and Distance Education Program Directorate
CDEPs	Continuing and Distance Education Programs
CEULTT	Community Engagement, University-Industry Linkage and Technology Transfer
CGPA	Cumulative Grade Point Average
CGS	Council of Graduate Studies
CP	Credit Point
Cr. Hr	Credit Hour
CS	Community Services
DASQAC	Department Academic Standards and Quality Assurance Committee
DC	Department Council
DETQE	Director of Education and Training Quality Enhancement
DGC	Department Graduate Committee
DGP	Director of the Graduate Programs
DGSC	Director of Grant Seeking and Partnership Coordination
DRPC	Department Research and Publication Committee
ECSU	Ethiopian Civil Service University
ECTS	European Credit Transfer System
ELIC	English Language Improvement Centre
ELO	Exit Level Outcomes
ETA	Education and Training Authority
ETH	Effective Training Hours
GP	Graduate Program
GPA	Grade Point Average
GPD	Graduate Program Director
HEI	Higher Education Institutions
IASQAC	Institute Academic Standards and Quality Assurance Committee
IC	Institute Council
ICT	Information, Communication, and Technology
IDPI	Instructional Design and Performance Improvement
LEH	Lecture Equivalent Hours



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LEHs	Lecture Equivalent Hours
M.A.	Master of Arts
MoE	Ministry of Education
MoU	Memoranda of Understanding
NG	No Grade
RAD	Research Affairs Directorate
RCCD	Research and Consultancy Centers Directorate
RPC	Research and Publication Committee
RPSC	Research and Publication Standing Committee
SAC	Students' Affairs Committee
SANG	Semester Average Number Grade
SASQAC	School Academic Standards and Quality Assurance Committee
SC	School Council
SDC	Student Discipline Committee
SDR	Staff Development Research
SEC	Senate Executive Committee
SGC	School Graduate Committee
SGPA	Semester Grade Point Average
SGS	School of Graduate Studies
SIMS	Student Information Management System
TA	Technical Assistant
TT	Technology Transfer
UC	University Council
UG	Undergraduate
UIL	University-Industry Linkage
UILTT	University-Industry Linkage and Technology Transfer
UMC	University Managing Council
VPAD	Vice President for Administration and Development
VPRP	Vice President for Research and Partnership





**CHAPTER ONE  
GENERAL PROVISIONS**

**Article 1: Short Title**

This Legislation may be cited as “The Senate Legislation of the Ethiopian Civil Service University, 2023”.

**Article 2: Issuing Authority**

This Legislation is issued by the Senate of the ECSU in accordance with Article 49 (3) of the Higher Education Proclamation No. 1152/2019.

**Article 3: Definitions**

In this Legislation, unless the context requires otherwise:

- 3.1. *Academic Commission* shall mean the commission in each College/School/Institute established under Article 22.1 of this Legislation, which decides on academic matters.
- 3.2. *Academic Community* shall mean Academic Staff and the students at the University.
- 3.3. *Academic Staff* shall mean all teaching, training, and research Staff of the University; it shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and Graduate Assistants employed for teaching, training, consulting, and research duties. It may include other employees considered as Academic Staff by decisions of the Senate.
- 3.4. *Administrative Staff* shall mean all personnel of the University-employed under the country’s civil service laws to provide administrative services.
- 3.5. *Academic Unit* shall mean a College, an Institute, a School, a Department, or a Center established as a constituent Unit of the University.
- 3.6. *Board* shall mean the Board of the ECSU established under Articles 45 to 48 of the Higher Education Proclamation.
- 3.7. *Center* shall mean a division of the University coordinating research, training, consultancy and community services to internal and external customers of the University.
- 3.8. *College* shall mean an Academic Unit of the University which may co-ordinate Departments and Centers sharing similar resources.
- 3.9. *Community Engagement* shall mean an activity of Academic Staff and students related to University-Industry Linkage (UIL), Technology Transfer (TT) and community services (CS) to benefit the stakeholders in terms of contribution to mitigate social, political, economic, and environmental problems of the Community and the country at large.
- 3.10. *Community Service* shall mean an exchange of any form of professional or technical service rendered through an appropriate University Unit to public sector organizations or other stakeholders. It is a service that is provided for Community or public purposes by Staff members in their capacity as University employees with minimal price or free of charge.
- 3.11. *“Department”* shall mean an executive Academic Unit of the University which may run different Programs.



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- 3.12. *“Department Council”* shall mean the Council in each Department which makes decisions on academic matters.
- 3.13. *“Dean”* shall mean an executive manager of a College/School an Institute/Student Service.
- 3.14. *Director* shall mean the executive manager of an Academic Unit of the University.
- 3.15. *Fiscal Year* shall mean the Ethiopian fiscal year: - Hamle 1 to Sene 30 (July 8 of a year to July 7 of the following year).
- 3.16. *Head* shall mean an executive manager of an Academic Unit.
- 3.17. *Home-Base* shall mean an Academic Unit in which an academic staff is employed to work for at least 25% of his time in the core activities of the Academic Unit.
- 3.18. *Institute* shall mean an Academic Unit of the University/College whose principal objective is to carry out multi-disciplinary research/training and graduate level teachings. The Institute may run undergraduate studies where appropriate and have the benefit of the status of a School or Department.
- 3.19. *Module* shall mean a set of courses within a program or a self-contained (package) Unit of learning. A set of modules would enable a student to finish a program of studies and graduate thereof.
- 3.20. *Module Team* shall mean a group of Academic Staff that own and manage modules.
- 3.21. *Module Team Leader* shall mean a senior academic staff who is responsible for the undertakings of the Module Team.
- 3.22. *President* shall mean the chief executive Officer of the University appointed in accordance with Article 52 and 53 of the Proclamation.
- 3.23. *Proclamation* shall mean the Higher Education Proclamation No. 1152/2019.
- 3.24. *Programs* shall mean a set of complete modules believed to create professional competence in the undergraduate and graduate study disciplines.
- 3.25. *Registrar* shall mean the Registrar of the University.
- 3.26. *Research and Community Service”* shall mean and include research, publications, and Community - University linkages.
- 3.27. *Research and Consultancy Center* shall mean an Academic Unit that is dedicated to coordinate, conduct, and disseminate research outputs and consultancy services to the public sector.
- 3.28. *School* shall mean an executive Academic Unit of the University which may run different undergraduate and graduate programs. The School shall also execute research, community service, and consultancies in collaboration with relevant academic units.
- 3.29. *Senate* shall mean the Senate of the ECSU established under Article 49 of the Proclamation.
- 3.30. *Student* shall mean any person admitted to and registered at the University in the regular, continuing education program, summer, or any programs.
- 3.31. *Support Staff* shall mean the support Staff of the University.
- 3.32. *Technical Support Staff* shall mean non-administrative personnel employed to support the teaching-learning, research, and consultancy services of the University.





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- 3.33. *Trainee* shall mean any person admitted and registered at the University for short-term training programs.
- 3.34. *University* shall mean the Ethiopian Civil Service University.
- 3.35. *University Community* shall mean all students and Staff of the University.
- 3.36. *Vice Presidents* shall mean the executive Officers of the University appointed in accordance with Article 52 and 54 of the Proclamation.
- 3.37. *Workload* means teaching, training, research, community service, and academic management responsibility that an Academic Staff is tasked with in a Semester in accordance with the provisions of this Legislation.
- 3.38. Any expression in the *masculine* gender includes the *feminine*.



**CHAPTER TWO  
THE MAIN GOVERNING BODIES OF THE UNIVERSITY**

**Article 4: Governing and Advisory Bodies of the University**

The University has the following governing and Advisory bodies:

- 4.1. Board;
- 4.2. President and Vice Presidents;
- 4.3. Senate;
- 4.4. Managing Council;
- 4.5. University Council;
- 4.6. College/School/Institute Academic Commission;
- 4.7. Department Council; and
- 4.8. Standing and *ad hoc* committees that may be established by the Senate, University Council or executive University Officers.

**Article 5: Board of the University**

The Board of the University shall have membership and powers given to it by the Articles 45 to 48 of the 2019 Proclamation.

**Article 6: Power and Responsibilities of the President of the University**

The President shall be the chief executive Officer of the University and, without prejudice to the responsibilities of the Board entrusted by the Proclamation, shall have the responsibilities to:

- 6.1. Direct and administer the University to ensure the achievement of its mission and vision;
- 6.2. Ensure that organs of the University and its Community uphold the objectives of higher education and guiding values of the institution;
- 6.3. Ensure that the provisions of the Proclamation and other laws applicable to the University are respected;
- 6.4. Ensure that the University prepares high-quality graduates in as many numbers and fields consistent with the needs of the country and beyond;
- 6.5. Create and continuously build a conducive institutional environment stimulating learning, research, training, and consultancy;
- 6.6. Ensure that the University's teaching, research, training, and consultancy as well as community services, are linked to national priorities, based on university-industry linkage and problem-solving;
- 6.7. Ensure that the University works in partnership with Federal and Regional Government institutions, public and private organs, and international bodies in the pursuit of its mission;
- 6.8. Ensure that the University has a capable system of internal leadership and management in its human resources, organization, and performance;
- 6.9. Ensure that the career path of the Staff is maintained and that the Staff are developed and promoted accordingly;



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- 6.10. Ensure the interface and co-ordination among the academic, research, and community as well as training and consultancy services of the University;
- 6.11. Ensure that the University always keeps abreast with national and international developments and positions itself to respond effectively to the country's public service capacity-building needs;
- 6.12. Determine and, upon approval by the Senate and the Board, implement Academic Unit governing bodies and structures guided by the principles of relevance, quality, autonomy, efficacy, and efficiency of service;
- 6.13. Design and implement, upon ultimate approval by the Board, nomination and appointment systems of Officers and academic Heads;
- 6.14. Ensure that employment and official positions are achieved through merit and competition and that removal from Office is based only on performance evaluation, disciplinary issues, and/or end of term of Office;
- 6.15. Ensure that policies, directives, and procedures of the University are designed in conformity with pertinent laws and policies of the Government;
- 6.16. Develop and implement institutional standards and measure and ensure that the academic and administrative operations of the University are based on standards;
- 6.17. Ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all income and expenditures;
- 6.18. Ensure that meetings of the Board, Senate, and other organs of the University are well prepared and held regularly;
- 6.19. Ensure that all inter- and intra-institutional disputes are resolved by peaceful and legal means and in pursuit of the University's mission and best interests;
- 6.20. Ensure that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is accessible to end-users without prejudice to the University's interests;
- 6.21. Prepare and cause the preparation of a university-wide plan and budget and ensure the implementation of the same upon approval;
- 6.22. Periodically inform the Board, the Senate, the Government, and the public about the state of the University;
- 6.23. Build and maintain a reliable safety and security system that protects life and property on the premises of the University;
- 6.24. Represent the University in its dealings with third parties and external relations;
- 6.25. Open and operate bank accounts in the name of the University;
- 6.26. Delegate, as may be necessary, his powers and responsibilities to Vice Presidents and Heads of Academic Units of the University;
- 6.27. Ensure that his foreign travels are planned and of value to the University;
- 6.28. Discharge other responsibilities that may be given to him by the establishing law and Board of the University;





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- 6.29. Devote his full working time to the requirements of his Office and shall be remunerated appropriately for his services in the form of Office allowances and other benefits on top of his basic salary;
- 6.30. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS<sup>7</sup> and special needs issues in education, research and community service, and training and consultancy services of the University as well as the implementation of affirmative actions for the needy;
- 6.31. Ensure legal and ethical conduct of teaching, training, research, and community services; and design preventive mechanisms for addressing misconducts thereon; and
- 6.32. In case of absence from duty, the President shall delegate, as a standard practice, the Academic Vice President on his behalf and, in the case of simultaneous absence of the Academic Vice President, any one of the other Vice Presidents.

#### **Article 7: Vice Presidents of the University**

##### **7.1. Academic Affairs Vice President (AVP)**

The Academic Vice President shall be accountable to the President of the University and have the responsibility to:

- 7.1.1. Advise and assist the President in the exercise of his responsibilities;
- 7.1.2. Design ways and means of promoting the relevance and quality of education and training Programs and activities of the University and supervise the same;
- 7.1.3. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.1.4. Ensure that pertinent laws, Legislation, Guidelines, and directives of the Senate and its committees about teaching-learning and training are properly observed and implemented;
- 7.1.5. Create and maintain a conducive environment in the University for teaching-learning and training;
- 7.1.6. Monitor and follow up the proper implementation of strategic and annual plans regarding teaching-learning and training activities in the University;
- 7.1.7. Review and approve academic decisions of lower organs of the University based on the specific authority provided to him in the Legislation;
- 7.1.8. Encourage and support members of the Academic Staff to develop their profession and demonstrate excellence;
- 7.1.9. Prepare and submit Academic Staff and program development plans and performance reports to the President;
- 7.1.10. Ensure the observance of principles of good governance in the overall operation of academic units of the University;
- 7.1.11. Approve the employment of academic staff responsible for teaching and training as well as the appointment and relieving of Heads of academic units as per the specific authority provided in the Legislation;
- 7.1.12. Prepare and submit plans and performance reports to the President;



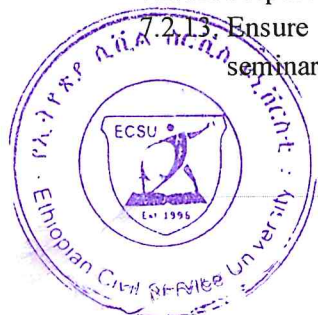
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- 7.1.13. Create mutually beneficial local and international partnerships with public and private sector institutions;
- 7.1.14. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS, and special needs issues in curriculum and teaching-learning processes, as well as the implementation of affirmative actions in admission and Staff recruitment;
- 7.1.15. Provide direction and support in the development and implementation of the University goals, objectives, and strategic plans to advance training services; and
- 7.1.16. Perform other responsibilities which may be given to him by the President, or by the Board pursuant to its responsibilities.

### **7.2. Vice President for Research and Partnership (VPRP)**

The VPRP shall be accountable to the President of the University and shall have the responsibility to:

- 7.2.1. Advise and assist the President in the exercise of his responsibilities;
- 7.2.2. Cultivate and build partnerships with local and international organizations whose missions align with the ECSU mission;
- 7.2.3. Design ways and means of promoting the relevance and quality of research and community engagement of the University and supervise the same;
- 7.2.4. Devise mechanisms to develop the capacities of Staff engaged in research, community services, and consultancy;
- 7.2.5. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.2.6. Ensure that pertinent laws, Legislation, Guidelines, and Directives of the Senate and its committees in relation to research and community services are properly observed and implemented;
- 7.2.7. Monitor and follow up the proper implementation of strategic and annual plans regarding research and community services, and consultancy in the University;
- 7.2.8. Work closely with Colleges, Institutes, Schools, Centers, and various academic and administrative support units of the University to develop and implement research and community services, and consultancy strategies;
- 7.2.9. Work with internal and external partners to enhance the University's research infrastructure, obtain funds, and create opportunities for high quality research and community services, and consultancy;
- 7.2.10. Approve the employment and relieving of Staff responsible for research and community services and also consultancy position holders as per the specific authority provided in the Legislation;
- 7.2.11. Create mutually beneficial local and international partnerships with public and private sector institutions;
- 7.2.12. Prepare and submit plans and performance reports to the President;
- 7.2.13. Ensure the transfer of knowledge and innovation to society through collaborative research, seminars, workshops, media discussions, etc.;





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- 7.2.14. Review and approve research and community services, and consultancy-related academic decisions of lower organs of the University based on the specific authority provided in the Legislation;
- 7.2.15. Ensure the observance of principles of good governance in the overall operation of research and Community Service, and consultancy units of the University;
- 7.2.16. Ensure the mainstreaming of cross-cutting issues (such as gender, HIV/AIDS, and special needs) in research and Community Service of the University and design strategies that encourage and support female Academic Staff to engage in research activities;
- 7.2.17. Make sure that proposals for research to be financed by funds that are external to the University are reviewed and approved the same;
- 7.2.18. Establish Guidelines for securing research funding and grants, including the process for applying, evaluating, and distributing the funds;
- 7.2.19. Consolidate findings of audits on the outcomes of research and consultancy services, and consultancy;
- 7.2.20. Ensure the proper evaluation of commissioned documents such as textbooks and books, and approve the issuance of the same;
- 7.2.21. Design ways and means of promoting the relevance and quality of research and consultancy services of the University and supervise the same;
- 7.2.22. Devise mechanisms to develop the capacities of Staff engaged in research and consultancy services;
- 7.2.23. Provide direction and support in the development and implementation of the University goals, objectives, and strategic plans to advance research and consultancy services; and
- 7.2.24. Perform other responsibilities which may be given to him by the President or the Board under its responsibilities.

### **7.3. Vice President for Administration and Development (VPAD)**

The VPAD shall be accountable to the President of the University and shall have the responsibility to:

- 7.3.1. Advise and assist the President in the exercise of his responsibilities;
- 7.3.2. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.3.3. Ensure the inculcation and strict observance of the guiding values of the University at all levels of the support service processes;
- 7.3.4. Monitor and follow up the proper implementation of policies, Guidelines, and strategic and annual plans of the support service process in the University;
- 7.3.5. Ensure the observance of principles of good governance in the overall operation of support services in the University;
- 7.3.6. Ensure institutional dynamism and leadership to adopt, internalize, and excel with international standards of excellence in the provision of support services;
- 7.3.7. Enhance the creation and sustenance of an enabling environment for the administrative function of the University;



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- 7.3.8. Ensure the maintenance and continuous improvement of service delivery standards and practices in the support services of the University;
- 7.3.9. Design ways to enhance the performance of the administrative staff of the University.
- 7.3.10. Support the University’s self-financing development through searching for alternative internal revenue sources;
- 7.3.11. Ensure governance in the overall management processes of the projects of the University;
- 7.3.12. Prepare and submit plans and performance reports to the President;
- 7.3.13. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS, and special needs issues in support services of the University as well as the implementation of affirmative actions in the recruitment, development, and promotion of administrative Staff; and,
- 7.3.14. Perform other responsibilities which may be given to him by the President or the Board under its responsibilities.

**Article 8: Establishment of the Senate**

The Senate of the University is hereby established consisting of the following members:

8.1.The President	Chairperson
8.2.The Vice Presidents	Members
8.3.Director of Academic Program	Member
8.4.Director of Education and Training Quality Enhancement	Member
8.5.Director of the Graduate Programs	Member
8.6.Director of Continuing and Distance Education Programs	Member
8.7.Director of Research Affairs	Member
8.8. Director of Research and Consultancy Services Director	Member
8.9.Director of Student Service Directorate	Member
8.10. Director of Public and International Relations Office	Member
8.11. Executive Officer of Women & Social Affairs Inclusion and Special Needs	Member
8.12. Deans of Colleges/Schools/Institutes	Member
8.13. Selected Heads of academic units and Meritorious Senior academic staff (not exceeding 10)	Members
8.14. Two representatives from the academic staff association	Members
8.15. Two student representatives (one being President of the Student Council and one being a female)	Members
8.16. The Chief Registrar	Member and Secretary

*Notes:*

- 1) *The Heads of academic units and meritorious and senior Academic Staff members indicated in sub-article 8.13 of this Article shall be nominated by the President of the University.*
- 2) *The appointments and selections must promote diversity and inclusion, ensuring equal opportunity regardless of gender, race, or ethnicity without jeopardizing merit.*





**Article 9: Powers and Responsibilities of the Senate**

The Senate shall be accountable to the President and have the powers and responsibilities to:

- 9.1. Approve the academic calendar of the University;
- 9.2. Determine the education, research, training, and consultancy policies of the University;
- 9.3. Examine and approve recommendations by the President for opening, closure, merger, or change of name of academic units in the University;
- 9.4. Approve the curricula, student admission criteria, and academic standards of Colleges, Institutes, Schools, and Departments of the University;
- 9.5. Formulate Guidelines for determining student assessment methods and standards;
- 9.6. Approves special admission procedures for females, applicants from emerging regions, and applicants with disabilities;
- 9.7. Recommend to the Board tuition fees to be charged by the University;
- 9.8. Approve course waiver and exemption requests of academic commissions.
- 9.9. Ensure the relevance and quality of education, training, research, consultancy, and community services of the University;
- 9.10. Issue academic directives on student administration, education, human resource development, and discipline;
- 9.11. Approve the promotion of Academic Staff to the rank of Assistant Professor and Associate Professor and recommend to the Board the promotion of Academic Staff to the rank of Professor;
- 9.12. Approve graduation of students and the ceremonial processions of the same;
- 9.13. Decide on the conferment of degrees, medals, and prizes;
- 9.14. Recommend to the Board the bestowal of the highest, and honorary, degrees and prizes;
- 9.15. Establish committees that may include persons who are not members of the Senate to carry out any of the functions or exercise any of the powers of the Senate;
- 9.16. Develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in various activities and programs of the University;
- 9.17. Determine its own rules of procedures for conducting meetings; and
- 9.18. Perform other responsibilities which may be given to it in the establishing laws of the University, or which may be referred to it by the President.

**Article 10: Sessions of the Senate**

- 10.1. The Senate shall determine its regular and extraordinary sessions following its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members.
- 10.2. Notwithstanding the provision under sub-article (1) of this Article, the Senate may hold continuous sessions upon request by the President.
- 10.3. The Senate may hold extraordinary sessions upon request of the President, the Board, or one-third of its members.





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- 10.4. The President shall ensure that the Senate's sessions are well prepared for and facilitated, properly documented, that the documents are kept in order, and are exhaustive in the discussion of issues; and that the Senate's decisions are properly communicated and implemented.
- 10.5. A Senate session shall have a quorum when more than half of the members (50%+1) are in attendance and shall make decisions by a simple majority vote; in case of a tie, the Chairperson shall have the casting vote.
- 10.6. The Senate, consistent with its mandate, shall devote some of its sessions to the evaluation of the performance of the academic units, its committees, and its performance; and the results of the evaluation shall be duly communicated to the Board by the President; and
- 10.7. The Senate, at its discretion, may invite resource persons it deems necessary to any of its sessions.

#### **Article 11: Terms of Office for Elected Members of the Senate**

- 11.1. Members of the Senate, specified under Article 8, shall serve for a period of 3 years.
- 11.2. The representatives from the Academic Staff Association and the Student Council shall serve in the Senate for 2 years and one year, respectively.
- 11.3. If any member of the Senate resigns or is unable to continue the term of Office for other reasons, the President shall replace him to complete the rest of the term; and
- 11.4. Elected Senate members can be re-elected for 2 consecutive terms.

#### **Article 12. Duties and Responsibilities of the Chairperson**

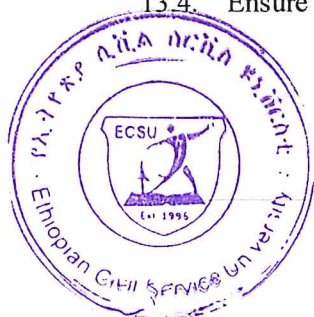
The University President or his delegate shall be the Chairperson of the Senate and have the duties and responsibilities to:

- 12.1. Lead and supervise the activities of the Senate;
- 12.2. Direct and follow up the implementation of the Senate's decisions;
- 12.3. Call to order the regular and extra-ordinary meetings of the Senate;
- 12.4. Make sure that members of the Senate are notified in time of the agenda of the Senate's meetings; and
- 12.5. In the absence of the Chairperson, the Academic Vice President shall act as the Chairperson of the Senate.

#### **Article 13: Duties and Responsibilities of the Secretary of the Senate**

The secretary of the Senate shall have the duties and responsibilities to:

- 13.1. Keep the records and documents of the Senate;
- 13.2. In consultation with the Chairperson, set agenda for the Senate's meetings and dispatch letters of call for meeting to all members of the Senate;
- 13.3. Record minutes of the Senate's meetings and, when necessary, arrange for audio-visual recording of the Senate's sessions;
- 13.4. Ensure the proper handling, documentation, and distribution of the minutes taken thereof;



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- 13.5. Brief members of the Senate with information concerning the activities of the Senate, dates of future meetings, etc.;
- 13.6. Make the necessary arrangements for the Senate's meetings (organize the meeting place and reception);
- 13.7. Undertake any additional relevant tasks pertaining to the Senate's matters given by the Chairperson of the Senate; and
- 13.8. In the absence of the Registrar, the Senate shall select a secretary from among the members of the Senate.

#### **Article 14: Rights and Obligations of Senate Members**

- 14.1. Every Member of the Senate has the right to:
  - 14.1.1 Express ideas and criticisms freely at Senate's meetings;
  - 14.1.2. Support or oppose motions or abstain from voting at the Senate's meetings;
  - 14.1.3. Present criticisms or self-criticisms pertaining to undertaking the activities of the Senate, provided that the criticism is substantiated with evidence;
  - 14.1.4. Generate new ideas at the Senate's meetings and suggest new agenda items through the proper mechanism;
  - 14.1.5. Enjoy any benefits that members of the Senate may be entitled therein; and
  - 14.1.6. Certification for contributions as a Member of the Senate.
- 14.2. Every Member of the Senate is obliged to:
  - 14.2.1. Attend all the Senate meetings and be punctual;
  - 14.2.2. Notify the Chairperson in advance through any means available when he is unable to attend a meeting for good reasons;
  - 14.2.3. Refrain from disclosing confidential issues discussed during Senate meetings;
  - 14.2.4. Be governed by the rule of majority vote; and
  - 14.2.5. Perform other tasks pertaining to Senate matters that may be assigned to him by the Senate.

#### **Article 15: Senate Meetings and Decision Procedures**

- 15.1. The Senate shall hold regular meetings at least 3 times a year.
- 15.2. Extraordinary meetings of the Senate may be called whenever the Chairperson or the Board finds it necessary, or if more than one-third of its members present a written request for such meetings.
- 15.3. A quorum shall consist of more than half of the members (50% + 1), including the Chairperson.
- 15.4. A resolution that obtains a simple majority vote (50% +1) of the meeting shall be taken as the decision of the Senate.
- 15.5. The Chairperson has a voting right as any other Member of the Senate.
- 15.6. In cases of tie votes, the Chairperson shall have the casting vote; and
- 15.7. A Senate decision may be reconsidered for discussion if demanded by more than two-thirds of the Senate members.



**Article 16: Communication of Senate Decisions**

Vice Presidents, Deans, Heads of academic units, Directors, Staff, and student representatives in the Senate are expected to communicate pertinent Senate decisions to their respective constituents.

**Article 17: Senate Committees**

**17.1. General Rules on Senate Standing and *Ad hoc* Committees**

- 17.1.1. The Senate shall have standing and *ad hoc* committees which shall serve as Advisory bodies to it.
- 17.1.2. The Senate shall elect members and designate chairs of the standing and *ad hoc* committees at its first meeting of every academic year.
- 17.1.3. The Senate standing and *ad hoc* committees shall:
  - 17.1.3.1. Be accountable to the Senate;
  - 17.1.3.2. Draw their procedural Guidelines based on this Legislation; and
  - 17.1.3.3. Begin their functions within the month of their establishment.

**17.2. Senate Standing Committees**

- 17.2.1. The Senate shall have the following standing committees:
  - 17.2.1.1. Senate Executive Committee (SEC);
  - 17.2.1.2. Curriculum and Academic Standards Committee (CASC);
  - 17.2.1.3. Admission and Placement Committee (APC);
  - 17.2.1.4. Research and Publication Committee (RPC); and
  - 17.2.1.5. Academic Staff Affairs Committee (ASAC).
- 17.2.2. Each Senate Standing Committee shall:
  - 17.2.2.1. Have at least 5 members;
  - 17.2.2.2. Meet at least twice a Semester; and
  - 17.2.2.3. Recommend decisions to the SEC.

**17.3. Senate Executive Committee (SEC)**

- 17.3.1. Membership: The SEC shall have the following members:
  - 17.3.1.1. The President of the University- Chairperson;
  - 17.3.1.2. The Vice Presidents of the University- Members;
  - 17.3.1.3. Deans of Colleges/Schools/Institutes- Members;
  - 17.3.1.4. Academic Program Director – Member;
  - 17.3.1.5. Education and Training Quality Enhancement Director – Member;
  - 17.3.1.6. Graduate Programs Director – Member;
  - 17.3.1.7. Research Affairs Director – Member;
  - 17.3.1.8. Three elected Senate members – Members; and
  - 17.3.1.9. The Chief Registrar - Member and Secretary.
- 17.3.2. The SEC may co-opt additional members when necessary;
- 17.3.3. The SEC shall have its own regular meetings but have at least one meeting every time before the Senate meets;





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- 17.3.4. Notwithstanding sub-article 17.3.3, the Chairperson can call an extra-ordinary meeting whenever he finds it necessary, or if more than one-third of the SEC members request for the same;
- 17.3.5. A quorum for a SEC meeting shall consist of more than half of the members (50% + 1) and the decisions shall be made by a majority vote;
- 17.3.6. Members of the SEC shall be elected by a majority vote; and
- 17.3.7. Elected members of the SEC shall serve for 2 years.
- 17.3.8. Duties and Responsibilities of the SEC**

The SEC shall have the powers and responsibilities to:

- 17.3.8.1. Set the agenda for Senate meetings.
- 17.3.8.2. Review policy recommendations, monitor membership, and oversee activities of Senate Standing Committees.
- 17.3.8.3. Oversee nomination and election of Senate members.
- 17.3.8.4. Decide on matters requiring action during periods when the Senate is not in session.
- 17.3.8.5. Carry out the functions the Senate delegates to it.
- 17.3.8.6. Serve as liaison between the Senate and administration of the University.
- 17.3.8.7. Participate in the selection process of the President, Vice Presidents, and members of the Board of the University.
- 17.3.8.8. Decide on promotion of Staff to rank of Assistant Professor and Associate Professor.
- 17.3.8.9. Form and delegate functions to sub-committees as may be necessary.
- 17.3.8.10. Report its decisions to the Senate, and
- 17.3.8.11. Perform such other duties given to it by the Senate.

#### **17.4. Curriculum and Academic Standards Committee (CASC)**

17.4.1. Membership The CASC shall have the following members:

- 17.4.1.1. APD – Chairperson;
- 17.4.1.2. Chief Registrar – Member;
- 17.4.1.3. Three academic staff elected by the Senate – Members;
- 17.4.1.4. Executive Officer of Women and Social Affairs Inclusion and Special Needs - Member;
- 17.4.1.5. Director of Education and Training Quality Enhancement- Member and Secretary

#### **17.4.2. Duties and Responsibilities of the CASC**

The CASC shall have the following duties and responsibilities:

- 17.4.2.1. Formulate and propose revision and amendment of rules and regulations governing academic programs and standards to the Senate;
- 17.4.2.2. Advise the Senate on curricula approval requests of academic commissions;



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- 17.4.2.3. Evaluate and approve courses and educational programs with regard to their relevance and accountability;
- 17.4.2.4. Consider School/Department/Institute Council decisions on certain deviations from the established academic standards legislated by the Senate;
- 17.4.2.5. Recommend to the Senate on the Degrees, Diplomas, and Certificates of proficiency to be granted by the University;
- 17.4.2.6. Approve course equivalence, waivers, and exemptions presented by concerned academic units;
- 17.4.2.7. Determine its own rules of procedures within the framework of the University Legislation;
- 17.4.2.8. Undertake periodic supervision on quality of teaching environment, teaching aid, quality of exams, student-teacher ratio, optimal class size, Staff profile compositions, Staff load, etc. and prepare report thereof;
- 17.4.2.9. Advise the Senate on opening, naming, and closing of academic programs;
- 17.4.2.10. Develop procedures regarding phasing in and phasing out of modules/courses;
- 17.4.2.11. Advise the Senate on matters about student academic performance and teaching standards in the University;
- 17.4.2.12. Advise the Senate on the implementation of University policy on examinations and handling of examination-related issues;
- 17.4.2.13. Act as a Board of appeal for complaints of students on academic issues that could not be handled by their respective academic units;
- 17.4.2.14. Monitor the grading practices of academic units to bring them into line with the grading policy of the University;
- 17.4.2.15. Communicate its decisions to relevant bodies;
- 17.4.2.16. Prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks, references, etc.; and
- 17.4.2.17. Perform other activities given to it by the Senate.

#### **17.5. Admission and Placement Committee (APC)**

##### **17.5.1. Membership**

The APC shall have the following members:

- 17.5.1.1. Academic Programs Director - Chairperson;
- 17.5.1.2. College and School Deans – Members;
- 17.5.1.3. Director of the Graduate Programs – Member;
- 17.5.1.4. Educational and Training Quality Enhancement Director – Member;
- 17.5.1.5. Student Services Dean – Member; and
- 17.5.1.6. The Chief Registrar - Member and Secretary.

##### **17.5.2. Duties and Responsibilities of the APC**

The APC shall:



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- 17.5.2.1. Prepare, update, and recommend criteria and procedures for overall admission and placement of students;
- 17.5.2.2. Determine regular and/or advanced standing admissions to available places in the regular and continuing education programs of the University;
- 17.5.2.3. Review and approve special admission requirements established by the Council of academic units of the University (considering gender, disability, being educationally disadvantaged, etc.). The prior knowledge and approval by the APC are necessary before these special admission requirements are implemented, especially if these criteria are different from the ones approved by the Senate when the program was first launched;
- 17.5.2.4. Approve secondary and post-secondary education pursued elsewhere. All such credentials, however, must be evaluated by the academic units to which a student is applying;
- 17.5.2.5. Seek and act upon the advice of the CASC on certificates that do not fall into any one of the categories indicated in Sub-Article 17.5.2.3 and 17.5.2.4 above;
- 17.5.2.6. Determine its own rules of procedures within the framework of the University Senate Legislation;
- 17.5.2.7. Examine retention rate and advise the Senate on mechanisms for improvement;
- 17.5.2.8. Review and approve transfer requests of students;
- 17.5.2.9. Check intake capacity against available human and material resources;
- 17.5.2.10. Set and review re-admission and placement Guidelines; and
- 17.5.2.11. Perform any other related duties as may be required.

## **17.6. Research and Publication Committee (RPC)**

### **17.6.1. Membership**

The RPC shall have the following members:

- 17.6.1.1. The VPRP – Chairperson;
- 17.6.1.2. Director of the University Press – Member;
- 17.6.1.3. Director of Graduate Programs – Member;
- 17.6.1.4. Deans of Colleges/Schools/ Institutes – Members;
- 17.6.1.5. Director of Research and Consultancy Centers Directorate – Member;
- 17.6.1.6. Two academic staff from different academic units appointed by the Senate-Members; and
- 17.6.1.7. Director of Research Affairs Directorate - Member and Secretary

### **17.6.2. Duties and Responsibilities**

The RPC shall have the following duties and responsibilities:

- 17.6.2.1. Specify priorities for research at the University/ national level;
- 17.6.2.2. Set guidelines for the approval of Staff research proposals;





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- 17.6.2.3. Monitor the activities of the Office of the VPRP about approved research work;
- 17.6.2.4. Provide procedures for the launching of a new journal;
- 17.6.2.5. Determine courses of action in the case of breach of agreement by researchers;
- 17.6.2.6. Specify the calendar for submission of research proposals and research reports;
- 17.6.2.7. Examine and endorse the activity reports of Research and Consultancy Centers;
- 17.6.2.8. Advise and assist the Office of the VPRP in securing funds from organizations outside the University;
- 17.6.2.9. Design, facilitate, and endorse collaborative activities with national and international institutions;
- 17.6.2.10. Establish an award system for recognizing outstanding research;
- 17.6.2.11. Assist the Office of the VPRP in preparing the code of ethics governing/safeguarding research and intellectual property rights;
- 17.6.2.12. Issue Guidelines about visiting researchers who wish to be affiliated with the various units of the University;
- 17.6.2.13. Promote the publication of outstanding Theses and Dissertations;
- 17.6.2.14. Ensure the appropriate academic standard of publications;
- 17.6.2.15. Advise the Senate on all matters pertaining to research and publications;
- 17.6.2.16. Ensure that the RPC assumes, among others, the responsibility to formulate research policies and guide and monitor their implementation in accordance with this Legislation; and
- 17.6.2.17. Perform other related duties as may be required by the Senate.

**17.7. Academic Staff Affairs Committee (ASAC)**

**17.7.1. Membership**

The ASAC shall consist of the following members:

- 17.7.1.1. Academic Vice President- Chairperson;
- 17.7.1.2. VPRP- Member;
- 17.7.1.3. VPAD- Member;
- 17.7.1.4. Director of the Graduate Programs – Member;
- 17.7.1.5. Deans of College/School/Institute where applicant – Member;
- 17.7.1.6. Executive Officer of Women and Social Affairs Inclusion and Special Needs – Member;
- 17.7.1.7. Three senior academic staff representatives - Elected Members; and
- 17.7.1.8. Director of Academic Programs - Member and Secretary.

**17.7.2. Duties and Responsibilities**

The ASAC shall have the duties and responsibilities to:

- 17.7.2.1. Follow up and check that Staff recruitments are implemented as per the rules and regulations of the University;



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- 17.7.2.2. Report to the University Senate on matters relating to the general welfare of the academic staff;
- 17.7.2.3. Develop Guidelines and advise the Senate on honorary degrees for scholars with outstanding contributions to the University in particular, and the country at large;
- 17.7.2.4. Assess the overall academic human resource requirements of the University;
- 17.7.2.5. Handle selection of candidates for contested training/research opportunities;
- 17.7.2.6. Recommend the optimal Staff size and composition in terms of academic rank and qualification required by various units of the University;
- 17.7.2.7. Develop and update Guidelines on the administration of scholarships;
- 17.7.2.8. Initiate institutional policies, procedures, and programs with respect to Staff development and scholarship that shall assist the Academic Staff in meeting institutional needs;
- 17.7.2.9. Approve the number of University Staff going for further studies and for Sabbatical/Research leaves;
- 17.7.2.10. Follow up the progress of Staff on study or Sabbatical/Research leaves through the appropriate Offices;
- 17.7.2.11. Encourage the Academic Staff to participate in the University and Community affairs;
- 17.7.2.12. Formulate policies and strategies concerning the welfare of the Academic Staff;
- 17.7.2.13. Approve extension of leaves when necessary;
- 17.7.2.14. Design strategies to improve Staff services and promote extra-curricular activities and follow up the implementations thereof;
- 17.7.2.15. Develop guidelines and advise the Senate on issues pertinent to professional ethics and integrity of the Academic Staff;
- 17.7.2.16. Devise mechanisms for promoting accountability and positive attitudes towards professional development;
- 17.7.2.17. Foster the development of healthy relationships among Staff and the University Community at large;
- 17.7.2.18. Oversee the proper implementation of the rules, regulations, and other provisions pertaining to rights and benefits of the Academic Staff;
- 17.7.2.19. Assist and facilitate the establishment of a teachers' association;
- 17.7.2.20. Propose relevant incentive mechanisms for the Academic Staff;
- 17.7.2.21. Determine rules of procedures within the framework of the University Senate Legislation;
- 17.7.2.22. Formulate guidelines for Academic Staff promotion;
- 17.7.2.23. Evaluate promotion applications and forward their recommendations to the SEC; return them to the College/School/Institute concerned if not accepted;
- 17.7.2.24. Develop and propose or amend Staff evaluation criteria; and ensure Staff evaluations are carried out properly; and





17.7.2.25. Perform any other related duties as deemed necessary.

**Article 18: The Council of Graduate Studies (CGS)**

The CGS is the body responsible for ensuring the conduct of academic matters of graduate studies. The Council shall be accountable to the Academic Vice President, and function through DGCs.

18.1. Membership in the CGS shall consist of the following members:

- 18.1.1. The Academic Vice President- Chairperson;
- 18.1.2. The VPRP- Member;
- 18.1.3. Director of Education and Training Quality Enhancement (DETQE)- Member;
- 18.1.4. The Chief Registrar – Member;
- 18.1.5. Director of the RAD – Member;
- 18.1.6. Deans of Colleges running graduate programs – Members;
- 18.1.7. Director of APD – Member;
- 18.1.8. Two post-graduate students’ representatives (one male, one female)- Members; and
- 18.1.9. Director of the Graduate Programs (DGP)- Member and Secretary.

**18.2. Duties and Responsibilities of the CGS**

The CGS shall have the duties and responsibilities to:

- 18.2.1. Review, examine, and recommend various graduate programs;
- 18.2.2. Ensures graduate learning and research quality, standards, and relevance;
- 18.2.3. Implement policies, rules, and regulations regarding graduate programs;
- 18.2.4. Supports Colleges in the provision and strengthening of graduate teaching/learning and research facilities;
- 18.2.5. Assess graduate students’ course and research performances based on the SGS regulations for defense examination and approve Board of examiners as presented by respective DGCs; and
- 18.2.6. Assess graduate students’ course and research performance and recommend the same for approval by the Senate;

**Article 19: University Managing Council (UMC)**

19.1. Membership Without prejudice to the powers of the President to include other pertinent Officers, the Managing Council shall consist of:

- 19.1.1. The President – Chairperson;
- 19.1.2. The Vice Presidents – Members; and
- 19.1.3. Director of Student Services – Member and Secretary.

19.2. The UMC shall:

- 19.2.1. Meet at least twice a month;
- 19.2.2. Advise the President on strategic and other issues that the President believes require collective examination;
- 19.2.3. Serve as a forum for monitoring, coordination and evaluation of institutional operations;



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- 19.2.4. Serve as a forum for endorsing Guidelines governing the merit-based appointment of Heads of Academic Units and Directorates;
- 19.2.5. Make decisions by a majority vote;
- 19.2.6. Have a secretary designated by the President; and
- 19.2.7. Communicate its decisions through the President or his delegate.

**Article 20: University Council (UC)**

- 20.1. The UC shall consist of the members of the Senate and Senate Standing Committees, the members of the Managing Council, the Directors and Department Heads of Colleges, Institutes, and Schools, the Head of the library, the Director of Registrar and Alumni Directorate, the Heads of service giving Departments, Academic Staff, and student representatives, and other key Officers as shall be determined by the Board upon the advice of the President.
- 20.2. The UC shall:
  - 20.2.1. Be chaired by the President;
  - 20.2.2. Advise the President on plan, budget, organizational structure, co-operation agreements, and division, merger and closure of academic units;
  - 20.2.3. Meet at least once every 6 months;
  - 20.2.4. Communicate its decisions through the President or his delegate; and
  - 20.2.5. Serve as a forum for approving Guidelines proposed by the UMC for merit-based appointment of Heads of academic units and Directorates.
- 20.3. The secretary of the Managing Council shall also serve as non-voting and non-consultative secretary of the UC.



**CHAPTER THREE  
INTERNAL ACADEMIC ORGANIZATION**

**Article 21: General Provisions on the Organization of Academic Units**

Without prejudice to the right of the University to create new academic units and close existing ones, the University has the following academic units at the time of the issuance of this revised Legislation:

- 21.1. College of Finance, Management and Development (CFMD);
- 21.2. Department of Development Economics;
- 21.3. Department of Development Management;
- 21.4. Department of Public Management;
- 21.5. Department of Social Protection and Management;
- 21.6. Department of Public Financial Management and Accounting;
- 21.7. Department of Public Procurement and Asset Management;
- 21.8. Department of Tax and Customs Administration;
- 21.9. College of Leadership and Governance (CLG);
- 21.10. Department of Leadership and Good Governance;
- 21.11. Department of African Governance and Development;
- 21.12. Department of Policy Studies;
- 21.13. Department of Diplomacy and International Relations;
- 21.14. Department of Federalism Studies;
- 21.15. Department of Development Communication and Media Studies;
- 21.16. College of Urban Development and Engineering (CUDE);
- 21.17. Department of Urban Planning and Development;
- 21.18. Department of Urban Land Development and Management;
- 21.19. Department of Infrastructure and Transport Management;
- 21.20. Department of Housing and Real Estate Management;
- 21.21. Department of Urban Engineering and Surveying;
- 21.22. Department of Environment and Climate Change;
- 21.23. School of Law;
- 21.24. Institute of Training;
- 21.25. Training Center
- 21.26. Center for Research and Consultancy in Ethics and Integrity
- 21.27. Center for Research and Consultancy in Policy Reform
- 21.28. Center Sustainable Development Program Implementation
- 21.29. Any other Academic Unit which may be established by this Senate Legislation.

**Article 22: Establishment and Membership of College/School / Institute/Academic Commission  
(AC/SC/IC)**

Each College/School shall establish an Academic Commission (AC) which is accountable, through the Dean, to the Academic Vice President.





**22.1. Composition the College/School/Institute AC shall consist of:**

- 22.1.1. Dean of the College/School/Institute Chairperson;
- 22.1.2. Deputy Dean of the College/School/Institute – Member;
- 22.1.3. Director of ETQE- Member;
- 22.1.4. Quality and Curriculum Affairs Coordinator – Member;
- 22.1.5. Graduate Programs Coordinator – Member;
- 22.1.6. Publication and Grants Management Coordinator – Member;
- 22.1.7. CDEP Coordinator – Member;
- 22.1.8. Heads of Department/Center of the College/School/Institute- Member;
- 22.1.9. Two elected Academic Staff members of the College/School/Institute having at least the rank of Assistant Professor (One will serve as secretary) - Member; and
- 22.1.10. Two elected student representatives from undergraduate and graduate programs of the College/School (One shall be a female)- Member.

**22.2. Organization**

- 22.2.1. The terms of service of elected members of the AC shall be 3 years.
- 22.2.2. The College/School/Institute AC shall have its own rules of procedure.
- 22.2.3. The College/School/Institute AC shall have the following standing committees:
  - 22.2.3.1. College/School/Institute CASC;
  - 22.2.3.2. College/School/Institute ASAC; and
  - 22.2.3.3. College/School/Institute RPC.
- 22.2.4. The standing committees of the College/School/Institute AC shall have similar duties and responsibilities to the corresponding Senate Standing Committees.
- 22.2.5. The College/School/Institute AC may establish *ad hoc* committees to perform specific tasks.
- 22.2.6. The College/School/Institute AC may co-opt other persons to attend its meetings (such persons shall not have voting rights).

**22.3.Meetings**

- 22.3.1. The College/School/Institute AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings.
- 22.3.2. Meetings may be called at any time by the Dean, or when requested in writing by one-third of its members.

**22.4. Duties and Responsibilities**

The College/School AC shall be the highest body of a College for academic/research matters. Without prejudice to powers and responsibilities that may be conferred upon it by the Senate or the President, the AC shall:

- 22.4.1. Recommend to the APC Guidelines that facilitate the teaching-learning process;
- 22.4.2. Issue Guidelines for setting/marking of examinations in the College by rules and regulations approved by the Senate;
- 22.4.3. Recommend to the Senate the establishment of new programs in the College and/or the modification of existing ones;



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- 22.4.4. Deliberate and decide upon all appointment and promotion cases presented to it through the College/School Staff Affairs Committee;
- 22.4.5. Promote research works within the College/School, issue Guidelines on their execution, and monitor their implementation based on regulations issued by the Senate;
- 22.4.6. Recommend, to the ASAC, all leaves of academic staff;
- 22.4.7. Review the missions and objectives of the College periodically and evaluate the success of their implementation;
- 22.4.8. Promote the welfare of Staff and students and ensure observance of discipline within the College as provided by rules and regulations of the University;
- 22.4.9. Approve the academic status of students determined by the SC/DC of the College every Semester;
- 22.4.10. Recommend to the Senate the graduation of students at the College/School as well as the College/School medal winner;
- 22.4.11. Initiate Staff development schemes for the College/School; prioritize training programs for the Staff and recommend candidates for training;
- 22.4.12. Issue Guidelines on conditions of employment and remuneration for consultancy services in the College/School by the University rules and regulations;
- 22.4.13. Receive and assess the results of the annual performance evaluation of the members of the Academic Staff and make recommendations to the Dean on possible actions to be taken as a result of the evaluation;
- 22.4.14. Issue Guidelines and procedures on the functions and activities of its standing committees; and
- 22.4.15. Perform other functions relevant to the betterment of the teaching-learning process and promotion of research in the College/School.

#### **Article 23: Establishment and Membership of Department Council**

Each Department/Center shall have a Council consisting of the following:

- 23.1. The Department/Center Head – Chairperson;
- 23.2. Five senior Academic Staff elected by all Academic Staff of the Department/Center (if total number of Staff is less than 5, all Staff shall become members) – Members; and
- 23.3. Students’ representatives of all academic programs in the Department (considering gender composition) – Members.

#### **Article 24: Powers and Responsibilities of Department Council**

The Department Council shall be accountable to the Head of the Department and shall have the following powers and responsibilities:

- 24.1. Decide on academic issues at the Department;
- 24.2. Recommend (based on needs assessment) the opening and closure of programs to the respective College/School AC;
- 24.3. Evaluate the program delivery and preparation of teaching/training materials;



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- 24.4. Follow-up the conduct of performance evaluations at the Department;
- 24.5. Recommend the recruitment of academic personnel for the Department;
- 24.6. Recommend the promotion and further education or training for Academic Staff at the Department;
- 24.7. Perform other activities as may be specified by the College/School AC or the Academic Vice President;
- 24.8. Duration of membership of the elected Academic Staff shall be 3 years.

#### **Article 25: Appointment and Term of Office of Deans/Deputy Deans/Directors/Assistant Registrars/Heads/Coordinators**

##### **25.1. Appointment**

- 25.1.1. The President shall appoint Deans and Deputy Deans.
- 25.1.2. The Vice Presidents shall appoint Heads of respective Departments/Centers.
- 25.1.3. Candidates for appointment shall fulfill the following:
  - 25.1.3.1. Be members of the College, School, and Institute;
  - 25.1.3.2. Have senior academic rank;
  - 25.1.3.3. Be seriously committed to the University's mission and objectives;
  - 25.1.3.4. Have a respectable personality;
  - 25.1.3.5. Be able to show exemplary performance;
  - 25.1.3.6. Be democratic;
  - 25.1.3.7. Have the ability to co-ordinate; and
  - 25.1.3.8. Be appreciated for respecting colleagues and treating Staff equally.

##### **25.2. Term of Office**

- 25.2.1. The term of the Office of Deans, Directors, Deputy Deans, and Assistant registrars shall be 3 years; they may be reappointed for second terms.
- 25.2.2. The term of Office of Department, Center Heads, and coordinators shall be 2 years; they may be reappointed for second terms.

#### **Article 26: The Department Graduate Committee (DGC)**

- 26.1. Each Department shall have DGC.
- 26.2. The DGC shall be chaired by the Head of the Department or by an elected member.

##### **26.3. Composition and Term of Office**

- 26.3.1. Members shall be Staff members holding the rank of Assistant Professor or above.
- 26.3.2. In case the Head of the Department does not hold the rank of Assistant Professor, he should serve as secretary, with an elected member serving as Chairperson.

##### **26.4. Functions of DGCs**

The DGCs shall:

- 26.4.1. Develop graduate academic and research programs in collaboration with the Staff;
- 26.4.2. Prepare and approve graduate course offerings and ensure that Staff members with appropriate specialization and academic rank are assigned to teach courses;





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- 26.4.3. Assign Staff members with the minimum ranks of Assistant Professor to teach Master's courses and Associate Professor to teach Ph.D. courses; however, under special circumstances, Staff with the academic ranks of Lecturer and Assistant Professor with recognized merits and experiences may teach Master's and Ph.D. courses, respectively, subject to prior approval by the CGS;
- 26.4.4. Review and revise periodically curricula of graduate programs and research thematic areas;
- 26.4.5. Assess and approve MA/MSc and Ph.D. research proposals for graduate research;
- 26.4.6. Monitor and ensure that MA/MSc and Ph.D. are in line with the research thematic areas of the University;
- 26.4.7. Establish mechanisms that guide the evaluation of graduate student's research;
- 26.4.8. Supervise and coordinate all activities of graduate programs;
- 26.4.9. Review and approve graduate students' examination papers and grades based on Guidelines provided by the CGS;
- 26.4.10. Prepare Semester reports on its activities and submit the same to the SGS;
- 26.4.11. Monitor and rectify, if problems arise, the assignment of research Advisors to graduate students;
- 26.4.12. Assign members of examining Boards for Thesis, Dissertation, and other qualifying examinations and get approval from the CGS; and
- 26.4.13. Receive lists and documents of applicants to each program from the Chief Registrar and ensure that each applicant fulfills the requirements set in the admission policy;
- 26.4.14. Propose the maximum and minimum number of students to be admitted based on the availability of classrooms, Advisors, and other facilities; and
- 26.4.15. Oversee the administration of entrance exams for the programs in the Department.

#### **Article 27: The Role of Departments in Continuing and Distance Education Programs (CDEP)**

- 27.1. The decision to initiate and offer a program leading to a degree, diploma, certificate, etc. and the academic aspects of its implementation shall be the responsibility of the Department that awards the same. However, all programs offered at the University should be approved by CASC.
- 27.2. Courses offered in CDEP, including courses that are offered in the distance mode, shall have the same content, and carry the same credits as those offered in the regular program and be taught at accepted University standards. Such course credits shall be transferable where appropriate.
- 27.3. CDEP courses shall be taught by members of the Department that teach the courses in the regular program. In situations where this is not possible, Staff members from other Departments and/or other part-time instructors having commensurate qualifications could be assigned to teach the courses.
- 27.4. Academic staff members who handle CDEP courses shall be compensated according to the regulations of the University.



- 27.5. Departments that generate income through CDEP shall share from the generated income based on rules to be issued by the University.

**Article 28: Duties and Responsibilities of College/School/Institute Dean**

The Dean, who shall be accountable to the AVP to whom he/she is structurally connected. He shall report to these Offices operationally and regularly through written communication and formally through quarterly and annual reports. The Dean of the College/School shall:

- 28.1. Serve as the Chairperson of the AC/SC;
- 28.2. Exercise authority over overall academic and administrative matters in the College/Schools;
- 28.3. Be in charge of policy implementation, coordination, direction, and supervision across the College/Schools;
- 28.4. Be responsible for organizing and directing administrative support services of the College/School;
- 28.5. Co-ordinate formulation of standards and working procedures relevant to the academic units under the College/Schools in line with university-wide policies, rules and regulations;
- 28.6. Process scholarships for Staff and administer the same for students within the College/School and/or Departments and research hosted by the College/School after it is approved by the College/School AC;
- 28.7. Endorse the creation and/or modification/closure of academic programs originating from or endorsed by Departments under it and propose their approval by the Senate after endorsement by College and School AC/DC;
- 28.8. Prepare College/School plans, programs, and budgets in collaboration with Department Heads and submit to the AC/DC for review and endorsement. The Dean shall also recommend to the AC/DC schemes for the allocation of the approved budget among the various units of the College/School and follow up the implementation of the AC's/DC's decisions;
- 28.9. Co-ordinate and endorse research proposals, approved by College/School publication and Grant Management RPC, for approval and funding, promote and disseminate research outputs, and support research activities within the College/School/Institute including administering grants pertaining to Staff research projects, Master's Thesis, PhD Dissertations, and post-graduate diplomas;
- 28.10. Upon endorsement by the AC, recommend to the AVP the recruitment and promotion of academic staff with the rank of Assistant Professor and above;
- 28.11. Represent the College/Schools in university-wide regulatory and consultative bodies and co-ordinate College-level Community engagements, external relations, business development and partnerships;
- 28.12. Co-ordinate inter- College/Schools programs, if any;
- 28.13. Approve the promotion of academic staff with the rank of Lecturer and communicate its decision to the Academic Vice President;
- 28.14. Upon the recommendation by the discipline committee, take disciplinary measures on academic staff including oral warning, written warning, and a fine of up to 3 month's salary





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and suspending from work for the same period whose enforcement shall be in accordance with pertinent laws of the country;

- 28.15. Recommend to the Academic Vice President service extension, College-to-College, College-to-School transfers, leaves, and professional development of academic staff;
- 28.16. Recommend disciplinary actions involving dismissal of academic staff except full Professor whose case shall be finally decided by the Academic Vice President;
- 28.17. Design and enforce quality assurance mechanisms for academic programs;
- 28.18. Oversee the proper administration, maintenance, and renovation of all remises and facilities and the disposal of property within the College/School, as appropriate, including vehicles;
- 28.19. Facilitate and oversee the proper and optimal distribution and utilization of teaching-learning materials and equipment, library resources, facilities, halls, an auditorium, classrooms, laboratories, computers, and vehicles allocated to the College/School;
- 28.20. Ensure that the College/School has effective and responsive human and financial Administration;
- 28.21. Ensure the maintenance of pertinent records of students, academic and support Staff, and their performances;
- 28.22. Ensure that the policies, rules, and regulations of the University are readily available for the Staff and students at the College/School;
- 28.23. Ensure the implementation of the policies, rules and regulations of the University are by the Staff and students at the College/School;
- 28.24. Consolidate the graduate list of the College, and Schools as proposed by the respective DC and submit the same for approval by the University Senate;
- 28.25. Upon the decision of relevant University bodies, execute the recruitment, promotion, transfer, discipline, and development of Teaching Staff under the College/Schools in accordance with relevant laws;
- 28.26. Prepare consolidated plans and budget of the College/School and ensure the implementation of the same upon approval by the College/School AC and higher authorities;
- 28.27. Design mechanisms to promote the welfare of Staff and students with particular attention to those with special needs;
- 28.28. Prepare the annual procurement demand for the College/School based on approved budgets and submit it to the relevant bodies;
- 28.29. Initiate and facilitate external relations with a view to forge partnerships with academic and research institutions, donors, and the industries as well as promote Community engagement in line with applicable rules and regulations of the University;
- 28.30. Check and regulate consistency across College/Schools/Departments in academic administration, student handling, Staff recruitment, development and promotion, research grants and administration;
- 28.31. Ensure that the policies, rules, and regulations of the University are readily available to be well known by the Staff and students at the College/School;





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- 28.32. Submit Periodic reports to AVP, and require the same from academic units within the College/School;
- 28.33. Facilitate the mobilization and generation of resources to support the activities of the College's academic units and ensure that revenue from consultancy work, project contracts, donations, and tuition fees are collected and primarily used to support academic units generating the revenue in line with the applicable laws, rules, and regulations of the University;
- 28.34. Prepare quarterly and annual reports and compile them in the form of booklets and consultation with ICT Directorate upload them on the University's website;
- 28.35. Promote the good image of the College/School by providing appropriate and full information on its activities;
- 28.36. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 28.37. Ensure the mainstreaming of cross-cutting issues in academic programs and processes as well as in research and community service endeavors and the provision of academic support for the needy;
- 28.38. Teach, conduct research, and participate in training and consultancy activities according to University workload rules;
- 28.39. Initiate Departments to propose the establishment of new programs and revision of existing programs; dissolution or merger of programs;
- 28.40. Submit, upon leaving the Office, a comprehensive written exit report and handover Office related resources to the incoming College Dean with the view to making the transition smooth;
- 28.41. Reports on the affairs and progress of the research works and community services to the AVP and the VPRP; and
- 28.42. Perform other duties as assigned by AVP.

#### **Article 29: Duties and Responsibilities of the Deputy Dean**

The Deputy Dean works with the Dean and Heads; reports mainly to the Dean, oversees the performance and management of activities related to teaching-learning, research, and community services. S/He deputizes for the Dean as required. The main duties and key responsibilities of the Deputy Dean are the following:

- 29.1. Plan, coordinate and supervise activities related to the teaching-learning, research, and Community engagements at the College/School;
- 29.2. Assist the Dean in the development, implementation, and monitoring of the annual plan and budget of the College/School, and the preparation of the performance reports;
- 29.3. Assist the Dean in developing policies and strategies for the College/School and help attain education, research, and community service objectives;
- 29.4. Ensure that the policies, rules, and regulations of the University are readily available to be well known by the Staff and students at the College/School;



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- 29.5. Ensure that Guidelines set by the Academic Council or other authorized organs of the University, or decisions made by them are implemented by Departments and programs at the College/School;
- 29.6. Ensure the proper maintenance of student records in the faculty in accordance with Guidelines to be set by the Office of the Registrar;
- 29.7. Exercise authority to assign, and direct the work of Heads, Coordinators, and other personnel; can request information and reports, and take corrective measures when necessary;
- 29.8. Convene student meetings in consultation with the Dean;
- 29.9. Chair the preparation of class, examination, and defense schedules and follow up the implementation of the same;
- 29.10. Make sure that Semester workloads are fairly distributed among the Academic Staff;
- 29.11. Ensure the implementation of continuous assessment and student-centered teaching;
- 29.12. Represent the College/School about university-wide teaching-learning, research and Community Service activities as appropriate;
- 29.13. Participate in and contribute to College and University-wide committees as required;
- 29.14. In the absence of the Dean, the Deputy Dean conducts the affairs of the College on behalf of the Dean, convening and chairing both the Academic Council and College Managing Council meetings, and represents the College at the University Senate or other forums;
- 29.15. Follow up the quality of teaching, research, internship programs, and Community engagement, in collaboration with the Dean and Department Heads, and undertake evaluation and assessment of the same in collaboration with the Office of the Academic Programs and Education and Training Quality Enhancement Directorate;
- 29.16. Work towards the development and commencement of new programs, check the standard of newly developed/revised curricula against the minimum requirement, and recommends to the Academic Council for approval at the College;
- 29.17. Organize and submit quarterly reports to the Academic Program on issues pertaining to the academic and research affairs, and community services and make any recommendations thereof, in collaboration with the Dean;
- 29.18. Design and ensure adequate mechanisms for the handling and management of Staff and student inquiries and complaints;
- 29.19. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 29.20. Work closely with Directorates of the Research Affairs, Research and Consultancy, Grant Coordination and Partnership, Community Engagement Industry Linkages and Technology Transfer, and Training Institute on issues pertinent to research, Community engagement, training and consultancy representing the College;
- 29.21. Chair the RPC of the College;
- 29.22. Work towards the engagement of Academic Staff in research and Community Service activities;





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- 29.23. Follow-up the review and Community engagement proposals submitted by the Academic Staff and facilitate the approval of the same;
- 29.24. Arrange research seminars, colloquia, workshops, and conferences at the College;
- 29.25. Ensure research and teaching programs are well integrated;
- 29.26. Follow-up funded research to be finalized within the given timeframe;
- 29.27. Ensure the mainstreaming of cross-cutting issues in academic programs and processes as well as in research and Community engagement endeavors and the provision of academic support for the needy; and
- 29.28. Perform other duties as may be assigned by the College Dean

**Article 30: Duties and Responsibilities of Department Head**

The Department Head shall be elected through the University's procedure and endorsed by the Dean. Head of the Department shall be accountable to the Dean of the College and have the following duties and responsibilities:

- 30.1. Plan, coordinate and direct the academic and administrative activities of the Department;
- 30.2. Prepare budgetary plans for academic, research, and community services and closely supervise the implementation of the approved plans and budgets;
- 30.3. Prepare annual plan and budget for the Department/School and implement same upon approval;
- 30.4. Prepare course offerings and course grouping at the Department considering the specialization and competence of the instructors;
- 30.5. Communicate the assignment to each instructor formally;
- 30.6. Assign instructors up on the DC to courses;
- 30.7. Allocate Semester workloads fairly to the academic staff as per the Legislation;
- 30.8. Assign academic Advisors, to students;
- 30.9. Lead change activities at the Department;
- 30.10. Chair DC meetings;
- 30.11. Coordinate the performance evaluation of Staff at the Department and submit results to the Academic Deputy Dean and the Dean;
- 30.12. Participate in the recruitment of new academic staff at the Department;
- 30.13. Schedule and follow up the provision of academic support services (tutorials and others) to those who need additional support such as female students, students with disabilities, and students from emerging regions;
- 30.14. Schedule and follow up support to students who are on probation, warning, or re-sit exam status;
- 30.15. Prepare Staff development plan at the Department and submit it to the Dean;
- 30.16. Seek to provide opportunities for educational and professional development of the Staff and students of the Department; and submit it to the Dean;
- 30.17. Assign an Advisor to the student to help in his education and research and provide appropriate and timely guidance and counseling to students;





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- 30.18. Facilitate and ensure the proper use of human and material resources within the Department;
- 30.19. Prepare quarterly and annual reports and compile them in the form of booklets as well as facilitate uploading them on the University's website;
- 30.20. Co-ordinate the preparation and revision of curricula, modules, teaching materials and seminars;
- 30.21. Oversee the management of student academic records and support activities at the Department;
- 30.22. Submit monthly, quarterly, and annual reports to the Dean;
- 30.23. Represent the Department at AC of the College;
- 30.24. Direct the teaching, research, and community engagement and participate in consultancy activities;
- 30.25. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 30.26. Ensure the mainstreaming of cross-cutting issues in academic programs and processes and the provision of academic support for the needy;
- 30.27. Promote the enhancement of the quality and relevance of teaching and research in the Department;
- 30.28. Promote research publication culture, organize research team, compile, avail, and update Academic Staff profile.
- 30.29. Initiate proposals for deliberations by Curricula and Academic Standards Committee, and Research Publication Committee on matters within the jurisdiction of the latter;
- 30.30. Conducts meetings with students once per Semester and report the outcome to the College and/or other bodies and Offices of the University concerned;
- 30.31. Follow up and implement the decisions and recommendations of the Department's Council, AC, and higher bodies of the University;
- 30.32. Follow up the processing of appointments, promotions, overload payments, salary increments and benefits due to the Staff of the Department in accordance with the rules and regulations of the University;
- 30.33. Keep records of the activities of all Staff members of the Department to serve as inputs for evaluations. Such records shall, *inter alia*, include reports on research works, publications, conference papers, and talks, the status of works in progress during that year, professional public services, and participation in University affairs;
- 30.34. Implement the decisions of the AC; and
- 30.35. Perform other activities as may be delegated to him by the Dean.

#### **Article 31: Duties and Responsibilities of the Director for Academic Programs Directorate**

The Academic Programs Directorate is accountable to the Academic Vice President, and the Director has the following duties and responsibilities:

- 31.1. Ensure appropriate guidance and support of Academic Program procedures, policies, and strategies;

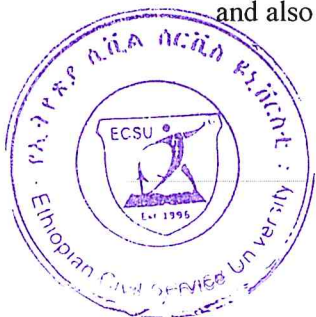


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- 31.2. Co-ordinate and monitor the development and implementation of Guidelines and procedures pertinent to Academic Program and Academic Staff development, which shall be continuously improved;
- 31.3. Provide/facilitate training/awareness/induction workshops regarding Academic Program enhancement procedures, policies and strategies to the Academic Staff;
- 31.4. Identify Staff capacity gaps among the Academic Staff in consultation with the Colleges and devise strategies to fill the same;
- 31.5. Overview and facilitate the management of academic programs;
- 31.6. Undertakes and guides activities of curriculum development, updating/ revisions, and implementation of same by the Colleges;
- 31.7. Prepare accurate, detailed, and comprehensive annual educational statistical data within 60 days after the end of each academic year, except in the circumstances of force majeure;
- 31.8. Oversee the management and proper use of classrooms, auditorium's laboratory equipment and rooms;
- 31.9. Follow up Semester workload allocation and Staff performance evaluation by Colleges and submit consolidated reports to the AVP;
- 31.10. Prepare plan and budget for Academic Program and Staff development activities;
- 31.11. Initiate and inculcate organizational values, beliefs, and teamwork among the Academic Staff;
- 31.12. Implement Academic Staff development plans submitted by Colleges/Schools/ Institutes;
- 31.13. Submit monthly, quarterly, and annual plans and reports to the AVP; and
- 31.14. Perform other activities given by the Academic Vice President, the President, or the Senate.

**Article 32: Duties and Responsibilities of the for Graduate Program Director (GPD)**

- 32.1. The Director of Graduate Programs (DGPs) shall be accountable to the AVP and has the following duties and responsibilities;
- 32.2. The DGP, through the Colleges, shall co-ordinate the opening of new post-graduate programs of the University across Colleges and ensure that the opening of the new programs is as per the Guidelines and directives of the University and Ministry of Education;
- 32.3. Initiate, propose, and develop Guidelines, policy documents, quality standards, manuals, and different evaluation formats to ensure the harmonized and standardized offering of graduate programs in the University;
- 32.4. Ensure the effective implementation of policies, Guidelines, and decisions of the University for the proper administration of graduate programs; and maintain research and the welfare of students;
- 32.5. Scrutinize the assignment of the Board of examiners for Ph.D. Dissertation open defense proposed by Colleges and present it to the CGS for final approval;
- 32.6. Facilitate Ph.D. research budget requests of students and follow its settlement as per the contract agreement signed by students;
- 32.7. Coordinate, facilitate, and organize the PhD open defense sessions in a harmonized manner and also oversee the implementation of defense programs for Masters Theses;





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- 32.8. Keep records of the process and outcomes of examinations, establish, and update the database of both internal and external examiners for PhD programs;
- 32.9. Publish annually an abstract of the best Thesis and Dissertation;
- 32.10. Present to the AVP, the annual plan with the required budget as well as quarter and annual reports of the GPD Office;
- 32.11. In line with the academic calendar of the University, prepare and distribute to the Colleges, the roadmap, and milestones for the successful completion of graduate programs;
- 32.12. Prepare and distribute the progress tracking report formats to the Colleges and compile the report on the progress of PhD students; present the report to the CGS or Academic Vice President;
- 32.13. Take appropriate actions in consultation with the respective College Deans on recommendations about graduate programs or other academic matters;
- 32.14. In consultation with the Registrar, issue directives pertaining to registration, record-keeping, and the like for graduate programs and ensure their implementation;
- 32.15. Receive recommendations for the strengthening and development of existing programs or for the commencement of new ones and carry out any other relevant tasks that foster the development of graduate studies in the University as per the recommendation and the approval of the Senate;
- 32.16. Initiate and recommend inter-disciplinary and multi-disciplinary graduate programs or post-graduate diplomas to be offered in the University, and
- 32.17. Perform other duties as may be assigned by the Academic Vice President.

#### **Article 33: Duties and Responsibilities of Continuing and Distance Education Program Directorate (CDEPD) Director**

The Director/Head of Continuing and Distance Education Programs (CDEPs) Co-ordination Directorate shall be accountable to the AVP and have the following duties and responsibilities:

- 33.1. Prepare the strategic and annual plan for CDEP based on the strategic and annual plan of Academic Vice President;
- 33.2. Develop and propose policies, Guidelines, and frameworks to ensure the implementation of CDEPs by academic units;
- 33.3. Examining and identifying the educational needs of the public and facilitating the launching of the programs with the collaboration of Colleges and Schools;
- 33.4. Plan, coordinate and direct the offering of Graduate and Undergraduate CDEPs in co-operation with academic units;
- 33.5. Monitor and oversee the process of appointment/assignment of instructors and their class handling for CDEPs as per the Legislation and applicable laws;
- 33.6. Oversee the course offering and workload status of the evening, weekend, and summer Teaching staff from their respective Departments, Institutes, and/or Colleges;
- 33.7. Work in consultation with relevant academic units and Offices to develop strategies for the generation and management of internal revenue through CDEPs;





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- 33.8. Review and revise, from time to time, the rate of tuition fees and payments to provide quality service at an affordable price and as a means of internal revenue generation for the University;
- 33.9. Oversee programs to executives to advance their careers in collaboration with Colleges/Schools;
- 33.10. Oversee part-time, on-the-job, and/or on-the-spot education and facilitate lifelong learning by overcoming barriers of time and distance through the use of appropriate media of communication (e-learning, virtual and blended-learning);
- 33.11. Ensure and oversee the proper implementation of rules, regulations, and Guidelines of the University towards student success and reduction of attrition in the CDEPs;
- 33.12. Collect, process, deploy and disseminate information and data in the form of catalogs on CDEPs and promote and publicize the programs through different media;
- 33.13. Follow up the teaching-learning process collaboration with Colleges and Schools level CDEP coordinators with collaboration with education and training ETQED;
- 33.14. Propose means of improving and maintaining the quality and the cost effectiveness of the programs;
- 33.15. Handle contracts and prepare and request compensation for all Staff involved in the CDEP;
- 33.16. Ensure the arrangements and organizations of the students into sections and preparing class schedules; arrange classrooms for the teaching process;
- 33.17. Ensure the teaching performance evaluation of teachers involved in CDEP;
- 33.18. Submit periodic performance reports as planned to the Academic Vice President; and
- 33.19. Perform other duties assigned to him by the Academic Vice President.

#### **Article 34: Duties and Responsibilities of Education and Training Quality Enhancement Directorate Director**

The Education and Training Quality Enhancement Directorate Director shall be accountable to the Academic Vice President and have the following duties and responsibilities:

- 34.1. Set standards and measures for education and training quality enhancement;
- 34.2. Set standards and oversee the implementation of evaluation and assessment of students and trainees;
- 34.3. Establish an internal audit system and implement external audit feedback on the quality of all education and training processes;
- 34.4. Set quality standards for entrance exams to be given for new admission students at the University;
- 34.5. Facilitate national qualifying exams (exit exams) to be given to graduate students in different disciplines of the University;
- 34.6. Create and implement a system of comprehensive and continuous national and international benchmarking of quality for continuous improvements of education and training processes;
- 34.7. Secure consistency in using baseline education and training quality standards set by the University, Ministry of Education, and Education and Training Quality Authority;



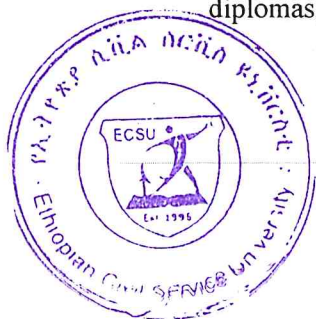
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- 34.8. Build a system that promotes a culture of quality in education and training within the University;
- 34.9. Create a database system and disseminate relevant information on quality enhancement at all levels of the University;
- 34.10. Establish a system to ensure the availability and fulfillment of inputs required for the training and education process;
- 34.11. Follow-up and oversee the evaluation standards for the performance of Academic Staff;
- 34.12. Ensure the quality of the research methodology module for students at the University;
- 34.13. Facilitate internal and external customer satisfaction surveys;
- 34.14. Design a system to support the transfer of quality online learning and training including updates with new and easy technologies;
- 34.15. Evaluate the quality of University education and training services and set tools for improvement;
- 34.16. Oversee periodic reviews of existing program curriculum and design of new curricula as per University Senate Legislation;
- 34.17. Provide support to College/School/Institute regarding curriculum management and regulatory compliance of curriculum;
- 34.18. Identify, develop, and deliver training and professional development concerning various aspects of quality enhancement practices and outcome-based curriculum design and review;
- 34.19. Submit periodic performance reports as planned to AVP;
- 34.20. Perform any other duties assigned by AVP.

#### **Article 35: Duties and Responsibilities of Chief Registrar**

The University Chief Registrar shall be accountable to the AVP and has the following duties and responsibilities:

- 35.1. Prepare and submit the annual plans and budgets of the Office of Chief Register to the AVP and execute the same upon approval;
- 35.2. Be responsible for all operational matters pertaining to student intake, admission, placement, re-admission, enrolment, class and exam schedules, academic records, allocation of classrooms as well as lecture halls, and graduation;
- 35.3. Coordinate, supervise, evaluate, and assess the activities of and personnel of the Office of the Chief Registrar and its various units;
- 35.4. Carry out the duties and responsibilities given to it in close co-operation with the relevant academic units and other Offices of the University;
- 35.5. Coordinate and process the recruitment, admission, placement, and graduation of students; Be responsible for the implementation of the policies and directives laid down by the Senate pertaining to student enrolment management, including admission, registration, academic performance, attrition, graduation, and certification;
- 35.6. Submit to the Senate, upon approval by AC, the names of candidates eligible for the award of diplomas, including special awards in conformity with the University's rules and regulations;





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- 35.7. Continually analyze and evaluate all the existing rules and regulations on admission, placement, and registration and recommend modifications where necessary;
- 35.8. Process registration and course enrolment; see to it that students pay tuitions and fees or sign cost sharing agreements prior to the beginning of classes; prepare and announce class schedules for classes and exams; provide dispatch of academic record services to alumni;
- 35.9. Process, coordinate, and oversee graduate admissions and enrolments;
- 35.10. Develop and implement proper mechanisms and instruments for the recruitment, admission, placement, and orientation of new undergraduate students;
- 35.11. Organize, coordinate and oversee the orientation of new undergraduate students to the University and campus life; prepare and issue University Catalogue(s) and student handbooks of the University on a regular basis;
- 35.12. Develop and implement an efficient and effective student information system including student record management that enables the University to collect, process, deploy, and disseminate information and data on undergraduate and graduate programs, student population, and student activities;
- 35.13. Create and maintain up-to-date, confidential, and permanent records of all students, including dropouts, dismissals, withdrawals, and alumni of undergraduate and graduate programs in particular by collecting student personal information necessary for academic management purposes, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student records, and retaining, correcting and disposing of student academic records;
- 35.14. Organize, maintain, and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts, and graduates;
- 35.15. Maintain up-to-date, secure, accurate records on curricula of programs and student admission and placement, differentiated based on types of programs and modes of delivery;
- 35.16. Schedule and process the re-admission of returning students;
- 35.17. Prepares and issues identification cards, attesting to the admission status of students;
- 35.18. Prepare and publish the yearly undergraduate and graduate catalogue;
- 35.19. Announce and advertise University programs to the public;
- 35.20. Organize the registration of students according to courses of study;
- 35.21. Ensure, in consultation with relevant academic units, the proper utilization of classrooms, auditoriums, and labs and maintains up-to-date accurate records of such utilizations; review such utilization scheme yearly and delegates the implementation thereof to Associate registrars as the need arises;
- 35.22. Prepare the academic calendar of the University each year in consultation with the AVP and submits the same to the Senate for approval; ensure the timely distribution of such calendar to the pertinent units of the University and see to it that academic units strictly adhere to the calendar;





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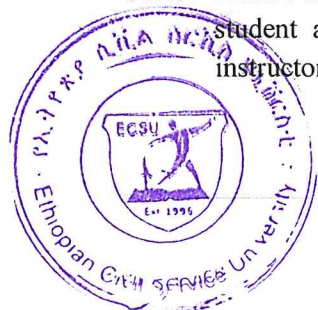
- 35.23. Facilitate the final Senate approval of graduation of students by preparing the list of candidates, recommended by the academic units, and eligible for the award of degrees, diplomas, and certificates; and posts such list on the University website upon approval by the Senate;
- 35.24. Develop mechanisms for the early and timely certification of graduates; issue transcripts, degrees, diplomas, and certificates;
- 35.25. Manage the collection, storage, correction, disclosure, retention, and disposal of student academic records with proper regard to efficiency, integrity, accuracy, accessibility, privacy, and security;
- 35.26. Permit students to view their academic records; allow only Academic Staff who have signed the University confidentiality agreement to have access to student records, disclose student records to law enforcement authorities, and disclose student records to other persons only with the express consent of the student concerned;
- 35.27. Organize and administer graduation functions, transcript evaluations, certification process/issuance of transcripts and other academic credentials for students and alumni, ensuring efficient and effective workflow;
- 35.28. Issue University-wide general criteria for all matters pertaining to student intake, admission, selection and placement;
- 35.29. Ensure that pertinent laws and policies, directives of the Senate and its committees, and Guidelines on student intake capacity, selection, admission, placement, student enrolment management, curricula, and graduation matters such as courses and credit requirements are strictly observed;
- 35.30. Ensure that all admissions and placement of students from foreign Schools are conducted as per the rules and regulations of the University;
- 35.31. Without prejudice to the relevant provisions of the Proclamation, and upon approval of the AVP, consult with the Ministry on the determination of student intake capacity and admission;
- 35.32. See to it that a threshold of student class size is met, and where such threshold is not met, effects the cancellation of low enrolment for courses/modules and takes such other measures deemed necessary in the circumstances;
- 35.33. Bear responsibility for the custody of the Common Seal of the University;
- 35.34. Support, coordinate, and oversee the Registrar units of the University in particular by providing them with leadership, support and oversee academic units for the implementation of related technology applications in support of enhanced services offered through registration and student record management; and
- 35.35. Implement the University's enrolment policies and student records management;
- 35.36. Submit regular reports on the activities of the Office of the Chief Registrar and its various Units, and make recommendations to the AVP on how to improve the overall operations of the Office; and
- 35.37. Perform other duties assigned by AVP.



**Article 36: Duties and Responsibilities of Assistant Registrar**

The Assistant Registrar is responsible for assisting the University Registrar with the administration of students from admission up to graduation activities. Ensures the administration of quality customer-oriented services consistent with University policies regulation and Senate Legislation. He/ She reports to the University Registrar and shall have the following duties and responsibilities:

- 36.1. Plan, coordinate and direct team performance, evaluates results, and submits performance reports to the Chief Registrar;
- 36.2. Review admission policies and procedures by analyzing and monitoring entrance examinations, operations, enrolment demographics, and other statistical data;
- 36.3. Announce and advertise programs and admission and registration requirements and exam schedules through multiple media;
- 36.4. Provide information and reply to inquiries about University programs and admission policies, registration and advice to prospective students and Federal and regional civil service organizations;
- 36.5. Follow up the recruitment of candidates and advise regions and Federal Offices with related issues arising;
- 36.6. Supervise the evaluation of academic qualifications of candidates; announce timely entrance exam schedule and list of eligible candidates;
- 36.7. Maintain and monitor the confidentiality of admission exam preparation, printing, administration, grading, and result recording;
- 36.8. Recruit and assign entrance exam invigilators and coordinators and orient them on the exam procedures from exam receiving up to exam paper submission and reporting;
- 36.9. Report the entrance exam results; announce the accepted list of candidates upon approval;
- 36.10. Administer student placement based on admissions capacity and ensure the execution of Senate-approved curriculum for existing and newly opened programs, manage program and Department change applications in collaboration with the Academic Program coordinator;
- 36.11. Follow up University-wide general criteria for all aspects concerning student intake, admission, selection, and placement;
- 36.12. Process and supervise international students' admission and registration at the University;
- 36.13. Support international students to get student entry visas and temporary residence permits;
- 36.14. Employ the University provisions of support for disadvantaged students and social groups;
- 36.15. Assists in the development of the University's annual Academic Program and calendar;
- 36.16. Follow up the submission of students' Authenticated documents and Official Transcripts;
- 36.17. Ensure the provision of medium of communication, To Whom It May Concern, Birth Date Change, and other related services to students;
- 36.18. Ensure the implementation of the Student Information Management System (SMIS), update it to suit new requirements, monitor its functionality, and provide refreshing training;
- 36.19. Ensure the implementation of online application, online application progress follow-up, online student admission, online student course registration and withdrawal, and online course instructor and assignment management services;





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- 36.20. Follow-up the password, database, server security, and proper management of data backup in relation to Student Information Management System (SIMS);
- 36.21. Resolves grievances and complaints of candidates and students in collaboration with appropriate bodies;
- 36.22. Help the proper maintenance of records in an organized manner to ensure that all documentation is readily accessible for future reference;
- 36.23. Ensure the completion of exit clearance for students who do not meet the required requirements per University Legislation;
- 36.24. Provide students with the appropriate counseling services for admission, placement, registration, withdrawal, re-admission, enrolment, transfer, and graduation;
- 36.25. Supports and supervises registration to ensure that documents are carefully and accurately maintained;
- 36.26. Manage the development and issuance of identification cards attesting to students' admission status;
- 36.27. Prepare a list of candidates nominated by academic units and eligible for the issuance of transcripts, degrees, diplomas, and certificates, and post it on the University website after Senate approval;
- 36.28. Manages the collection, storage, correction, disclosure, retention, and disposal of student academic records while keeping efficiency, integrity, accuracy, accessibility, privacy, and security in mind;
- 36.29. Maintains current, confidential, and permanent records of all students, including dropouts, dismissals, withdrawals, and alumni;
- 36.30. Examine whether or not potential graduates have completed the requirements of their curriculum;
- 36.31. Facilitate the graduation ceremony for students and guarantee that all necessary facilities are available;
- 36.32. Organize and provide an orientation program for new students;
- 36.33. Prepare and disseminate student handbooks and program handbooks regularly;
- 36.34. Participate in the establishment of Alumni and its activities, provide services to alumni and prepare University-wide tracer studies; and
- 36.35. Perform any other duties given to him/her by the Chief Registrar.

**Article 37: Duties and responsibilities of the English Language Improvement Center (ELIC)**

English Language Improvement Center (ELIC) was set up to create opportunities for post-graduate students and Academic Staff to equip them with the appropriate English language proficiency for the success of their academic career. The coordinator, hence, has the following duties and responsibilities.

- 37.1. Prepare a continuous training program for post-graduate students on Academic Research Writing' and 'Presentation Skills';
- 37.2. Prepare capacity build training for the academic and administrative Staff on English language proficiency;





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- 37.3. Identify the teaching and training needs and put them into practice in the institution and local needs;
- 37.4. Deliver English Language training for prospective graduating students;
- 37.5. Edit articles and documents before publication as it is prescribed or directed by the AVP or Academic Director;
- 37.6. Prepare English reading rooms with the list of books for reading to improve the language of the Academic Staff and the students;
- 37.7. Prepare quality Newsletter to the University Community produced by the contribution of the University Community;
- 37.8. Prepare language related materials with their audio-visual materials continue to be available in the reading rooms for the University Community;
- 37.9. Provide a special language-related training especially for female students;
- 37.10. Conduct a survey/needs analysis to find out what management, colleagues, and students' English language proficiency needs;
- 37.11. Initiate an awareness-raising campaign, including orientation workshop(s), in the University, about the Center and its activities;
- 37.12. Hire English language Professors who can give advanced English skills to both for the Staff and the students;
- 37.13. Ensure that the English language improvement materials given to the Staff, or the students are under their co-ordination are current and academically sound;
- 37.14. Prepare English language handbook materials and regularly revise them for their better supply in terms of quality and quantity;
- 37.15. Seek out and develop initiatives in cooperation with communities, agencies, and institutions to offer training in the improvement of the language;
- 37.16. Develop proposals for offering English language course training to the potential market in Partnership with other stakeholders;
- 37.17. Design a Center of Excellence for ILTES Center with its full package in collaboration with the British Council; and
- 37.18. Perform any other duties assigned by the APD.

**Article 38: Duties and Responsibilities Common Course Coordinator**

A full-time Academic Staff member with the rank of Assistant Professor and above, or whenever appropriate Staff with lower rank, shall be appointed by the Academic Director of the University. He/she may be reappointed for another term. The common course coordinator, in regular consultation with the Academic Director, shall have the following duties and responsibilities:

- 38.1. Develop the strategic plan of the Co-ordination Unit together with the Academic Programs Director;
- 38.2. Direct and guide the teaching of the common courses offered to the different Departments to promote the enhancement of the quality and relevance of teaching the common courses to the Departments;



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- 38.3. Ensure the processing of appointments, promotions, and the benefits due to the Staff of the Department are made in accordance with the rules and regulations of the University;
- 38.4. Prepare plans and budgets of the Co-ordination Unit and closely supervise the implementation of approved plans and budgets;
- 38.5. Create a conducive atmosphere for the expansion of academic, research, and Community Service efforts in the Department;
- 38.6. Ensure that Academic Staff of the Co-ordination Unit submits periodic reports on their teaching, research and community services;
- 38.7. Prepare up-to-date reports on the teaching, research, and community services provided by the Co-ordination Unit;
- 38.8. Keep records of activities of all Staff of the Co-ordination Unit to serve as inputs for evaluations;
- 38.9. Conduct a performance evaluation of each Staff at the end of each Semester;
- 38.10. Ensure that student evaluations and peer reviews of Staff of the Co-ordination Unit are properly conducted, and the necessary reports are submitted to the Academic Programs Directorates as per procedures on these matters;
- 38.11. Enable students of all Departments to get updated guidebooks and other relevant supports in the common courses they take;
- 38.12. Monitor and give support to course Lecturers ensure the completion of appraisal for all Academic Staff members under his/her coordination;
- 38.13. Address students' academic problems in the courses;
- 38.14. Establish an exam committee, develop an exam bank as necessary to ensure quality assessment and evaluation; and
- 38.15. Perform any other duties assigned by the APD.

#### **Article 39: Duties and Responsibilities of Quality and Curriculum Affairs Coordinator**

Quality and Curriculum Affairs Coordinator shall be accountable to the College/School/Institute Dean with the status of deputy College Dean and have the following duties and responsibilities:

- 39.1. Ensure all programs, curricula, modules and related quality standards are continuously updated, documented, approved, and communicated to relevant bodies;
- 39.2. Support academic units (Departments) within the College to employ appropriate teaching, learning, and assessment methods to ensure effective implementation of their program's quality;
- 39.3. Ensure the College educational quality and curriculum procedures are followed;
- 39.4. Advice the College management bodies (the Dean, V/Dean, other College-level coordinators, and Department Heads) on matters related to the quality and relevance of education/training and the curriculum of the program;
- 39.5. Initiate and monitor the design and periodic review of courses or modules based on University Legislation;
- 39.6. Oversee the proper delivery of research methodology module for students;





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- 39.7. Investigate, evaluate, share, and apply best practice principles and methodology in the areas of curriculum development, review, and quality enhancement processes;
- 39.8. Engage and work closely with University instructors and students to boost their contribution to the journey of quality enhancement;
- 39.9. Coordinate the production of program specifications for each program and facilitate the teaching-learning processes by which all students are provided with accurate information about their program;
- 39.10. Co-ordinate the planning and implementation of instructional design and curriculum projects;
- 39.11. Identify, organize, and coordinate professional development seminars and workshops concerning various aspects of quality enhancement practices and outcome-based curriculum;
- 39.12. Facilitate the production and implementation of student evaluation criteria and student assessment using plagiarism detection software;
- 39.13. Maintain a watching brief on behalf of the School on matters arising from research quality, Thesis evaluation, student's grade, student evaluations and other concerns;
- 39.14. Maintain student satisfaction with education quality and provision of follow-up action where required;
- 39.15. Take part in, lead, and coordinate committees related to quality and curriculum affairs;
- 39.16. Identify student and Staff feedback on quality issues and ensure appropriate follow-up actions are taken in response;
- 39.17. Co-ordinate central arrangements for student induction within the College;
- 39.18. Follow-up central College documentation including the student information guide and academic regulations summary;
- 39.19. Submit plan and periodic performance reports to the College;
- 39.20. Reports on the affairs and progress of the co-ordination to the Dean and the DETQE; and
- 39.21. Perform any other duties assigned by the College Dean.

#### **Article 40: Duties and Responsibilities Publication and Grant Management Head of Colleges/Schools/Institutes**

- 40.1. In collaboration with College/School/Institute Deans, co-ordinate the review and publication of research results in journals and follow up their timely distribution;
- 40.2. Establish and follow-up research reviewer teams in collaboration with the Colleges, Schools, Institutes, Centers and others;
- 40.3. Disseminate annual information on publications carried out by researchers;
- 40.4. Attend and participate in various workshops and conferences related to publication of research outputs and grant management;
- 40.5. Work in collaboration with relevant units in Colleges/Schools/Institutes;
- 40.6. Propose publication incentive schemes and implement same upon approval;
- 40.7. Provide guidance and assistance to staff in the preparation of grant proposal, interpretation, and budgeting of funding agency regulations and requirements;
- 40.8. Facilitate the development and maintenance of specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information;





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- 40.9. Create and distribute standard and special reports, studies, summaries, and analyses, as required;
- 40.10. Ensure that all proposals reach College/School/Institute Deans completely as required by the sponsor/collaborator in time allowing review before final submission;
- 40.11. Ensure finalization and proper close-out of the research project in accordance with the provisions specified in the contract/ MoU with the sponsor;
- 40.12. Monitor and maintain records of the progress of awarded grants and Partnership activities;
- 40.13. Develop and maintain grant information such as funding agency requirements and forms, researcher profiles and curriculum vitae, abstracts and reference literature, and other pertinent materials;
- 40.14. Provide advice and guidance to Staff on the application of grant funding policies, regulations, and procedures;
- 40.15. Monitor and coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and funder/donor requirements are being followed;
- 40.16. Prepare periodic reports as required by researchers, administrators, and funding agencies;
- 40.17. Reports on the affairs and progress of the co-ordination to the Dean and the DGSPC; and
- 40.18. Perform any other duties assigned by the Dean.

#### **Article 41: Duties and Responsibilities of CDEP Coordinators**

CDEP coordinators will be accountable to the College or School Dean. The coordinators will have the following duties and responsibilities:

- 41.1. Plan, Implement, and coordinate the academic activities of the CDEP (both Evening and Weekend) at his/ her respective Center, College, or School;
- 41.2. Organize, record, and compile CDEP students' data based on sex, entry year and program at his/ her respective Center, College or School;
- 41.3. Ensure proper implementation of the course offerings and Semester schedules (classroom schedules, exam schedules, and Thesis defense schedules) in collaboration with Department Heads;
- 41.4. Make ensure the contract agreements for teaching, advising, and examining on his/her respective Center, College or School;
- 41.5. Ensure the proper assignments of the academic Advisors to students in collaboration with Department Heads;
- 41.6. Ensuring whether the signing of contractual agreements for teaching, advising, and examining based on the Senate Legislation, guidelines, and manuals for fees and payments;
- 41.7. Monitor and follow up the day-to-day classroom activities of the CDEP on his/her respective Center, College or School;
- 41.8. Follow up the schedules for College-level revenues and expenses, course offering, Theses advising, and Theses examination with the collaboration of the Department Head;
- 41.9. Work closely with Department Heads, CDEP Director, Deputy Dean and Dean of the College;



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- 41.10. Prepare and facilitate payments for classroom teaching, advising and Thesis defense based on the signed contractual agreements;
- 41.11. Prepare and submit quarterly and annual reports to the College or School Dean;
- 41.12. Implement the decisions of the AC of CDEP;
- 41.13. Reports on the affairs and progress of the co-ordination to the Dean and the DCDEP; and
- 41.14. Perform any other duties assigned by the Dean.

#### **Article 42: Duties and Responsibilities of Post-Graduate Coordinator (CLPGC)**

The College-level Post-Graduate Coordinator, directly accountable to the Dean of the College, it shall discharge its responsibilities in consultation with the School of Graduate Studies for the graduate programs in the College.

The coordinator for College post-graduate studies shall be appointed by the Academic Vice President of the University on merit basis. However, if it is not possible to get candidates, the Academic Vice President may assign a PhD holder Academic Staff on the recommendation of the Dean of the College. The Post-Graduate Coordinator shall have the following duties and responsibilities:

- 42.1. In consultation with the Departments in the College he/she, directs and organizes College-level graduate programs and research leading to a Doctor of Philosophy (PhD), Master's Degree, and other post-graduate diplomas;
- 42.2. Plan, evaluate, and monitor the process of opening new graduate programs and closing obsolete programs if any;
- 42.3. In consultation with the School of Graduate Studies, he/she, shall initiate, propose, develop and revise graduate research writing guidelines, policies, manuals and different formats related to research conducted by graduate students at the College;
- 42.4. Ensure the effective implementation of the policies, Guidelines, manuals and formats laid down by the University for the proper administration of graduate programs;
- 42.5. Ensure that the decisions passed by the Senate, University Graduate Council, and the AC are properly implemented across Departments in the College;
- 42.6. Check and make ready for the decision by the College Dean about the assignment of external and internal examiners as well as Supervisors to master's Thesis and Ph.D. Dissertations proposed by Department CGS;
- 42.7. Follow up the plan, coordination and arrangement of Masters' Thesis defense sessions of different programs of the College to be harmonized;
- 42.8. Follow up the process and result of plagiarism test for master's Thesis and PhD Dissertations to maintain uniformity across Departments under the College;
- 42.9. Coordinate the PhD Dissertation defense sessions in consultation with the respective Departments and School of Graduate Studies;
- 42.10. Check that the records of the processes and outcomes of all examinations are properly documented;
- 42.11. Keep the records of graduate research Supervisors and external examiners in the database;





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- 42.12. Prepare annual budget for running the graduate programs and facilitate the settlement of the graduate research fund;
- 42.13. Take appropriate actions in consultation with the respective Department Graduate Council (DGC) on recommendations with regard to graduate programs or other academic matters;
- 42.14. Prepare annual and quarterly reports and submit to the College Dean;
- 42.15. Receive recommendations for the strengthening and development of existing programs or for the commencement of new ones and carry out any other task that fosters the development of graduate studies in the College as per the recommendation and the approval of the Senate;
- 42.16. In consultation with program coordinators, follow-up the track of the graduate research progresses as per the guidelines of the University;
- 42.17. Follow up the communication of the decisions made by the Senate, CGS, and College AC to post-graduate students;
- 42.18. Reports on the affairs and progress of the co-ordination to the Dean and the DGPs; and
- 42.19. Perform any other duties assigned by the Dean.

#### **Article 43: Duties and Responsibilities of Program Coordinators**

Institutes/Schools/Departments may have program coordinators who shall be assigned by the Dean based on the proposal from the Department/Institute/School Council. The term of the Office of a Program Coordinator shall be 2 years, with a possibility for re-election for one more term. The program coordinators shall be accountable to the Head of Department/School and shall have the following duties and responsibilities:

- 43.1. Plan, coordinate and direct the academic activities of the program;
- 43.2. Prepare course offering and course grouping for the program;
- 43.3. Assign instructors to courses in consultation with the Head;
- 43.4. Allocate Semester workloads fairly to the Academic Staff as per the Legislation;
- 43.5. Assign academic Advisors to students in consultation with the Head;
- 43.6. Lead change activities at the program level;
- 43.7. Co-ordinate the performance evaluation of Staff at program level and submit results to the Head;
- 43.8. Schedule and follow up support to students who are on probation, warning or re-sit exam status at the program level;
- 43.9. Coordinate the preparation and revision of curricula, modules, teaching materials, and seminars at the program level;
- 43.10. Teach, research, and participate in training and consultancy activities according to University workload policy and rules;
- 43.11. Check and approve the quality of exams and continuous assessments and supervise the administration of exams;
- 43.12. Implement the decisions of the DC/SC; and
- 43.13. Perform any other duties assigned by the Dean.





**Article 44: Duties and Responsibilities of Module Team**

A Module Team shall consist of academic staff members from related disciplines who shall work in teams pertaining to academic and other related matters. Without prejudice to the mandate of the SC/DC, a Module Team (led by a Module Team Leader) shall have the following duties and responsibilities:

- 44.1. Arrange, co-ordinate and control the teaching-learning process in the module in accordance with rules, regulations, and standards approved by the Senate;
- 44.2. Recommend to the SC /DC addition, deletion or modifications of existing courses within the module;
- 44.3. Recommend to the SC /DC the launching of new graduate programs and modifications of existing ones;
- 44.4. Follow-up the implementation of teaching methodology and continuous assessment as specified in the didactic design of the module;
- 44.5. Jointly set tests, individual and group assignments as well as exams in line with the quality standards of the University;
- 44.6. Review and approve grades for the module before the grade is entered into the SIMS;
- 44.7. Promote team-teaching and issue a team charter and procedures on the functions and activities of the team; and
- 44.8. Perform any other duties assigned by the Head.

**Article 45: Duties and Responsibilities of the Dean of Training Institute**

The Training Institute Dean is accountable to the Academic Vice President. However, depending on the matter at hand, the Dean shall also be answerable to the Offices of the other Vice Presidents. The Training Institute Dean has the following duties and responsibilities:

- 45.1. Exercise authority over training and administrative matters in the Institute;
- 45.2. Oversee policy implementation, coordination, direction, and supervision across the Institute;
- 45.3. Be responsible for organizing and directing administrative support services of the Institute;
- 45.4. Ensure provision of timely response for training requests coming from the public sector and other stakeholders;
- 45.5. Co-ordinate formulation of standards and working procedures relevant to the Training Centers and other work units under the Institute in line with university-wide policies, rules, and regulations;
- 45.6. Endorse the creation and/or modification of training programs originating from Training Centers and/or client organizations;
- 45.7. Design and enforce quality enhancement mechanisms for training programs and services;
- 45.8. Co-ordinate and endorse research proposals, approved by the Publication and Grant Management Co-ordination Office of the Institute, for approval and funding, promote and disseminate research outputs and support research activities within the Institute;
- 45.9. Upon endorsement by the AC, recommend to the Academic Vice President the recruitment of Academic;



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- 45.10. Staff and promotion of academic staff with the rank of Assistant Professor and above;
- 45.11. Represent the Institute in university-wide regulatory and consultative bodies (such as the Senate and the UC) and co-ordinate external relations, community service, business development and partnerships;
- 45.12. Ensure the maintenance of pertinent records of trainees, academic and support Staff and their performances;
- 45.13. Prepare consolidated plans and budget of the Institute and ensure the implementation of the same upon approval in collaboration with the Academic Vice President;
- 45.14. Initiate and facilitate external relations with a view to forge partnerships with academic and research institutions, donors, and the industries as well as promote Community engagement in line with applicable rules and regulations of the University and in consultation with the Academic Vice President;
- 45.15. Provide timely responses to the complaints of customers/trainees in accordance with the rules and regulations of the University;
- 45.16. Ensure that the policies, rules and regulations of the University are readily available to familiarized by the Staff of the Institute;
- 45.17. Collect quarter and annual reports from training Center/s and other work units in the Institute and present to the Academic Vice President;
- 45.18. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 45.19. Work towards technology-assisted (virtual) training delivery mode;
- 45.20. Co-ordinate and conduct training, research, and community services according to University workload rules;
- 45.21. Work collaboratively with other Colleges and Schools of the University to achieve the mission of the University;
- 45.22. Be responsible for organizing workshops and seminars on training-related issues;
- 45.23. Hold regular meetings with Training Institute's Council members to discuss achievement, challenges, and emerging issues;
- 45.24. Reports on the affairs and progress of the research works and community services to the AVP and the VPRP; and
- 45.25. Perform any other duties assigned by the Academic Vice President.

#### **Article 46: Duties and Responsibilities of the Deputy Dean of Training Institute**

The Training Institute Deputy Dean shall be accountable to the Training Institute Dean and has the following duties and responsibilities:

- 46.1. Manage the overall work of the Institute in the absence of the Dean;
- 46.2. Coordinate, collect and compile plans, budget and reports from the training Center and other work units in the Institute and submit same to the Dean;
- 46.3. Provide immediate and necessary responses for training requests coming from the public sector and other stakeholders in collaboration with the training Center;





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- 46.4. Propose to the Dean means of improving and maintaining quality training services;
- 46.5. Coordinate the quality enhancement of the training process of the Institute in collaboration with the Dean and Heads of co-ordination Offices and the training Center Head;
- 46.6. Coordinate training needs assessment and impact assessment activities of the Institute;
- 46.7. Make sure that Semester workloads are fairly distributed among the Staff;
- 46.8. Assist the Dean in ensuring the existence and relevance of working procedures and follow-up mechanisms regarding training services;
- 46.9. Ensure the implementation of pre-and post-training assessments and trainee-center training delivery;
- 46.10. Provide timely responses to the complaint of customers/trainees in accordance with the rules and regulations of the University;
- 46.11. Co-ordinate and facilitate training project proposal preparation and implementation in collaboration with the Dean, Training Centers and other relevant work units in the Institute;
- 46.12. Facilitate the creation and/or modification of training programs originating from Training Centers or client organizations in collaboration with the Dean;
- 46.13. Ensure that the performance evaluation of academic staff is carried out regularly;
- 46.14. Facilitate and monitor Staff capacity-building activities in collaboration with Training Centers;
- 46.15. Assist the Dean in developing the information system in the Institute and in designing virtual and blended training programs;
- 46.16. Facilitate Training Institute's internal Staff capacity building works;
- 46.17. Co-ordinate and conduct training, research, and community services according to University workload rules; and
- 46.18. Perform any other duties assigned by the Dean.

#### **Article 47: Duties and Responsibilities of Training Center Heads**

Training Center Heads shall be accountable to the Dean of Training Institute and have the following duties and responsibilities:

- 47.1. Plan, coordinate and direct the academic and administrative activities of the Center;
- 47.2. Prepare annual plan and budget for the training Center and implement upon approval;
- 47.3. Provide immediate and necessary responses for training requests coming from the public sector and other stakeholders in collaboration with the Deputy Dean of the Institute;
- 47.4. Prepare the training program schedule of the Center and follow up its implementation;
- 47.5. Assign appropriate staff for training as per rules and regulations of the University;
- 47.6. Assist program coordinators in the Centers for effective implementation of the planned activities;
- 47.7. Communicate with customers/stakeholders related to training services, training programs, and implementation;
- 47.8. Provide timely responses to the complaints of customers/trainees in accordance with the rules and regulations of the University;





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- 47.9. Coordinate and facilitate the preparation of training project proposals in collaboration with Deputy Dean;
- 47.10. Prepare Staff development plan at the Center level and submit it to the Dean;
- 47.11. Coordinate and compile the performance evaluation of the Staff and submit it to the Dean;
- 47.12. Oversee the management of trainees' assessment records and support activities of training support Staff;
- 47.13. Follow up and issue of certificates for those who successfully completed their training based on the standard of the University;
- 47.14. Facilitate training needs and impact assessment in collaboration with the Deputy Dean;
- 47.15. Chair and hold regular meetings with academic and administrative Staff of the Center to discuss achievement, challenges, and emerging issues;
- 47.16. Submit monthly, quarterly, and annual plans and reports of the Center to the Dean or Deputy Dean;
- 47.17. Follow up the availability of training inputs;
- 47.18. Prepare data base for internal academic staff and external trainers of the Institute;
- 47.19. Ensure the implementation of pre-and post-training assessments and trainee-center training delivery;
- 47.20. Work towards the creation and strengthening of Partnership and enhancement of internal revenue generation;
- 47.21. Keep record and update data of training services of the Center;
- 47.22. Conduct training, research, and community services according to the University workload policy and rules; and
- 47.23. Perform any other duties assigned by the Dean.

#### **Article 48: Duties and Responsibilities of Training Program Coordinators**

The Training Centers may have training program coordinators who shall be assigned by the Dean based on proposal from the training Center. The training program coordinator shall be accountable to the training Center Head and has the following duties and responsibilities:

- 48.1. Plan and report, coordinate and direct the training activities of the training program;
- 48.2. Assign academic staff or external trainers for trainings in consultation with the training Center Head;
- 48.3. Coordinate training, research, and community services of the program;
- 48.4. Contact and communicate with client organizations when needed;
- 48.5. Facilitate and coordinate the preparation of training modules of the program;
- 48.6. Check and follow up pre-, during, and post-training assessments and certification process;
- 48.7. Follow up the implementation of trainee-center training delivery;
- 48.8. Facilitate training needs and impact assessments aligned with their program;
- 48.9. Co-ordinate training program development and revision within the program;
- 48.10. Co-ordinate and facilitate training project proposal preparation within the program;



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- 48.11. Allocate Semester workloads fairly to the Academic Staff under their respective program as per the workload policy of the University;
- 48.12. Co-ordinate the performance evaluation of Staff at program-level and submit results to the training Center Head;
- 48.13. Conduct training, research, and community service according to the University workload policy; and
- 48.14. Perform any other duties assigned by the Head.

**Article 49: Duties and Responsibilities of Training Quality and Module Affairs Coordinator**

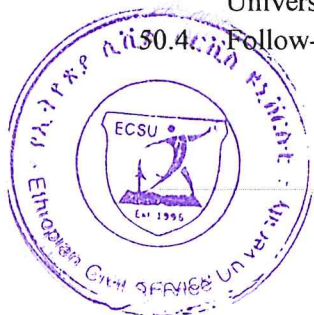
The Training Quality and Module Affairs Coordinator shall be accountable to the Training Institute Dean and have the following duties and responsibilities:

- 49.1. Prepare a plan for short-term training and module development activities;
- 49.2. Set quality standards and checklists for short-term training and module development;
- 49.3. Follow up and support the implementation of the standards in the delivery of training, module preparation, and revision process;
- 49.4. Advise the Institute Dean and others for the enhancement of quality in training and modules affairs;
- 49.5. Coordinate the design and implementation criteria for the selection of trainers and facilitators;
- 49.6. Ensure the quality of training, Training of Trainers (TOT), and professional development program for training facilitators, and module developers;
- 49.7. Coordinate training needs assessments and development of new training programs;
- 49.8. Coordinate internal training Quality Audit and customer satisfaction survey;
- 49.9. Set and implement criteria for the evaluation and the assessment of short-term training facilitators' performance;
- 49.10. Oversee data set for the profile of facilitators;
- 49.11. Set and follow-up criteria for the evaluation, assessment, and certification of trainees' performance;
- 49.12. Coordinate training impact assessment programs;
- 49.13. Submit periodic performance reports to short-term Training Institute;
- 49.14. Reports on the affairs and progress of the quality of training to the Dean and the DETQE; and
- 49.15. Perform any other duties assigned by the Dean.

**Article 50: Duties and Responsibilities of Research Affairs Director**

The Director of the Research Affairs (RAD) shall be accountable to the VPRP, and have has the following powers and responsibilities:

- 50.1. Plan, coordinate and direct activities of the RAD;
- 50.2. Lead the management of change in the Office;
- 50.3. Propose thematic areas for research based on consultative meetings with stakeholders and the University community;
- 50.4. Follow up the performance evaluation of Staff in the Office;





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- 50.5. Prepare and disseminate research calendar approved by the Senate;
- 50.6. Facilitate the initiation, approval, implementation, and provision of administrative support and monitoring for, Staff Development Research (SDR);
- 50.7. Facilitate the evaluation and selection of SDR proposals submitted to RAD and their final approval and allocation of research funds by the University body concerned;
- 50.8. Organize and maintain databases on SDR and graduate student research projects; Staff and graduate student publication profiles; annual research conferences; intellectual materials arising from ECSU research engagements; and Staff fields of specializations and research interest areas for review services;
- 50.9. Coordinate the review and publication of research results arising from SDR in the form of compendiums, books of abstracts, policy briefs, conference proceedings, and other forms;
- 50.10. Devise and implement different publication and dissemination modalities for research outputs and publicizing the same;
- 50.11. Publish and disseminate periodic information on Staff and graduate student research engagements and publications profiles;
- 50.12. Organize and facilitate national and international conferences, seminars and symposia and ensure that conference outputs are published in conference proceedings;
- 50.13. Oversee the publication, dissemination, and documentation of the University's scientific journals;
- 50.14. Follow-up, facilitate and document the academic journals' accreditation processes;
- 50.15. Promote best Staff publications and graduate researcher/ best student Thesis/ Dissertation award systems and develop indexes for best researchers and publications;
- 50.16. Propose research incentive schemes and implement the same upon approval;
- 50.17. Issue letters of recognition and professional certificates for student and Staff researchers for their professional contributions;
- 50.18. Follow-up and monitor research quality and relevance assurance process;
- 50.19. Ensure Staff and student research are undertaken ethically;
- 50.20. Oversee training and capacity building for Staff and graduate student researchers on, inter alia, research skills, scientific writing, research ethics, and intellectual property protection matters to enhance research relevance, quality, and productivity;
- 50.21. Provide scientific information, guidance, and advice to the academic Community on scientific standards, emerging issues, journal reputability, and impact factors matter, predatory journals, national ethical and scientific standards and Guidelines, and intellectual property protection issues of research;
- 50.22. Provide support for graduate student researchers in collaboration with GPD and Colleges/Schools/Institutes;
- 50.23. Follow up and submit progress reports on on-going research to the VPRP;
- 50.24. Prepare and submit periodic plans and performance reports to the VPRP; and
- 50.25. Perform any other duties assigned by the VPRP.





**Article 51: Duties and Responsibilities of the Publications and Journals Co-ordination Officer**

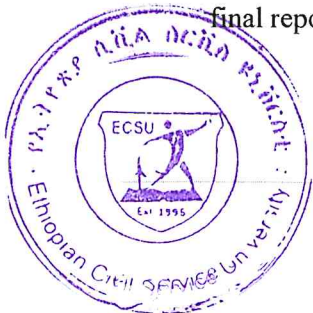
This Unit is accountable to the Universities Research Affairs Directorate and has the following powers and responsibilities:

- 51.1. Plan, coordinate and direct activities of the Unit;
- 51.2. Ensure the smooth and efficient production of research publications, such as academic journals, conference proceedings, book chapters, etc.;
- 51.3. Establish strong working relationships with ECSU scientific journals' editorial boards, and Staff while upholding a high standard of customer service;
- 51.4. Promote research outputs (such as proceedings, policy briefs, research reports, working documents, etc.) through different disseminating tools, such as social media, University websites, national research conferences, workshops, and published materials;
- 51.5. Maintain and update pertinent publication databases as needed by internal and external stakeholders; and disseminate periodic statistical information to relevant stakeholders;
- 51.6. Monitor the progress of publication activities; develop and maintain records of published materials, and prepare periodic reports as required by internal and external users;
- 51.7. Promote a list of best publications (such as those published in world-class reputable, high-impact journals) via various forums, including notice boards, University websites, email communications, etc.);
- 51.8. Provide periodic reports on publication and journals' statuses on University Community Radio;
- 51.9. Maintain database of SDR Projects, researchers' profiles, Staff publication profiles, University academic journals, annual national conference abstracts, and manuscripts submitted for reviews, and conferences proceedings;
- 51.10. Follow-up the publication and dissemination of University academic journals;
- 51.11. Administer the preparation, production and dissemination of compendiums and books of abstracts arising from SDR Projects;
- 51.12. Provide support during the SDR proposals call, review, funding and monitoring and follow processes;
- 51.13. Prepare annual plans and quarterly performance reports and submit the same to the Directorate; and
- 51.14. Perform any other duties assigned by the Director.

**Article 52: Duties and Responsibilities of the Research Ethics and Intellectual Protection Co-ordination**

This Unit is accountable to the University's Research Affairs Directorate and has the following powers and responsibilities:

- 52.1. Plan, co-ordinate and direct activities of the Unit;
- 52.2. Ensure research conducted in the University is free from plagiarism in 2 terms (proposal and final report);



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- 52.3. When necessary, follow up on the quality (accuracy) of raw data researchers/ graduate students collected;
- 52.4. When necessary, conduct field inspection of the data collection process;
- 52.5. Monitor and provide research ethical clearance for all research projects undertaken by the University community and its partners;
- 52.6. Participate in the research proposal review processes to oversee how the researcher proposed to address ethical concerns;
- 52.7. Be jointly responsible for and manage the research ethics database, ensuring review decisions are accurately recorded;
- 52.8. Provide an advisory service to ECSU researchers before (proposal writing), during (data collection), and after the research ethics application process;
- 52.9. Support and assist in the implementation of research policies and procedures about the ethical conduct of research involving humans, biodiversity, and natural environments;
- 52.10. Maintain a relationship with national ethics committees and relevant external bodies as appropriate, and keep updated with new information and best practices;
- 52.11. Contribute to and organize training and awareness-raising sessions regarding research ethics and intellectual property for ECSU Staff and students;
- 52.12. Manage all research-related agreements and contracts, such as those for internally and externally funded research projects and grants, collaborative research partnerships, and material or human resource transfers;
- 52.13. Develop ECSU's intellectual property policy and provide advice on its interpretation and implementation to all academic Community, including students;
- 52.14. Receive, scrutinize, screen, and identify materials that require intellectual property protection;
- 52.15. Management of all aspects of research-related intellectual property, such as inventions and patents (including appointment and management of patent agents), copyright, licensing, and other commercialization, and intellectual property access agreements;
- 52.16. Provide expert advice and/or commission expert external advice related to intellectual property management to ECSU academic Community;
- 52.17. Support the handling of complaints regarding intellectual property as per the relevant complaint's procedure;
- 52.18. Provide advice and operational support to academic and Research Staff about intellectual property;
- 52.19. Devise and maintain systems necessary for safe storage, controlled access, and retrieval of all agreements and contracts related to intellectual property management;
- 52.20. Work closely with the concerned body regarding handling a research grant, intellectual property, and commercialization strategy and participate and contribute to their successful implementation;
- 52.21. Monitor and document decisions relating to changes to policy and process concerning research ethics across ECSU;





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- 52.22. Prepare annual plans and quarterly performance reports and submit the same to the Directorate; and
- 52.23. Perform any other duties assigned by the Director.

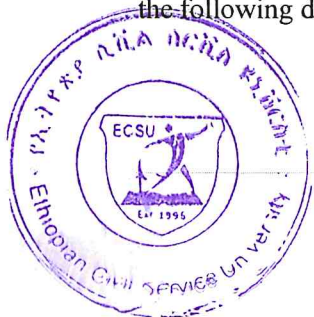
**Article 53: Duties and Responsibilities of Graduate Student Research Co-ordination**

This Unit is accountable to the Universities Research Affairs Directorate and has the following powers and responsibilities:

- 53.1. Plan, coordinate and direct activities of the Unit;
- 53.2. Ensure on relevance of the Thesis and Dissertation topics in relation to the industry demands and the research themes of the University to address the country's needs;
- 53.3. Ensure originality of graduate Thesis works through technology-based software plagiarism checker systems and increased transparency of the Thesis outputs to those accessing earlier works of university graduates from the University webpages;
- 53.4. Promote the research students' analytical and ethical research culture to ensure better quality research output;
- 53.5. Facilitate the establishment of common standards for Thesis and Dissertation defense and evaluation process and procedures to meet program requirements as well as meet the required quality standards in higher education policy (in consultation with the graduate School Dean);
- 53.6. Provide information to graduate students and Advisors about resources and sources of research assistance available in campus and elsewhere;
- 53.7. Organize graduate student Thesis repository in collaboration with Departments and Colleges for best performer students in Thesis as well as Ph. D Dissertation evaluation;
- 53.8. Organize and facilitate research-related training, seminars, guest speakers for student researchers to support the successful accomplishment of their work;
- 53.9. Encourage student researchers to interact and develop intellectual relations with other researchers in the University, research institutions, and the industry to improve research skills and create better research networks;
- 53.10. Assist student researchers in the process of outstanding Thesis and Dissertation publications and dissemination of research output to relevant industry users; creating sustainable links with institutions affiliated with University programs;
- 53.11. Establish motivation and reward systems for best-performing graduate student researchers, introduce inter-departmental competition system for research support and quality research outputs and publication facilitation;
- 53.12. Prepare annual plans and quarterly performance reports and submit the same to the Directorate; and
- 53.13. Perform any other duties assigned by the Director.

**Article 54: Duties and Responsibilities of Consultancy Service Coordinator**

The Head of the Center is accountable to the Director of research and consultancy Centers, and has the following duties and responsibilities:





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- 54.1. Plan, coordinate and direct activities of the Center;
- 54.2. Prepare annual plan and budget for the Center and implement same upon approval;
- 54.3. Oversee and coordinate the overall consultancy services of the University;
- 54.4. Coordinate consultancy services to various stakeholders in the areas of their needs and requests;
- 54.5. Proactively promote consultancy services in various professional and technical areas;
- 54.6. Identify market for consultancy services, organize teams in collaboration with units concerned to prepare bid proposals and submit them;
- 54.7. Facilitate that the participating units and involved external partners, and ensure mutual benefit is gained from consultancy services rendered by the University;
- 54.8. Prepare contract forms and approve/verify payments as per the terms and conditions of the contract, and ensure their implementations for consultancy services rendered by the University, if necessary, in consultation with the Legal Services Office;
- 54.9. Prepare and update consultancy materials and assessment instruments following established University guidelines and quality standards;
- 54.10. Receive complaints and take necessary measures in accordance with the rules and regulations of the University;
- 54.11. Make regular follow-up and monitoring of consultancy activities, submit progress reports, and require the units concerned to submit reports;
- 54.12. Initiate or propose consultancy need and impact assessment and capacity gap analysis of current and potential clients to be undertaken;
- 54.13. Keep a record and update data repository of consultancy services rendered;
- 54.14. Facilitate and work closely with concerned units to integrate and transfer knowledge from research outputs; and
- 54.15. Perform any other duties assigned by the Director.

#### **Article 55: Duties and Responsibilities of the Community Engagement, University-Industry Linkage and Technology Transfer (CEUILTT) Directorate**

The Director of CEUILTT Directorate shall be accountable to the VPRP, and shall have the following responsibility:

- 55.1. Prepare annual plan, budget, and quarterly performance reports of the Directorate to the VPRP;
- 55.2. Follow-up the performances and activities of the Offices working under the Directorate;
- 55.3. Keep records, regular follow up and monitor community engagement activities, undertaken in relation to planned and approved work;
- 55.4. Promote community Service rendering in the public sectors in as many areas as possible;
- 55.5. Oversee the relevance and quality of service delivery aligned with the country's development efforts;
- 55.6. Facilitate and co-ordinate annual Community Day, need-based seminars, and discussions on various social and environmental issues;



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- 55.7. Promote collaborative/inter-disciplinary and holistic internal and external Community engagement/activities focusing on the priority needs of the University, and the public sector;
- 55.8. Facilitate/initiate formulation of strategies for promoting community-based research and dissemination of the research results;
- 55.9. Facilitate to develop guidelines for community engagement, community affairs and green development, legal service provision industry linkage, and technology transfer activities in consultation with the concerned stakeholders;
- 55.10. Follow up regularly the promotion and dissemination of community services through different University communication channels including community radio, brushers, bullets, research conferences, and seminars;
- 55.11. Facilitate an award system to be implemented for recognizing outstanding, Community Service works;
- 55.12. Regular follow-up on academic units to submit plans and annual reports of their respective Community Service activities;
- 55.13. Co-ordinate the performance evaluation of staff of the Office; and
- 55.14. Perform any other duties assigned by the VPRP.

#### **Article 56: Duties and Responsibilities of Free Legal Aid Services Coordinator**

This work Unit works under the University's community engagement, Industry linkage, and Technology Transfer Directorate, and the following tasks are to be performed by the coordinator.

- 56.1. Prepare annual Plan, budget, and quarterly performance reports of the Office to the CEUILTT Directorates;
- 56.2. Maintain a relationship with, and create link with appropriate stakeholders (Ministry of Women and Social Affairs, Police Offices, Prison Centers, EWLA, Law Courts, Ethiopian Federal Advocates' Association, Oromia Region Advocates' Association);
- 56.3. Provide pro bono advocacy and psycho-social services in collaboration with ECSU's School of Law and other concerned bodies for those who cannot afford them;
- 56.4. Facilitate the handling process, follow up the progress of the pending cases, and obtain and examine the achieved results with a view to transforming the service to the next level;
- 56.5. Collect, compile, and follow up of the Staff community engagement action plan;
- 56.6. Support the University on matters related to new or amended legislation which may impact the University's policy and practice on community engagement;
- 56.7. Facilitate free Legal advice, counseling, and representation to those in need including women, children elders who are victims of social ills;
- 56.8. Organize training and awareness-raising sessions regularly regarding Free Legal Aid Services for ECSU staff and students;
- 56.9. Devise and maintain a system that is safe and accessible Free Legal Aid Services for internal and external communities;
- 56.10. Establish a procedure to receive, scrutinize, screen, and identify materials that require for the safety of the victims and their right to protection;





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- 56.11. Develop ECSU's Free Legal Aid Services policy guideline, and provide advice on its interpretation and implementation to the concerned stakeholders;
- 56.12. Promote and disseminate a list of free legal aid services activities through different University communication channels including community radio, brushers, bullets, research conferences and seminars regularly;
- 56.13. Maintain database of University's Free legal aid services; and
- 56.14. Perform any other duties assigned by the Director.

#### **Article 57: Duties and Responsibilities of the UILTT Officer**

This Unit works under the community engagement, Industry linkage and Technology Transfer Directorate, and the following tasks are to be performed by the Officer:

- 57.1. Prepare annual Plan, budget, and quarterly performance reports of the Office to the CEUILTT Directorate;
- 57.2. Facilitate regular University-industry-linkage forums at different levels;
- 57.3. Develop University's industry linkage and technology transfer policy and guidelines in collaboration with relevant Colleges and Schools;
- 57.4. Create a link between the University and different public sector Offices for collaborative research, training, and consultancy works as well as funding opportunities;
- 57.5. Identify and prioritize University-Industry Linkage issues in collaboration with stakeholders;
- 57.6. Promote and facilitate the transformation and implementation of University-Industry Linkage through seminars and workshops;
- 57.7. Facilitate schemes in industries/ public sectors for practical experience to the internship students;
- 57.8. Collect, compile, and follow up of Staff community services action plan;
- 57.9. Promote and disseminate UILTT activities through different University's communication channels including Community radio, brushers, bullets, research conferences, and seminars regularly;
- 57.10. Arrange seminars, colloquia, workshops and conferences at the College, Department/program units, School, or Center about UILTT activities;
- 57.11. Establish and Maintain UILTT database of the University;
- 57.12. Collaborate with the relevant College/Faculty Associate Deans and the respective Department/Program Units in executing the above activities; and
- 57.13. Perform any other duties assigned by the Director.

#### **Article 58: Duties and Responsibilities of Community Service Coordinator**

This Unit works under the community engagement, Industry Linkage and Technology Transfer Directorate. The following tasks are to be performed by community service Coordinator:

- 58.1. Prepare annual Plan, budget, and quarterly performance reports of the Office to the CEUILTT Directorate;
- 58.2. Undertake regular and targeted community service identification and need assessment;





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- 58.3. Develop criteria for selection and prioritization of target communities;
- 58.4. Co-ordinate and monitor community service project designs, evaluation, and implementation performed by different actors;
- 58.5. Facilitate, support, and monitor the progress of community service activities;
- 58.6. Initiates, facilitates, and coordinates Community Day programs;
- 58.7. Promote and disseminate a list of community service activities through different University's communication channels including community radio, brushers, bullets, research conferences, and seminars regularly;
- 58.8. Develop community engagement policy guidelines, and provide advice on its interpretation and implementation to all academic communities, and University's partners including public service sectors;
- 58.9. Collect, compile, follow up of Staff community services action plan;
- 58.10. Promote the provision of quality volunteer community services by the University communities;
- 58.11. Works closely with University communities and external partners and public service Offices to develop and implement high standards of Community service strategies/ activities;
- 58.12. Works with internal and external partners to enhance the University's community service infrastructure, fund, and other opportunities for the high quality of community services;
- 58.13. Arrange community service seminars, colloquia, workshops, and conferences regarding community services;
- 58.14. Establish and maintain the community service database of the University; and
- 58.15. Perform any other duties assigned by the Director.

#### **Article 59: Duties and Responsibilities of Community Affairs and Green Development Officer**

This Unit works under the Community Engagement, Industry Linkage and Technology Transfer Directorate. The following tasks are to be performed by Community Affairs and Green Development Officer:

- 59.1. Prepare annual Plan, budget, and quarterly performance reports of the Office to the CEUILTT Directorate;
- 59.2. Co-ordinate and facilitate the initiatives of conservation works, including the establishment of a sustainability committee, and Green Office of the campus;
- 59.3. Prepare periodical awareness creation programs with University communities about green development;
- 59.4. Collect, compile, follow-up and evaluate Staff green community services action plan;
- 59.5. Develop green development policy, and guideline, and provide advice on its interpretation and implementation to all academic communities, and University's partners including public service sectors;
- 59.6. In collaboration with other stakeholders, initiate and facilitate the conversion of shelved research (important and appropriate) into community service projects;



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- 59.7. Identification of indicators assessing impact and closing loops of green community services activities;
- 59.8. Promote and disseminate a list of community affairs and green community service activities through different University communication channels;
- 59.9. Arrange community affairs and green development seminars, colloquia, workshops, and conferences;
- 59.10. Facilitate, coordinate and work with internal and external partners to enhance the University's community affairs and green development infrastructure, fund, and other opportunities;
- 59.11. Facilitate and conduct situation analysis and evaluation of the University's green action plan in the following substantive areas mainly in water consumption, energy efficiency, land use, Waste (zero-) waste, Biodiversity and ecosystem services, Green Office, Green Lab, Green IT and Green transport;
- 59.12. Reactivate the University's environmental club and develop strategies and for engaging with and securing the participation of University stakeholders as well as the wider community of alumni;
- 59.13. Facilitate, coordinate and monitor Land reclamation, water conservation, and forest rehabilitation work in degraded areas;
- 59.14. Develop/ establish a program working on "environmental Justice for all" in collaboration with the Department of Environmental Law to maintain equity share of environmental resources, and be a voice for those affected by environmental pollution/degradation;
- 59.15. Co-ordinate and organized environmental sensitization work, on water pollution, forest and upper catchment encroachment, wetland destruction and biodiversity loss for common understanding and action;
- 59.16. In collaboration with Colleges and Departments of the University, prepare and disseminate issues through various media on various environmental thematic areas;
- 59.17. Establish and Maintain the University's green development Service baseline and Documentation (database) for environmental activities; and
- 59.18. Perform any other duties assigned by the Director.

#### **Article 60: Duties and Responsibilities Grant Seeking and Partnership Administration**

##### **Director**

- 60.1. Translate the vision and mission of the University into proposals, plans, and objectives for public, private, or third-sector partnerships;
- 60.2. Plan and promote grant proposal development and capacity building among internal and external sources;
- 60.3. Prepare, improve, and implement the University's grant management Guidelines;
- 60.4. Communicate detailed requirements and policies of potential sponsors/collaborators to the concerned bodies;
- 60.5. Communicate signed contracts/Memoranda of Understanding between the University and sponsors/collaborators to the relevant bodies;
- 60.6. Lead on communications and visibility to ensure compliance with donor requirements;





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- 60.7. Work closely with others in the management to engage potential partners, sponsors, and donors and lead the coordination effort to translate interest into comprehensive Partnership agreements;
- 60.8. Supports Partnership teams in Colleges/Schools/Institutes in building networks of collaboration across the University and with external stakeholders;
- 60.9. Cultivates and builds relationships with local and international organizations whose missions align with the ECSU mission;
- 60.10. Maintains knowledge of grant-funding policies, regulations, and procedures; disseminates to Departments and advises on the implementation of changes and the impacts of changes on funded operations;
- 60.11. Oversees and coordinates the provision of administrative support for all grant and Partnership activities;
- 60.12. Monitor the implementation and closure of signed contracts;
- 60.13. Design and introduce attractive grant hunting incentive mechanism for Staff;
- 60.14. Handle financial matters as per the rules and regulations of the University;
- 60.15. Ensure the problems that may arise from a conflict of interests are resolved based on the University's rules, regulations, and Guidelines;
- 60.16. Ensure training is made available for the College Staff on grant management-related issues, including grant proposal and report writing and donor compliance issues, as needed;
- 60.17. Submit monthly, quarterly, and annual plans and reports to the Vice President of research and partnerships; and
- 60.18. Perform any other duties assigned by the VPRP.

#### **Article 61: Duties and Responsibilities Grant-Seeking Coordinator (Research)**

- 61.1. Provide up-to-date information on donor strategies, priorities, and funding opportunities, together with grant seeking and Partnership Director and College/School/Institute publication and grant management Heads;
- 61.2. Acquire and disseminate updated information regarding donor formats (proposals and reports) and other donor-related information to researchers to enable them to abide by donor rules and regulations;
- 61.3. Provide guidance and assistance to researchers in the preparation of grant proposals, interpretation, and budgeting of funding agency regulations and requirements;
- 61.4. Facilitate the development and maintenance of specialized databases and systems for recording and tracking grant synopsis, proposals, awards, and related information;
- 61.5. Facilitate the creation and distribution of standard and special reports, studies, summaries, and analyses, as required;
- 61.6. Ensure that all proposals reach the Directorate in a complete manner as required by the sponsor/collaborator in time allowing review before final submission;
- 61.7. Ensure finalization and proper close-out of the research project in accordance with the provisions specified in the contract/ MoU with the sponsor;
- 61.8. Search available funding opportunities and communicate opportunities with the Staff;





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- 61.9. Facilitate partnerships with relevant Government agencies, non-profit organizations, and other stakeholders for grant seeking;
- 61.10. Facilitate the development, monitoring, and maintenance of grant tracking system to ensure timely preparation of grant applications and the implementation of grant requirements;
- 61.11. Co-ordinate the preparation of grant proposals, including budgets, and letters of support, at the University level;
- 61.12. Facilitate the organization of various workshops and conferences related to grant seeking;
- 61.13. Facilitate the provision of written communications and report to funding agencies, staff and the University Community;
- 61.14. Work closely with College/School/Institute publications and grant management Heads and Deans to expand fundraising opportunities; and
- 61.15. Perform any other duties assigned by the Director.

#### **Article 62: Duties and Responsibilities of Research and Consultancy Centers Director**

The Research and Consultancy Centers Director is accountable to the VPRP and have the following duties and responsibilities:

- 62.1. Plan, coordinate and direct activities of Research and Consultancy Centers Directorate (RCCD);
- 62.2. Organize or facilitate consultative meetings with stakeholders and the University Community and propose thematic areas for research and consultancy services;
- 62.3. Evaluate the performance of Heads of the Centers under RCCD;
- 62.4. Collect reports from the Centers of the Directorate and integrate and present them to the Vice President for Research and Partnership (VPRP);
- 62.5. Approve/authorize proposals for thematic research works and consultancies;
- 62.6. Monitor and evaluate research activities in the research and resource Centers and all consultancy activities;
- 62.7. Follow-up plan implementation in consultation with the VPRP;
- 62.8. Assist Heads of the Centers in the Directorate for effective implementation of the planned activities;
- 62.9. Hold regular meetings with the Heads of the Centers in RCCD to discuss achievements, challenges, and emerging issues;
- 62.10. Organize or facilitate annual need assessments related to thematic research and consultancy activities and work with stakeholders in consultation with the Vice President;
- 62.11. Authorize/approve the proposed budgets for thematic research and consultancy works;
- 62.12. Organize or facilitate the preparation of necessary materials for consultancy services, consultancy needs assessment, and organization of materials in the resource Center;
- 62.13. Collaborate with all units concerned and facilitate inputs required for research and consultancy services;
- 62.14. Organize or facilitate external stakeholder validation workshops and seminars; and
- 62.15. Perform all other duties as may be assigned by the VPRP.



**Article 63: Duties and Responsibilities Head of Research Resource Center**

The Head of the Center is accountable to the Director of research and consultancy Centers and has the following duties and responsibilities:

- 63.1. Plan, coordinate and direct activities of the Center;
- 63.2. Prepare annual plan and budget for the Center and implement same upon approval;
- 63.3. Identify resource needs for research and consultancy works in collaboration with research Centers and the wider University Community;
- 63.4. Provide and arrange physical resources in the form of computers and statistical software for the production of reports and other academic outputs;
- 63.5. Organize participatory workshops that use materials as tools for problem-solving;
- 63.6. Facilitates the necessary resources for researchers;
- 63.7. Provides the resources required for research works;
- 63.8. Facilitates the evaluation/detection of the research works with plagiarism software;
- 63.9. Facilitates the evaluation/detection of the research works with plagiarism software;
- 63.10. Works in collaboration with the University library to facilitate research works;
- 63.11. Organize research data by collecting from different stakeholders and becoming data base Center; and
- 63.12. Perform any other duties assigned by the Director.

**Article 64: Duties and Responsibilities of Head of Sustainable Development Program Implementation Center**

The Head of the Center is accountable to the Director of research and consultancy Centers and have the following duties and responsibilities:

- 64.1. Plan, coordinate and direct activities of the Center;
- 64.2. Prepare annual plan and budget for the Center and implement same upon approval;
- 64.3. Facilitates the mechanisms to provide students with knowledge, skills, and motivation to understand and address the SDGs (broadly ‘education for sustainable development’);
- 64.4. Facilitate the implementation and realization of SDG goals by coordinating in-depth academic or vocational expertise;
- 64.5. Coordinates academic units to provide accessible, affordable, and inclusive education to all in co-ordination with concerned units;
- 64.6. Organize events to provide capacity building on SDG for students and professionals from federating states;
- 64.7. Coordinates activities to mobilize the academic and research community for national Sustainable Development (SD) and facilitate the realization of the country’s 10 year plan with concerned units;
- 64.8. Facilitates the provision of the necessary knowledge, evidence-base, solutions, technologies, pathways, and innovations to underpin and support the implementation of the SDGs in collaboration with concerned units;





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- 64.9. Coordinates academic units to provide capacity building on SD for the public sector in undertaking and using research; collaborating with and supporting innovative companies to implement SDG solutions;
- 64.10. Works to improve diversity in the University research and training for sustainable development;
- 64.11. Organize the principles of SDGs and coordinate academic units to execute SDG principles through governance structures and operational policies and decisions;
- 64.12. Coordinates the academic and social Community to strengthen public engagement and participation in SD;
- 64.13. Organizes events that initiate and facilitate cross-sectoral dialogue and action for quality education, training, and research;
- 64.14. Facilitate the design of institutional policies and procedures to ensure no one and no place is left behind in the University education, training, and research performances in order to contribute for the realization of Africa's Agenda 2063;
- 64.15. Prepare working manuals and help to design SDG-based policies;
- 64.16. Co-ordinate and facilitate the design of principles that demonstrate the University's commitment to the national development plan and contribute to transforming our world, achieving the Africa we want; and
- 64.17. Perform any other duties assigned by the Director.

#### **Article 65: Duties and Responsibilities of Heads of Public Service Reform and Ethics and Integrity Research and Consultancy Centers**

The Heads of the Centers are accountable to the Director of research and consultancy Centers and have the following duties and responsibilities:

- 65.1. Plan, coordinate and direct activities of the Center;
- 65.2. Prepare annual plan and budget for the Center and implement same upon approval;
- 65.3. Plan and identify thematic research, and consultancies and invite competent academic staff of the University;
- 65.4. Work collaboratively with Colleges, Departments, and other concerned units in identifying thematic research, and consultancy areas;
- 65.5. Initiate, coordinate and direct inter-disciplinary/thematic research based on the Guidelines for research provided by the Office of VPRP;
- 65.6. Call for thematic research proposals to the academic staffs of the University;
- 65.7. Identify, promote, and lead the development of inter-disciplinary research activities in consultation with the units concerned;
- 65.8. Conduct consultancy works based on the needs and requirements of the stakeholders;
- 65.9. Lead involvement of Staff members in collaborative research and consultancy within the University and with other Universities across the range of disciplines relevant to the Center;
- 65.10. Follow up and supervise progress of thematic research and consultancies carried out by academic staffs of the University;





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- 65.11. Facilitate validation workshops of completed research works and consultancy services;
- 65.12. Contribute to the enhancement and calibration of public service reform programs through research, consultancy, and community services;
- 65.13. Play leadership role by developing and strengthening Partnership and collaborations with the various stakeholders;
- 65.14. Arrange and organize workshops, seminars, and symposia related to the objectives of the Center in collaboration with concerned units;
- 65.15. Distribute up-to-date, relevant, and reliable information related to research and consultancy, to the University Community and the public sector at large using the University database regularly;
- 65.16. Facilitate and verify the proposed budgets by researchers for thematic research going to be conducted; and
- 65.17. Perform any other duties assigned by the Director.

#### **Article 66: Duties and Responsibilities of the Managing Director of University Library**

The Executive Manager of the University Library shall be accountable to the Academic Vice President and have the following powers and responsibilities:

- 66.1. Plan, coordinate and direct activities of all branches of the University library;
- 66.2. Prepare annual plan and budget for the library and implement same upon approval;
- 66.3. Lead the management of change in the library;
- 66.4. Prepare library service Guidelines and regulations and implement the same upon approval;
- 66.5. Prepare a catalogue of books, journals, and other library materials;
- 66.6. Purchase books, journals, and other library materials in collaboration with Colleges, Institutes, Schools and Centers;
- 66.7. Prepare library membership policy and implement the same upon approval;
- 66.8. Establish Partnership with other libraries;
- 66.9. Co-ordinate the recruitment of library Staff;
- 66.10. Co-ordinate the evaluation of library Staff;
- 66.11. Co-ordinate automation and digitization of the library service;
- 66.12. Discard obsolete library materials upon approval;
- 66.13. Submit quarterly and annual reports to the Academic Vice President; and
- 66.14. Perform any other duties assigned by the Academic Vice President.



**CHAPTER FOUR  
RULES AND REGULATIONS GOVERNING ACADEMIC STAFF**

**Article 67: Policy Premise on Academic Staff and Technical Support Staff**

- 67.1. This Legislation is based on the conviction that the satisfactory fulfilment of the vision of the University and the effective realization of its mission is premised on the professional competence and quality as well as intellectual and moral discipline of its Staff.
- 67.2. To develop a strong Staff and attract outstanding Ethiopians into University careers, it is imperative that the University shall:
- 67.2.1. Clearly define what is required of its Academic Staff in the areas of research, teaching, training, consultancy, Community Service and other services;
  - 67.2.2. Develop policies concerning academic ranking, promotion, salary scales and other benefits, which protect irrational decisions, and which compare favourably with salaries offered by the public service and will, in terms of local living costs, enable members of the Academic Staff to enjoy a standard of living compatible with the responsibility, dignity, and competence which the University may rightfully demand from them;
  - 67.2.3. Work out rules and regulations governing the obligations, academic responsibilities and freedom of its Academic Staff;
  - 67.2.4. Establish rules and regulations governing opportunities for study, research, sabbatical, and other leaves to enable Staff members to complete research projects, pursue courses of study at other Universities to engage in activities related to their duties and areas of specialization and which will advance their capacities as scholars; and
  - 67.2.5. Adhere to, in implementing the provisions of this Legislation regarding the Academic Staff, policies on and procedures for general Academic Staff recruitment and appointment, Staff Development, Staff productivity and promotions, mentorship and succession of Academic Staff, separation and termination of employment for Academic Staff.
- 67.3. The University expects that:
- 67.3.1. All Academic Staff shall be creative, transparent, democratic and contributive to Ethiopia's development in the fulfilment of their functions;
  - 67.3.2. The Academic Staff of the University shall endeavour to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with the new developments and changes in their respective fields of specialization; and
  - 67.3.3. All Academic Staff of the University are scholars with full devotion to the advancement of knowledge in accordance with best traditions developed by scholarly circles around the world. It shall be the primary duty of each Staff to act in the best interest of the University and the nation having due regard to professional etiquette.
- 67.4. Without prejudice to the preceding provisions, every Academic Staff at the University shall:





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- 67.4.1. Uphold the objective of higher education and the guiding principles applicable to its institutions;
- 67.4.2. Respect the Constitution, the Proclamation, the Legislation, rules and regulations of the University, and other pertinent laws of the country;
- 67.4.3. Refrain from the promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, the preaching of religion, impositions of one's belief and views on students, trainees, and other service users as well as members of the University;
- 67.4.4. Contribute to the best of his ability to the prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
- 67.4.5. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and giving due respect to the human dignity, emotions, ideas, and efforts of fellow Staff members, students, trainees, and other service users; and
- 67.4.6. Be empathic to the solidarity of the University Community.

#### **Article 68: Interpretation and Scope**

- 68.1. Interpretation:** The provisions of Chapter Four shall be read and interpreted with an awareness that the principles set forth are means to an end, not ends in themselves; that these means are designed to improve the quality of Academic Staff and to promote their creativity that they are predicated on the assumption that an Academic Staff employed by the University is a member of a self-sustaining profession; and finally, that the justification for these provisions will lie in a high sense of responsibility and increased performance on the part of those governed by them.
- 68.2. Scope:** The University Staff to be governed by this Legislation shall include all Academic Staff and other Staff as deemed necessary.

#### **Article 69: Status of This Legislation in University Contracts**

This Legislation shall form an integral part of the employment contracts for full-time Academic Staff members unless it or a part thereof is expressly waived by the parties. Accordingly, this Legislation shall be available on the University's website to be accessed by the Staff at any time. The Staff members are obliged to internalize the Articles therein.

#### **Article 70: Duties and Responsibilities of Academic Staff**

##### **70.1. Duties and Responsibilities of Teaching Staff**

Without prejudice to the provisions of Article 67, every Academic Staff at the ECSU shall:

- 70.1.1. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 70.1.2. Participate and play a due role in curriculum development, review, enhancement and/or enrichment;





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- 70.1.3. Develop and update a didactic design for modules and prepare teaching/learning materials in an area of specialization following established University Guidelines and quality standards;
- 70.1.4. Deliver lectures and other forms of instruction to students in line with the policies and general Guidelines set forth by the University;
- 70.1.5. Encourage, guide, and permit students to freely and rationally question and examine issues and various lines of thought in the course of their study;
- 70.1.6. Avoid acts and situations that are intimidating to students;
- 70.1.7. Educate, examine, evaluate, consult and advice students;
- 70.1.8. Provide academic support to students who need special attention; (females, students from emerging regions, students with disabilities etc...);
- 70.1.9. Work in collaboration with colleagues and function actively as a member of teaching, research, consulting and Community Service provision teams (team teaching, team advising; team research etc...);
- 70.1.10. Accept teaching assignments in CDEP and in any Academic Unit of the University;
- 70.1.11. Submit examinations and grade reports on time to the academic units using available Student Information Management System (SIMS);
- 70.1.12. Periodically update his pedagogical skills and meet the pedagogical requirements of the University;
- 70.1.13. Conduct problem-solving research that contributes to the advancement of knowledge and/or has a direct impact on the public sector and Community development;
- 70.1.14. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progress;
- 70.1.15. Arrange make-up classes, in consultation with the Head of the Academic Unit and/or program coordinators and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make-up classes should not exceed 20% of the course unless approved by AVP;
- 70.1.16. Not handover or accept pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- 70.1.17. Inform the respective immediate Supervisor and students well in advance if and when he/she cannot be on duty due to involvement in fieldwork, seminars, workshops or any similar events;
- 70.1.18. Be evaluated for his performance by students, colleagues and the Academic Unit Head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 70.1.19. Participate in University affairs, reform activities and committees as required;
- 70.1.20. Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 70.1.21. Hold classes regularly and never miss classes except for force majeure reasons which are immediately communicated to the Head of the Department or the Dean;



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- 70.1.22. Make himself available for consultation, student advisement, academic guidance and counselling in particular by posting adequate consultation hours and observing the same regularly and strictly;
- 70.1.23. Develop relationships of mutual respect with students and colleagues;
- 70.1.24. Use and properly handle all University properties;
- 70.1.25. Carry out required tasks in an efficient and effective manner as assigned by the Academic Unit Head or any other senior University body; and
- 70.1.26. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

#### **70.2. Duties and Responsibilities of Academic Staff Engaged in Training**

Without prejudice to the provisions of Article 67 every Academic Staff engaged in training at the ECSU shall:

- 70.2.1. Conduct training need and impact assessment and capacity gap analysis of public sector employees and other stakeholders;
- 70.2.2. Design and update training programs, prepare framework/model that fill the capacity gap of trainees and institutions based on the identified needs;
- 70.2.3. Prepare and update training materials and assessment instruments following established University Guidelines and quality standards;
- 70.2.4. Implement trainee-centred approaches and deliver the training in a way that transfers practical skills to the trainees;
- 70.2.5. Deliver training for public sector employees and other stakeholders in line with the designed program/framework and the policies and general Guidelines set forth by the University;
- 70.2.6. Participate in consultancy services, problem-solving research, and delivery of community services and may be involved in teaching and advising students;
- 70.2.7. Deliver post-training support services to the public sector institutions to enhance the effectiveness of the training services;
- 70.2.8. Periodically update training skills and meet the professional and technical requirements of the University;
- 70.2.9. Organize and coordinate training programs;
- 70.2.10. Submit periodic reports to the respective work Unit on the progress and accomplishment of training, consultancy and other assignments;
- 70.2.11. Not handover or accept pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- 70.2.12. Inform the respective immediate Supervisor well in advance if and when he/she cannot be on duty due to involvement in fieldwork, seminars, workshops, or any similar events;
- 70.2.13. Be evaluated for his performance by trainees/institutions, colleagues, and the work Unit Head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;





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- 70.2.14. Create a working environment for, and coach and mentor, junior consultants;
- 70.2.15. Work in collaboration with colleagues and employees and leaders of service user organizations (team training, team consulting, team research etc...);
- 70.2.16. Avoid conflicts of interests in rendering training and consultancy services;
- 70.2.17. Participate in University affairs, reform activities, and committees as required;
- 70.2.18. Participate in organizing, directing and developing the activities of the respective work Unit as required by the University;
- 70.2.19. Carry out required tasks in an efficient and effective manner as assigned by the respective work Unit Head or any other senior University body;
- 70.2.20. Carry out pre-, during and post-training assessments when required;
- 70.2.21. Use and properly handle all University properties; and
- 70.2.22. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

**70.3. Duties and Responsibilities of Technical Support Staff**

Without prejudice to the provisions of Article 67, every Technical Support Staff at the ECSU shall:

- 70.3.1. Support the teaching-learning, research, training, consultancy and Community engagement activities of the University;
- 70.3.2. Specifically assist in laboratory experiments and sessions, field demonstrations, research activities, technology dissemination, and community services;
- 70.3.3. Undertake any assignments given by the concerned academic units and Staff members;
- 70.3.4. Periodically update his technical skills and meet the professional and technical requirements of the discipline and the University;
- 70.3.5. Submit periodic reports to the respective work Unit on the progress and accomplishment of given assignments;
- 70.3.6. Not handover or accept pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- 70.3.7. Inform the respective immediate Supervisor well in advance if and when he/she cannot be on duty due to involvement in fieldwork, seminars, workshops, or any similar events;
- 70.3.8. Be evaluated for his performance by service users, colleagues and the Academic Unit Head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 70.3.9. Work in collaboration with colleagues, create a working environment for, and coach and mentor, junior Technical Support Staff;
- 70.3.10. Avoid conflicts of interest in rendering technical support services;
- 70.3.11. Participate in University affairs, reform activities and committees as required;
- 70.3.12. Participate in organizing, directing and developing the activities of the respective work Unit as required by the University;





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- 70.3.13. Properly handle all University properties, use same only for University purpose and prevent loss of any technical equipment, materials and spare parts;
- 70.3.14. Carry out required tasks in an efficient and effective manner as assigned by the respective work Unit Head or any other senior University body; and
- 70.3.15. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

#### **Article 71: Rights of Academic Staff**

Without prejudice to other provisions of this Legislation and laws, the Academic Staff of the University shall have the following rights:

- 71.1. Exercise academic freedom consistent with the University's mission;
- 71.2. Be entitled to further education and/or training for professional development consistent with the rules and regulations of the University;
- 71.3. Be promoted and assume higher academic rank in accordance with rules and regulations of the University;
- 71.4. Enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be Instituted by the Government as the economic condition of the country may permit;
- 71.5. Be adequately and timely informed of one's performance evaluation results and any records kept in his personal file without his prior knowledge;
- 71.6. Receive equal and fair treatment as a person with human dignity and as an Academic Staff member equally in the service of the University and, through it, in the service of people and the country;
- 71.7. Be informed appropriately, timely, and regularly on the University's plans, developments, directions, conditions, and performance results;
- 71.8. Elect and be elected where election Staff shall be necessary or is the norm;
- 71.9. Compete for leadership positions on the basis of the applicable University criteria and be treated in the selection process on the basis of merit in a transparent manner without any discrimination;
- 71.10. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.
- 71.11. Not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of contradiction with the University's mission and vision, public welfare and morality, or, in circumstances of clear, present, and imminent danger to the nation and its independence;
- 71.12. Enjoy freedom of association including the right to 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;
- 71.13. Write, print, and publish their newspapers or any other form of media, including wall literature, posters, and pamphlets without contradicting the rules and regulations of the



country. The exercise of this right shall have due regard to the 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 hatred;

71.14. Be 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;

71.15. Publish their research outputs together with students; and

71.16. Conduct research and training, render consultancy services in accordance with internal regulations of the University; and take leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation.

**Article 72: Rights and Duties of Academic Staff Whose Retirement Age Has Been Extended**

The rights and duties of Academic Staff provided for in Articles 70 and 71 of this Legislation shall, *mutatis mutandis*, apply to Academic Staff whose retirement age has been extended by the University pursuant to Article 33(3) of the Proclamation No. 1152/2019 and other relevant laws.

**Article 73: Rights and Duties of Non-Full-Time Academic Staff**

The rights and duties of Academic Staff provided for in Articles 70 and 71 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full-time Academic Staff of the University. Such provisions shall apply to Academic Staff in adjunct and visiting Professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full-time Academic Staff of the University following international good practice.

**Article 74: Academic Rank and Ranks of Professional Librarians and Technical Support Staff**

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

74.1.1. Teaching Staff:

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

74.2. The rank of Academic Staff engaged in training shall be as in Sub-Article 78.1 above.



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74.3. The University uses the following hierarchy of Technical Support Staff in ascending order:

74.3.1. Technical Support Staff:

- a. Technical Assistant I
- b. Technical Assistant II
- c. Technical Assistant III
- d. Senior Technical Assistant I
- e. Senior Technical Assistant II
- f. Senior Technical Assistant III
- g. Chief Technical Assistant I
- h. Chief Technical Assistant II
- i. Chief Technical Assistant III

74.4.. Principles on Acquisition of Academic Rank

- 74.4.1. A person joining any Academic Unit of the University as a full-time Academic Staff shall assume an academic rank, in accordance with the general criteria and procedures established by this Legislation;
- 74.4.2. An Academic Staff may change his status from training to teaching or vice versa upon the request of the Staff, the consent of the Academic Unit, and the approval of the Senate;
- 74.4.3. Unless specific contractual arrangements are made to the contrary, an Academic Staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within 120 days of notice;
- 74.4.4. Persons joining the University to perform administrative duties (i.e., duties other than teaching, research, training, and consultancy) may, in exceptional cases, be assigned as an academic rank within a relevant Academic Unit provided the services are highly demanded by the University. However, such an appointment must be approved by the University Senate; and
- 74.4.5. Persons holding Academic ranks in accordance with the provisions of Sub-Article 75.4.4 herein above may, in the discretion of the AVP, be treated as full-time teaching Academic Staff.

#### **Article 75: Rank of Adjunct and Honorary Staff**

##### **75.1. Principle**

- 75.1.1. As per Article 34 of the Proclamation No. 1152/2019, the University is empowered to establish adjunct employment and academic positions and offer appointments in these positions to selected and willing academicians and professionals so that they can formally participate in the teaching, training, consultancy and research activities of the





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University and in curriculum development as well as supervision of Theses/Dissertations;

75.1.2. Accordingly, the University may confer the following titles and promotions for adjunct academic staff:

- a. Adjunct Assistant Professor;
- b. Adjunct Associate Professor; and
- c. Adjunct Professor.

75.1.3. Conferring of these titles shall be based on the professional competence and experience of the candidate regarding teaching, training, consultancy, research, and creative works.

75.1.4. The Academic Unit seeking the conferment of an academic rank in an adjunct series shall establish that such conferment is an efficacious solution for the Unit's challenge to ensure the relevance and quality of instruction or to consult, train, research or to meet its demand of Academic Staff;

75.1.5. The candidate must hold a Master's Degree or above and possess a high degree of relevant expertise from industry, business, research establishments, and other organizations;

75.1.6. At the time of appointment, the appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation that govern the appointment and promotion of Academic Staff and approval of the AVP; and

75.1.7. Promotion in the adjunct series shall follow the current practice of promotion of Academic Staff and consultants of the University. The ASAC shall formulate detailed Guidelines.

#### **75.2. Conditions of Appointment**

75.2.1. A Staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the Academic Staff of the University of similar rank, participating in Departmental meetings (when possible), attending seminars, etc.

75.2.2. Policies, Guidelines and regulations of the University pertaining to intellectual property rights, patents and copyrights with regard to persons using research facilities of the University shall also apply to appointees in the adjunct series;

75.2.3. Adjunct Academic Staff shall be subject to all rules and regulations of the University;

75.2.4. Termination of contract for unsatisfactory performance shall occur only after appropriate review; and

75.2.5. For termination of a contract because of misconduct, the University Code of Conduct for Academic Staff applies.



**75.3. Terms of Service**

- 75.3.1. A Staff on whom the University has conferred an appropriate rank in the adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute part of the contract between the University and the employee;
- 75.3.2. All appointments in the adjunct series shall be made for a period not exceeding 2 years, subject to renewal by mutual agreement of the University and the other employer, as well as the employee; and
- 75.3.3. Renewal of a contract shall be subject to appropriate institutional review by the University based on performance evaluation and approval of the AVP.

**Article 76: Salary Scale and Increments**

The University shall adopt the general Government policy framework for salary scale and increments for University Academic Staff.

**Article 77: Pay for Extra-Workload**

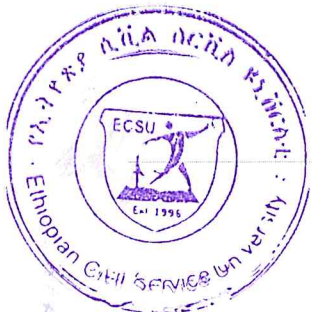
The University shall make payments to the Academic Staff for services rendered in teaching/training/research/community services beyond the full load expected of them. Such payment shall follow the rates proposed by the University and approved by the Board.

**Article 78: Housing and Other Benefits**

- 78.1. The University shall provide housing, when possible, or housing allowance for its Academic Staff;
- 78.2. University tuition fees for undergraduate and graduate CDEP may be waived for spouses, dependent children of the University Staff, and retired Staff of the University based on the Guidelines to be issued by the Managing Council of the University;
- 78.3. University Staff shall have priority to having access to the services provided by the University;
- 78.4. The University shall establish mechanisms for special rewards, prizes, honoraria, and other incentives; and
- 78.5. The University shall design and update (when necessary) a package that clearly indicates other benefits to the academic staff that are not stipulated in this Article.

**Article 79: Principles and Procedures for Promotion of Academic Staff**

- 79.1. The procedures for promotion shall be as follows:
  - 79.1.1. Promotion request of a Staff member on any kind of leave shall not be entertained. However, the promotion request of a Staff who fulfils all the requirements for promotion and submits the application before taking the leave shall be entertained. Additionally, an Academic Staff member on leave and who contributes greater than or equal to 50% of the workload (excluding any overload), which is expected from full-time Staff, is eligible to apply for promotion;
  - 79.1.2. The Head shall approve promotions in consultation with the IC/DC;









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- 79.1.14. Promotion requests to the rank of Professor are forwarded by the Office of the Academic Vice President to the Academic Staff Promotion Committee (ASPC), which in turn processes the promotion request within one month, and upon acceptance, recommends the same to the SEC, or returns the document to the Academic Vice President if the request is denied;
- 79.1.15. Promotion to the rank of Professor is considered by the SEC during the next meeting following a recommendation of the same by the ASPC for submission to the Senate;
- 79.1.16. Promotion requests to the rank of Professor that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at its next meeting;
- 79.1.17. Promotion to the rank of Professor shall be communicated by the President to the candidate and relevant University bodies within a period of one week after the approval of the same by the Board;
- 79.1.18. The acceptance of promotion to the rank of Professor shall be celebrated with an inaugural speech to the University community by the Professor;
- 79.1.19. Rejected promotion requests may be reinitiated afresh and processed following the same procedure;

#### **79.2. Effective Dates of Promotion**

- 79.2.1. Promotions shall come into effect as of the date of promotion approved by the DC/CC (i.e., minutes of the DC/CC shall bear the effective date of promotion);
- 79.2.2. A promotion case shall be said to have reached a final stage when the following conditions are satisfied:
  - a. Promotion to the rank of Professor, when approved by the Board;
  - b. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate; and
  - c. Promotion to the ranks of Lecturer and below, when approved by the AC.
- 79.2.3. The date of promotion for Staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials.

#### **Article 80: Principles Governing Promotions**

- 80.1. The length of service with a given rank, effectiveness in teaching or training, publications, participation in the affairs of the University, and community services and engagement given to the public in various capacities shall remain to be the basic criteria upon which the principle of academic promotion is based;
- 80.2. With respect to academic rank determination, an Academic Staff with a second degree is equivalent to a Lecturer position, while a PhD holder is equivalent to an Assistant Professor;
- 80.3. Promotion of an existing Academic Staff, or determination of an academic rank for a transfer, or newly recruited applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department/Center Council, College/School AC or Institute Council, academic Staff Affairs Standing Committee, and to be decided at Senate and Board levels;



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- 80.4. The criteria for promotion of existing Academic Staff will be based on the fulfilment of 1) effective teaching, 2) publication and patent, 3) community service and engagement, and 4) participation in university affairs, whereas the determination of an academic rank for a transfer, or newly recruited Academic Staff shall be based on review and equivalence of the credentials. The weighted average value for the above 4 criteria shall not be less than 75%.
- 80.5. The minimum number of years of services of academic staff shall be assessed based on the criteria referred for a given rank, and as clearly referred to in Article 81.

**Article 81: Requirement for Academic Promotion**

81.1. The requirement for academic promotion is based on fulfilling 4 mandatory criteria. The minimum requirement and percent value shall be as follows:

	Criteria for Promotion	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Professor
		Maximum	Maximum	Maximum
81.1.1.	Effective Teaching/Training	40	35	30
81.1.2.	Publication and Patent	35	40	45
81.1.3.	Professional Community Service	15	15	15
81.1.4.	Participation in University Affairs	10	10	10
81.1.5.	Total	100	100	100

81.2. For promotion to the rank of Assistant Lecturer and below:

- 81.2.1. Effective teaching/training 60%
- 81.2.2. Participation in University affairs etc. 40%

81.3. For promotion to the rank of Lecturer

- 81.3.1. Effective teaching 50%
- 81.3.2. Publication (authorship or co-authorship of an article in a reputable journal) 30%
- 81.3.3. Participation in University affairs 20%

81.4. For each promotion criteria, the candidate must attain a minimum of 75%; while the total average value shall not be less than 80%.

**81.5. Effective Teaching or Effective Training**

81.5.1. Teaching/training effectiveness for Academic Staff shall be determined by evaluations of peers, students/trainees, and Department/Center at the end of each Semester or academic year as the case may be;

81.5.2. The contribution and weighing criteria of effective teaching/training Staff shall be as follows:

- 81.5.2.1. Evaluation by students/trainees 50%
- 81.5.2.2. Evaluation by Department/Center Head 35%



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81.5.2.3. Evaluation by peers 15%

81.5.3. In exceptional cases where an Academic Staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived, and the rest criteria evaluation can be taken out of 100%.

81.5.4. The effectiveness of training for an Academic Staff engaged in training shall be determined by evaluations of Staff member's performance by trainees, colleagues and the Center Head or the Staff's immediate Supervisor at the end of the first and the second half of the budget year as the case maybe.

81.5.5. The contribution of each of the components of the system of evaluation to the overall rating of the effectiveness of training of an Academic Staff engaged in training shall be as follows:

- 81.5.5.1. Evaluation by trainees 50%
- 81.5.5.2. Evaluation by Center Head or immediate Supervisor 35%
- 81.5.5.3. Evaluation by peers 15%

**81.6. Publication and Patent**

**81.6.1.** Publications to be considered for promotion and the weighing criteria for national and international publications are presented as follows:

**81.6.1.1.** Peer-reviewed International Publications

**81.6.1.1.1.** Peer-reviewed publications which are not published by national journals are acceptable for promotion if the reputability is determined by considering factors such as peer review, originality, scientific quality, technical editing quality, editorial quality, and regularity of the journals, and indexed in at least one of the following databases:

**81.6.1.1.1.1.** Scopus,

**81.6.1.1.1.2.** Web of Science,

**81.6.1.1.1.3.** PubMed

81.6.1.1.2. The publication points to be awarded for each publication type and its maximum point to be considered for promotion using these peer-reviewed journals that are indexed by Scopus or Web of Science or PubMed is as shown below:





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Publication Type	Publication Points	Maximum Points to Be Earned (%) from Each Publication
a. Full-length Journal Article	1	100
a. Book	3	50
b. Textbook	1	50
c. Book Chapter	1	25
d. Review Article in Annual Review Journals	1	50
e. Review Article in Other Journals	0.5	20
f. Conference Proceedings	0.5	25
g. Short/Brief Communications, Technical Notes or Case Report/Case Comment	0.5	10
h. Letter to the Editor	0.25	5
i. Patent	0.5	25
j. Prototype	0.5	25
k. Technology Package	1	50
l. Work of Art	1	100

81.6.1.2. Publications in National Journals and Proceedings

81.6.1.2.1. National academic publications shall be considered for promotion if the publication is accredited or to be accredited by the Ministry with weighing criteria as follows:

Publication Type	Publication			Maximum points to be earned (%) from each publication
	Accredited and with Impact Factor or Site Score	Accredited and with no Impact Factor or Site Score	Not Accredited	
a. Full-length Journal Article	1	0.75	0.25	100 (15 for not accredited)
b. Conference Proceedings	0.5	0.375	0.125	10
a. Short/Brief Communications, Technical Notes or Case Report/Case Comment	0.5	0.375	0.125	10
b. Letter to the Editor	0.25	0.187	0.062	5

81.6.1.2.2. Other academic publications not referred in Sub-Article 81.6.1.2.1, namely book, book chapter, textbook, patent, prototype, technology packages, and Work of Arts shall be treated as follows:

Publication Type	Criteria For Considering to Promotion	Publication Point	Maximum Points to Be Earned (%) from Each Publication
a. Book	Published by peer-reviewed publishers and indexed by the indexing databases indicated in Sub-Article 81.6.1.1.1 and with an ISBN, if not it shall be evaluated approved by 3 external professionals	3	50



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b. Book chapter	Published by peer-reviewed publishers and indexed by the indexing databases indicated in Sub-Article 81.6.1.1.1 and with an ISBN	1	25
c. Textbook	The textbook to be used for one year before applying for promotion, AND it be evaluated and approved by 3 external professionals	1	50
d. Patent	Licensed by an authorized body, and is used for one year before applying for promotion	0.5	25
e. Prototype	Tested, registered, and/or licensed by an authorized body	0.5	25
f. Technology Package	Tested, registered, and/or licensed by an authorized body	1	50
g. Work of Art	Tested, registered, and/or licensed by an authorized body	1	100

81.6.1.3. Except for promotions earned from Work of Arts, publication points accrued from journal Articles shall not be less than 50% of the total publications required. The remaining 50% can be fulfilled from other types of publications and achievements based on the ratio for maximum points to be earned (%) from each publication shown in Sub-Article 81.6.1.2.2.

81.6.1.4. Publications arising from Theses/Dissertation may be used for promotion provided that the publication contains significantly (minimum of 50%) new data or new evidence or new method not included in the Thesis or Dissertation indicated hereof.

81.6.1.5. The publication point for a solo author and co-authors/joint authorship international journal Article is awarded as per the following:

No. of Authors	Share of Each Author		
	First Author	Co-authors	Corresponding Author
a. One	1	-	1
b. Two	0.8	0.75	0.775
c. Three	0.7	0.65	0.675
d. Four	0.6	0.55	0.575
e. Greater than or equal to five	0.5	0.45	0.475

81.6.1.6. If the corresponding author is also the first author, the publication points will only be the share allocated to the first author.

81.6.1.7. The publication point for a solo author and co-authors/joint authorship national publications is awarded as per the following:



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No. of Authors	Share of Each author					
	Accredited			Non-Accredited		
	First Author	Co-authors	Corresponding Author*	First Author	Co-authors	Corresponding Author
a. One	0.75	-	0.75	0.25	-	0.25
b. Two	0.6	0.57	0.575	0.15	0.12	0.125
c. Three	0.525	0.475	0.5	0.131	0.1	0.106
d. Four	0.45	0.4	0.425	0.112	0.062	0.087
e. Greater than or equal to five	0.375	0.365	0.37	0.093	0.043	0.068

81.6.1.8. If the corresponding author is also the first author, the publication points will only be the share allocated to the first author. If national publications have an impact factor, the share of each co-author will remain the same as indicated in international publications.

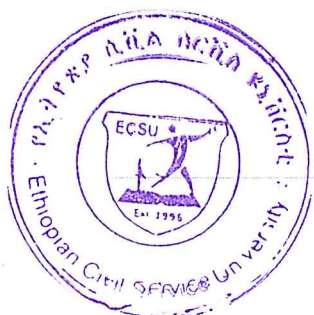
81.6.1.9. For other publication types, the publication point share for solo, co-authors and corresponding authors in international publications shall be calculated based on their weighing criteria and its equivalence to be determined as specified for journal articles. For other national research-related academic contributions, indicated in Sub-Article 81.6.1.7, the share of each contributor will be the same as the value indicated for accredited publications.

**81.7. Participation in the Affairs of the HEIs**

81.7.1. The requirement for promotion using participation in university affairs shall be fulfilled by holding a post of academic administration at the Department, Center, School, Institute, College and/or HEI levels, and participating in standing or *ad hoc* committees, and taking assignments when called upon by the Department, Center, School, Institute, College, or the respective HEI administration.

81.7.2. The specific weighing criteria for participation in university affairs are as follows:

- 81.7.2.1. Academic Administration (full-time service).....60%
- 81.7.2.2. Vice President or Equivalent Positions.....55%
- 81.7.2.3. Deans/Directors or Equivalent Positions.....50%
- 81.7.2.4. Deputy Deans/Assistant Registrars or Equivalent Positions..45%
- 81.7.2.5. Department Heads or Equivalent Positions.....40%
- 81.7.3. Work in Standing Committees (Full-time) .....25%
- 81.7.3.1. Three or more committees.....25%
- 81.7.3.2. Two committees.....16%
- 81.7.3.3. One committee.....8%
- 81.7.3.4. *Ad hoc* and other committee.....15%
- 81.7.3.4.1. Three or more committees.....15%
- 81.7.3.4.2. Two committees.....10%





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- 81.7.3.4.3. One committee.....5%
- 81.7.4. As the President is working in a full-time administration position and exempted from handling courses, the weighing value for participation in university affairs shall be considered as 100%.
- 81.7.5. The weighing value for an Academic Staff assigned in a Government organization and with a home-base in a University shall be calculated based on the equivalent position referred to in Sub-Article 81.7.2.
- 81.7.6. As specified in Sub-Article 81.7.2, weighing value for academic administration, full-time or *ad hoc* committee positions shall automatically be considered if and only if service year is successfully accomplished.
- 81.7.7. The Participation in administration, full-time or *ad hoc* committee positions shall be considered only based on credentials or confirmation letter or certificate stating that the member has successfully carried out the given position or assignment. Otherwise, no weighing value shall be allocated if the expected task is not accomplished as per the requirement.
- 81.7.8. An Academic Staff who did not get the opportunity to serve in the higher education institution academic administration, the rest academic promotion weighing values shall automatically be converted to 100%.
- 81.7.9. The above 15% weighing value shall not be counted for an Academic Staff who declined to accept such committee assignments.

**81.8. Community Service and Engagement**

**81.8.1.** The current understanding of community service/engagement delivery does not leave the issues to the goodwill of the Academic Staff but empowers the Academic Unit to play a specific role matching its niche of specialization in confronting a specific problem and finding an appropriate solution through the participation of the community and relevant stakeholders thus ensuring and sustaining the relevance of the Academic Unit. The following may constitute public service and professional activities:

- 81.8.1.1. Participation in unpaid local, regional and national professional committees whenever called upon to do so;
- 81.8.1.2. Taking part positions in professional associations, and journals, or participating in journal editing, reviewing and related tasks;
- 81.8.1.3. Active involvement in the enhancement of one's profession, for instance, by helping organize and playing an active role in relevant professional associations;
- 81.8.1.4. Conducting series of press, radio and/or television programs to elucidate to the public some basic problems of health, education, law, science and technology, etc; and other professional services to the community;
- 81.8.1.5. Engaging with industries in line with his field of specialization and for the mutual benefit of the University, industry, or community.



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- 81.8.2. The weighting value for participation in community engagement shall be calculated as follows:
- 81.8.2.1. Participation in professional community engagement- 15%
  - 81.8.2.2. Three or more professional community engagements - 15%
  - 81.8.2.3. Two professional community engagements - 10%
  - 81.8.2.4. One professional community engagement - 5%
- 81.8.3. Consultancy services shall not be considered as community engagement; thus, no weighing value shall be allocated and hence it shall not be considered as a promotion criterion.
- 81.8.4. The weighing value of community service and engagement for a President and Vice President shall be waived and the rest criteria for evaluation may be taken out of 100%,
- 81.8.5. The weighing value for an Academic Staff assigned in a Government organization and with a home-base in a university shall be waived and the rest criteria for evaluation may be taken out of 100%.
- 81.8.6. The weighing values shown in Sub-Article 81.8.2. for community service and the engagement of Academic Staff shall automatically be considered if and only if contribution is successfully accomplished, and based on credentials or confirmation letter or certificate stating that the Academic Staff has successfully carried out the given community engagement. Otherwise, no weighing value shall be allocated if the expected task is not accomplished as per the requirement.
- 81.8.7. Academic staff shall earn 7.5% for each evidence produced for community service/engagement.

#### **Article 82: Minimum Points for Promotion**

- 82.1. Apart from the fulfilment of the individual criterion specified above, a candidate for the ranks of Assistant Professor, Associate Professor and Professor shall earn a minimum of 80% of the maximum possible total points.

#### **Article 83: Specific Requirement for Promotion for Each Academic Rank**

##### **83.1. Graduate Assistant II**

- 83.1.1. One year of effective performance as Graduate Assistant I.

##### **83.2. Assistant Lecturer**

- 83.2.1. One year of effective service as a Graduate Assistant II. OR

##### **83.3. Lecturer**

- 83.3.1. A minimum of 2 years of effective teaching as an Assistant Lecturer and clearly identifiable evidence of academic progress. For this purpose, the following will be considered as indicators of academic progress:
- 83.3.1.1. Compiled teaching material that has been used by the students at least for 2 years and positively and rigorously evaluated by internal and external





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assessors and efforts made by the candidate to keep abreast of new developments in a particular field of study. OR

83.3.1.2. Authorship or any form of co-authorship of an article in a reputable journal

**83.4. Assistant Professor**

83.4.1. A candidate with the degree of Doctor of Philosophy (PhD), or its equivalent.

**83.5. Associate Professor**

83.5.1. Four years of effective teaching/training and research as an Assistant Professor; AND

83.5.2. The degree of Doctor of Philosophy (PhD), or its equivalent; AND

83.5.3. At least 3 publication points since the last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization; AND

83.5.4. 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.

83.5.5. Active participation in the affairs of the higher education institution or working in Government organization and with a home-base in HEI; AND

83.5.6. Rendering public, professional and Community Service/engagement.

**83.6. Professor**

83.6.1. Four years of effective teaching/training and research as an Associate Professor; AND

83.6.2. The degree of Doctor of Philosophy (Ph.D.) or its equivalent; AND

83.6.3. At least 5 publication points since the last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization; AND

83.6.4. Active participation in the affairs of the higher education institution or working in Government organization and with a home-base in HEI; AND

83.6.5. Rendering public, professional and Community engagement; AND

83.6.6. A candidate for promotion to the rank of Professorship shall submit a solo full-length journal article, or at least 3 full-length journal articles in which s/he is a first or corresponding author.

83.6.7. 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.

83.6.8. The publications and CV of the applicant shall be sent to 2 external and 2 internal assessors who are renowned Professors in the field chosen by the Senate Standing Committee for academic promotion.

**Article 84: Accelerated Promotion**

84.1. Keeping all criteria and procedures in the regular promotion, a Staff member who demonstrates extraordinary accomplishments in his area of specialization since last promotion may qualify for accelerated promotion if the following conditions are fulfilled:





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- 84.1.1. Every 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/training, provided, however, that a Staff member should at least serve three-fourth of the number of years of the required term of service for his rank; and (Service year and double of the required publication point);
- 84.1.2. The candidate shall score 90% weighted average on academic performance evaluation; and
- 84.1.3. For promotion to the rank of Assistant Professor, the candidate shall be a corresponding author of at least 2 articles;
- 84.1.4. For promotion to the rank of Associate Professor, the candidate shall be a principal author of at least 3 articles he has presented and secured at least one external research project;
- 84.1.5. For promotion to the rank of Professor, the candidate shall be a corresponding author of at least 4 articles and has secured at least 2 external research/project grants one of which is from international sources.

**Article 85: Other Provisions**

- 85.1. Any of leave of absence such as study leave, sabbatical leave and research leave shall not be considered as service year for promotion. Breaches of duties and other approved disciplinary measures shall be considered on the completion of them.

**Article 86: Appointment of Academic Staff**

- 86.1. The appointment of Academic Staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female Academic Staff and Staff with disabilities shall get three (3) additional points as affirmative action and be given priority when they have tie points with male candidates. If a candidate is a disabled female, there shall not be double counting.

**86.2. Extra-ordinary Appointments**

In cases where there are candidates who have very exceptional merits, appointments to any of the academic ranks may be considered through extraordinary recommendations even where the candidates may not strictly fulfil the criteria contained herein. Guidelines shall be issued by ASAC on the implementation of the provisions of this Sub-Article.

**Article 87: Promotion of Adjunct Staff**

- 87.1. Appointment and Promotions pertaining to adjunct Staff and joint appointments shall be governed by the Guidelines that would be formulated by ASAC.
- 87.2. Any professional who will be involved both in teaching and research without any pay from the University may be given a merit-based honorary academic rank.



**Article 88: Honorary Academic Staff Appointment**

**88.1. Overview:**

The University supports the appointment of honorary Academic Staff as a means of optimizing significant links with academics of different organizations, academics with special merits and international standing.

**88.2. Purpose:**

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

**88.3. Description:**

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

**88.4. Procedure:**

**88.4.1.** The University shall, from time to time, appoint retiring Academic Staff, professionals from national and international institutions and recognized industry experts to honorary research and teaching positions in the following categories and titles:

- a. Honorary Lecturer;
- b. Honorary Assistant Professor;
- c. Honorary Associate Professor;
- d. Honorary Professor; and
- e. Professor Emeritus;

**88.4.2.** The candidate to be appointed with honorary rank should at least fulfil the requirements of the respective academic ranks as per Article 85 of this Legislation. Appointments and reappointments of honorary Academic Staff up to the level of Lecturer are approved by the relevant Head of Academic Unit, up on the recommendation made by the School/Department Council. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary Staff at Assistant Professor and above are recommended by the School/ Department Council and approved by ASAC. The AVP will subsequently approve the appointment of Assistant



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and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by the University Senate.

88.4.3. Nomination and appointment of honorary Staff request of the School/Department or School/Department must contain the following specific information that should be addressed to the approving organ:

88.4.3.1. The duties and responsibilities of the proposed appointee;

88.4.3.2. How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or Government;

88.4.3.3. The benefits that will flow through to the School/Department from the appointment; and

88.4.3.4. In case of reappointment, how the University has realized the expected benefits from the previous appointment.

#### **88.5. Offer of Appointments:**

After the honorary appointment has been approved, Academic Vice President will arrange for an offer to be sent to the nominee. Appointments of the level of honorary Lecturer will be referred to the relevant Department/Center. Appointments up to Honorary Associate Professor referred to the ASAC. Appointments of Honorary Professor will be approved by the University Board. All appointments and promotions are bound by the University Staff appointment and promotion regulation.

#### **88.6. Professor Emeritus:**

Tenured Professors or Associate Professors may, upon retirement, be given the rank and status of Professor Emeritus or Associate Professor Emeritus in accordance with the provisions of this Senate Legislation.

#### **88.7. Period of Appointment:**

Honorary appointments will be for a maximum of 3 years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.

#### **88.8. Renewal of Appointment:**

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

88.8.2. No numerical limitation is placed upon the number of appointments, although in considering each nomination, the Committee should bear in mind that appointment to honorary Staff position should be of rare occurrence.

#### **88.9. Conditions of Appointment:**

The University Senate shall determine and issue the necessary conditions with respect to rights and obligations for honorary Academic Staff.





**88.10. Promotion:**

Honorary Academic Staff may request promotion and be promoted to the requested level during the period of appointment if he fulfils the requirements set by this Legislation.

**88.11. Patents and Exploitation of Invention:**

In the event of a potential patent registration, or where an invention or discovery may be commercially exploitable, honorary Staff members must follow the procedure laid down by the University.

**Article 89: Criteria for Recruitment and Promotion of Technical Assistants**

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

**89.1.TA I**

89.1.1. Appointment: A candidate with the qualification of 10+3 or its equivalent from a recognized Institute or College.

**89.2. TA II**

89.2.1. Appointment: A candidate with the qualification of a 12 + 3 years advanced diploma or a minimum of successful 2 years of University education or equivalent from a recognized Institute or College. OR

89.2.2. Promotion:

- a. One year of effective service as a TA grade I; AND
- b. Evaluation: above 75% average by both Supervisors and students which accounts for 60% and 40%, respectively; AND
- c. Active and effective service in the University.

**89.3.TA III**

89.3.1. Promotion:

- a. Two years of effective service as a TA II; AND
- b. Evaluation: above 75% average by both Supervisors and students which accounts 60% and 40%, respectively; AND
- c. Active and effective service in the University.

**89.4. Senior TA I**

89.4.1. Appointment: A candidate with the qualification of a Bachelor's Degree or its equivalent in a specific field of study from a recognized University. OR

89.4.2. Promotion:

- a. A minimum of 2 years of effective service as a TA III;





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- 89.9.1.2. Evaluation: above 75% average by both Supervisors and students which accounts 60% and 40%, respectively; AND
- 89.9.1.3. Active and effective service in the service. OR
- 89.9.1.4. Chief TA I with 3 years effective service; AND
- 89.9.1.5. Evaluation: above 75% average by both Supervisors and students which accounts 60% and 40%, respectively; AND
- 89.9.1.6. One published lab/practical manual positively assessed by one internal and one external specialist in the area.

#### **Article 90: Joint Appointment**

- 90.1. Joint appointment of Academic Staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet the demand of Academic Staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
- 90.2. Without prejudice to other provisions of this Legislation and other applicable laws, an Academic Staff or a Government employee may be employed, with his consent and the consent of his institution or capability to do so.
- 90.3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed upon by the parties within the framework of rules and procedures enacted by the concerned Senate.
- 90.4. The provisions of this Article shall not be construed to entitle an Academic Staff of a public institution or a Government employee to be jointly appointed in a private institution.

#### **Article 91: Teaching, Research and Training Load**

##### **91.1. Measurement Unit for Teaching Load**

- 91.1.1. The teaching load of an Academic Staff, in both the regular and continuing education programs, 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;
- 91.1.2. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to the conventional credit hour system by excluding home study hours billed in ECTS. Therefore, for such courses: Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr.) = Lecture contact hours;
- 91.1.3. For a course that has lecture and tutorial hours in ECTS, multiplying tutorial hours in ECTS by 2/3 and adding the result to lecture hours of ECTS is equivalent to credit hours in a conventional system;
- 91.1.4. Therefore, for such courses Credit hours (Cr. Hr.) in conventional system =  $a + (b \cdot 2/3)$ , where  $a$  = lecture hours in ECTS,  $b$  = tutorial hours in ECTS;





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**91.1.5.** For a course that has lecture, tutorial and laboratory/practical hours in ECTS, multiplying each hour specified in tutorial and laboratory/practical in ECTS by 2/3 and adding the results to lecture hours of ECTS is equivalent to credit hours in conventional system;

**91.1.6.** Credit Hours (Cr. Hr.) in conventional system =  $a + [(b \cdot 2/3) + (c \cdot 2/3)]$ , where c= laboratory/practical hours in ECTS;

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

a.	One undergraduate course credit	1.0	LEH
b.	One graduate course credit	1.5	LEH
c.	One-hour undergraduate lab/Practical/ or Tutorial session	0.67	LEH
d.	One hour graduate program lab/Practical/ or Tutorial session	1.0 x	LEH
e.	One undergraduate student senior project/essay advising	0.33 x	LEH
f.	Undergraduate senior project/essay group advising	0.5	LEH
g.	Undergraduate seminar/project consultation per group	0.5	LEH
h.	Undergraduate seminar/project co-ordination per project	3.0	LEH
i.	One undergraduate practical attachment (Internship) co-ordination	3.0	LEH
j.	One PhD student Dissertation advising	2.0	LEH
k.	One PhD student Dissertation co-advising	1.5	LEH
i.	Graduate seminar/project consultation per group	0.75	LEH
m.	Graduate seminar/project coordination per project	4.5	LEH
n.	One Master's Thesis advising	1.5	LEH
o.	One Master's Thesis co-advising	0.75	LEH
p.	One graduate practical attachment (internship) coordination	4.5	LEH

**91.2. Average Class Sizes per Section**

<b>91.2.1.</b>	Lecture classes except for Language	45 students
<b>91.2.2.</b>	Language courses	40-60 students
<b>91.2.3.</b>	Lab and field sessions	30-40 students
<b>91.2.4.</b>	Tutorial and seminar classes except for language courses	40-60 students
<b>91.2.5.</b>	For graduate program (Lecture and Practical)	30 students
<b>91.2.6.</b>	Lecture for graduate program (Doctoral)	5 – 15 students

*Note: These are the ideal class sizes; otherwise, large class sizes in big auditoriums are permissible depending on the types of courses and delivery modalities.*

**91.3. Load**

**91.3.1.** Load is defined as the total credit hours an Academic Staff carries, which considers the total LEHs of courses, class size, contact hours, research work, community services,



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student advising, administrative duties and other items that the Senate considers as a load;

- 91.3.2.** Full workload is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignments, student advising, etc.;
- 91.3.3.** Full teaching load is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered;
- 91.3.4.** Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full-time academic staff is 12 LEHs. Based on the assumption given in Sub-Article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. In addition to this, every Academic Staff is required to advise/consult students for up to 3 hours a week and up to 25 students per Semester;
- 91.3.5.** The Teaching staff members of the University are expected to engage in research activities and community services. However, not to take a big share of the teaching time, Teaching staff are not expected to be engaged in research works for more than 25% and community services for more than 12.5% of their time; and
- 91.3.6.** For Academic Staff engaged in training, the normal workload will be 39 hours per week (including Office work, preparation, training material development as well as delivery of training and consultancy service).

#### **91.4. Teaching Load:**

A full teaching load in the regular program for the different categories of academic staffs recommended to be as follows:

- 91.4.1. Full-time Academic Staff in Departments - 12 LEHs (16 LEHs for Expatriates)
- 91.4.2. Full-time Academic Staff in Departments/Institutes/Schools with approved research project - 9 LEHs
- 91.4.3. Academic program and University approved project coordinators/equivalent - 9 LEHs
- 91.4.4. Module Team Leaders – 10 LEHs
- 91.4.5. Department Heads or equivalent/Deputy Dean, Assistant Registrar – 6 LEHs
- 91.4.6. Deans, Directors, and coordinators at University level/equivalent - 5 LEHs
- 91.4.7. Campus Heads /equivalent - 4 LEHs
- 91.4.8. Full-time administrative Staff with home-base in academic units (salary not paid by academic units) -3 LEHs
- 91.4.9. Academic staff on local study leave -3 LEHs
- 91.4.10. Vice Presidents may be required to teach maximum load -3LEH
- 91.4.11. President -0 LEHs



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91.4.12. Except in extra-ordinary situation an Academic Staff member is not expected to handle more than 3 different courses. In case a course is offered to more than one section each extra section will be treated as separate class

#### **91.5. Maximum Extra Teaching Load**

91.5.1. In order not to overload academic staff to the detriment of the quality of instruction, the total full extra teaching load in the University in the regular education program shall not be more than 2 courses or 6 LEHs. However, an academic staff who is underloaded in the regular program may be obliged to take assignments in CDEPs without additional compensation; and

91.5.2. In cases where academic units have a serious shortage of Staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of Staff may be approved by the Academic Vice President.

#### **91.6. Average Teaching Load and Academic staff Requirements**

91.6.1. It is recommended that an average teaching load of 9 LEHs in the undergraduate programs and 6 LEHs in the graduate programs be employed as the basis for determining Departmental Staff requirements. The average teaching load will be determined on a Semester basis. The computation of teaching load shall consider credit hour, the numbers of courses, sections, lab sessions, students, etc.

#### **91.7. Overload in Teaching Assignments**

91.7.1. An Academic Staff member who, due to a serious shortage of Staff, is assigned to take teaching duties in excess of the full load specified in Sub-Article 91.6.1 of this Article for the regular program may be compensated in one of the following 2 ways:

91.7.1.1. Proportional reduction in teaching load in the succeeding Semester; OR

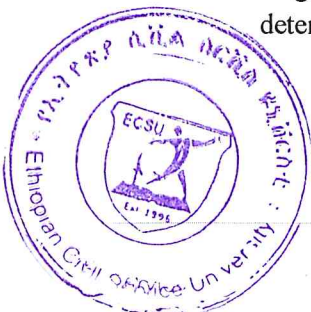
91.7.1.2. Remunerative compensation at the prevailing rate for part-time employment in a regular program.

#### **91.8. Reporting Teaching Load**

91.8.1. Teaching loads for all Staff members engaged in teaching (full or part-time) shall be reported each Semester by Schools/Departments, through their respective Heads, to the Academic Vice President on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications must be provided in writing in instances where the teaching load on an Academic Staff member is below the average, or above the maximum.

#### **91.9. Research Load**

91.9.1. Since an Academic Staff is expected to spend about 25% of the time in research, an Academic Staff with continuous and approved research is required to have a full teaching load of only 9 LEHs. In case more than one Academic Staff members are involved in a research project, the 3 LEHs shall be shared among the researchers according to the magnitude of their contributions. The duration of every research project shall be determined by the appropriate Office of the University.







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- 91.12.5. The full-time load of an Academic Staff engaged in training with approved research project shall be 10 ETHs;
- 91.12.6. Cluster Coordinator and University approved project coordinator or equivalent load shall be 10 ETHs;
- 91.12.7. Module Team Leaders load shall be 10 ETHs;
- 91.12.8. Center Head or equivalent load shall be 6 ETHs;
- 91.12.9. Deputy Dean load shall be 6 ETHs;
- 91.12.10. Dean load shall be 5 ETHs;
- 91.12.11. Campus Head or equivalent load shall be 5 ETHs; and
- 91.12.12. Full-time administrative Staff with home-base in the Institute (salary not paid by the Institute) shall be 4 ETHs.

**91.13. Maximum Extra Training Load**

- 91.13.1. In order not to overload an Academic Staff engaged in training to the detriment of the quality of the training service, the total full extra training load in the University in the regular training program shall not be more than 6 ETHs. However, an Academic Staff engaged in training who is under load in the regular training program shall take assignments given by the Institute Dean without additional compensation; and
- 91.13.2. In cases where the Institute has a serious shortage of Staff and it can be demonstrated that there are no other alternatives, an additional 3 more ETHs for each category of Staff may be approved by the Academic Vice President or designate.

**91.14. Overload in Training Assignments**

- 91.14.1. An Academic Staff engaged in training who, due to a serious shortage of Staff, is assigned to take training duties in over the full load specified in Sub-Article 91.13.1 of this Article for the regular training program may be compensated in one of the following 2 ways:
  - 91.14.1.1. Proportional reduction in training load in the succeeding Semester; OR
  - 91.14.1.2. Remunerative compensation at the prevailing rate for part-time employment in a regular training program.

**Article 92: Study Leave**

- 92.1. Any Academic Staff member who is awarded a fellowship through the University, or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the Staff development plan worked out by the respective Academic Unit and approved at the University level;
- 92.2. For all Academic Staff, the leave provided in this Article may be taken only after a Staff member has served for a minimum of 2 years following employment or reinstatement after study leave. However, under special circumstances, graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:





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- 92.2.1. The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame; and
- 92.2.2. The condition in Sub-Article 92.2.1 above is in line with the Staff development plan of the University and approved by ASAC.
- 92.3. Payment of salaries to Staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave;
- 92.4. A Staff member who is on study leave shall keep the University informed via annual reports starting from the end of the first year of leave. These regular reports shall in all cases be endorsed by the appropriate Academic Advisor(s) or main Professor of the Staff member in the University or College he/she is attending. Failure to submit such reports may result in the discontinuation of payment of salary that may lead to other appropriate actions;
- 92.5. An Academic Staff member who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing a Masters or its equivalent degrees and a maximum of 2 years for those studying for Ph.D. degree or its equivalent. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrolment into a higher degree is not normally desired, extension may be granted upon the recommendation of the AC and the approval of the Academic Vice President;
- 92.6. The University reserves the right to claim damages from Staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff member and the University. The damages shall be specified in the study leave contractual agreement that the Staff enters with the University;
- 92.7. An Academic Staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

#### **Article 93: Research Leave**

- 93.1. A full-time Academic Staff member who has served in the University for a minimum of 4 consecutive/uninterrupted years is entitled to a research leave for a maximum period of 6 months with pay provided the applicant has not taken any other academic leave during the 4 years preceding the anticipated starting date of the leave sought;
- 93.2. A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases, such a leave could be a study leading to a certificate, diploma or higher degree (as long as it is within the time frame of the leave). The applicant is required to continue rendering services to the University for a minimum of one year upon completion of





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the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the Staff during the leave period plus damages;

- 93.3. Application for research leave shall be submitted by the Staff member to the appropriate Head of the Academic Unit 3 months in advance of the start of the leave. The Head shall convene the Department/ /Center Council on and decide on the application of the Academic Staff member. The Department/Center shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the Staff member in question. The decision of the relevant Council shall be sent to the College/School/Institute AC. The decision of the AC shall be sent to the /Academic Vice President who shall grant the leave
- 93.4. An Academic Staff member who is granted research leave shall be required to sign an undertaking to continue services to the University for a minimum period of one year after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages;
- 93.5. Research leaves provided in this Article shall be granted with full pay and benefits;
- 93.6. Research leave may be extended without pay for a period not exceeding 6 months on the condition that:
- 93.6.1. The Academic Unit confirms that such an extension will not seriously impede its academic or research programs;
- 93.6.2. The Staff member concerned produces satisfactory evidence that the leave is necessary to complete the ongoing piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual Staff member.

**Article 94: Sabbatical Leave**

- 94.1. A full-time Academic Staff member holding academic rank who has served the University continuously for a period of 7 uninterrupted years and intends to continue association with the University for at least 2 years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:
- 94.1.1. A Staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In certain cases, such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, Community development work, etc.;
- 94.1.2. The Staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave; Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the Staff and other benefits during the leave period plus damages;
- 94.1.3. A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law; and



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- 94.1.4. A Staff member who has served as an academic administrator for at least 6 years is entitled to a sabbatical leave at the end of 6 years of uninterrupted service to the University.
- 94.2. Application for sabbatical leave shall be submitted by the Staff member to the respective Head of the Academic Unit 6 months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for leave, which should be submitted at least 2 months before the intended departure;
- 94.3. The Head shall convene the Department Center Council to decide on the application of the Academic Staff member. The Department/Center shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the Staff member in question.
- 94.4. The decision of the relevant Department/Center Council shall be sent to the AC and the decision of the AC shall be sent to the ASAC for final approval. Unless it is determined that the teaching needs of the Academic Unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- 94.5. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their Academic Unit and the University that returning to full-time duty would seriously jeopardize the completion of work on which they had spent the full-length of their sabbatical. This additional leave of absence can be granted only if the Academic Unit determines that teaching activities in the Unit would not be compromised and the right of other Staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the Department/Center and College/School/Institute/ Councils, respectively. The AVP, in consultation with ASAC, shall approve the decision of the AC before the extension is granted;
- 94.6. An Academic Staff member who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of 2 years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages;
- 94.7. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective Academic Unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

**Article 95: Other Leaves**

- 95.1. Academic and Technical Support Staff who have served the University for more than one year shall be granted sick leave with full pay for 3 months and an additional 6 months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in 4 years. In either case, the leave shall be granted only where the Staff member produces proof from a recognized medical institution that such a leave is medically required;





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- 95.2. A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter, provided that the study leave is at least 2 years long and that the University Unit for which the spouse works confirms that the granting of such leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University;
- 95.3. Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one Semester. If such leaves are required for longer than one month in a Semester the following conditions must be met:
- 95.3.1. The assignment of the Staff can be covered by another Staff;
  - 95.3.2. The training is relevant to the professional development of the Academic Staff member and the capacity building of the University;
  - 95.3.3. The Academic Staff member is willing to compensate for such leave by taking assignment during the long vacation period;
  - 95.3.4. The maximum duration of such leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.;
  - 95.3.5. Such leave of absence must be approved and endorsed by College/School/Institute Council, and any leave longer than one month at a time should be approved by the AVP;
- 95.4. A full-time Academic Staff member may be granted leave without pay for a maximum period of 2 years without extension provided that the following conditions are fulfilled:
- 95.4.1. The Staff member applying for the unpaid leave of absence had not benefited from a study leave, a research leave or a sabbatical leave during the 3 years prior to applying for such a leave;
  - 95.4.2. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the Academic Unit;
  - 95.4.3. The period for which the academic staff member would be on such a leave shall not be counted as a period of service to the University; and
  - 95.4.4. A Staff member eligible for such a leave must have effectively served the University for a minimum of 5 years altogether.

#### **Article 96: Accumulating Leaves**

Sabbatical and research leave can be split but cannot be accumulated. Sabbatical and research leave can be claimed separately as a right more than one times based on the fixed service year requirement for each. However, cumulative, and prolonged sabbatical and research leave cannot be claimed at one time by adding up the stipulated length of service years required for each leave. Sabbatical and research leave of absence shall not count for service year.

#### **Article 97: Maternity Leave**

Maternity leave shall be applied for female Staff according to the Government's civil service law.





**Article 98: Tenure**

- 98.1. An Academic Staff member may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an Academic Staff member shall attain tenured employment through service and scholarly contribution in teaching, training, consulting and/or research or institutional leadership;
- 98.2. A tenured Academic Staff member shall have job security and may not be dismissed from his position unless he commits a serious breach of discipline as stipulated by the Senate Legislation.
- 98.3. Professors or Associate Professors who meet the requirements of Sub-Article 1 of this Article may, upon retirement, be given the rank and status of Professor Emeritus or Associate Professor Emeritus.
- 98.4. The retirement age of an Academic Staff member of the University may be extended by the Ministry of Education, for 2 consecutive sets of terms of 3 years each, where:
  - 98.4.1. The Staff holds a Master's Degree or above, remains in good health and has meritorious continuous service;
  - 98.4.2. The institution reasonably justifies, on the basis of actual and projected demand, the need to extend the retirement age;
  - 98.4.3. The Staff has freely consented to an extension of the retirement age.
- 98.5. Without prejudice to Sub-Article 98.4 of this Article, Academic Staff with Professor ranks can stay in their job upon the decision of the Ministry.

**Article 99: Criteria for Awarding Tenure**

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

- 99.1. Holds the rank of Associate Professor or above and has served the University for a total of 10 years' service after holding such status;
- 99.2. Demonstrates a desire to continue to serve the University as a Staff member for an indefinite period; and
- 99.3. Has demonstrated throughout their professional career:
  - 99.3.1. Scholarly ability through teaching, training, research, publications or other contributions to the advancement of the respective academic field; and
  - 99.3.2. Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

**Article 100: Procedure for Awarding Tenure**

The University may offer tenure appointments on request of the applicant, endorsement of the College/School/Institute Council and approval of the Senate.

**Article 101: Right of Tenured Staff**

An Academic Staff member who is awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to be promoted, and at his present salary scale, or any







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- 105.2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties;
- 105.3. No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the Head of the academic units; and
- 105.4. The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the University's working time.

#### **Article 106: Breaches of Duty and Disciplinary Regulations**

##### **106.1. Minor Disciplinary Offenses**

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

- 106.1.1. Unpunctuality to any of the duties/responsibilities to be discharged in the University;
- 106.1.2. Dressing clothes below the standard of an instructor, and inappropriate clothing which do not go with the profession of teaching;
- 106.1.3. Inappropriate wordings and annoying intonation in speeches such as purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation;
- 106.1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- 106.1.5. Absence from classes, invigilation duties, meetings, other assigned duties, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- 106.1.6. Negligence of responsibilities and duties; and
- 106.1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the Registrar.

##### **106.2. Serious Breaches of Duties**

The following acts and/or forbearances shall constitute serious breaches of duty and/or violation of disciplinary regulations by an academic staff.

- 106.2.1. Wilful refusal to perform assigned teaching and/or research or training and consultancy function or assignments of the University or Department/Center Committee;
- 106.2.2. Wilful failure to perform any one or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 70 and 71 of this Legislation;





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- 106.2.3.** Continuation of a wilful course of conduct, despite warning from the Head of Academic Unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 106.2.4.** Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 106.2.5.** Continuation of a wilful course of conduct, despite a warning by the Head of Academic Unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 106.2.6.** 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;
- 106.2.7.** Favouritism in grading, molestations, physical violence, incitements of riots and ethnic clashes, theft or breach of trust, abuse of power and accepting bribes;
- 106.2.8.** Harassment of any kind, and discrimination on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS, or other unreasonable status;
- 106.2.9.** Nepotism or vengeance in the administration of examinations, correction of examinations and assignments and in the determination of grades;
- 106.2.10.** Use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 106.2.11.** Engaging in academic dishonesty which means any of the following or a combination thereof:
  - 106.2.11.1.** Cheating means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
  - 106.2.11.2.** Fabrication which means intentional and unauthorized falsification; or
  - 106.2.11.3.** Invention of any information or citation in an academic exercise; or
  - 106.2.11.4.** Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
  - 106.2.11.5.** Academic negligence means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard the prevailing rules and practices of the University; or
  - 106.2.11.6.** Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty or



**106.2.11.7.** Breaches of duty and/or violations of disciplinary regulations not specified in this Article shall, for the purpose of this Legislation will be handled by the appropriate body of the University.

**Article 107: Type and Classification of Disciplinary Measures**

Depending on the gravity of the offense, one of the following penalties may be imposed on an Academic Staff member for breach of discipline.

107.1. Measures to be taken for minor disciplinary breaches:

107.1.1. Oral warning;

107.1.2. Written warning;

107.2. Measures to be taken for serious disciplinary breaches:

107.2.1. Final written warning;

107.2.2. Fine up to one month salary;

107.2.3. Fine up to 3 months' salary;

107.2.4. Withholding the next academic rank or salary increment up to the period of 2 years;

107.2.5. Dismissal.

**Article 108. Disciplinary Action by The Head of the Academic Unit, Dean and AVP**

108.1. The Head of a Department/Center or Academic Unit, upon the recommendation by an *ad hoc* discipline committee referred to in Article 109. of this Legislation, may take measures specified under 107.1.1 and 107.1.2.

108.2. The College/Institute/School Dean may take measures specified under sub-Articles 107.2.1 and 107.2.2 with the advice of the College/Institute/School-level disciplinary committee established under Article 108.

108.3. Any sanction beyond Sub-Article 107.2.2 shall be referred to the AVP.

108.4. An Academic Staff member dissatisfied with the action taken by the Head of the Academic Unit can appeal to the College/Institute/School Dean, whereas appeal against the Dean's decision shall be submitted to the Academic Vice President. Appeal against the Academic Vice President's decision shall be submitted to the President within a week.

**Article 109. Academic Staff Disciplinary Committee (ASDC)**

109.1. The Academic Vice President, Dean or the Head of the relevant Academic Unit, depending on the gravity of the alleged disciplinary matter, shall set up in each Academic Unit an *ad hoc* discipline committee;

109.2. When there are cross-cutting disciplinary cases that cannot be seen by the College/School/Institute level ASDC, or in events that the Academic Vice President finds it necessary to scrutinize the findings of ASDC, the AVP/President shall set up an *ad hoc* disciplinary committee. The composition of the committee is at the discretion of the Academic Vice President. However, there shall, at least, be a member from the Academic Unit of the Staff member, whose case is under scrutiny;



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- 109.3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the College/School/Institute Dean shall have no less than 2 and no more than 4 other members to be elected by the general Staff meeting of the campus from among the full-time Staff members for a period of 2 years;
- 109.4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff member submitted to it in accordance with the provisions of Sub-Article 109.5 hereof.
- 109.5. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidence and contravened provisions of the law.
- 109.6. Proceedings before the ASDC may be initiated by:
- 109.6.1. The Head of the Academic Unit where an Academic Staff member is said to have committed a serious breach of duty or violation of disciplinary regulations. The Head shall communicate his decisions to the College/School/Institute Dean;
- 109.6.2. Colleagues, students, trainees/service users and/or any other Officer of the University who have sufficient and substantiated reasons to believe that a Staff member is responsible for violation of disciplinary regulations, serious or otherwise;
- 109.6.3. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to the Academic Vice President;
- 109.6.4. The Academic Vice President, upon the recommendation of the ASDC, shall take the sanctions under Article 107.2.3 (3 - 5).
- 109.6.5. An Academic Staff member dissatisfied with the findings and recommendations of the ASDC, and action taken by the AVP may appeal in writing to the President for reconsideration within a week time. The decision of the President shall be final.





**CHAPTER FIVE**  
**ACADEMIC POLICIES AND REGULATIONS**  
**FOR UNDERGRADUATE PROGRAMS**

**Article 110: Policy Premise**

The University establishes relevant programs of study, research, training, consultancy, and community services with a view to meet the capacity-building needs of the public sector. In all its Colleges, Schools, and Academic Units, it shall see to it that standards for the measurement of the scholastic achievements of all that go through its educational program(s), research, training and consultancy, and community services are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programs, research activities, training, and consultancy services as well as their relevance to the needs of the public sector.

**Article 111: Academic Calendar**

111.1. In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practicals and 2 weeks of exam) each, running from September to June. In CDEP, there are 2 semesters, eighteen weeks each the same with the regular program and an additional *Kiremt* term of 8-12 weeks.

111.2. The calendar for each year shall be prepared by the University Registrar in consultation with the President and Vice Presidents and approved by the Senate. The University academic calendar, among other things, shall include the following: admission, re-admission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, re-marking of examinations, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the Registrar, date of submission of annual research progress reports to the Office of the VPRP, instructor evaluation weeks, the regular meetings of the Senate, final Thesis submissions and open defense dates, graduation ceremony, etc.

111.3. The calendar may be amended as and when the need arises.

**Article 112. General Provisions on Admission to Undergraduate Programs**

112.1. The University Registrar shall process all admissions to undergraduate programs according to admission policies and curricula requirements approved by the Senate of the University.

112.2. The admission policy and curricula requirements for regular, summer and CDEPs shall be the same.



**Article 113. Admission Requirements for Undergraduate Programs**

113.1. Criteria (Requirements) for Admission

113.1.1. Criteria of admissions and enrolments into all undergraduate and CDEPs programs shall be developed and incorporated in the curriculum

113.1.2. Admission shall be granted to candidates who:

113.1.2.1. Fulfills the entrance requirements set by the Ministry of Education;

113.1.2.2. Could provide employer sponsorship letter and;

113.1.2.3. Have passed the entrance examination of the University.

113.1.3. Scholarship admission may be granted to candidates who completed secondary School in foreign countries and fulfil the selection criteria to be decided by the Senate of the University based on equivalence recognition determined by the Ministry of Education of Ethiopia.

113.2. Entrance Examination

113.2.1. All applicants shall take an entrance examination of the University

113.2.2. All entrance examinations of the University shall be program-based and prepared according to the Guidelines of the Senate.

113.2.3. Pursuant to Article 5 of the 2019 Proclamation, the University may have affirmative action schemes to the needy which shall be approved by the Senate.

**Article 114: Registration**

114.1. Admitted undergraduate students shall register in their programs in accordance with the academic calendar of the University.

114.2. Registration shall take place every Semester provided that the required Pass or probation status is met.

114.3. Registration shall take place in person or by notarized person.

114.4. Registration for an undergraduate module which has a pre-requisite shall be possible only when the Pass mark for the pre-requisite module is fulfilled.

114.5. Students may add or drop modules based on consultations with their program Advisors and in accordance with academic calendar of the University.

**Article 115: Admission as Part-time Students**

115.1. Part-time students are permanent University employees who are allowed to attend classes of the regular undergraduate program on a part-time basis for a degree.

115.2. Applicants must meet the admission requirements of the University, must have served the University for at least 2 years before the admission, and must obtain the



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approval of the administrative Unit, or the College they are affiliated with, prior to applying for admission to an Academic Program.

115.3. Final admission must be endorsed by the UMC.

115.4. A part-time student, in his final year, may be allowed to finish his study as a full-time regular student upon approval of the concerned academic units and endorsed by a concerned Vice President.

115.5. Special Admission

115.5.1. The University in certain circumstances may admit students jointly with other affiliated Universities or Institutions. Such admission may be processed at any time of the academic calendar as deemed appropriate. However, criteria for such special admissions to individual programs shall be developed and recommended by the Council of the respective Academic Unit or AC and endorsed by the APC.

115.5.2. Other special admissions, such as people from emerging regions, physically challenged people, people needing special training, etc. may be granted by the decisions of the University.

#### **Article 116: Academic Advisor/Guidance and Counselling**

116.1. Each student is assigned to one Staff member in his Academic Unit who serves as his Academic Advisor. Students should feel free to discuss with their Advisors all academic issues as well as personal, social, and other problems that directly or indirectly threaten their academic performance.

116.2. The Academic Advisor shall keep close track of the students assigned to him and shall be available for consultation and advice on request.

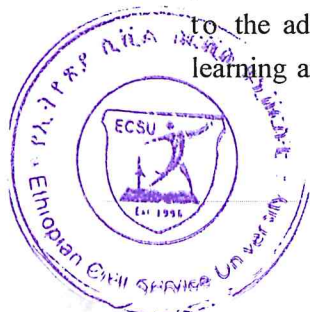
116.3. The Advisor shall keep records of each student's performance and he shall present the Academic Unit if serious problems arise that require an intervention. All documents relating to a student are maintained in strictest confidence.

116.4. Students will also benefit from the Guidance and Counselling Experts if their problems are beyond the capacity of the Academic Advisor.

116.5. Whenever there is a change of academic Advisors, there should be a proper handover of students' records.

#### **Article 117: General Provision on Modular Courses**

117.1. The University education system must meet the capacity building needs of the public sector and provide well-planned teaching and learning programs and contribute to the advancement of all forms of knowledge. The University encourages new learning and teaching strategies and modifies traditional models of discipline-based





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and sequential courses. The learning programs shall be outcomes-based education and training.

- 117.2. Unless and otherwise provided in this Legislation or by a directive to be issued by the Senate, all courses shall be modular and offered on a Semester bases.
- 117.3. Module duration (width) is the time duration over which a module of a specific size or weight is offered. A set of modules or more than one module can be offered in a Semester. A single module may not, however, be stretched to the next Semester provided a module may run for 2 consecutive semesters within the same academic year if the nature of a given discipline or the module requires so and if it is recommended by the AC concerned and approved by the CASC.
- 117.4. Modules shall be offered either in contact teaching or in block teaching or in combination of the 2 provided that it is endorsed by the AC and finally approved by the Academic Vice President.
- 117.5. Modules shall be valued in the ECTS. The University shall use the Credit Accumulation and Transfer Scheme (CATS) to enable students to accumulate credit and to facilitate the transfer of that credit within and beyond the University. Within the CATS scheme, 1 credit (CP) shall be equivalent to 25-30 hours of learning effort or notional learning time, used as a measure of volume.
- 117.6. The module can comprise any credit value in the range of 5 to 25 ECTS. For a graduate program, one project/Thesis module may comprise up to 30 ECTS.
- 117.7. The validity and quality of modules in the University system shall be determined in accordance with the provisions of this Chapter.
- 117.8. All modules offered by the University shall be numbered and the system of numbering shall be provided by the Registrar and approved by the CASC.
- 117.9. Combination and arrangement of modular courses that provide individual students with a balanced, progressive, and coherent learning experience satisfying competency requirements shall be designed and offered.

#### **Article 118: Types of Modules**

- 118.1. Core Modules:** Modules belonging to a program and specializing in the respective scientific and thematic fields that form the core of a program.
- 118.2. Acquired Modules/Area Related:** Modules hosted by another program but required to achieve the Exit Level Outcomes (ELOs) of a program.
- 118.3. Cluster Modules:** Academic unit-wide modules shared by programs within the academic units, e.g., research methods
- 118.4. Common Modules:** Modules which are compulsory for all University students.



**Article 119: Phased-out Modular Courses**

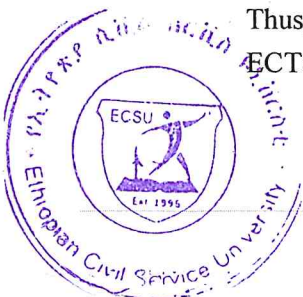
- 119.1. Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon re-admission into the program.
- 119.2. Students who have scored Fs in phased-out courses shall be required to remove their F's by taking equivalent modular courses as determined by the concerned Academic Unit in which they are enrolled.

**Article 120: Credit Hour and ECTS**

- 120.1. A credit hour in the conventional system refers to one hour lecture or its equivalent in laboratory, practical, or tutorial activity.
- 120.2. The minimum and maximum total credit for an undergraduate degree program in the conventional system shall range from 102 to 150 and 114 to 180, respectively.

**120.3. ECTS**

- 120.3.1. The ECTS in the modular system is a student-centred system of giving credit to coursework. It is based on the number of student learning hours needed to accomplish the intended educational outcomes of a certain course.
- 120.3.2. One ECTS is equivalent to 25-30 student learning hours. The student learning hours are all activities needed to accomplish the intended educational outcomes. The learning activities can be classroom sessions, reading and paper assignments, presentations, supervised learning activities, internships, mentoring, or any other activity that can help the student achieve the intended educational outcomes.
- 120.3.3. The standard for module is the following:
- 120.3.4. 3 ECTS (75-90 Hours of Student Learning);
- 120.3.4.1. 20-30 Hours of class session;
- 120.3.4.2. 45-70 Hours of learning activities outside of class;
- 120.3.5. 5 ECTS (125-150 Hours of Student Learning);
- 120.3.5.1. 30-40 Hours of class session;
- 120.3.5.2. 85-120 Hours of learning activities outside of class.
- 120.3.6. A year of full-time studies is 60 ECTS (1500-1800 Hours of Student Learning). Every level at ECSU consists, therefore, of 60 ECTS.
- 120.3.7. The conversion used by ECSU between ECTS, and course credit is based on the equivalence of 1 ECTS = 0.6 Course Credit or 1 Credit Hour = 1.67 ECTS. Thus, based on this equivalence 5 ECTS = 3 course credits or 3 credit hours = 5 ECTS.



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- 120.3.7.1. 1 ECTS = 0.6 Course Credit
  - 120.3.7.2. 2 ECTS= 1.2 Course Credit
  - 120.3.7.3. 3 ECTS= 1.8 Course Credit
  - 120.3.7.4. 4 ECTS= 2.4 Course Credit
  - 120.3.7.5. 5 ECTS= 3 Course Credit
  - 120.3.7.6. 1 Credit Hour = 1.67 ECTS
  - 120.3.7.7. 2 Credit Hour = 3.34 ECTS
  - 120.3.7.8. 3 Credit Hour = 5 ECTS
- 120.3.8. The ECTS requires that every activity of the student is valued.
- 120.3.9. The total ECTS for an undergraduate degree program in the modular system shall range from 229 to 316.

### **Article 121: Semester Load**

#### **121.1. Semester Load in the Credit Hour System**

- 121.1.1.** Semester load in the credit hour system is the total number of credit hours for which an undergraduate degree student is enrolled in one Semester.
- 121.1.2.** A regular undergraduate degree student shall take a minimum of 15 and a maximum of 19 credit hours in a Semester. However, this can go up to 22 credit hours with special permission from the respective councils of academic units. The load for female and emerging region students and students who face academic problems and the load for which students have to register in the final Semester of their programs where they have to write essays in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant Academic Unit Council.
- 121.1.3.** An Evening and Weekend undergraduate degree student shall take a minimum of 9 and a maximum of 12 credit hours in a regular Semester and a minimum of 6 and a maximum of 7 credit hours in a *Kiremt* Semester. The load for female students and students who face academic problems and the load for which students must register in the final Semester of their programs where they have to write essays in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant Council of Academic Unit.

#### **121.2. Semester Load in the ECTS System**

- 121.2.1.** Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one Semester.
- 121.2.2.** A regular undergraduate degree student shall take a minimum of 25 and a maximum of 30 ECTS per Semester. The load for female and emerging region students and students who face academic problems and the load for





which students have to register in the final Semester of their programs where they have to write essays in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant Council of Academic Unit.

- 121.2.3.** An Evening and Weekend undergraduate degree student shall take a minimum of 12 and a maximum of 18 ECTS in a regular Semester and a minimum of 9 and a maximum of 12 ECTS in a *Kiremt* Semester. The load for female students and students who face academic problems and the load for which students must register in the final Semester of their programs where they must write essays in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant Council of Academic Unit.

**Article 122: Duration of Study and Validity Period of a Course in the Credit and ECTS Systems**

- 122.1. The duration of study for regular undergraduate degree programs in both the credit hour and ECTS systems shall range from 4 to 6 years. Considering withdrawal, dismissal, dropout, and re-admission, the validity period of a course in a regular undergraduate degree program shall range from 4 to 12 years. The Senate may approve a validity period beyond this in special conditions.
- 122.2. The duration of study for Evening and Weekend undergraduate degree programs in both the credit hour and ECTS systems shall range from 4 to 6 years. Considering withdrawal, dismissal, dropout, and re-admission, the validity period of a course in extension undergraduate degree program shall range from 8 to 12 years. The Senate may approve a validity period beyond this in special conditions.
- 122.3. For determining the academic status of *Kiremt* students, one *Kiremt* session is counted as a *Kiremt* Semester, but 3 *Kiremt* semesters are counted as being equal to one regular academic year.

**Article 123: Grading System for Undergraduate Programs**

- 123.1. All undergraduate degree courses and essay works in the ECTS system shall have CP and grade to be included in the computation of GPA and CGPA/CANG. However, the GP of the exit exam shall not be included in the computation of either SGPA or CGPA status of students.
- 123.2. All undergraduate degree courses and essay works in the credit hour system which may not be credited shall be given “Pass” or “Fail” and excluded from the computation of GPA and CGPA/CANG.
- 123.3. The grading in both systems shall be on a fixed scale as specified below:



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Raw	Mark	Grade	Letter	Status
[90,100]		4.00	A+	Excellent
[85,90)		4.00	A	
[80,85)		3.75	A-	
[75,80)		3.50	B+	Very Good
[70,75)		3.00	B	
[65,70)		2.75	B-	Good
[60,65)		2.50	C+	
[50,60)		2.00	C	Satisfactory
[45,50)		1.75	C-	Unsatisfactory
[40,45)		1.00	D	Very Poor
[30,40)		0.00	FX	*Fail
<30		0.00	F	Fail

123.4. A student with FX grade shall take supplementary exam, whereas those who scored F grade should repeat that course. Such supplementary exam grades for FX shall only constitute 40% of the total assessment (i.e., the other 60% shall be taken from the continuous assessment). However, a student who has scored FX grade due to a disciplinary or cheating case shall not be entitled for supplementary examination, but the F grade shall be maintained.

**Article 124: Earning Credits Based on Examination**

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

124.1.1. If an Academic Unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Office of Registrar to be approved by the CASC.

124.1.2. Of the total number of credit points required by an Academic Unit for graduation, not more than 20% shall be taken through earning credits based on examination.

124.1.3. Any student that can present sufficient and convincing evidence to the Head of Academic Unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per Sub-Article 124.1.1 of this Article shall register during the regular registration periods to obtain credits through examinations only.

124.1.4. Registration to earn credits based on examinations should be approved by the concerned Academic Unit Council and then by APO.

124.1.5. Students who have registered for modules/courses for which they seek to earn credits based on examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

**Article 125: Student Academic Achievements**

125.1. At the end of each Semester, the Academic Unit will examine the case of a student who fails to achieve the required academic standard in line with the Legislation.

125.2. For Evening and Weekend programs, the academic status of continuing education student is determined every other Semester.

125.3. For *Kiremt* programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points or 15 credit hours.





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- 125.4. The academic status of part-time students is determined for every 25-30 ECTS points or 15 credit hours, starting from the first admission date of the students.
- 125.5. Grade report should be issued for semesters in which the status is determined by the Academic Unit Council.

#### **Article 126: Assessment of Undergraduate Degree Course and Essay**

- 126.1. Assessment of undergraduate degree course work and essay shall be continuous. It may consist of tests, individual assignments, group assignments, presentations, project works and final examination or equivalent assessments.
- 126.2. Assessment of all undergraduate degree coursework and essay shall be based on clear marking criteria.
- 126.3. Instructors who assess student work shall give timely feedback to the assessed student.
- 126.4. An undergraduate degree student who is aggrieved by assessment of his work and has specific grounds may appeal to the relevant Council of an Academic Unit.

#### **Article 127: Grade Point Average (GPA)**

GPA is determined by dividing the total number of grade points earned in a Semester by the total number of credit hours or ECTS taken in the Semester.

#### **Article 128. Cumulative GPA (CGPA/CANG)**

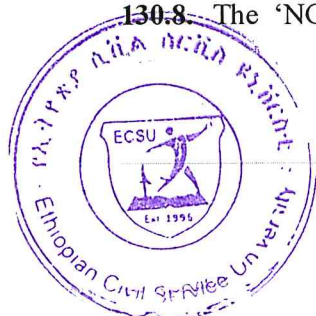
CGPA/CANG is determined by dividing the total number of grade points earned in consecutive semesters by the total number of credit hours or ECTS taken in the semesters.

#### **Article 129: Class Attendance**

- 129.1. Every undergraduate degree student shall fulfil a minimum of 85% attendance in a course.
- 129.2. An undergraduate degree student shall not miss indispensable portions of a course as may be reported by the instructor and decided by the relevant Academic Unit Council.

#### **Article 130: 'NG' (No Grade)**

- 130.1. In cases where a student does not have full examination records, the instructor shall record 'NG' for No Grade.
- 130.2. 'NG' grade is given to an undergraduate degree student when any of the following occurs:
- 130.3. The student has registered for a course but has not attended at all, has less than 85% attendance or has missed indispensable portions of a course such as laboratory/practical sessions, field experiences, etc.;
- 130.4. The student has not taken the final examination or equivalent final assessment of a course;
- 130.5. The student's assessment is not complete due to other reason.
- 130.6. All 'NG' grades shall be managed within the first 2 weeks of the following Semester.
- 130.7. An undergraduate degree student with 'NG' grade shall be required to submit necessary evidence.
- 130.8. The 'NG' grade may be converted to 'F' or 'I' grade or lead to 'course





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cancellation' (waiver) or replacement by another course/module depending on the case and reason of the student.

#### **Article 131: 'NG' for 'No Attendance at All' and 'NG' for 'Incomplete Attendance'**

- 131.1. 'NG' for 'No Attendance at All' case is given when an undergraduate degree student is registered but not attended at all in a course.
- 131.2. 'NG' for 'Incomplete Attendance' is given when an undergraduate degree student fails to fulfil 85% of attendance or has missed indispensable portions of a course.
- 131.3. An undergraduate degree student who is given 'NG' for 'No Attendance at All' or 'NG' for 'Incomplete Attendance' shall be required to provide acceptable reason for his failure to attend.
- 131.4. When an undergraduate degree student's 'NG' for No Attendance at All' or 'NG' for 'Incomplete Attendance' is proved to be due to valid reasons, the course registration shall be cancelled, and the student shall be allowed to take the course afresh.
- 131.5. When an undergraduate degree student's 'NG' for' No Attendance at All' or 'NG' for 'Incomplete Attendance' is not proved to be due to valid reason, the 'NG' shall be converted to 'F' grade.

#### **Article 132: 'I' Grade (Incomplete Grade)**

- 132.1. 'I' grade is given when an undergraduate degree student has at least 85% attendance in a course but fails to fulfil the necessary requirements for a course.
- 132.2. Undergraduate degree students shall remove 'I' grades within the first 2 weeks of the following Semester or the re-admission Semester as stipulated in the Article on make-up examination.
- 132.3. All 'I' grades not removed within the specified period shall be converted to 'F' grade by the Council of Academic Unit.

#### **Article 133: Make-Up Examination**

- 133.1. The make-up examination shall not be allowed for the purpose of raising average grade point.
- 133.2. The make-up examination shall be allowed to remove an 'I' grade by an undergraduate degree student who has been unable to sit for final examination for acceptable reasons.
- 133.3. An undergraduate degree student who has 'I' grade for one or 2 courses may apply to take make-up examination within the first 2 weeks of the following Semester.
- 133.4. An undergraduate degree student who has 'I' grade for more than 2 courses shall be forced to withdraw and shall take make-up examination when readmitted.
- 133.5. Failure to take make-up examination within the specified period shall lead to conversion of the 'I' grade to 'F'.



**Article 134: Re-sit Examination**

- 134.1. The AC may allow female students, students from emerging regions, special need and foreign scholarship regular undergraduate degree students in need of affirmative action who are in dismissal status at the second year second Semester or thereafter to re-sit in the final examination of the latest Semester course for which they have scored 'F', 'D' or 'C<sup>-</sup>' grade.
- 134.2. The re-sit examination shall be given within the first 3 weeks of the following Semester. Students taking re-sit exams shall be entitled to students' services during the re-sit exam up on notification of the relevant Academic unit.
- 134.3. The re-sit examination will cover only the final exam and the final grade shall be determined taking into consideration the previous continuous assessment results.
- 134.4. The grade will be recorded as it is after the re-sit examination.

**Article 135: Course Repeating**

- 135.1. An undergraduate degree student in normal registration shall repeat the course for which he received 'F' grade.
- 135.2. An undergraduate degree student in re-admission registration at year one Semester one may repeat the courses for which he received 'F' or 'D' grade.
- 135.3. An undergraduate degree student in re-admission registration after year one Semester one may repeat the course or essay for which he received 'F', 'D' or 'C<sup>-</sup>' grade.
- 135.4. An undergraduate degree course or essay may be repeated only 3 times.
- 135.5. The maximum grade to be recorded for repeated undergraduate degree course or essay shall be 'C'.
- 135.6. In cases where the final grade of any repeated course is less than 'C', the grade shall be maintained to the advantage of the student.

**Article 136: Course Adding and Dropping**

- 136.1. An undergraduate degree student in normal registration shall repeat the course for which he received 'F' grade.
- 136.2. An undergraduate degree student in re-admission registration at year one Semester one may repeat the courses for which he received 'F' or 'D' grade.
- 136.3. An undergraduate degree student in re-admission registration after year one Semester one may repeat the course or essay for which he received 'F', 'D' or 'C<sup>-</sup>' grade.
- 136.4. An undergraduate degree course or essay may be repeated only 3 times.
- 136.5. The maximum grade to be recorded for repeated undergraduate degree course or essay shall be 'C'.
- 136.6. In cases where the final grade of any repeated course is less than 'C', the grade shall be maintained to the advantage of the student.

**Article 137: Academic Standing of Undergraduate Students**

- 137.1. A first-year student whose first Semester grade (SGPA) is greater than or equal to 1.75 can





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Pass to second Semester.

- 137.2. A first-year student whose first Semester grade (SGPA) is greater than or equal to 1.5 and less than 1.75 shall be warned and can Pass to the second Semester.
- 137.3. A student who, at the end of the first Semester, receives SGPA/SANG of greater than or equal to 1.00 and less than 1.50 shall be academically dismissed.
- 137.4. A first-year student whose first Semester SGPA is less than 1.00 shall be completely dismissed.
- 137.5. A student who has been dismissed because of academic status shall not be allowed to take immediate sup-exams.
- 137.6. A student, who fails to achieve either SGPA of at least 1.75 or a CGPA of at least 2.00 at any Semester, shall be warned.
- 137.7. If a student, who has been put on warning during the first Semester, fails to maintain SGPA of 1.75 or a CGPA of 2.00 during the second Semester of the first academic year, shall be subject to dismissal unless put on probation at the discretion of the AC.
  - 137.7.1. If a student's SGPA is less than 1.75 and his CGPA is less than 2.00, the student is subject to academic dismissal.
  - 137.7.2. A student who fails to achieve a SGPA of 1.00 at any Semester is subject to complete dismissal.
- 137.8. A student, who for a second consecutive Semester scores either a SGPA/SANG of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation.
- 137.9. An academically dismissed student may get probation based on the decision of the Academic Council. However, he cannot claim probation as a right.
- 137.10. If an academically dismissed student's application is acceptable, he may apply for re-admission the next year in the same Semester.
- 137.11. Undergraduate degree students from emerging regions, special needs students, female students, and foreign scholarship students in need of affirmative action who are at the end of first year first Semester shall be warned when they earn a Semester SGPA of 1.25 to 1.49, but academically dismissed if they earn SGPA of 1.00-1.24.
- 137.12. All undergraduate students earning SGPA of less than 1.00 shall be completely dismissed.
- 137.13. Undergraduate degree students from emerging regions, special need students, female students, and foreign scholarship students in need of affirmative action who are at the end of the first year second Semester may be placed on first probation when they earn a CGPA/CANG of 1.00 to 1.74.
- 137.14. An undergraduate degree student who at the end of second year first Semester earns a CGPA/CANG of 1.5 to 1.99 may be placed on first probation if his previous status was not probation or on second probation when his previous status was first probation.
- 137.15. Undergraduate degree students from emerging regions, special needs students, female students, and foreign scholarship students in need of affirmative action who are at the end of second year first Semester may be placed on first or second probation as the case may be when they earn a CGPA/CANG of 1.30 to 1.99.





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Summary of Students' Status Determination

Year	Semester	SGPA	CGPA	Immediate previous status	Any Pervious (academic dismissal/probation)	Final status
I	I	[1.75, 4.00]	-	-	-	Pass
		[1.50, 1.75)				Warning
		[1.00, 1.50)				Academic dismissal/probation
		[0.00, 1.00)				Complete dismissal
I	II	[1.75, 4.00]	[2.00, 4.00]	Pass	No	Pass
			[1.75, 2.00)	Warning	No	Academic dismissal/probation
				Yes	Complete dismissal	
			Pass	No	Warning	
		[0.00, 1.75)	Any	Any	Complete dismissal	
		[1.00, 1.75)	[2.00, 4.00]	Pass	No	Warning
			[1.75, 2.00)	Pass	No	Academic dismissal/probation
				Pass	Yes	Complete dismissal
			[0.00, 1.75)	Any	No	Complete dismissal
		[0.00, 1.00)	Any	Any	No	Complete dismissal
II and above	Any	[1.75, 4.00]	[2.00, 4.00]	P/W/Pr	No	Pass
			[1.75, 2.00)	Warning	No	Academic dismissal/probation
				Yes	Complete dismissal	
			Pass	No	Warning	
		[0.00, 1.75)	Any	No	Complete dismissal	
		[1.00, 1.75)	[2.00, 4.00]	Pass	No	Warning
			[1.75, 2.00)	Warning	No	Academic dismissal/probation
				Pass	Yes	Complete dismissal
			[0.00, 1.75)	Any	No	Complete dismissal
		[0.00, 1.00)	Any	Any	No	Complete dismissal

**Article 138: Determining Academic Standing of Undergraduate Students**

- 138.1. The relevant Academic Unit Council shall determine the academic standing of undergraduate degree students in regular programs at the end of every Semester.
- 138.2. The academic standing of undergraduate degree students in CDEPs shall be determined at the end of every academic year.

**Article 139: Withdrawal**

- 139.1. An undergraduate degree student may withdraw for personal or academic reasons upon approval by the relevant Academic Unit.
- 139.2. To be eligible for withdrawal, a student must have at least a one-semester grade record.



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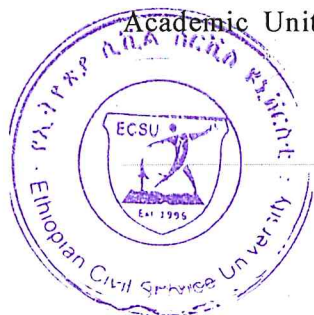
- 139.3. An undergraduate degree student shall withdraw for personal reasons when he faces a health problem or force majeure situation and prove this to the relevant Academic Unit by medical certificate or written statement acceptable to the Council of that Academic Unit.
- 139.4. An undergraduate degree student shall withdraw for academic reasons when he is in dismissal status and is not entitled to re-sit the final examination.
- 139.5. An undergraduate degree student who withdraws shall fulfil the proper clearance procedure within one week of the occurrence of the problem. Failure to do so shall result in denial of re-admission.
- 139.6. The relevant Academic Unit may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one-week period specified in the preceding provision.

#### **Article 140: Re-admission**

- 140.1. To be eligible for readmission, a student must have at least a one semester grade record.
- 140.2. A first-year student dismissed at the end of the first Semester with a SGPA of not less than 1.00 may be readmitted.
- 140.3. A first-year student dismissed at the end of the second Semester with a CGPA of not less than 1.75 may be readmitted.
- 140.4. A second year and above student dismissed at any Semester with a CGPA of not less than 1.75 may be readmitted.
- 140.5. Any readmitted student may be allowed to repeat modules in which the student scored "<1 (D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's Academic Advisor and the relevant Academic Unit Council. The AC shall be notified of the approval.
- 140.6. An undergraduate degree student who withdrew for personal reason shall be re-admitted after a year in the Semester he withdrew provided that the withdrawal was due to health problem evidenced by medical certificate or force majeure situation evidenced by written statement acceptable to the relevant Academic Unit Council.
- 140.7. An undergraduate degree student who withdrew for academic reason may be re-admitted after a year in the Semester he withdrew.
- 140.8. An undergraduate degree student who applies for re-admission shall produce a letter of support by his sponsor.
- 140.9. An undergraduate degree student who withdrew for academic reason can be readmitted 3 times at most.
- 140.10. Re-admission is not a right; the University shall decide depending on the resource availability.

#### **Article 141: Waiver**

Where peculiar hardship and unique reasons exist, the CASC may, at the request of the concerned Academic Unit, permit a waiver of course requirements for a particular student. The Academic Unit, in recommending a waiver of the course requirements for a particular





student, shall provide adequate justifications demonstrating existence of peculiar hardship and unique reasons. There could be circumstances where waiver cannot at all be allowed such as major area course(s).

**Article 142: Assessment and Evaluation/General Provisions of Examination**

- 142.1. As a matter of general principle, continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course in such a way that it measures the individual effort or capacity etc. of the student. This shall count for 60% of the total module/course mark. The remaining 40% shall be allotted for a final exam at the end of the module/course. However, some project/studio-based modules shall set out their own general Guidelines.
- 142.2. Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- 142.3. The number, type, and schedule of exams or tests in a course are determined by the Modular Team of the course but shall be stated on the module didactic design to be issued to students at the beginning of the course.
- 142.4. The module didactic design, as a matter of routine, shall include information on the distribution of points among various types of assessments and other works in percentage terms. A copy of the module didactic design shall be submitted to the academic units and distributed to the students at the beginning of the Semester.
- 142.5. Copies of all exams, tests, and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least 6 months. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the Academic Unit within 3 days following the administration of the exams.
- 142.6. In those cases where a module is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- 142.7. A common examination paper shall be prepared in cases where more than one instructor teaches a module with the same title and ECTS/credit hour to one or more sections.
- 142.8. Where common examination(s) must be given for a module(s) taught by more than one module instructor, the Academic Unit that offers the module(s) shall ensure that all instructors involved in the teaching of the module have reached an agreement on the content of the exam(s). The Academic Unit that offers such modules shall work out procedures by which reviews of exam questions for such modules will be carried out by a full panel of instructors involved in the teaching of the modules. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such modules.
- 142.9. Where common exams are given or, where more than one instructor teaches a module, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the





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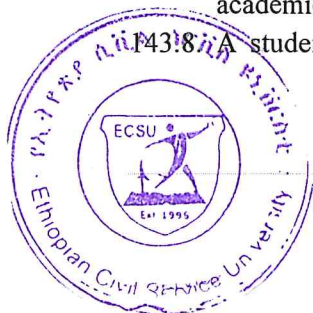
Academic Unit before the completion of marking.

- 142.10. Examination papers prepared by the instructor, or a panel of instructors shall be submitted to the Module Team for review and endorsement.
- 142.11. Final grades for all module/courses shall be reviewed and endorsed by the Module Team.
- 142.12. Final grades shall be entered into the SIMS by the instructor with a hard copy submitted to the Head of the Academic Unit in duly signed official grade report format within 4 days after the exam. This document shall be prepared legibly with no alterations or erasures.
- 142.13. An official grade report form shall be filled out only by the instructor(s) who had taught the module, set or participated in the setting of the exam questions and marked the exam papers.
- 142.14. A copy of grade report sheets and minutes of the Module Team for all modules shall be kept at the Academic Unit.
- 142.15. When, for reasons beyond control, the provisions of Sub-Article 118.13 of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of Staff designated by the SC/IC/DC.
- 142.16. Students have the right to see their corrected exam papers.
- 142.17. Official grade report forms shall be prepared by the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the module.
- 142.18. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 142.19. Grades shall officially be announced to students by the Registrar.
- 142.20. Academic Units must make sure that instructors going on leave have submitted grades of students before departure.

**Article 143: Periodic and Exit Examination**

- 143.1. Without prejudice to the continuous assessments, students in the University shall sit for periodic/holistic and/or exit exams.
- 143.2. A student may sit for one of the 2 final/holistic exams to be administered consecutively at an interval of 2 weeks at each time.
- 143.3. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program
- 143.4. Exit exam, if any, should be identified with module title and code.
- 143.5. The grade point of exit exam should not be included in the computation of either Semester or cumulative status of the student.
- 143.6. The exit exam result rating and Pass mark shall be as per determined by Ministry of Education. rated as Pass (P) or Fail (F) status. The Pass mark at the exit exam shall be determined by the respective program to qualify for graduation and award of diploma.
- 143.7. Exit exam, if any, shall be given at the end of the final once in a year for graduating students and the period shall be as decided by the Ministry of Education. indicated in the academic calendar.

143.8. A student who fails the exit exam can repeat as per the guidelines of the Ministry of



Education. it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he/she fails for the third time.

**Article 144: Administration of Examination**

- 144.1. The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the Module/Course Team Leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.
- 144.2. No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 144.3. No student may be admitted into an exam hall 20 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.
- 144.4. If a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.
- 144.5. 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 by the APD. The report shall be submitted to the Head of the Academic Unit that offers the module.
- 144.6. Exit examinations shall be prepared and administered by the Education Quality, Examination and Assessment Center.

**Article 145: Violations of Examination Regulations**

- 145.1. Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects, or senior essays and for the determination of the academic status of students:
  - 145.1.1. Found in possession or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted;
  - 145.1.2. Working on or being found in possession of exam papers other than one's own;
  - 145.1.3. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted;
  - 145.1.4. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper;
  - 145.1.5. Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production;
  - 145.1.6. Making use of someone's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own;





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- 145.1.7. Sitting on an examination in a course for which one has not been registered;
  - 145.1.8. Taking an examination by proxy, i.e., through a secondary party;
  - 145.1.9. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator; and
  - 145.1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 145.2. Any one of the following shall be interpreted as an intention to cheat in an exam or in any other graded exercise and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of the academic status of students.
- 145.2.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phones that are not specifically permitted.
  - 145.2.2. Evading the signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 145.3. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behaviour will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other Supervisors, etc.).
- 145.4. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall allow the student to continue to work on the exam and report the case to the concerned Academic Unit.
- 145.5. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behaviour will be reported. The invigilator shall collect all evidence on intent to cheat in preparation for reporting.
- 145.6. All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the module instructor who in turn shall present to the Academic Unit Head in which the student is enrolled.
- 145.7. The Head of the Academic Unit shall present the case to the Academic Unit Council which shall determine if there had indeed been a clear case of cheating or of intended cheating. The Council has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 145.8. If the Council of an Academic Unit finds a clear case of cheating, it shall decide and inform





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the instructor of the course that the student obtains zero point on the particular examination on which the cheating had occurred. For other disciplinary breaches shown under Article 160 that require measures including warning or suspension for at least one Semester the case shall be forwarded to students" discipline committee.

- 145.9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade the student would earn for the course. Thus, if a student obtains zero points on any exam, a term paper, etc. due to cheating or plagiarism that should not constitute the ground for a grade of "F" or for disqualification in the course as a whole.
- 145.10. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Academic Unit Head shall warn the student in writing and publicize the case within the campus.
- 145.11. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the Academic Unit Council. Any student who commits such an offense for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the Council of Academic Units and approved by the Academic Vice President.
- 145.12. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
- 145.13. If all students happen to be enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally.

**Article 146: Re-marking of Examinations**

- 146.1. General Provisions for Re-marking Students who are aggrieved by the grade obtained in a module shall have the right to appeal for re-marking their exam paper on the basis of the conditions set forth hereunder.
- 146.2. Students have the right to see the results of their exam.
- 146.3. The appeal shall be formally submitted to the Head of the Academic Unit within the time frame set in the academic calendar.
- 146.4. The maximum number of modules that the student can apply for re-marking shall be only 2 at any one time. However, if the re-marking result proved that the complaint of the student was correct, the re-marking shall not be counted against the student in which case the student may apply for additional re-marking as the case may be even after the time frame set in the academic calendar.
- 146.5. A grade obtained in re-marking shall be final even if it was previously obtained.
- 146.6. Re-marking Procedure
- 146.6.1. Each Academic Unit shall be in possession of the standard application form to be filled out by students who present an appeal for re-marking. Such form shall require the student to specify the reasons for the grade.
- 146.6.2. Upon receipt of the petition for re-marking, the Head shall, after consulting with



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the instructor of the course, shall decide on whether there exists a basis for granting the request and where request is denied, the student shall be informed in writing the reasons for denial.

146.7. If it is decided that a student's examination shall be re-marked, the Head of Academic Unit shall:

146.7.1. Obtain all relevant exam papers and grade distribution scale employed by the instructor.

146.7.2. Obtain the answer sheets or papers written by petitioning and other students in the section to which the student belongs.

146.8. The Head of the Academic Unit shall then assign a Staff member who shall do the re-marking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the Head with recommended grade.

146.9. The Head of Academic Unit shall then decide what grade to give to the student taking into consideration the grades given by the 3 Academic Staff members.

146.10. The Module Team Leader or coordinator shall submit the final result to the Head in 3 copies. The Head then;

146.10.1. Signs and sends the hard and soft copies to the Office of Registrar and;

146.10.2. Signs and sends one copy to the Head of the Academic Unit concerned and a copy to the course instructor.

146.11. If, at the end of the re-marking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending to harm the student academically, the Head shall take up the matter through proper channels for disciplinary action against the course instructor in question.

146.12. If a student, upon petitioning for re-marking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of re-marking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the Head of the Academic Unit exonerating the student of any allegations.

146.13. The case of such a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the Academic Advisor who offers the course to the Head of the Academic Unit in which the student is enrolled for disciplinary measures.

**Article 147: Course Exemption**

147.1. An undergraduate degree student may be exempted from taking a course when he has taken an equivalent course/module in an equivalent program of another recognized higher education institution provided that the following are fulfilled:

147.1.1. The grade for the equivalent course when the exemption relates to a common course shall be  $\geq$  "C".

147.1.2. The grade for the equivalent course when the exemption relates to a major or supportive course shall be  $\geq$  "B".





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- 147.1.3. At least 75% of the contents of the 2 courses shall be the same.
- 147.1.4. The equivalent course shall be a course taken within the last 10 years.
- 147.1.5. The exemption shall not exceed 40% of the total credit or ECTS of the relevant undergraduate degree program.
- 147.1.6. Applications for course exemption shall be processed by the relevant Council of the Academic Unit and approved by the AC.

#### **Article 148: Student Transfer**

- 148.1. Undergraduate degree students from other higher education institutions may apply for transfer to the University if they have completed at least one Semester in the other institution.
- 148.2. Applications for transfer to the University shall be processed by the APC and upon its decision communicated to the concerned Academic Unit or College.
- 148.3. Applications for transfer shall be processed only when the following are met:
  - 148.3.1. The student is a public/civil servant;
  - 148.3.2. The University has space and facilities;
  - 148.3.3. The student has obtained a grade level that would normally be required of a student who enrolls in the relevant program in the University; and
  - 148.3.4. The transfer request is supported by a letter of recommendation and an official record from the other higher education institution.

#### **Article 149: Graduation Requirements of Undergraduate Programs**

- 149.1. General Requirements for Graduation
  - 149.1.1. All the required courses/modules and the minimum credit hours set by the respective Academic Unit should be satisfied, except to phase-in and phase-out program;
  - 149.1.2. A CGPA/CANG of 2.00 must be obtained;
  - 149.1.3. A graduation decision shall be processed by the relevant Academic Unit Council, endorsed by AC, and approved by Senate;
  - 149.1.4. The Registrar shall issue appropriate credential to graduated students upon approval of the graduation by the Senate;
  - 149.1.5. No 'F' grade in any course/module taken for undergraduate program.

#### **Article 150: Graduation with Distinction, Great Distinction and Very Great Distinction**

- 150.1. An undergraduate degree student who graduates with CGPA/CANG  $\geq 3.75$  and 4.00 shall be awarded a 'very great distinction'.
- 150.2. An undergraduate degree student who graduates with CGPA/CANG  $\geq 3.50$  and  $< 3.75$  shall be awarded a 'great distinction'.
- 150.3. An undergraduate degree student who graduates with CGPA/CANG  $\geq 3.25$  and  $< 3.50$  shall be awarded a 'distinction'.

#### **Article 151: The ECSU Medal**

- 151.1. The Council of each Academic Unit shall, each year, recommend to the Senate its outstanding





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students for Senate approval.

- 151.2. Undergraduate degree students with the highest academic performance from each College shall be awarded the University Gold Medal.
- 151.3. The award is made based purely on academic excellence.
- 151.4. When there are ties, other attributes like character, gender and extra-curricular activities shall be considered.
- 151.5. Gender and disability may be considered for separate awards.
- 151.6. The Senate shall issue detailed guidelines with respect to the selection criteria of awardees when there is a tie.

**Article 152: Tuition and Other Fees**

The Registrar shall prepare and announce tuition and other fees for undergraduate degree students upon approval by the University Management.



**CHAPTER SIX**  
**ACADEMIC RULES AND REGULATIONS FOR GRADUATE PROGRAMS**

**Article 153: General Provisions**

- 153.1. Each Academic Unit may offer study programs and research leading to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Laws (LL.M), Doctor of Philosophy (Ph.D.) and similar other graduate degrees. It may also, as conditions permit, offer programs of study and research leading to post-graduate and post-doctoral diplomas.
- 153.2. The provisions of Sub-Article 153.1 above shall also apply to all graduate CDEPs.
- 153.3. Graduate programs in the regular, continuing, and distance shall have equal value since such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Therefore, graduate students from continuing and distance education shall receive quality instruction, advising and administrative services to that of regular graduate students.
- 153.4. The University may introduce a differential payment structure for tuition and other related fees to be covered by graduate continuing and distance education students per ECTS.
- 153.5. The academic rank of Staff for offering courses and advising students in the graduate program should be Assistant Professor and above for Master's Degree and Associate Professor and above for doctorate degrees. However, in case of a shortage of Staff, the Department Graduate Council (DGC) shall propose senior Staff with a Lecturer rank (for Master's program) and Assistant Professor with PhD (for doctoral programs) to offer courses and advise students with the approval of the Academic Vice President.

**Article 154: DGC**

- 154.1. There shall be established Department Graduate Committee hereinafter referred to as DGC.
- 154.2. **Compositions and Term of Office**
  - 154.2.1. The DGC shall be composed of the Academic Unit Head as Chairperson and at least 3 Staff members but not exceeding 7 and shall be with the rank of Assistant Professor or above to be elected.
  - 154.2.2. The term of service of elected members of the committee shall be 2 years;
  - 154.2.3. A member shall be eligible for re-election.
- 154.3. **Duties and Responsibilities**

The DGCs shall:

  - 154.3.1. Supervise all activities of the programs;
  - 154.3.2. Approve status of the students, and review and endorse grades;
  - 154.3.3. Prepare periodic reports on its activities and submit the same to the Academic Unit;
  - 154.3.4. Review and approve research proposals for Masters and PhD students and the Thesis and Dissertation submitted by graduate students under the supervision of their academic Advisors;



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- 154.3.5. Recommend members of the examining Board for Thesis, Dissertation and other qualifying examinations for approval by the DC;
- 154.3.6. Oversee settings of entrance examinations and screen candidates and approve for admission;
- 154.3.7. Recommend and/or approve a research Advisor for each graduate student;
- 154.3.8. Screen and assign graduate students' eligibility for teaching Assistantship;
- 154.3.9. Attend to all academic problems that concern the Academic Unit at the graduate studies level;
- 154.3.10. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the Academic Unit;
- 154.3.11. Approve graduate program course offerings and Thesis research proposals of graduate students;
- 154.3.12. Endorse proposals of the DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- 154.3.13. Accomplish all other duties assigned by the DC and the College Dean and;
- 154.3.14. Consider any matter entrusted to it by the Senate or the Academic Unit Head.

#### **Article 155: Admission to Graduate Programs**

##### **155.1. General Provisions**

- 155.1.1. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to Government sponsors as per the pressing need of the Government.
- 156.1.2. Admissions to regular graduate programs shall be from the public service organizations based on the area of excellence of the University and pressing needs of the Government; but not limited to public service organizations. The admissions shall be managed based on the admission policies and requirements of the University.
- 156.1.3. Admission to all programs shall be processed by the Registrar in consultation with the concerned academic units and APC of the University. In connection to this, the APC in consultation with the relevant Academic Unit shall decide the optimum number of students to be admitted in each program.
- 156.1.4. The University 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.
- 156.1.5. The optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective College Dean and DGC in consultation with the APC by taking into consideration the number of Staff, availability of space and demand for training. However, the final decision on the number of students to be enrolled shall be made by the Senate.





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- 156.1.6. The Academic Unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.
- 156.1.7. The APC of the University may prepare detail admission Guidelines as required.

**Article 156: Requirements for Admission to Graduate Programs**

**156.1. Academic Requirements**

- 156.1.1. All applicants seeking admission to a Master's and PhD program in the University shall fulfil the following:
  - 156.1.1.1. The applicant must have completed the academic requirements of Bachelor's Degree and Master's Degree for Master's and PhD admission respectively in the specific/related field(s) of study at the University or any other recognized institution of higher learning.
  - 156.1.1.2. Colleges or Departments may require PhD applicants to present preliminary PhD research themes or proposals/synopsis.
  - 156.1.1.3. The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned.
  - 156.1.1.4. Foreign applicants may, in lieu of sitting for the entrance examination, submit results of GRE. For applicants whose undergraduate and/or graduate programs medium of instruction is not English, TOEFL, ELTS or equivalent language proficiency examinations may be required.
  - 156.1.1.5. Master or PhD scholarship admission may be granted to foreign applicants under the following conditions:
    - 156.1.1.5.1. They have Bachelor's Degree and Master's degree respectively from a foreign higher education institution recognized by Ethiopia as determined by the Ministry of Education;
    - 156.1.1.5.2. They have submitted results of GRE or equivalent examination acceptable to the University; and
    - 156.1.1.5.3. They have fulfilled the scholarship criteria decided by the Senate of the University.

**156.2. Non-academic Requirements**

- 156.2.1. The University may, for pedagogic reasons or the special nature of the field of study, set requirements related to age and work experience.
- 156.2.2. For pedagogic reasons or special requirements of the field of study, age limit should not exceed 50 for Ph.D. and 48 for Master's Degree;
- 156.2.3. The minimum appropriate work experience shall be 1 year for Master's program and 2 years for Ph.D. program, and;
- 156.2.4. Few exceptional cases might be considered based on Government's needs subject to the approval of the SEC.
- 156.2.5. The candidate must produce 3 letters of recommendation from former instructors, employers, or professional associations for Ph.D. applicants.



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**156.2.6.** Self-financing Ph.D. applicants shall be required to present evidence of financial support.

**Article 157: Enrolment and Registration in Graduate Programs**

157.1. Admitted Master's and Ph.D. students shall register in their programs in accordance with academic calendar of the University which shall be announced by the Registrar.

157.2. Registration shall take place every Semester provided that the required Pass or probation status is met.

157.3. Registration shall take place in person or by notarized person.

157.4. Application for admission into the graduate program is normally processed before the beginning of each Semester.

157.5. Every student must register at the beginning of each Semester to keep enrolment active. A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for re-admission. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of re-admission.

157.6. The academic units may provisionally register candidates, but such cases must be presented within 6 weeks for approval by the DGC and AC followed by official registration if the admission is approved.

**157.7. Provisional Admissions**

157.7.1. Students admitted to programs from fields of specialization other than the intended area of specialization will be required to take undergraduate/graduate courses which will be determined by the DGC.

157.7.2. A student given provisional admission must complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate/ graduate courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.

157.7.3. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the academic units concerned but shall not exceed one academic year.

157.7.4. Provisionally admitted student who has satisfactorily completed the prescribed courses shall be granted regular graduate student status.

157.7.5. A provisionally admitted student may, upon permission of the DGC register for and take graduate-level courses as qualified.

157.7.6. Such a student must obtain a grade of at least C and B in the undergraduate and graduate prescribed courses, respectively as indicated in Article 158.1 herein.





**157.8. Advanced standing admission into a graduate program**

157.8.1. Qualified persons may apply for advanced standing admission which is determined by the concerned DGC and endorsed by AC if applicants:

157.8.1.1. Have successfully completed a minimum of one year of study or post-graduate diploma in a similar graduate program in another institution; and

157.8.1.2. Meets the special requirements of the DC or AC they are applying to.

157.8.1.3. Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

**Article 158: Program of Studies**

158.1. Within the general program (curriculum) of the academic units, candidates shall have their programs of study approved by the relevant Council of the Academic Unit in which they are enrolled. For Master's Students, the program shall be based on coursework with Thesis or with non-Thesis.

158.2. Ph.D. programs may have coursework and research or research only options. The candidate shall study under a Dissertation Supervisor who may be assisted by a co-supervisor and/or a Supervisory committee for the student if and when required. At least one member of the committee should be nominated by the academic units on its behalf. The Supervisor and the student Supervisory committee shall be approved by the DGC.

158.3. The DGC shall present its program of graduate studies to the Department Graduate Council which, after careful consideration, shall present the program curriculum to the CASC which in turn shall present it to the Senate for approval before implementation. This must be preceded by a curriculum validation workshop with comments incorporated.

158.4. The DGC determines credits for all coursework with Thesis and non-Thesis as well, which is to be approved by the CASC. One credit of study shall be one lecture hour or 2 to 3 hours of laboratory/practical hours per week for a Semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

**Article 159: Assignment of Graduate Students**

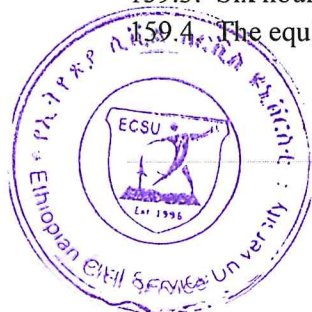
A PhD student carrying a full-time program of study is required to handle assignments (with no payment) within or outside the University, when assigned by the University on a weekly basis for not more than

159.1. Three hours of lecture; or

159.2. Six hours of tutorial; or

159.3. Six hours of laboratory work; or

159.4. The equivalent workload.





**Article 160: Assignment of Advisor or Supervisor in Graduate Programs**

- 160.1. The relevant DGC may assign section Advisors (course instructors) who shall be responsible to guide the course works of Masters and Ph.D. degree students.
- 160.2. The relevant DGC shall assign Theses Advisors and co-Advisors who shall be responsible to guide the Theses works of Master's Degree students. The assignment shall be approved by Ac.
- 160.3. The relevant DGC shall assign Ph.D. Dissertation Supervisors and co-Supervisors who shall be responsible to guide the Dissertation works of Ph.D. students. The recommendation shall be endorsed by AC with a copy of the list sent to SGS.
- 160.4. The assignment of Theses Advisors and co-advisors and Dissertation Supervisors and co-Supervisors shall be based on specialization and expertise of the Staff.

**Article 161: Credit Hour and ECTS in Graduate Programs**

**161.1. General Policy**

- 161.1.1. All Master's and Ph.D. degree programs in the University shall be in the ECTS system.
- 161.1.2. The ECTS may be converted to credit hour for purpose of calculating Staff workload or determining program equivalence.
- 161.1.3. The Master's Degree programs in the University may be largely-course-based or course and non-research-based.
- 161.1.4. The Ph.D. programs in the University shall be largely-research-based. However, Ph.D. candidates may be asked to attend in relevant modules while their main responsibility shall remain to be researching on specific problem and producing a Ph.D. Dissertation.

**161.2. Credit Hour**

- 161.2.1. The minimum and maximum total credit for a Master's Degree program in the credit hour system shall range from 54 credit hours to 72 credit hours
- 161.2.2. The total credit for a Ph.D. program for the course work in the credit hour system shall be 30.

**161.3. ECTS**

- 161.3.1. The meaning of ECTS and its equivalence to student learning hours is similar to that of Article 120 of this Legislation.
- 161.3.2. The standard for module is as specified in Article 117.2.3 of this Legislation.
- 161.3.3. The definition of a year of full-time studies as well as the conversion used by ECSU between ECTS and course credit is as specified in Article 122.2.4 and Article 122.2.5, respectively.
- 161.3.4. The minimum and maximum total ECTS for a Master's Degree program in the modular system shall be 90 and 120, respectively.
- 161.3.5. The total ECTS for a Ph.D. program in the modular system shall be between 180 and 240.



**Article 162: The Grading System of Graduate Programs**

162.1. Continuous assessments for Master’s and Ph.D. programs are graded on the following letter grading system with corresponding points.

Raw mark (100%)	Letter Grade	Grade Point
[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

**Article 163: Academic Status of Graduate Students**

- 163.1. A Master’s or Ph.D. student whose first Semester SGPA is greater than or equal to 3.00 shall be passed to the second Semester.
- 163.2. At the end of each Semester, the DGC shall examine the case of each Master’s or Ph.D. student who failed to maintain the minimum CGPA/CANG requirement of 3.00. The inquiry shall attempt to determine why the student failed, and whether there is reason to believe the student will meet the required academic standards in the future. A student may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the student can achieve the required academic standard at the time of graduation.
- 163.3. When a Master’s or Ph.D. student is placed on probation, he shall be notified by the Head of the Academic Unit 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.
- 163.4. A first year first Semester Master’s or Ph.D. student who earns a first Semester SGPA between 2.50 and 3.00 shall be placed on first probation by the relevant DGC and AC and any such student who had been placed on probation shall attain a Semester and a cumulative GPA (SGPA and CGPA) of 3.00 or above in the second Semester. A first year first Semester Masters or Ph.D. student shall be dismissed without first being put on probation if his first Semester SGPA falls below 2.50. However, students from emerging regions, students with special needs, female and foreign scholarship students in need of affirmative action who at the end of the first year first Semester earn SGPA between 2.30 and 2.50 shall re-sit the final examination(s) of the module(s) of the stated Semester of which they have less than B grade.
- 163.5. If a Master’s or Ph.D. student placed on probation by end of the first year first Semester earns a Semester SGPA of 3.00 or above during the second Semester but his cumulative GPA (CGPA) falls between 2.75 and 3.00, the relevant DGC may place the student on a second





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probation and the student shall attain a Semester and a cumulative GPA (SGPA and CGPA) of 3.00 or above in the third Semester.

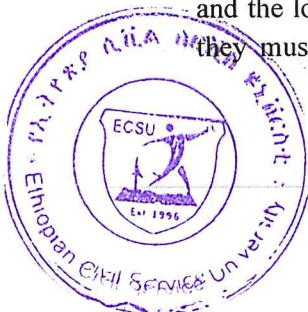
- 163.6. If the second Semester SGPA of the first year second Semester student who was not placed on probation by end of the first Semester falls above 3.00 and his CGPA/CANG falls between 2.75 and 3.00, the relevant DGC may place the student on first probation and the student shall attain a Semester and a cumulative GPA (SGPA and CGPA) of 3.00 or above in the third Semester.
- 163.7. A Master's or Ph.D. student whose second Semester SGPA is above 3.00 and CGPA is below 2.75 and a Masters or Ph.D. student whose both second Semester SGPA and CGPA are below 3.00 shall be dismissed. However, Master's Students from emerging regions, students with special needs, female and foreign scholarship students in need of affirmative action who at the end of the first year second Semester earn a SGPA above 3.00 and a CGPA between 2.50 and 2.75 shall re-sit the final examination(s) of the module(s) of the stated Semester of which they have less than B grade.
- 163.8. A Master's or PhD student who, by end of the second year first Semester, fails to attain a CGPA of 3.00 and a student who, by the stated Semester, earns a Semester SGPA below 2.00 shall be dismissed. There shall be no re-sit examination by end of the second year first Semester.
- 163.9. A final Semester Master's student who has successfully completed all the required course modules in the previous semesters with CGPA of 3.00 and above but fails to achieve a CGPA of 3.00 because of problem(s) encountered during the final Semester may be allowed by the relevant DGC to re-sit the final examination of the module(s) of the final Semester of which he has less than B grade.
- 163.10. The relevant DGC shall provide all the necessary advice to students. However, no Master's Degree or Ph.D. student may expect probation as a matter of right since granting probation is a discretionary decision of the DGC.

**Article 164: Determining Academic Standing of Graduate Students**

- 164.1. The relevant DGC shall determine the academic standing of Master's and Ph.D. degree students in regular programs at the end of every Semester.
- 164.2. The academic standing of Master's Degree students in CDEPs shall be determined at the end of every academic year.

**Article 165: Semester Load in the ECTS System**

- 165.1. Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one Semester.
- 165.2. A regular Master's Degree student shall take a minimum of 25 and a maximum of 30 ECTS per Semester.
- 165.3. The load for female and emerging region students and students who face academic problems and the load for which students must register in the final Semester of their programs where they must write Theses in parallel to seminar or other course according to the applicable





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- 167.2. The Chairperson shall moderate the Master's Thesis defense session representing the Academic Unit in the spirit of ownership and assign marks to the oral presentation session (but not the entire paper).
- 167.3. The Advisor and co-advisor shall not be part of the evaluation process and shall not assign marks to the Master's Thesis and Ph.D. Dissertation.
- 167.4. The internal and external examiners shall assess the content as well as defense of the Thesis or Dissertation based on criteria established in the relevant curriculum.
- 167.5. In a Ph.D. Dissertation the Supervisor and co-Supervisor cannot interfere and defend the candidate. However, the Supervisor can explain in exceptional circumstances.
- 167.6. The final Thesis/Dissertation of all graduate students shall be tested for suspect of plagiarism using plagiarism detection software.
- 167.7. A Thesis/Dissertation with plagiarism index (similarity index) of greater than or equal to 20% is subject to revision. Only Theses/Dissertations with less than 20 plagiarism indices are forwarded to respective academic units for final defense.
- 167.8. Colleges shall establish a Center for checking plagiarism for Thesis/Dissertation. Moreover, to maintain consistency and credibility of the checking process, a brief guideline shall be prepared for this purpose.
- 167.9. As a requirement, a Ph.D. student shall publish one Article and provide at least certificate of acceptance for the second Article; otherwise, he shall not be eligible for final open defense.
- 167.10. A manuscript of the Dissertation work of the Ph.D. student shall be published on Scopus, Web of Science, PubMed indexed journals as well as on national journals accredited by Ministry of Education.

**Article 168: Assessment of Research Seminar Paper**

- 168.1. A research seminar paper in Master's Degree or Ph.D. program shall be defended publicly in the presence of the seminar Supervisor.
- 168.2. The seminar Supervisor shall assess the content and defense of the seminar paper based on criteria established in the relevant curriculum.

**Article 169: Class Attendance**

- 169.1. Every Master's or Ph.D. student shall fulfil a minimum of 85% attendance in a course, Thesis or Dissertation work.
- 169.2. Every Master's Degree or Ph.D. student shall not miss indispensable portions of a course, Thesis or Dissertation work as may be reported by the instructor and decided by the AC.

**Article 170: NG (No Grade), NG for 'No Attendance at All and NG for 'Incomplete Attendance' and 'I' (Incomplete) Grade**

The definition and application of 'NG' and 'I' grades to Master's Degree or Ph.D. student shall be as specified in Articles 130, 131 and 132 of this Legislation.



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curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the DGC.

- 165.4. A Master's Degree student in CDEPs in the Evening and Weekend programs shall take a minimum of 14 and a maximum of 18 ECTS. However, when Evening and Weekend students attend their classes during *Kiremt*, the minimum ECTS shall be 12 ECTS and the maximum shall be 14 ECST;
- 165.5. A Master's Degree student in CDEPs in the *Kiremt* program shall take a minimum of 20 and a maximum of 22 ECTS;
- 165.6. A regular PhD student shall take a minimum of 25 and a maximum of 30 ECTS in a Semester.

#### **Article 166: Duration of Study and Validity Period**

- 166.1. The duration of study for regular Master's Degree program with a Thesis shall be 2 years. Considering withdrawal, dismissal, dropout and re-admission, the validity period of a course in a regular Master's Degree program shall be 4 years. The Senate may approve validity a period beyond this time frame under special circumstances.
- 166.2. The duration of study for a regular Master's Degree program without the Thesis shall be one and a half years. Considering withdrawal, dismissal, dropout and re-admission, the validity period of a course in a regular Master's Degree program shall be 3 years. The Senate may approve validity period beyond this time frame under special circumstances.
- 166.3. The duration of study for CDEP Master's Degree program with Thesis shall be 3 years. Considering withdrawal, dismissal, dropout and re-admission, the validity period shall be 6 years. The Senate may approve validity period beyond this time frame under special circumstances.
- 166.4. The duration of study for CDEP Master's Degree program without Thesis shall be 2 and a half years. Considering withdrawal, dismissal, dropout and re-admission, the validity period shall be 5 years. The Senate may approve a validity period beyond this time frame under special circumstances.
- 166.5. The normal duration of study for a regular Ph.D. program shall be 4 years except in the case where it can be established that a candidate can complete his Ph.D. in 3 years without compromising University academic standards. However, considering withdrawal, dismissal, dropout and re-admission, the validity period of a regular Ph.D. program shall be 6 years. The Senate may approve validity period beyond this time frame under special circumstances.
- 166.6. The additional time extension after 4 years may be allowed for the Ph.D. student each year, for the fifth and sixth years, provided that the extension request is due to force majeure which should be justified and recommended by the DGC and AC. The Senate may approve validity period beyond this time frame under special circumstances.

#### **Article 167: Assessment of Master's Thesis and PhD Dissertation**

- 167.1. A Master's Thesis and a Ph.D. Dissertation shall be defended publicly in the presence of internal and external examiners and a Chairperson.





**Article 171: Make-Up and Re-sit Examinations**

The definition and application of Make-Up and Re-sit examinations in the case of Master's Degree or Ph.D. programs shall be as specified in Articles 133 and 134 of this Legislation.

**Article 172: Course Repeating**

- 172.1. Courses with grades lower than B may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one "C" in Master programs. A Master's student is allowed to graduate with a minimum CGPA of 3.00 and only one "C". Students having 2 "C+" grades shall also be allowed to graduate as long as their CGPA is not below 3.00. However, a mixture of "C" and "C+" is not allowed.
- 172.2. For Ph.D. students, all courses with "C+" grades or lower shall be repeated.
- 172.3. Under very special circumstances, the DGC, with the recommendation of the course instructor may allow a student with a grade of 'C, C + or B-' to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- 172.4. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- 172.5. The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.
- 172.6. The maximum grade to be recorded for repeated Master's Degree or Ph.D. course shall be 'B'.
- 172.7. The maximum grade to be recorded for repeated Master's Thesis or Ph.D. Dissertation shall be 'VG'.

**Article 173: Course Adding and Dropping**

The definition and application of course adding and dropping in the case of Master's Degree or PhD programs shall be as specified in Articles 136 of this Legislation.

**Article 174: Withdrawal**

- 174.1. A Master's or Ph.D. student must have at least a one semester grade record to be eligible for withdrawal.
- 174.2. A Master's Degree or Ph.D. student may withdraw for personal or academic reasons upon recommendation of the Academic Advisor and the approval by the relevant Head of the Academic Unit.
- 174.3. A Master's Degree or Ph.D. student shall withdraw for personal reason when he faces health problem or force majeure situation and proves this to the relevant DGC by medical certificate or written statement acceptable to the Department Council, or College AC.
- 174.4. A Master's Degree or Ph.D. student shall withdraw for academic reason when he is in dismissal status and is not entitled to re-sit final examination.





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- 174.5. A Master's Degree or Ph.D. student who withdraws shall fulfil the proper clearance procedure within one month of occurrence of the problem. Failure to do so shall result in denial of re-admission.
- 174.6. The relevant DGC may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one-month period specified in the preceding provision.

#### **Article 175: Re-admission**

- 175.1. A Master's or Ph.D. student must have at least a one-semester grade record to be eligible for withdrawal.
- 175.2. A Master's Degree or Ph.D. student who withdrew for personal reasons may be re-admitted after a year in the Semester he withdrew provided that the withdrawal was due to health problem evidenced by a medical certificate or force majeure situation evidenced by written statement acceptable to the relevant Department Council or College AC.
- 175.3. A Master's Degree or Ph.D. student who withdrew for academic reasons may be re-admitted after a year in the Semester he withdrew.  
A Master's Degree or Ph.D. student who applies for re-admission shall produce letter of support by his/her sponsor.
- 175.4. A Master's Degree or Ph.D. student who withdrew for academic reason can be readmitted 3 times at the most.

#### **Article 176: Course Exemption**

- 176.1. A Master's Degree or PhD student may be exempted from taking the course when he has taken an equivalent course in an equivalent program of another recognized higher education institution provided that the following are fulfilled:
- 176.1.1. The grade for the equivalent course shall be  $\geq$  'B'.
- 176.1.2. At least 85% of the contents of the 2 courses shall be the same.
- 176.1.3. The equivalent course shall be a course taken within the last 5 years.
- 176.1.4. The exemption shall not exceed 20% of the total credit or ECTS of the relevant Master's Degree or Ph.D. program.
- 176.2. Applications for course exemption shall be processed by the DGC based on course equivalence list to be approved by Senate of the University.

#### **Article 177: Student Transfer (External)**

- 177.1. Master's Degree or Ph.D. students from other higher education institutions may apply for transfer to the University if they have completed at least one Semester in the other institution, provided that he is a civil servant.
- 177.2. Applications for transfer to the University shall be processed by the relevant DGC and implemented upon approval by the Senate of the University.
- 177.3. Applications for transfer shall be processed only when the following are met;

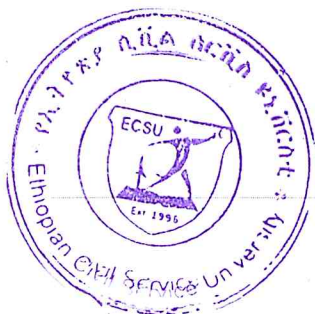


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- 177.3.1. The University has space and facilities;
  - 177.3.2. The student has obtained grade level that would normally be required of a student who enrolls in the relevant program in the University; and
  - 177.3.3. The transfer request is supported by a letter of recommendation and an official record from the other higher education institution.
- 177.4. A Master's Degree or Ph.D. student dismissed from other higher education institution shall not be eligible for transfer to the University.

**Article 178: Student Transfer (Intra and Inter-College Transfer)**

- 178.1. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
- 178.2. The candidate must have a valid reason(s) for requesting the transfer.
- 178.3. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
- 178.4. The candidate must have completed not more than one-fourth of the originally joined program (50% of the course work).
- 178.5. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
- 178.6. The transfer approval of the concerned DGC must be obtained in consultation with the Registrar.
- 178.7. A student may transfer within the same Academic Unit under the following conditions:
  - 178.7.1. If the transfer is within the same Academic Unit, the concerned DGC in consultation with the Registrar approves the transfer.
  - 178.7.2. Students in CDEP may transfer to regular programs upon endorsement of the concerned DGC or AC and approval by SEC provided they meet the conditions set forth below:
    - 178.7.2.1. Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail a waiver of tuition fee.
    - 178.7.2.2. Students who complete their studies within one academic year can apply for transfer.
    - 178.7.2.3. The transfer shall take place within the same programs only.
    - 178.7.2.4. Applications shall be submitted before registration in the program and the transfer should be completed within 2 weeks after beginning of classes.
    - 178.7.2.5. All transferred students shall pay all fees applicable to CDEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, weekend, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the DGC and AC.





178.7.2.6. Transfer of credits shall be determined by the academic units receiving the candidate.

**Article 179: The Graduate Thesis**

**179.1. General Requirements**

179.1.1. A Thesis/Dissertation shall constitute an individual's effort in academic pursuits to identify and analyse problems by applying the sound methodology.

179.1.2. A Thesis/Dissertation shall constitute a partial fulfilment of the requirement for the Master's or Ph.D. Degree, except in a program where it is not required.

**179.2. Selection and Approval of Thesis Topic**

179.2.1. The topic for Thesis/Dissertation work shall be selected in consultation with, and prior approval of, the Advisor/Supervisor. The selection of the Thesis topic shall be based on the broad needs of the public sector and/or the priority areas of research topics as determined by the concerned Academic Unit. Special provisions shall be provided for self-sponsored or foreign students.

179.2.2. The topic of the Thesis/Dissertation of each candidate shall be approved by the DGC and DC as early as possible as and not later than the time of the candidate's enrolment into the second half of the program.

**179.3. Format of Thesis**

179.3.1. The SGS, with the approval of CASC, shall issue detailed Guidelines on Thesis/Dissertation preparation, format, deadlines, etc.

**179.4. Submission of Thesis**

179.4.1. No candidate may be permitted to submit a Thesis in less than one academic year from the date of initial registration, except with special permission of the DGC.

179.4.2. A Ph.D. student must submit his draft manuscript 1.5 months before the pre-submission seminar which would be held 2.5 months before *viva voce* (final defense). The timeframe from draft submission to *viva voce* should not exceed a semester.

**179.5. Procedures for Examination and Submission of Thesis/Dissertation**

179.5.1. When a candidate, after conferring with the Advisor, gives notice of readiness to submit a Thesis, the DGC shall appoint an examining Board and select an external examiner.

179.5.2. The external examiner should be notified in good time and obtain a copy of the Thesis Ph.D. Dissertation of the candidate at least 6 weeks before the date set for the defense.

179.5.3. The external examiner should be notified in good time and obtain a copy of the Master's Thesis of the candidate at least 5 days before the date set for the defense

179.5.4. The Board for Master's Thesis defense shall have 3 members consisting of an external examiner, an internal examiner and a Chairperson.

179.5.5. The Board for Ph.D. Dissertation defense shall have a minimum of 3 and a maximum of 5 members consisting of at least one member of the University.





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179.5.6. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the Thesis/Dissertation defense.

179.5.7. Detailed procedural Guidelines to be followed in the administration of the Thesis/Dissertation open defense shall be issued by the SGS with the approval of the Council of Graduate Studies (CGS).

**179.6. Thesis Evaluation and Rating**

179.6.1. **Evaluation:** Based on the results of the open defense and assessment of the Thesis by each member of the Board of Examiners, the Thesis/Dissertation that is defended shall be evaluated as follows:

**179.6.1.1. Accepted**

The Thesis/Dissertation is;

- a) Accepted with no changes, or
- b) Accepted with minor changes to be made to the satisfaction of the Advisor, or
- c) Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances, the external examiner may delegate the Board of examiners, or
- d) If a Thesis/Dissertation requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

**179.6.1.2. Rejected**

A Thesis/Dissertation shall be rejected if:

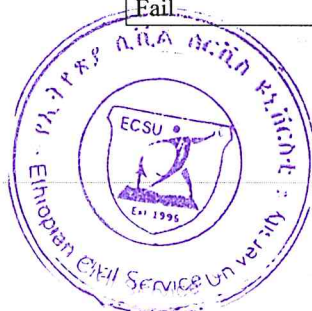
- a) The work does not meet the required standards set by the University;
- b) The work is plagiarized as judged and proved by the examining Board;
- c) The work has already been used to confer a degree from this or another University.  
However, this shall not preclude the candidate from submitting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

**179.6.2. Thesis Rating**

Detailed Guidelines for Thesis/Dissertation write-up or formation shall be prepared by the SGS.

**179.6.3. Thesis/Dissertation Grading Scale**

Rank	(%)*
Excellent	$\geq 85$
Very Good	$75 \leq X < 85$
Good	$60 \leq X < 75$
Satisfactory	$50 \leq X < 60$
Fail	$< 50$



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*Note 1: Evaluation weight for Master's Theses: (%) = 0.50 x External examiner's + 0.35 x Internal examiner's + 0.15 x Chairperson*

*Note 2: Evaluation weight for PhD Dissertation: (%) = 0.60 x 2 external examiners + 0.40 x Internal examiner*

*Note 3: Thesis/Dissertation results shall not be considered for CGPA determination.*

#### **Article 180: Advisorship**

The DGC normally recommends the selected Thesis/Dissertation Advisors to the College Dean for approval and assignment. The Thesis/Dissertation Advisor(s) shall be:

- 180.1. A full-time Academic Unit member with the academic rank of Assistant Professor and above for Master's Program and Associate Professor and above for Ph.D.
- 180.2. In the case of co-advising, in a special case, a senior Lecturer can be assigned to advise Master's Thesis and Assistant Professor for Ph.D. Dissertation, if suggested by DGC, endorsed by SGS and approved by CGS. OR
- 180.3. A person(s) outside of the University in the required area of specialization with a PhD degree who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-Advisor(s) from the University.
- 180.4. In case the Advisor or the Supervisor misses for more than 2 months for Thesis and 6 months for Ph.D. after starting his advising or supervising, the Advisor or Supervisor should be substituted another competent Advisor or Supervisor
- 180.5. The Advisor(s) will assist the student in planning the research work, monitor it regularly, advises the student on how to publish, critically evaluate the draft and final manuscripts.
- 180.6. The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the Academic Unit, and other prevailing conditions.
- 180.7. However, whenever the academic staff has other assignments (teaching, research, etc.) that amount to at least 75% of the permissible total workload, the maximum number of Advisees that an academic staff can take in the University shall be 5 for Thesis. In exceptional cases, the Academic Vice President shall give permission up to 7 students. For Ph.D. a maximum of 4 as main Supervisor and 2 co-Supervisors are allowed at a time.

#### **Article 181: The External Examiner**

##### **181.1. Purpose**

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

##### **181.2. Functions**

- 181.2.1. The main function of the external examiner is to serve as a member of the Board of examiners and to have a determining role in examining and deciding the fate of the Thesis.





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181.2.2. The external examiner shall also comment and give advice on course content, balance and structure.

#### **181.3. Selection and Appointment**

181.3.1. Normally, one external examiner is required for each students' Thesis examination except. For Ph.D. Dissertation 2 external examiners are required to evaluate the Dissertation.

181.3.2. The DGC selects external examiners and recommends to AC in case of Master's Thesis. For Ph.D. Dissertation evaluation external examiners are selected by DGC but the final decision requires approval by the Council of Graduate Studies (CGS).

181.3.3. The final appointment letter must be endorsed by the College Dean for Ph.D. Dissertation and by the Head of the Academic Unit for Master's Thesis.

181.3.4. The program seeking the appointment for an external examiner should submit to the DGC and SGS the biographical data, including academic achievements, publications, and experience as external examiner of the nominee.

181.3.5. In approving the nomination of an external examiner, the DGC shall ascertain the following:

181.3.5.1. Only persons of seniority and experience who can command authority are appointed and, in all cases, must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for Ph.D. Exceptions shall be approved by the DGC on a case-by-case basis when the need arises.

181.3.5.2. An external examiner in general must be external to the University. Former Staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

181.3.5.3. One external examiner should not be assigned per program for more than 5 Theses at any one time for Thesis and 2 for Ph.D. Dissertation.

181.3.5.4. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

#### **181.4. Participation in Assessment Procedures**

181.4.1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular Unit of assessment.

181.4.2. The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's Thesis work.

181.4.3. External examiners are encouraged to comment on the assessment process and the schemes for marking.

181.4.4. The weight that will be assigned to the evaluation by the external examiner shall be stipulated in the Guidelines and standards governing education.

#### **181.5. Discussion of Course Structure**

Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures. Any





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comments or suggestions made by the external examiners shall be discussed by the Academic Unit and decisions shall be made whether to accept or not to accept the comments.

#### **181.6. Reports**

181.6.1. External examiners may make written confidential reports to the Academic Unit Head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.

181.6.2. The Head shall instruct the DGC/SGS to act with respect to the comments. The Head has the responsibility to see to it that the recommendations are considered, and the proper measures are taken.

#### **Article 182: Graduation and Award of Credentials to Graduate Students**

182.1. A Master's Degree or Ph.D. student shall fulfil the following in order to graduate:

182.1.1. He has taken all courses of the curriculum;

182.1.2. His Thesis or Dissertation has fulfilled the required academic merit;

182.1.3. He has a minimum CGPA of 3.00; and

182.1.4. He has fulfilled the requirements under Article 136 of this Legislation.

182.2. A graduation decision shall be processed by the relevant SGC/IGC/DGC/CGC and approved by the Senate of the University

182.3. The University Registrar shall issue appropriate credential to graduated students upon approval of the graduation by the Senate of the University.

#### **Article 183: Graduation with Distinction, Great Distinction and Very Great Distinction**

183.1. There shall be no distinction, great distinction or very great distinction award for a Master's Degree student who graduates.

183.2. A Ph.D. student who graduates with CGPA/CANG of 4.00 shall be awarded Highest Honor (Summa Cum Laude).

183.3. A Ph.D. student who graduates with CGPA/CANG > 3.95 and < 4.00 shall be awarded Great Honor (Magna Cum Laude).

183.4. A Ph.D. student who graduates with CGPA/CANG > 3.90 and < 3.95 shall be awarded Honor (Cum Laude).

#### **Article 184: Tuition and Other Fees**

The University Registrar Office shall prepare and announce tuition and other fees for Master's and Ph.D. degree students upon approval by the University Management.



**CHAPTER 7  
SHORT-TERM TRAINING PROGRAMME**

**Article 185: Short-term Training Programme**

A short-term training program is one of the capacity-building interventions and core processes of the University. The University shall offer short-term training programmes to address capacity building needs of leaders and employees of the public sector both at regional and Federal levels, and of other stakeholders.

**Article 186: Short-term Training Programme Management**

- 186.1. Training Institute shall conduct, administer and oversee all short-term training programmes of the University provided for the public sector and other stakeholders;
- 186.2. Contractual agreements for all types of short training shall be prepared by the Training Institute in consultation with Legal Office of the University and the Academic Vice President;
- 186.3. Training Institute shall ensure that all short-term training programmes are carried out in accordance with the terms and conditions of contractual agreements;
- 186.4. The Training proposals shall be prepared for tailor-made training programs whenever the clients require it to do so. The Institute shall discuss with the clients and use their inputs to prepare proposals; and
- 186.5. All short-term training shall be executed according to the rules and regulations of the University and guided by the collaborative training plan when needed.

**Article 187: Short-term Training Programme Initiation and Type**

- 187.1. Short-term training programmes shall be initiated either by the University based on gaps identified through research and/or training need assessment results or by the public sector organizations requesting the University to launch the programme;
- 187.2. Short-term training programmes shall be either generic or tailor-made (need-based);
  - 187.2.1. Generic short-term training programmes aim to address generic knowledge, skills and attitudes applicable across various job categories relating to basic competencies.
  - 187.2.2. Tailor-made short-term programmes are designed considering the needs and requests of client organizations;
- 187.3. The duration of short-term training programmes shall extend up to 3 months period;

**Article 188: Short-term Training Programme Modules**

- 188.1. All short-term trainings shall have training modules bearing the name of the University, which shall be distributed to the training participants during the delivery of the programme;
- 188.2. All short-term training modules shall be prepared following the training material preparation guidelines and template of the University;
- 188.3. All short-term training modules shall use a style of presentation that is appropriate to the target audience, which is trainee-oriented, precise and clear.;



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- 188.4. All short-term training modules shall be prepared in English and in other local languages (when it is required by client);
- 188.5. Training modules for tailor-made training shall be prepared for specific clients based on their identified gaps/needs; and
- 188.6. All short-term training modules shall be reviewed and updated regularly based on clients' and trainers' feedback and updated facts and information.

#### **Article 189: Short-term Training Programme Design and Delivery**

- 189.1. Training package curricula shall be developed for all lists of prioritized training programs by training Center/s considering identified needs, target audience, intended outcomes, delivery methods, and evaluation methods;
- 189.2. All developed short-term training curricula and syllabi shall be validated by expertise from and outside the University;
- 189.3. Client's consultation/collaboration in the process of short-term training design shall be continuous and need assessment results shall be communicated to and agreed upon the clients before designing the training;
- 189.4. Short-term trainings shall have different modalities including face-to-face, online and/or blended;
- 189.5. The University shall work to provide all the necessary facilities for virtual training;
- 189.6. The medium of instruction for short-term training shall be either English or other local languages as appropriate to the target group;
- 189.7. All short-term training delivery shall follow adult learning principles and client care; and
- 189.8. Short-term training shall focus on skills; but it shall balance knowledge, skills and attitudinal aspects based on the trainees' or clients' needs.

#### **Article 190: Short-term Training Programme Trainers**

- 190.1. Short-term training shall be delivered by Academic Staff members of the University who have the professional competence to provide training;
- 190.2. An Academic Staff from Colleges and Schools undertaking short-term training shall provide a certificate of Training of Trainers (TOT);
- 190.3. When needed, executive bodies and senior experts from different public and private organizations can be invited as trainers; and
- 190.4. When appropriate, training can be delivered by teams of 2 or more facilitators/trainers.





**Article 191: Short-Term Training Assessment and Certification**

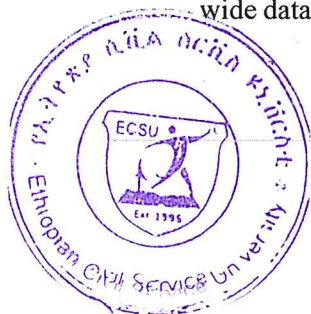
- 191.1. Pre-training assessment shall be carried out depending on the nature of the training and clients' request. This evaluation may also be done online or in person at the beginning of the training in written form;
- 191.2. The daily training assessment shall be carried out at the end of each day and/or the next day to gather feedback;
- 191.3. There shall be while or during short-term training assessment of the trainees to track their progress towards meeting expected objectives;
- 191.4. Standardized post-training assessments shall be carried out in a written form;
- 191.5. Pre-and post-training assessment outcomes shall be regularly reported to respective training Center regularly and shall be used to update the training program and module;
- 191.6. A certificate shall be handed over immediately when the training is wound up.
- 191.7. For all short-term trainings, any trainee with more than 20% of absenteeism shall not be certified;
- 191.8. For all short-term training, regardless of the duration, certificates shall be issued to all participants who attend at least 80% of the training session/s and the certificates shall be provided based on the following criteria.
  - 191.8.1. For 2 and less than 2 days' short-term training, trainees may not undergo pre, while, and exit assessment procedures but they shall be granted a certificate of participation.
  - 191.8.2. For all short-term training that consume 3 and above days training, certificate of completion shall be granted along with a transcript of results.
- 191.9. A certificate will be signed by the Training Institute and the respective Training Center; and
- 191.10. When training is delivered in collaboration with other organizations (GOs and NGOs), the certificate shall be signed by both parties (the University and the Partner), and the logos of both shall appear on the certificate.



**CHAPTER 8  
RESEARCH, PARTNERHSIP AND COMMUNITY ENGAGEMENTS**

**Article 192: Premises on Research and Publication**

- 192.1. Pursuant to the Framework for Research Universities, Research in the University shall be conceptualized as ‘part of teaching’ and ‘as a separate activity.’ Thus, the University shall take research as a key institutional mission.
- 192.2. The focus of research in the University shall be primarily on promoting the relevance and quality of education and on the country's development issues focusing on the transfer of technology and innovation and including basic research. To this end, the University shall, in consultation with stakeholders, define its core research areas and themes on the basis of the priority needs of the country and its comparative advantages.
- 192.3. Research in the University shall be undertaken in 4 modalities: SDR; thematic research; public sector-focused research coordinated by research and consultancy Centers; and collaborative research.
- 192.4. Research and Community engagement are essential components of the University. Academic units shall work hand in hand for the purpose of producing quality research outputs for the advancement of knowledge in various disciplines. Research and consultancy at the University is expected to build the capacity of public sectors and other stakeholder through undertaking applied and basic research.
- 192.5. Academic units are expected to take research, consultancy and Community engagement as integral parts of their core academic activities.
- 192.6. To the extent possible, research undertaken by the Academic Staff shall involve graduate students on a competitive bases. The graduate student Research Affairs Directorate shall ensure that students are given the necessary facilitation and support in undertaking quality research.
- 192.7. Research findings shall be disseminated through journal articles, books and periodicals, presentation of occasional papers, proceedings and participation and conduct of national and international annual research conferences, seminars, symposia and workshops, similar others means.
- 192.8. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms, and responsibilities (detailed policies and Guidelines may be prepared for this). To this end the University shall establish an ethical clearance and review Board.
- 192.9. The University Ethical Review Board shall oversee that all research undergoes appropriate ethical clearance and in particular research involving environment, sensitive social and cultural matters and human health aspects shall be subjected to rigorous ethical reviews.
- 192.10. Winners of research funded by Government budget and other funding sources shall submit report to their respective academic units and the latter shall share the periodic reports with the Research Affairs Directorate (RAD), via College Deans. All academic units shall maintain a database of research projects being operated in their units. RAD shall maintain a university-wide database of all research and consultancy projects undertaken by the University.





192.11. Internationalization and Partnership shall be the core engagement of the University. To this end, the University shall develop a comprehensive strategy for internalization and Partnership and Guidelines for setting up and running a Unit dedicated to internalization of the research affairs of the University.

**Article 193: General Provisions on Research and Publication**

193.1. The University shall:

193.1.1. Create a supportive environment for research; develop sound research policy and create an enabling environment; enhance local journals as avenues for scientific communication; establish various resources Centers; modernize research facilities; establish research/knowledge database; encourage multi—and trans-disciplinary research and multi-national co-authorship; and share outstanding research facilities, infrastructure and skills with other institutions.

193.1.2. Undertake basic and problem-solving research in the public sectors, and other relevant sectors. To this end, the University shall, in consultation with stakeholders, define its core research areas and identify themes on the basis of the priority needs of the public sectors and other stakeholders.

193.1.3. Establish a system that ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy.

193.1.4. Establish research and innovation fund, research and development units in fields deemed pertinent, and create the environment for innovation and the transfer of knowledge; guidelines shall be devised on Research and Innovation Funds and Research and Development Units.

193.1.5. Strive towards sustaining, diversifying, utilizing, and promoting income sources for research activities of the University.

193.1.6. Put in place a system for the dissemination of research findings through the publication of journal articles, books, periodicals and proceedings, presentation of occasional papers and participation in and conducting of seminars, conferences, symposia and workshops.

193.1.7. Adopt and implement comprehensive research incentive mechanisms.

193.1.8. Put in place attractive incentive packages for doing research, rigorous publication requirements for Staff, attract the best minds from national and international markets for research, utilize effective visiting and guest researchers' system, and set up research effectiveness evaluation criteria meeting international standards.

193.2. Any Academic Unit and individual Academic Staff may enter into joint research partnerships and receive research funds from national and international sources provided that it goes with the mission and existing laws of the country and policies of the University;

193.3. The University shall conduct research and consultancy audit once every 5 years. Besides, all academic units of the University shall carry out research audits on the quality and relevance of their research outcomes every 3 years.





**Article 194: Procedures for Initiating, Conducting and Administering Research**

- 194.1. Research projects can be initiated by RAD, individual Academic Staff, Academic Units, Research and Consultancy Centers and other partners.
- 194.2. The University Academic Staff initiating and conducting research without financial support from the University shall be provided the necessary support in their research process and in facilitating the publication of their research outputs in the form of presenting their output at the University's national research conferences.
- 194.3. The University Staff may initiate a research project in Partnership with a resourceful researcher from outside the University. In this case, the external researcher shall be abide by the rules and regulations of the University.
- 194.4. In accordance with the research policy and Guidelines to be put in place, research and consultancy proposals shall be reviewed and endorsed by respective Departments/Institutes/Schools/Colleges/Centers to maintain the quality of research. The final approval of the research proposals shall be made by the Research and Publication Standing Committee of the Senate.
- 194.5. Where funds are sought from sources internal to the University, the proposal shall be presented to the Vice President for Research and Partnership (VPRP) for appropriate action. The RPSC reserves the right to have the proposal reviewed by independent professional assessors.
- 194.6. Where funds are sought from sources external to the University, the proposal shall be screened and reviewed by the Grants Seeking and Co-ordination Directorate of the University and approved by the VPRP.
- 194.7. The Grants Seeking and Coordination Office shall maintain a database of all externally funded projects.
- 194.8. The modalities for initiation, review, endorsement, and approval of research proposals at the various levels shall be issued in the form of Guidelines by the RPSC.
- 194.9. The administration of all research activities in the University is vested in the VPRP.
- 194.10. All academic staff shall have the responsibility to implement the research and consultancy policy and Guidelines to be issued by the Senate.
- 194.11. Research activities should be monitored, and periodic progress reports should be produced.
- 194.12. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Office of the VPRP; the University Grants Seeking and Co-ordination Directorate shall see to it that all research undertaken through the external Partnership modality shall be screened and endorsed before being submitted to the Senate Standing Committee for Research and Publication.
- 194.13. The University research and consultancy fund administration shall be decentralized enough to facilitate the ease of doing business.
- 194.14. The research outputs shall go through rigorous research review mechanisms before publication to be further expounded in the research policy and guidelines.



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- 194.15. To the extent possible, members of all academic units are encouraged to form a research team consisting of multi-disciplinary backgrounds and compete for the Staff development and research thematic fund of the University.
- 194.16. The DC and AC shall be responsible for rigorous reviews of proposals.
- 194.17. SDR Fund grantees shall make sure that their outputs are submitted for national annual research conference review (as a minimum requirement) and be presented at the annual national research conference.
- 194.18. SDR fund grantees shall make sure that their research outputs shall be published (or submitted for publication) in reputable, accredited journals.
- 194.19. SDR fund grantees shall prepare policy briefs based on their findings.
- 194.20. The graduate student research affairs coordination Office shall provide support for the publication of graduate research outputs in relevant, accredited journals and other outlets.

#### **Article 195: Research Priorities**

- 195.1. The University shall develop research thematic areas. The University thematic research areas shall reference the national priority research areas as stipulated in national research strategy and global trends; all academic units shall have their research priority and thematic areas cascading from the University research priority areas.
- 195.2. In determining their research priorities, College/Schools/Departments shall consider:
  - 195.2.1. The needs and priorities of the public sector and other stakeholders; the magnitude of the problem (present/future); priority areas to be outlined in the Research Policy and Guideline of the University, missions and objectives of the College/Department/Institute/School/Center and the University at large; and global trends in their fields of expertise.
  - 195.2.2. Research thematic areas of the University; and
  - 195.2.3. Contribution towards building the capacity of the public sectors and other stakeholders.
- 195.3. Research priorities shall be revised every 3-5 years at all levels. Research thematic areas shall be revised every 5 years at the University level and every 3 years at the Academic Unit level.

#### **Article 196: Proprietary Rights on Research Findings and Research Property**

- 196.1. Without prejudice to the relevant provisions of Federal and/or state laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products financed by the University. Share of benefit to researchers/innovators shall be governed based on policies, procedures and Guidelines to be developed for the research and consultancy ethics and intellectual property rights protection policy and Guidelines.





**Article 197: Reputability of Journals**

- 197.1. Journals shall maintain a high level of professional credibility and meet a minimum set of scholarly standards to be further expounded in the journal reputability Policy and Guidelines of the University.
- 197.2. The reputability of the University journal shall be determined as per the Ministry of Education (MoE) guideline.
- 197.3. The reputability of journals in which the University Staff publish shall be determined as per the MoE Guidelines,
- 197.4. The RPSC shall review the accreditation status of ECSU journals as per the national accreditation policy adherence to the established criteria and make appropriate recommendations to the Senate on the status and reputability of journals published under the auspices of the University every 3 years.
- 197.5. SDR fund grantees shall be encouraged to publish in any of the University scientific journals. The University Staff publishing in the University journals shall be considered for additional benefits apart from their legitimate scores as per the MoE guideline.

**Article 198: Commissioning and Approval of Teaching Materials, Textbooks and Books**

- 198.1. Teaching materials, textbooks and /or a book shall be commissioned.
- 198.2. Pertinent commissioning and approval Guidelines and procedures shall be developed.
- 198.3. The Senate Standing Committee for Research and Publication shall approve the commissioning based on the Guidelines.

**Article 199: Premises on Community Services, University-Industry Linkage and Technology Transfer**

- 199.1. Community engagement encompasses activities of Academic Staff and students related to University-Industry Linkage (UIL), Technology Transfer (TT) and community services (CS) to benefit the stakeholders in terms of contribution to mitigate social, political, economic, and environmental problems of the Community and the country at large. It is an essential component of the University's mission.
  - 199.1.1. University-Industry Linkage shall mean a system through which the University and/or its Academic Staff interact with industry for mutual benefit. This can be realized through joint research, contract research, research grants, consultancy, Community engagement, Staff mobility, and joint supervision of students, co-operation in teaching, training of industry Staff, and lecturing by industry Staff.
  - 199.1.2. Technology Transfer shall mean transfer of technology by the University for public for free or to industry for further development and marketing in exchange for appropriate compensation.
  - 199.1.3. Community Service shall mean any unremunerated professional service performed by a Staff/student at the University with the knowledge of the responsible Office; it is undertaken for the benefit of the public, institutions or non-profit organizations.





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- 199.2. The community services, University-Industry Linkage and Technology Transfer (UIL-TT-CS) Directorate shall establish technology data storage Center for researchers and innovators, create UIL-TT-CS partnerships on consortia basis, establish UIL-TT-CS and (UIL-TT-CS) committee at the Directorate level)
- 199.3. Similarly, UIL-TT-CS Directorate shall promote its activities through various media.
- 199.4. The University shall endeavor to build its Staff capacity to provide Community engagement and solicit Community engagement funding; to this end the Directorate shall organize need base training for the Staff.
- 199.5. A full-time Academic Staff shall deliver Community engagement in the form of short-term capacity building training, consultation, awareness creation and dissemination of research findings through various media.

**Article 200: General Provisions on CS, University-Industry Linkage and Technology Transfer**

200.1. The University shall:

200.1.1. Establish a system that ensures that the provision of community engagement is managed and implemented within a system that adheres to transparency, accountability, efficiency and efficacy.

200.2. Establish Community engagement and innovation fund to address problems of the Community.

200.2.1. Collaborate with public and private partners, and civic and non-governmental organizations in providing community engagements, establishing community engagement Centers for further expansion.

200.2.2. Ensure that full-time Academic Staff members are equipped with basic knowledge and principles that enable them to undertake community engagement activities.

200.2.3. Design and implement comprehensive community engagement incentive mechanisms. Guidelines shall be prepared for this purpose.

200.2.4. The University shall identify a system to transfer, adopt/adapt appropriate technologies. Guidelines shall be prepared for this purpose.

200.2.5. The University shall create and maintain vibrant UIL through joint research, contract research, research grants, consultancy, community engagement, Staff mobility, joint supervision of students, co-operation in teaching, training of industry Staff, and lecturing by industry Staff. Guidelines shall be prepared for this purpose.

200.3. Any Academic Unit may enter joint community engagement partnerships and receive funds from national and international sources provided the community engagement is consistent with the mission and existing laws and policies of the University regarding partnerships.

200.4. Any community engagement undertaking shall follow the rules and procedures, codes of professional ethics, norms and responsibilities as stated in the community engagement Policy and Guidelines of the University.

200.5. The Community Engagement Directorate Community Services, University-Industry Linkage and Technology Transfer (UIL-TT-CS) Directorate conducts community engagement audit every 5 years. Academic Units of the University shall audit their respective community



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engagement outcomes every 3 years. The findings of this audit shall be periodically consolidated by the Office of the VPRP.

**Article 201: Procedures for Initiating Community Engagement**

201.1. Community engagement shall be initiated by the following:

- 201.1.1. The University Community Engagement Directorate Community Services, University-Industry Linkage and Technology Transfer (UIL-TT-CS) Directorate;
- 201.1.2. The University's internal Community; and
- 201.1.3. The University's external stakeholders.

**Article 202: Administration of Community Engagement Activities**

202.1. Community engagement activities shall include:

- 202.1.1. Stakeholders' identification;
- 202.1.2. Need assessment and problem identification;
- 202.1.3. Consultation and prioritization;
- 202.1.4. Designing intervention programs and project outcomes from research;
- 202.1.5. Endorsement of the designed programs and projects.

202.2. Community engagement providers whose activities have been approved and funded shall submit regular reports. Guidelines shall be prepared for this purpose.

202.3. The financial administration of community engagement shall be decentralized in accordance research University structure.

**Article 203: Community Engagement Priorities**

203.1. In determining the Community engagement priorities, Colleges/Departments/Institutes/ Schools/Centers shall consider:

- 203.1.1. The magnitude of the engagement (present/future); the needs and priorities of the communities and organization; priority areas outlined in the community engagement of the University, missions and objectives of the College/Schools/Department, and the University at large;
- 203.1.2. Community engagement thematic areas of the University shall be prepared and cascaded to all academic units;
- 203.1.3. Community engagement thematic areas of the University; and
- 203.1.4. Its contribution to the development of communities and organizations.

203.2. Priority areas of the University's Community engagement shall include:

- 203.2.1. Training and consultancy on the emerging issues based on the needs of the Community;
- 203.2.2. Undertaking advocacy activities through different media outlets on various social issues;
- 203.2.3. Proactive communication and promotion of the University's Community engagement; and



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203.2.4. Undertaking action research projects on the identified social challenges of the Community.

203.3. Community engagement priorities shall be revised every 5 years at the University level and every 3 years for other lower-levels units.

**Article 204: Proprietary Rights on Community Engagement**

204.1. Without prejudice to the relevant provisions of Federal and/or state laws and unless otherwise expressly provided under individual community engagement agreements, the University shall have proprietary rights on community engagement outcomes /findings and/or products conducted as per the relevant provisions of this Legislation.

204.2. Any Academic Staff who delivered community engagement products and services successfully shall have the right to get a letter of appreciation or a certificate of recognition at the end of the service from the service.





**CHAPTER 9  
CONSULTANCY SERVICE**

**Article 205: Consultancy Service**

205.1. For the purpose of this Legislation, consultancy service shall mean any form of professional or technological service rendered to public sector organizations and other stakeholders. As one of its missions, the University shall render consultancy services. The results of the consultancy services shall be used to deliver informed academic services and to enrich teaching-learning, short-term training, and research. Without prejudice to intellectual property rights and agreements on confidentiality, the knowledge and skills acquired during consultancy services shall be put to the service of the wider Community.

**Article 206: Consultancy Service Management**

- 206.1. Consultancy service negotiation may be handled by responsible work units;
- 206.2. All consultancy services shall have a formal and detailed contract agreement between the University and the client/s and be approved, authorized and signed by the President or the RPVP;
- 206.3. The contract agreement shall cover various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, dispute resolution, liability and arbitration; and
- 206.4. If the University undertakes consultancy services in Partnership with other external consultants or firms, a clear MoU shall be signed between the parties.

**Article 207: Consultancy Service Initiation and Consulting Team**

- 207.1. Consultancy services shall be initiated either through the identified gaps or need assessments by the University or based on the requests of the client organizations;
- 207.2. The University consultancy services shall be provided by Academic Staff who have the professional competence to deliver the service. However, the detail term of engagement of Staff and Associated workloads and/or incentive schemes shall be outlined in the consultancy Policy and Guidelines of the University;
- 207.3. The respective Research and Consultancy Center shall establish a consulting team from Academic Staff based on the rules and regulations of the University to render the consultancy service;
- 207.4. Consulting team members shall carry out the consultancy service to the highest possible ethical standards and with academic integrity;
- 207.5. An internal contract shall be signed between the host Consultancy Co-ordination Center/Research and Consultancy Center and consulting team members assigned to render the consultancy services;
- 207.6. The consulting team shall organize an inception meeting with the client. Consultancy Co-ordination Center and host Research and Consultancy Center should attend the meeting. In the meeting, consensus needs to be reached with the client regarding the consultancy approach/methodology, data collection campaign plan, roles and responsibilities of parties and potential risks and mitigation strategies;
- 207.7. In undertaking a consultancy service, consulting team members shall follow ethical standards and may not compromise the name and reputation of the University, nor shall they make unauthorized use of the resources of the University such as time, property and facilities;
- 207.8. Consulting team members shall ensure the delivery of consultancy outcomes within the stated time and by the terms and conditions of the contract; and
- 207.9. The consulting team shall inform the Consultancy Co-ordination Center/host Research and Consultancy Center about any awaiting issues that may impede the successful delivery of consultancy services as per the contract.



**CHAPTER 10**  
**QUALITY ENHANCEMENT SYSTEM OF THE UNIVERSITY**

**Article 208: General Premise**

Consistent with the Higher Education Proclamation 1152/2019, the internal quality enhancement system of the University shall provide for clear and comprehensive measures of quality covering professional development of Academic Staff, course contents, teaching-learning and training processes, student evaluation, assessment and grading systems, research, training, consultancy, and community engagement. The University shall enhance the quality of curriculum design, entrance exams and admissions.

**Article 209: Enhancing Quality Through Curriculum Design, Entrance Exams and Admission**

- 209.1. From the needs analysis for curriculum development to the tracer study the quality enhancement system shall be used to all processes important to the quality of study and training programs.
- 209.2. The design of the curriculum, its delivery, and the evaluation of learning objectives shall enable students to gain relevant scientific knowledge, independent thinking abilities, communication skills, and professional values, which together will enable them to become competent professionals.
- 209.3. Curriculum delivery must be research-based and up-to-date, and the method of teaching and learning must be regularly updated in terms of design, delivery techniques, and assessment instruments.
- 209.4. The design of the curriculum shall be based on the need of the public sector and other stakeholders and be carried out by competent Staff.
- 209.5. Curriculum design shall meet national and international standards as a research University curriculum design and pass through necessary procedures.
- 209.6. Curriculum design shall meet University standards for modular curriculum design and pass through necessary procedures.
- 209.7. The admission criteria set in the curriculum shall ensure that candidates who can apply for admission fulfil the minimum standard in terms of educational attainment and learning outcome achievement;
- 209.8. Without prejudices to the national affirmative actions in admission, screening of applicants for entrance exams shall adhere to the criteria set in the curriculum;
- 209.9. Entrance exams shall be set in a way that assesses the knowledge, skills and attitudinal competencies of candidates based on the nature of the field of study and program level;
- 209.10. Entrance exams shall be invigilated strictly to avoid possible cheating during exams;
- 209.11. Exam papers shall be corrected by 2 evaluators as required; and
- 209.12. Without prejudices to the University's right to take affirmative action in admission, admission shall be merit-based (i.e., based on the outcome of the entrance exams).





**Article 210: Enhancing Quality Through Quality of Inputs**

- 210.1. Before opening an education or a training program, the relevant Academic Unit and other University bodies shall make sure that participants of the program will have access to adequate and quality inputs (i.e., teaching and training staff, infrastructure, Internet and Library facilities, student/trainee services, etc.);
- 210.2. The provision of educational inputs shall be as per national and University standards (e.g., student-teacher ratio, class size, etc.);
- 210.3. Class size for training sessions shall be based on national standards;
- 210.4. All Academic Staff of the University shall attend and be certified in Instructional Design and Performance Improvement or provide written evidence for successful completion of such a program in other Universities.
- 210.5. All Teaching/ training staff shall either attend the Higher Diploma Program/ Training of Trainer (ToT) offered by the University and demonstrate their competence in teaching or furnish written evidence for the successful completion of such program in other universities;
- 210.6. After opening a program, the relevant Academic Unit and other University bodies shall constantly monitor the provision and continuous maintenance of educational and training and consultancy inputs and subsequent adherence to standards pertinent to inputs; and
- 210.7. Research and community engagement projects shall be furnished with competent Staff and adequate and quality inputs such as finance, Internet service and adequate access to electronic resources and databases, and library service. Towards this end, the relevant Academic Unit and other University bodies shall provide capacity-building support to Teaching staff and research Staff on research methodology and methods of quantitative and qualitative data analysis as well as relevant software.

**Article 211: Enhancing Quality Through Quality of Processes**

Without prejudices to the right of the University to include quality enhancement mechanisms in Quality Packages and improve the contents of the packages whenever necessary, the following process-related quality assurance mechanisms shall be adhered to:

- 211.1. The University shall officially and appropriately inform students and candidates, through its relevant units and Academic Staff, about the courses of study available, as well as the content, structure, and requirements of each course.
- 211.2. The University shall assist students throughout their courses of study by offering specialized academic advice and counseling pertaining to their studies.
- 211.3. Academic units shall take corrective action when academic advice and counseling indicate the need for additional academic help and follow-up.
- 211.4. The University's existing post-graduate research writing Guidelines, policies, and processes must be periodically revised.
- 211.5. Academic units and relevant University bodies shall ensure that the delivery of educational and training programs follows the curriculum with respect to input, delivery, and assessment.





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- 211.6. Academic units and relevant University bodies shall ensure that research projects follow scientific processes and procedures as stipulated in research policy and Guidelines.
- 211.7. Academic units shall constantly monitor the delivery of educational and training programs as well as research projects, identify gaps and take appropriate measures in time.
- 211.8. When an educational or training program involves practical attachments, studio works, projects or internships, the Academic Unit and concerned University bodies shall make sure that these applications are properly managed.
- 211.9. Whenever possible, academic units shall promote and implement the principles of team-teaching, team-training/consultancy, and team research.
- 211.10. Continuous assessments in educational programs shall be given to students as stipulated in the curriculum and in a way that minimizes overburdening of students with simultaneous provision of assignments.
- 211.11. The quality of individual assignments, group assignments, tests/quiz and final exams shall be checked by the relevant Academic Unit.
- 211.12. The assessment of the competence of trainees and issuance of certificates (after the training) shall, be based on current or future national standards;
- 211.13. When modules are offered by more than one teaching/training Staff, assessments shall be prepared by members of the module/training team and answer keys shall be prepared and used for the sake of objectivity and uniformity in assessment.
- 211.14. Master's Thesis and Ph.D. Dissertation defense sessions must fulfil necessary procedures as stipulated in the pertinent guidelines.
- 211.15. Advisors and co-advisors shall not be part of the Thesis or Dissertation evaluation and the assignment of marks to the Thesis/Dissertation.
- 211.16. Academic units shall exert maximum effort to select responsible, qualified, and ethical external and internal examiners. Towards this end, academic units shall keep a list as well as a track record of external and internal examiners; and
- 211.17. The University shall put in place systems and procedures for awarding the best Thesis and Ph.D. Dissertation and motivating dedicated Advisors and co-advisors. Detailed procedures and criteria shall be prepared.

#### **Article 212: Enhancing Quality Through the Integration of Educational Technologies**

- 212.1. Curriculum design of educational and training programs shall consider the existing potentials and possibilities of using technologies in education, training, consultancy and research;
- 212.2. Educational Technology shall be integrated into admission and academic support processes;
- 212.3. Delivery of educational and training programs (including CDEPs) shall integrate educational technologies (e-learning, blended-learning, e-training, etc.);
- 212.4. Research processes (mainly data analysis) shall integrate state-of-the-art technology (Software);



- 212.5. Academic Units, members of the academic staff and relevant Senate Standing Committees shall strictly adhere to and make optimal use of the Student Information System (SIMS) in determining the academic status of students and eligibility for graduation; and
- 212.6. Academic Units and the University shall provide support to academic staff in enhancing their ICT-related skills through on-the-job and off-the-job training programs.

**Article 213: Enhancing Quality of Outputs**

- 213.1. In addition to continuous and summative assessments conducted by academic units, students shall be subject to independent exit exams. Towards this end, the University shall exert maximum effort to put in place systems and structures that will manage exit exams;
- 213.2. The University shall conduct a tracer study with the skills, attitude, knowledge, and ethical integrity of the graduates at least every 3 years.
- 213.3. The result of the tracer study shall be communicated to all relevant stakeholders and be used as reference during new curriculum development and/or existing curriculum revisions.
- 213.4. A research outputs shall be subject to rigorous validation workshops and independent reviews as stipulated in the Research Policy and Guideline of the University;
- 213.5. Research outputs shall be published and disseminated through various media and provide feedback to stakeholders as well as the education and training and consultancy processes of the University;

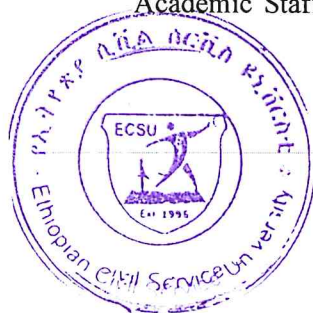
**Article 214: Internal Program-level Quality Audit**

- 214.1. Academic Units shall self-monitor and self-evaluate the quality of their academic programs with the help of Staff and student evaluations;
- 214.2. The University body that is responsible for quality enhancement shall conduct an internal program-level Quality Audit (detailed Guidelines and procedures shall be prepared);
- 214.3. Internal program-level Quality Audit shall be based on the provisions and requirements of Federal Education and Training Authority (ETA);
- 214.4. Findings of Internal program-level Quality Audit shall be communicated to the University President;
- 214.5. The University President, in consultation with relevant University bodies, shall take appropriate measures that lead to improvement in the quality of the education/training program or closure of the program after all necessary efforts have been made and adequate support have been provided;

**Article 215: Internal Institutional Quality Audit (Self-Evaluation)**

To enhance quality at the University level:

- 215.1. The University shall have a dependable internal enhancement system that is constantly improved.
- 215.2. The University's internal quality enhancement system shall include clear and comprehensive quality measures for research, training, community service, consultancy and Academic Staff professional development, course contents, teaching-learning processes,





student evaluation, assessment, and grading systems, as well as student evaluation of course contents, delivery, assessment, examinations, and grading methods and systems.

- 215.3. The quality enhancement system shall be implemented to all stages critical to the quality of research, training, community service, consultancy, and study programs, beginning with information offered to stakeholders upon the completion of the program.
- 215.4. The University shall develop quality standards consistent with the standards set by the Federal Education and Training Authority (ETA) and the University guidelines, undertake academic audit on a periodic basis based on the standards, follow up and rectify the deficiencies revealed by the audit, and maintain appropriate documentation of the audit, activities undertaken and of the ensuing results, and submit such documentations regularly to the relevant institutions.
- 215.5. The University shall prepare policies and Guidelines on how to ensure institutional quality enhancement systems as part of its internal regulation system.
- 215.6. Institutional Quality Audit (Self-Evaluation) shall be carried out by the University body or a team that is established for this purpose. This organ or the team established for this purpose shall enjoy independence in its assessment;
- 215.7. The self-evaluation shall be well planned and utilize appropriate methods such as review of relevant documents, statistical databases, personal observation, interview, questionnaire, etc.;
- 215.8. Self-evaluations shall incorporate internal satisfaction surveys and external impact assessments that will be administered to external and internal stakeholders.

#### **Article 216: Competitive Internal Quality Awards**

To enhance the quality of education, training, consultancy and research, the University shall

- 216.1. Design and implement criteria for an internal quality award that will be conferred to outstanding performers (academic units, academic staff, Deans/Directors/Heads, etc.). Detailed guidelines and procedures shall be prepared for this.
- 216.2. Exert maximum effort in identifying outstanding performers that truly deserve recognition and award based on the Guidelines and procedures to be prepared;
- 216.3. Give meaningful prizes to outstanding performers in different categories at least once per year;
- 216.4. Conduct post-award assessments of stakeholders' opinion on the transparency, validity and possible implications of last year's awards at the beginning of each academic year; and
- 216.5. The result of post- award assessments shall be documented and communicated to the stakeholders and relevant authority of the University and shall be used as input to improve the criteria for the subsequent years.





**217.7. Restrictions**

- 217.7.1. No person who is employed by the University and affiliated to it in some formal way, including through its faculties and members of the University Board, may be granted an honorary degree until after he has relinquished that position.
- 217.7.2. A degree honoris causa shall not be awarded posthumously or in absentia.
- 217.7.3. Notwithstanding the provisions of sub-Articles 217.3 and 217.4, the University Senate shall judge exceptional circumstances.

**217.8. Testamur/Testimonial**

- 217.8.1. The conferral of a degree of honoris causa shall be evidenced by a Testamur (testimonial) issued under the seal of the University.

**217.9. Additional Guidelines**

- 217.9.1. The SEC shall develop additional Guidelines on procedures and schedule of activities.



**CHAPTER 12  
STUDENT AFFAIRS**

**Article 218: Policy Premise on Student Discipline**

- 218.1. The University shall enact a code of conduct to ensure student discipline;
- 218.2. The purpose of such code of conduct shall be to protect the University Community, maintain order and stability in the University and foster academic freedom and inquiry through which students can develop intellectually, professionally, personally, and as constructive participants in society.

**Article 219: Rights and Duties of Students**

- 219.1. Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the following rights:
  - 219.1.1. Right to learn and exchange ideas in a free academic environment;
  - 219.1.2. Right to evaluate course delivery and assessment;
  - 219.1.3. Right to participate in decision-making processes of the University;
  - 219.1.4. Right to form Student Council;
  - 219.1.5. Right to be protected from discrimination, harassment, and assault; and
  - 219.1.6. Right to be fairly treated in disciplinary proceedings.
- 219.2. Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the following duties to:
  - 219.2.1. Comply with the laws of Higher Education;
  - 219.2.2. Comply with the rules and procedures of the University;
  - 219.2.3. Care for and properly use properties of the University;
  - 219.2.4. Refrain from unlawful, criminal and unethical activity including theft, violence, obscenity, hate speech and drunkenness;
  - 219.2.5. Meet financial obligations to the University;
  - 219.2.6. Cooperate with organs of the University in the exercise of University functions;
  - 219.2.7. Report disciplinary violations by other students and the University Community; and
  - 219.2.8. Cooperate in disciplinary proceedings.

**Article 220: Prohibited Acts**

The following acts are prohibited and constitute grounds for disciplinary action:

- 220.1. Dishonest conduct such as cheating, plagiarism, lying, forgery, abuse of computer and network access and alteration of record;
- 220.2. Incitement, verbal or physical assault, violence, threat of violence and sexual harassment directed at students and members of the University or Community;
- 220.3. Starting or encouraging or participating in religious and political movements in the University premises;
- 220.4. Possession or use of drugs, 'chat'/'khat' and alcohol in the premises of the University;



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- 220.5. Smoking in classrooms, dormitories, dining halls and other areas where smoking has been prohibited by law or by University regulation;
- 220.6. Demeaning others based on gender, race, religion, nationality, age or disability;
- 220.7. Disturbing the University Community by quarrelling, producing excessive noise and involving in similar activities;
- 220.8. Theft, misappropriation and recklessness in using University property;
- 220.9. Disseminating defamation against students and other members of the University Community;
- 220.10. Engaging in offensive behaviours against students and other members of the University Community; and
- 220.11. Breach of any duty in this Legislation and other rules issued by organs of the University.

#### **Article 221: Primary Responsibility for Implementation of Disciplinary Rules**

The primary responsibility to implement the code of conduct of students shall rest with Colleges, Institutes, Schools, Departments, Centers, the Directorate of Student Services, and the Student Council.

#### **Article 222: Establishment and Accountability of Discipline Committee for Students**

- 221.1. The University hereby establishes a discipline committee for students consisting of the following members:
  - 222.1.1. A Chairperson assigned by the President of the University -Chairperson
  - 222.1.2. A representative of the Student Service -Member
  - 222.1.3. Two full-time Academic Staff members (one being a female) appointed by the President of the University- Members
  - 222.1.4. Two students (one being a female) appointed by Student Council - Members
  - 222.1.5. One secretary appointed by President of the University- Member
- 222.2. The Discipline Committee for students shall be accountable to the President.

#### **Article 223: Tenure of Members of the Discipline Committee for Students**

- 223.1. Members of the discipline committee for students shall serve for 2 years.

#### **Article 224: Functions of the Discipline Committee for Students**

- 224.1. The discipline committee for students shall investigate complaints against discipline of students and breaches of codes of conduct by students;
- 224.2. The discipline committee for students shall submit its findings and recommendations on measures to be taken to the President of the University.

#### **Article 225: Final Decision and Court Action by Students**

- 225.1. The President of the University shall make the final decision on student discipline;
- 225.2. A student aggrieved by the decision of the President of the University may bring the case to court.

#### **Article 226: Formation of Student Council by Students**

- 226.1. Undergraduate and graduate students at the University may form a Student Council.





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226.2. The Student Council shall be guided by the laws of the country and its by-laws.



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### CHAPTER 13 WOMEN & SOCIAL AFFAIRS INCLUSION AND SPECIAL NEEDS

#### **Article 227: Duties and Responsibilities of the Women & Social Affairs Inclusion and Implementation Executive Officer**

227.1. The Executive Officer is directly accountable to the Office of the President. The Women & Social Affairs Inclusiveness Implementation Executive Officer shall have the following duties and responsibilities:

- 227.1.1. Ensure that the University rules and regulations, code of conduct as well as policies are compatible with the laws and policies of the country on issues of diversity, gender, affirmative action and persons with disability;
- 227.1.2. Coordinate the implementation of rights of women, and other vulnerable groups, including, persons with disability and members of marginalized groups;
- 227.1.3. Mainstream gender, youth, and inclusion of persons with disabilities in the entire academic activities of the University;
- 227.1.4. Organize forums for discussion on diversity and issues for multiculturalism;
- 227.1.5. Advocate for diversity, equal opportunity and affirmative action;
- 227.1.6. Raise the awareness of the University community on existing gender issues, persons with disability, youth and vulnerable groups; within the University in collaboration with other offices;
- 227.1.7. Identify challenges faced by female students and staff, person with disability, and students from emerging regions, of the University; and provide/suggest solutions, taking into account the capacity of the university;
- 227.1.8. Identify challenges/opportunities for students with special needs;
- 227.1.9. Work with the concerned bodies of the University to mainstream issues of gender, HIV/AIDS, and persons with disability, in the design, implementation, monitoring and evaluation of policies, procedures, curriculum, programs, projects, plans, budgets, etc of the University;
- 227.1.10. Follow up and coordinate support services such as tutorials and other services provided to female students, persons with disability, students from emerging regions, and other vulnerable groups by the University and other stakeholders;
- 227.1.11. Motivate female students and students with disability by providing awards to the outstanding ones;
- 227.1.12. Provide psycho-social support for women staff, students with disability, and persons with HIV positive;
- 227.1.13. Work on different gender-related issues raised by students and Staff and report to relevant Offices, take appropriate actions and follow-up progress;
- 227.1.14. Motivate female students by providing awards to the outstanding ones;
- 227.1.15. Provide training for female students and vulnerable groups on assertiveness, stress management, study skills and others;



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- 227.1.16. Coordinate HIV prevention efforts of the University;
- 227.1.17. Encourage the University's Community to provide care and support for HIV-positive staff and students;
- 227.1.18. Mobilize and coordinate the University's Community in fighting against the stigma and discrimination of people infected by HIV; and
- 227.1.19. Carry out any other duties that may be given by the President and other concerned bodies of the University.





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CHAPTER 14  
TRANSITORY AND MISCELLANEOUS PROVISIONS

**Article 228: Pending Academic Matters**

- 228.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the 2017 Senate Legislation of the University and the amendments thereto.
- 228.2. Academic Staff employment, 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 April 2017 Senate Legislation of the University and the amendments thereto.
- 228.3. Consistent with the Proclamation and Regulations issued thereunder notwithstanding the provisions of Article 230 of this Legislation, pending academic matters shall be processed as per the April 2017 Senate Legislation of the University and the amendments thereto to the extent the latter is compatible with the Proclamation and regulations issued thereunder.

**Article 229: Forgery and False Statements**

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

**Article 230: Repealed Regulations**

The 2017 Senate Legislation of the Ethiopian Civil Service University and all amendments thereto are hereby repealed and replaced by this Legislation.

**Article 231: University Rules and Regulations**

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

**Article 232: Power to Issue Guidelines**

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

**Article 233: Obligation to Comply**

- 233.1. All members of the University's Academic Community shall have the obligation to comply with the provisions of this Legislation.
- 233.2. All academic units of the University shall have the obligation to implement this Legislation.

**Article 234: Effective Date**

This Legislation shall be effective as of December 8, 2023

Signed by \_\_\_\_\_



Fikre Dessalegn (Professor)  
President

Professor Fikre Dessalegn

President of Ethiopian Civil Service University  
Chairperson of the University Senate

