

RIFT VALLEY UNIVERSITY



Hub of Excellence

Academic staff Handbook

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Acronyms

ASAPC	Academic Staff Appointment and Promotion Committee
BA	Bachelor of Art
BSc	Bachelor of Science
CAPC	Campus Appointment and Promotion Committee
CGPA	Cumulative Grade Point Average
CMC	Campus Managing Council
COC	Center of Competency
DC	Departmental Commission
ETA	Education and Training Authority
HERQA	Higher Education Relevance and Quality Assurance
HROAA	Human Resource Office of Academic Affairs
MOE	Ministry of Education
OAA	Office of Academic Affairs
RVU	Rift Valley University
SGPA	Semester Grade Point Average
TVET	Technical Vocational Education and Training
VPA	Vice President of Academic Affairs

CHAPTER ONE

1. PREFACE TO RIFT VALLEY UNIVERSITY

1.1. Background of Rift Valley University

Rift Valley University initially conceived as College, was established in Adama City of East Shawa Zone, Oromia National Regional State in October 2000 G.C, foreseeing the core values of good governance, commitment to quality services and community development, gender sensitivity, secularism and non-partisan, creativity, responsiveness, team work spirit, and work culture parallel to the nation's development goals along with the purpose of producing competent, ethical and skilled manpower without making any distinction between people of different ethnic, religious, social, economic and political backgrounds.

After securing its legal personality, the then Rift Valley College strongly worked on the accreditation processes of its training and education programs from all regulatory bodies, and managed to get full accreditation from Higher Education Relevance and Quality Agency and Regional States TVET Agencies. Taking its flourishing capacity and quality service into account, the Ministry of Education, in collaboration with **the then HERQA, now called ETA**, granted the rank of University College in August 2007 G.C. This was not an easy task and a simple success story for the institution. The two regulatory bodies had conducted rigorous evaluation of the systems of the institution, physical facilities and learning resources of its campuses and faculties to come to decision of such status change. Afterwards, Rift Valley University College rigorously worked towards becoming a full-fledged university and realized itself as Rift Valley University in August 2014 G.C.

Currently, Rift Valley University being a pioneer and the largest Private Higher Learning Institution in Ethiopia has been delivering quality education to the citizens and foreigners who have lived in the country for different purposes. Furthermore, the University has 47 Campuses, 3 TVET Colleges and College of Open and Distance Education (32 accredited branches) with diversified fields of study across the country. Over the last two decades, thousands have joined and graduated with Technical and Vocational Education and Training (TVET), Bachelor's degree, and Master's degree that enabled them to support themselves and their families. Others have also managed to create their own jobs whereby they exhibited the merits of their training

and education at Rift Valley University in fostering the already established development goals of the country.

1.2. Mission, Vision and Values of Rift Valley University

Mission of the University

Rift Valley University exists to produce graduates who are competent, committed and ethical citizens; to engage in innovative and problem solving research; and to deliver sustainable community services.

Vision of the University

RVU aspires to be one of the leading universities in teaching, research and community engagement in Africa and beyond by 2030.

Motto of RVU

“Hub of Excellence”

Values of RVU

The following are the values cherished by RVU:

1. Quality and Excellence
2. Responsiveness to customer needs
3. Good Governance
4. Professionalism and Academic Freedom
5. Team Spirit
6. Professional Integrity and Ethical Practices
7. Creativity and Innovativeness
8. Commitment to Community Services
9. Recognition of Diversity and Gender Sensitivity
10. Social Responsibility

CHAPTER TWO

2. INTRODUCTION TO ACADEMIC STAFF HANDBOOK

2.1. Needs for the Handbook

Rift Valley University has functional **academic staff** handbook to provide information on University's academic affairs and services that serve all **academic staff** perusing their education in different programs and field of studies. However, making all **academic staff** of different programs to go through all pages of the handbook that may not be their concern is unfair. Therefore preparation of concise **academic staff** handbook that is easy to go through and provides pertinent and relevant information to **academic staff** in areas of their academic programs is essential. To this end this handbook is prepared to enhance the accessibility of pertinent and relevant information to the **academic staff** and actors involved in the activities of programs. We strongly recommend that **academic staff read** this Handbook and use it as the need arises. If they do so, we are confident that they will academically perform better and have a fruitful academic experience.

2.2. Objectives

General Objectives

The main objective of this handbook is to provide complete and relevant information to **academic staff** which enable them successful and fruitful in their studies.

The handbook must be used as a guide to the academic policies, procedures, Regulations and services of RV University.

Specific Objectives

The specific objectives of this handbook are to:-

- Create clarity in handling academic affairs and service provisions;
- Help **academic staff** to have all the necessary information regarding admission, registration, duration of study, credit hours, examination, assessment, research papers, grading system, graduation requirements, etc.
- Aware **academic staff** what is expected of them in learning-teaching process to be successful and competent;
- Make **instructors** know their rights and responsibilities to get services of the University;

- Promotes formal relationship between **instructors** and the University;
- Make clear what actions should **instructors** take and whom to contact in case of problems;

CHAPTER THREE

3. ACADEMIC STAFF ISSUES

3.1. Principles of Academic Staff Recruitment

- 3.1.1. The University policy is to recruit academic staff of the highest caliber through fair and open processes and the selection must be merit based;
 - 3.1.1.1. Decisions to recruit should be made in the context of an overall workforce plan that considers the immediate, medium and longer term staff profile requirements of the work unit;
 - 3.1.1.2. Academic staffs recruitment and selection shall be done through proper interview and other assessment techniques by campus staff recruitment committee,
 - 3.1.1.3. Those candidates with the rank of lecturer and above shall make presentation in their area of specialization and be evaluated by senior staff of the concerned department and a female candidate shall get an additional 5 points on top of her total calculated points;
 - 3.1.1.4. Similar rules will be applied for recruiting academic staff on part time or contract basis;
 - 3.1.1.5. All vacancies must be advertised before any recruitment is considered. However, if a highly competent individual with the rank of assistant professor or above showed up at any time, and if a department requests for a special recruitment and get approval of a concerned academic commission, untimely recruitments may be allowed under special circumstances.
 - 3.1.1.6. A minimum qualification of a BA or BSc degree and above for academic positions; and diploma or certificate for executing distance program activities, laboratory assistants and additional pedagogical training may be required before or after employment.
 - 3.1.1.7. Academic staffs should able to apply technology in teaching and research activities.
 - 3.1.1.8. Trainers assigned to teach TVET program must have COC, teaching

methodology/who possesses a national certificate competency up to level IV/V and have successfully undergone training methodology to train level I up to V.

3.2. Duties and Responsibilities of Academic Staff

An Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge and it shall be the primary duty of the academic staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette. A member of the Academic Staff at the University shall:

- 3.2.1. Design, develop and implement courses/modules in his/her area of specialization following established University procedures;
- 3.2.2. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 3.2.3. Participate and play due role in curriculum development, review, enhancement and/or enrichment;
- 3.2.4. Respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
- 3.2.5. Contribute to the best of one's ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
- 3.2.6. Educate, continuously assess and evaluate students' performances, submit examinations, marked examination papers and grades on time;
- 3.2.7. Make himself/herself available for consultation, student advisement and academic guidance;
- 3.2.8. Conduct problem solving research, that contributes to the advancement of knowledge, and technology transfer which have positive impacts on community development and publish research findings in nationally and/or internationally reputable peer-reviewed journals;
- 3.2.9. Engage in community service, consultancy and University-Industry linkage activities;
- 3.2.10. Devote his/her energy, working time and attention to teaching, research and community services of the University as a full-time employee;

- 3.2.11. Guide and support students in acquainting themselves with the mission and guiding values of the University;
- 3.2.12. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow academic staff members and students;
- 3.2.13. Arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in fieldwork, seminar, workshop or other activities;
- 3.2.14. Accept instruction from higher officials of the University where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University; and
- 3.2.15. Carry out required tasks and official duties in an efficient and effective manner as assigned by the academic unit head or any other higher University body.

3.3. Academic Freedom

- 3.3.1. Exercise academic freedom consistent with relevant laws; legislation of the university
- 3.3.2. All members of the academic community shall have the right to fulfill their functions of teaching and learning, doing research, writing, exchanging and disseminating information, and providing services without fear of interference or repression from the state or any other forces;
- 3.3.3. Academic freedom engages the obligation by each individual member of the academic profession to excellence, innovation and advancing the frontiers of knowledge through research and the dissemination/diffusion of its results through teaching, publication and community service;
- 3.3.4. Academic freedom also engages the ethical responsibility of the individual and the academic community in the conduct of research, both in determining the priorities of that research and in taking account of the implications which its results may have for Humanity and Nature;
- 3.3.5. The academic community shall have the freedom of forming/joining independent and autonomous professional associations.

- 3.3.6. All members of the academic community shall have the right to write, print, and publish their own newspapers or any other forms of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to 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.

3.4. Academic Promotion

The purpose of academic staff promotion is to recognize the achievements and professional development of academic staff and their demonstrated capacity to contribute to the University's mission by undertaking duties at a higher level than their current appointment.

- 3.4.1. To be eligible for promotion, an academic staff of the University shall fulfill the following conditions:

- 3.4.1.1. successful completion of the minimum service year in the university as indicated in legislation;
- 3.4.1.2. meet the minimum requirements set for the academic rank requested for promotion;
- 3.4.1.3. Free from unresolved issues such as disciplinary cases.

- 3.4.2. General criteria

- 3.4.2.1. Length of Service within a given Rank
- 3.4.2.2. Effectiveness in Teaching (Performance evaluation by students, colleagues, department heads, or dean)
- 3.4.2.3. Publication of an article or articles in reputable journal, community service
- 3.4.2.4. Participation in the Affairs of the University

3.5. Teaching load

- 3.5.1. A weekly teaching load of an academic staff teaching undergraduate degree program courses is 17 hours.
- 3.5.2. A weekly teaching load of an academic staff teaching graduate degree program course is 14 hours for all assigned instructors. The staff member shall be remunerated for all additional teaching assignments.

3.5.3. A weekly teaching load for academic staff teaching TVET program shall be **21 hours** for all trainers.

3.5.4. A weekly teaching load for departments Heads or equivalent position shall be 11 hours for undergraduate degree program courses, 8 hours for postgraduate program courses and 15 hours of TVET program competencies/modules.

3.6. Reporting Teaching Load

3.6.1. Teaching loads for all academic staff members engaged in teaching (full or part-time) shall be reported each semester by campus deans through their respective channel to the to the Office of Director for Academic Affairs on forms prepared for this purpose in between 3rd to 4th weeks after the start of classes.

3.6.2. Justifications have to be provided in writing in instances where the teaching load of an academic Staff is below the average or above the maximum.

3.7. Academic Staff Discipline

Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations; the following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an academic staff:

3.7.1. Repeated and willful failure, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties of an academic staff specified under the provisions of this

3.7.2. Repeated and willful refusal, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform assigned teaching and/or research function, University or academic unit committee assignments;

3.7.3. Continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;

- 3.7.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 3.7.5. Continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;
- 3.7.6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 3.7.7. Discrimination and harassment 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;
- 3.7.8. Nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- 3.7.9. Use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 3.7.10. Conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the University;
- 3.7.11. Engaging in academic dishonesty which means any of the following or a combination thereof:
- 3.7.12. Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
- 3.7.13. Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
- 3.7.14. Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or

- 3.7.15. Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty

3.8. Code of Ethics of Academic Staffs

- 3.8.1. Refrain from using professional relationships with students for private advantage;
- 3.8.2. Refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex, creed, political partisanship, disability or physical condition and socio-economic status;
- 3.8.3. Refrain from disclosing information about students obtained in the course of professional service unless discloser serves a compelling professional purpose or is required by law;
- 3.8.4. Refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
- 3.8.5. No academic staff shall handover the course that he has been assigned to teach to any other individual for any length of time without the approval of the academic department head.

3.9. Duties and Responsibilities of Teachers in Teaching- Learning Process

Teachers are duty bound to observe and respect the country's laws and the rules and regulations of the University. They shall, in particular, have the duty to:

- 3.9.1. Cover courses properly within the given time framework and respect the students ability in the teaching-learning process;
- 3.9.2. Interact with members of the community in a respectful and courteous manner;
- 3.9.3. Seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;
- 3.9.4. Be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or damage or vandalism;
- 3.9.5. Make proper use and care of university property;

- 3.9.6. Refrain from unlawful and unethical practices, such as instigation of violence, hate speech and theft

3.10. Student-Teacher Relationship

- 3.10.1. The relationship between a teacher and a student shall be positive (normal);
- 3.10.2. Avoid romantic or sexual relationships with students;
- 3.10.3. Be aware that students from cultures different from your own may interpret actions differently than you do;
- 3.10.4. Teacher should treat and interact with students giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices

3.11. Class Attendance

- 3.11.1. A teacher is required to submit all lecture, laboratory, practical sessions, and final exam as well as field work courses' attendance to the department;
- 3.11.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 80% attendance shall be required if he/she is to earn credit in a given course. The above, however, does not rule out:
- 3.11.3. Campuses such as the college of Medicine and health sciences, demanding 100% attendance where such full attendance is academically indispensable; but in situations where a student, because of reasons beyond his control, fails to attend all sessions which is not less than 90% remedial action shall be taken by the respective department to compensate the remaining 10%; and
- 3.11.4. A student who has missed more than 20% attendance shall be given a grade of NG (No grade) and the NG grade shall be changed to an "F" " at the end of the four week of his/her next enrolment in the program

CHAPTER FOUR

4. INFRASTRUCTURE, TEACHING MATERIAL AND MODE OF DELIVERY

4.1. Infrastructure

The university shall organize standardized teaching-learning infrastructures in order to attain the major pillars areas. Infrastructures and educational facilities establishment shall consider special needs students.

- 4.1.1. The campuses shall have sufficient staff offices, staff cafeteria, and toilets for academic staffs;
- 4.1.2. The university/ campuses should establish internet (broad band and Wi-Fi) infrastructure for staff service;
- 4.1.3. The university/campuses should organize well-furnished teaching class-rooms (neat, attractive, conducive) with necessary teaching aids;
- 4.1.4. Campuses should establish, organize computer laboratories with full facilities that can serve for teaching common courses for different departments and programs;
- 4.1.5. Campuses having computer science or information technology departments shall separately establish computer laboratories with necessary facilities for students' practical teaching, and practical examination purposes;
- 4.1.6. Campuses shall be responsible for establishing library System that can accommodate at least 20% of the enrolled students at a time;
 - 4.1.6.1. The campuses are responsible to establish digital library (upload reference materials, Journals subscription, books on computer) for academic staffs, and others;
 - 4.1.6.2. Campuses shall be responsible to establish library with conducive environment;
- 4.1.7. Campuses having Health departments shall fulfill educational facilities and infrastructures such as laboratories and practical demonstration rooms with all the required materials, equipment and chemicals. Facilitate practical attachments with hospitals, and other health institutes;

- 4.1.8. Engineering and technology departments shall also fulfill well-furnished workshops, computer laboratories, drawing rooms, site or field where students can practice what they have acquired theoretically. The campus/departments shall also create strong linkage with relevant industry and facilitate practical attachments.
- 4.1.9. Business field of study /departments shall facilitate industry linkage and make the students to have practical exposure in banks, manufacturing, and service industries.
- 4.1.10. For practical attachments (hospital attachment or internship, cooperative training, etc) the university/campuses/departments shall develop and sign memorandum of understanding with the organization on format developed for this purpose and the campuses shall also develop strong control mechanisms and follow-up under regular basis.

4.2. Teaching Materials

- 4.2.1. Teaching material should be prepared with high quality standard by the course instructor/s and approved by the department head and quality assurance committee;
- 4.2.2. The Department council (DC) shall check and verify that all contents of the course are included, validity, clear and understandable (written with clear language), attractive, organized;
- 4.2.3. Teaching material checked and approved by the committee shall be available in both hard and electronic copies for the students for all programs;
- 4.2.4. The teaching material or modules should be harmonized and updated from time to time;
- 4.2.5. Teaching materials/ modules for open and distance education programs shall be presented and elaborated more with practical examples, charts, graphs, pictures etc in order to increase self-learning of the students or to accommodate diverse learning ability of individuals
- 4.2.6. At the end of each chapter summary, and self-check questions should be included to motivate individual learners

4.3. Mode of Delivery

- 4.3.1. The teaching methodology shall include lecture approach in a face-to face class room supported by other teaching aids such as video, charts, or
- 4.3.2. The university/campuses shall apply student-centered, practical oriented delivery approaches;
- 4.3.3. Open and distance education students shall get courses modules followed by face to face tutorial in the class room;
- 4.3.4. Facilitation and engagement of Senior students to participate on conferences, workshops, seminars and symposia as deemed necessary to enhancing learning based on related field of study;
- 4.3.5. The University/ campuses shall apply virtual internet based technological platforms (online teaching);
- 4.3.6. Cooperative Training shall be applied for TVET programs in collaboration with various enterprises, internship and practical attachments in the form of industry linkage.

CHAPTER FIVE

5. ACADEMIC RANKS

RVU is to provide rooms for high caliber academic staff members to make home with satisfaction, and for distinguished scholars to join with comport. In this respect, introduction of a rational academic rank system which is comparable with the international standard and also reflects unique local situations is important. In this regard RVU offers the following academic ranks:

- I. Lecturer
- II. Assistant Professor
- III. Associate Professor
- IV. Professor
- V. Distinguished Assistant Professor*
- VI. Distinguished Associate Professor*
- VII. Distinguished Professor*

*Distinguished position is endowed to an academic staff member of Ethiopian or Ethiopian-origin who has shown distinguishably outstanding performance and achievements which meet the criteria specified separately. Criteria for Appointment and Promotion shall be as below:

5.1. Lecturer

Lecturers are individuals with appropriate professional qualifications who are appointed to teach one or more courses or to carry out other academic responsibilities which are appropriately assigned to regular members of academic unit(s). The primary duty of lecturers is to teach undergraduate courses. Lecturers may also participate in research and service in their own professions. If requested, they may be involved in administration.

Appointment to this rank requires:

- 5.1.1. A Master's degree or equivalent in the field of specialization
- 5.1.2. Evidence of ability and commitment to teaching and of promise of educational leadership. The following are the minimum requirement.
 - 5.1.2.1. The academic performance of CGPA of 3.25/4.00 or equivalent for Bachelor's degree and 3.50/4.00 or equivalent for Master's degree, and

5.1.2.2.Publication of original articles and compilations published in journals accredited by MOE.

5.1.3. Interim measures

5.1.3.1.An academic staff member who has already been appointed to this rank before this guideline becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.

5.1.3.2.If the academic staff fails to satisfy the requirements stipulated in Article 5.1.2 except Article 5.1.2.1 within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.2. Assistant Professor

Assistant Professors are responsible for teaching, undertaking research, publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different levels. Appointment and promotion to the rank of Assistant Professor requires compilation of academic qualifications evidenced in demonstrating that the candidate for an appointment or promotion is involved in scholarly activity. Also demonstrated is he/she a successful teacher and capable of providing instruction at the various levels in his/her discipline. The evidence may include the opinion of scholars familiar with the candidate's work and capability.

Appointment and promotion to the rank of Assistant Professor requires a minimum of:

5.2.1. A Doctoral degree or equivalent in the field of specialization.

5.2.2. Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.

5.2.2.1.Work experience for 2 years minimum in teaching as full-time academic member in the relevant academic discipline at a university. Experience at the relevant research organization may be considered equivalent to teaching at the university level, and

5.2.2.2.Publication of original articles and compilations published in journals accredited by MOE

5.2.2.3. In case of a recruitment of a new academic staff member, university recruitment committee will make a competent assessment of the applicant's expertise and contribution.

5.2.3. Interim measures

5.2.3.1. An academic staff member who has already been appointed to this rank before this guideline becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.

5.2.3.2. If the academic staff member fails to satisfy the requirements stipulated in Article 5.2.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.3. Associate Professor

Associate Professors are responsible for teaching, undertaking research, publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different levels. Appointment and promotion to the rank of Associate Professor requires compilation of academic qualifications evidenced in demonstrating that the candidate for an appointment or promotion is involved in scholarly activity beyond that of expected of an Assistant Professor. The candidate for appointment or promotion of this position will be judged by teaching capability, by sustained and productive scholarly activity in research, by ability to direct postgraduate students, and by willingness to participate in the affairs of the academic unit and the university.

Appointment and promotion to the rank of Associate Professor requires a minimum of:

5.3.1. A Doctoral degree or equivalent in the field of specialization.

5.3.2. Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.

5.3.2.1. Work experience for 4 years minimum in teaching as a full-time academic member in the relevant academic discipline at a university since appointed to the Assistant Professor. Experience at the relevant research organization may be considered equivalent to teaching at the university level, and

5.3.2.2.Publication of original articles and compilations published in journals accredited by MOE.

5.3.3. Interim measures

5.3.3.1.An academic staff member who has already been appointed to this rank before this guideline becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.

5.3.3.2.If the academic staff fails to satisfy the requirements stipulated in Article 5.3.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.4. Professor

Professors are responsible for teaching, undertaking research and publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different level. Appointment and promotion to the rank of Professor is reserved for those whose contributions are considered outstanding and for those who meet appropriate standards of excellence by widely recognized in the field of their interest. They must have shown high quality in teaching and sustained and productive scholarly activity, have attained distinction in their discipline, and have participated significantly in recognized academic and professional affairs. Promotion to this rank is neither automatic nor based on years of service.

Appointment and promotion to the rank of Professor requires a minimum of:

5.4.1. A Doctoral degree or equivalent in the field of specialization.

5.4.2. Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.

5.4.2.1.Work experience for 4 years minimum in teaching as full-time academic member in the relevant academic discipline at a university since appointed to the Associate Professor. Experience at the relevant research organization may be considered equivalent to teaching at the university level, and

5.4.2.2.Publication of original articles and compilations published in journals accredited by MOE.

5.4.3. Interim measures

5.4.3.1. An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.

5.4.3.2. If the academic staff fails to satisfy the requirements stipulated in Article 5.4.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.5. Distinguished Academic Staff

Assistant Professors, Associate Professors, and Professors who are exceptionally superior in their scholastic performance, academic background and/or experience to other persons at the same rank are bestowed the title of "Distinguished." This title may be bestowed to the existing academic staff members of Ethiopian or Ethiopian-origin as well as the newly appointed academic staff member of Ethiopian or Ethiopian-origin.

5.5.1. Distinguished Assistant Professor

Appointment and promotion to the rank of Distinguished Assistant Professor requires a minimum of:

5.5.1.1. A Doctoral degree or equivalent in the field of specialization awarded by a reputable university.

5.5.1.2. Work experience for 2 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and

5.5.1.3. Publication of original articles and compilations published in journals accredited by MOE.

5.5.1.4. External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution.

5.5.1.5. A scholar (existing academic staff member or new applicant) who does not meet Articles 5.5.1.1 and 5.5.1.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate

with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 5.5.1.1 and 5.5.1.2.

5.5.2. Distinguished Associate Professor

Appointment and promotion to the rank of Distinguished Associate Professor requires a minimum of:

5.5.2.1.A Doctoral degree or equivalent in the field of specialization awarded by a reputable university.

5.5.2.2.Work experience for 6 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and

5.5.2.3.Publication of original articles and compilations published in journals accredited by MOE.

5.5.2.4.External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution.

5.5.2.5.A scholar (existing academic staff member or new applicant) who does not meet Articles 5.5.2.1 and 5.5.2.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 5.5.2.1 and 5.5.2.2.

5.5.3. Distinguished Professor

Appointment and promotion to the rank of distinguished Professor requires a minimum of:

5.5.3.1.A Doctoral degree or equivalent in the field of specialization awarded by a reputable university.

5.5.3.2.Work experience for 12 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and

5.5.3.3.Publication of original articles and compilations published in journals accredited by MOE.

5.5.3.4.External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution.

5.5.3.5.A scholar (existing academic staff member or new applicant) who does not meet Articles 5.5.3.1 and 5.5.3.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 5.5.3.1 and 5.5.3.2.

5.6. Expatriate Academic Staff

The expatriate academic staff is defined as the academic staff member who is not Ethiopian or Ethiopian-origin, and is employed on the fixed-term contract basis. The criteria for appointment and promotion of the expatriate academic staff are the same as those stipulated in Articles 5.1 to 5.5 for different academic ranks.

5.7.

CHAPTER SIX

6. TERMS OF APPOINTMENT

Appointment to an academic staff member shall be on one of the following terms.

6.1. Contractual Appointments

- 6.1.1. Contractual appointments shall be the type of employment where the terms of employment are as defined in a particular contract of employment between the University and individual academic staff members.
- 6.1.2. All the academic staff members of non-tenure-track or non-tenured and all the expatriate academic staff members shall be on the contractual appointment.
- 6.1.3. The duration of the contract for academic staff members shall be for no more than a year for Lecturer and Senior Lecturer, two (2) years for Assistant Professor, Associate Professor and Professor.
- 6.1.4. The contract for academic staff members may be renewed as per the interest of the University.
- 6.1.5. The duration of the contract for expatriate academic staff members shall be two (2) years initially. But, the contract may be renewed as per the interest of the University.

6.2. Tenure Track Appointments

- 6.2.1. Appointments that are tenure-track require academic staff members to serve a probationary period of employment before a consideration for tenure is made.
- 6.2.2. These appointments are for regular full-time academic staff with academic rank of lecturer or higher.
- 6.2.3. The duration of tenure-track appointment shall be based on agreement made between the two parts.
- 6.2.4. The appointment may be renewed as per the interest of the University.
- 6.2.5. An academic staff with this appointment shall apply for the tenure appointment before the appointment period is terminated.

6.3. Tenured Appointments

- 6.3.1. Tenure appointments shall be the type of employment where the period of service is up to the mandatory retirement age, subject to termination for cause or as a result of financial exigency or program discontinuance.
- 6.3.2. Appointments with tenure are for regular full-time academic staff with academic rank of Assistant Professor or higher who have been awarded tenure by the University.

6.4. Visiting Appointments

- 6.4.1. These appointments will be used for a full-time or part-time academic staff on a short-term appointment employed to perform all or part of a professional obligation of a regular academic staff.
- 6.4.2. The visiting academic staff may hold any academic rank commensurate with terminal degree, experience, and status.
- 6.4.3. A visiting member coming from a non-academic post may be given a visiting academic staff appointment commensurate with status and experience.
- 6.4.4. The duration of the contract shall be for no more than one year, but the contract may be renewed, if necessary.

6.5. Adjunct Appointments

- 6.5.1. An Adjunct appointment is for a member of the academic staff whose credentials are similar to those in regular academic ranks, but whose primary employment is usually elsewhere.
- 6.5.2. The academic rank of an adjunct appointment should be commensurate with terminal degree, experience, and status.
- 6.5.3. The duration of the contract shall be for no more than one year, but the contract may be renewed, if necessary.

6.6. Joint/Cross Appointment

Some academic staff members possess qualifications and experience to provide service (teaching and/or research) for multiple academic units (Programs). A joint/cross appointment of an academic staff member is to offer service of scholarly activity for multiple Programs. The scholarly activity includes teaching, participation in research, supervision of students, and participation in the Program management.

6.7. Advantages

- 6.7.1. Wider and more efficient utilization of expertise of academic staff
- 6.7.2. Promotion of interdisciplinary arrangements
- 6.7.3. Enhancement of “cross-fertilization” across Programs
- 6.7.4. Optimal use of human resource within the University

6.8. Procedure/Guidelines

- 6.8.1. The Terms and Duties under joint appointment shall be agreed upon by the Programs involved.
- 6.8.2. There shall be a formal agreement between the Programs in terms of the proportion of the service to be rendered and the period in terms of hours per Semester or year.
- 6.8.3. The agreement shall be endorsed by the Academic Council (AC) of the involved and the Campus Managing Council (SMC).
- 6.8.4. The agreement between the Programs on the joint appointment shall be implemented when an official appointment has been issued by VPA on the recommendation of the campus Dean.
- 6.8.5. The contract for joint appointment shall range from 2 to 5 years renewable when necessary.
- 6.8.6. The Primary Program for which the academic staff member offers more service than for other(s) shall remain responsible for handling the appointment and promotion of the staff member.
- 6.8.7. Joint appointment should not lead to double salary payment on the pay roll. Payment if any should be on the basis of hours offered or honorarium as agreed between Programs.

6.9. Secondment

The University shall receive or give academic staff member on secondment by authority of the President under the following terms and conditions:

6.9.1. Internal Secondment

- 6.9.1.1. An academic staff may when circumstances so demand, be internally seconded to another Unit within the University by authority of the President for a specified period of time, following necessary consultations.
- 6.9.1.2. The duties, terms of service and any change in the remuneration shall be specified in the letter of secondment issued by the President.
- 6.9.1.3. All applicable allowances shall be paid to the academic staff by the receiving Unit.
- 6.9.1.4. Upon expiry of the period of secondment the academic staff shall revert to his/her original Unit.

6.9.2. External Secondment

6.9.2.1. Employee Received on Secondment

- a. Such an employee shall serve for a specified period of time as agreed between the University and the employee's parent employer
- b. The University shall remunerate such an employee as shall be agreed upon between the two parties.
- c. Such an employee shall not be entitled to terminal benefits as applicable to University employees on permanent or contract terms.

6.9.2.2. Employee Given on Secondment

- a. Such an academic staff shall serve the recipient organization for a period not exceeding two years.
- b. The academic staff member on secondment to other organizations shall continue drawing their basic salary from the University but the allowances and other forms of remuneration shall be the responsibility of the recipient organization.
- c. Upon expiry of the period of secondment, the academic staff member shall return to his/her original position in the University. In the event that such an academic staff does not return after the period of secondment without formal resignation, such staff member shall be deemed to have absconded.
- d. The period of secondment shall not be treated by the University as a break in service.

6.10.

CHAPTER SEVEN

7. PROCEDURES OF RECRUITMENT, APPOINTMENT AND PROMOTION

7.1. Formation of Campus Appointment and Promotion Committee (CAPC)

- 7.1.1. Campus Appointment and Promotion Committee (CAPC) shall be formed for each case of appointment and promotion.

- 7.1.2. The Committee shall consist of at least three (3) senior members of staff of the Program, the Program Chair (or delegate), Associate Dean for Academic Affairs of the Campus (or delegate), and the Campus Dean (or delegate).
- 7.1.3. In case that an ex-officio member of CAPC is the candidate of promotion, a delegate is appointed by the Vice President for Academic Affairs (VPA) to replace him/her.
- 7.1.4. Only persons whose ranks are higher or equivalent to the position being considered for Appointment/Promotion shall constitute the Committee.
- 7.1.5. The Committee shall be chaired by the Campus Dean.
- 7.1.6. In case that CAPC cannot be formed properly because of Articles 7.1.2, 7.1.3, and 7.1.4 or any other reason deemed by the President, the President may intervene in formation of CAPC by appointing appropriate personnel of RVU or outside RVU.

7.2. Recruitment

- 7.2.1. When a vacancy exists in an academic program, the Chair of the Program shall forward a request to fill the vacancy and forward a recruitment plan that includes the program's diversity strategies to the Campus Dean.
- 7.2.2. In consultation with the Academic Council (AC), the Chair shall develop a description of the position and the qualifications to be sought and forward that for approval to the Campus Dean as well.
- 7.2.3. Upon approval by the Campus Dean, the Program Chair shall forward that for approval to VPA through the Office of Academic Affairs (OAA).
- 7.2.4. In the case that recruitment of academic staff for a particular field is strategically necessary, the recruitment may be initiated by OAA under approval of VPA.
- 7.2.5. Upon approval by VPA, the Human Resource Office of Academic Affairs (HROAA) publicizes the vacancy in an effort to secure as many qualified applicants as possible.
- 7.2.6. After the review of applications, the Program Chair in consultation with PAC shall select the best qualified candidate(s).

- 7.2.7. After approval of the Campus Dean and VPA, the Dean shall invite the candidate(s) to campus for interviews.
- 7.2.8. While on campus, the candidate or candidates shall be interviewed by the members of CAPC, the Dean for Academic Affairs, and VPA.
- 7.2.9. The final candidate(s) for appointment shall be selected by CAPC and endorsed by the Campus Managing Council (CMC).
- 7.2.10. The final candidate(s) for appointment shall be reported to the President through VPA, and may be interviewed by the President, if necessary. The President has the right to refuse the appointment of the final candidate(s).
- 7.2.11. Offer of Appointment shall be made in writing by the name of the President.
- 7.2.12. A guideline approved by the Senate shall provide a detailed procedure.

7.3. Promotion

- 7.3.1. The Program Chair shall take the initiative for a program academic staff member's promotion.
- 7.3.2. In consultation with AC, the Chair shall institute recommendations in rank which shall be sent to the Campus Dean with all the necessary documents.
- 7.3.3. The Campus Dean shall call CAPC meeting to evaluate each candidate for promotion.
- 7.3.4. SMC shall evaluate the recommendation of CAPC.
- 7.3.5. For promotion up to and including the rank of "Senior Lecturer," the final decision shall be made by VPA through recommendation of CMC.
- 7.3.6. The Campus Dean shall forward the recommendation of CMC for the rank of Assistant Professor or above to VPA through OAA.
- 7.3.7. The VPA shall request the Academic Staff Appointment and Promotion Committee (ASAPC) to evaluate each recommendation to the rank of Assistant Professor and above.
- 7.3.8. Following the approval of ASAPC, all recommendations shall be presented to the University Senate for endorsement.
- 7.3.9. Final decision shall be made by the University Senate for promotion to the rank of Assistant Professor and Associate Professor.

- 7.3.10. For promotion to the rank of Professor, Distinguished Assistant Professor, Distinguished Associate Professor, and Distinguished Professor, VPA shall forward the recommendation and comments of the University Senate to the President who then shall forward them to the Supervisory Board of the University for Final Decision.
- 7.3.11. An academic staff member who feels that his/her application for promotion has been overlooked or not appropriately evaluated has the privilege of appealing to the President.
- 7.3.12. A guideline approved by the Senate shall provide a detailed procedure.

CHAPTER EIGHT

8. THE STANDARD OF SALARY SCALES OF ACADEMIC STAFF

8.1. Regular Academic Staff

The University introduces a new standard of salary scales of academic staff members in that the subscales of the salary apply for a given academic rank so that the salary of academic staff members in the same academic rank may differ according to the academic performance.

8.2. Expatriate Academic Staff

8.2.1. Social Sciences

8.2.2. Health

8.2.3. Engineering

8.3. Allowances of Academic Staff

In addition to salary, housing and transport allowances will be provided monthly for all academic staff members. The amount depends on rank and it is shown in the following table

Academic Ranks	House Allowance	Transportation Allowance	Remarks
Lecturer			
Senior Lecturer			
Assistant Professor			
Associate Professor			
Professor			
Distinguished Assistant Professor			
Professor			
Distinguished Associate Professor			
Expatriate Academic Staff			

Note:

1. Housing allowance is allowed only for those who do not reside in residential houses availed by the university.
2. In case couples are employed by the university, either of the husband or wife is eligible to receive housing allowance.
3. Transport allowance is considered compensating for research and related activities moving out of the campus.

CHAPTER SEVEN

9. ASSESSMENT AND EVALUATION

Student learning shall be assessed on a variety of ways /continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned. The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam). The weight of the continuous assessment should be out of 50% comprising at least three assessments. While the final exam/final project shall be evaluated out of 50%.

9.1. General Provisions of Examinations

- 9.1.1. As a general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count 50% of the total course mark. The remaining points shall be allotted for a final exam at the end of course.
- 9.1.2. However, some discipline such as Medicine, Engineering can set out their own general guidelines.
- 9.1.3. The exams should encourage students to read, write, recite, analyze and evaluate, and the exam type for each course should assess student's

knowledge, skill, and attitude.

- 9.1.4. Final exam for all courses shall be prepared by the instructor/s and submitted to the department before 2 weeks of final exam schedule, evaluated and approved by department exam committee.
- 9.1.5. 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).
- 9.1.6. The number, type and schedule of exams or tests in a course are determined by the course team and shall be stated on the course outline to be issued to students at the beginning of the course.
- 9.1.7. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms.
- 9.1.8. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one semester.
- 9.1.9. Students have the right to see their corrected exam papers.
- 9.1.10. The instructor shall submit corrected final exam sheet, the semester students' attendance sheet along with grades to the department; accordingly the department shall handle student's complain issue and the exam sheet shall be kept with the department only for one semester.
- 9.1.11. In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content and the same scheme of grading shall also be employed.
- 9.1.12. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title to one or more sections. Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the department that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached

an agreement on the content of the exam(s). The department that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses.

9.1.13. Teachers should give feedbacks of continuous assessment to the students on time

9.1.14. Courses for which practical examination is must (health and other departments) practical examination shall worth at least 30%.

9.1.15. Exam questions should address the course objectives and/or chapters' objectives;

9.1.16. Final examination for a course should include all exam types (True/false, Matching, multiple choice, fill blank spaces, short answers, essay questions, work outs) based on the nature of courses.

9.2. Administration of Examinations

9.2.1. A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/registrar to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the examination;

9.2.2. No student may be admitted to an examination hall 30 minutes after the beginning of an examination; and No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet;

9.2.3. In the event that a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness;

9.2.4. Invigilators assigned for invigilation of exam should be academician staffs/instructors

9.2.5. Exam cheating by the student shall be filled and signed by the invigilator/s with complete justification on forms developed for this purpose; submitted to

the respective department, end up with 'F' grade

9.3. Grading System and Academic Status

9.3.1. Grading System

9.3.1.1. Grading System for Undergraduate

- A. Final grades of students in the undergraduate study are on letter grade system. There are some courses that use P (pass) and F (fail) grades.
- B. The letter grade for undergraduate program is defined as shown in the table.
- C. Grade point on specific course is a product of credit hours and points of a given letter grade.
- D. The total grade points are divided by the number of credit hours attempted in order to determine the grade point average (GPA).
- E.

Table 1: Grading system for Undergraduate Program

Raw Mark Interval	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description
[90-100]	4.0	A+	Excellent
[85-90)	4.0	A	
[80-85)	3.75	A-	
[75-80)	3.50	B+	Very Good
[70-75)	3.0	B	
[65-70)	2.75	B-	Good
[60-65)	2.5	C+	
[50-60)	2.0	C	Satisfactory
[45-50)	1.75	C-	Unsatisfactory
[40-45)	1.0	D	Very Poor
[0-40)	0	F	Fail (0)

9.3.1.2. Grading System for Graduate Students

Student assessment and grading system examinations are graded on the following letter grading system, with corresponding points.

Table 2: Grading System for Graduate Program

Raw Mark	Letter Grade	Grade Points
[90- 100)	A+	4.00
[85-90)	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
[45-50)	C-	1.75
[40-45)	D	1.00
[0-40)	F	0.00

This evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

Table 3: Thesis evaluation

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

Getting a grade less than ‘B’ in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00 (‘B’).

9.3.1.3. Other form of Letter Grades (I/NG/W/DO)

- a) “I” (incomplete) grade will be given to students who did not take final examination. If the students did not fulfill the assessment other than the final

exam it will be managed by course instructor and the students who have convincing reason.

- b) The student should take make up exam and covert the “I” to a grade according to academic calendar of the makeup exam. Failure to do so will result in an “F” grade to the course.
- c) “NG” (No Grade) will be given for the students who did not attend the class according to the legislation of the university pertinent to class attendance rules (attending less than 80% the class).
- d) “W” (withdrawn) will be given by the Registrar or department head in communication with the course instructor for a student who has formally withdrawn from the program, within eight weeks (50% of the semester duration) after the beginning of the semester. In this case the registration will be cancelled and the student will register for the module /course on readmission.
- e) “DO” (dropout) will be given by the Registrar or department head in communication with the course instructor for a student who has not withdrawn from a department in accordance with the withdrawal procedures set forth by the University and the time limit specified in this guideline.
- f) Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.
- g) All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA.

9.3.2. Academic Status

- a) Students are required to achieve a certain level of score to be promoted to the next semester. This achievement is measured by
 - 1. Semester Grade Point Average (SGPA), and
 - 2. Cumulative Grade Point Average (CGPA).
- b) SGPA is calculated by considering only the modules/courses for which the student is registered for the semester. CGPA is calculated by considering all the modules/courses the student accumulated so far. The GPAs are obtained by

dividing the sum of all grade points for the modules/courses divided by the total sum of credits. For example, Course X has 3 Cr. hrs. And a student scored B+. The same student is also registered for Course Y which has 3 Cr. hrs. And the student scored A-. Therefore, $GPA = [(3*3.5) + (3*3.75)] \div (3+3) = 3.625$

c) After calculating the GPA, the student will be given the following status:

9.3.2.1. Undergraduate Students

9.3.2.1.1. First Year Students of Undergraduate Students

- a) A student who, at the end of the first semester, receives semester GPA of less than 1.50 shall be dismissed for academic reasons.
- b) A student, who, at the end of the first semester, scores semester GPA of 1.50 up to 1.74 both inclusive, shall be warned.
- c) If a student, who has been put on warning during the first semester, fails to maintain semester GPA of 1.75 or a CGPA of 2.00 during the second semester of the first academic year, he is subjected to dismissal unless otherwise put on probation at the discretion of the Academic Council .
- d) A student, who, at the end of the second semester, receives either semester GPA of less than 1.75 or a CGPA of less than 2.00 shall be warned.
- e) If a student fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal.

9.3.2.1.2. Second year and above students of Undergraduate Program

- a) A student, who fails to achieve either semester GPA of at least 1.75 and/or a CGPA of at least 2.00 at any semester, shall be warned. However, a student who fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal.
- b) A student, who for a second consecutive semester scores either semester GPA of less than 1.75 or fails to maintain a CGPA of 2.00, is subjected to dismissal unless put on probation. A student who is subjected to dismissal cannot claim probation as a matter of right.

9.4. Graduation Requirements

Students are required to fulfill a minimum set of achievements to graduate (get a degree) from a program. Such requirements can vary from program to program. For specific information, students are advised to consult the specific curriculum in which they are enrolled.

9.4.1. Graduation Requirements for Undergraduate Programs

- a) A CGPA of 2.0 must be obtained.
- b) A student shall not graduate with an “F” grade in any course.
- c) A student of health sciences shall not graduate with a “D” grade in major courses.
- d) All the required courses and the minimum credit hours set by the respective Departments should be covered.
- e) A student left more than one semester shall not participate in the graduation ceremony.

9.4.2. Graduation Requirements for Graduate Students

Graduate program offers a full time and a part time plan for master degree completion. The full time plan ensures student completion of the program in two years of four semesters and the part time plan ensures student completion of the program in three years of six semesters. The Graduate program in these plans requires that students:

- a) Complete 4 (Four) or 6 (Six) semesters and take total credit hour approved in the curriculum;
- b) Score minimum CGPA of 3.00 on a 4.00 scale, with no more than one “C” grade;
- c) No grade of a D, F, NG, I, in any course;
- d) Maintain a “Satisfactory (B-) ” or better grade in the final Thesis Work; and
- e) Maximum possible extension time limit will be three years for regular students to complete the program while four years extension/summer programs
- f) Compliance with the regulation of the University.

10. Effective Date

This Policy shall be effective on -----.

