

# RIFT VALLEY UNIVERSITY



*Hub of Excellence*

## SENATE LEGISLATION

**September 2024**

**Addis Ababa, Ethiopia**

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## ACRONYMS

AAQAC:	Academic Affairs and Quality Assurance Committee
BDFAC:	Business Development and Finance Affairs Committee
CODE:	College of Open and Distance Education
DHEA:	Director for Higher Education Affairs
DCOS	Director for Centre of Oromo Studies
DFA:	Director for Finance Administration
DHRM:	Director for Human Resource Management
DGP:	Director for Communications and Partnership
DPPA:	Director for Procurement and Property Administration
DQA:	Director for Quality and Strategic Planning
DRAA:	Director for Registrar and Alumni Affairs
DRCSTT:	Director for Research and Community Services
DTVETA:	Director for TVET Affairs
GDAC:	Gender and Diversity Affairs Committee
GSC:	Graduate Studies Committee
LICTC:	Library and ICT Development Committee
ODEC:	Open and Distance Education Committee
RAAC:	Registrar and Alumni Affairs Committee
RPCSC:	Research, Publication and Community Services Committee
SPAPC:	Staff Recruitment, Appointment and Promotion Committee
SSSC:	Staff and Student Scholarship Committee
TVET:	Technical, Vocational, Education and Training
UC:	University Council
UMC:	University Managing Council
VPAA:	V/President for Academic Affairs
VPABD:	V/President for Administration and Business Development
VPRCSP:	V/President for Research, Community Service and Partnership

## **PREAMBLE**

WHEREAS, it has become necessary to lay down a legal system to enable Private Universities to effectively discharge their mission vested on them by the Higher Education Proclamation No. 1152/2019;

WHEREAS, Rift Valley University (RVU) initially called Rift Valley College, is one of the private Universities with the mission to produce graduates who are competent, committed and ethical citizens; to engage in innovative and problem solving research; and to deliver sustainable community services;

WHEREAS, as a private institution of higher education, it must orient itself to advance student centered governance and education as well as development-oriented research that best supports the fulfillment of the fundamental national goals of democratization, development and the achievement of other national priorities;

WHEREAS, it has become necessary to make Rift Valley University a sanctuary for the search of truth and intellectual excellence through the pursuit of free inquiry and scholarship as well as advanced scientific knowledge, the inculcation of student-centered education and governance which best support the achievement of the fundamental national goals of democratization and development;

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

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

WHEREAS, after having been fully deliberated upon and duly validated through active participation of all the key stakeholders of the University the need to enhance academic, research and community services of the University and enables it to live up to the aforementioned ideals;

NOW, THEREOF, by virtue of Article 48(3) of the Higher Education Proclamation No. **1152/2019**; and, pursuant to Article (3) of the Higher Education Academic Harmonization Policy; 2012, the Rift Valley University Senate Legislation 2020 is hereby proclaimed as follows.

# CHAPTER ONE

## 1. GENERAL PROVISIONS

### **Article 1: Short Title**

The Legislation may be referred to as” The Senate Legislation of Rift Valley University (RVU), October 2024.

### **Article 2: Issuing Authority**

This Senate Legislation is issued by the General Assembly pursuant to the powers vested in it by the Memorandum and Article of Association of Rift Valley College, Private Limited Company (RVC, PLC)

### **Article 3: Scope of Application**

Unless otherwise provided in this Senate Legislation and other laws of the country, all provisions in the Legislation shall apply to both academic and administrative affairs of the University.

### **Article 4: Definitions**

In the Legislation, unless the context requires otherwise:

1. **“Academic Administration”** shall mean the control and supervision of academic activities in academic units.
2. **“Academic Appointment”** shall mean assignments to such positions as President, V/President, Director, Officer, Dean, V/Dean, and Department Head;
3. **“Academic Calendar”** means an academic schedule of the University as approved by the Senate which consists of all the activities of the university related with the teaching learning, research and community services for one academic year.
4. **“Academic Council”** shall mean the Academic Council of Department/Institute/Faculty/College/Campus
5. **“Academic Community”** shall mean all academic and research staff as well as students of RVU;
6. **“Academic Department”** shall mean the basic academic unit established to facilitate the operation of education and training activities of academic programs in which degrees, diplomas or certificates may be earned;
7. **“Academic Staff”** shall mean all teaching and research staff, student support personnel, professional librarians, and technical assistants;

8. “**Administrative Support Staff**” shall mean all personnel other than academic staff;
9. “**College of Open and Distance Education**” shall mean an academic unit of Rift Valley University, which may constitute departments, units and sub-units that offer courses of study in which degree, diploma or certificate may be obtained through open learning and distance education;
10. “**General Assembly**” shall mean the General Assembly of RVC PLC;
11. “ **Branch Coordination Office**” shall mean a branch of College of Open and Distance Education of RVU located in Regional and Zonal towns and local areas to coordinate and facilitate open learning and distance education services;
12. “**Officer**” shall mean an academic staff with the authority to manage the academic and administrative operations of a college or a campus or the university;
13. “**Dean**” shall mean an academic staff with the authority to manage the academic and administrative operations of a Campus/College;
14. “**Director**” shall mean the Directors of Directorates to be appointed by the President under the provision of the Legislation;
15. “**Vice President**” shall mean the Vice president of RVU appointed by the President under the provision of the Legislation;
16. “**President**” shall mean the President of RVU proposed by General Manager and approved by the General Assembly under the provisions of the Legislation;
17. “**Regular Study**” shall mean an academic program of RVU offered on a campus or faculty or college through a face-to-face mode and leading to a degree, a diploma or a certificate;
18. ‘**Continuing and Extension Education**’ shall mean a program which enrolls students on part-time study bases.
19. “**Open and Distance Education**” shall mean a modality of teaching and learning process that covers forms of study at undergraduate and graduate levels where students are not in direct physical contact with their tutors except during brief face-to-face tutorial sessions;
20. “ **Campus**”, “ **College**”, or “**Faculty**” shall mean an academic unit which may constitute departments and other sub-units that offer programs of study in which a degree, a diploma or a certificate may be earned;
21. “**Fiscal Year**” shall mean the Ethiopian Fiscal year, unless specified otherwise;
22. “**Semester**” shall mean a division of an academic year that consists of five months within which one round of the teaching-learning process is wound up;

23. “**Senate**” shall mean the Senate of RVU;
24. “**Student Support Service**” shall mean the provision of all rounded academic advising, tutoring, counseling and guidance and information provision services;
25. “**Tutor**” shall mean an academic staff who helps and guides open and distance students during online and face-to-face tutorial session.
26. “**University**” shall mean Rift Valley University.

#### **Article 5: Gender Reference**

In the Legislation, unless the context provides otherwise, provisions enacted in the masculine gender shall be considered to include the feminine gender as well.

#### **Article 6: Location of RVU Main Office**

The Main Office of Rift Valley University shall be located in Addis Ababa City.

#### **Article 7: Interpretation of the Legislation**

1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of the Legislation in their context and in the light of its objectives and purposes.
2. Interpretation of the provision of the Legislation shall be compatible with the provisions of the Higher Education Proclamation **No 1152/2019** and the object and purpose of the Legislation.

## **CHAPTER TWO**

### **2. GUIDING VALUES, OBJECTIVES AND RESPONSIBILITIES**

#### **Article 8: Values of RVU**

The following are the values cherished by RVU:

- Quality and Excellence
- Responsiveness to customer needs
- Good Governance
- Professionalism and Academic Freedom
- Team Spirit
- Professional Integrity and Ethical Practices
- Creativity and Innovativeness
- Commitment to Community Services
- Recognition of Diversity and Gender Sensitivity
- Social Responsibility

#### **Article 9: Educational Goals**

The Educational goals of RVU are to:

- enhance excellence in teaching by providing students with an innovative and highest quality education and training;
- diversify education/training programs;
- promote university research culture and community engagement;
- realize management systems that promote excellence;
- attract qualified staff and leaders to meet customer needs;
- retain qualified staff and leaders to sustain business;
- ensure opportunities for professional/career development for staff;
- ensure efficiency in resource utilization; and
- maximize competitive advantage to sustain in the sector

## **Article 10: Responsibilities**

The responsibilities of Rift Valley University shall be to:

- uphold the objectives of higher education and the guiding values of the institution; and ensure that it is an institution of academic excellence;
- develop viable programs of study and provide higher education; prepare and supply qualified graduates in knowledge, skills, and attitudes on the basis of the needs of the country and stakeholders; and award academic qualifications in accordance with its programs;
- undertake and encourage relevant education and training, research, and community services in national and local priority areas and disseminate the findings as may be appropriate; undertake, as may be necessary, joint academic and research projects with regional, national and foreign institutions or research centers;
- recruit and administer its personnel and manage its finance and property in accordance with Higher Education Proclamation No 1152/2019 and other applicable rules and regulations in its instrument of establishment;
- legislate and implement internal rules, regulations and guidelines in line with current Higher Education Proclamation;
- prepare and implement institutional plans, budget and organizational structures, and submit performance reports to ETA and other relevant bodies in accordance with stipulations in existing Higher Education Proclamation;
- establish collaborative relations with industries and other HEIs in pursuit of its mission;
- give recognition or award prizes or honorary degrees to persons of outstanding achievements or significant contributions to society;

provide support to primary and secondary education establishments and collaborate with technical and vocational schools as may be appropriate;

- publish periodic /annual and multi-year data/statistics on educational input-and-output and financial incomes and expenditures as stipulated in existing Higher Education Proclamation; and
- discharge other responsibilities provided in Higher Education Proclamation No 1152/2019 and in its instrument of establishment.

## **CHAPTER THREE**

### **3. GOVERNANCE**

#### **Article 11: Governance**

The Governance of Rift Valley University shall consist of: the General Assembly, the General Manager, the Advisory Board, the University Senate, the University President, the University Managing Council, the University Council, the Campus/College Director, the Campus/College Managing Council, Campus/College Academic Council, and the Department Council as stipulated in the Memorandum and the Article of the Association of the PLC as well as under the Higher Education Proclamation No. **1152/2019**.

#### **Article 12: General Assembly**

The General Assembly is the ultimate authority of the University as affirmed by the Memorandum and Articles of Association of the PLC. The major responsibility of the GA shall be maintaining the overall wellbeing of the University.

##### **12.1. Membership**

All shareholders of the Private Limited Company are members of the General Assembly.

##### **12.2. Powers and Responsibilities**

As it is endorsed in Memorandum of Association and Article of Association of the PLC, the General Assembly shall execute its duties and responsibilities by the virtue of power vested in the documents.

#### **Article 13: General Manager**

The General Manager is accountable to the General Assembly.

##### **13.1. Appointment**

The General Manager is appointed by the General Assembly of shareholders of the PLC.

##### **13.2. Powers and Responsibilities**

Notwithstanding the power and responsibilities enumerated in the Memorandum of Association and the Article of Association of the PLC, the General Manager shall execute his duties and responsibilities listed below:

- represents RVU for all its legal affairs with third parties;
- rents, mortgages, sells, exchanges, leases or borrows on behalf of RVU;
- follows up and manages the proper utilization of annual budgets by all units of the University;
- enters into contractual agreement with all third parties on behalf of the University;
- reports the academic and financial affairs and status of RVU to the General Assembly annually;
- recruits and assigns external auditors every year when approved by General Assembly;
- facilitates the distribution of shares and dividends to shareholders regularly;
- makes arrangements for the annual meeting of the General Assembly;
- receives and acts on quarterly status reports from the President;
- manages expansions of campuses and programs and the implementation of the strategic plan of RVU; and
- performs all other duties other than these as decided and required by the General Assembly.

#### **Article 14: Advisory Board of the University**

The advisory board of Rift Valley University is established to provide guidance and direction on the university's education and research agendas along with facilitating and developing the University's engagement in business and related activities.

##### **14.1. Membership**

Rift Valley University Advisory Board shall comprise of 5-7 members who are pulled from a broad cross section of both internal and external communities including leaders, visionaries, and entrepreneurs who understand the need of the current market and objectives of Higher Education of the country and the world.

##### **14.2. Term of Office**

The Board members shall serve for four years with the possible extension of one term.

##### **14.3. Frequency of the Board Meeting**

The Board shall meet quarterly. Yet, upon the deemed need for arranging extra-ordinary meeting, the Board Chairperson, in consultation with the President, shall call for meeting on urgent agendas.

#### **14.4. Roles and Responsibilities of the Advisory Board**

The Board will primarily act as an advisory board to provide collegial advice and hands-on assistance to help the University achieve its objectives. Therefore, this board, being accountable to the General Assembly of the PLC, has the following roles and responsibilities:

1. Provide advice to the President on the core pillars of the University;
2. Provide assistance to the University on the strategic and policy issues;
3. Recommend on a broad range of issues relevant to institutional expansion and business development;
4. Advise on income generation mechanisms and efficient resource utilization;
5. Serve as an advocate or liaison of the University;
6. Confer Honorary Degree for distinctive individuals in selected fields under Sub-Article **15.5.3.7** of this Legislation and
7. Provide other related advisory services.

#### **Article 15: The University Senate**

##### **15.1. Members of the University Senate**

The University Senate shall consist of the following members:

1. The President;
2. The Vice Presidents;
3. The Directors of all Directorates;
4. The Deans of all Colleges and Campuses;
5. Two Academic Staff Representatives; and
6. Two Student Representatives.

The President chairs the meeting of the Senate, and the Vice President for Academic Affairs shall be its Secretary.

##### **15.2. Powers and Responsibilities of the Senate**

The Senate, without prejudice to the powers and responsibilities of the General Assembly, shall have the responsibilities to:

- determine the academic calendar of the University ;

- approve new academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;
- legislate and ensure proper implementation of the institution's statutes related to all academic and research matters;
- review and sanction graduation/training completion proposals by faculty or campus Academic Commissions;
- establish preconditions that determine the award or revocation of degrees, diplomas and certificates;
- determine an institution-wide framework for program evaluation, student assessment and quality enhancement and improvement;
- approve requests by academic units for initial appointment of academic staff to the ranks of Assistant Professor, Associate Professor and Professor;
- approve promotions of academic staff to academic ranks above lecturer;
- determine the type, number, membership, and responsibilities of its standing and ad hoc committees;
- award honorary degrees and other academic prizes to persons with outstanding social, political, economic and cultural achievements and contributions meriting recognition by the institution, upon request by the president; and
- perform such other duties as may be assigned to it in the establishing laws of the institution or may be referred to it by the General Manager.

### **15.3. Sessions of the Senate**

The Senate shall hold regular sessions three times a year: at the end of **September, February and June**, respectively unless the schedule is altered to accommodate the approval and awarding of degrees and diplomas at every annual graduation or any other similar compelling matter. The Senate, consistent with its mandate, shall devote its regular sessions to the evaluation of the performance of academic units, of its various committees and of its own performance. The Senate may hold extraordinary sessions when such a meeting is required by the President, the General Manager or when such an arrangement is requested by one-third of its members. The outcomes of all Senate meetings shall be duly communicated by the President to the General Manager.

The President shall ensure that Senate sessions are well-facilitated and prepared for, that decisions are properly documented and documentations are kept in order; that issues are thoroughly discussed; and that Senate decisions are properly communicated and implemented.

The Senate session shall have a quorum when more than half of its members are present; the meeting of the Senate shall make decisions by simple majority votes and in the case of a tie, the chairperson shall have a casting vote. The Senate at its discretion may invite resource persons it deems necessary to any of its sessions.

#### **15.4. Communication of Senate Decisions**

- The minutes of a Senate session shall be the official record of the Senate decisions and deliberations. Members of the Senate shall have access to the transcripts of all meetings held during their term of service.
- A copy of the minutes of open sessions of the Senate shall be distributed to each of the Senator, to members of the Management and other chief administrative officers of the University and its constituent units, and to each academic departments of each faculty or campus.

#### **15.5. Standing Committees of the Senate**

The University Senate shall appoint such standing and ad hoc committees as it, from time to time, deems necessary, and determine the membership and the method of appointment or selection of members of these committees.

##### **15.5.1. Powers and Responsibilities of Senate Standing Committees**

Without prejudice to the other specific provisions particularly provided with regard to any Standing Committee of the Senate, all Senate Standing Committees shall have powers and responsibilities to:

- formulate and review policies and procedures to be established by the Senate;
- review established policies and procedures and their administration, and recommend any changes in policies and procedures, or their administration as may be desirable;
- function upon the request of the president or the EC as a board of appeal with reference to actions and/or decisions made in the application of policies; and
- recommend the creation of special committees as necessary.

Each Standing Committee shall adhere to the rules of order governing the Senate in conducting its business.

### **15.5.2. List of Senate Standing Committee**

The University Senate shall function through Ten Standing Committees as provided herein under:

1. Academic Affairs and Quality Assurance Committee (AAQAC)
2. Registrar and Alumni Affairs Committee (RAAC)
3. Open and Distance Education Committee (ODEC)
4. Graduate Studies Committee (GSC)
5. Library and ICT Development Committee (LICTDC)
6. Research, Publications and Community Service Committee (RPCSCSC)
7. Staff Recruitment, Appointment and Promotion Committee (SRAPC)
8. Staff and Student Scholarship Committee (SSSC)
9. Business Development and Finance Affairs Committee (BDFAC)
10. Gender and Diversity Affairs Committee(GDAC)

### **15.5.3. Membership, Duties and Responsibilities of Each Senate Standing Committee**

#### **15.5.3.1. Academic Affairs and Quality Assurance Committee (AAQAC)**

##### **15.5. 3.1.1. Membership**

Academic Affairs and Quality Assurance Committee (AAQAC) shall have the following members:

1. Vice President for Academic Affairs, Chairperson;
2. Director for Academic Affairs, Secretary;
3. Director for Quality and Strategic Planning, member;
4. Director for Registrar and Alumni Affairs, member; and
5. Dean of College Open and Distance Education, member.

##### **15.5. 3.1.2. Duties and Responsibilities**

The AAQAC shall have the powers and responsibilities to:

- advise the university Senate on matters pertaining to student's academic performance and teaching standard and quality of the university;
- monitor whether the decisions of the AAQAC have been implemented;
- advise on the coordination of general policy for examination, e.g. the frequency of major examinations or special examinations required for graduation;

- set or amend the grading policies of the various Campuses;
- take such actions as may be necessary to implement the policies listed under the part of academics rules and regulation concerning grading, academic requirements and probation of the Legislation;
- receive and consider requests from College Managing Council for waiver of academic standards which is legislated by the senate where peculiar hardship and unique reasons are existed;
- analyze the experience and knowledge gained from the administration of the rules pertaining to grading, academic requirements and probation on a regular basis;
- advise the university's senate on the establishment and maintenance of colleges, departments and other teaching units with regard to the courses of instruction to be offered by such units; provided that the requests are made through the Campus Managing Council of the respective college, departments, program of units;
- receive and consider grievances and recommendation from College Managing Council and other academic units on matters pertaining to the academic standards of the university;
- recommend, in cooperation with the RAAC, the admission criteria to units of the university to ensure uniformity of standards while allowing for a degree of flexibility;
- advise the senate on the establishment of courses of instruction and curricula for the various units of the university and on any major changes, it shall approve curricula submitted by the Board of the units;
- advise the senate on the degrees, diplomas and certificates of proficiency to be granted by the university;
- register minor changes of curricula approved and reported by the campus Managing Council, such as approved curriculum, the permanent transfer of a course from one year to another, changes in the number of credits for approved courses, etc. Without taking other action, these changes do not interfere with university regulation regarding majors, minors, and other courses requirements; and
- carry out other assignments given by the senate of the university pertaining to the duties and responsibilities of AAQAC.

### **15.5.3.1. Registrar and Alumni Affairs Committee (RAAC)**

#### **15.5.3.1.1. Membership**

1. Vice President for Academic Affairs – Chairperson
2. Director for Academic Affairs – Member
3. Director for Registrar and Alumni Affairs – Secretary
4. Dean of College of Open and Distance Education - Member
5. Director for Quality and Strategic Planning, member;

The **RAAC** shall have **the powers and responsibilities** to:

- determine admission for all modalities and levels of academic programs;
- design various strategies to attract and recruit students;
- organize ad-hoc committee in collaboration with campuses to assist the admission and placement of students;
- prepare and revise guideline for admission, placement, readmission and transfer of students;
- assess intake capacity against available human and material resources;
- check diversity in admission;
- provide special attention to females and disadvantaged groups in admission and placement;
- examine and review admission criteria set by campuses;
- oversee transfer request of students;
- oversee graduation procedures and ceremony of all colleges/campuses;
- assist strengthening of the existing alumni associations and formation of new alumni associations;
- facilitate and conduct tracer studies to locate where of the University’s alumni; and
- undertake other duties assigned by the senate.

### **15.5.3.2. Open and Distance Education Committee (ODEC)**

#### **15.5.3.2.1. Membership**

1. V/President for Academic Affairs – Chairperson
2. Director for Academic Affairs – Member
3. Director for Registrar and Alumni – Member
4. Dean of College of Open and Distance Education – Secretary
5. Director for Quality and Strategic Planning, member;

#### **15.5.3.2.2. Duties and Responsibilities**

The ODEC committee shall:

- follow up the various continuing education programs offered at different centers;
- whether the existing University regulations and educational policies are properly implemented;
- whether the objectives of each program meet the university's requirements and its implementation;
- whether the continuation of some existing continuing education programs are justified.
- advise the Senate on matters pertaining to the Open and Distance Education;
- assist the College of Open and Distance Education in exploring the feasibility of expanding ODE;
- encourage the introduction and support of the College of Open and Distance Education to design different needs based short term in-service training programs for the university and local communities;
- consider and propose payment rate for the staffs and tuition fee that should be collected from students; and
- guide CODE to search for marketable educational programs in collaboration with campuses and other relevant offices.

#### **15.5.3.3. Graduate Studies Committee (GSC)**

##### **15.5.3.3.1. Membership**

1. Vice President for Academic Affairs – Chairperson
2. Director for Academic Affairs –Secretary
3. Director for Registrar and Alumni – Member
4. Director for Quality and Strategic Planning, member;
5. Director for Research and CS – member

##### **15.5.3.3.2. Duties and Responsibilities**

The **GS** Committee shall:

- formulate, revise and amend policies, rules and regulations governing graduate programs in the university;
- recommend for approval by the Senate the graduate programs submitted to it by Campus academic council;
- propose guidelines for admission of candidates to graduate programs;

- approve tuition fees and/or waivers for postgraduate student according to the guidelines of the university;
- examine proposals by the various graduate programs of the University for improvement, revision or adjustment of existing rules and regulations, and submit recommendations to the senate;
- ensure that both existing and new guidelines set by the Senate or decisions made by it are implemented by concerned graduate program offices;
- recommend to the Senate the award of the appropriate postgraduate diploma, certificate or degree in accordance with university rules and regulations;
- examine graduate students' appeals that are related to their studies and that could not be handled by their respective colleges and give decision or recommendation;
- participate in the periodic assessment of the graduate programs of the university and organize workshops to consult with stakeholders;
- advise the Senate on all matters regarding graduate programs; and establish its own rules of procedure and set up standing and ad-hoc committees as necessary;
- interpret rules and regulations regarding graduate programs; and
- expedite collaboration with graduate programs in other universities, or with organization that seek such collaboration.

#### **15.5.3.4. Library and ICT Development Committee (LICTDC)**

##### **15.5.3.4.1. Membership**

1. Director for Academic Affairs - Chairperson
2. Director for ICT – Member
3. Director for Quality and Strategic Planning- member;
4. Director for Communications and Partnership– Secretary
5. Director for Research and CS -Member

##### **15.5.3.4.2. Duties and Responsibilities**

The LICTDC committee shall:

- be responsible to formulate and interpret library policies of the university to the colleges and for conveying opinions of the colleges to the university Librarian;
- advise the Senate on how best to integrate the library services with teaching and research activities in the university;

- report at least twice a year to the senate and recommend such policies and changes in the statues on the library as it may deem necessary;
- advise the Senate on policy and decisions to facilitate the acquisition and utilization of library resources;
- advise the Senate on the utilization of modern electronic media to support library services;
- monitor towards securing adequate copies of text books;
- work towards establishing college level libraries and reading rooms;
- support and encourage new information technology projects and research grant by making collative expertise available to the university’s library and ICT staff;
- encourage and facilitate the documentation and preservation techniques, print educational materials, software, and hardware acquired during the execution of information technology research projects;
- enhance the potential of libraries to contribute to graduate program and maximizing information resources available to researchers and the facilitation of their access;
- formulate policy for the acquisition, development, management, and disposition of collection in the libraries and services within the universities;
- contribute to the development and review of polices, objectives and priorities for the provision of university ICT Center services;
- advise on information resource requirements to support key research, teaching and learning;
- advise the university ICT center of planning for future services, which meet the objective of the university;
- monitor the effectiveness of services provision;
- advise the university ICT center on the selection of new “seed” information technology projects;
- advise the ICT Center to provide community services and organizations on conditions to be approved by the committee from time to time; and
- perform other assignments forwarded by the senate.

### **15.5.3.5. Research, Publications and Community Service Committee (RPCSC)**

#### **15.5.3.5.1. Membership**

1. V/President for RCSTT- Chairperson;

2. Director for Academic Affairs –Member
3. Director for Quality and Strategic Planning- Member;
4. Director for ICT –Member
5. Director of Research and CS -Secretary

#### **15.5.3.5.2. Duties and Responsibilities**

The **RPCSC** Committee shall:

- oversee the research, consultancy, university-industry linkage, and Community Service activities of the university;
- initiate policies to develop suitable and efficient management of research, university-industry linkage, consultancy, and community services in the university;
- evaluate and approve proposals of research or other projects, teaching materials and textbooks sent from colleges;
- examine and approve applications of visiting researchers ‘from various universities of different countries;
- guide on dissemination of research output such as establishment of journals, organizations of conferences, symposia, workshop, seminars etc;
- solicit and indicate linkages with local and international research universities and funding agencies;
- make sure that appropriate research strategic plans with clear vision, identification of research directions and research priority areas be developed and made functional;
- perform other duties necessary for strengthening research, consultancy, university-industry linkage, and community services activities in university;
- determine criteria for establishing the reputability of journals and re-assess reputability annually;
- set guidelines for the approval of research/project proposals;
- determine courses of action in the case of breach of agreement by researchers/project owners;
- ensure that certain minimum standards are maintained by all publications of the university;
- advise and assist the Research Office in securing fund from organizations outside the university;
- design, facilitate and endorse collaborative activities with national and international institutions;
- recommend and establish award system for recognizing out-standing research;

- approve the allocation of funds for college;
- assist the Senate in developing and enhancing community service programs;
- suggest to Senate feasible options, including incentive mechanisms, of encouraging Academic Staff members to undertake research & development, and teaching material preparation activities;
- specify the calendar for submission of research proposals and research reports; and
- ensure the representation and active participation of the university in various governmental and non-governmental bodies;

### **15.5.3.6. Staff Recruitment, Appointment and Promotion Committee (SRAPC)**

#### **15.5.3.6.1. Membership**

1. Vice President for Academic Affairs - Chairperson
2. Vice President for Open and Distance Education- Member
3. Vice President for Research, Community Service and Partnership - Member
4. Vice President for Administration and Business Development - Member
5. Director for Higher Education Affairs – Secretary
6. Director for TVET Affairs- Member
7. Director for Research and CS - Member
8. Director for Human Resource Management- Secretary
9. Director for Quality and Strategic Planning- Member;

#### **15.5.3.6.2. Membership Duties and Responsibilities**

The SRAP Committee shall have **roles and responsibilities listed herein** under:

- prepares detailed guidelines and procedures for recruitment, development and promotion of academic staffs which shall subject to Senate approval.
- executes and coordinates the staff development plans of the university.

#### ***This mainly includes plans and programs dealing with:***

- ❖ assessment of the overall manpower requirements of the university academic staffs as presented by concerned offices prior to its submission to the senate;
- ❖ decision on number and kind of further education for higher degree qualifications at home or abroad, including short term training;
- ❖ approval of University staff going for sabbatical and research leaves and follows up the progress of staff on study or sabbatical or research leave through the appropriate office;

- ❖ promotions of ranks for all campuses/colleges according to the general procedures in the statute on academic rank, salaries and promotions of the Legislation and as summarized below:
  - Department heads shall take the initiative and institute recommendations for a campus/ a college member's promotion in rank which shall be sent to the dean with all the necessary documents.
  - The Dean of the campus/ the college with the campus/ the college Academic Council shall evaluate each candidate before making recommendations to the Vice President for Academic Affairs.
  - Final decision shall be made by the college academic Council for all promotions up to and including the rank of "Lecturer". Then, the Vice-president for Academic Affairs shall be requested to expedite and facilitate the administrative matters.
  - The Vice President for Academic Affairs shall request the SRAPC to evaluate each recommendation to the rank of Assistant Professor and above. Following the approval, all recommendations shall be presented to the University's Senate.
  - Final decision on promotions to the rank of assistant or associate professor shall be made by the University's Senate.
  - The Vice President for Academic Affairs shall transmit the recommendations and comments of the University Senate on Promotions to the rank of "Professor" which then shall forward recommendations to the President of the University who then shall forward recommendations for promotion to the Advisory Board of the University for Final Decision.
  - Academic staff who feel that his promotion has been overlooked, has the privilege of appealing to the Vice President for Academic Affairs up to the rank of lecturer and to the President of the University for the Rank of Assistant Professor and above.
  - Follow-up and monitors the implementation of staff recruitment requests in accordance with the rules and regulations of the university.
  - Advise the University's Senate on matters related to the general welfare of the campus/college, in accordance with the Statute on academic rank, salaries and academic duties and freedom. College moral is important and the committee

reserves the right to investigate those areas of college concern and make recommendations accordingly.

- At the beginning of each academic year, appoint a sub-committee on Honorary Degrees, not to exceed five members, which shall entertain nominations and make recommendations to the Staff Appointment, Development and Promotions Committee for those to be recommended to the Advisory Board through the University Senate to receive Honorary Degrees with priority ratings where possible or necessary.

The University's recognition in granting an Honorary Degree shall be for high distinction and /or outstanding service in the following fields:

- Several academic disciplines with emphasis on creativity and scholarly contribution.
- Public life and service to Ethiopia with emphasis on contribution to general welfare of the country.
- International leadership both in Africa and other parts of the world.
- Outstanding support of the University in circumstances where such contributions are deemed worth of high distinction
- It initiates the university's policies, procedures and programs to assist academic staff to more fully meet their own needs, the students' and the university. Example, raise concern for and commitment to teaching and research responsibilities;
- Raise understanding of teaching methods and factors affecting teaching and learning
- Recommend the optimal staff size required by various units of the university and establish the staff composition in terms of rank and degree qualifications;
- In conjunction with the external relations office of the university, look into ways and means of obtaining scholarships through bilateral, multi-lateral agreements or through international agencies
- Set up its own internal guidelines for scholarship procedures; allocations of scholarship funds and international travel funds and decide on the extension of study leaves;
- It performs other assignments forwarded by the Senate.

#### **15.5.3.7. Staff and Student Scholarship Committee (SSSC)**

##### **15.5.3.7.1. Membership**

1. Vice President for Academic Affairs - Chairperson
2. Vice President for Open and Distance Education- Member

3. Vice President for Research, Community Service and Partnership - Member
4. Vice President for Administration and Business Development - Member
5. Director for Higher Education Affairs - Member
6. Director for TVET Affairs- Member
7. Director for Registrar and Alumni Affairs- Member
8. Director for Communications and Partnership- Member
9. Director for Human Resource Management- Secretary
10. Director for Finance Administration- Member
11. Director for Quality and Strategic Planning- Member;

#### **15.5.3.7.2 Duties and Responsibilities**

The SSSC shall have **duties and responsibilities** to:

- prepare detailed guidelines and procedures for provision of scholarship for staff and students;
- coordinate and execute the scholarship;
- decide on number and kind of scholarship in every academic year;
- assign and announce the given quota for each campus;
- evaluate the recommendation of each College/campus Managing Council;
- present the decision of the SSSC for UMC for approval; and
- perform other assignments forwarded by the senate.

#### **15.5.3.8. Business Development and Finance Affairs Committee (BDFAC)**

##### **15.5.3.8.1. Membership**

1. Vice President for Administration and Business Development, Chairperson
2. Vice President for Academic Affairs, Member
3. Vice President for Open and Distance Education, Member
4. Vice President for RCSP, Member
5. Director for HRM, Member
6. Director for Finance, Member
7. Director for Procurement and Property Administration, Member
8. Director for Budget Planning and Monitoring, Secretary
9. Director for Quality and Strategic Planning, Member

**15.5.3.8.2.** The **BDFAC** shall have **duties and responsibilities** to:

- plan, initiate and coordinate Development Plans for the overall growth and development of the University and for the expansion and improvement of infrastructure, academic, administrative and research activities;
- advise the Senate on matters pertaining to financial resources and budget planning of the University;
- continually request development plans and objectives from the faculties and campuses; review these plans and coordinate them into an integrated development plan of the University ;
- review and evaluate the implementation of plans and performance of approved budgets, and report on the effective utilization of resources to the Senate with a view to ensuring the enhancement of educational objectives of the University ;
- review and develop efficient procedures for the preparation and submission of budgets by various units of the University ;
- develop practical procedures for budget expenditure following proper approval and clearance;
- Advise the Senate on matters relating to funds from income-generating activities other than tuition fees; and
- render advice on financial agreements to be entered into by the University with other institutions.

## **Article 16: The President**

### **16.1. Term of Office**

The President shall serve for six years and can be appointed and/or selected for the second time.

### **16.2. Accountability**

The President is accountable to the General Manager.

### **16.3. Duties and Responsibilities**

The President of Rift Valley University shall have **powers and responsibilities** to:

- direct and administer the Institution with the aim of ensuring the achievement of its vision mission and educational goals;
- appoint Deans of campuses/colleges/faculties and all other officers responsible for the management of corporate affairs;
- ensure that organs of the institution and its constituents uphold the objectives of higher education and guiding values of the Institution;

- ensure that the provisions of Higher Education Proclamation and of other laws applicable to the Institution are respected;
- ensure that the institution prepares high quality graduates in as many numbers and fields consistent with the needs of the country;
- create and continuously build a conducive institutional environment to stimulate learning, research and community service;
- ensure that the Institution's research and consultancy activities focus on national priorities;
- ensure that the institution in the pursuit of its mission is perpetually connected internationally as well as with federal and state institutions, relevant agencies and business and industry, and associations;
- ensure that the institution always keeps abreast of national and international developments and Positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
- ensure that the institution has a capable system of internal leadership to effectively and efficiently manage its resources and activities and/or service;
- design and implement, upon approval by the General Assembly, nomination and appointment systems of heads of Academic Units and Senators;
- determine and implement, upon approval by the Senate and the University Managing Council, academic unit and department level governing bodies and structures guided by the principles of relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;
- ensure that employment and official positions are achieved through competition and that removal from office is based on performance evaluation, disciplinary matters and end of tenure of office alone;
- ensure that policies, directives and procedures of the Institution are designed in conformity with the provisions of Higher Education Proclamation **1152/2019**, pertinent laws and government policies;
- develop and implement institutional standard measures and ensure that the academic and administrative operations of the Institution are solely on established standards;
- ensure that Senate sessions as well as of those other leadership bodies are well - prepared for and held regularly;

- resolve by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the institution's mission and best interests;
- ensure that all fundamental operations and substantive transactions of the institution are appropriately documented in text and data form as appropriate and that the information is appropriately and readily accessible to relevant end-users; prepare institutional plans and budget, and ensure their implementation upon approval;
- inform periodically the General Assembly, government and the public about the state of the institution;
- delegate, as may be necessary, his powers and responsibilities to the vice presidents and appropriate heads of academic units;
- discharge such other responsibilities as may be given to him by the establishing law of the institution and by the General Assembly;
- devote full time to the requirements of his office; and shall be remunerated appropriately for his services in the form of basic salary and other benefits; and
- in the case of absence from duty, delegate, as a standard practice, the Vice President for Academic Affairs. In the case of simultaneous absence of both the President and the Vice President for Academic Affairs, any of the other vice presidents shall assume such responsibility.

## **Article 17: University Managing Council**

### **17.1. Membership**

1. The President- Chairperson
2. Vice President for Academic Affairs - Secretary
3. Vice President for Open and Distance Education- Member
4. Vice President for Research, Community Service and Partnership - Member
5. Vice President for Administration and Business Development - Member
6. Director for Quality and Strategic Planning- Member
7. Director for Communications and Partnership- Member
8. Director(s) relevant to issue at hand.

## **17.2. Roles and Responsibilities of the University Managing Council**

Without prejudice to the powers and responsibilities of the President, the University Managing Council shall:

- advise the President on strategic issues and on other cases that the President believes require collective examination as well as serve as a forum for monitoring, coordinating, and evaluating institutional operations.

### **Procedures of sessions**

- meet regularly at least twice a month on a regular day and time.
- hold and conduct its sessions with a majority of its core members present.

The president shall ensure free and open expression of views in Managing Council sessions. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.

No member other than the President or a person instructed by the President shall communicate to third parties the council's deliberations on controversial issues and the results thereof.

## **Article 18: University Council**

### **18.1. Membership**

1. The President – Chairperson
2. Vice President for Academic Affairs - Secretary
3. Vice President for Open and Distance Education- Member
4. Vice President for Research, Community Service and Partnership - Member
5. Vice President for Administration and Business Development - Member
6. All Directors for all Directorates of the University- Members
7. A Dean of the campus where the University Head Office is located- Member

### **18.2. Roles and Responsibilities of University Council**

Without prejudice to the powers and responsibilities of the president, the University Council shall:

- advise the President by expressing its views on institutional proposals regarding plans budget, organizational structures, academic programs, agreements of cooperation, and on division, merger and closure of academic units as well as on performance;

### **Procedures of sessions**

- The meeting of the council is held at least once a month on the day and time that shall be fixed.
- Attendance of University Council sessions by members shall be mandatory.
- Membership shall not be delegated except in accordance with the permission of the President. Sessions may be held without a requirement for quorum.
- The President shall ensure a democratic atmosphere stimulating free expression of opinions and ideas in sessions of the university council.
- The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions ;
- The secretary of the Managing Council shall also serve as the non-voting and non consultative secretary of the University Council.
- No member of the University Council other than the President or a person nominated by the President shall serve as its official spokesperson.

## **Article 19: Vice President for Academic Affairs (VPAA)**

### **19.1. Term of Office**

The V/President for Academic Affairs shall serve for five years and can be appointed and/or selected for the second time.

### **19.2. Accountability**

The V/President for **Academic Affairs** is accountable to the President.

### **19.3. Duties and Responsibilities**

The **V/President** shall have the following **duties and responsibilities** to:

- advise and supports the President on all academic matters of RVU;
- coordinate and direct the overall academic affairs of RVU;
- supervise the proper implementation of academic policies, rules and regulations laid down in the Legislation of RVU through Campus/College/ Faculty Deans or any other academic Units and offices;
- facilitate the development and review processes of program curricula;
- facilitate the appointment, development and promotion of academic staff members;
- make sure that performance evaluations of the academic staff are conducted regularly and consistently;

- facilitate and coordinate the conduct of academic seminars, workshops and conferences on current academic, social, economic and scientific issues;
- assist the President in the preparation of the annual budget; and
- perform such other duties as may be assigned to him by the President.

## **Article 20: Vice President for Open and Distance Education (VPODE)**

### **20.1. Term of Office**

The V/President for ODE shall serve for five years and can be appointed and/or selected for the second time.

### **20.2. Accountability**

The V/President for **RCSP** is accountable to the President.

### **20.3. Duties and Responsibilities**

The **V/President** shall have the following **duties and responsibilities** to:

- Advise and support the President on all matters of Open and Distance Education;
- Develop and implement short and long-range strategic plans in collaboration with other relevant working units to advance the University's mission in distance and online learning that supports and expands the online learning enrollment locally and intentionally;
- Ensure a unified approach to high-quality standards in collaboration with other relevant working units in the online teaching/learning environment for teaching, course development, and the use of innovative educational technology
- Manage and direct the overall activities of the Open and Distance Education Program;
- Provide leadership in collaboration with other relevant working units for accreditation, accessibility and eLearning;
- Oversee budgeting, accounting and financial reporting activities for assigned department.
- Ensure compliance with the University policies, and regional and federal laws that training and development requirements.
- Assess current and future needs and demands for open and distance education by conducting situational analysis in collaboration with other relevant working units;
- **I**n collaboration with V/President for Administration and Business Development, oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary;

- Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications of ODE;
- Direct various research studies to recommend improvements to ODE practices, policies and processes.
- In collaboration with other relevant working units, develop appropriate strategies and mechanisms to improve overall ODE efficiency and effectiveness
- Collaborate with other relevant working units as necessary in order to meet the University objectives and goals.
- Perform all other duties and responsibilities as assigned or directed by the President.

**Article 21: Vice President for Research, Community Services and Partnership (VPRCSP)**

**21.1. Term of Office**

The V/President for RCSP shall serve for five years and can be appointed and/or selected for the second time.

**21.2. Accountability**

The V/President for **RCSP** is accountable to the President.

**21.3. Duties and Responsibilities**

The **V/President** shall have the following **duties and responsibilities** to:

- encourage colleges and campuses to engage their academic staff in research, community services and consultancy activities;
- guide the preparation of research proposals and solicitation of funds from internal and external sources;
- review and recommend research proposals submitted by colleges and campuses;
- in collaboration with the Vice-President for Administration and Business Development, monitor, supervise and control the proper utilization of research funds;
- ensure the timely submission of progress reports on research and community service undertakings by campuses and colleges;
- ensure adherence to the research, community services and technology transfer policies of RVU;
- establish and maintain good working relations with regional, national and international research organizations/institutions;
- coordinate the review and publication of proceedings and RVU journals;

- facilitate and ensure that campuses and colleges conduct annual research conference;
- organize scientific gatherings, workshops, conferences and seminars on topics of interest and on the evaluation of the findings of research projects;
- Plays a crucial role in businesses, collaborating with stakeholders to grow strategic alliances and deliver mutual value.
- Leads periodic promotion activities and organize events.
- Generates and transfers knowledge, best practices, information, technology and services of the University to external environment.
- Continues to improve the breadth and depth of public engagement by hosting events and programs.
- Maximizes effectiveness, efficiency and influence by working with concerned RVU organs, resource sharing and best practices as appropriate.
- Ensures that RVU is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base.
- Develops strategies to communicate, promote, and evaluate partnership opportunities on behalf of the organization.
- Identifies and evaluates potential partnership opportunities, negotiate partnership expansion efforts, including the launch of new integrated programs, experiences, unlocking new markets.
- Represents the organization at industry events and conferences.
- Develops and manages partnership budgets.
- Negotiates partnership agreements and contracts.
- Stays up-to-date with industry trends and best practices in partnership management.
- Sets and guides the strategy for all communications, website, and public relations messages and collateral with RVU Vision and Mission.
- Serves as chief bridge between RVU and government regulatory bodies, private sectors, business entities, international academic institutions and other stakeholders.
- Explore new opportunities for external engagement, profiling the organization and promoting collaborative activities.
- in collaboration with the office of VPAA, facilitate the training of academic staff on advanced research methods and statistical applications; and
- coordinate university-wide research activities, and consultancy/ community services in collaboration with relevant academic units.

## **Article 22: Vice President for Administration and Business Development (VPABD)**

### **22.1. Term of Office**

The V/President for ABD shall serve for five years and can be appointed and/or selected for the second time.

### **22.2. Accountability**

The V/President for **Administration and Business Development** is accountable to the President.

### **22.3. Duties and Responsibilities**

The **V/President** shall have the following **duties and responsibilities** to:

- advise and supports the President on administrative, financial and development issues;
- direct and coordinates the overall administrative, financial and development matters of Rift Valley University;
- facilitate the employment, promotion and evaluation of administrative personnel of Rift Valley University;
- initiate and administer benefit schemes for Rift Valley University personnel;
- monitor the Implementation of the Strategic Plan of the University at all campus locations;
- keep and maintain all internal and external policies and procedures and makes sure that they are implemented properly by the University
- advise the President on appointment of external auditors regularly every year;
- follow up the proper utilization of budget by all faculties and campuses;
- administer the overall property of the University;
- initiate and implement development and income generating projects;
- ensure the smooth work environment of the University;
- assist the preparation of the annual budget and activity plans by all work units – academic as well as administrative – and ENSURE their implementation;
- present closed & internally audited financial reports to the General Manager through the President quarterly; and
- perform such other duties as may be required of him/ her by the President.

## **Article 23: Director for Higher Education Affairs (DHEA)**

### **23.1. Term of Office**

The Director for Higher Education Affairs shall serve for four years and can be appointed and/or selected for the second time.

### **23.2. Accountability**

The Director for **Higher Education Affairs** is accountable to the V/President for Academic Affairs.

### **23.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- assist the VPAA on all matters pertaining to academic affairs;
- guide and participate in the development and review of program curricula;
- oversee university-wide curricula implementation and teaching-learning process;
- ensure appropriateness of academic staffing and their teaching assignment;
- ensure performance appraisal of academic staff and academic officers;
- make sure that all accreditation and reaccreditation are secured on time for all study/training programs;
- perform the preparation and updating of University-wide program listing and course catalogue;
- inform all Deans of colleges and campuses on latest policies, rules and regulations of the Ministry of Education (MOE), ETA and other regional accrediting bodies;
- follow up and obtain changes in government policies with regard to admission requirements and guides college and campus Deans and the registrar offices on compliance with set policies and regulations;
- facilitate the appointment, development and promotion of academic staff;
- direct, coordinate and follow-up the performance evaluation of academic staff members;
- facilitate short-term training programs for academic staff members to upgrade their professional competence;
- organize workshops on academic and professional development issues;
- follow up the task of the Standing Committees of the Senate with respect to academic matters;
- monitor the implementation of cooperative trainings and internship programs and links with industry;
- oversee the management of student statistics in all colleges and Campuses;
- prepare the annual plan of the directorate;
- prepare and submit activity reports on regular basis; and
- perform such other duties as may be required of him/her by the Vice-President for Academic Affairs.

## **Article 24: Director for TVET Affairs (DTVET)**

### **24.1. Term of Office**

The Director for TVET Affairs shall serve for four years and can be appointed and/or selected for the second time.

## **24.2. Accountability**

The Director for **TVET Affairs** is accountable to the V/President for Academic Affairs.

## **24.3. Duties and Responsibilities**

The **Director** shall have the following **duties and responsibilities** to:

- assist the VPAA on all matters pertaining to TVET affairs;
- guide and participate in the development and review of curricula for TVET program;
- oversee university-wide TVET curricula implementation and training process;
- ensure appropriateness of trainers and their training assignment;
- ensure performance appraisal of trainers and officers for TVET Program;
- make sure that all accreditation and reaccreditation are secured on time for all training programs;
- perform the preparation and updating of University-wide TVET program listing and course catalogue;
- inform all Deans of colleges and campuses on latest policies, rules and regulations of the Ministry of Skill and Job Creation, TVET Agencies and other regional accrediting bodies;
- follow up and obtain changes in government policies with regard to admission requirements and guides college and campus Deans and the registrar offices on compliance with set policies and regulations;
- facilitate the appointment, development and promotion of trainers;
- direct, coordinate and follow-up the performance evaluation of trainers and officers for TVET program;
- facilitate short-term training programs for trainers to upgrade their professional competence;
- organize workshops on professional development issues;
- follow up the task of the Standing Committees of the Senate with respect to training matters;
- monitor the implementation of cooperative trainings and internship programs and links with industry;
- oversee the management of student statistics in all colleges and Campuses;
- prepare the annual plan of the directorate;
- prepare and submit activity reports on regular basis; and
- perform such other duties as may be required of him/her by the Vice-President for Academic Affairs.

## **Article 25: Director for Registrar and Alumni Affairs (DRAA)**

### **25.1. Term of Office**

The Director for RAA shall serve for four years and can be appointed and/or selected for the second time.

### **25.2. Accountability**

The Director for **RAA** is accountable to the V/President for Academic Affairs.

### **25.3. Duties and Responsibilities**

The **Director** shall have the following **duties and responsibilities** to:

- prepare and propose the Academic Calendar for the Senate approval;
- administer all operational matters of the directorate;
- coordinate, supervise and evaluate of the performance of personnel of the Office of the Registrar and Alumni Affairs;
- responsible for the implementation of the policies and directives laid down by the Senate with regard to student admissions, registration, academic status, attrition, graduation etc;
- make sure that academic records of all students are accurately entered, up dated and maintained in a confidential, safe and organized manner;
- submit to the Senate, after approval by AC of each campus and/or college the list of candidates eligible for graduation;
- ensures that education and/or training services are provided to students who settled their tuition fees;
- issue student identification cards, transcripts and other academic related documents;
- submit to the VPAA timely progress reports on student admission, placement, registration, academic performance and attrition and make any recommendations thereon;
- assist in the preparation of the course catalogue(s);
- prepare and issue Degrees, Diplomas and Certificates, to students whose graduation has been approved by the Senate;
- organize and maintain permanent records of all students, including drop-outs, dismissals, withdrawals and alumni up-to-date, confidential and safe;

- create and maintain up-to-date and accurate information on student admissions, placement, registration, academic status, attrition and graduation by department, level of instruction and mode of delivery (regular, extension, distance, etc);
- prepare and submit the annual plan of the Office to the VPAA for review and eventual approval by the Senate of RVU;
- prepare and submit activity reports on regular basis; and
- perform such other duties as may be assigned to him/her by the VPAA.

**Article 26: Director for College of Open and Distance Education(CODE)**

**26.1. Term of Office**

The CODE Director shall serve for four years and can be appointed and/or selected for the second time.

**26.2. Accountability**

The CODE Director is directly accountable to the VPODE.

**26.3. Duties and Responsibilities**

The CODE Director has the following **duties and responsibilities to:**

- plan and handle the overall academic and administrative matters of the College;
- ensure that all academic programs are of high standard and fully accredited by ETA;
- prepare the duties and responsibilities of CODE staff;
- chair the academic Commission of CODE and other CODE staff meetings;
- regularly report on the progress of the Distance and Continuing Education to the VPODE;
- supervise all the CODE activities and ensures that resources are used efficiently;
- plan and implement promotional activities in collaboration with CODE Branch Coordinators;
- make sure that students' academic records are compiled and maintained properly;
- prepare and secure management approval on the annual budget of the CODE;
- ensure proper utilization of allocated budget; and
- perform other duties that may be assigned to him by VPODE;

**Article 27: Director for Research and Community Services (DRCSTT)**

**27.1. Term of Office**

The Director for RCSTT shall serve for four years and can be appointed and/or selected for the second time.

### **27.2. Accountability**

The Director for **RCSTT** is accountable to the V/President for RCSTT.

### **27.3. Duties and Responsibilities**

The **Director** shall have the following **duties and responsibilities** to:

- direct the research, community services and technology transfer directorate towards the fulfillment of its stated objectives.
- search for sources of external research funds and sign support agreements as per the guidelines of the University.
- establish and formulate the administrative and research responsibilities of the Directorate.
- determine research priorities and research projects.
- determine the need, desirability and feasibility for creating functional units within the framework of the Directorate;
- formulate policies and guidelines pertinent to research, community services and technology transfer;
- support and/or advise research scholars who seek formal association with the university;
- apply for and accept grants and donations in support of the institution's objectives
- prepare the annual plan of the directorate;
- prepare and submit activity reports on regular basis; and
- carry out other relevant tasks assigned by the Vice president for Research, Community Services and Technology Transfer.

## **Article 28: Director for Centre of Oromo Studies (DCOS)**

### **28.1. Term of Office**

The Director for COS shall serve for four years and can be appointed and/or selected for the second time.

### **28.2. Accountability**

The Director for **COS** is accountable to the V/President for RCSTT.

### **28.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- prepare guidelines for undertaking collaborative and multidisciplinary research through linking experts and stakeholders at national and international levels;
- prepare grant proposals on topical issues and research thematic areas of the Institute;
- document/archive studies on Oromo;
- establish links/partnerships with national and international institutions to cooperatively work on issues pertaining to Oromo and Oromia;
- attract research grant from variety of sources that the Institute become self-sustaining after the initial period;
- create platforms for dissemination of research undertakings and transfer of knowledge through arranging forums, symposiums, public lectures, workshops, etc;
- publish high quality, peer reviewed articles and books on topical issues pertaining to Oromo, and oversee the production by other members;
- involve in collaborative research within Rift Valley University, and other national and international Universities across a range of disciplines relevant to Oromo studies;
- ensuring that the Institute has a presence at relevant high profile international Oromo studies conferences in order to disseminate the Institute's research findings;
- acting as the nexus between the Institute and the community with respect to research initiatives of mutual benefit;
- developing strong linkages with relevant academic departments and units in adding values to line departments through mounting workshops and seminars; providing interdisciplinary research training and mentoring, and regular communication of research center activities and opportunities; and
- arrange tailor-made trainings for beginner researchers.

## **Article 29: Director for Communications and Partnership(DCP)**

### **29.1. Term of Office**

The Director for CP shall serve for four years and can be appointed and/or selected for the second time.

### **29.2. Accountability**

The **DPIR** is accountable to the President

### **29.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- plan and conduct public relations program designed to create and maintain favorable public image for University or client:
- plan and direct development and communication of information designed to keep the public informed about employer's programs, accomplishments, or points of view.
- arranges for public relations efforts in order to meet needs, objectives, and policies of individuals, special interest groups, business concerns, non-profit organizations, or governmental agencies, serving as in-house staff member or as outside consultant;
- prepares and distributes fact sheets, news releases, photographs, scripts, motion pictures, or tape recordings to media representatives and other persons who may be interested in learning about or publicizing employer's activities or messages. Purchases advertising space and time as required from the mass media.
- arrange for and conducts public-contact programs designed to meet employer's objectives, utilizing knowledge of changing attitudes and opinions of consumers, clients, employees, or other interest groups.
- promote goodwill through such publicity efforts as speeches, exhibits, films, tours, and question/answer sessions.
- represent employer during community projects and at public, social, and business gatherings.
- collects data, create ideas, write copy, lay out artwork, contact media representatives, or represent employer directly at general public meetings.
- develop special projects such as campaign fund raising or public awareness on various issues.
- organize beauty pageantry, talent shows, interdepartmental sports and the like
- disseminate facts and information about organization's activities as authorized and allowed by the President; and
- Communications and Partnerships Director plays a crucial role in driving growth and innovation by leveraging external relationships and opportunities.
- Strategic planning, and execution to ensure that partnerships are mutually beneficial and contribute to the overall success of the organization.
- Develops and implements partnership strategies that align with organizational goals.
- Manages and nurtures relationships with existing partners.
- Conducts market research to identify new partnership opportunities.
- Retains and expands existing clients with a positive experience.
- Collaborates with internal teams to ensure successful partnership implementation.
- Monitors and reports on partnership performance and outcomes.
- Develops and manages a partnership pipeline.
- Ensures compliance with partnership agreements and contracts.
- Provides regular updates to leadership on partnership activities.

- Works with marketing and sales teams to leverage partnerships for business growth.
- Identifies and mitigates partnership risks.
- Develops and delivers presentations to potential partners.
- Fosters the culture of collaboration and innovation within the partnership team.
- Leads and mentors a team of partnership.
- Develops and implements processes for partnership management.
- Leads corporate communications and media relations as part of an integrated communications approach to promote understanding and awareness of, and build wider support for RVU.
- Develops, implements, and evaluates the annual communications plan across the network's discrete audiences in collaboration with the RVU team and constituents.
- Designs proper engagement and implementation strategies for local, national and international institutions that enable RVU establish itself as Flagship University in Ethiopia and beyond.
- Ensures RVU internal communications.
- Coordinates and oversees Campus/college level promotion activities.
- Enhances the identity and brand of the university and establish its positions with multiple strategic partners and stakeholders.
- Promotes consistency and uniformity of communications within RVU and with external actors.
- Manages the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and RVU's website.
- Mentors and leads a team member responsible for RVU's website administration and coordination.
- Coordinates webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly.
- Manages development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and RVU's website.
- Tracks and measure the level of engagement within the network over time.
- Manages all media contacts.
- Perform other related duties given by the president.

## **Article 30: Director for Human Resource Management(DHMR)**

### **30.1. Term of Office**

The Director for **HRM** shall serve for four years and can be appointed and/or selected for the second time.

### **30.2. Accountability**

The Director is accountable to the V/President for Administration and Business Development

### **30.3. Duties and Responsibilities**

The **Director** shall have the following **duties and responsibilities** to:

- develop human resources management working procedures in line with existing policies in terms of human resources planning, filling vacant positions, human resources development, compensation and benefits, and human resources information system management;
- ensure that human resources policies and work procedures are known and complied with by individuals as well as collective bodies concerned;
- devise and implement employee compensation, benefits, grievance handling, and separation management subsystems and ensure their proper implementation;
- in consultation with ICT Office, develop comprehensive human resources automated information system and ensure its proper utilization;
- advise all bodies concerned on efficient and effective handling of human resources management tasks such as planning, recruitment, placement, development, promotion, transfer and discharges;
- ensure that human resources management related decisions in the University are consistent with pertinent policies and regulations of the University and the laws of the land;
- develop human resources management related strategies and operational plans and follow up on their implementation upon approval;
- plan, coordinate and execute human resources training and development activities throughout the University;
- evaluate employee performance and recommend good performers for pay raise or promotion or other forms of reward, and take corrective measures on least performers to improve their performance;
- set up accessible grievance handling procedures and properly handle the same;
- develop standards and procedures for handling undergraduate and postgraduate education/training requests of employees under the support giving work unit of the University as per the University regulations;
- advise University higher officials on human resources matters;
- handle discipline committee recommendations as per the mandate given to the directorate;
- facilitate human power acquisition requests;
- plan and study overtime payments and propose how best it can be handled, and execute them on approval;
- study and recommend part time rate improvements to the VPABD and execute them on approval;

- decide on salary advance per the University rules;
- plan and study employee benefit schemes and propose how best it can be handled, and execute them on approval;
- provide the necessary support for college/campus level human resources work units;
- oversee the maintenance of human resources record system; and
- perform other related duties given by VPABD.

## **Article 31: Director for Procurement and Property Administration (DPPA)**

### **31.1. Term of Office**

The Director for **PPA** shall serve for four years and can be appointed and/or selected for the second time.

### **31.2. Accountability**

The Director is accountable to the V/President for Administration and Business Development

### **31.3. Duties and Responsibilities**

The **Director** shall have the following **duties and responsibilities** to:

- plan, organize, direct, lead, manage and control the procurement and property activities of the University;
- ensure the procurement and property administration decisions are consistent with the relevant policies and procedures of the University as well as the applicable laws and regulations of the country;
- ensure that there is proper coherence between University plans, procurement and purchases;
- receive reports from University units, recommend appropriate corrective measures, when necessary and follow-up compliance so as to ensure the proper purchasing of goods and services;
- advise the President and the Vice President for Administration and Business Development (VPABD) on procurement and property administration matters;
- prepare and submit recommendations on the basis of the relevant University plans, concerning procurement process;
- recommend administrative policies that govern procurement and related structural improvement to the Vice President;
- prepare annual procurement and other property administration plans;

- oversee the proper implementation of the procurement and property administration policies throughout the University;
  - coordinate procurement and property administration tasks across colleges/campuses;
  - ensure that administrative policies and work procedures that govern planning, procurement and property are known and complied with by all Deans, Directors, Department Heads, and other University authorities concerned;
  - develop procurement and property related strategies and operational plan;
  - correspond with external organizations pertaining to all procurement matters;
  - plan and study how best to improve the performance of the office;
  - propose performance based training programs for employees;
  - present timely reports of the performance of the office;
  - ensure the establishment and maintenance of suppliers' and products' information database;
  - serve as principal advisor to senior staff, providing authoritative technical and policy advice on all aspects of procurement;
  - ensure the procurement policy, procedures, methods and techniques are both understood and implemented by the procurement units;
  - advise requisitioning units and recipient entities on the full range of procurement issues;
  - overseeing the preparation and distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations;
  - lead and direct procurement work team, plan and allocate work assignments; and coach and evaluate staff;
  - determine appropriate strategy/approach to best serve institutional interests, and ensure implementation;
  - supervise and ensure the proper functioning of property management and disposal activities;
  - ensure and supervise the proper storing of both consumable and non-consumable items;
  - maintain equitable distribution of properties;
  - record the list of misconducts and corrupted suppliers of the campus and report the same for proper legal measures to be taken;
  - prepare bid documents with clear specification for mandated items;
  - prepare and update price index for bid documents and communicate it to all budget centers;
  - distribute received goods and services to units according to their request and at the right time;
- and

- perform other related duties given by VPABD.

## **Article 32: Director for Budget Planning and Monitoring(DFA)**

### **32.1. Term of Office**

The Director for **Budget Planning and Monitoring** shall serve for four years and can be appointed and/or selected for the second time.

### **32.2. Accountability**

The **Director** is accountable to the V/President for Administration and Business Development.

### **32.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- collect and screen the proposed annual budget from each college/campus;
- present the screened annual budget of each college/campus to UMC for approval;
- plan, organize, direct and control the activities of the finance team; budget and treasury and record and documentation teams;
- facilitate the financial resources of the university which are earned from different sources as one consolidated university budget in accordance with the relevant university plan;
- manage government, internal and project funds as per the rules and regulations;
- ensure that the financial decisions are consistent with the relevant policy and procedures of the university as well as the applicable laws and regulations of the country;
- ensure proper synchronization between the University's planned budget and disbursement;
- receive budget unitization reports of units from college/campus level financial offices and recommend appropriate correction measures when required and follow up on compliance so as to ensure proper utilization of allocated budget;
- advise the University president and vice presidents on budgetary and financial matters;
- ensure effective and efficient provisions of financial customer services;
- oversee the proper implementation of budget and finance policies throughout the university;
- ensure that administrative policies and work procedures that govern budget and finance are known and complied with by all directors, finance and budget employees of the university;
- develop finance-related strategic and operational plans and execute them on approval;
- consolidate monthly, quarterly and annual budget and finance requests and reports to the university management;

- ensure that the financial decisions are consistent with the relevant policy and procedures of the university as well as the applicable laws and regulations of the country; and
- perform other related duties given by VPABD.

## **Article 33: Director for Finance Administration(DFA)**

### **33.1. Term of Office**

The Director for **Finance Administration** shall serve for four years and can be appointed and/or selected for the second time.

### **33.2. Accountability**

The **Director** is accountable to the V/President for Administration and Business Development.

### **33.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- collect and screen the proposed annual budget from each college/campus;
- present the screened annual budget of each college/campus to UMC for approval;
- plan, organize, direct and control the activities of the finance team; budget and treasury and record and documentation teams;
- facilitate the financial resources of the university which are earned from different sources as one consolidated university budget in accordance with the relevant university plan;
- manage government, internal and project funds as per the rules and regulations;
- ensure that the financial decisions are consistent with the relevant policy and procedures of the university as well as the applicable laws and regulations of the country;
- ensure proper synchronization between the University's planned budget and disbursement;
- receive budget unitization reports of units from college/campus level financial offices and recommend appropriate correction measures when required and follow up on compliance so as to ensure proper utilization of allocated budget;
- advise the University president and vice presidents on budgetary and financial matters;
- ensure effective and efficient provisions of financial customer services;
- oversee the proper implementation of budget and finance policies throughout the university;

- ensure that administrative policies and work procedures that govern budget and finance are known and complied with by all directors, finance and budget employees of the university;
- develop finance-related strategic and operational plans and execute them on approval;
- consolidate monthly, quarterly and annual budget and finance requests and reports to the university management;
- ensure that the financial decisions are consistent with the relevant policy and procedures of the university as well as the applicable laws and regulations of the country; and
- perform other related duties given by VPABD.

## **Article 34: Director for Internal Audit(DIA)**

### **34.1. Term of Office**

The Director for Internal Audit shall serve for four years and can be appointed and/or selected for the

### **34.2. Accountability**

Director for Internal Audit is accountable to the President.

### **34.3. Duties and Responsibilities**

The Officer shall have the following **duties and responsibilities** to:

- check RVU's policies and procedures on the utilization of financial and material resources and custody of other facilities;
- ascertain the adequacy and proper function of the financial, and supplies control devices that are in place;
- ascertain that accounting, financial operations and other necessary information are accurately recoded, summarized, and communicated to the concerned units;
- ascertain that assets of the UC are accounted for, and safeguarded from losses of all kind;
- review and appraise accounting, financial and material management system for soundness, adequacy and applications;
- check the performance of personnel and the extent of their competence with established policies, plans and procedures;
- check the optimal utilization of physical plants and equipment with established policies and procedures; and
- perform other related duties as instructed by the President.

## **Article 35: Director for Quality and Strategic Planning (DQSP)**

### **35.1. Term of Office**

The Director for Quality and Strategic Planning shall serve for four years and can be appointed and/or selected for the second time.

### **35.2. Accountability**

The Director for **Strategic Planning and Monitoring** is accountable to the President

### **35.3. Duties and Responsibilities**

The Director shall have the following **duties and responsibilities** to:

- lead all operations in strategic planning;
- set guiding roles and coordinate the various planning units of the University;
- coordinate periodical performance reports and prepare and send reconciled university-wide plans to pertinent stakeholders;
- facilitate the integration of operational and strategic plans and their budget allotments both at university and working unit levels;
- direct regular monitoring and evaluation tasks and lead studies pertinent to institutional needs and priorities;
- direct the smooth making and use of policies, standards and procedures for planning and reporting mechanisms throughout the university working units;
- lead initiatives towards periodical review of the University's progress;
- liaise with different sections of the university and other appropriate stakeholders with the purpose to enhance joint priority setting, planning, implementation, reviewing, evaluation and communication endeavors;
- coordinate university-wide strategic and operational planning, reviewing, monitoring and evaluation;
- support colleges/institutes in their efforts to plan and review their academic and administrative activities, and to monitor and evaluate performances;
- facilitate budget allotment to the operational and strategic plans both university-wide and at college/institute-levels;
- consolidate and submit physical and financial performance reports to concerned bodies on quarterly basis as and when required;

- initiate and lead the development of documents and their publications on new standards, reporting policies and procedures, and ensure that these documents are updated as and when appropriate;
- develop strategic alliance with universities from abroad and international associations in collaboration with other relevant offices in the university; and
- supervise campuses, colleges and departments as well as other work units on matters concerning maintenance of quality and relevance in their offerings and/or services;
- develop quality assurance policy and guidelines in consultation with Academic Affairs and Quality Assurance Committee (AAQAC) and submit the same for senate approval;
- continuously follow up implementation of QA policy and procedures;
- develop and devise appropriate systems and mechanisms for quality assurance;
- monitor and evaluate the implementation of the decisions of the AAQAC;
- establish standards & benchmarks in collaboration with AAQAC for services rendered and review the quality and standards from time to time;
- initiate, consider and act on institutional, campus/college, department and program evaluations;
- take actions following external institutional quality audit and program evaluations;
- receive and consider reports and feedback of Departmental Standards, Curriculum and Quality Assurance Committees of Campuses/colleges;
- provide guidance to Campuses/colleges and departments where appropriate;
- determine appropriate methods and procedures for obtaining comprehensive data on standards, quality as well as on the actions taken to enhance quality;
- develop ways and means for identifying good practices as well as methods by which it is disseminated;
- keep documents on quality assurance procedures; quality assurance reports; institutional self evaluations; minutes of meeting of the AAQAC, etc,
- receive feedback from stakeholders on standards and qualitative outcomes of the university;
- be informed of ETA's directives with respect to policies and procedures and inform others of the same;
- continuously follow up the implementation of ETA's recommendations and/or suggestions;
- produce and disseminate materials on quality, program relevance and quality assurance;
- develop manuals or guidelines for assessing quality, and relevance of programs, courses and resources;

- oversee the conduct of program level and campus/college-wide self-evaluations;
- perform any other duties as may be required by the President.

## **Article 36: Campus Management Organs**

Campus management body consists of two organs namely, Campus Managing Council (CMC) and Campus Academic Council (AC).

### **36.1. Campus Managing Council (CMC)**

#### **36.1.1. Members of the CMC are:**

1. Campus Dean (Chair Person),
2. V/Dean for Academic Affairs,
3. V/Dean for Open and Distance Education,
4. Registrar and Alumni Affairs Head,
5. Quality and Strategic Planning Officer,
6. Research and Community Service Officer,
7. Student Support Service Officer, and
8. Library and ICT Head,
9. Head of Administration and Finance (Secretary),

#### **36.1.2. Roles and Responsibilities**

Without prejudice to the powers and responsibilities of the Dean, the Campus Managing Council shall:

- advise the Dean on campus level strategic issues and on other cases that the Dean believes require collective decision.
- evaluate and approve the campus plans, budget, academic programs and agreements of collaboration for partnership;
- approve the recruitment, promotion and appointment by the campus; and
- oversee the roles and responsibilities of various committees at campus.

#### ***Procedures of the Session***

- ❖ Meet regularly at least once a month on a regular day and time.
- ❖ Hold and conduct its sessions with a majority of its core members present.
- ❖ Minutes of sessions of the Campus Managing Council shall be taken by the secretary.
- ❖ The Dean shall ensure participatory decision in the managing council sessions.

## **36.2. Campus Academic Council (CAC)**

### **36.2.1. Members of the Academic Council (AC) are:**

1. Campus Dean (Chair Person),
2. V/Dean for Academic Affairs,
3. V/Dean for Open and Distance Education,
4. Coordinator for TVET Program
5. Registrar and Alumni Affairs Head,
6. Research and Community Service Officer,
7. Student Support Service Officer,
8. Library and ICT Head,
9. Administration and Finance Head
10. All Academic Department Heads, and
11. Quality Assurance Officer(Secretary)

### **36.2.2. Campus Academic Council (CAC) Meetings**

1. The CAC shall meet at least once every month and shall maintain a proper system of agenda identification and minutes recording for its meetings.
2. Extraordinary Meetings of the CAC may be called at any time by the Dean or when requested in writing by one-third of its members.

### **36.2.3. Roles and Responsibilities**

The CAC shall be the highest body of a Campus/College for education, research and community service matters, and shall exercise such powers as may be conferred upon it by the Senate or the President. The responsibilities of **the CAC shall, therefore,** be to:

- arrange for, coordinate and control the teaching-learning process and the setting/marking of examinations in the Campus in accordance with the rules and regulations approved by the Senate and issue general and specific guidelines for exercising these duties and responsibilities;
- recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to studies and research in the Campus/College;
- consider and decide upon all appointment and promotion cases presented to it;
- recommend all leaves of academic staff members;
- promote, encourage and support research works in the Campus/College; issue guidelines on their execution on the basis of regulations issued by the Senate and follow up their implementations;

- revise the missions and objectives of the Campus/College on a regular basis and monitor their realization;
- review grades and determine academic status of students of the Campus/College every semester;
- recommend to the Senate the graduation of students of the Campus/College;
- approves the annual budget of the Campus/College;
- receive and assess the results of the periodic evaluation of performance of the staff members; and direct the Dean on possible action to be taken as a result of the evaluation;
- initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the Campus/College; and
- perform such other functions relevant to the betterment of the teaching learning processes and promotions of research in the Campus/College.

### **Article 37: Campus Dean**

#### **37.1. Term of Office**

The Campus Dean shall serve for four years and can be appointed and/or selected for the second time.

#### **37.2. Accountability**

The Campus Dean is directly accountable to the VPAA

#### **37.3. Duties and Responsibilities**

The Campus/College Director has the following **duties and responsibilities to:**

- coordinate and/or lead the setting of campus annual plan and report the same to the office of VPAA;
- plan and chair all meetings and deliberations of the Campus Managing Council and Campus/College Academic/Training Council;
- coordinate and/or lead all undertakings of the Campus Managing Council and Academic Council;
- ensure the execution of all deliberations and decisions of the Managing Council and Academic Council;
- oversee admission, retention, progression and graduation of students;
- oversee the design, approval and periodic review of academic programs and curricula by teaching departments;

- propose to the Academic Council the launch of new programs as well as the revision, renewal and/or discontinuation of existing ones;
- direct the preparation of annual plans and ensure their implementation;
- direct and coordinate the activities of the academic programs and/or teaching departments and other units of the Campus;
- oversee ways and means of achieving academic standards and assuring the relevance and quality of academic programs;
- oversee the proper utilization of the physical facility and other resources of the Campus;
- ensure the Campus's adherence to the internal policies and regulations of the University and to the policies and regulations issued by the accrediting body from time to time;
- ensure that the Campus adheres to and/or implements government and University-wide policies, rules and regulations;
- periodically inform, through formal written reports, the University Senate and all concerned regulatory bodies, about the activities of the Campus, its resource conditions (including human resources) and the status of its academic programs; and
- represent the Campus in its dealings with third parties where this does not conflict with the responsibilities of the President, the Vice Presidents and other Central Management personnel.

## **Article 38: Vice Dean for Academic Affairs**

### **38.1. Term of Office**

The V/Dean for Academic Affairs shall serve for three years and can be appointed and/or selected for the second time.

### **38.2. Accountability**

The Vice Dean for Academic Affairs is directly accountable to the Dean of the Campus

### **38.3. Duties and Responsibilities**

The V/Dean has the **duties and responsibilities to:**

- ensure that each academic program/teaching department under his or her supervision operates according to a predetermined and clearly established activity plan;
- ensure that all academic programs under his or her supervision are duly accredited/reaccredited by the Agency;
- propose to the Dean the opening of new academic programs as well as renewal and ending of existing ones as the need arises;

- oversee all activities (including teaching/learning, research & community service, quality assurance, student academic advising, etc.) of the academic programs and/or teaching departments under his/her supervision;
- supervise the availability, relevance and sufficiency of learning resources and physical facility to support the academic, research and community service undertakings of the academic programs under his supervision;
- propose to the Dean the academic rank promotion of academic staff up to the rank of lecturer;
- execute all deliberations and decisions of the CMC and CAC in respect to the operation of the academic programs under his or her supervision;
- submit semi-annual accomplishment reports to the Campus Dean and/or the CAC; and
- carry out other relevant tasks assigned to him by the Dean of the Campus and/or the CAC.

## **Article 39: Campus Administration and Finance Head**

### **39.1. Term of Office**

The Head of Administration and Finance shall serve for three years and can be appointed and/or selected for the second time.

### **39.2. Accountability**

The Head of Administration and Finance is directly accountable to the Dean of the Campus/College

### **39.3. Duties and Responsibilities**

The Head has the **duties and responsibilities to:**

- manage overall administrative and financial activities of the campus;
- ensure academic programs on the campus are sufficiently and effectively supported with relevant learning resources and physical facility;
- ensure that the campus budget is fairly distributed to support the teaching/learning, research and community service activities of all the academic programs on campus;
- ensure that assignments of admin personnel to their job positions are merit-based and that they perform the tasks assigned to them optimally;
- ensure that objective performance evaluations of admin support staff are conducted at the end of each semester and relevant actions are taken following these evaluations;
- ensure that educational fees are effectively and efficiently collected from students;
- ensure employees of RVU the Campus are fairly and timely remunerated;
- ensure RVU properties and finance the Campus are well taken care of; and

- ensure that the Management of the Campus and the University in general are regularly informed about and updated on day-to-day admin and financial activities and statuses of the campus.

## **Article 40: Campus Quality and Strategic Planning Officer**

### **40.1. Term of Office**

The Officer for Quality and Strategic Planning of a campus shall serve for three years and can be appointed and/or selected for the second time.

### **40.2. Accountability**

The Officer for QSP is directly accountable to the Dean of the Campus

### **40.3. Duties and Responsibilities**

The Officer has the **duties and responsibilities to:**

- ensure that academic management personnel and staff are familiar with institutional and national relevance and quality assurance standards and processes;
- ensure the Campus's adherence to relevance and quality assurance standards, procedures and processes to improve and/or enhance quality of offerings across the campus's academic programs;
- ensure that all teaching departments on the campus conduct program-level self-assessment annually and produce a Self-Assessment Report (SAR) in line with established institutional processes and the guidelines and standards set by the accrediting Agency;
- ensure that all program improvement/enhancement efforts are informed by self-assessment reports;
- study and recommend to the Dean and/or the AC ways and means of improving and/or enhancing the quality of academic programs and related activities on continuous basis;
- assess the availability, relevance and sufficiency of a range of learning resources, physical facility and services to effectively and efficiently support the teaching/learning, research and community service activities of the academic programs of the Campus;
- oversee curriculum implementation and course completion by all academic programs;
- oversee that all department heads conduct academic and technical support staff performance appraisals each semester in common with institutional guidelines and base all actions on the results of these appraisals;

- ensure that departments involve all relevant stakeholders (e.g. employers, students, teachers, etc.) in the design, approval and periodic review of academic programs and their respective curricula;
- identify accreditation requirements by relevant accreditation and regulatory body and recommend to the Dean and/or Academic Council ways and means of meeting the requirements;
- oversee that teaching departments involve relevant stakeholders in the design, approval and periodic review of their academic programs;
- identify accreditation/reaccreditation requirements by the Accrediting Agency and recommend to the CAC via the Campus Dean ways and means of meeting these requirements; and
- perform such other duties consistent with his or responsibilities and as deemed necessary by his immediate supervisor.

## **Article 41: Campus Research and Community Services Officer**

### **41.1. Term of Office**

Officer for RCS shall serve for three years and can be appointed and/or selected for the second time.

### **41.2. Accountability**

The Officer for RCS is directly accountable to the Dean of the Campus.

### **41.3. Duties and Responsibilities**

The Officer has the **duties and responsibilities to:**

- design the unit's annual activity plan and ensure its implementation after approval by the CAC;
- coordinate Campus-wide research and community service activities;
- ensure the identification and establishment of Campus-wide research priorities and objectives and monitor staff research performance within the framework of established priorities as well as the University's Strategic Plan;
- facilitate the allotment of sufficient funding internally and the solicitation of funding from external sources for research and community service activities and their proper utilization;
- ensure the active engagement of both academic and professional staff of the Campus in research, publications and community service activities;
- initiate and coordinate research related trainings and workshops for academic and professional staff;

- coordinate the conduct of Campus-wide research seminars/conferences and facilitate the dissemination of conference results; and
- ensure that one or two events are annually held with the broader campus community to disseminate information or create awareness regarding research and community service affairs.

## **Article 42: Campus Registrar and Alumni Affairs Head**

### **42.1. Term of Office**

The Head of Registrar and Alumni Affairs of a campus shall serve for three years and can be appointed and/or selected for the second time.

### **42.2. Accountability**

The Head of RAA of a campus is directly accountable to the Campus Dean.

### **42.3. Duties and Responsibilities**

The Head of RAA has the **duties and responsibilities to:**

- prepare and submit the annual activity plan of the Office of the Registrar to the Dean of the Campus for review and eventual approval by the Campus Academic Council;
- manage the admission, registration, progression, and graduation of students in all academic programs on the Campus;
- ensure that academic records of all students are accurately maintained in a confidential, safe and organized manner;
- ensure that all students who are admitted to any degree program the Campus meet all the prescribed admission requirements;
- ensure that all students are officially registered in order to receive credit for course work;
- ensure that academic staff members/teachers submit their report of grades within the time frame prescribed in the academic calendar;
- ensure that students enrolled in the final semester of their course work file their application for graduation within three weeks after the opening of classes of the last semester;
- check the academic record of each graduation candidate to ascertain whether a candidate has a deficiency or has fulfilled all the requirements thereby qualifying the candidate for graduation;
- ensure that all candidates for graduation complete their deficiencies, if any, and clear their academic records and other requirements for graduation not later than one week before the Academic Council meeting to act on the application for graduation;

- prepare the list of qualified candidates for graduation in each degree program for presentation during the Academic Council Meeting;
- organize a list of students with severe academic deficiencies for presentation during the CAC meeting at the end of each semester;
- ensure that no student graduates from the campus/the college unless his or her name is approved as a candidate for graduation by the Academic Council and endorsed by the University Senate;
- oversee the timely issuance of IDs, grade reports and any other academic related documents;
- prepare the Academic Calendar of the Campus and present it to the Academic Council Meeting for review and approval;
- maintain hard and soft copies of curricular documents for all degree programs and ensure that academic departments adhere to the structure indicated in these documents;
- facilitate the issuance of degrees, diplomas and certificates to students whose graduation has been approved by the Academic Council and endorsed by the Senate;
- administer all operational matters and coordinate, supervise and evaluate the performance of Registrar personnel and its various units;
- submit to the Dean timely progress reports on student admission, registration, progression and rates of attrition and graduation;
- coordinate and conduct an Opening and Orientation program for all new students within the first two weeks of the first semester to facilitate adjustment to the campus/university environment;
- organize student admission, registration, retention, attrition and graduation reports and duly submit the same to all concerned stakeholders (Main Registrar, Dean's Office, ETA, etc.); and
- perform such other duties as may be assigned to him/her by the Campus Dean.

## **Article 43: Campus Student Support Services Officer**

### **43.1. Term of Office**

The Officer for Student Support Services shall serve for three years and can be appointed and/or selected for the second time.

### **43.2. Accountability**

The Officer for Student Support Service is directly accountable to the Dean of the Campus/College

### **43.3. Duties and Responsibilities**

The Officer for SSS shall have the **duties and responsibilities to:**

- plan, coordinate and direct student services, such as health, guidance and counseling, sports and recreation etc.;
- facilitate the provision of individual and group counseling to students with matters pertaining to academic, personal and social problems;
- conduct research in order to identify the problems that affect the learner, the learning process and the teaching atmosphere in the University and recommend possible solutions;
- encourage student participation in the administrative and academic affairs and assist them in organizing their Council;
- coordinate and direct the students' extracurricular activities;
- chairs Student Discipline Committee;
- ensure that student discipline is maintained in accordance with the regulations of the University;
- organize orientation programs for freshmen students in collaboration with other concerned units of RVU;
- coordinate and organize the graduation ceremony in collaboration with the Office of the Registrar;
- prepare and update Student Handbook;
- encourage and support the establishment of Alumni Association and other student clubs; and
- perform such other duties as may be assigned by the Campus Dean.

## **Article 44: Campus Library and ICT Head**

### **44.1. Term of Office**

The Head of Library and ICT shall serve for three years and can be appointed and/or selected for the second time.

### **44.2. Accountability**

The Head is directly accountable to the Dean of the Campus.

### **44.3. Duties and Responsibilities**

The Head of Library and ICT has the **duties and responsibilities to:**

- direct and supervise the overall management of the libraries on the campus;
- prepare the activity plan and budgetary requirements of the libraries on the Campus;
- develop a library system that is responsive to the needs of students and staff on the Campus;

- maintain close communication with Heads of departments to make sure that the necessary text and reference books and other reading materials are sufficiently available in the libraries;
- initiate and develop rules and regulations governing the use of the libraries by the students, the staff and external users;
- ensure the availability of qualified and experienced library personnel in adequate numbers and the required standards;
- ensure adherence to uniform procedures regarding the acquisition, accession and cataloguing of library books;
- supervise all libraries on the campus periodically and take all the necessary steps to ensure smooth running and provision of efficient and effective services to both internal and external users; and
- perform such other duties as may be assigned to him by the Campus Dean.

#### **Article 45: Campus Department Council (DC)**

Chaired by the Head of the Academic Unit, the Department Council has the **duties and responsibilities** to:

- serve as a forum for coordination, monitoring, and evaluation of Departmental operations/activities;
- advise the Head of the Department on strategic issues and other cases that the Head believes require collective examination and decision;
- meet twice in a month to discuss academic issues and make key decisions at the level of the department;
- review and approve the department's short- and long-term activity plan along with the necessary budgetary requirement and follow up on its implementation;
- in collaboration with the Registrar, review the academic status of graduating students before their case is presented to the AC for graduation approval; and
- review academic rank promotion requests by academic staff members and recommend to the CAC, via the Head of the department, possible academic rank promotions once annually.

#### **Article 46: Head of Academic Department**

##### **46.1. Term of Office**

The Academic Department Head shall serve for two years and can be appointed and/or selected for the second time.

#### **46.2. Accountability**

A Department Head is directly accountable to the V/Dean for Academic Affairs.

#### **46.3. Duties and Responsibilities**

Head of Academic Department has the **duties and responsibilities** to:

- set Departmental action plan, sharing it with relevant stakeholders and ensuring its realization;
- set calendar for the meetings of the Departmental Council and ensuring its realization;
- ensure that Departmental Council Meeting minutes are properly taken and communicated to all concerned;
- ensure that Curricula for the academic programs under your supervision are regularly reviewed and updated with the participation of all relevant stakeholders (teachers, students, employers, etc.);
- ensure that all academic and training programs under your supervision are accredited by a pertinent accrediting body;
- ensure that a range of relevant, up-to-date and sufficient resources and services such as academic and technical support staff with appropriate qualification level and work experience are available to teach and advise students and to conduct research and community service work;
- ensure that learning resources (e.g. books, computers) and physical facilities (e.g. classrooms, armchairs) are sufficiently and relevantly available to students and staff;
- direct the conduct of regular program-level self-assessments/evaluations to ensure appropriateness/relevance and quality of practices in operation to run the program(s);
- ensure that course outlines/plans for all the courses given in any one semester are prepared and made available to students before the commencement of classes;
- ensure that instructors begin classes and take attendances as of the first day of each semester regardless of the number of students present;
- ensure that all instructors are assigned as academic advisors and/or counselors for students and that they execute their advising responsibilities properly;
- ensure that academic staff members participate fully and contribute actively to departmental activities as part of their duty/responsibility;

- ensure that all instructors assess and/or evaluate their students on continuous basis as determined by the University Assessment and Evaluation policy, and give timely feedback to their students;
- ensure that all instructors keep accurate records of assessments and evaluations of student learning outcomes and submit original copies of all results thereof to the Registrar Office via the Department Head;
- ensure that the decisions of the Academic Council, the Departmental Council and all other pertinent Campus Management organs are duly implemented;
- ensure that students are properly advised on all academic and research related undertakings;
- ensure that guidelines for teaching, research, scholarly activities and community services are available to academic staff of the Department;
- ensure that academic staff of the Department are actively involved in research and/or scholarly work and community services besides their instructional duty;
- ensure that appropriate offices, office furniture and other related facilities (e.g. computers, Internet, program curricula documents, etc.) are available to academic and technical support staff of the Department;
- organize and maintain profiles of academic and technical staff of the Department;
- ensure that students' academic statuses are updated and maintained in an organized manner;
- ensure that students are graded objectively and fairly;
- ensure that Department instructors are appraised by their students, peers and supervisors at the end of each semester;
- plan and coordinate opening of new academic program(s); reaccreditation of existing academic program(s); ending of outdated academic programs; merger or removal of courses; research undertakings; and proper utilization of departmental resources; and
- review the academic status of graduating students before their case is presented to the CAC for graduation approval.

## **Article 47: Academic Staff**

### **47.1. Accountability**

An academic staff is directly accountable to respective Department Head.

### **47.2. Duties and Responsibilities**

Academic staff has the **duties and responsibilities** to:

- teach, including assisting students in need of special support, and render academic advising or counseling and community services;
- undertake problem-solving study and/or research and transfer knowledge and skills, in the specific area of self-competence and professional position, that are beneficial to the country; or at least ensure that own teaching is research and study-based and continuously updated;
- participate in curriculum development, review, and enhancement activities and maintain the required professional standard in curriculum delivery, student assessment, grading, advising, and management of student complaints, grievances, and keep up professional ethical standards in general;
- uphold, respect and practice the objectives of higher education and the guiding values of the institution; and exercise academic freedom with professionalism and consistent with the applicable provisions of HE Proclamation;
- counsel, assist and support students in acquainting themselves with the mission and guiding values of the institution as well as with the objectives of Higher Education;
- devote his full working time to the institution;
- refrain from imposing his or her political views and religious beliefs on his/her students during teaching-learning process;
- treat and interact with members of the Campus' community by refraining from acts that are contrary to rights enshrined in the Ethiopian Constitution;
- perform other additional responsibilities that may be provided for by the founding statutes, established Legislation, or memorandum of association of the institution; and
- devote his/her full energy, working time and attention to the work he is assigned to perform.

#### **Article 48: Management of College of Open and Distance Education(CODE)**

CODE's Management Body consists of two organs namely, College Managing Council (CMC) and College Academic Council (CAC).

##### **48.1. College Managing Council (CMC)**

###### **48.1.1. Members of the CMC are:**

1. Director (Chair Person),
2. D/Director for Academic Affairs of CODE, Secretary
3. D/Director for Administration and Finance of CODE, Member
4. Officer for Module Production and Distribution, Member

5. Officer for Quality and Strategic Planning, Member
6. Research and Community Services , Member
7. Head of Registrar and Alumni Affairs, Member
8. Officer for Tutorial and Assessment, Member

#### **48.1.2. Roles and Responsibilities**

Without prejudice to the powers and responsibilities of the Dean, the College Managing Council shall:

1. advise the Dean on College level strategic issues and on other cases that the Dean believes require collective decision;
2. evaluate and approve the Colleges plans, budget, academic programs and agreements of collaboration for partnership;
3. approve the recruitment, promotion and appointment by the College; and
4. oversee the roles and responsibilities of various committees at College;
5. regulates all distance and online education deliveries as per the required standard

#### ***Procedures of the Sessions***

1. Meet regularly at least once a month on a regular day and time.
2. Hold and conduct its sessions with a majority of its core members present.
3. Minutes of sessions of the campus managing council shall be taken by the secretary.
4. The Dean shall ensure participatory decision in the managing council sessions.

### **49.2. College Academic Council (CAC)**

#### **49.2.1. Members of the College Academic Council (CAC) are:**

1. Director (Chair Person),
2. D/Director for Open and Distance Education , Secretary
3. D/Director for Administration and Finance, Member
4. Officer for Module Production and Distribution, Member
5. Officer for Quality and Strategic Planning, Member
6. Research and Community Services , Secretary
7. Officer for Module Production and Distribution, Member
8. Registrar and Alumni Affairs Heads, Member
9. Officer for Tutorial and Assessment, Member
10. Academic Department Heads/Coordinators, Member

#### **49.2.2. Organization and conduct of business of CODE**

1. The CODE CAC shall have its own rules and procedures in conducting its business.
2. The CODE CAC may establish standing and ad-hoc committees to perform specific tasks; and
3. The CODE CAC may co-opt relevant professionals to attend its meetings. Such professionals shall have voting powers.

#### **49.2.3. Meetings**

The CODE CAC shall meet at least once a month and shall maintain a proper agenda and record minutes. The minutes shall be dully signed and submitted to the VPAA and to other relevant Offices for follow up purposes; and

The Director of the College may call a meeting of the CAC whenever the needs for such Extraordinary Meetings arise; or when such a meetings are requested by one-third of its members in writing;

#### **49.2.4. Roles and Responsibilities**

Without prejudice to the powers and responsibilities of the Dean, the College Academic Council shall:

- Co-ordinate and control both distance and online learning processes;
- recommend to the VPAA the initiation of new academic programs and modification of existing ones;
- ensure observance of staff and student discipline;
- examine grades and approve the academic status of online students;
- propose graduation of online students and present the decision to the University Senate for final approval;
- advises CODE Director on ways and means of creating links with relevant academic institutions with a view of enhancing CODE academic and research functions; and
- perform such other functions relevant to the improvement of the distance learning process.

### **Article 50: Dean of College of Open and Distance Education(CODE)**

#### **50.1. Term of Office**

The CODE Director shall serve for four years and can be appointed and/or selected for the second time.

#### **50.2. Accountability**

The CODE Director is directly accountable to the VPAA.

#### **50.3. Duties and Responsibilities**

The CODE Director has the following **duties and responsibilities to:**

- plan and handles the overall academic and administrative matters of the College;
- ensure that all academic programs are of high standard and fully accredited by ETA;
- prepare the duties and responsibilities of CODE staff;
- chair the academic Commission of CODE and other CODE staff meetings;
- regularly report on the progress of the Distance and Continuing Education to the VPAA;
- supervise all the CODE activities and ensures that resources are used efficiently;
- plan and implement promotional activities in collaboration with CODE Branch Coordinators;
- make sure that students' academic records are compiled and maintained properly;
- prepare and secure management approval on the annual budget of the CODE;
- ensure proper utilization of allocated budget; and
- perform other duties that may be assigned to him by VPAA and UMC/UC;

## **Article 51: D/Director for Academic Affairs of CODE**

### **51.1. Term of Office**

The D/Directors for Academic Affairs shall serve for three years and can be appointed and/or selected for the second time.

### **51.2. Accountability**

The D/Director for Academic Affairs is directly accountable to the CODE Director.

### **51.3. Duties and Responsibilities**

The Associate Dean for Academic Affairs has the following **duties and responsibilities to:**

- plan regular academic and administrative activities of Distance Education, in Consultation with the Dean;
- act on behalf of the Dean in his absence;
- conduct monitoring and evaluation activities of CODE units and reports to CODE Director;
- follow up the preparation, production, proper storage, and distribution of course modules, exams, assignments, etc.;
- ensure implementation of all plans;
- arrange experience sharing & training programs for the staff in consultation with the Dean;
- follow up the supply and utilization of materials supplied to CODE;
- plan promotion activities with CODE Director, and proposes the initiation of new branches;
- check and verify student academic records;

- supervise the activities of the various units of CODE;
- study, identify and solve problems of the CODE in consultation with the Dean
- conduct performance evaluation of CODE staff biannually and communicates results with staff and management;
- ensure that results of staff performance evaluation lead to various actions;
- initiate research and publication policies, guidelines, strategies and provides guidance to the research and publication office in the management of research, publications and consultancy activities;
- study and identify national regional and local research needs which the CODE might undertake to promote development at these levels;
- assist the research and publications office in the evaluation, production, dissemination and implementation of research results and teaching materials;
- promote vigorous research activities and the production of teaching materials;
- review and approve research projects by the CODE staff;
- review and examine the standard and relevance of teaching materials, etc.;
- prepare guideline for the preparation and evaluation of teaching materials and research works;
- serve as secretary to the Academic Council; and
- perform other duties that may be assigned to him by the Dean

## **Article 52: Associate Dean for Online Education**

### **52.1. Term of Office**

The Associate Dean for Online Education shall serve for three years and can be appointed and/or selected for the second time.

### **52.2. Accountability**

The Associate Dean for Online Education is directly accountable to the CODE Director.

### **52.3. Duties and Responsibilities**

The Associate Dean for Online Education has the following **duties and responsibilities to:**

- plan regular academic and administrative activities of Online Education, in Consultation with the Dean;
- conduct monitoring and evaluation activities of CODE units pertaining to Online Learning and reports to CODE Director;

- follow up the preparation, production, proper storage, and distribution of course modules, exams, assignments, etc.;
- ensure implementation of all plans;
- arrange experience sharing and training programs for the staff in consultation with the Dean;
- follow up the supply and utilization of learning materials and ICT CODE;
- plan promotion activities with CODE Director, and proposes the initiation of new programs;
- check and verify student academic records;
- supervise the activities of the various units of Online Education of CODE;
- identify and solve problems of Online Education run by CODE in consultation with the Dean
- conduct performance evaluation of CODE Online staff biannually and communicates results with staff and management;
- ensure that results of staff performance evaluation lead to various actions;
- initiate research and publication policies, guidelines, strategies and provides guidance to the research and publication office in the management of research, publications and consultancy activities;
- identify national, regional and local research needs which the CODE might undertake to promote development at these levels;
- assist the research and publications office in the evaluation, production, dissemination and implementation of research results and teaching materials;
- promote vigorous research activities and the production of teaching materials;
- review and approve research projects by the CODE staff;
- review and examine the standard and relevance of teaching materials, etc.;
- prepare guideline for the preparation and evaluation of teaching materials and research works; and
- perform other duties that may be assigned to him by the Dean

## **Article 53: CODE Administration and Finance D/Director**

### **53.1. Term of Office**

The D/Director for Administration and Finance of CODE shall serve for three years and can be appointed and/or selected for the second time.

### **53.2. Accountability**

The D/Director for Administration and Finance of CODE is directly accountable to the Director of the College.

### **53.3. Duties and Responsibilities**

The D/Director has the **duties and responsibilities to:**

- manage overall administrative and financial activities of the campus;
- ensure academic programs on the campus are sufficiently and effectively supported with relevant learning resources and physical facility;
- ensure that the campus budget is fairly distributed to support the teaching/learning, research and community service activities of all the academic programs on campus;
- ensure that assignments of admin personnel to their job positions are merit-based and that they perform the tasks assigned to them optimally;
- ensure that objective performance evaluations of admin support staff are conducted at the end of each semester and relevant actions are taken following these evaluations;
- ensure that educational fees are effectively and efficiently collected from students;
- ensure employees of the College are fairly and timely remunerated;
- ensure the properties and finance of the College are well taken care of; and
- ensure that the Management of the College and the University in general are regularly informed about and updated on day-to-day admin and financial activities and statuses of the College.

## **Article 54: CODE Quality and Strategic Planning Officer**

### **54.1. Term of Office**

The Officer for Quality and Strategic Planning shall serve for three years and can be appointed and/or selected for the second time.

### **54.2. Accountability**

The Officer for QSP is directly accountable to the Director of the College.

### **54.3. Duties and Responsibilities**

The Officer has the **duties and responsibilities to:**

- ensure that academic management personnel and staff are familiar with institutional and national relevance and quality assurance standards and processes;

- ensure the College adherence to relevance and quality assurance standards, procedures and processes to improve and/or enhance quality of offerings across the campus's academic programs;
- ensure that all teaching departments on the campus conduct program-level self-assessment annually and produce a Self-Assessment Report (SAR) in line with established institutional processes and the guidelines and standards set by the accrediting body;
- ensure that all program improvement/enhancement efforts are informed by self-assessment reports;
- study and recommend to the Dean and/or the CAC ways and means of improving and/or enhancing the quality of academic programs and related activities on continuous basis;
- assess the availability, relevance and sufficiency of a range of learning resources, physical facility and services to effectively and efficiently support the teaching/learning, research and community service activities of the academic programs of the College;
- oversee curriculum implementation and course completion by all academic programs;
- oversee that all department heads conduct academic and technical support staff performance appraisals each semester in common with institutional guidelines and base all actions on the results of these appraisals;
- ensure that departments involve all relevant stakeholders (e.g. employers, students, teachers, etc.) in the design, approval and periodic review of academic programs and their respective curricula;
- study the accreditation requirements by relevant accreditation and regulatory body and recommend to the Dean and/or Academic Council ways and means of meeting the requirements;
- oversee that teaching departments involve relevant stakeholders in the design, approval and periodic review of their academic programs;
- identify accreditation/reaccreditation requirements by the accrediting body and recommend to the CAC via the College Director ways and means of meeting these requirements; and
- perform such other duties consistent with his or responsibilities and as deemed necessary by his immediate supervisor.

## **Article 55: Module Production and Distribution Officer**

### **55.1. Term of Office**

The Officer for Module Production and Distribution shall serve for three years and can be appointed and/or selected for the second time.

### **55.2. Accountability**

The Officer for Module Production and Distribution is directly accountable to the Director of the College.

### **55.3. Duties and Responsibilities**

The Officer has the **duties and responsibilities to:**

- gather and organize all statistical data of students of CODE from all branch campuses according to their programs and terms;
- plan, organize, direct and control the overall activities of modules production of all programs including the General Education;
- prepare module production plans and programs based on the academic calendar by taking into account the statistical data maintained from all branch campuses;
- maintain, plan and administer the overall activities pertinent to module distribution based on the statistical data maintained from the branch campuses;
- prepare modules inventory programs both at the CODE and all branch campuses and take appropriate measures to minimize wastage of resources;
- plan and implement the timely maintenance of the duplicating machines in collaboration with the Admin and Finance Head;
- schedule production and duplication of modules, exam papers, assignments, project worksheets and others;
- coordinate, guides and supervise the work force and ensure the timely accomplishments of tasks as scheduled in the action plan of the center;
- conduct performance evaluation for his/her subordinates and present the complied result to the concerned bodies timely
- ensure that tasks are carried out effectively with minimum wastage or without wastage; and
- performs such other tasks as may be directed to him by the Dean.

## **Article 56: CODE Research and Community Services Officer**

### **56.1. Term of Office**

Officer for RCS of CODE shall serve for three years and can be appointed and/or selected for the second time.

### **56.2. Accountability**

The Officer for RCS is directly accountable to the Director of the College.

### **56.3. Duties and Responsibilities**

The Officer has the **duties and responsibilities to:**

- design the unit's annual activity plan and ensure its implementation after approval by the CAC;
- coordinate College-wide research and community service activities;
- ensure the identification and establishment of College-wide research priorities and objectives and monitor staff research performance within the framework of established priorities as well as the University's Strategic Plan;
- facilitate the allotment of sufficient funding internally and the solicitation of funding from external sources for research and community service activities and their proper utilization;
- ensure the active engagement of both academic and professional staff of the Campus/the College in research, publications and community service activities;
- initiate and coordinate research related trainings and workshops for academic and professional staff;
- coordinate the conduct of College-wide research seminars/conferences and facilitate the dissemination of conference results; and
- ensure that one or two events are annually held with the broader campus community to disseminate information or create awareness regarding research and community service affairs.

## **Article 57: CODE Registrar and Alumni Affairs Head**

### **57.1. Term of Office**

The Head of Registrar and Alumni Affairs shall serve for three years and can be appointed and/or selected for the second time.

### **57.2. Accountability**

The Head of RAA of CODE is directly accountable to the College Director.

### **57.3. Duties and Responsibilities**

The Head of RAA has the **duties and responsibilities to:**

- prepare and submit the annual activity plan of the Office of the Registrar to the Director of the College for review and eventual approval by the Academic Council;
- manage the admission, registration, progression, and graduation of students in all academic programs on the College;

- ensure that academic records of all students are accurately maintained in a confidential, safe and organized manner;
- ensure that all students who are admitted to any degree program the College meet all the prescribed admission requirements;
- ensure that all students are officially registered in order to receive credit for course work;
- ensure that academic staff members/teachers submit their report of grades within the time frame prescribed in the academic calendar;
- ensure that students enrolled in the final semester of their course work file their application for graduation within three weeks after the opening of classes of the last semester;
- check the academic record of each graduation candidate to ascertain whether a candidate has a deficiency or has fulfilled all the requirements thereby qualifying the candidate for graduation;
- ensure that all candidates for graduation complete their deficiencies, if any, and clear their academic records and other requirements for graduation not later than one week before the Academic Council Meeting to act on the application for graduation;
- prepare the list of qualified candidates for graduation in each degree program for presentation during the Academic Council Meeting;
- organize a list of students with severe academic deficiencies for presentation during the CAC meeting at the end of each semester;
- ensure that no student graduates from the College unless his or her name is approved as a candidate for graduation by the Academic Council and endorsed by the University Senate;
- oversee the timely issuance of IDs, grade reports and any other academic related documents;
- prepare the Academic Calendar of the Campus and present it to the Academic Council Meeting for review and approval;
- maintain hard and soft copies of curricular documents for all degree programs and ensure that academic departments adhere to the structure indicated in these documents;
- facilitate the issuance of degrees, diplomas and certificates to students whose graduation has been approved by the Academic Council and endorsed by the Senate;
- administer all operational matters and coordinate, supervise and evaluate the performance of Registrar personnel and its various units;
- submit to the Dean timely progress reports on student admission, registration, progression and rates of attrition and graduation;
- perform such other duties as may be assigned to him/her by the Director of the College.

- organize student admission, registration, retention, attrition and graduation reports and duly submit the same to all concerned stakeholders; and
- perform such other duties as may be assigned to him/her by the College Director.

## **Article 58: Assessment and Tutorial Officer**

### **58.1. Term of Office**

The **Assessment and Tutorial Officer** shall serve for three years and can be appointed and/or selected for the second time.

### **58.2. Accountability**

The **Assessment and Tutorial Officer** is directly accountable to the D/Director for Academic Affairs of CODE.

### **58.3. Duties and Responsibilities**

The **Assessment and Tutorial Officer** has the **duties and responsibilities** to:

- make sure that Examinations are prepared either in written or practical, depending on the nature of the course for all programs;
- maintain that the setting of the exam questions and marking of the exams papers are properly handled by the tutors/ professionals in the respective field;
- make sure that all marked final examination papers along with marking schemes are properly submitted to Tutorial and Assessment unit kept for a period of two years;
- maintain that the type and converge of exams and distribution of grade points among the various types of exam items are based on the content of the leaning material;
- make sure that the preparation of all the exams are directed towards encouraging students to read, write, relate, analyze and evaluate;
- make sure that the results pertinent the Tutorial and Assessments are properly recorded and are submitted to the Office of the Registrar together with the related final grades of courses;
- make sure that the office of the Registrar of all respective branch campuses are officially announcing grades to students as per the schedules set in the academic calendar;
- follow and maintain that Students right of access to their corrected exam paper on demand are fully respected and implemented;
- plan and follows the implementations of the Tutorial Programs in all of our branch campuses as per the academic calendar of the University.

- maintain and make sure that our CODE Coordinators at respective branch campuses have properly prepared and submitted the annual/term based Tutorial programs and its implementation budget to CODE on time;
- make sure that all activities those are pertinent to the overall activities required by ETA during the implementation of Tutorial programs such as:
  - Invitation Notice to those who are interested to engage in the programs having all the necessary qualifications, work experiences relevancy to the courses.
  - Selection criteria and selection procedures as well as the minutes of the selection,
  - Contractual agreements with those who are selected addressing their basic duties and responsibilities,
  - Attendance lists of our students those who are taking part in the Tutorial Program according to their respective program, Department, Term and or year in such a way that could help identify:
    - The direct participants of the program and those who are absent
    - Those who have properly paid Tuition Fees expected from them for the term and or the year.
- make sure that teachers who have been participated in the tutorial program are evaluated by the students with regards to their activities in the implementation of the program;
- prepare, maintain and make sure that feedbacks are properly gathered from our customers both from the students and teachers with regards to our activities and service deliveries;
- prepare quarter and annual reports of the unit on time; and
- perform other relevant works given to him by the deputy director for academic affairs and the director.

## **Article 59: Management of TVET College**

Management organ of TVET College consists of two organs namely, College Managing Council (CMC) and College Training Council (CTC).

### **59.1. TVET College Managing Council (CMC)**

#### **59.1.1. Members of the CMC are:**

1. The TVET College Director, Chairperson
2. The V/Dean for Outcome Based Training(OBT), Member

3. The V/Dean for Industry Extension and Technology Transfer, Member
4. The Head of Administration Affairs and Finance, Secretary
5. The Officer for Vocational Counseling and Guidance, Member
6. The Head of Registrar and Alumni Affairs, Member
7. The Sector Head, Member
8. The Head of Library and ICT, Member

#### **59.1.2. Roles and Responsibilities**

Without prejudice to the powers and responsibilities of the Dean, the College Managing Council shall:

- advise the Dean on campus level strategic issues and on other cases that the Dean believes require collective decision.
- meet regularly at least once a month on a regular day and time.
- hold and conduct its sessions with a majority of its core members present.
- minutes of sessions of the campus managing council shall be taken by the secretary.
- the Dean shall ensure participatory decision in the managing council sessions.
- evaluate and approve the campus plans, budget, academic programs and agreements of collaboration for partnership.
- approve the recruitment, promotion and appointment by the campus; and
- oversee the roles and responsibilities of various committees at campus.

### **59.2. The TVET College Training Council (CTC)**

#### **59.2.1. Members of the CTC are:**

1. The Dean, Chairperson
2. The V/Dean for Outcome Based Training, Member
3. The V/Dean for Industry Extension and Technology Transfer, Secretary
4. The Head of Administration Affairs and Finance, Member
5. The Officer for Vocational Counseling and Guidance, Member
6. The Head of Registrar and Alumni Affairs, Member
7. The Head of Library and ICT, Member
8. The Department Heads, Member

#### **59.2.2. Roles and responsibilities**

Without prejudice to the powers and responsibilities of the Dean, the College Training Council shall:

- serve as a forum for the coordination, monitoring, and evaluation of college-wide training operations;
- advise the Dean on all training issues and cases that the Dean believes require collective examination and decision;
- oversee the all training as well as research and community service activities of the college and issue general and specific guidelines for conducting these core businesses of the college;
- review, approve and recommend to the University Senate all proposals for the opening of new training programs as well as the termination of or modification to existing ones;
- review trainee results from time to time and determine training status of trainees;
- review and approve all college level training completion candidature as well as annual graduation date of the college;
- review and approve the training calendar of the College;
- determine college-wide frameworks for relevance and quality assurance, program-level self-assessment, and the preparation of self-assessment reports thereof;
- review and sanction requests by training personnel for rank promotions;
- monitor the training processes/progresses of the college and the setting and marking of assessments in line with the University-wide frameworks for such training activities and issue general and specific guidelines for carrying out these tasks;
- review and approve college-wide research and community service frameworks and monitor their implementation in line with university-wide relevant frameworks;
- review trainee results and determine training status of trainees at the end of every module;
- examine the results of the periodic performance evaluation of the training personnel and advise the Dean on possible actions to be taken as a result of the evaluation; and
- perform such other functions relevant to the betterment of the teaching learning processes and promotions of research in the Campus/College.

## **Article 60: Technical, Vocational Education and Training(TVET) College Dean**

### **60.1. Term of Office**

The TVET College Director shall serve for four years and can be appointed and/or selected for the second time.

### **60.2. Accountability**

The TVET College Director is directly accountable to the VPAA.

### **60.3. Duties and Responsibilities**

The TVET College Director has the following **duties and responsibilities to:**

- plan and implement to accredit programs/college through national and international standard;
- lead and built technology army in the institution Jointly work with public wings (trainees MSEs, teachers association, women's association/ federation/league, youth association/ federation/ league, private TVET owners association and disability association) ;
- establish good governance and ensure customers satisfactions;
- identifies rent seeking sources and sets eliminating strategies/mechanism;
- establish developmental public relations to mobilize public;
- prepare & implement participatory annual plan;
- conducting continuous follow up, monitoring and evaluating the overall implementation of institutions plan;
- organize and handle important documents, timely and reliable data and reports;
- giving concrete witness based on documentation during evaluation of the Deans and Vice Deans;
- provide facilitation for performance evaluation team;
- ensure proper implementation of reform tools (kaizen and citizen charter) ;
- ensure proper implementation of TVET system documents, rules and regulations;
- prepare joint action plan and implement it with priority sectors and Plan and implement jointly with member cluster institutes(if any) ;
- ensure Conduct proper and relevant labor market study.
- ensure preparation and implementation of appropriate curriculum and TTLM;
- enhance formal, short term and special needs trainees' enrollment. And Implement project based training (business plan preparation, project preparation, saving, organizing with MSEs);
- ensure the implementation of cooperative training according to the standard;
- ensure all training and industry extensions services should be completed by assessment;
- ensure job placement /wage or self-employment/ of graduate trainees and Conduct tracer study;
- identifies and fulfill trainers demand by their level and qualification ;
- follow up and evaluate effectiveness and efficiency of trainers (institution and industry) capacity building activities;
- prepare and implement IDP of the institution;
- ensure the Fulfills training facilities and materials based on the standard;

- identifying and accredit competent industries for cooperative training;
- identify and select DAC to become center of excellence;
- increase the Additional incomes generation of college;
- facilitate action research and development activities of the sector and Lead the effectiveness of industry extension service;
- lead and support demand driven technology copy and transfer;
- ensure fulfillment of trainers and supportive staff;
- manage and evaluate all administrative issues (budget, human resource, material resource) of the College/Campus;
- provide timely and reliable report to head office and the concerned body; and
- ensure green TVET, Mainstreaming HIV/aids and Gender mainstreaming.

## **Article 61: TVET College Outcome Based V/Dean**

### **61.1. Term of Office**

The TVET College Outcome Based V/Dean shall serve for three years and can be appointed and/or selected for the second time.

### **61.2. Accountability**

The V/Dean is directly accountable to the Director of the College

### **61.3. Duties and Responsibilities**

The V/Dean has the **duties and responsibilities to:**

- plan and implement to accredit programs/college through national and international standard;
- evaluate implementation of OBT plan;
- lead and built trainees and trainers technology army;
- implement good governance plan and ensure customers satisfactions;
- implement rent seeking eliminating strategies/mechanism related to OBT;
- implement reform tools (kaizen and citizen charter);
- identify problems/gaps and set agenda for outcome based training team(DC) and College management Council;
- prepare and implement joint action plan with priority sectors;
- mobilize public on trainees enrollment and industry mobilization for cooperative training;
- implement TVET system documents, rules and regulations;

- ensure preparation and implementation of appropriate curriculum and TTLM;
- enhance formal, short term and special needs trainees' enrollment and Implement project based training (business plan preparation, project preparation, saving, organizing with MSEs);
- implement cooperative training according to the standard;;;
- ensure all training are completed by assessment (institutional/Internal COC and national);
- ensure/Follow up job placement /wage or self-employment/ of graduate trainees and Conduct proper and relevant tracer study;
- follow up and evaluate effectiveness and efficiency of trainers capacity building activities;
- identify and fulfill trainers demand by their level and qualification;
- participate in preparation and implementation of IDP;
- ensure and Fulfills training facilities and materials based on the standard;
- implement kaizen in the workshops/laboratory and in the training process;
- identifying competent industries for cooperative training;
- identify and select DAC to become center of excellence;
- plan and implement jointly with member cluster institutes;
- participate in Generate additional incomes of college;
- facilitate action research and development activities;
- prepare and implement outcome based training plan;
- provide timely and reliable plan and report to the College Director and the TVET Director office; and
- ensure green TVET, Mainstreaming HIV/aids and prepare continues awareness creation workshops.

## **Article 62: TVET College Industry Extension and Technology Transfer V/Dean**

### **62.1 Term of Office**

The TVET College Industry Extension and Technology Transfer V/Dean shall serve for three years and can be appointed and/or selected for the second time.

### **62.2 Accountability**

The TVET College Industry Extension and Technology Transfer V/Dean is directly accountable to the Director of the College.

### **62.3. Duties and Responsibilities**

The TVET College Industry Extension and Technology Transfer V/Dean has the **duties and responsibilities** to:

- lead and built technology army in the College/Campus and MSEs;
- jointly work with public wings (trainees, MSEs, teachers association, women's association/ federation/league, youth association);
- implement good governance plan and ensure customers satisfactions;
- implement rent seeking eliminating strategies/mechanism TeCAT/ Technology Copes and Transfers/;
- implement reform tools (kaizen and citizen charter);
- identify problems/gaps and set agenda for technology transfer and industry extension team and College Managing Council;
- prepare and implement joint action plan with priority sectors;
- mobilize MSEs and industry for industry extension and technology transfer;
- implement TVET system documents, rules and regulations;
- ensure green TVET, Mainstreaming HIV/aids;
- identify MSEs and operators by their sector and growth level;
- identify and capacitate trainers who support MSEs;
- prepare of appropriate training materials for MSEs;
- follow up implementation project based training;
- implement full industry extension package;
- develop product/ service value chains With industry collaboration;
- capacitate MSEs in technology copying and fabrication;
- lead and support demand driven technology copy and transfer;
- facilitate action research and development activities of the sector;
- prepare and implement industry extension and technology transfer plan;
- implement IDP of the college;
- evaluate implementation of TeCAT plan; and
- provide timely and reliable report to the College Dean and the TVET Directorate.

## **Article 63: TVET College Vocational Guidance and Counseling Officer**

### **63.1. Term of Office**

The TVET College Vocational Guidance and Counseling Officer shall serve for three years and can be appointed and/or selected for the second time.

### **63.2. Accountability**

The TVET College Vocational, Guidance and Counseling Officer is directly accountable to the Dean of the College

### **63.3. Duties and Responsibilities**

The TVET College Vocational Guidance and Counseling Officer has the **duties and responsibilities** to:

- give orientation the advantages of pursuing TVET, the TVET strategy which focuses on demand of the market and it follows outcome based approach;
- aware the future prospects the job opportunities, the flexible nature of the TVET study that is not time bound and the career paths;
- provide pre-registration occupational counseling in collaboration with the departments based on the recent labor market study;
- conduct labor market study for wage employment and self-employment and analyze the data and identify the demanded occupations (type, level and quantity);
- share/distribute the labor market result of the study with the Training Department of the college for action and decision;
- keep record of the labor market studies conducted;
- identify potential industries for cooperation and prepare the MoU with the consultation of the TVET Dean or COC branch managers;
- facilitate an awareness creation forum on areas of collaboration for voluntary industries;
- facilitate the signing of MoU with voluntary industries to establish working relationship and follow up implementation of MoU;
- select and rank the most cooperative industries based on the criteria on the manual and share the result of the ranking of the industries to the Dean and PR;
- facilitate the recognition and incentivizing of the industries;
- keep record of certified trainees in each occupation and the list of potential employers;
- categorize trainees depending on their interest – those who need wage employment and others who want to be self-employed;
- keep record of trainees who have saved initial capital for job creation;
- collect contact details of graduates using the Follow up Survey Template;
- trace the graduates monthly to find out their employment status and analyze the data and report to the right body;

- make sure the necessary actions ( training, orientation and son on) are taken based on the result of the Tracer Study;
- give support to trainees regarding their studies – preparation for assessment;
- support trainees with soft skills like writing CV, preparation for interview and so on;
- give information and guidance on career path and job opportunities; and
- introduce trainees to the world of work.

## **Article 64: TEVT College Administration and Finance Head**

### **64.1. Term of Office**

The TVET College Administration and Finance Head shall serve for three years and can be appointed and/or selected for the second time.

### **64.2. Accountability**

The TVET College Administration and Finance Head is directly accountable to the Dean of the TVET College.

### **64.3. Duties and Responsibilities**

The Head has the **duties and responsibilities** to:

- manage overall administrative and financial activities of the College;
- ensure training programs on the campus are sufficiently and effectively supported with relevant learning resources and physical facility;
- ensure that the College budget is fairly distributed to support the training, research and community service activities of all the training programs of the College;
- ensure that assignments of admin personnel to their job positions are merit-based and that they perform the tasks assigned to them optimally;
- ensure that objective performance evaluations of admin support staff are conducted at the end of each semester and relevant actions are taken following these evaluations;
- ensure that educational fees are effectively and efficiently collected from students;
- ensure employees of the College are fairly and timely remunerated;
- ensure RVU properties and finance of the College are well taken care of; and
- ensure that the Management of the College and the University in general are regularly informed about and updated on day-to-day administration and financial activities and statuses of the College.

## **Article 65: TVET College Registrar and Alumni Affairs Head**

### **65.1. Term of Office**

The TVET College Registrar and Alumni Affairs Head shall serve for three years and can be appointed and/or selected for the second time.

### **65.2. Accountability**

The Head of RAA is directly accountable to the TVET College Dean.

### **65.3. Duties and Responsibilities**

The Head of RAA has the **duties and responsibilities to:**

- prepare and submit the annual activity plan of the Office of the Registrar to the Dean of the College for review and eventual approval by the Academic Council;
- manage the admission, registration, progression, and graduation of students in all training programs on the College;
- ensure that academic records of all students are accurately maintained in a confidential, safe and organized manner;
- ensure that all students who are admitted to any training program the College meet all the prescribed admission requirements;
- ensure that all students are officially registered in order to receive credit for course work;
- ensure that academic staff members/teachers submit their report of grades within the time frame prescribed in the academic calendar;
- ensure that students enrolled in the final semester of their course work file their application for graduation within three weeks after the opening of classes of the last semester;
- check the academic record of each graduation candidate to ascertain whether a candidate has a deficiency or has fulfilled all the requirements thereby qualifying the candidate for graduation;
- ensure that all candidates for graduation complete their deficiencies, if any, and clear their academic records and other requirements for graduation not later than one week before the Academic Council meeting to act on the application for graduation;
- following a prescribed format, prepare the list of qualified candidates for graduation in each degree program for presentation during the Training Council Meeting;
- organize a list of students with severe academic deficiencies for presentation during the CTC meeting at the end of each semester;

- ensure that no student graduates from the campus/the college unless his or her name is approved as a candidate for graduation by the Training Council and endorsed by the University Senate;
- oversee the timely issuance of IDs, grade reports and any other academic related documents;
- prepare the Academic Calendar of the Campus and present it to the Academic Council Meeting for review and approval;
- maintain hard and soft copies of curricular documents for all degree programs and ensure that academic departments adhere to the structure indicated in these documents;
- facilitate the issuance of certificates to students whose graduation has been approved by the Training Council and endorsed by the Senate;
- administer all operational matters and coordinate, supervise and evaluate the performance of Registrar personnel and its various units;
- submit to the Dean timely progress reports on student admission, registration, progression and rates of attrition and graduation;
- coordinate and conduct an Opening and Orientation program for all new students within the first two weeks of the first semester to facilitate adjustment to the campus/university environment;
- organize student admission, registration, retention, attrition and graduation reports and duly submit the same to all concerned stakeholders; and
- perform such other duties as may be assigned to him/her by the College Director.

## **Article 66: TVET College Library and ICT Head**

### **66.1. Term of Office**

The Head of Library and ICT of TVET College shall serve for three years and can be appointed and/or selected for the second time.

### **66.2. Accountability**

The Head is directly accountable to the Dean of the TVET College.

### **66.3. Duties and Responsibilities**

The Head of Library and ICT has the **duties and responsibilities to:**

- direct and supervise the overall management of the libraries of the College;
- prepare the activity plan and budgetary requirements of the libraries of the College;
- develop a library system that is responsive to the needs of trainees and trainers of the College;

- maintain close communication with Heads of departments to make sure that the necessary text and reference books and other reading materials are sufficiently available in the libraries;
- initiate and develop rules and regulations governing the use of the libraries by the trainees and trainers and external users;
- ensure the availability of qualified and experienced library personnel in adequate numbers and the required standards;
- ensure adherence to uniform procedures regarding the acquisition, accession and cataloguing of library books;
- supervise all libraries on the campus periodically and take all the necessary steps to ensure smooth running and provision of efficient and effective services to both internal and external users; and
- perform such other duties as may be assigned to him by the College Director.

**Article 67: TVET College Department Council (DC)**

Chaired by the Head of the Academic Unit, the Department Council has the **duties and responsibilities** to:

- serve as a forum for coordination, monitoring, and evaluation of Departmental operations/activities;
- advise the Head of the Department on strategic issues and other cases that the Head believes require collective examination and decision;
- meet twice in a month to discuss academic issues and make key decisions at the level of the department;
- review and approve the department's short- and long-term activity plan along with the necessary budgetary requirement and follow up on its implementation;
- review the academic status of graduating students before their case is presented to the TAC for graduation approval; and
- review academic rank promotion requests by academic staff members and recommend to the TAC, via the Head of the department, possible academic rank promotions once annually.

**Article 68: Head of Training Department**

**68.1. Term of Office**

The Training Department Head shall serve for two years and can be appointed and/or selected for the second time.

### **68.2. Accountability**

A Training Department Head is directly accountable to the V/Dean for OBT.

### **68.3. Duties and Responsibilities**

Head of a Department has the **duties and responsibilities to:**

- set Departmental action plan, sharing it with relevant stakeholders and ensuring its realization;
- set calendar for the meetings of the Departmental Council and ensuring its realization;
- ensure that Departmental Council Meeting minutes are properly taken and communicated to all concerned;
- ensure that Curricula for the training programs under your supervision are regularly reviewed and updated with the participation of all relevant stakeholders (teachers, students, employers, etc.);
- ensure that all training programs under your supervision are accredited by a pertinent accrediting body;
- ensure that a range of relevant, up-to-date and sufficient resources and services such as academic and technical support staff with appropriate qualification level and work experience are available to teach and advise students and to conduct research and community service work;
- ensure that learning resources (e.g. books, computers) and physical facilities (e.g. classrooms, armchairs) are sufficiently and relevantly available to students and staff;
- direct the conduct of regular program-level self-assessments/evaluations to ensure appropriateness/relevance and quality of practices in operation to run the program(s);
- ensure that course outlines/plans for all the courses given in any one semester are prepared and made available to students before the commencement of classes;
- ensure that instructors begin classes and take attendances as of the first day of each semester regardless of the number of students present;
- ensure that all instructors are assigned as academic advisors and/or counselors for students and that they execute their advising responsibilities properly;
- ensure that academic staff members participate fully and contribute actively to departmental activities as part of their duty/responsibility;

- ensure that all instructors assess and/or evaluate their students on continuous basis as determined by the University Assessment and Evaluation policy, and give timely feedback to their students;
- ensure that all instructors keep accurate records of assessments and evaluations of student learning outcomes and submit original copies of all results thereof to the Registrar Office via the Department Head;
- ensure that the decisions of the Training Council, the Departmental Council and all other pertinent College Management organs are duly implemented;
- ensure that students are properly advised on all training and research related undertakings;
- ensure that guidelines for teaching, research, scholarly activities and community services are available to academic staff of the Department;
- ensure that trainers of the Department are actively involved in research and/or scholarly work and community services besides their instructional duty;
- ensure that appropriate offices, office furniture and other related facilities (e.g. computers, Internet, program curricula documents, etc.) are available to academic and technical support staff of the Department;
- organize and maintain profiles of trainers and technical staff of the Department;
- ensure that students' academic statuses/competencies are updated and maintained in an organized manner;
- ensure that students are graded objectively and fairly;
- ensure that Department trainers are appraised by their students, peers and supervisors at the end of each semester;
- plan and coordinate opening of new academic program(s); reaccreditation of existing academic program(s); ending of outdated academic programs; merger or removal of courses; research undertakings; and proper utilization of departmental resources; and
- review the competency status of graduating trainees before their case is presented to the CTC for graduation approval.

## **Article 69: TVET College Trainer**

### **69.1 Accountability**

The TVET College Trainer/Teacher is directly accountable to the respective Training Department Head of the College.

## 69.2. Duties and Responsibilities

The TVET College Trainer/Teacher has the **duties and responsibilities** to:

- conduct quality training program based on the required competencies of the occupation;
- formulate training facilities management (organization, utilization and maintenance) plan including the organization of a Outcome-Based Training (OBT) facilities ;
- prepare/recommend program of activities in the utilization and maintenance of facilities, including the inventory of training resources;
- implement, monitor, and evaluate scheduled activities, including the set-up of the OBT facilities;
- implement rules and regulations, policies and standard operating procedures;
- maintain records of activities;
- prepare and submit management plan/s and report/s of activities re utilization and maintenance;
- ensure the implementation of scheduled activities on the utilization of the workshop facilities as approved;
- develop trainees capacity by preparing real project that include all competency and deliver training;
- participate in curriculum development and Prepare TTLM;
- assure all graduate trainees to be competent for national assessment;
- organize all competent trainees and prepare business plan based on the project they trained to create job;
- conduct continuous and institutional assessment;
- properly Handle and manipulating the machine and equipment;
- participate in implementation of cross- cutting issues;
- build safe and conducive teamwork;
- conduct capacity building training based on the skill gap to each other;
- apply kaizen principle in the institution and SME to reform them;
- maintain records of activities and submit report; and
- carryout high sense of ownership and professional ethics in producing competent labor force that will answer the labor market demand.

## CHAPTER FOUR

### 4. PROVISIONS ON ACADEMIC STAFF AFFAIRS

#### **Article 70: Status and Ways of Implementation of the Legislation**

1. The Legislation shall form an integral part of the employment contracts for full-time University academic and technical staff unless it or a part thereof is expressly waived by the parties.
2. The University, in implementing the provisions of the Legislation regarding academic staff of the University, shall adhere to policies on and procedures for general academic human resource, 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.

#### **Article 71: The Academic Staff**

The University shall have the following academic staff:

1. professors, associate professors, assistant professors, lecturers, assistant lecturers, professional librarians, technical assistants, and under unique circumstances or conditions of transition, graduate assistants employed for teaching and/or research;
2. Other employees of the institution can be considered as academic staff by decision of the Senate following international good practice and other valid provisions of the University's internal regulations.

#### **Article 72: Rights of Academic Staff**

Without prejudice to other provisions of current Higher Education Proclamation, every academic staff member of RVU shall have the **rights** to:

1. exercise academic freedom in compliance with the institution's mission;
2. conduct research and render consultancy services in accordance with internal regulations of RVU; and take sabbatical and research leaves to conduct research and studies beneficial to the institution and the country, in accordance with internal regulations of RVU;
3. be entitled to further education and training for professional development, subject to internal rules and regulations of RVU;

4. be promoted to and assume new academic ranks on the basis of merit in accordance with the institution's rules and regulations and in accordance with the national norms and standards the Ministry of Education(MoE) may establish as necessary;
5. enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit or as the income of the institution may permit;
6. participate in the formulations of institutional directions, plans, regulations, and curricular development and review activities and make comments on the quality and appropriateness of the teaching-learning process;
7. enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
8. enjoy the right to write, print, and publish their own newspapers or any other form of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;
9. are entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the name of the University without the approval of the appropriate University authority;
10. be informed of his performance results and of any records that may be kept in his file as well as enjoy confidential maintenance of information in his file except when the official business of the institution or the provisions of pertinent laws require otherwise;
11. enjoy campus security for himself and for his personal property while rendering the proper services required of him or her;
12. receive full/partial health insurance coverage by the University. The manner and extent of the insurance shall be determined by a separate manual to be approved by higher bodies of the University

13. be informed on the plan, development, direction, condition and performance of the institution;
14. elect and be elected where election of academic staff is the norm; and
15. receive due process in disciplinary matters and demand and receive redresses in cases of inappropriate decisions.

### **Article 73: Duties And Responsibilities of Academic Staff**

Every academic staff member of RVU shall have the **responsibilities** to:

- teach, including assisting students in need of special support, and render academic guidance or counseling and community services;
- undertake problem-solving studies and researches and transfer knowledge and skills, in the specific area of self-competence and professional position, that are beneficial to the country; or at least ensure that own teaching is research and study-based and continuously updated;
- participate in curriculum development, review, and enhancement; and the required professional standard in curriculum delivery, student assessment, grading, counseling, and management of student complaints and grievances, and in professional ethical standards in general;
- uphold, respect and practice the objectives of higher education and the guiding values of the institution; and exercise academic freedom with professionalism and consistent with the applicable provisions of this Proclamation;
- counsel, assist and support students in acquainting themselves with the mission and guiding values of the institution as well as with the objectives of higher education;
- devote his full working time to the institution;
- every academic staff shall refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, disability or any other unreasonable ground;
- refrain from imposing his political views and religious beliefs on his students during teaching-learning process;
- 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 concerned authority;
- treat and interact with members of the institution's community by refraining from acts that are contrary to rights enshrined in the Constitution;
- perform other additional responsibilities that may be provided for by the senate statutes, establishing legislation, or memorandum of association of the institution; and

- without prejudice to the provisions of existing HE Proclamation pertaining to joint appointment, devote his full energy, working time and attention to the institution.

#### **Article 74: Academic Staff Appointment and Promotion**

Academic staff appointment and promotion shall be based solely on the merit of the candidate and should reflect RVU's mission. Every Campus/College/Faculty shall prepare academic and technical support staff development plan based on:

- Higher education staff development plan
- Existing staff problem and load
- Existing program and future expansion
- Student staff ratio
- The nature of the academic programs

#### **Article 75: Academic Ranks**

The length of service with given rank, effectiveness in teaching, publication, participation in the affairs of the university, and community services and engagement given to the public at various capacities services and engagement given to the public at various Capacities shall remain to be the basic up on which the principles of academic promotion is based.

The Components of the requirement that have to be met to fulfill each of these Criteria and the manner in which these are assessed are set forth in this Legislation. With respect to academic rank determination, an academic staff with a second degree, DVM/MD with a specialization /second degree is equivalent to Assistant Professor.

Promotion of an existing Academic Staff with, or determination of an academic rank for a transfer, or newly recruitments applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department council, College/ Campus Academic Council, Staff Recruitment and Promotion Standing Committee, and to be decided at Senate and Board Levels.

The Criteria for Promotion of existing academic staff will be based on the fulfillment 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 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 four Criteria shall not be less than 75%.

The minimum number of years of services of an academic staff shall be assessed based on the criteria referred for a given rank, and as clearly referred to in Article 56.

The ranks are presented in an ascending order.

**75.1. Academic (Teaching) staff**

1. Graduate Assistant I
2. Graduate Assistant II
3. Assistant Lecturer
4. Lecturer
5. Assistant Professor
6. Associate Professor
7. Professor

**75.2. Professional Librarian**

1. Assistant Librarian V
2. Assistant Librarian IV
3. Assistant Librarian III
4. Assistant Librarian II
5. Assistant Librarian I
6. Associate Librarian
7. Librarian

**75.3. Technical Support Staff**

1. Technical Assistant I
2. Technical Assistant II
3. Technical Assistant III
4. Senior Technical Assistant I
5. Senior Technical Assistant II
6. Senior Technical Assistant III

#### **75.4. Requirement for Academic Promotion**

The Requirements for academic promotion is based on fulfilling four mandatory Criteria. The Minimum requirement and percent value shall be as follows.

##### **75.4.1. Graduate Assistant I**

A Bachelor's Degree in a three/four year program from a recognized university in the field for which appointment is sought with a cumulative GPA of 3.00 points and above at graduation; the appointee should also show promise of continuing professional development, scholarship and creativity.

##### **75.4.2. Graduate Assistant II**

A Bachelor's Degree in a four/five year program from a recognized university with a CGPA of 3.00 and above points at graduation; or one year of effective assisting experience at the rank of GA I. The appointee should also show promise of continuing professional development, scholarship and creativity.

##### **75.4.3. Assistant Lecturer**

A Bachelor's Degree in a five/six year program from a recognized university in the field for which appointment is sought with a cumulative GPA of 3.00 points and above at graduation; or one year of effective assisting/teaching experience at the rank of GA II.

##### **75.4.4. Lecturer**

A Master's Degree from a recognized university, with no previous teaching experience, but showing promise of continuing professional development, scholarship and creativity; or an MD or DVM degree (with minimum CPGA of 3.5 and Thesis of Very Good).

**Table.1 Minimum Requirement for Academic Promotion to Ranks above Lecturer**

<b>No</b>	<b>Criteria for Promotion</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>professor</b>
		<b>Maximum</b>	<b>Maximum</b>	<b>Maximum</b>
1	Effective teaching	40	35	30
2	Publication and patent	35	40	45
3	Professional Community Service	15	15	15
4	Participation in University affairs	10	10	10
	<b>Total</b>	100	100	100

**NB:** For each promotion criterion, the candidate must attain a minimum of **75%** while the total average value shall not be less than **80%**.

**75.4.4.2 Effective Teaching**

Effective teaching for an academic staff shall be determined by evaluation of peers, students, and department head at the end of each semester or academic years as the case be. The contribution and weighing criteria of effective teaching staff be as follows:

- a. Evaluation by Students .....**50%**
- b. Evaluation by Department Head .....**35%**
- c. Evaluation by Peers .....**15%**

In Exceptional cases where an academic staff is note handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest evaluation criteria can be taken out of 100%.

**75.4.4.3 Publication and Patent**

Publication to be considered for promotion and the weighing Criteria for national and International Publication are presented as follows.

**75.4.4.4 Peer-reviewed International Publications which are note Public**

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

- a. Scopus
- b. Web of science
- c. PubMed

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 Sciences or PubMed is show below:

**Table. 2 Publication points to be awarded for each publication**

Publication type	Publication Points	Maximum Points to be earned (%) from each Publication

Full-Length Journal Article	1	100
Book	3	50
Text Book	1	50
Book Chapter	1	25
Review Article in Annual Review Journals	1	50
Review Article on other Journals	0.5	25
Conference Proceedings Short/Brief Communication, Technical Notes or case report /case comment	0.5	10
Letter to the editor	0.5	5
Patent	0.25	25
Prototype	0.50	25
Technology Package	0.5	50
Work of Art	1	50
	1	100

#### 75.4.4.5 Publications in National Journals and Proceedings

National Academic Publication shall be considered for Promotion if the Publication is accredited or to be accredited by the Ministry of Education with weighing criteria as Show below:

**Table. 3 Publication Points to be earned from National academic Publication**

Publication type	Publication			Maximum Points to be earned (%) from each publication
	Accredited with impact factor of site Score	Accredited with no impact factor or site Score	Not Accredited	
Full-Length Journal article	1	0.75	0.25	100(15 for not accredited)

Conference Proceedings	0.5	0.375	0.125	10
Short/brief Communication, Technical Notes or Case Report/Comment	0.5	0.375	0.125	10
Letter to the editor	0.25	0.187	0.062	5

Other academic publishing not referred in Table 3 above, namely, book, book chapter, text book, patent, Prototype, technology packages, and work of arts, shall be treated as follows in Table 4.

**Table 4. Other Research and Patents Related Academic Contributions**

<b>Type</b>	<b>Criteria for Considering to Promotion</b>	<b>Publication Point</b>	<b>Maximum Points to be earned (%) from each Publication</b>
Book	Publication by peer-reviewed publishers and indexed by the indexing database indicated under Article 2 and with an ISBN; if not it shall be evaluated and approved by three external Professionals	3	50

Book Chapter	Published by Peer-reviewed Publishers and indexed by the indexing database indicated Under Article 2, and With an ISBN	1	25
Textbook	The textbook to be used for one Year before Applying for promotion, and it be evaluated and approved by three external professionals	1	50
Patent	Licensed by an authorized body, and is used for one Year before applying for Promotion	0.5	25
Prototype	Tested, Registered, and /or licensed by an authorized body	0.5	25
Technology Package	Tested, Registered , and/or licensed by an authorized body	1	50
Work of Art	Tested, registered, and /or licensed by an authorized body	1	100

## Remarks

1. Except for promotion earned from work of arts, Publication points accrued from journal article shall not be less 50% of the total publication 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 show in Table 2.
2. Publication arising from Thesis/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.
3. The Publication point for a Solo author and co-authors/joint authorship international journal article is awarded as Show below in Table 5.

**Table 5. Share of Publication Points for Solo and Joint Authorship in International Publication**

No. of authors	Share of each co- author		
	First Author	Co-authors	Corresponding author
1	1.00	-	1.00
2	0.800	0.750	0.775
3	0.700	0.650	0.675
4	0.600	0.550	0.575
5	0.500	0.450	0.475

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

The Publication point for a solo author and Co- authors/joint authorship in national publications is awarded as Show below in Table 6.

**Table 6. Share of Publication Points in National Publication for Solo and Joint Authorship**

No. of Authors	Share of each co- author					
	Accredited			Non-Accredited		
	First author	Co-authors	Corresponding	First author	Co-authors	Corresponding
1	0.75	-	0.750	0.25	-	0.25
2	0.600	0.570	0.575	0.15	0.120	0.125
3	0.525	0.475	0.500	0.131	0.10	0.106
4	0.450	0.400	0.425	0.112	0.062	0.087
>=5	0.375	0.365	0.370	0.093	0.043	0.068

*\*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 publication.*

Remarks

For other publication types, the publication point share for solo, co-authors and corresponding authors shall be calculated based on their weighing criteria and its equivalence to be determined as specified for journal article. For other national research related academic contribution, indicated under Table 4, the share of each Contributors will be the same as the value indicated for accredited publications.

#### 75.4.4.6 Participation in the Affairs of the University

The requirement for promotion using participation in university affairs shall be fulfilled by holding a post of academic administration at the Department, Faculty, College, Campus and/or the University.

**Table 7. The Specific Weighing Criteria for Participation in the University Affairs**

<b>1. Academic administration (Full- time Service)</b>	<b>60%</b>
a. Vice president or equivalent Position	55
b. Deans/Directors or Equivalent Positions	50
c. Associate deans/Assistant Registrar or Equivalent positions	45
d. Department heads or equivalent	40
<b>2. Work on standing committees(Full time)</b>	<b>25%</b>
• There or more committees	25
• Two Committees	16
• One committees	8
<b>3. Ad-hoc and other committee</b>	<b>15%</b>
• There or more committee	15
• Two Committees	10
• One committee	5

## **Remarks**

1. 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%
2. The weighing value for an academic staff assigned in a government organization and with a home-base in university shall be calculated based on the equivalent position referred above.
3. The above specified weighing value for administration, full-time or ad-hoc committee position shall automatically be considered if and only if service year is successfully accomplished.
4. Participation in administration, full-time or ad-hoc committee position 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 equivalent.
5. 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%.
6. The above 15 % weighing value shall not be counted for an academic staff who declined to accept such committee assignments.

### **75.4.4.7 Community Service and Engagement**

The current understanding of community service /engagement delivery does not leave the issue to the good will 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:

- a. Participation in unpaid local, regional and national professional committees whenever called upon to do so;
- b. Taking part position in professional associations, journals, or participating in journal editing, reviewing and related tasks
- c. Active involvement in the enhancement of one's profession, for instance , by helping organize and playing an active role in relevant professional association;

- d. Conducting series of press, radio and/or television programs to elucidate to the public some basic problems of health, law, education, science and technology etc.; and other professional services to the community;
- e. Engaging with industries in line with her/his field of specialization and for the mutual benefit of the university, industry or community.

**75.4.4.8 Requirements for Promotion with Community Service/Engagement**

The weighing value for participation in community service and engagement shall be calculated as follows.

Participation in professional services/ engagement	15%
• Three or more professional community service/ engagement	15%
• Two more professional community service/ engagement	10%
• One more professional community service/ engagement	5%

Remarks

1. Consultancy service shall not be considered as community service or engagement; thus, no weighing value shall be allocated and hence it shall not be considered as a promotion criterion.
2. 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%.
3. The weighing value for an academic staff assigned in a government organization and with a home-base in university shall be waving and the rest criteria for evaluation may be taken out of 100%.
4. The above specified weighing value community service and engagement of academic staffs 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 service or engagement. Otherwise, no weighing value shall be allocated if the expected tasks is not accomplished as per the requirement.
5. Academic staff shall earn 7.5% for each evidence produced for community service/engagement.

## **75.5 Minimum Points for Promotion**

Apart from the fulfillment 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.

### **75.5.1 Specific requirement for promotion for each academic rank**

#### **75.5.1.1 Assistant Professor**

1. A candidate with the qualification of a Master's Degree or MD or DVM Degree or its equivalent and a minimum of four years of effective teaching and research as a lecture;
2. At least, two publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization;
3. Active participation in the affairs of the higher education institution; and
4. Rendering public, professional and Community service/engagement.

#### **75.5.1.2 Associate Professor**

1. Four years of effective teaching and research as an assistant professor;
2. The degree of doctor of philosophy (Ph.D.), or its equivalent;
3. At least three publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization;
4. Not with standard the preceding provisions of this article, publication 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;
5. Active participation in the affairs of the higher education institution or working in government organization and with a home- base in HEI; and
6. Rendering public, professional and Community Service /Engagement.

#### **75.5.1.3 Professor**

1. Four years of effective teaching and research as an associate professor ;
2. The degree of doctor of philosophy (Ph.D.), or its equivalent (Specialty and-sub-specialty) and
3. At least five publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization;
4. Active participation in the affairs of the HEL or working in government organization and with a home base in HEI;
5. Rendering public, professional and Community service/engagement; and

6. A candidate for promotion to the rank of professorship shall submit a solo full –length journal article, or at least there full-length journal article in which he is a first or corresponding author;
7. Notwithstanding the preceding provisions of this Article, publication 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; and
8. The Publication and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the senate standing committee for academic promotion. The form provided in annex-1 to fill their evaluation.

#### **75.6. Promotion Requirements for Academic Staff in Research Institutes of RVU**

1. The promotion requirements for academic staff in research institutes shall be similar to those in teaching units in terms of participation in The University affairs and community engagement, but the publication points shall be one and a half times as much as is required of those in teaching units, and
2. At least two external research grants (where applicable) won out of which he is a PI for one of them for promotion to the rank of professor.

#### **75.7. Accelerated Promotions**

Keeping all crate 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.

1. Every one hundred percent point achieved over and the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching ,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).
2. The candidate shall score 90% weighted average on academic performance evaluation.

#### **Article 76: Teaching Load of Academic Staff**

1. The normal weekly teaching load of an academic staff member teaching undergraduate degree program courses is 17 hours. The normal weekly teaching load of an academic staff member teaching postgraduate degree program courses is 14 hours. The normal weekly teaching load of trainers training TVET program is 21 hours.

2. The normal weekly teaching load of Heads of academic departments shall be 12 hours of undergraduate degree program courses, 9 hours of postgraduate degree program courses and 15 hours of TVET program competencies.

## **Article 77: Leaves of Absence**

### **77.1. Study Leaves**

1. An academic staff member who has served the University continuously for five years as a full-time instructor may apply to the University for Sponsorship to study in a local university for a higher degree;
2. An application for a study leave must be submitted by the instructor seeking study leave, to his Head of department or vice dean for academic affairs at least one year ahead of the start of the leave;
3. The application shall be reviewed by the Department Council, the recommendation of which shall be forwarded to the Dean;
4. The recommendation of the Dean shall be forwarded to the VPAA for final decision;
5. The University shall pay the academic staff member an amount of money that will be agreed upon in return for teaching assignments that will be taken by the staff during the study leave;.
6. Upon completion of his/her study, the scholar shall serve the university for two years for every year of the study leave.

### **77.2. Sabbatical Leave**

1. A full-time instructor with seven years of continuous service at RVU may be entitled to a sabbatical leave for a period of one year with full pay, provided that he/she intends, in good faith, to continue his association with RVU after his sabbatical leave; and
2. RVU may provide such additional support as deemed necessary provided that the instructor taking sabbatical leave has an explicit research program or project approved by his department council and Academic Council and commits himself to submit results of his/her research to the department upon his return.

### **77.3. Annual Leave**

A full-time academic staff member who has served the University for one year is entitled to a leave of 16 working days. Academic staff members who have served the University for more than one year are entitled to one additional day of leave for every two-year additional services.

### **77.4. Maternity and Paternity Leave**

Members of academic staff are entitled to maternity and paternity leave with pay in accordance with the determination of the Labor Law of Federal Government.

### **77.5. Leave up on Secondment**

An academic staff member with a rank of a lecturer or above who served the University for at least five years may be granted leave without pay for a maximum period of two years provided that the following conditions are fulfilled:

1. The staff member is seeking the leave upon secondment, or upon having been offered an appointment at another higher education or a research Institute;
2. When appointed by the federal or regional governments, or upon getting an appointment/academic position in a repute university outside the country which is deemed to be an honor for the University and when the appointment is an opportunity for experience that would not only benefit the country at large but also enhance the professional capacity of the scholar;
3. When the staff member is not eligible for any kind of leave at the time of applying for an unpaid leave and that the secondment or the appointment for which the leave is sought cannot be postponed;
4. When granting the leave will not seriously disrupt the normal functioning of academic activities in the department/campus;
5. The work experience, publications obtained by a staff while on leave shall be considered for promotion when the applicant fulfills the requirements for promotions; and
6. When accepted by the department/campus/faculty, leave without pay for a certain period of time shall be allowed by the University Academic Vice President. However, the approval of the senate shall be sought for a staff with the rank of associate professor and above.

### **77.6. Occasional Leaves**

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 45 calendar days continuously in one

semester. If such leaves are required for longer than 45 days in a semester the following conditions must be met:

- The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
- The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
- The maximum duration of such a leave should not be more than 6 months in one academic year and cannot be granted in consecutive years.
- Such leave of absence must be approved and endorsed by CAC, and any leave longer than three month at a time should be approved by the VPAA.

#### **77.7. Long Service Leave**

A full-time Academic staff member is entitled to 13 weeks long service leave at the completion of 10 years' service in the University. The purpose is to recognize the staff member's service and to enable the staff member to have a lengthy period of relaxation. Staff members and supervisors should work co-operatively to ensure that such leave do not jeopardize teaching and other related activities in the department/campuses.

#### **77.8. Sick Leave**

An Academic Staff member shall be granted sick leave with full pay for 3 months and an additional 3 months of leave with half pay in the event of protracted illness within a given year. In any case, the leave shall be granted only where the staff member produces proof from a cognized medical institution that such a leave is medically required.

#### **77.9. Accumulating Leaves**

Sabbatical and study leaves may not be accumulated. Annual leaves may be accumulated if and only if the services of the instructor are needed by the department, in which case the written approval of the Head of department should be obtained.

##### **77.9.1. Clearance from University Property**

Clearance from all properties of the University shall be required of:

1. All contract employees at the end of their contract period;
2. All academic staff members going for sabbatical or study leave;
3. All academic staff members who have resigned from their position or whose contract has been terminated by the University

The final salaries of all the above three categories of persons shall be effected upon presentation of clearance duly signed by the relevant units of the University.

#### **77.9.2. Working for other Institutions or for Private Interest**

1. During the official working hours, an academic staff member shall devote his full time to the best interests of the University; to the job to which he is assigned unless he has a written permission to do otherwise from the Dean after consultation with the Head of the Department;
2. No academic staff member shall undertake any outside activity which may tend to impair his service to the University or conflict with his duties; and
3. The provision of this sub-Article shall, however, not be deemed to constitute a bar on an academic staff member from participating in community services and other relevant professional activities.

### **Article 78: Criteria for Appointment and Promotion of Professional Librarians**

#### **78.1 Assistant Librarian V**

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

#### **78.2 Assistant Librarian IV**

B.A., B.Sc. or the equivalent; and one year of effective experience as an Assistant Librarian V.

#### **78.3 Assistant Librarian III**

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

#### **78.4 Assistant Librarian II**

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

#### **78.5 Assistant Librarian I**

The degree of Master of Library and Information Science or its equivalent; and four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II; and at least one publishable bibliography/catalogue favourably assessed by competent librarians, preferably senior advisors; and effective performance in any relevant teaching assignment.

**OR**

Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II; and at least one publication in a reputable journal; and effective performance in any relevant teaching assignment.

**OR**

The degree of Doctor of Philosophy in library science or its equivalent.

**78.6 Associate Librarian**

- a) The degree of Master of Library and Information Science or its equivalent; and at least seven years of effective library experience four years of which must have been spent at the rank of Assistant librarian I;
- b) At least two articles published in a reputable journal(s) since becoming Assistant librarian I; and
- c) Effective performance in any relevant teaching assignments.

**OR**

- a) The degree of PhD in Library Science or its equivalent;
- b) At least four years of effective library experience at the rank of Assistant librarian I;
- c) Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large; and
- d) At least two articles published in a reputable journal(s) since becoming Assistant librarian I.

**78.7 Librarian**

- a) Degree of Master of Library and Information Science or its equivalent;
- b) Four years of library service as Associate Librarian;
- c) Effective teaching in the training programs of the University relevant to the library profession; and
- d) Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science; and
- e) Dedication to and creative participation in University affairs and in community services outside the University.

**OR**

- a) PhD in Library Science or its equivalent;
- b) At least three years of effective library experience as an Associate librarian;
- c) Effective teaching in the training programs of the University relevant to the library profession;

d) At least one text-book in the field of Library Science and two publications in peer reviewed journal.

**OR**

a) At least four articles published in a reputable journal(s) since becoming Associate librarian;

b) Dedication to and creative participation in University affairs and in community services outside the University.

### **Article 79: Criteria for Recruitment and Promotion of Technical Assistants**

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

#### **79.1 Technical Assistant**

##### **79.1.1. Technical Assistant I**

###### *Appointment*

A candidate with the qualification of 10+3/Level IV or its equivalent from a recognized Institute, or University.

##### **79.1.2. Technical Assistant II**

###### *Appointment*

A candidate with the qualification of a 12+3/ Advanced Diploma or minimum successful two years of University education or equivalent from a recognized Institute.

**OR**

###### **Promotion**

One year of effective service as a Technical Assistant I;

**AND**

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

**AND**

Active and effective service in the University.

##### **79.1.3. Technical Assistant III**

###### **Promotion**

Two years of effective service as a Technical Assistant II;

**AND**

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

**AND**

Active and effective service in the University.

## **79.2. Senior Technical Assistant**

### **79.2.1 Senior Technical Assistant I**

#### *Appointment*

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

#### **Promotion**

A minimum of two years of effective service as a Technical Assistant III;

**AND**

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

**AND**

Active and effective service in the University.

### **79.2.2. Senior Technical Assistant II**

#### **Promotion**

Senior Technical Assistant I with two years of effective experience

**AND**

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

**AND**

Active and effective service in the University.

### **79.2.3 Senior Technical Assistant III**

#### **Promotion**

Senior Technical Assistant II with two years of effective experience

**AND**

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

**AND**

Active and effective service in the University.

### **79.3. Chief Technical Assistant**

#### **79.3.1. Chief Technical Assistant I**

##### **Appointment**

A Masters Degree or its equivalent in the specific or related field

##### *Promotion*

Senior Technical Assistant III with two years effective service

**AND**

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

**AND**

One published Lab/practical manual positively assessed by one internal and one external specialist in the area

#### **79.3.2. Chief Technical Assistant II**

##### *Promotion*

Chief Technical Assistant I with two years effective service

**AND**

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

**AND**

Active and effective service in the service

**OR**

Senior Technical Assistant III with three years effective service

**AND**

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

**AND**

Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area.

### **79.3.3. Chief Technical Assistant III**

#### *Promotion*

Chief Technical Assistant II with two years effective service

**AND**

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

**AND**

Active and effective service in the service

**OR**

Chief Technical Assistant I with three years effective service

**AND**

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

**AND**

One published Lab/practical manual positively assessed by one internal and one external specialist in the area.

#### **Article 80: Academic Freedom**

Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.

However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation. An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the CAC/CTC and approval of the VPRCS.

## CHAPTER FIVE

### ➤ 5. GENERAL PROVISIONS ON ACADEMIC RULES AND REGULATIONS

#### Article 81: Academic Calendar

- In its regular program, the University shall have two-semester with sixteen weeks each. Extension program shall have two semesters and a one 'summer' term. The online/distance program shall have three terms with four months. Details of the calendar shall be prepared by the University Registrar and Alumni Affairs, and be approved by the Senate.
- The College of Open and Distance Education shall have a three-term academic calendar; details of the calendar shall be prepared by the CODE Registrar and Alumni Affairs, and be approved by the Senate.
- The academic calendar shall provide among other things admission, readmission, registration, course add and drop, tutorial, examination and graduation dates of regular, extension and distance programs;
- The academic calendar of CODE shall be distributed to students at the beginning of each Academic Year; and
- Short and long term education and training programs may be instituted, when and where necessary. In such circumstances, RVU shall ensure that credit hours equivalent to those of the regular program are completed.

#### Article 82: Admission and Readmission

##### 82.1. New Admission

##### 82.1.1. New Admission of Undergraduate Students

The University conducts admission of new Regular, Extension, Online and Distance Education students based on the criteria set by Ministry of Education /**MoE**/ and/or Higher Education Relevance and Quality Agency/ **ETA**/ for each Academic Year.

1. Students who have completed Preparatory Education should meet the cutoff points set by Ministry of Education /**MOE**/ for the academic year
2. Graduates from the institute of Technical, Vocational Education and Training/**TVET**/ must complete level 4 or (formerly **10+3 or 12+2**) training related to their respective field of study.

- They shall pass **COC Level 4** Exam.
  - They shall have at least **TWO** years work experience in the field of study.
3. If they have completed their high school education abroad, they shall produce equivalence of their credentials from the ETA.
  4. They shall pass entrance exam prepared by the institutions during registration time they shall come up with complete evidence.

Applicants for admission to TVET and undergraduate programs must:

- a. present all the required documents,
- b. assessment result of the entrance exam, and
- c. be filled in application forms, and submit to Campus/College Registrar and Alumni Affairs Office.

#### **82.1.2. New Admission of Graduate Students**

Admission to graduate programs shall be based on the following criteria:

- Candidates who have a Bachelor's Degree from an accredited Higher Learning Education institution;
- Graduates who have their Bachelor's Degree from abroad need to bring equivalence letter of their credentials from the ETA;
- Candidates who have completed their undergraduate studies with the academic results required by the institution; and only those who passed entrance exams given by the institution (**HEP 1152/2019**);
- The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the respective Academic Units;
- Eligibility to admission shall consider the academic potential, interest and financial capacity of the applicant;
- A candidate should have a strong academic record from his previous studies and should get a recommendation referees and should gain an approval of admittance by the Academic Council.
- Eligibility of students for admission to a program depends on the number of space and resources available for the program to be determined by ETA;
- A student cannot be admitted to more than one program at a time;

- A minimum enrollment of 40 graduate students per class is required to run a given Master's Program; and
- All other relevant rules and regulations related to admission and related matters of the undergraduate programs shall also apply to the Graduate programs where appropriate.

**Applicants for admission to graduate program must:**

- a. present all the required documents,
- b. assessment result of the entrance exam, and
- c. be filled in application forms, and submit to Campus/College Registrar and Alumni Affairs Office.

**82.2. Readmission**

Students who dropout or withdraw officially after completion of at least one semester, can request for readmission into the program/field of study, they withdrew from. The University sets minimum cut-off SGPA/CGPA for readmission applications. Applications that meet the minimum cut-off points shall be accepted for consideration.

**82.2.1. Readmission of Undergraduate Students**

**82.2.1.1. Readmission for Undergraduate Students in Good Academic Standing**

- A student who, for reasons beyond his control, discontinues his studies while in good academic standing shall be allowed to apply for readmission.
- The applicant is required to provide documented and acceptable justifications for his withdrawal.
- When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his application for readmission.

**82.2.1.2. Readmission for Academically Dismissed Undergraduate Students**

- Students dismissed for academic reasons may be readmitted after at least a semester to repeat courses in which they failed (scored "D" and "F") during the semester of readmission. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- A dismissed student is given a readmission chance only once in his stay in the University.

- A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.
- A first year student dismissed at the end of the first semester with a SGPA of not less than **1.00** shall be readmitted.
- A first year student dismissed at the end of the second semester with a CGPA of not less than **1.75** shall be readmitted.
- A second year and above student dismissed at any semester with a CGPA of not less than **1.75** shall be readmitted.
- A student who has been dismissed for good due to academic deficiencies will not be readmitted into the program from which he has been dismissed.
- A dismissed student may apply for admission to any program in the next academic Year.
- An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.

**Note:** *Securing readmission by any means other than those stated in this guideline is totally unacceptable and illegal; the discovery of such an illegal re-admission shall cause automatic and final dismissal of the student from the University.*

## **82.2.2. Withdrawal and Readmission of Graduate Students**

### **82.2.2.1. Withdrawal of Graduate Students**

- a. A student who wishes to withdraw must consult and explain any reasons to his academic advisor. Any student who withdraws must be informed that he must have reasonable grounds for withdrawal to be granted readmission.
- b. Unless there are compelling reasons, official withdrawal forms shall be completed within **30** days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.
- c. A candidate who fails to comply with this requirement shall not be eligible for readmission unless there are acceptable causes such as:
  - medical reasons ascertained by valid certificate; and
  - other valid unforeseeable reasons

#### 82.2.2.2. Readmission of Graduate Students

- a. A candidate in good academic standing who discontinues his studies with good reason may apply for readmission through the Registrar and Alumni Affairs Office into the discontinued semester.
- b. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder:
  - I. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
  - II. If the University is unable to carry out the relevant program and advises the candidate accordingly.
  - III. If the candidate is unable to continue due to force majeure other than those outlined.
- d. A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
  - I. If the student, at the end of the first semester, had obtained a SGPA of not less than **2.50**.
  - II. If the student, at the end of second or above semester, had obtained a CGPA of not less than **2.75**.
- e. No graduate student who has been dismissed on academic grounds shall be readmitted more than once.
- f. A candidate who withdraws from the program studies without the approval of the concerned DC/AC not be eligible for readmission.
- g. The Academic Council may recommend that a student who is dismissed for academic reasons or dropped out or withdrew, be readmitted within a maximum of two years of grace period. The Academic Council can relax this period for those who discontinued their studies due to force majeure.
- h. Postgraduate student must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit readmission application to the Registrar and Alumni Affairs Office.

### **82.3. Readmission Procedures**

- Students collect Readmission Application Form from the campus Registrar and Alumni Affairs at specified times indicated in the Academic Calendar.
- The completed forms are then returned to the campus Registrar and Alumni Affairs office.
- The Office of Registrar and Alumni Affairs forwards the applications to the respective departments.
- The Campus/College Academic Council acts on the application; decisions are communicated to the Office of the Registrar and Alumni Affairs.
- The Office of the Registrar and Alumni Affairs officially communicates all concerned applicants whether they have been accepted or rejected.

## **Article 83: Registration and Enrollment**

### **83.1. Registration**

- Applicants who have secured admission to RVU shall register within the dates specified in the academic calendar of the University.
- Students must register in person, no proxy registration except for special cases. A student cannot attend classes without completing all registration formalities.
- Every student must register at the beginning of each semester in order to keep his file active.
- No students are allowed to get registered without presenting their academic status (Grade Report) of immediate previous semester.
- A student who fails to maintain continuous registration without officially withdrawing from the program will be considered to have dropped from the program.
- If such a student wishes to resume his studies, he must submit an application to the Registrar and Alumni Affairs Office for re-admission, within the time limit specified in the academic calendar.
- The program for a readmitted student shall be reassessed in accordance with the current rules and regulations at the time of the re-admission.

#### **83.1.1. Registration procedures**

The admitted Students will undergo the following procedures while undertaking the registration process:

- collect registration slips from the Campus/College Registrar and Alumni Affairs Office.
- Fill in the required information on the registration slip.

- pay the necessary tuition fees and produce bank deposit slips along with the receipts.
- get the registration slip signed by the advisor/ freshman program coordinator and go to the Campus/College Registrar and Alumni Affairs Office with the duly signed slips.
- The Campus/College Registrar and Alumni Affairs Officer then registers the student, renews the ID card and gives back a copy of the registration slip to the student.

*Note: A student may be asked to present his registration slip by the instructor teaching the module/course or by any of the offices providing student services (Finance Office). For that purpose, the student should keep one copy of the registration slip with him.*

### **83.1.2. Orientation of Students**

The Campus/College Director is responsible for organizing an orientation or induction program for new incoming students in collaboration with other relevant units of the Campus/College. Orientation will be given to all new students on the following major topics:

- history, vision, mission and the educational goals of the University;
- teaching departments and programs of study available to students;
- registration, admissions and graduation requirements and processes;
- library services, rules, regulations and facilities; and
- student services, facilities, rights and responsibilities, by the Officer of Student Support Service and respective offices.

### **83.1.3. Identification Card/ID Card**

A student registering at the University is issued a non-transferable identification card with a unique and permanent registration number. The card, which is a very valuable document and which requires careful handling, is a means to access services and facilities in the Campus/College. The registration number, often called ID Number, which should appear on all student documents, is required every time the student requests for any University services. Identification cards are issued to all new students free of charge. It should be renewed each semester, and returned to the Registrar and Alumni Affairs Office when the student discontinues his studies or graduates. Issuance of ID cards needs one recently taken passport size photograph of the student with his name, father's and grandfather's names clearly written on the back of the photograph in English.

A student who lost or damaged his identification card follows the following procedures:

- apply to the Registrar and Alumni Affairs Office for replacement;
- bring evidence from police station; and

- pay for replacement of lost identification card.

## **Article 84: Add and/or Drop**

Add and drop is an action of registering for modules/courses or dropping those modules/courses the student registered for during the normal registration time. It is, therefore, an opportunity given to the student to correct any oversight during the normal registration period. However, such possibilities have to be explored in consultation with and permission by the academic advisor of the student. Add and drops are done on a form prepared for that purpose and the form should be collected from the Registrar and Alumni Affairs Office. Dates for add and drop are indicated in the academic calendar of the University.

### **84.1. Dropping Out, Withdrawing and Clearing**

A student may be forced to discontinue his study because of academic reasons for at least one semester. In consultation with their academic advisors students can drop out or withdraw from the University. Such type of discontinuity allows a readmission in which a student will be readmitted to repeat the modules/courses he failed. A student with a dismiss status should formally withdraw from the university. Any student who wants to withdraw should complete withdrawal form. If a student withdraws after he has attended **85%** or more, he shall be allowed to sit for make-up exam for both block-based and semester based courses if the student gets readmitted in the next academic year. Otherwise, the student shall take the course afresh.

#### **84.1.1. Dropping Out**

Students dropping out from the University must consult their academic advisors and explain why they wish to drop out. Upon the verification of the academic Council of the Campus/College, students dropping out from the University for inadequate reasons will be denied readmission; but if the reason/s is/are adequate, he will be readmitted.

#### **84.1.2. Withdrawing**

Any student who wants to discontinue his study should formally withdraw and complete Withdrawal Form (or clearance) eight weeks after the beginning of the semester. The University does not accept readmission requests if an applicant has not withdrawn properly. Such a student cannot claim the fee he has paid for the semester.

The Academic Council may recommend that a student who is dismissed for academic reasons or dropped out or withdrew, be readmitted within a maximum of three years of grace period. The Academic Council can relax this period for those who discontinued their studies due to force majeure.

### 84.1.3. Clearing

Students should fulfill the proper clearance procedure and return ID card upon graduation or when they withdraw or dropout their study. Every student must collect three copies of Clearance Form from the Campus/College Registrar and Alumni Office. After properly completing such forms and getting them signed by the appropriate offices, the student must submit one copy to the Campus/College Registrar and Alumni Office, keep a copy with him and the third copy to department. No transcripts, degrees, diplomas and letters of recommendation will be issued to a person who cannot submit his copy of the clearance form.

### Article 85: Semester Load

A student is required to register for a normal load which is measured in terms of the total sum of Credits of the courses he/she registers. The load varies according to the type (regular, extension & Distance) of the program. The detail is found in the following table. More details can be found inside the curriculum of the program to which the student is enrolled.

Table 1: Semester load

Mode of Delivery	Semester Load (Undergraduate)	Semester Load (Graduate)
Regular	17-21	10-13
Extension	9-13 (Semester) or 6-8(Summer)	6-9
Distance	9-13	

### Article 86: Class Attendance

A student is required to attend all lecture, laboratory and practical sessions as well as field work. 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 is to earn credit in a given course. However, in case of health sciences, **100%** class attendance is academically indispensable. A student who has missed more than **20%** attendance will be given a grade of “**I**” (Incomplete) and will be required to provide acceptable reasons for his/her failure to attend classes. If a student’s incomplete attendance is

proven to have been for valid reasons, his registration for the module/course will be cancelled and he/she shall be permitted to do the module/course afresh. If a student's incomplete attendance was due to reasons that were not valid, the "I" grade will be changed to an "F" at the end of the four week of his next enrolment in the program.

## **Article 87: Assessment, Examination and Academic Status**

### **87.1. Assessment**

RVU decides continuous assessment and summative assessment accounts for **50%** each for course. The continuous assessment takes in the form of quiz, tests, reports, assignments, presentations, article/book review etc based on the nature of lesson/chapter/course. The summative assessment can be final exam or final project based on course nature. However, some discipline such as Medicine can set out their general guidelines.

Examinations may be oral, written or practical, depending on the nature of the course. The number, type and schedule of examinations or tests in a course shall be determined by the instructor and stated on the course outline to be issued to students at the beginning of the course.

### **87.2. Administration of Examinations**

A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/CODE to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the examination. No student may be admitted into an examination hall **30** minutes after the beginning of the examination and may not be allowed to leave an examination hall within **30** minutes of the beginning of an examination and before signing the examination attendance sheet.

### **87.3. Violations of Examination Regulations**

Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.

- Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted
- Working on being found in possession of exam papers other than one's own

- Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted
- Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
- Sitting on an examination in a course for which one has not been registered.
- Taking an examination by proxy, i.e. through a secondary party.
- 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.
- Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

#### **87.4. Measures to be taken Against Violations of Examinations**

- A. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. S/he shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
- B. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. However, the decision to dismiss the student from the exam shall be made if the invigilator believes that the misbehavior of the student disturbs the exam session. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.

- C. 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 examination, but shall be told that his behavior will be reported.
- D. All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the respective course chair and vice dean.
- E. The course chair shall make decision on the case (that the student be given “F” grade in the course) and report the measure to the Vice Dean for Academic Affairs. In doing so, the course chair shall look in to previous disciplinary records of the student and if the student is found to have committed similar violations in the past, the case shall be referred to the Vice Dean for Academic Affairs.
- F. Vice Dean for Academic Affairs shall pass the case to the dean of the Campus immediately upon receipt from the course chair.
- G. The Dean shall present the case to the student discipline committee/academic council which shall make decision on the matter. The committee/council has the authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
- H. In the event that the committee/academic council finds a clear case of cheating, disciplinary measures shall be taken as provided by the University code of conduct.
  - If the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Dean of the Campus/College shall warn the student in writing and publicize the case within the Campus/College.
  - A student who has been reported for cheating for the second time shall be suspended for one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be decided by the Academic Council of the Campus/College on the recommendation of the Dean.
- I. Where an incident of cheating in examination involves more than one student, the following procedure shall be followed.
  - If all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.

- J. If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the Dean of the Campus/College in which he is a student and the rules of the University code of conduct shall apply.
- K. The decisions of the Academic Council/committee on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the Dean of the Campus.

## **87.5. Remarking of Examinations**

### **87.5.1. Rules for Remarking**

The instructor has a duty to show/communicate the result of each assessment. Consequently, if a student has any valid reason to challenge the result given, he has the right to application within three working days after the result is communicated.

A student who is aggrieved by the marks he had obtained in a course may application for remarking of his exam paper on the basis of the conditions set forth hereunder:

- The student has the right to see the results of their examination papers.
- The Application shall be formally submitted to the department head within the time frame set in the Academic Calendar.
- The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.
- A grade obtained in remarking shall be final even if it is lower than the one previously obtained.
- Application for re-marking of first semester grades shall be submitted within three to five working days after the registration date of the second semester.
- Application for re-marking of Second Semester grades shall be submitted three to five working days after the registration date of the next academic year.

### **87.5.2. Re-marking Procedure**

- Each Department Head shall be in possession of the standard application form to be filled out by students who apply for re-marking. Such forms shall require the student to specify the reasons for disputing the earned grade.

- Upon receipt of the application for remarking, the department head will, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.
- If it is decided that a student's examination shall be re-marked, the Department Council shall:
  - ✚ Obtain all relevant exam papers and grade distribution scale employed by the instructor;
  - ✚ Obtain the answer sheets or papers written by the applicants.
- The department council shall then assign at least two Academic Staff members having subject area knowledge who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the head with a recommended grade.
- The Department Council shall decide on the case based on reports from the two assigned academic Staff members.

The Department Head submits the final result/grade with department council minute to the Registrar and Alumni Affairs Office in three copies. The Head then:

- Signs and sends the hard and soft copy to the office of the Registrar and alumni affairs;
- Signs and sends one copy to the department head concerned; and
- Signs and sends one copy to the course instructor.

*Note: If student requests for remarking, then he shall be charged for the service.*

#### **87.6. Make-up Examinations**

1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (Incomplete) grade against a course may be allowed to sit for a make-up examination in the course.
2. . Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the department head according to the academic calendar of makeup exam schedule.
3. Where the Department Head finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SGPA/CGPA shall be calculated and the status of the student shall be determined accordingly.

4. Any student who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination according to the academic calendar of makeup exam schedule.
5. A graduating student with an “I” grade (s)(if it is because of final exam day absence in the final year last semester) shall take an immediate make-up examination.
6. A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered.
7. If an “I” grade is not removed within fourteen days of grade submitted as per the rules of grading system of the university, it shall be converted to an “F” grade and included to next semester for status determination.

#### **87.7. Re-examination**

- A graduating class student may be allowed for re-examination of a maximum of two modules/courses.
- A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity.
- Re-examination may be allowed for a student whose CGPA must be such that when an input of a minimum of **2.00** or “C” grade on the module/course is made enables him to qualify for graduation or promotion.

#### **87.8. Repeating Courses for Undergraduate Students**

- A student who obtains an “F” grade in a module/course may repeat the course. However, no such course may be repeated more than twice. If the student fails to remove his academic deficiency by repeating the course for the second time, the AC may allow him to take a substitute course if such a course is available in the program. If not, the AC shall decide on the matter. In case of an “F” grade in the substitute course, the student may repeat the course one more time. However, failure to remove one’s academic deficiency through repeated substitute course results in academic dismissal.
- A student with academic performance of CGPA of less than **2.00** may be allowed to repeat a maximum of three courses in which he scored a “D” grade before completing the course

requirements for a given credential graduation in which case the student may be given a second chance to repeat. A previous grade or grades of “F” or “D” shall be removed and replaced by the new grade.

- A grade on a repeated course shall be recorded as it is. The initial grades, that is, the grades that the students want to change, will be cancelled on transcripts and will not be considered in the calculation of SGPA and CGPA. If a student repeating “D” scores an “F”, the “F” shall be final unless a second repeat is authorized.
- Grades of repeated courses shall be identified by asterisk (\*) in front of the grade.
- A student shall make full payment for all repeated courses.

### **87.9. Repeating Courses for Graduate Students**

- Only courses with grades lower than ‘B’ may be repeated when the CGPA of the student is less than **3.00**.
- A student with a grade of “C” or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the DC by assessing the overall performance or special conditions of the student on individual basis.
- No course may be repeated or re-examined more than once.
- Grades obtained on a repeated course shall stand as they are.
- A students with two “C” grades and CGPA is **3:00** point, needs to remove only one “C” grade

### **Article 88: Academic Status**

Students are required to achieve a certain level of score to be promoted to the next semester. This achievement is measured by:

- Semester Grade Point Average (SGPA), and
- Cumulative Grade Point Average (CGPA).

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,

$$\text{GPA} = [(3 \times 3.5) + (3 \times 3.75)] \div (3+3) = 3.625$$

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

### **88.1. First Year Students**

1. A student who, at the end of the first semester, receives semester GPA of less than **1.50** shall be dismissed for academic reasons.
2. 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.
3. 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 .
4. 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.
5. If a student fails to achieve a semester GPA of **1.00** at any semester is subject to dismissal.

### **88.2. Second year and above students**

1. 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.
2. 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.

*Notice: Any consecutive warning leads to Academic Dismissal.*

### **88.3. Academic Status of Graduate Students**

#### **88.3.1. Academic Probation and Dismissal**

1. A first year graduate student is subject to dismissal without first being put on probation if his performance falls below **2.50** in his first semester results.
2. Any first year graduate student with a first semester GPA (SGPA) between **2.50** and **3.00** shall be placed on probation and will be subjected to dismissal if he fails to achieve a semester GPA of **3.00** in the next semester. If, however, a student on probation for the first time achieves during the next semester, a SGPA of **3.00** or above but his CGPA still falls below **3.00**, the relevant graduate committee may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of **3.00** or above in the third semester.

3. A graduate student may be put on probation for a second time provided it is ascertained that he has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of **3.00** in the next semester, he shall be dismissed.
4. No candidate subject to dismissal may expect discretionary probation as a matter of right.

## **Article 89: Transfer of Students and Course Exemption**

### **89.1. Transfer of Students**

Students may seek transfer from one program to another, from Campus/College to another Campus/College and even from university to university. The transfer requests are entertained as follows:

#### **89.1.1. Intra-University**

A student may transfer from one Campus/College to another Campus/College (inter- campus/college) or from one department to another department within the same Campus/College (intra-campus/college) upon satisfying the following conditions and procedures.

- Both inter-campus/college and intra- campus/college transfers shall depend on availability of space and facilities in the receiving campus/college or department and a transfer applicant shall have grade levels that would normally be required of students for enrolment into the department concerned.
- Inter- campus/college transfer is only applicable in areas of related disciplines;
- A student dismissed from his previous department shall not be eligible for transfer into another campus/college or department of the University;
- Inter- campus/college and intra- campus/college transfer application forms shall be available at each Campus/College and department of the University to be collected by applicants for transfer upon payment of appropriate fees;
- A transfer application form must be completed and returned to the concerned department within a week after registration;
- Granting or denying transfer shall be made by the Dean of the receiving Campus/College upon the recommendation of the receiving department in case of inter- campus/college transfer and by the Head of the receiving department in case of intra-campus/college transfer which shall then be approved by the Dean of the receiving Campus/College.

- Accepted transfer requests are subjected to final approval by the Registrar and Alumni Affairs Director of the University; while approving the admission of transfer of students, the receiving Campus/College will check the following:
  - a transfer applicant shall complete clearance from previous Campus/College;
  - a transfer applicant shall have grade levels/official transcript that would normally be required of students for enrolment;
  - a transferring student should have spent at least one semester in their Campus/College/University of origin and be in a good academic standing;
  - a student whose application for transfer has been rejected shall have a right of appeal to the AVP whose decision shall be final;
  - the process of transfer shall be completed within two weeks following the commencement of classes; and
  - the receiving department shall work out the details of transfer of credits and other technical matters.

#### **89.1.2. Inter-University**

- The transfer of students in regular, extension and distance programs from other recognized universities or colleges to the University within the same program may be accepted on justifiable grounds such as change of work place by the applicant or his spouse and health.
- Students applying for inter-university transfer should have spent at least one semester in their university of origin and be in a good academic standing.

#### **89.2. Course Exemptions and Credit Transfer**

Course exemption refers to courses exempted by the department at the University for students who had taken equivalent courses (greater than or equal to **75%** content similarity/sameness, equal Cr. Hr.) previously and get admission in the University.

Students who had already done certain courses in Higher Education Institutions or their equivalents with the same credit hours and content can request for an exemption from the course. However, this is subject for scrutiny by the department counsel (DC) and the Office of the Registrar and Alumni Affairs of the Campus/College.

### **89.2.1. Criteria for Exemption**

- A. The course title of both courses (course to be exempted and course already taken) should be the same, or similar or closely related.
- B. The course description and/or outline of both courses should be the same or similar.
- C. The credit hours of the course taken should be equal or greater than the course requested for exemption.
- D. The credit hours exempted will be **30%** of the total credit hours of the program.

### **89.2.2. Credit Transfer**

Credit transfer refers to credits transferred to departments of the University from other Universities or other University departments for student admitted on transfer basis. All grades for same/identical course/s “**C**”s and above shall be accepted for credit transfer for undergraduate students, and “**B**”s and above for graduate students.

Students wishing to get their credits, which they have earned from other accredited institutions of equivalent standard, transferred to the University must apply to the Department Head and the Office of the Registrar and Alumni Affairs of the Campus/College and get approval.

### **89.2.3. Transfer of Graduate Students**

A graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:

- ✓ Presents an application stating convincing reason(s) for requesting the transfer.
- ✓ Satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned post graduate committee and ACs has been obtained; and is not a dismissed student; and
- ✓ Must have completed not more than one fourth of the originally joined program (**25%** of the course work).
- ✓ Transfer of credits shall be **30 %** of the total credit hours the program.

## **Article 90: Grading and Issuance of Credentials**

### **90.1. Grading System**

Letter grades are assigned to the marks earned out of **100%** on a Fixed Scale (Criteria Referenced Grading System). The raw marks out of **100%** and their equivalent letter grades are indicated below.

Instructors are required to report raw marks and letter grades to the department and it should clearly show that continuous assessment has been conducted.

**Table 90.1: Grading System of Undergraduate Students**

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)

**Table 90.2: Grading System for Graduate Students**

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

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

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

**Table 90.3: Thesis Evaluation System**

Rank	Grading scale in percent	Letter Grade
Excellent	$\geq 85$	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’).

### **90.2. Other form of Letter Grades (I/NG/W/DO)**

- “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.
- 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.
- “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).
- “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.
- “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.

- Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.
- 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.

## **Article 91: 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.

### **91.1. Graduation Requirements for Undergraduate Programs**

- A CGPA of **2.00** must be obtained.
- A student shall not graduate with an “F” grade in any course.
- A student of health sciences shall not graduate with a “D” grade in major courses.
- All the required courses and the minimum credit hours set by the respective Departments should be covered.
- A student left with more than one semester shall not participate in the graduation ceremony.

### **91.2. 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:

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

## **Article 92: Graduate Thesis**

### **92.1. General Requirements**

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

### **92.2. Selection and Approval of Thesis Topic**

The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit. The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

### **92.3. Format of Thesis**

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

### **92.4. Submission of Thesis**

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

### **92.5. Procedures for Examination and Submission of Thesis**

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

from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

## **92.6. Thesis Evaluation and Rating**

### **92.6. Evaluation**

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

#### **92.6.1. Accepted**

The Thesis is:

- i. Accepted with no change,
- ii. Accepted with minor changes to be made to the satisfaction of the advisor,  
or
- iii. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners

If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

#### **92.6.2. Rejected**

A thesis shall be rejected if:

- i) The work does not meet the required standards; or
- ii) The work is plagiarized as judged by the examining Board; or
- iii) The work has been already used to confer a degree from this 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.

For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the CGS.

### 92.6.3. Thesis Rating

Name of the Candidate \_\_\_\_\_

Thesis Components	Points
(a) Abstract .....	_____ (5%)
(b) Materials and Methods .....	_____ (15%)
(c) Literature Review .....	_____ (10%)
(d) Result and Discussion .....	_____ (40%)
(e) Summary and Conclusion .....	_____ (10%)
<b>Defense Examination</b>	
(a) Manner of presentation .....	_____ (5%)
(b) Confidence in the subject matter .....	_____ (5%)
(c) Ability of answering questions .....	_____ (10%)
<b>Total</b>	_____ ( <b>100%</b> )

Evaluation result (Excellent (A), Very Good (B<sup>+</sup>), Good (B), Satisfactory(C), below (C) Fail

\_\_\_\_\_  
Name of Examiner                      Signature                      Date

**NB: The Grading scales of each rank are as follows:**

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

\* *Evaluation weight (%) = 0.6 x External examiner's ER + 0.4 x Internal examiner's ER*

- a) A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected thesis shall be rated "Fail".

### **92.7. Final Thesis**

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

### **92.8. Publication**

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

## **Article 93: Advisor-ship**

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

- a) The DGC normally recommends the selected thesis advisor(s) to the SC/DC. The Thesis advisor(s) shall be:

- i. A full-time academic unit member with the academic rank of Assistant Professor and above for Masters Program and Associate Professor and above for PhD.

OR

- ii. A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.
  - b) The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
  - c) The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

## **Article 94: The External Examiner**

### **94.1. 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.

### **94.2. Functions**

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

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

### **94.3. Selection and Appointment**

Normally, one external examiner is required for each student/thesis except for PhD and Master Thesis in situations where the nature of the thesis work requires more than one external examiner.

The DGC selects external examiners and recommends to the CAC.

Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the CAC.

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

In approving the nomination of an external examiner, the CAC shall ascertain the following:

- a. Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the CAC on a case by case basis when presented to it by the concerned DGC.
- b. An external examiner in general must be external to the University.
- c. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary

#### **94.4. Participation in Assessment Procedures**

- The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.

- External examiners are encouraged to comment on the assessment process and the schemes for marking.

#### **94.5. Discussion of Course Structure**

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

#### **94.6. Reports**

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.

The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

#### **Article 95: Graduation and Award of Credentials to Graduate Studies**

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

## CHAPTER SIX

### 6. STUDENT RIGHTS AND RESPONSIBILITIES

#### **Article 96: Rights of the Students**

Without prejudice to other provisions of Higher Education Proclamation and other applicable laws, students of RVU shall have the right to:

1. Free inquiry of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
2. Enjoy the freedom to learn with appropriate opportunities and conditions in classrooms, campuses and in the larger community;
3. Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
4. Be free to express orderly their views on issues of institutional policy;
5. Receive protection from any form of discrimination or harassment;
6. Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
7. Be evaluated solely on academic basis consistent with norms provided for by HE Proclamation and RVU's academic standards, and receive redress against capricious evaluation;
8. Participate in a transparent system of performance evaluation of academic staff and academic programs;
9. Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
10. Join the institution's student union, which shall be founded on the principle of universality of membership in accordance with the pertinent laws so as to promote and protect their common interests lawfully;
11. Obtain access to facilities of the institution through their union in accordance with the rules and procedures of RVU;
12. Participate, through their union or representatives, in the sessions of the institution's governing bodies in accordance with HE Proclamation and directives issued by the GA;

13. Use, under the leadership and guidance of the student union and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion and editorial comments;

Rift Valley University shall have the responsibility to develop and implement rules and procedures that shall safeguard the rights of its students stipulated under this Article. The rules and procedures shall be developed in accordance with this article and on the basis of consensus built through the participation of its academic community.

### **Article 97: Student Responsibilities**

Without prejudice to other provisions of the Higher Education Proclamation and other applicable laws, any student of RVU shall have the following **responsibilities**:

1. attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;
2. maintain standards of academic performance established for each course in which he is enrolled;
3. know and uphold the objectives of higher education and the guiding values of the institution;
4. respect, in classroom or anywhere in the premises of the institution, the rights of other persons protected by law;
5. observe scrupulously the applicable provisions of this Proclamation and the rules of the institution which are consistent with this Proclamation;
6. interact with academic and other staff and any other student of the institution with due respect to their constitutional rights;
7. refrain from any unlawful act and from any unethical activities;
8. complain and 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;
9. use and handle the properties of the institution with due care and be held accountable for any damage caused to the property of the institution due to intentional or negligent misuse or destruction;
10. Effect payment of fees applicable in accordance with the provisions of this Proclamation for services that has been provided by the institution.

## **Article 98: Code of Conduct of Students**

### **Prohibited Acts include:**

1. Physically harming (assaulting, battering or killing) another member of the community;
2. Sexually assaulting or sexually harassing another person;
3. Bullying, or harassing another person or defaming any member of the RVU community;
4. Possessing, using or storing firearms, explosives, or weapons on RVU-controlled premises or at RVU events or programs (unless permitted by the Management);
5. Illegally possessing, using, distributing, manufacturing or selling alcoholic beverages or drugs;
6. Stealing, vandalizing, damaging, destroying, or defacing RVU property or the property of others;
7. Obstructing or disrupting classes, research works or other activities or programs of RVU; or obstructing access to RVU facilities, property or programs;
8. Making, possessing or using any falsified RVU documents or records;
9. Violating policies concerning the use of the library, computers or other properties.

## **Article 99: Sanctions**

99.1. The sanctions for any one of the VIOLATIONS indicated in Article 97 shall be determined by the Dean of Students and approved by the Campus/Faculty Student Affairs Committee;

99.2. Disciplinary hearings shall be conducted by a committee established for the purpose at each faculty or campus. The membership of such committees shall include the Officer for Student Support Services or his representative serving as a chairperson; one academic staff member, a student representative, a representative of the campus police as well as a representative of the relevant faculty administration;

99.3. A student aggrieved by the decision of the Discipline committee may appeal to the Dean or to an official of the establishment so delegated by the Dean for this purpose. The decision of the Dean or his delegate shall be final.

## **Article 100: Student Organizations**

### **Policy Premises of Student Organizations**

Students constitute a vital component of the community and the University has the responsibility of providing its students with opportunities that would enable them to form student organizations to be

employed for student self-government for enhancing their academic pursuits and for developing their personalities through actual participation in the democratic process of decision making and action; The University has the responsibility of overseeing all the activities that are being undertaken on its campuses, including the activities of student organizations.

**Article 101: Recognition of Student Organizations**

The University shall recognize student organizations in accordance with the law of the country, and within the capacity of its resources, provide the necessary assistance to them.

**Article 102: Objectives of Student Organization(S)**

- To promote studies, research, academic discussions and publications
- To supplement the curricula by promoting such activities as lectures, panel discussions, debates, seminars, field trips, theatres, films, art exhibitions, and other recreational activities among members of the University community and the society at large;
- To promote communications, understanding, tolerance and cooperation among the students, other members of the community and the administration.

## CHAPTER SEVEN

### 7. RESEARCH AND PUBLICATIONS

#### **Article 103: Policy Premises on Research**

**103.1** Academic staff in a teaching faculty is expected to devote 25% and 15% of their time to research and community services respectively. Whereas, staff of research institutes are expected to devote at least 75% of their time to research as provided in the Legislation.

**103.2** Ways and means for the dissemination of the research findings through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops shall always be sought.

**103.3** The link age between the research units in the University and the teaching units needs to be strengthened through active research undertaking of personnel as well as collaboration on joint research and teaching activities.

#### **Article 104: Procedures for Initiating and Conducting Research**

- A research proposal of an academic staff for which internal or external funding is sought shall be submitted to the department for review and endorsement.
- Academic staff member carrying out research without the need for financial support shall notify their departments of such activities so that the department could oversee that the teaching and private research endeavors are going smoothly.
- Where funds are sought from sources internal to the University, the proposal shall be presented to the college/campus RPCSC shall be forwarded to the Research, Publication and Community Service Committee (RPCSC) established by the University's Senate for overall review and approval subject to availability of funds. The RPCSC reserves the right to have proposals reviewed by independent professional associations if there need be.
- Where funds are sought from sources external to the university, the proposals deemed accepted by college/campus RPCSC shall be reviewed and approved by the Senate RPCSC and registered at Rift Valley University Office of V/President for Research, Community Services and Technology Transfer.
- The process of the research proposal submission, reviewing, acceptance and funding shall be done following the policies and procedures set by the University's Office of VPRCSTT.

- Research proposals to be submitted to the respective College/Campus shall be processed by the Campus's/Faculty's RPCSC following the research policy of the University.
- 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 Senate RPCSC.

#### **Article 105: Administration of Research**

- The overall administration of research in the University is vested in the Directorate for Research, Community Service and Technology Transfer.
- The Research, Community Services and Technology Transfer Director, Deans, and Department Heads shall have the responsibility to implement the guidelines to be issued by the Senate or the Senate RPCSC.
- Researchers whose proposals have been approved and funded shall submit regular reports to Department Heads, Deans and the Research, Community Services and Technology Transfer Director, in accordance with guidelines set by the Senate RPCSC.
- All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Research, Community Services and Technology Transfer Director.
- The financial administration of research funds shall be governed by the existing financial policy and procedures of the University and such other relevant guidelines as may be issued by the Vice President for Research, Community Services and Technology Transfer Director and Vice President for Administration & Business Development and approved by the President.

#### **Article 106: Proprietary Rights On Research Findings And Research Property**

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided for under individual research agreements, the University shall have proprietary rights on research findings and/or products developed as per the relevant provisions of the Legislation.

#### **Article 107: Research Priorities**

Based on guidelines and priorities set by the Senate or the RPCSC, campuses/colleges and departments, shall set priorities of research within their respective spheres.

In determining their research priorities, departments, colleges/campuses shall take into account:

1. The needs and priorities of the country;
2. The missions and objectives of the Department, Campus and the University, and
3. The magnitude of the problem (present/future).

4. The decision on priorities of the problems shall be accompanied by the minutes of the meeting of the departments or other institutions that deliberated on the issue.
5. RPCSC shall approve the research priorities of departments.
6. Inter-Campus/faculty commissions may be set up to deal with multidisciplinary subjects.
7. Departments shall revise their priorities at least every five years.

#### **Article 108: Fiscal Power**

The Director for Research, Community Services and Technology Transfer is an integral part of the University; the University has the ultimate responsibility for the management of grants & funds, including custody of all departments' funds and final accountability thereto. However, it is recognized that a Research, Community Services and Technology Transfer is autonomous to expend the funds of his department in such a fashion as to comply with the general requirements of the granting agency and of the University.

#### **Article 109: University Budgetary Responsibilities**

The department shall submit an annual budget reviewed and endorsed by Managing Council of the University. The Department shall offer facilities for research by other University staff members. It is expected that the RPCSC shall be responsible for screening such commitments.

#### **Article 110: Reputability of Professional Journals**

- The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that the journals maintain high level of professional credibility and meet a minimum set of scholarly standards.
- The reputability of journals under the auspices of the University shall be determined by guidelines to be prepared by Research, Community Services and Technology Transfer and approved by the Senate upon recommendation by the RPCSC.
- Such guidelines shall first be developed by the Office of the VPRGS.
- The reputability of journals outside the University shall be established by the relevant departments in the University having regard to guidelines to be issued by the RPCSC.
- The RPCSC shall review 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 three years.

**Article 111: Commissioning and Approval of Teaching Materials, Textbooks And Books**

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

## CHAPTER EIGHT

### 8. COMMUNITY AND CONSULTANCY SERVICES

#### **Article 112: Consultancy and Community Service Providers of the University**

The University organs responsible for conducting and handling community and consultancy services are Director for Research, Community Services and Technology Transfer, College/Campuses and Departments.

#### **Article 113: The Responsibilities of Campus/ College**

Campus/College shall have the **responsibilities** to:

- Oversee and coordinate community and consultancy service activities of individuals within departments, Colleges/Campuses.
- Prepare proposals and technical documents.
- Negotiate terms of consultancy contracts in accordance with the regulation of the university.
- Verify terms of consultancy service contracts. Sign contracts and deposit the same with each College/Campus and Director for Research, Community Services and Technology Transfer.
- Make periodic follow-ups on consultancy work and submit report to the Director for Research, Community Services and Technology Transfer.
- Execute consultancy and community services.
- Authorize payments as per the terms and conditions of the contract.
- Make purchase of goods required for community and consultancy services in accordance with the relevant rules and regulations of the University.
- Play an active role in developing markets for consultancy services: and
- Make other decisions related to community and consultancy services.

#### **Article 114: Determination of Cost for Community and Consultancy Services**

- Consultancy contract preparations shall involve the determination of proper and accurate cost of the consultancy and community service to be rendered. Due regard being given to the special expertise required in the determination of consultancy costs, each College/Campus and Director for Research, Community Services and Technology Transfer shall take full responsibility in the determination of the component parts that should be considered.

- A guideline on major cost components, including overhead charge to be considered in the determination of consultancy fees shall be prepared by the Office and implemented up on approval by the Senate.
- The University shall utilize the overhead for the promotion of research, consultancy, and community service activities of the concerned campus/faculty or department.
- Where staff engaged in consultancy services belongs to different departments and/or Colleges/campuses the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the staff.
- Transport and per-deim shall be charged depending on the agreements between the university and the client.

#### **Article 115: Sub-Contracting Consultancy Service Agreements**

Where the Campus/Faculty or Department cannot execute all the components of the consultancy service agreements, it may involve individuals or organizations outside the university in consultation with the Vice President for Research on such terms and conditions as may be agreed upon.

#### **Article 116: Property Ownership**

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the University's property.

#### **Article 117: Publication and Intellectual Property Rights**

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

117.2 The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the College/Campus or Department shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

## **CHAPTER NINE**

### **9. MISCELLANEOUS PROVISIONS**

#### **Article 118: Forgery and False Statements**

Any member of the university community, who participates in any act of forging credentials and/or documents or who misrepresents herself/himself in written or verbal forms, shall be liable to administrative and disciplinary measures in accordance with the Legislation. Without prejudice to this provision, where applicable, the same act shall be subjected to criminal and civil liabilities as per the relevant provisions of the law.

#### **Article 119: Legal Effects of The Legislation**

All rules, guidelines, decisions and practices that are contrary to any provision of the Legislation shall have no effect on matters covered under the Legislation. Such rules, guidelines, decisions and practices are hereby repealed and replaced by the Legislation.

#### **Article 120: Power to Issue Rules and Guidelines**

The university President as well as the Senate shall have the power to issue, amend, and repeal any rule and guidelines necessary as per the Higher Education Proclamation, the Council of Minister's Regulations, the General Assembly Directives and the Legislation. Any other University Official and organ that is expressly authorized by the law and the Legislation shall issue and publish the same as soon as s/he or it assumes the official responsibilities as per the Legislation.

#### **Article 121: Repeated Regulations**

The 2015 Senate Legislation of RVU University and all amendments thereto are hereby repeated and replaced by the Legislation.

#### **Article 122: University Rules And Regulations Inconsistent With The Legislation**

All University rules and regulations inconsistent with the provisions of the Legislation shall not apply on matters covered under the Legislation

**Article 123: Power To Issue Guidelines**

The President or the Senate may issue guidelines for the proper implementation of theatre provisions of the Legislation.

**Article 124: Obligation to Comply**

All members of the University Community shall have the obligation to comply with the provisions of the Legislation. All units of the University shall have the obligation to implement the Legislation

**Article 125: Effective Date**

The Legislation shall come into effect as of this day of September 20, 2024.

**Derebssa Dufera (PhD, Professor)**

**President, Rift Valley University**