



ADDIS ABABA UNIVERSITY

STUDENT HANDBOOK

Seek wisdom, elevate your
intellect and serve humanity

October 2013

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Office of the Registrar
2013/14 Academic Year**

A sincere and scrupulous effort has been made towards completeness, correctness and relevance of the information in this publication. If there are any errors or omissions in the information presented in this 'Handbook', we ask that you bring it to our attention so that future versions will be improved. If there is dispute in interpretation of the information contained in this Handbook, the Academic Vice President shall provide interpretation. Where the information is in disagreement with the University Senate Legislation, the Legislation shall take precedence.

For any comments or suggestions regarding this handbook please write to the email address below with the subject line "Student Handbook"
registrar@aau.edu.et

1. Preface

Addis Ababa University (AAU), like all other institutions, has a minimum package of rules and regulations for a smooth and orderly functioning. The rules and regulations included in this **Student Handbook** are primarily those that promote and characterize AAU as a community of scholarship. Many of these rules and regulations are adapted from the Addis Ababa University Senate Legislation. They are included here with the hope that if students know and practice them, they will find it easy to cope with the rigors of higher academic study and make their stay at AAU as fruitful and successful as possible.

The handbook must be used as a guide to the academic policies, procedures, and services of Addis Ababa University. It is provided as a resource to answer questions that relate to the many regulations that govern the academic life of students. It also contains a description of the services provided. We hope you find this handbook useful. It is an attempt to incorporate in one document those policies and procedures that may affect your day-to-day life.

As a student of Addis Ababa University, you are expected to: 1) be a responsible member of this community, 2) respect the individual rights of all members of this community, and 3) do nothing that will disrupt the provision of educational services by this institution. You may then expect the same from the faculty, administration, and staff.

We strongly recommend that students study this Handbook and use it as the need arises. If they do so, we are confident that they will academically perform better and have a fruitful academic experience.

The AAU Registrar has Section for Admissions, Registration and scheduling for Regular (Undergraduate and Graduate) and Continuing Education; Academic Records Section; Diploma Section for issuing Degree and Diploma; Information Section and Computer Section for University wide student record automation. In each College, there are College Registrar units which will guide students seeking any advice in all academic matters. Each of these offices has specific duties and responsibilities. However, what is common to all is that they are ready to serve the University Community and its Alumni. Come with grace and dignity and you will be received and served and treated respectfully. Your queries can be directed to the relevant section(s).

The Addis Ababa University Community wishes all incoming students of the 2013/2014 academic year good luck in their studies. It is hoped that you will find AAU a welcoming and hospitable environment. The Office also wishes all students a successful academic year.

2. The University

2.1 History

Modern higher education in Ethiopia began with the founding of the University College of Addis Ababa on March 20, 1950. Within the following decade, the College of Agriculture at Alemaya (now the Haramaya University), the College of Engineering, the Institute of Building Technology, the Gondar Public Health College and the Theological College of the Holy Trinity were opened. In February 1961. A charter brought all these faculties and colleges together to form the Haile Sellassie I University (HSIU), and at the inauguration ceremony of December 18, 1961, the former palace grounds (the Sidist Kilo Campus) became the Main Campus of the new University.

Beginning in 1962/63, the Faculty of Education, the School of Social Work, the College of Business Administration, the School of Law and the Faculty of Medicine were established. The same year (1963), the Division of Continuing Education, incorporating the extension sections of the University College and the Engineering College, in Addis Ababa, expanded its activities. As of 1974, many of the programmes in Education, Social Work and Arts were restructured following the revision of curricula designed to reflect the principle of socialism. New colleges and faculties were opened and existing ones expanded. The Bahir Dar Teacher's College (now the Bahr Dar University), the Agriculture Junior Colleges at Awassa (The centre of Hawassa University now) and the Faculty of Veterinary Medicine at Debre Zeit were opened. The Medical Faculty in Addis Ababa was expanded; the Gondar Public Health College was raised to a six years College of Medical Sciences. Later (1979), the various faculties registered vertical growth by incorporating higher-level studies such as Masters and Specialty Certificates, and PhD degrees later on. More recently, Commercial College, Centralized School of Nursing, School of Laboratory Technology, Yared School of Music, School of Journalism and Communications, the School of Fine Arts and Design were incorporated into the AAU structure. Most of the former outlying AAU campuses grew into full-fledged universities and others expanded considerably.

History has it that this veteran higher learning institution started with an initial name "University College of Addis Ababa" in 1950, then renamed Haile Selassie I University in 1962 and became Addis Ababa University in 1975.

Currently, the University includes:

2.2 Teaching Academic Units

- Addis Ababa Institute of Technology (AAiT)
- Ethiopian Institute of Architecture, Building Construction and City Development (EiABC)
- College of Business and Economics (CBE)
- College of Development Studies (CDS)
- College of Education and Behavioral Studies (CEBS)
- College of Health Sciences (CHS)
- College of Humanities, Language Studies, Journalism and Communication (CHLSJC)
- College of Law and Governance Studies (CLGS)
- College of Natural Sciences (CNS)
- Institute of Peace and Security Studies (IPSS)
- College of Performing and Visual Arts (CPVA)
- College of Social Sciences (CSS)
- College of Veterinary Medicine and Agriculture (CVMA)

2.3 Research Institutes

- Institute of Ethiopian Studies (IES)
- Institute of Educational Research (IER)
- Akililu Lemma Institute of Pathobiology (ALIP)
- Institute of Geophysics, Space Science and Astronomy (IGSSA)
- Ethiopian Institute of Water Resources (EIWR)

2.4 Objectives

Addis Ababa University is mandated to train highly skilled man power, undertake research, and render services to the wider community. The objectives of AAU emanate from the objectives Higher Education as stipulated in the Higher Education Proclamation and include the following:

- prepare knowledgeable, skilled, and attitudinally mature graduates in numbers with demand-based proportional balance of fields and disciplines so that the country shall become internationally competitive;
- promote and enhance research focusing on technology transfer consistent with the country's priority needs;
- ensure that education and research promote freedom of expression based on reason and rational discourse;

- design and provide community and consultancy services that shall cater to the developmental needs of the country;
- ensure institutional autonomy with accountability;
- ensure the participation of key stakeholders in the governance of institutions;
- promote and uphold justice, fairness, and rule of law in institutional life;
- promote democratic culture and uphold multicultural community life; and
- ensure fairness in the distribution of public institutions and expand access on the basis of need and equity.

2.5 Missions and Values

Mission

The Mission of Addis Ababa University is to serve as a centre of excellence by advancing relevant, innovative and creative teaching, research and community services- responsive to national and international demands, while fostering and ensuring democratic values, equity, diversity, and robust exercise of academic freedom; developing and nurturing vibrant programs, professional competence, a humanistic education, a scientific culture; and producing critically committed and ethically strong citizens.

Values

Addis Ababa University is guided by the following core values/principles.

- **Academic Freedom:** The University upholds academic freedom as its core value whereby all its communities exercise the right to free expression of ideas and scholarship.
- **Excellence:** The University upholds excellence as the ruling standard in teaching, research, community service and scholarship, and commits itself to the attainment of the highest standards in academic performance.
- **Integrity and Honesty:** The University promotes honesty, integrity, ethical conduct, justice, fairness, and nurtures a culture of teamwork, collegiality and mutual support among members of the University community.
- **Diversity and Gender Equality:** The University promotes and honors commonalities and differences in culture, ideas, religion, language, ethnicity, and upholds the principle of gender equality.

- **Tolerance and Mutual Respect:** The University promotes and maintains a culture that appreciates tolerance, mutual respect, and acknowledges their interdependence and the vital role of every member of the community.
- **Social Responsibility:** The University promotes good citizenship and active public engagement, and commits itself to partnership in extending knowledge and expertise for environmental protection and the betterment of all.
- **Reliance on Evidence and Authority of Reason:** Pronouncement and undertakings of the University shall be founded on reason and evidence.
- **Student Centeredness:** The University is committed to providing an academically challenging and supportive learning environment that motivates students to be actively engaged in their own learning, decision making, and governance.
- **Developing Corruption-free Culture:** The University promotes ethical conduct and fights corruption at individual, collective, and institutional levels and inculcates anti-corruption thinking and actions (including time on duty) among the University community.
- **Transparency and Accountability:** The University is committed to ensure accountability at institutional, group, and individual levels in the effort to implement its functions by openly displaying its scholarly ideas and works to the society.
- **Serving the Society.** The University is committed to serve the society by advancing knowledge, finding solutions for societal problems, providing relevant and demand driven training and engaging in outreach services.

2.6 Academic Organization

The highest decision making body of the University is the **Board of Governors**; and most academic decisions are made by the **University Senate**, which regularly meets at least three to four times during an academic year. The chief executive officer of the University is the **President** assisted by **four Vice Presidents**: the Academic Vice President, the Vice President for Research & Technology Transfer, the Vice President for Administration & Student Services and the Vice President for Institutional Development and Community Services.

At the college level, the decision-making body in all academic matters is the **Academic Commission** of each college. The academic commission meets under the chairmanship of the **Dean** of the college and consists of Department **Chairpersons**, School/Centre **Heads**, elected staff members, student representatives and other relevant members. At department/school/centre levels,

chairpersons/heads and department staff members deliberate on academic matters in the respective department/school/centre academic and graduate committees.

The Main Campus at Sidist Kilo has a large complex of buildings used for administration and classrooms. The former main palace building now houses the Institute of Ethiopian Studies. There is a separate building for the offices of the president, vice presidents and directors under each vice president. The Main Registrar is housed in other buildings located in Sidist Killo Campus. The Kennedy Memorial Library and the Addis Ababa University Cultural Centre are also located in the Main Campus. The office of the Continuing and Distance Education is located at Amsit Killo. Many of the colleges/Institutes including CNS, AAiT, EiABC, CHS, CBE, CPVA and CVMA have their own campuses in Addis Ababa, Bishoftu (DebreZeit) and Selale (Fiche).

2.7 Academic Programs

Academic programs offered at AAU are three categories: first degree (BSc or BA), second degree (MSc or MA) and third degrees (PhD). Specialty certificates are also given for those who have an MD and served for a reasonable period of time. Specialty certificates are given under the College of Health Sciences. Currently, the following programs are available in the different colleges and institutes.

2.7.1 Undergraduate Programs

- **Addis Ababa Institute of Technology (AAiT)**
 - BSc in Biomedical Engineering... 5yrs
 - BSc in Chemical Engineering... 5yrs
 - BSc in Civil Engineering... 5yrs
 - BSc in Electrical and Computer Engineering... 5yrs
 - BSc in Information Technology... 5yrs
 - BSc in Mechanical Engineering... 5yrs
 - BSc in Software Engineering... 5yrs
- **Ethiopian Institute of Architecture, Building Construction and City Development (EiABC)**
 - BSc in Architecture... 5yrs
 - BSc in Construction Technology and Management... 5yrs
 - BSc in Urban and Regional Planning... 5yrs
- **College of Business and Economics (CBE)**
 - BA Degree in Accounting... 3yrs
 - BA in Administrative Services Management... 3yrs
 - BA Degree in Business Administration and Information System... 3yrs
 - BA Degree in Finance and Development Economics... 3yrs

- BA in Logistics and Supply Chain Management... 3yrs
- BA in Marketing Management... 3yrs
- BA Degree in Economics... 3yrs
- BA Degree in Management... 3yrs
- BA in Public Administration and Development... 3yrs
- **College of Education and Behavioral Studies (CEBS)**
 - BA in Educational Planning & Management... 3yrs
 - BA in Psychology... 3yrs
 - BA in Special Needs Education... 3yrs
- **College of Health Sciences (CHS)**
 - BSc in Anesthesia... 4yrs
 - Doctor of Medicine (MD) ... 7yrs
 - BSc in Dentistry (DDM) ... 5yrs
 - BSc in Medical Laboratory Technology... 4yrs
 - BSc in Midwifery... 4yrs
 - BSc in Nursing... 4yrs
 - BSc in Pharmacy... 5yrs
 - BSc in Radiological Technology... 4yrs
- **College of Humanities, Language Studies, Journalism and Communication (CHLSJC)**
 - BA in Amharic Language, Literature and Folklore (BA in ALLF) ... 3yrs
 - BA in Arabic Language and Communication... 3yrs
 - BA in Chinese Language... 3yrs
 - BA in Foreign Language and Literature (English) ... 3yrs
 - BA in Foreign Language & Literature (French Language & Communication) ... 3yrs
 - BA in Modern European Languages... 3yrs
 - BA in Journalism and Communication (Broadcast Journalism) ... 3yrs
 - BA in Journalism and Communication (Print and Web Journalism) ... 3yrs
 - BA in Linguistics... 3yrs
 - BA in Ethiopian Sign Language (ETHSL) and Deaf Culture Studies... 3yrs
 - BA in Oromo Language, Literature & Folklore (BA in OLLF) ... 3yrs
 - BA in Tigrigna Language, Literature and Folklore (BA in TLLF) ... 3yrs
- **College of Law and Governance (CLGS)**
 - Bachelor of Laws (LL.B)... 5yrs
- **College of Natural Sciences (CNS)**
 - BSc in Chemistry... 3yrs
 - BSc in Computer Science... 4yrs

- BSc in Geology... 4yrs
- BSc in Information System... 4yrs
- BSc in Mathematics... 3yrs
- BSc in Physics... 3yrs
- BSc in Sport Science... 3yrs
- BSc in Statistics... 3yrs
- BSc in Biology... 3yrs
- **College of Performing and Visual Arts (CPVA)**
 - BFA degree in Art education... 5yrs
 - BFA degree in Design... 5yrs
 - BFA degree in Painting... 5yrs
 - BFA degree in Print making... 5yrs
 - BFA degree in Sculpture... 5yrs
 - BA in Theater arts... 4yrs
 - BA in Music (Jazz Performance) ... 5yrs
 - BA in Music (Music Education) ... 5yrs
 - BA in Music (Performance) ... 5yrs
- **College of Social Sciences (CSS)**
 - BA in Archeology & Heritage Management... 3yrs
 - BA in Geography & Environmental Studies... 3yrs
 - BA in History... 3yrs
 - BA in Philosophy... 3yrs
 - BA in PSIR... 3yrs
 - BA in Social Work... 3yrs
 - BA in Sociology... 3yrs
 - BA in Social Anthropology... 3yrs
- **College of Veterinary Medicine and Agriculture (CVMA)**
 - Doctor of Veterinary Medicine (DVM) ... 6yrs
 - BSc in Agricultural Economics... 3yrs
 - BSc in Animal Science & technology... 3yrs
 - BSc in Horticulture... 3yrs
 - BSc in Plant Science... 3yrs

3. Admission and Related Issues

3.1 New Admission

a. Regular Undergraduate

Placements to all regular undergraduate programs are processed through the Ministry of Education. The university then conducts admission and enrollment to the different programs based on results of the Ethiopian Higher Education Entrance Certificate Examination (EHEECE), the choice of the student and the capacity of Departments/Schools/Centers. Foreign examinations results must be certified by the ministry of education for their equivalency to the EHEECE. Admissions and enrolments to all programs are processed by the University Registrar in consultation with the academic units concerned and by the decision of the Senate standing committee called Admission and Enrollment Committee (AEC).

Criteria for special admissions to individual programs such as special needs education, music, fine arts and design, theatrical arts, educational planning and management, and architecture are determined by the concerned Colleges and Departments and may require a separate entrance examination which will be administered by the respective Departments.

b. Extension Undergraduate

Students can apply to the extension program provided that they have an EHEECE result above the passing mark for entrance to higher education, which is decided by the Ministry of Education each year. Furthermore, acceptance to the program depends on the availability of space in the department of interest. Admissions to all Continuing Education Programs are determined by the Admissions and Enrolment Committee (AEC) of the University Senate, which uses the same or similar criteria as used in the regular program. The decision of this Committee is final.

c. Kiremt Undergraduate

Currently, the only way in which a student may gain admission to any *kiremt* undergraduate program is through the Ministry of Education (MoE). The possibility is generally open for teachers employed by the MoE and eligible to upgrade their qualifications.

d. Advanced Standing

Advanced standing admissions may be allowed in some field of studies. However, the student must produce a certificate and a passing result in the Certificate of Competence (COC) examination with at least two years of services. A student admitted to an undergraduate program on advanced standing basis shall stay for a minimum of three semesters as regular student in the program to which he has been admitted before he is awarded with a degree. Exception to this rule shall be approved by the Academic Standards and Curriculum Review Committee (ASCRC) of the Senate.

3.2 Re-admission to the Undergraduate Program

Students who dropout or withdraw officially after earning **at least one semester's credits** at the University, can request for readmission into the college they withdrew from. They cannot apply to join a different College. Colleges set minimum cut-off GPAs for readmission applications. Applications that meet the minimum cut-off points shall be accepted for consideration.

a. Readmission for students in good academic standing

- A student who, for reasons beyond his/her control, discontinues his/her 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/her withdrawal.
- Readmission is subject to availability of space, facilities and the necessary budget.
- When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission.

b. Readmission for academically dismissed 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, provided it is determined that the projected “C” grades in the courses repeated will raise the student’s achievement to the required levels. 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 regular student may apply for admission to a different program in the continuing and distance education program.
- An academically dismissed regular student, if and when readmitted, is subject to the cost-sharing scheme for the semester being repeated.
- An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.

c. Readmission procedure

- Students collect Readmission Application Form from the Admissions Office of the Registrar at specified times indicated in the Academic Calendar.
- The completed forms are then returned to the Admission office of the Registrar.
- The Office forwards the applications to the appropriate college/institute.
- The academic commission of the college/institute acts on the application; decisions are communicated to the Office of the Registrar.
- The Office of the Registrar informs all concerned applicants whether they have been accepted or rejected
- All readmitted students except those accepted to Evening and Kiremt programs must produce:
 - A letter that testify that they were unemployed or
 - A clearance letter from their employers, if they were employed during their intervening period, in order to register.

3.3 Identification Cards (ID cards)

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 University. The registration number, often called identification 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 regular,

evening or Kiremt semester, and returned to the Registrar Office when the student discontinuous his/her studies or graduates. Issuance of ID cards needs one recently taken passport size photograph of the student with his/her name, father's and grandfather's names clearly written on the back of the photograph in English.

4. Registration

After a student is admitted to one of the programs of the university, the next thing to do is registration for a set of modules/courses. This has to be done before attending any class/lecture. The student should go to his/her academic advisor, collect registration slips, fill the required information on the registration slip, get it signed by the advisor and go to the college registrar office with the duly signed slips. The college registrar then registers the student, renews the ID card and gives back a copy of the registration slip to the student. A student may be asked to present his/her registration slip by the professor teaching the module/course or by any of the offices providing student services. For that purpose, the student should keep one copy of the registration slip with him/her. The registrar office indicates the dates on the academic calendar of the university in which a student should register. It is therefore strongly advised that a student regularly consults the academic calendar which will be posted on notice boards of the registrar offices or the university website. Registration has to be done every semester. However, some colleges (like School of Medicine in CHS) can have registration only once in a year. Registration by proxy is not allowed.

5. Add and 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 the purpose and the form should be collected from the registrar office. Dates for add and drop are indicated in the academic calendar of the university.

6. Discontinuing study

6.1 Dismiss-Repeat

As indicated in part 3.2, a student may be forced to discontinue his/her study because of academic reasons for at least one semester. One of these academic reasons is a “dismiss-repeat” status of a student. Such type of discontinuity allows a readmission in which a student will be readmitted to repeat the modules/courses he/she failed. The procedure is described under part 3.2. A student with a “dismiss-repeat” status should formally withdraw from the university.

6.2 Dropout

Students dropping out from the University must consult their academic advisors and explain why they wish to drop out. Students dropping out from the University for inadequate reasons will be denied readmission.

6.3 Withdrawal

Any student who wants to discontinue his study should formally withdraw and complete Withdrawal Form (or clearance) **within 8 weeks** after the beginning of the semester. The University does not accept readmission requests if an applicant has not withdrawn properly.

A student who discontinued his study due to either “dismiss-repeat” status or dropping out may request for readmission as per the procedures stipulated in part 3.2.

6.4 Clearance

Students should fulfill the proper clearance procedure at the end of each academic year or Kiremt session or upon graduation or when they discontinue their study. Every student must collect the Clearance Form from the College Registrar Office. After properly completing such forms and getting them signed by the appropriate offices, the student must submit it to the college registrar office, and keep a copy with him/her. No transcripts, degrees, diplomas and letters of recommendation will be issued to a person who cannot produce his/her copy of the clearance from every time such services are requested. Moreover, readmissions are processed if and only if a student presents a duly signed clearance.

7. Academic Matters

7.1 Semester load

A student is required to register for a normal load which is measured in terms of the total sum of ECTS/Credits of the modules/courses he/she registers. The load varies according to the type (regular, extension & summer) 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.

| Semester load (ECTS/Credit) | | | | Remark |
|-----------------------------|------------|-------------------------|-------------------|--|
| Regular | Extension | Extension during summer | Summer/In-Service | |
| 30/17-34/19 | 20/8-22/12 | 12/6-15/8 | 20/12-25/15 | Special permissions by Academic Commission can grant a maximum load of up to 35/21. Special permissions are possible to graduating students and to those with a CGPA \geq 2.5. |

7.2. Class attendance

A student is required to attend all lectures, laboratory and practical sessions as well as field work. In situations where a student, because of reasons beyond his/her control, fails to attend all sessions, a minimum of 85% attendance is required if he/she is to earn credit in a given module/course. However, colleges, such as the CHS, may demand 100% attendance where such full attendance is academically indispensable. A student who has missed more than 15% attendance will be given a grade of IA (Incomplete Attendance) 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/her 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 IA grade will be changed to an "F" at the end of the sixth week of his/her next enrolment in the program.

7.3. 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. However the following general requirements apply to a first degree program.

| Duration of the program | Total ECTS/Credit required | | Grade Point Average (GPA) | Exit exams |
|-------------------------|----------------------------|---------|---------------------------|------------|
| | Minimum | Maximum | 7 Major \geq 2.00 | Some |

| | | | | |
|----------------|----------------------|----------------------|--|--|
| 3 years | 180ECTS(102Credits) | 192ECTS(114 Credits) | 8 Minor \geq 2.00 | disciplines may require a passing mark in an exit exam which will be administered at the end of the study period |
| 4 years | 240ECTS(136Credits) | 260ECTS(152 Credits) | 9 CGPA \geq 2.00 | |
| 5 years | 300ECTS (170Credits) | 330ECTS (190Credits) | 10 No "F" in any course/module | |
| \geq 6 years | 360ECTS (204Credits) | 400ECTS (228Credits) | 11 No "D" in any module or in a "course as a module" | |

7.4. Student Assessment and the Grading System

Student learning is assessed on a **continuous assessment** basis in the form of tests, assignments, presentations, etc. to determine the final letter grade earned. Continuous assessment shall account for 50% of the total module/course grade. The remaining 50% shall be allotted for a final exam conducted at the end of module/course delivery. Examinations may be oral, written or practical, depending on the nature of the module/course. The number, type and schedule of examinations or tests in a module/course shall be determined by the instructor and stated on the module/course outline to be issued to students at the beginning of the module/course. 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. Notwithstanding the grading system indicated here, the School of Medicine may follow its own grading system that shall be approved by the Academic Commission of CHS. Instructors are required to report raw marks and letter grades to the department and it should clearly show that continuous assessment has been conducted.

| Raw Mark Interval [100 %] | Corresponding fixed Number Grade | Corresponding Letter Grade | Status Description | Class Description |
|---------------------------|----------------------------------|----------------------------|--------------------|------------------------------------|
| [90,100] | 4.0 | A ⁺ | Excellent | First class with Great distinction |
| [83, 90) | 4.0 | A | | |
| [80, 83) | 3.75 | A ⁻ | | |
| [75, 80) | 3.5 | B ⁺ | Very Good | First class with Distinction |
| [68, 75) | 3.0 | B | | |
| [65, 68) | 2.75 | B ⁻ | Good | First class |
| [60, 65) | 2.5 | C ⁺ | | |
| [50, 60) | 2.0 | C | Satisfactory | Second Class |
| [45, 50) | 1.75 | C ⁻ | Unsatisfactory | Lower Class |
| [40,45) | 1.0 | D | Very Poor | Lower Class |
| [30,40) | 0 | F _x | Fail | Lowest Class |
| [<30) | 0 | F | Fail | Lowest Class |

Other forms of letters can be assigned to the student. One of it is an “NG” grade. It is given in case where a student does not have full examination records. All “NG”s shall be changed to one or another of the following before grades are submitted to the Registrar:

- To an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course. The student should take make up exam and convert the “I” to a grade within a year. Failure to do so will result in an “F” to the course; or
- To a “W” (withdrawn) by the department/center chair/school head for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester. In this case the registration will be cancelled the student will reregister for the modules/course on readmission; or
- To a “DO” (dropout) by the dean for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified above; or has not produced evidence justifying his failure to sit for the examination(s).

Neither “W”, “DO” nor "I" shall play any part in the computation of the SGPA. A student who obtains a “DO” for a module/course or modules/courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

7.5. Semester Academic Achievements and Academic Status

Students are required to achieve a certain level of score to be promoted to the next semester. This achievement is measured by (1) Semester Grade Point Average (SGPA), and (2) Cumulative Grade Point Average (CGPA). 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 ECTS/credits. For example Course A has 5 ECTS and the student scored C+. The same student is also registered for Course B which has 7 ECTS and the student scored A-. Therefore

$$\text{GPA} = (5 \times 2.5) + (7 \times 3.75) / (5 + 7) = 3.23$$

After calculating the GPA, the student will be given the following status by his/her dean:

- **Promoted** = for a student who is promoted to the next semester. A student who scored $CGPA \geq 2.00$ or $SGPA \geq 1.75$ is promoted.
- **Probation (warning)** = for a student whose $CGPA < 2.00$ or $SGPA < 1.75$; or for a student who scores up to three "F's" at the end of each semester with less than or equal to 12 total credit points (CP); or for a newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74, or for a newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99
- **Academic Dismissal** = this status is given for
 - Two consecutive warnings, or
 - Any student who scored three "F's" on courses with more than 12 total CP or a student who scored more than three "F's" per semester, or
 - Any student whose semester GPA falls below 1.75 or who fails to maintain a CGPA of 2.00, or
 - A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester, or
 - A newly admitted student or a student joining the University at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed.

7.6. Administration of Examinations

A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/centers/schools 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.

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. Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the office of the chair/head of the department/center/school that offers the module/course.

7.6.1 Violation of Examination Regulations

Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term

papers, projects or senior essays and on the determination of the academic status of students.

- Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
- Working on or being found in possession of examination papers other than one's own;
- Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these 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 for an examination in a module/course for which one has not been registered;
- Taking an examination by proxy;
- Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
- Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
- Being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall; and
- Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

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 note of the incident(s) as possible in a form designed for the purpose. He shall collect all evidences of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).

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. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.

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. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.

Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any of the test or a term paper due to cheating or plagiarism, that should not constitute ground for a grade of "F" or for disqualification from the course as a whole.

7.6.2 Re-marking of Examinations

A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper as follows.

- Any petition for re-marking shall be initiated after the grades are officially released from the department/center/school or the Office of the Registrar;
- A petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released from the department/center/school or the Office of the Registrar;
- A petition for re-marking of second semester grades shall be submitted anytime before the registration date of the next academic year; and
- Any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the academic unit concerned.

Petition for Re-marking are entertained in the following manner:

- Each academic unit shall be in possession of the standard application forms to be filled out by students who petition for remarking. Such forms shall require of the student to specify the reasons for disputing the grade he has earned;
- Remarking application forms will be prepared by colleges;
- Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:
 - Obtain the grade distribution scale employed by the instructor; and
 - Obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.
- The chair/head of the department/center/school shall then assign two academic staff, who can make the re-marking impartially. They shall do the remarking separately and report separately to him with a recommended grade;
- The chair/head of the department/center/school shall then approve an average of the two grades submitted to him;
- If the remark result is a grade lower than the one previously obtained, the previous grade shall stand;

- The chair/head of the department/center/school shall:
 Sign and send the original to the Office of the Registrar; and
 keep one copy on the department`s/center`s/school`s file.
- If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the chair/head of the department/center/school shall take up the matter through proper channels for disciplinary action against the member of staff in question;
- If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the concerned academic unit exonerating him of the allegations.

7.6.3 *Make-up Examinations*

- A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up examination in the module/course.
- Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the chair/head of his academic department/center/school within six weeks after the start of the subsequent semester.
- Where the AC finds that the student did not have valid reasons for not sitting for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.
- Dates for make-up examination will be announced by the Dean or Head of Department. The date may range from six weeks to a year from the date a decision by AC was made.
- A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the module/course is scheduled to be administered.
- A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for Academic Reasons and apply for make-up examination. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 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 his studies in

subsequent semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00). For such a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination in incomplete courses.

- If a student has less than three "I" grades but is not in good academic standing, he will withdraw and apply for make-up exam. GPAs will not be calculated and status will not be given for such a student until he takes the make-up examination.
- Unless otherwise decided by the AVP, any "I" grade not removed within a shall be converted to an "F" grade.

7.6.4 Re-examination

Re-examinations are allowed for Fx grades as indicated in part 7.4. Moreover, a student may be allowed to take re-examinations for modules/courses he scored D or even C-. However, such opportunities should be decided by the Academic Commission in consultation with the academic advisor of the student. 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. The grade obtained for re-exam shall be recorded as it is for the module/course. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be cancelled or retained as soon as his status is determined.

7.6.5 Feedbacks from Examinations

Exam papers are returned to students after marking and feedbacks have to be given to students on the examinations so that they will learn from their mistakes. Instructors submit grades after students have seen their papers.

7.6.6 Repeating Courses/Modules

A student may repeat a module/course or several modules/courses to remove academic deficiency by the discretion of the Academic commission. 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. Students repeating courses register and carry out all activities. A borderline student may be allowed to repeat a module/course in which the student has obtained a "D" grade; but no such course may be repeated more than once unless it is a required module/course for

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.

7.6.7 Waiver of rules

Minor academic requirements may be waived by the Academic Standards and Curriculum Review Committee (ASCRC) of the Senate. Each case is studied by the relevant Department Academic Committee (DAC) which forwards its recommendations to the College Academic Commission. The dean of the College forwards a formal request for waiver along with the academic commission minutes to the ASCRC. The Committee considers the case and gives final decision in granting or denying waiver of the rules. The decision of the ASCRC will be final. The ASCRC does not entertain direct student petitions for waiver of rules. All requests should be filed at their respective departments.

8. Transfer of students

Students may seek transfer from one program to another, from college to another college and even from university to university. The transfer requests are entertained as follow.

8.1 Intra-University

8.1.1 Regular Programs

A student may transfer from one college to another college (inter-college) or from one department to another department within the same college (intra-college) upon satisfying the following conditions and procedures.

- Both inter-college and intra-college transfers shall depend on availability of space and facilities in the receiving 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-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 college or department of the University;
- Inter-college and intra-college transfer application forms shall be available at each 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 college or department within a week after registration;
- Granting or denying transfer shall be made by a dean of the receiving college upon the recommendation of the receiving department in case of inter-college transfer and by the head of the receiving department in case of intra-college transfer which shall then be approved by the dean of the receiving college. Accepted transfer requests are subject to final approval by the Registrar;
- Receiving colleges shall set criteria for selecting students who apply for transfer;
- 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;
- Transfer shall not have the consequence of elongating the stay of a student for more than a year; and
- The receiving department shall work out the details of transfer of credits and other technical matters.

IMPORTANT: NEW ENTRY REGULAR STUDENTS WHO HAVE JUST BEEN ALLOCATED TO THE VARIOUS DEPARTMENTS ARE NOT ALLOWED TO TRANSFER FROM ONE COLLEGE TO ANOTHER OR FROM ONE DEPARTMENT TO ANOTHER DEPARTMENT IN A COLLEGE BEFORE SPENDING AT LEAST ONE SEMESTER.

8.1.2 Continued Education Programs

Evening and *Kiremt* students are not allowed to transfer from one college to another or from one department of a college to another department of the same college.

Evening students may transfer to regular programs if they satisfy the following:

- The applicants must have accumulated (obtained passing grades) in the evening program in at least half (50%) of the total ECTS/credits required for graduation as specified in the applicant's academic program;
- The applicant must have at least a CGPA of 3.00 at the time of application;
- Such a transfer can take place within the same academic departments/program only. Thus, request for change of major and/or minor areas of study cannot be considered;
- Applications for transfer to the regular program are to be submitted to the concerned academic department by completing forms prepared for this purpose by the Registrar for students who meet the basic criteria as stated above;
- Applications must be submitted within a maximum of two weeks after the date of semester registration in the Evening program;
- Academic departments may accept or reject the transfer applications based on availability of space and facilities. On competitive basis, decisions (acceptance or rejection) must be approved by the Dean, and the Registrar effects approved transfer cases; and
- Students transferred from the Evening to regular programs will be subject to the cost-sharing scheme.

8.2 Inter-University

The transfer of students in regular, continuing and distance programs from other public 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. In special circumstances, transfer of students from other universities shall be decided by the President or the AVP. 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.

9. Transcripts, Degrees and Diplomas

9.1 Transcripts

Transcripts are records of students' academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in their recording, storing and issuance. The following is a set of regulation governing issuance of transcripts.

- No student records are shown or given to a third party without the written consent of the student. The University may make discretionary exceptions to this.
- No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:
 - The third party must carry a power of attorney.
 - The third party does not demand that the transcripts be given to him/her
 - The third party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the Registrar's Office is misled into sending transcripts to persons who have no legal claims over the document.
 - The third party will be required to put his/her thumb impression on the said affidavit.
- All students who have dropped out, withdrawn or graduated from the University must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the University.
- Transcripts given by the Registrar Office are of two kinds: student copy and official copy. Official copies carry the Registrar's seal and signature and are directly sent to institutions or organizations upon the request and/or the consent of the individual. There is a charge on each of them. Currently the following is charged:

| | |
|----------------------|---------------------|
| Student Copy | 5.00 Birr per copy |
| Urgent Student Copy | 15.00 Birr per copy |
| Official Transcript: | |
| Local Destination | 20.00 Birr per copy |
| Foreign Destination | 30.00 Birr per copy |

- Transcripts are processed and issued or sent on two bases: regular services and express service. Regular services require three working days to process; express service requires one day. In other words transcript

requests on a regular basis will be given or mailed within three days; express requests within one day.

9.2 Degrees and Diplomas

Degrees and Diplomas are issued by the Registrar's Office. Following graduation or approval to graduate by each Faculty's Academic Commission, students are, upon presentation of clearance papers, issued temporary certificates of completion. These are later on replaced by the original degrees and diplomas. The concerned individual has to pay the required charges for the original degrees or diplomas. Degrees are given to the individual and not to a third party. Degrees and diplomas not collected in time will be destroyed. No new degrees or diplomas will be issued. Degrees and diplomas are issued when candidates produce clearance of their responsibilities to Addis Ababa University.

9.3 Others

Upon the request by the student, the Registrar's Office issues letters of attendance and other certificates. All such letters take longer to prepare than transcripts and there is a charge on each of them.

10. Tuition and other fees

- All Ethiopian students in the Regular Undergraduate University program are not charged for admission application and regular registration; but they are charged for tuition and boarding as well as food services under the cost sharing system, either in advance or after their graduation depending on the interest of the student. However, students in some disciplines like Education and Health-related fields conduct their studies free of any charge, instead up on graduation they are committed to serve where the government places them in governmental institutions.
- Foreign students joining the regular programs and all students joining the evening program are subject to tuition fees. Tuition and other fees shall be decided by the University, and the details will be made available at the Office of the Registrar or the Office of the Director for Continuing and Distance Education.

11. Graduate Program

11.1. General

The University offers programs of study and research leading to Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Laws (LL.M), Master of Business Administration (MBA), Doctor of Philosophy (Ph.D.) and similar other graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs. The University runs a total of 168 graduate programs 68 of which offer PhD. It has also 13 specialty and 9 sub-specialty certificate programs.

11.2 List of Postgraduate Programs

College of Natural Sciences

- Zoological Sciences
- Plant Biology and Biodiversity
- Microbial Cellular and Molecular Biology
- Sport Science
- Chemistry
- Physics
- Computer Science Mathematics
- Statistics
- Earth Sciences
- Biotechnology
- Computational Sciences
- Environmental Science
- Food Science and Nutrition
- Materials Science
- Paleoanthropology & Paleoenvironment
- Information Science
- Health Informatics
- Library Science

Addis Ababa Institute of Technology

- Environmental Engineering
- Food Engineering
- Process Engineering
- Construction Technology & Mgt
- Geotechnical Engineering
- Hydraulics Engineering
- Hydropower Engineering

- Road and Transport Engineering
- Water Supply & Environmental Engineering
- Communication Engineering
- Computer Engineering
- Control Engineering
- Power Engineering
- Microelectronics Engineering
- Industrial Engineering
- Mechanical Design
- Thermal Engineering
- Energy Technology

Ethiopian Institute of Architecture, Buildings & Construction (EiABC)

- Environmental Planning and Landscape Design
- Urban Design and Development
- Housing and Sustainable Development
- Environmental Planning

College of Business and Economics

- Accounting and Finance
- Business Administration
- Public Administration
- Public Management and Policy
- Economics

College of Education and Behavioral Studies

- Educational Leadership and Management
Educational Policy & Planning
- Educational Policy & Leadership
- Human Resource Org Development in Education
- Educational Leadership
- Adult Life Long Learning
- International and Comparative Education
- Curriculum Design and Development
- Curriculum and Instruction
- Special Needs
- Applied Developmental Psychology
- Developmental Psychology
- Counseling Psychology
- Measurement and Evaluation
- Social Psychology

College of Health Sciences

- Anatomy
- Pharmacology
- Physiology
- Dermato-Venerology
- Cardiology
- Infectious Diseases
- Parasitology
- Pathology
- Obstetrics and Gynecology
- Neonatology
- Pediatric Cardiology
- Pediatrics
- Neurology
- Neuro-Surgery
- Psychiatry
- Nursing and Midwifery
- Anesthesia
- Anesthesiology
- ENT
- Ophthalmology
- Orthopedic Surgery
- Cardio-thoracic Surgery
- Plastic and Reconstructive Surgery
- Urology
- Surgery
- Radiology

College of Social Sciences

- Geog and Environmental Studies
- History
- International Relations
- Political Science
- Social Anthropology
- Sociology
- Archaeology
- Philosophy
- Social Work
- African Studies

College of Development Studies

- Environment and Development

- Tourism and Development
- Water and Development
- Population Studies
- Food Security Studies
- Gender Studies
- Rural Livelihood and Development
- Regional and Local Development Studies
- Urban Development and Mgt

College of Law and Governance Studies

- Human Rights
- Federal Studies
- Peace, Federalism and Human Rights
- Business Law
- Constitutional and Public Law
- Human Rights Law
- Public International Law

School of Commerce

- Human Resources Management
- Marketing Management

IT Doctoral Program

- Information Systems
- Information Retrievals
- Language Technology
- IP Networking and Mobile Internet
- Software Engineering
- Wireless Communication Systems

Ethiopian Institute of Water Resources

- Water Resources Engineering and Management

Institute of Peace and Security Studies

- Peace and Security Studies

11.3. Admission and other academic matters in the Graduate Programs

11.3.1. New admission

The provisions of the University Legislation shall also govern matters pertaining to admission to graduate studies including special admission, advance standing and transfer of students.

Admission to graduate programs shall be based on academic results and merits required by the academic units for the program. However, in line with the national priority accorded to the expansion of higher education, the University in admitting students to most of its graduate programs shall give priority to candidates from public higher education institutions. Accordingly, in the currency of this national priority, the University shall plan, negotiate and decide upon the admission of students to its graduate programs jointly with the Ministry.

11.3.2. Withdrawal and Readmission

Students must complete official withdrawal forms within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline. These include:

- If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
- If the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or
- If the candidate is unable to continue due to other unforeseeable reasons.

A candidate who has been dismissed for academic reasons may apply for readmission **only once** during the whole study period of a given program provided that there is place in the academic unit.

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

The length of absence between withdrawal and readmission may not exceed *three years*.

The College Graduate Program Office may, however, consider the readmission of a student who has discontinued his study for *four to five years* provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control.

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

11.4. Registration

Graduate 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 a readmission application to the Office of the Registrar. The application shall be assessed by the DGCs, endorsed by the AC and approved by the ASCRC on the basis of the rules and regulations in force at the time of readmission.

A candidate may be admitted to a Ph.D. program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.

11.5. Repeating Modules/Courses

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

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 DGC 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.

11.6. Academic Probation and Dismissal

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.

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 subject 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 DGC may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.

A graduate student may be put on probation for a second time provided it is ascertained that s/he has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, s/he shall be dismissed.

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

11.7. Student assessment and grading system

Examinations are graded on the following letter grading system, with corresponding points.

| Raw Mark | Letter Grade | Grade Points |
|-----------|--------------|--------------|
| [95, 100) | A+ | 4.00 |
| [85, 95) | A | 4.00 |
| [80, 85) | A- | 3.75 |
| [75, 80) | B+ | 3.50 |
| [70, 75) | B | 3.00 |
| [65, 70) | B- | 2.75 |
| [60, 65) | C+ | 2.50 |
| [50, 60) | C | 2.00 |
| [40, 50) | D | 1.00 |
| < 40 | F | 0.00 |

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

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

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').

11.8. Transfer of 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 and a letter in support of the desired transfer from a sponsor where applicable; and

- Satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned DGCs and ACs has been obtained; and is not a dismissed student; and
- Must have completed not more than one fourth of the originally joined program (50% of the course work).
- Transfer of credits shall be determined by the department/school/center receiving the candidate.

11.9. Duration of Study

The duration for the completion of a Masters program shall range from a minimum of 12 months to a maximum of 18 months.

The duration for the completion of a Ph.D. or specialty certificate program shall be four years except in the case where it can be established that a candidate can complete his Ph.D. or specialty program in three years without compromising University academic standards.

The duration of sub-specialty certificates shall be between two to three years.

Extension of the duration of study may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to unforeseeable circumstances where the extension is recommended by the DGC endorsed by AC and approved by ASCRC. The durations are:

- for a Master's degree a maximum of four years
- for a specialty certificate a maximum of five years; and
- for a Ph.D. a maximum of six years.

A candidate shall complete at least 50% of the required duration of study at the University to qualify for graduation.

Residency requirements for special graduate programs shall be set by guidelines to be issued by ASCRC.

11.10. Graduation requirements

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

Credit Requirements

The total number of ECTS for course/module work in Masters Programs shall be from 59.5 to 70 ECTS for programs requiring thesis work and from 89.5 to 100 ECTS for non-thesis programs.

The minimum number of ECTS in Ph.D. programs requiring coursework shall be 28.

Departments/schools/centers may administer comprehensive examinations for non-thesis programs as partial fulfillment for graduation.

Upon the recommendation of their advisors, Master`s and Ph.D. students may audit courses.

Thesis/dissertation

For Master`s degree, a thesis shall constitute a partial fulfillment of the requirement except in a program where it is not required. A Ph.D. dissertation is a requirement for a Ph.D. degree.

Candidates in the graduate programs shall select topics for their thesis/dissertation in consultation with their advisors.

Thesis/dissertation topic of each candidate shall be recommended by the DGC and approved by the AC.

A thesis/dissertation shall be rejected if it is judged as plagiarized or does not meet the required standard