

# RIFT VALLEY UNIVERSITY



*Hub of Excellence*

## Teaching-Learning Manual

September, 2024

Addis Ababa, Ethiopia

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## **ACRONYMS**

RAAC:	Registrar and Alumni Affairs Committee
AC:	Academic Commission
ARC:	Admission and Recruitment Committee
AVP:	Academic Vice President
COC:	Certificate of Competency
EHEECE:	Ethiopian Higher Education Entrance Certificate Examination
MoE:	Ministry of Education
RVU:	Rift Valley University
TVET:	Technical Vocational Education Training

# **CHAPTER ONE**

## **PREFACE TO RIFT VALLEY UNIVERSITY**

### **1.1. Background of Rift Valley University**

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

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

Currently, Rift Valley University being a pioneer and the largest Private Higher Learning Institution in Ethiopia has been delivering quality education to the citizens and foreigners who have lived in the country for different purposes. Furthermore, the University has 50 Campuses, 3 TVET Colleges and College of Open and Distance Education (32 accredited branches) with diversified fields of study across the country. Over the last two decades, thousands have joined and graduated with Technical and Vocational Education and Training (TVET), Bachelor's degree, and Master's degree that enabled them to support themselves and their families. Others

have also managed to create their own jobs whereby they exhibited the merits of their training and education at Rift Valley University in fostering the already established development goals of the country.

## **1.2.Mission, Vision and Values of Rift Valley University**

### **1.2.1. Mission**

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

### **1.2.2. Vision**

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

#### **Motto of RVU**

“Hub of Excellence”

### **1.2.3. Values of RVU**

The following are the values cherished by RVU:

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

## **CHAPTER TWO**

### **INTRODUCTION OF THE GUIDELINE**

#### **1.3.Scope of the Policy**

This teaching and learning policy shall applies to learning and teaching activities undertaken in the Rift Valley University across the campuses and colleges, as per the programs and curricula.

#### **1.4.General Objective**

The main objective of this policy is to devise and implement feasible working guidelines applicable to teaching-learning activities in all programs and campuses of the university

#### **1.5.Specific Objectives**

Specific objectives of this policy are:

- To sustain quality education by developing and applying standardized teaching-learning policy/guideline of the university;
- To enhance teaching-learning activities through outcome based, practical oriented, teaching philosophies;
- To ensure student-centered teaching, providing an academically challenging and supportive learning environment that motivates students to be actively engaged in their own learning, decision making, and governance;
- To develop robust assessment practices and providing effective feedback, allowing students to continually improve their learning;
- To enforce implementation of uniform standard grading system across the campuses

## **CHAPTER THREE**

### **ADMISSIONS AND RELATED MATTERS**

#### **1.6.General Provision**

- Admissions to all programs and modalities must be processed through the campus registrar and Alumni Affairs, in consultation with the Office of Registrar and Alumni Affairs at the Head Office.
- Criteria for admissions to each program shall be determined by Ministry of higher education based on results of the Ethiopian Higher Education Entrance Certificate Examination (EHEECE);
- A student is permitted to be enrolled only in one program;
- Any applicant is obliged to pay required amount of application fee and apply for admission by filling the format developed for this purpose.

#### **1.7.Admission Requirements**

##### **1.7.1. Regular and Extension Undergraduate:**

- Students can apply to the regular/extension program provided that they have an EHEECE result above the passing mark for entrance to higher education, which is decided by Ministry of Education (MoE).
- TVET level graduates applicants for degree programs should fulfill required minimum work experience, and must produce a certificate of Diploma and a passing result in the Certificate of Competence (COC) examination;
- Applicants graduated from accredited institution with diploma (12+2 and 10+3) shall be admitted to undergraduate
- Applicants from TVET program for admission should pass the entrance exam given by respective departments to be enrolled in the degree programs;
- Students who dropout or withdraw officially after earning at least one semester's credits at the University, can request for readmission into the campus they withdrew from after a year.

### **1.7.2. Technical and Vocational Education Training Program:**

- Admission criteria to regular and/or extension TVET program shall be determined by MOSHE or/Federal/ Regional TVET agency
- Applicants shall be legible for admission to TVET program if the result of EHEECE is above cut-off point
- Applicants shall be legible for admission to different levels of TVET as per their grade points

### **1.7.3. Graduate Programs:**

- For graduate studies, candidates who have completed their undergraduate studies (Bachelor degree) from accredited institute/university with the academic results required by the institution or university can be admitted;
- Applicants for graduate programs shall fulfill field relatedness requirement for admission if there is deviation between first degree and graduate program to be admitted the applicant shall take bridge courses;
- Graduate study programs applicants should pass entrance examination prepared and given by the respective department/program;
- Applicants of graduate programs should submit their official transcript to be eligible for admission;
- For doctoral program (PhD) applicants who have second-level degrees from accredited institute/university and the academic results required by the institution as well as those applicants who passed entrance exam and defend their synopsis are legible for admission.

### **1.8. Affirmative Action**

4.3.1. Upon the recommendation of the Registrar and Alumni Affairs Committee (RAAC), issue guidelines on special admission criteria that would enable disadvantaged groups (females, developing regions, physically challenged people, people needing special training etc.) to enroll in the programs of the University with due regard given to maintaining the standard of academic excellence of the University;

## **1.9.Registration**

- Applicants who have secured admission to RVU shall register within the dates specified in the academic calendar of the university;
- Student shall make registration each semester or term on time specified in academic calendar;
- Student who failed to registrar on specified time shall be liable to penalty;
- Any student failing to register at the beginning of the semester/term within reasonable period shall not be allowed to continue class with his/her previous batch;
- A student shall be legible for the next semester registration after getting immediate previous semester achievement status;
- Students must register in person. However, in the situation that a student cannot be present in person for registration, he/she should obtain permission from the Dean of the concerned campus to register by proxy;
- A student cannot attend classes without completing all registration formalities;
- A student who fails to maintain continuous registration without officially withdrawing from the program will be considered to have dropped from the program;
  - the Registrar 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;
- The Office of the Registrar and Alumni Affairs shall set the procedures for registration, adding or dropping of courses, withdrawal and transfer;
- Registrar and Alumni Affairs Office of campuses shall maintain up-to-date records and documents on all academic matters pertaining to student and programs of study of the University;
- Registrar and Alumni Affairs Office of campuses shall create and maintain up-to-date and accurate information on student admissions, placement, registration, achievement status, and graduation by department, level of programs and modality (regular, extension, distance, etc) and of classroom utilization;

- Registrar and Alumni Affairs of campuses shall issue transcripts, degrees, diplomas and certificates with the approval of the authorized body;
- Registrars of campuses shall be responsible for the custody of the Seal, of the Registrar's Office

### **1.10. Students Orientation**

Orientation shall be given for the newly registered students at all campuses of RVU before the beginning of classes.

#### **1.10.1. Goals and Objectives**

The goals and objectives of new student Orientation are:

- To introduce students to university /campus/college/ services which will support their educational and personal goals (library, information technology, academic and student services departments);
- To facilitate initial academic advisement, course/department selection, and registration;
- To familiarize students with the campus environment and physical facilities;
- To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning;
- To provide a welcoming atmosphere for students to meet faculty, staff;
- To provide the families of new students comprehensive information about the academic and student service resources and programs;
- To inform students their rights and responsibilities.

### **1.11. Role of Academic Advisors**

Academic staff assigned as advisors shall assume the roles and responsibilities to:

- Interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
- Understand the strengths and weaknesses of their students through continuous and regular monitoring on their academic achievements;
- Help students to develop personal academic goals or learning plans and facilitate their

progress towards their goals;

- Advise those students who express a desire or need for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;
- Act as learning consultants to their assigned group, in this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;
- Maintain academic and other records required for advising their assigned group of students; whenever there is change of advisors there should be proper handover of students' record;
- Help provide advice to students with academic difficulties and shall direct them to guidance and counseling office, if the problems of students are beyond the capacity of their academic advisors.

### **1.12. Role of Students**

Students, as adult learners, shall have the roles and responsibilities to:

- Understand clearly the requirements of the program;
- Develop their own personal learning and achievement plans in their course of studies, in consultation with their academic advisors;
- Understand their skills and state of preparedness for understanding their programs; and
- Keep personal record targets, plans on specific goals and the outcomes of their meetings with their advisors.

## **CHAPTER FOUR**

### **ACADEMIC CALENDAR AND DURATION OF STUDY**

#### **1.13. Academic Calendar**

Academic calendar shall be determined based on duration of study and curriculum of the program.

- For the degree regular programs, the University shall maintain an academic calendar of two semesters;
- Extension undergraduate degree programs shall have two semesters and summer class;
- The total credit hours taken during the summer-term shall not exceed eight.
- For TVET regular and extension programs, the Registrar and Alumni Affairs shall maintain an academic calendar of three-terms
- For graduate programs, the university shall maintain academic calendar of two semesters;
- Extension graduate degree programs shall have two semesters and summer class;
- The total credit hours taken during the summer-term shall not exceed seven.
- The Open and Distance Education shall have a three-term academic calendar;
- The academic calendar shall provide among other things admission, readmission, registration, course add and drop, tutorial, examination and graduation dates of regular, continuing and distance programs. Details of the calendar shall be proposed by Director for Registrar and Alumni Affairs and shall be approved by the senate.

#### **1.14. Duration of Studies**

- Students enrolled in the University shall pursue programs of study for which the maximum lengths of stay in programs and validity of courses are determined as follows:
- Duration of the study shall be as determined by MoE/ETA (HEP 1152/2019) and TVET Agency based on the curriculum of the programs.

### **1.15. Semester Load**

The semester course load shall be determined based on the total credit hours and duration of studies of the programs.

- Semester load for regular undergraduate student shall be 17-21 credit hours;
- Semester load for extension undergraduate program shall be 9-13 credit hours; summer class shall be 6-8 credit hours.
- Semester load for regular graduate student shall be 10-13 credit hours;
- Semester load for extension graduate program shall be 6-9 credit hours; summer class shall be 5-7 credit hours.
- Term load for distance student shall be 9-13 credit hours;
- Term load for TVET student shall be 15-17 hours depending on field of study for regular programs and 12-15 for extension programs.

## **CHAPTER FIVE**

### **ACADEMIC STAFF ISSUES AND RELATED MATTERS**

#### **1.16. Academic Staff Issues**

##### **1.16.1. Principles of Academic Staff Recruitment**

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

### **1.16.2. Duties and Responsibilities of Academic Staff**

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

A member of the Academic Staff at the University shall:

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

others and respecting the ideas of fellow academic staff members and students;

- Arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in fieldwork, seminar, workshop or other activities;
- Accept instruction from higher officials of the University where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University; and
- Carry out required tasks and official duties in an efficient and effective manner as assigned by the academic unit head or any other higher University body.

### **1.16.3. Academic Freedom**

- Exercise academic freedom consistent with relevant laws; legislation of the university
- All members of the academic community shall have the right to fulfill their functions of teaching and learning, doing research, writing, exchanging and disseminating information, and providing services without fear of interference or repression from the state or any other forces;
- Academic freedom engages the obligation by each individual member of the academic profession to excellence, innovation and advancing the frontiers of knowledge through research and the dissemination/diffusion of its results through teaching, publication and community service;
- Academic freedom also engages the ethical responsibility of the individual and the academic community in the conduct of research, both in determining the priorities of that research and in taking account of the implications which its results may have for Humanity and Nature;
- The academic community shall have the freedom of forming/joining independent and autonomous professional associations.
- All members of the academic community shall have the right to write, print, and publish their own newspapers or any other forms of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender

hatred.

#### **1.16.4. Academic Promotion**

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

- To be eligible for promotion, an academic staff of the University shall fulfill the following conditions:
  - ✓ successful completion of the minimum service year in the university as indicated in legislation;
  - ✓ meet the minimum requirements set for the academic rank requested for promotion;
  - ✓ Free from unresolved issues such as disciplinary cases.
- General criteria
  - ✓ Length of Service within a Given Rank
  - ✓ Effectiveness in Teaching (Performance evaluation by students, colleagues, department heads, or dean)
  - ✓ Publication of an article or articles in reputable journal, community service
  - ✓ Participation in the Affairs of the University

#### **1.16.5. Teaching load**

- A weekly teaching load of an academic staff teaching undergraduate degree program courses is 17 hours.
- A weekly teaching load of an academic staff teaching graduate degree program course is 14 hours for all assigned instructors. The staff member shall be remunerated for all additional teaching assignments.
- A weekly teaching load for academic staff teaching TVET program shall be 21 hours for all trainers.
- A weekly teaching load for departments Heads or equivalent position shall be 11 hours for undergraduate degree program courses, 8 hours for postgraduate program courses and 15 hours of TVET program competencies/modules.

### **1.16.6. Reporting Teaching Load**

- Teaching loads for all academic staff members engaged in teaching (full or part-time) shall be reported each semester by campus deans through their respective channel to the to the Office of Director for Academic Affairs on forms prepared for this purpose in between 3<sup>rd</sup> to 4<sup>th</sup> weeks after the start of classes.
- Justifications have to be provided in writing in instances where the teaching load of an academic Staff is below the average or above the maximum.

### **1.16.7. Academic Staff Discipline**

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

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

- Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- Discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
- Nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- Use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- Conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the University;
- Engaging in academic dishonesty which means any of the following or a combination thereof:
  - Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
  - Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
  - Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or
  - Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty

#### **1.16.8. Code of Ethics of Academic Staffs**

- Refrain from using professional relationships with students for private advantage;
- Refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex, creed, political partisanship, disability or physical condition and socio-economic status;
- Refrain from disclosing information about students obtained in the course of professional

- service unless disclosure serves a compelling professional purpose or is required by law;
- Refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
  - No academic staff shall handover the course that he has been assigned to teach to any other individual for any length of time without the approval of the academic department head.

### **1.17. Duties and Responsibilities of students in Teaching- Learning Process**

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

- Attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;
- Interact with members of the community in a respectful and courteous manner;
- 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;
- Be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or damage or vandalism;
- Make proper use and care of University property;
- Refrain from unlawful and unethical practices, such as instigation of violence, hate speech and theft

### **1.18. Student-Teacher Relationship**

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

### **1.19. Class Attendance**

- A student is required to attend all lecture, laboratory and practical sessions as well as field work courses, except for courses in which earning of credits through examination alone is accepted;
- 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. The above, however, does not rule out:
- Campuses such as the college of Medicine and health sciences, demanding 100% attendance where such full attendance is academically indispensable; but in situations where a student, because of reasons beyond his control, fails to attend all sessions which is not less than 90% remedial action shall be taken by the respective department to compensate the remaining 10%; and
- A student who has missed more than 20% attendance shall be given a grade of NG (No grade) and the NG grade shall be changed to an “F” ” at the end of the four week of his/her next enrolment in the program

## CHAPTER SIX

### FACILITIES, TEACHING MATERIALS STANDARD AND MODE OF DELIVERY

#### 1.20. Infrastructure and Teaching Facility

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

- The University/campuses shall have building(s) that can sufficiently accommodate staff offices, staff and students' cafeteria, toilets, clinic service (first aid), suitable and inclusive for special needs students;
- The university/ campuses should establish internet (broad band and Wi-Fi) infrastructure for both staff and student service;
- The university/campuses should organize well-furnished teaching class-rooms (neat, attractive, conducive, with necessary teaching aids);
- Campuses should establish, organize computer laboratories with full facilities that can serve for teaching common courses for different departments and programs;
- Campuses having computer science or information technology departments shall separately establish computer laboratories with necessary facilities for students' practical teaching, and practical examination purposes;
- Campuses shall be responsible for establishing library System that can accommodate at least 20% of the enrolled students at a time;
  - Updated/recent published relevant books (reference or text), journals, modules, periodicals relevant to the field of study or programs shall be availed in sufficient number;
  - The campuses are responsible to establish digital library (upload reference materials, Journals subscription, books on computer) for students, academic staffs, and others;
  - Campuses shall be responsible to establish library with conducive environment;

- Campuses having Health departments shall fulfill educational facilities and infrastructures such as laboratories and practical demonstration rooms with all the required materials, equipment and chemicals. Facilitate practical attachments with hospitals, and other health institutes;
- Engineering and technology departments shall also fulfill well-furnished workshops, computer laboratories, drawing rooms, site or field where students can practice what they have acquired theoretically. The campus/departments shall also create strong linkage with relevant industry and facilitate practical attachments.
- Business field of study /departments shall facilitate industry linkage and make the students to have practical exposure in banks, manufacturing, and service industries.
- For practical attachments (hospital attachment or internship, cooperative training, etc) the university/campuses/departments shall develop and sign memorandum of understanding with the organization on format developed for this purpose and the campuses shall also develop strong control mechanisms and follow-up under regular basis.

### **1.21. Teaching Materials**

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

### **1.22. Mode of Delivery**

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

## CHAPTER SEVEN

### ASSESSMENT AND GRADING

#### 1.23. General Provisions of Examinations

- As a general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count 50% of the total course mark. The remaining points shall be allotted for a final exam at the end of course.
- However, some discipline such as Medicine, Engineering can set out their own general guidelines.
- The exams should encourage students to read, write, recite, analyze and evaluate, and the exam type for each course should assess student's knowledge, skill, and attitude.
- Final exam for all courses shall be prepared by the instructor/s and submitted to the department before 2 weeks of final exam schedule, evaluated and approved by department exam committee.
- Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- The number, type and schedule of exams or tests in a course are determined by the course team and shall be stated on the course outline to be issued to students at the beginning of the course.
- A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms.
- Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one semester.
- Students have the right to see their corrected exam papers.
- The instructor shall submit corrected final exam sheet, the semester students' attendance

sheet along with grades to the department; accordingly the department shall handle student's complain issue and the exam sheet shall be kept with the department only for one semester.

- In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content and the same scheme of grading shall also be employed.
- A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title to one or more sections. Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the department that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The department that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses.
- Teachers should give feedbacks of continuous assessment to the students on time
- Courses for which practical examination is must (health and other departments) practical examination shall worth at least 30%.
- Exam questions should address the course objectives and/or chapters' objectives;
- Final examination for a course should include all exam types (True/false, Matching, multiple choice, fill blank spaces, short answers, essay questions, work outs) based on the nature of courses.

#### **1.24. Administration of Examinations**

- A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/registrar to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the examination;
- No student may be admitted to an examination hall 30 minutes after the beginning of an examination; and No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet;
- In the event that a student is forced to leave an examination hall for health reasons, and in

so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness;

- Invigilators assigned for invigilation of exam should be academician staffs/instructors
- Exam cheating by the student shall be filled and signed by the invigilator/s with complete justification on forms developed for this purpose; submitted to the respective department, end up with 'F' grade

## **1.25. Grading and Grade Submission**

### **1.25.1. Grading**

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 in the following table. Instructors are required to report raw marks and letter grades to the department and it should clearly show that continuous assessment has been conducted.

#### **1.25.1.1. Grading system of Undergraduate Students**

**Table 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)

### 1.25.1.2. Grading System for Graduate Students

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

**Table 2: Grading System for Graduate Students**

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 3: **Thesis evaluation**

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’).

**1.26. 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.

### **1.26.2. Grade Submission**

- Instructors should submit continuous assessment result of the courses to the department two weeks before final exam date,
- Students’ grades shall be submitted by the instructor to the office of registrar and Alumni Affairs with a copy to the head of the department on duly signed official grade submission form within 7 days from the date of final exam of the course;
- Instructor who fails to submit students’ grade on due date shall be penalized;
- Grades shall officially be announced to students by the concerned campus registrar;
- The university/campuses shall establish and implement Online grade submission platform

### **1.27. Graduation Requirements**

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 (B-) ” 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.