



SENATE LEGISLATION

OF

BAHIR DAR UNIVERSITY

BAHIR DAR

Nov. 2014

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PREAMBLE

WHEREAS Bahir Dar University is one of the oldest and vibrantly expanding public higher education institutions in the Federal Democratic Republic of Ethiopia whose intake capacity and diversity of study programs is continually increasing, both vertically and horizontally;

WHEREAS, the University is in the process of institutional transformation to meet and satisfy the interests of its customers and working towards embracing state of the art technology in program delivery;

WHEREAS, the University is committed to serve as a dynamic center of the capacity building endeavor of the country, and to contribute immensely to peace, democracy and development of the country;

WHEREAS, the University has the responsibility of undertaking and encouraging relevant academic programs, research, and community services in local, national and international priority areas and disseminating the findings thereof;

WHEREAS, the University is desirous of reinforcing and expanding its areas of excellence in the teaching- learning, research and community services;

WHEREAS, the University envisions building a strong and committed academic community that aspires attaining the lofty ideals and goals of higher education institutions;

Now THEREFORE, in accordance with the powers vested in it by Higher Education Proclamation No. 650/2009, the Senate of Bahir Dar University has proclaimed this Senate Legislation as follows:

PART I. GENERAL PROVISIONS

Art 1. Short Title and Issuing Body

1. This Legislation may be cited as the “Senate Legislation of Bahir Dar University, **Nov. 2014.**”
2. This Legislation is issued by the Senate of Bahir Dar University as per the power vested in it by Higher Education Proclamation (HEP) No. 650/2009 and Bahir Dar University Establishment Council of Ministers Regulation No. 60/1999.

Art 2. Definitions

Unless otherwise expressly stated herein or the context demands, the terms and expressions in this Legislation shall have the following meanings:

1. “Academic Advisor” refers to an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study available, the content, structure and requirements of each course as well as academic status.
2. “Academic Calendar” refers to the time allotted to the teaching-Learning process as approved by the Senate.
3. “Academic Community” refers to all those individuals studying, teaching and doing research as permanent or visiting members of the University.
4. “Academic Council” refers to the highest academic decision-making body found in each academic unit and which is constituted in accordance with this Legislation.
5. “Academic Matter” refers to issues of the teaching-Learning process and includes matters relating to admissions, course contents, course delivery, assessment, examination, grading and graduation and extends to embrace related activities such as laboratory and field works, conducting tutorials, seminars, workshops and panel discussions.
6. “Academic Staff” shall mean all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and, under unique circumstances or conditions of transition, Graduate Assistants employed for teaching and research, including persons employed in joint appointment, research fellows and professional librarians and other employees considered as Academic Staff by the decision of the Senate.

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7. “Academic Unit” shall mean College, Faculty, Institute, School, Academy and Program of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.
8. “Administrative Support Staff” refers to the personnel of the University employed to provide administrative, business management, accounting, catering, maintenance, safety, security, gardening and such other services.
9. “Board” refers to the Board of Bahir Dar University established in accordance with Article 43 of the Proclamation.
10. “Case Team” means a group of academic or administrative support staff assigned to perform specific tasks.
11. “Center” shall mean a unit that is directly attached to the University for such purposes as research, training, quality assurance and culture.
12. “College” refers to the Colleges of the University referred to under Art 7 of this Legislation and those others that may be established or recognized as per this Legislation or any other law in force.
13. “Continuing Education” means delivery of academic programs through evening/weekend and summer modalities.
14. “Course Chair” refers to an academic staff with a rank of lecturer and above responsible for the teaching-learning of modules and other related academic and administrative matters.
15. “Course Assistant” refers to an academic staff responsible for providing seminars, tutorials pertaining to modules and other academic tasks assigned by the course chair.
16. “Credit Hour(s)” means credit values to an individual course on the basis of time allocated to lecture, tutorial, laboratory works or practices in the conventional system.
17. “Credit point(s)” (CP) means values credited to an individual course on the basis of hours allocated to lecture, tutorial, lab/practice, or home study in the European Credit Accumulation and Transfer System (ECTS).
18. A “credit value” is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work guided activity.
19. “Cumulative Average Letter Grade (CALG)” is Letter Grade corresponding to Cumulative Average Number Grade (CANG).

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20. “Cumulative Average Number Grade (CANG)” is the ratio of sum of products of Grade Point (GP) and CP of all courses that have been taken in all previous semesters and in that particular semester.
21. “Dean” refers to the executive officer of the respective college or faculty who assumes the position as per this Legislation.
22. “Dean of Students” refers to the head of students’ services.
23. “Director” refers to the executive officer of an institute, academy, school or center who assumes the position as per this Legislation.
24. “Distance Education” means delivery of academic programs through distance/virtual modality.
25. “European Credit Accumulation and Transfer System (ECTS)” means the European course credit and grading scale adopted at the University since 2011 and at national level since 2012.
26. “Exam and Assessment Committee” refers to a committee composed of course chairs established at academic program level.
27. “Executive Director” means the Executive Directors of the Office of Academic Affairs and Quality Assurance and Enhancement Center referred to under Art of 7 and 40 of this Legislation
28. “Faculty” means the faculties of the University referred under Art 7 of this Legislation and those others that may be established or recognized as per this Legislation or any other law in force; But, when used in its generic sense it may mean a college, faculty, school or institute.
29. “Fiscal Year” shall mean the Ethiopian fiscal year [*Hamle* 1 (July 8) – *Sene* 30 (July 7)].
30. “Full teaching load” is the number of credit hours beyond which an academic staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.
31. “Full work load” is the number of hours that an academic staff is required to work for the institution. Any academic staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, community services, administrative work, committee assignment, student advising, and other related/assigned tasks.

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32. Grade point (GP) means the corresponding weight of letter grades as is indicated in **Article 8**.
33. “Home study” means all the activities students are required to perform excluding lecture, tutorial, and laboratory/practice.
34. “Institute” means the institutes of the University referred to under Art 7 of this Legislation and those others that may be established or recognized as per this Legislation or any other law in force.
35. “Load” is defined as the total credit hours of teaching and related assignment an academic staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative and other duties which the Senate or the President or Vice Presidents may consider as load.
36. “Managing Council” refers to the Managing Council of the University which consists of the president, vice presidents, the Dean of Student Service and other as may be assigned by the president.
37. “Ministry or Minister” refers to the Ministry or Minister of Education, respectively.
38. “Module” means a group of similar courses organized to form a meaningful thematic program unit.
39. “Overload” is defined as a work load in the regular program above the full load.
40. “President” shall mean the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation.
41. “Professionals in teaching hospital” refers to non-administrative technical staff employed in teaching hospital of the University.
42. “Program” means a set of modules in the undergraduate or graduate study disciplines.
43. “Program Council” refers to a council composed of course chairs in a program and chaired by the program representative.
44. “Program Manager” means an academic staff with a rank of lecturer and above assigned to coordinate the tasks of program management and marketing case team as provided in this Legislation.
45. “Program Representative” means a course chair that coordinates the course chairs in academic matters of a program and represents the program at an academic council.
46. “Proclamation” means Higher Education Proclamation No. 650/2009.

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47. “Registrar” shall mean an executive manager responsible for operations pertaining to student admission, registration and academic records of the University.
48. “Research staff” shall mean an academic staff with workload of 50-75% engagement in research and 25-50% in teaching.
49. “Regulation” means Bahir Dar University Establishment Council of Ministers **Regulation No. 60/1999**.
50. “Scientific Director” shall mean the executive officers of the Institute of Technology (IoT) and Institute of Technology for Textile, Garment and Fashion Design (iOTEX).
51. “Semester” means duration of eighteen weeks of t-Learning time including registration and examination in the regular program.
52. “Semester Average Number Grade (SANG)” is ratio of sum of products of GP and CP to total CP in that particular semester.
53. “Semester Average Letter Grade (SALG)” is Letter Grade corresponding to SANG.
54. “Senate” means the Senate of Bahir Dar University established as per the provision of Article 49 of the Proclamation.
55. “Staff” shall mean the academic and support staff or professionals in teaching hospitals of the University.
56. “Student” means a person admitted and registered for a program(s) of study in the University.
57. “Technical support staff” refers to non-administrative personnel employed to support the t-Learning, research and community service processes, library and others in such a status by the University.
58. “University” means Bahir Dar University.
59. “University Community” shall mean all students and staff of the University.
60. “University Council” refers to the University’s council which consists of the president, core members of the managing council, all deans and directors, all members of the senate standing committees, the director of libraries of the University, the registrar, coordinators of customer relations and information production case teams, other key academic officers, appropriate service process/directorate heads, and representatives of academic staff as well as students.

61. “Vice Presidents” shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation.

Art 3. Gender and other References

1. Save where the context requires otherwise, the provisions of this Legislation set out in the masculine gender shall also apply to the feminine gender.
2. Save where the context requires otherwise, the generic term *faculty* employed throughout this Legislation for the sake of convenience, as an alternative to the term *academic unit*, shall equally apply to, and shall mean, without any distinction of whatsoever, every college, faculty, institute, school or academy in the University;
3. Save where the context requires otherwise, the generic term *dean* employed in this Legislation for the sake of convenience shall equally apply to, and shall mean, without any distinction of whatsoever, the dean of every college or faculty or director of every institute or school.

Art 4. Scope of Application and Interpretations

1. Save where the context requires otherwise, this Legislation shall equally apply to every academic, research and community service, and support units recognized by the University.
2. Unless when provided otherwise in this Legislation or in any other law in force, the provisions of this Legislation shall apply to all undergraduate and postgraduate regular, continuing and distance education programs of the University.
3. Notwithstanding the provisions of sub (1) and (2) of this Article, the implementation of some of the provisions of this Legislation may be applied, *mutatis mutandis*, taking into account the unique features of postgraduate and distance education programs.

Art 5. Guiding Values and General Objectives

1. The guiding values of the University include:
 - a) Pursuit of truth and freedom of expression of truth;
 - b) Competitiveness in scholarship and cooperation with other universities and institutions;
 - c) Successful execution of missions and attainment of reputability;
 - d) Autonomy with accountability;
 - e) Participatory governance and observance of rule of law;

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- f) Justice and fairness;
 - g) Culture of fighting corruption;
 - h) Quality and speedy service delivery;
 - i) Economic use of University resources and effective maintenance thereof;
 - j) Recognition and reward of merit; and
 - k) Democracy and multiculturalism.
2. The objectives of the University are to:
- a) Prepare knowledgeable, skilled, and attitudinally mature graduates in numbers with demand-based proportional balance of fields and disciplines with a view to produce internationally competitive human power;
 - b) Promote and enhance research focusing on knowledge generation and technology transfer consistent with the country's priority needs;
 - c) Design and provide community and consultancy services that shall cater to the developmental needs of the country;

PART II: ORGANIZATIONAL STRUCTURE AND GOVERNANCE

CHAPTER ONE

ORGANIZATIONAL STRUCTURE AND ACADEMIC UNITS

Art 6. Organizational Structure of the University

1. The University comprises of the following offices at the apex:
 - a) Office of the President,
 - b) Office of the Vice President for Academic Affairs,
 - c) Office of the Vice President for Research and Community Service,
 - d) Office of the Vice President for Business and Development,
 - e) Office of the Vice President for Information and Strategic Communication.
2. Being accountable to the Board, the University has, in accordance with Art 43 of the Proclamation, the following governing and advisory bodies:
 - i. Senate,
 - ii. Managing Council,
 - iii. University Council,

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- iv. Academic Unit Council,
 - v. Academic Unit Managing Council,
 - vi. Academic Program Assembly,
 - vii. Advisory or specialized committees or councils that may be established by the Board, the President, the Senate or the University Council.
3. Apart from other non-academic administrative offices which are accountable to the respective offices listed under sub (1) and (2) of this Article, the University consists of the offices of the Executive Directors, Center Directors, Registrar and the Chief Librarian which are all accountable to the Office of the Vice President for Academic Affairs or Vice President for Research and Community Services.
 4. The University has also such other offices and centers necessary for its overall functions and to provide specific support for the t-Learning, research and community services. Such includes the Office of Legal Affairs, Office of Ethics and Anti-corruption, Gender Office, Information and Communication Technology Development Office, Anti-HIV/AIDS Center and Capacity Building Center.
 5. Nothing in this Article shall be taken to prohibit the recognition of pre-existing or the establishment of other offices and centers in accordance with this Legislation or any other law in force.

Art. 7. Colleges, Faculties, Schools and Institutes within the University

1. The University consists of the following academic units:
 1. College of Agriculture and Environmental Sciences,
 2. College of Business and Economics,
 3. College of Medicine and Health Sciences,
 4. College of Science,
 5. Faculty of Education and Behavioral Sciences,
 6. Faculty of Humanities,
 7. Faculty of Social Sciences,
 8. School of Law,
 9. Sport Academy
 10. Institute of Land Administration,

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11. Institute of Technology (IoT):
 - I. School of Civil and Water Engineering,
 - II. School of Chemical and Food Engineering,
 - III. School of Computing and Electrical Engineering,
 - IV. School of Mechanical and Industrial Engineering,
 12. Institute of Technology for Textile, Garment and Fashion Design (iOTEX),
 13. Ethiopian Maritime Training Institute.
2. There may be more other academic units in the future if the Senate decides to establish or recognize in accordance with this Legislation or any other law in force.
3. Nothing in this Article prohibits the automatic adjustment of list of academic units in the event of changes or amendments that may arise from merger or extinction of an academic unit or units in accordance with this Legislation or any other law in force.

CHAPTER TWO

THE SENATE AND ITS COMMITTEES

Art 8. Members of the Senate

As per Art 50 of the Proclamation and Art 8 of the Regulation, the Senate of the University comprises the following members:

1. The President.....Chairperson;
2. All the Vice Presidentsmembers;
3. The Executive Directors.....member;
4. Deans of each faculty and for IoT & iOTEX, scientific directorsmembers;
5. Director of the University libraries.....member;
6. Director of Distance and Continuing Educationmember;
7. Two Students’ representatives members;
8. Head of the Gender Office..... member;
9. Coordinator of Customer Relations and Information Production Case Team
.....member;
10. Two senior academic staff members to be assigned by the President... Members

Art 9. Powers and Duties of the Senate

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Being the leading body of the University for academic matters, the Senate shall have, in accordance with Art 9 of the Regulation and different provisions of the Proclamation, the following duties and responsibilities:

1. To examine and approve the academic calendar of the University;
2. To approve and evaluate the performances of the University's various academic and research programs;
3. To determine the conditions of conferring of degrees (including honorary degrees), diplomas and certificates as well as medals and prizes;
4. To examine and approve recommendations from the President in respect of opening or merger of a faculty or academic unit under the University with other similar faculty, or academic unit and their closure;
5. To set criteria for admission of students, for determination of academic standards and graduation, and regulate disciplinary matters, to examine and decide on petitions relating to same;
6. To determine the general directions of conducting examinations and standards;
7. To examine and approve the employment of academic staff of the University;
8. To award the assistant and associate professorship ranks of an academic staff;
9. To recommend to the Board the conferring of the rank of full professorship;
10. To determine the type and amount of University service charges other than tuition fees;
11. To recommend to the Board the amount of tuition fees to be charged by the University;
12. To formulate policies and guidelines for planning and utilization of resources;
13. To formulate, modify and revise the organization of faculties and departments of the University;
14. To appoint committees, which may include individuals who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;
15. To determine its own rules of procedure and elect a secretary from among its members;
16. To prepare and submit to the Board the University's strategic and development plans through the President;
17. To issue specific directives on the basis of law and policies drawn up by the Board particularly on student administration, academic matters, procedures for selection of

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academic heads, employment of academic staff, promotion, fringe benefits, discipline and payment of extra work;

18. To carry out other powers and duties vested in it by the Proclamation and as may be assigned to it by the Board.

Art 10. Accountability

The Senate shall be accountable to the President.

Section I. Committees of the Senate

Art 11. Standing Committees

The Senate functions through Standing Committees as hereunder provided. The Standing Committees of the Senate shall be as follows:

1. The Academic Standards and Curriculum Review Committee (ASCRC)
2. The Admissions and Placement Committee (APC)
3. The Continuing and Distance Education Committee (CDEC)
4. The Council of Graduate Studies (CGS)
5. The Library and ICT Development Committee (LICTDC)
6. The Research and Publications Committee (RPC)
7. The Staff Recruitment, Appointment and Promotion Committee (SRAPC)

Art 12. Ad-hoc Committees

Ad-hoc Committees may be created by the Senate as deemed necessary. Unless otherwise provided in the decision of the Senate, these committees shall be disbanded upon completion of the tasks for which they were set up and upon submission of their reports to the Senate.

Art 13. Reporting

Standing committees shall report to the Senate.

Art 14. Interim Decisions

1. In the exercise of the powers vested in it by the Senate, and subject to its terms of reference, a Standing Committee may make decisions which shall be referred to as “interim decisions”.
2. Interim decisions are made in between the meetings of the Senate and refer to a disposition of a problem for which there are no provisions in this Legislation or any other law in force.

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3. Interim decisions shall be final unless revised by the Senate.
4. Whenever an interim decision is taken, the chairperson of the committee taking such action shall forthwith communicate this fact to the President.
5. All interim decisions shall subsequently be reported to the Senate meeting for review and/or approval.

Art 15. Membership to Committees

Committee membership can be made on the basis of individual merit and on the principle of representation or both as the case may be.

Art 16. Co-opting Additional Members

The chairpersons of the Standing Committees of the Senate are encouraged to co-opt into their Committees additional members from among the academic staff where this appears helpful. Such co-opted members shall have non-voting status.

Art 17. Appointment of Chairperson

The chairperson of a standing committee shall be the office holder of the respective office or academic unit.

Art 18. Terms of Service

Each elected member of a standing committee shall serve for a period of three years at the end of which he/she may be re-elected.

Art 19. Regular Meeting

Each standing committee shall meet at least twice a semester.

Art 20. Request for a Meeting

If request for a meeting of a standing committee is made by one third of the members, the chairperson shall call a meeting of the committee within two weeks of such a request.

Art 21. Quorum

A simple majority (50%+1) of any committee composes a quorum.

Art 22. Reports to the Senate

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At the end of each academic year, the chairperson of each standing committee shall submit a written report to the Senate on the activities of his/her committee.

Art 23. Information to Deans and Directors

1. Deans of faculties shall be informed by the chairpersons of the committees whenever the agenda of a particular committee includes a matter of direct concern to a particular faculty and the dean shall have the right to appear personally or through a representative, to present his faculty's position on the matter provided. However, the dean or his representative shall not have the right to vote unless he is at the same time a member of the committee in question.
2. The decisions of the committee on each agenda shall be communicated to the dean by the secretary of the committee within two weeks.

Section II. Duties and Responsibilities of Specific Senate Standing Committees

Sub-section I. The Academic Standards and Curriculum Review Committee (ASCRC)

Art 24. Membership

The Academic Standards and Curriculum Review Committee shall have the following members:

1. The Executive Director for Academic AffairsChairperson,
2. Program Managers of faculties.....members,
3. Director of Distance and Continuing Education member
4. Customer Relations and Information Production Case Team Coordinator....Secretary

Art 25. Duties and Responsibilities

The duties and responsibilities of the Academic Standards and Curriculum Review Committee are associated with academic standards and curriculum review. Concerning Academic Standards, the Committee shall:

1. Advise the Senate on matters pertaining to student academic performance and teaching standards in the University;
2. Advice on the implementation of University policy on examinations in all the faculties of the University and on the handling of examination related issues not covered in the policy;

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3. Monitor the grading practice of the various faculties and take measures to bring them in line with the general University policy on grading;
4. Receive and consider request from academic councils for waiver of academic standards legislated by the Senate where particular circumstances and unique reasons dictate such a consideration;
5. Analyze, from time to time, the experience and knowledge gained from the administration of the rules pertaining to grading, academic requirements and probation to identify more effectively the cause of academic failure and determine steps which can be taken to improve conditions;
6. Receive and consider grievances and recommendations from academic councils and other faculty groups on matters pertaining to academic standards in the University and may take actions for the cases presented by the councils or recommend the cases to the Senate to find solutions for the grievances;
7. Advise on policies and procedures to be used in the determination of equivalencies of degrees, diplomas and courses from other institutions of higher education; and
8. Recommend, in co-operation with the Admissions and Placement Committee (APC), the qualifications for admission to academic units of the University to ensure uniformity of standards while allowing for a degree of flexibility.
9. Advise the Senate on the establishment and maintenance of colleges, faculties, schools, institutes, and other academic units of the University and with regard to the courses of instruction to be offered by such academic units;
10. Advise the Senate on the establishment of courses of instruction and curricula for the various academic units of the University and on any major change approved curricula submitted by the academic council of faculties concerned;
11. Advise the Senate on the degrees, diplomas and certificates of proficiency to be granted by the University;
12. Undertake periodical review of curriculum through the participation of stakeholders; and
13. Register minor changes of curricula passed and reported by the academic council concerned, such as the substitution of one course by another related course in an approved curriculum, the permanent transfer of a course from one year to another, changes in the number of credits for approved courses so far as these changes do not interfere with the rules regarding majors, minors, and general education requirements in this Legislation.

Sub-section II. The Admissions and Placement Committee (APC)

Art 26. Membership

The Admissions and Placement Committee shall have the following members:

1. University Customer Relations and Information Production Case Teams Coordinator.....Chairperson
2. Faculties’ Customer Relations and Information Production Case Team coordinators.....members
3. Vice Deans of colleges and Program managers of Faculties..Members
4. Director of Distance and Continuing EducationSecretary
5. Two senior student representatives of whom one is a female...Members

Art 27. Duties and Responsibilities

The Admissions and Placement Committee shall have the following duties and responsibilities:

1. Determine admissions to undergraduate programs including those of Distance and Continuing Education on the basis of provisions contained in this Legislation with regard to admissions;
2. Seek and act upon the advice of the Academic Standards and Curriculum Committee on certificates that do not fall into any one of the categories already recognized by the University for eligibility;
3. Monitor the application of the criteria established for admissions, and
4. Propose to the Senate areas of study and investigation related to admissions and placement.

Sub-section III: The Continuing and Distance Education Committee (CDEC)

Art 28. Membership

The Continuing and Distance Education Committee shall be composed of the following members:

1. Director of Distance and Continuing EducationChairperson

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2. Campus Continuing and Distance Education Coordinatorsmembers
3. Three academic staff elected by the Senate.....members
4. Two student representatives from Continuing and Distance Education Program
one of whom is a female.....members

Art 29. Duties and Responsibilities

The Continuing and Distance Education Committee shall have the following duties and responsibilities:

1. Review and co-ordinate the various continuing and distance education programs offered at different centers and see:
 - a. Whether the existing University regulations and educational policies are properly implemented;
 - b. Whether the objectives, rationale, curricula, and teaching methods of each programs meet the University requirements; and
 - c. Whether the continuation of some existing continuing and distance education programs is justified in light of the needs of the country;
2. Review existing programs periodically to provide for their growth and development;
3. Work towards enabling the Continuing and Distance Education Divisions to become self supporting;
4. Work with deans and faculty Academic Councils to ensure that course offerings are in accordance with proper academic standards;
5. Advise the Senate on matters pertaining to the Continuing and Distance Education Divisions;
6. Assist the Continuing and Distance Education (or an equivalent office to be established) in exploring the feasibility of expanding the continuing education programs to different regions of Ethiopia in consultation with the various faculties as well as with governmental and non-governmental agencies;
7. Consider the development of non-degree programs or type of courses in fields such as technical training, by means of "open-admission" policy in so far as these programs are self-supporting;

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8. Encourage the introduction and development of course-offerings through distance education and other modern means;
9. Consider payment rate for academic and administrative staff; and tuition fee that should be collected from students;
10. Search for marketable educational programs;
11. Supervise the programs and submit financial reports;
12. Find ways of using ICT to deliver on-line courses.

Sub-section IV: The Council of Graduate Studies (CGS)

Art 30. Membership

The committee shall consist of the following members:

1. The Vice President for Academic AffairsChairperson;
2. The Vice President for Research and Community Service.....Member ;
3. The Executive Director for Academic AffairsSecretary;
4. Customer Relations and Information Production Case Teams Coordinator.....Member;
5. Deans that run graduate programs.....members;
6. Staff representatives from related fields as determined by the Office of Academic Affairs Vice President.....members;
7. A representative of students enrolled in graduate programs.....Member.

Art 31. Duties and Responsibilities of the Council of Graduate Studies (CGS)

The Council of Graduate Studies shall:

- a. formulate and propose revision and amendment of rules and regulations governing graduate programs to the Senate;
- b. examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;
- c. promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
- d. recommend for approval to the Senate proposals for new graduate programs submitted to it by faculty academic commissions;
- e. set guidelines for admission of candidates to graduate programs;

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- f. propose suggestions on tuition fees and waivers to the Senate;
- g. facilitate collaboration with graduate programs in other universities, or with organizations that seek such collaboration;
- h. ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by concerned graduate program offices;
- i. formulate and recommend general policy for the welfare of graduate students and the award of graduate studentship and other awards;
- j. recommend to the Senate the award of the appropriate post- graduate diploma, certificate or degree in accordance with University rules and regulations;
- k. issue directives to the Office of the Vice President for Academic Affairs on any matter pertaining to graduate programs;
- l. participate in the periodic assessment of the graduate programs of the University;
- m. advise the Senate on all matters regarding graduate programs; and
- n. Establish its own rules of procedure and set up standing and *ad-hoc* committees as necessary.

Sub-section V: The Library and ICT Development Committee (LICTDC)

Art 32. Membership

The Library and ICT Development Committee (LICTDC) shall have the following members:

- 1. The Vice President for Academic AffairsChairperson;
- 2. The Vice president for Business and Development.....Member;
- 3. The Vice president for Information and Strategic Communication ... Member;
- 4. Executive Director for Academic Affairs Member;
- 5. The Director of University Libraries Secretary;
- 6. The Dean of Student Services Member;
- 7. The Information and Communications Technology Development Officer... Member;
- 8. Four students' representatives from graduate, undergraduate, continuing and distance education as well as students with disability..... members.

Art 33. Duties and Responsibilities

The Library and ICT Development Committee shall:

- a. formulate library policies and devise strategies in relation to the development of resources for instruction, research and other services;

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- b. ensure that the libraries are maintained as a national and international scholarly resource;
- c. formulate policy on the overall implication and development of the libraries and information service centers;
- d. formulate policy for the allocation of funds for the libraries;
- e. set mechanisms to enhance the potential of libraries to contribute to the maximization of the information resources available to researchers, and the facilitation of their access;
- f. formulate rules and regulations on donated books, manuscripts, projects and other materials, including the rights of donors and their families;
- g. formulate regulations on the implementation of the University's library and information service policy;
- h. set regulations on the control, management, and security of the use of the facilities of the University library services;
- i. formulate policy for the acquisition, development, management, and disposition of collections in the libraries museums;
- j. formulate guidelines for the preservation of materials in the University's library collections;
- k. devise strategy and plan for the provision of electronic information resources;
- l. prepare and submit to the Senate policy and strategy for the utilization and maintenance of all types of teaching/learning materials including textbooks, references, manuals, manuscripts, technical equipment, modules, films, etc.;
- m. participate actively in the effort to secure suitable teaching materials from external sources;
- n. develop a system for assessing the relevance, appropriateness and other similar qualities of audio-visual teaching materials in cooperation with the relevant units of the University;
- o. assess periodically the major needs of the various programs of the University for educational materials;
- p. ensure the formulation and continued development of a University-wide strategic plan on information and communications technology (ICT) in the furtherance of the University's aims and objectives;
- q. facilitate the efficient utilization of ICT in the University;

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- r. formulate policy to enhance the University's potential in information and communications technology, and its application in teaching-learning, research and administrative services;
- s. formulate policy on University-related website publication; and
- t. set regulations on the control, management, and security of the use of the University's ICT facilities;

Sub-section VI. The Research and Publications Committee (RPC)

Art 34. Membership

The Committee shall consist of the following members:

- 1. The Vice President for Research and Community Service..... Chairperson;
- 2. Senior expert for Research..... Secretary
- 3. Senior expert for Community servicesMember
- 4. Senior expert for Knowledge and Technology Transfer.....Member
- 5. Faculty Research, Graduate program and Community Service coordinators...Member, and
- 6. Two directors of research institutes elected by the Senate.....Member.

Art 35. Duties and Responsibilities of RPC

The Research and Publications Committee shall:

- 1. formulate strategies for promoting research and dissemination of research results; guide the Office of the Vice President for Research and Community Service and other units of the University in designing and conducting training workshops on research methods and research writing specify priorities for research at national level;
- 2. set guidelines for the approval of research proposals;
- 3. monitor the activities of the Office of The Vice President for Research and Community Service in relation to approved research work;
- 4. provide procedures for the launching of a new journal;
- 5. determine criteria for establishing the reputability of journals;
- 6. re-assess the reputability of journals every year;
- 7. determine courses of action in the case of breach of agreement by researchers;
- 8. specify the calendar for submission of research proposals and research reports;
- 9. examine and endorse the activity reports of research institutes;
- 10. propose to the Office of the Vice President for Research and Community Service the establishment of research teams or centers along BDU's research thematic areas;

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11. advise and assist the Vice President for Research and Community Service in securing funds from organizations outside the University and developing detailed procedures and guidelines for the utilization of internal research funds;
12. design, facilitate and endorse collaborative activities with national and international institutions;
13. establish award system for recognizing outstanding research;
14. assist the Office of the Vice President for Research and Community Service in preparing code of ethics governing/safeguarding research and intellectual property rights;
15. approve allocation of funds for research institutes;
16. issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
17. promote the publication of outstanding theses and dissertations;
18. ensure the appropriate academic standard of publications;
19. prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks and references, etc.; and
20. Advise the Senate on all matters pertaining to research and publications.

Sub-section VII. The Staff Recruitment, Appointment and Promotion Committee (SRAPC)

Art 36. Membership

The Staff Recruitment, Appointment and Promotion Committee shall have the following members:

1. The Academic Affairs Vice President.....Chairperson;
2. Vice President for Research and Community Service.....Member;
3. The Executive Director for Academic AffairsSecretary;
4. Human Resource Administration Business Process Owner.....Member;
5. Representative from each Faculty (preferably with the rank of assistant professor and above).....Member.

Art 37. Duties and Responsibilities

The Staff Recruitment, Appointment and Promotions Committee shall:

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1. Set guidelines for academic staff employment and upon approval by the Senate supervise its implementation;
2. Consider promotions in rank recommended by all faculties in accordance with the provision of this Legislation and other policies and procedures as the Senate may, from time to time, prescribe:
 - a. All recommendations to the rank of assistant professor and above shall be made by the Office of the Academic Affairs Vice President;
 - b. Heads of academic units shall take the initiative and institute recommendations for a faculty member's promotion in rank, which shall be sent to the deans with all necessary papers and documents;
 - c. The dean of a faculty with the Academic Council shall evaluate each candidate before making recommendations to the Academic Affairs Vice President;
 - d. The respective Academic Council, through the Academic Affairs Vice President, shall make recommendations to the SRAPC for promotions to the rank of assistant professor and above;
 - e. The Academic Affairs Vice President requests the SRAPC to evaluate each recommendation. Following approval, all promotions recommendations to the rank of Assistant Professor and above shall be presented to the Senate;
 - f. The Academic Affairs Vice President shall hand on the recommendations and comments of the Senate on promotions to the rank of "professor" to the President of the University who then shall forward recommendations for promotion to the same rank to the University Board for final decision.
 - g. A faculty member who feels that his promotion has been overlooked may appeal to the Office of the Academic Affairs Vice President.
3. Advise the Senate on matters relating to the general welfare of faculty members, such as the statute on academic rank, salaries and academic duties and freedom. Faculty morale is important and the committee reserves the right to investigate those areas of faculty concern and make recommendations accordingly;
4. Appoint a sub-committee on honorary degrees, which shall entertain nominations and make recommendations on individuals who may be recommended to the degrees in recognition of high distinction and/or outstanding services in the following areas;

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- a. Academic work of outstanding and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society;
5. Support for Bahir Dar University of a nature of distinctive and major as to constitute a most significant element in the growth and development of the institution.
6. Shoulder the overall responsibility of executing and coordinating the staff development plans of the University by initiating programs and activities and working out procedures that would enable academic staff carry out their duties more effectively. These include:
 - a. Assessment of the overall manpower requirements of the University both in the academic and non-academic staff;
 - b. Facilitating the future training of the academic staff at home or abroad.
7. Initiate professional development programs to improve the quality of teaching and research in the University and initiate programs and activities that promote good work–place relationships among the staff;
8. Recommend the optimal staff size required by various units of the University and establish the staff composition in terms of rank and qualifications;
9. Recommend the kind and number of University staff going for further studies each year;
10. Explore, in collaboration with the External Relations Case Team, ways and means of obtaining scholarships through bilateral and multilateral agreements or through international agencies;
11. Follow up the progresses of its staff who are on study leave abroad;
12. Review, from time to time, the efficiency of the system of evaluation of faculty members;
13. Set up its' own internal guidelines for scholarship procedures and get it approved by the Senate;
14. Examine and approve the academic staff needs of each faculty. The processes of recruiting and decision about the number and qualifications of the recruit staff are as follows:
 - a. At the beginning of each semester each faculty should notify the number and qualifications of staff to be employed for the coming semester,
 - b. Based on their staff requirement plan faculties shall present their staff requirement requests for each semester to SRAPC through the Academic Affairs Vice President ahead of one month;
 - c. SRAPC shall decide on the number and qualifications of the new recruits for each faculty at least two months before the commencement of the semester;

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- d. The decision shall be passed to the Human Resources Administration Business Process for proper advertisements, notification and applications;
 - e. The committee shall formulate its own guidelines and procedures for staff recruitment and implement it upon approval by the Senate.
15. Oversee joint employment of academic staff, in accordance with the Proclamation and other specific directives issued or to be issued by the Ministry. In this regard:
- a. Application for joint employment should be addressed to the specific academic unit;
 - b. If the application is accepted by the academic unit, the applicant and the academic unit shall determine the working hours, salary, benefits, and other duties and responsibilities of the joint employee;
 - c. The agreement should be ratified by Academic Council, and sent to SRAPC through the Academic Affairs Vice President;
 - d. In line with the University's objectives, financial, and academic policies as well as staff recruitment needs, SRAPC shall evaluate the agreement and approve the employment.

CHAPTER THREE

DEANS AND DIRECTORS OF FACULTIES, PROGRAM MANAGERS AND ACADEMIC COUNCILS

Section I. Appointment and Term of Office of Deans/ Directors, Vice Deans and Program Managers

Art 38. Appointment

Deans, directors, program managers shall be appointed as provided hereunder:

1. The Vice President for Academic Affairs convenes the members of the academic council and a senior staff member from each program to conduct election;
2. The representation of regular faculty students shall be ensured within the members of the academic council;

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3. The Vice President for Academic Affairs ensures that every electorate actively participates in nominating academic staffs that have better readiness and potential to serve in the position. Accordingly, five nominees shall be recruited;
4. Voting shall be conducted in secret ballot;
5. The President, in consultation with the vice presidents and the Executive Director, appoints the dean among the three nominees that obtained highest score.
6. In the case of colleges, the vice presidents, in consultation with and the Executive Director, appoints the vice dean from the three nominees that scored highest vote.
7. The Executive Director, in consultation with the respective dean of academic unit, appoints the program manager from among the three nominees that scored the highest vote.

Art 39. Terms of Office

1. The term of office of deans, directors, vice deans (in colleges) and program managers shall be three years.
2. After three years, re-election shall take place as indicated above.
3. No dean or director shall serve for more than two consecutive terms.
4. Unless otherwise determined by any directive or decision of the Senate, the provision of sub (3) shall be similarly applicable to vice deans and program managers.

Section II. Powers and Responsibilities of Deans/Directors, Vice Deans and Program Managers

Art 40. Powers and Responsibilities of Deans and Directors

- a) The deans and directors of each faculty shall be accountable to the offices of vice presidents of Academic Affairs and Research and Community Service.
- b) The powers and responsibilities of deans and directors include, but are not limited to, the following:
- c) Developing & articulating the mission, vision, and objectives of the faculty in consultation with the vice presidents of Academic Affairs and Research and Community Service;

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- d) Formulating the faculty's strategic and annual plans and submitting the plan for vice presidents of Academic Affairs and Research and Community Service for approval;
- e) Communicating and inculcating the faculty's strategy, vision, mission and objective to faculty members, and internal and external stakeholders;
- f) Develop, together with the faculty program manager and Academic Council, core process performance standards, procedures and guidelines;
- g) Ensure customer and stakeholder satisfaction on the faculty's core processes and programs;
- h) Developing better work systems, environment and incentive system so as to improve motivation of staff, efficiency and effectiveness;
- i) Establish and maintain bilateral and multilateral partnerships with international and local bodies;
- j) Represent and advocate his faculty in internal and external affairs, in external intellectual and social affairs and events; attend and speak on behalf of his faculty on annual process and university meetings;
- k) Ensure the provision of resources, facilities, training and education needed for the faculty's staff;
- l) Ensure that budget for scholarship related costs such as airfare are allocated in their annual plans.
- m) Ensure the delivery of adequate, continuous and relevant staff development, training and education programs in collaboration with international partners, university leadership and others;
- n) Authorize temporary degrees issued by the faculty;
- o) Authorize permanent degrees together with the President;
- p) Create, improve and maintain core processes in academic, research and outreach services;
- q) Set target performance levels, for the core processes of the faculty, communicate the goal and process map for its attainment to the faculty's core process teams;
- r) Develop better designs, technologies and mechanisms to improve process performance;
- s) Implement continuous quality management and process improvement initiatives;
- t) Develop appropriate staff development programs in line with the target performance goals of the faculty's core processes;
- u) Conduct periodic and continuous impact assessment and evaluation on the performance of the faculty's core processes;

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- v) Benchmark local and foreign best practices in areas related to the faculty's services and deliverables and process;

Art 41. Powers and responsibilities of vice Deans

A vice dean of a college shall have the following powers and responsibilities:

1. Follow up the college's customers needs & expectations and in consultation with the program management team works toward meeting identified needs and expectations;
2. Shall set target performance levels of the college, and shall communicate the goal and process map for its attainment;
3. Continually collect information on performance of core processes through various mechanisms including customer satisfactions assessments; evaluate the performance achievements, identify gaps, and develop proposals for process improvement and communicate the finding to the college dean;
4. Develop process flowcharts, and the corresponding manuals, guidelines, etc;
5. Develop procedures and standards for performance and execution;
6. Ensure the development and implementation of appropriate , customer -focused, efficient and effective , outcome- focused, management and measurement system, process design, value and culture in the college;
7. Conduct program council meetings with course chairs;
8. Assess, together with course chairs, the performance of teaching-learning and organize a report to the dean;
9. Convene periodic program review sessions wherein external and internal stakeholders and partners shall be invited and gather relevant program improvement information;
10. Discuss with course chairs and staff on process improvement; and
11. Take the dean's role in the absence of the latter.

Art 42. Powers and responsibilities of Program managers

Being accountable to the dean, the program manager of each faculty shall have the following powers and responsibilities:

1. Directs the teaching learning activities of the faculty.
2. Promotes and research in the faculty.
3. Follows up and executes the decisions and recommendations of the AC.

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4. Seeks to provide opportunities for educational and professional development of the staff and students of the academic unit.
5. Follows up and facilitates the processing of appointments, promotions, salary increments and benefits due to staff members of the faculty.
6. Prepares and causes to be prepared plans, programs and budgets for the activities of the faculty and closely supervises the implementation of approved plans and programs.
7. Assigns:
 - a. Academic advisor(s) for each batch of students to help them in their education; and
 - b. Advisors for senior essays or projects and examiners for the same.
8. Supervises the proper use of resources within the faculty.
9. Keeps records of activities of every staff member of the faculty to serve as input for evaluation of staff members. Such records shall, *inter alia*, include reports on research work, publications, conference papers and talks, status of works in progress, public services and participation in University affairs.
10. Conducts performance evaluation of each staff member at the end of each academic year.
11. Ensures that students' evaluations and colleague reviews of staff members of the faculty are properly conducted and the necessary reports are submitted to the dean as per procedures on these matters.
12. Delegates his powers to another full-time academic staff member of the faculty where necessary.
13. Carries out other relevant tasks assigned to him by the dean.

Section III. Academic Council of Academic Units

Art 43. Membership

The Academic Council of every faculty shall have the following members:

1. The DeanChairperson;
2. Vice Dean of the College.....Member;
3. Program Manager.....Member;
4. Coordinator of Customer Relations and Information Production Case Team...Secretary;
5. Coordinator of Graduate Program, Research and Community Service..... Member;

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6. Representative of course chairs from each program.....Member;
7. One representative of the faculty staff..... Member; and
8. One representative of students.....Member.

Art 44. Powers and Responsibilities of the Academic Council

The Academic Council of each faculty shall have the following powers and responsibilities:

1. Approve budget plan of the faculty;
2. Allocate budget for course chairs in the faculty based on the standard formula;
3. Approve strategic plan of the faculty;
4. Conduct scheduled meetings and extraordinary meeting(s) if requested by one-third of the members of the faculty's council.
5. Follow up issues that transcend the mandate of the Course Teams, Research Centers and Units representations;
6. Ensure the quality of teaching-learning, research and community services based on established standards;
7. Review the plans and reports of course teams, Research Centers and Units and Support offices;
8. Review the plans of the faculty on the initiation/termination of new research units, programs, centers, institutes as per the established relevant regulations and practices;
9. Based on the criteria set by the Senate and in accordance with the provisions of this Legislation shall prepare list of reputable professional journals and update such list annually;
10. Decide on academic promotions up to the rank of lecturer and recommend applications to higher ranks to the Office of the Academic Affairs Vice President.

CHAPTER FOUR

OFFICE OF THE EXECUTIVE DIRECTOR AND CASE TEAMS WITHIN THE TEACHING- LEARNING, RESEARCH AND COMMUNITY SERVICE PROCESSES

Section I: Office of the Executive Director for Academic Affairs

Art 45. General

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1. The Office of the Director shall have a director and as many experts as are necessary.
2. The president, in consultation with the vice presidents, appoints a director (preferably assistant professor and above) from among the teaching staff. The President may, in his discretion, invite through a written notice nomination of possible candidates from faculties and may solicit proposals from the Senate or relevant standing committees of the Senate.

Art 46. Powers & Responsibilities of the Executive Director

1. The Executive Director shall be accountable to the Office of the Vice President for Academic Affairs.
2. The Executive Director shall be responsible for the overall teaching-learning process. The Director shall, in particular, have the following duties and responsibilities:
 - a) Prepare and submit for approval directives and guidelines relating to the teaching –learning as well as research and community service processes;
 - b) Prepare and submit for approval by the Senate a Code of Conduct and Disciplinary Rules which students are subject to follow;
 - c) Supervise overall teaching-learning process’s missions and goals;
 - d) Take part in market analysis;
 - e) Analyze and understand customers’ needs and expectations of the teaching-learning process and its business units;
 - f) Develop , in consultation with his advisory team and business unit mangers, strategy and long-term plans;
 - g) Set priorities and define goals and objectives of the business process;
 - h) Understand the needs of customers, evaluate their satisfaction through impact assessment, together with business units’ process mangers;
 - i) Provide performance standards for the teaching-learning process academic units;
 - j) Consult academic unit mangers on process management and development;
 - k) Collect continual summary process data from every academic unit and evaluate performances thereof;
 - l) Identify gaps and discuss with academic unit mangers and staff to correct deviations from performance standards;
 - m) Benchmark best practices;
 - n) Design new processes;
 - o) Advocate and represent the teaching-learning process;

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- p) Develop and allocate resources, negotiate with internal and external stakeholders to secure resources and allocates to academic units;
- q) Build and maintain process and institutional partnerships and collaboration;
- r) Initiate, lead and mange change and improvement projects;
- s) Measure and evaluate process performance and performers;

Section II: Case Teams: Roles and Responsibilities

Art 47. Case Teams at the University Level

The University has the following case teams:

1. **Academic & Research Strategic Support and Consulting Team;**
2. Program Management and Marketing Case Team;
3. Customer Relation and Information Production Case Team;
4. Resource, Systems and Technology Support Case Team.

Art 48. Case Teams of Faculties

Every faculty has the following case teams each of which is accountable to the respective deans of the faculties:

1. Program Management and Marketing Case Team;
2. Customer Relation and Information Production Case Team;
3. Resource, System, and Technology Support Case Team;

Sub-section I. Academic & Research Strategic Support and Consulting Team (A & RSSC Team)

Art 49. Powers and Responsibilities

The major duties and responsibilities of the Academic & Research strategic support & consulting team include, but not limited to, the following:

1. Conducting periodic market analysis including internal and external environmental analysis; spotting opportunities & threats, strengths and weaknesses; reviewing national and regional goals, priorities, and demands; assessing academic and research programs

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- needs; in order to understand the needs to be served by the academic and research business processes and business units of the university;
2. Making relevant statistical analysis, projections and estimates based on market analysis and providing them timely for action;
 3. Consulting the Academic and Research process management team and faculty's in the development and implementation of strategic academic and research plans and goals;
 4. Developing standards and procedures that guide the university's as well as faculty's in market analysis; program development & management; academic & research information system development & management; impact assessment, evaluation and graduate follow-up;
 5. Developing periodic statistical information related to academic and research activities of the university and making them available for decision making by faculty's, process management team, and other internal and external stakeholders;
 6. Consulting the A&R process management team in capital budgeting, resource allocation, and provision;
 7. Developing , together with A& R process management team, periodic strategic plans, and following up their implementation;
 8. Developing annual academic and research calendars at a university level;
 9. Identifying potential markets for the university's existing and new academic and research programs; and making the appropriate selection of target markets based on strategic plan, university core competency and feasibility;
 10. Identifying the university's core competency and weak spots vis-à-vis the competition; developing recommendations to exploit core competencies and improve on weak spots; and making the information available to faculty leaders, and A&R process management team;
 11. Developing , based on market analysis and strategic plan, appropriate university level strategies and plans for new program development, and expansion of existing programs to new territories and communicating them to faculty and senate;
 12. Developing strategies and plans with relevant standards and criteria for the development of new faculty, or the merger and dissolution of existing faculty;
 13. Developing new faculty, academic & research programs, merging or dissolving existing programs and/or faculty, as appropriate, based on strategic plan and market needs;

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14. Providing timely and appropriate consultation for faculty in their program development and management activities;
15. Developing strategic market positioning maps for the university's academic and research programs, and ensuring their proper implementation;
16. Ensuring adequate and appropriate marketing, promotion, and communication of the university's academic and research business units and their programs including image building among stakeholders;
17. Ensuring optimum satisfaction among stakeholders on the academic and research programs delivered by the university's and faculties through periodic performance, customer satisfaction assessments and recommendations based on the findings;
18. Ensuring the presence of a well staffed and well functioning impact assessment, evaluation, and graduate follow-up system, procedures, and manuals;
19. Conducting periodic university wise process and programs impact assessment, evaluation and graduate follow-up research; and making the information thereof available for timely action to faculty process management team;
20. Developing and updating university level manuals, procedures, and system for Impact assessment, evaluation and graduate follow-up and disseminating them to faculty level program management teams and faculty leaders and following up and consulting on their implementation and observance;
21. Compiling periodic impact assessment, evaluation and graduate follow-up reports and statistics with recommendations and disseminating them to stakeholders, and relevant bodies and impact assessment reports;
22. Initiating inter faculty projects, coordinating the efforts, and facilitating their execution;
23. Identifying , developing and maintaining partnerships with local and international bodies and institutions that are appropriate to enhancing the university's academic and research activities and its brand value;
24. Conferring on periodic workshops and meetings with faculty leaders, and faculty program and process managers for communication on common issues, standards, and procedures; for experience sharing and discussion among faculty on academic and research affairs;
25. Ensuring the availability of one stop information and data on academic issues, student and customer profiles, etc;

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26. Developing, updating, and maintaining a central one stop information and data base in collaboration and networking with faculty and making it available and accessible to students, stakeholders and the university community via websites, and other appropriate media;
27. Developing university academic and research journals, radio, and other media in communication with faculties' and process management team;
28. Publishing and distributing university level Periodic journals, newsmagazines, reports, bulletins etc covering information, findings etc related to the university's academic and research activities;
29. Develop , manage and update university publication standards, procedures, manuals, and regulations and follow-up their proper execution;
30. Ensuring networking, communication and harmony among faculty;
31. Developing university wise Academic & Research infrastructural, ICT, and facility development, and provision strategy, and enabling their implementation in communication with the university's leadership, board, ICBP;

Art 50. Composition of the Case Team, Criteria and Specific Responsibilities

The members of the Academic & Research Strategic Support & Consulting Case Team shall comprise the experts selected on the basis of the criteria and shall have corresponding responsibilities as indicated hereunder:

1. Team leader (Academic Affairs Executive Director):

a) Criteria

Masters degree and above in any area of study.

b) Responsibilities

Coordinate the team, develop team action plans, represent the team in external relations, develop the team's reports, assign tasks and schedules to the team members, lead, motivate and support the team in its activities and has veto power on unresolved cases of the team.

2. Educational expert:

a) Criteria

MA and above in education, curriculum and higher education.

b) Responsibilities

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Takes active role on issues related to teaching, assessment, curriculum review, impact assessment and follow-up.

3. **Marketing expert:**

a) **Criteria**

Masters degree and above in Business fields Marketing, Management, and Accounting.

b) **Responsibilities**

Takes active role in issues related to market analysis, strategy development, program development & management, promotion and marketing, etc.

4. **Information Systems Expert:**

a) **Criteria**

Masters degree and above in Information Systems, or Management Information System.

b) **Responsibilities**

Together with the ICT expert assume key role in the development, maintenance and management of the university's academic and research information system, ICT infrastructure and delivery of information.

5. **Information Communication Technology Expert:**

a. **Criteria**

Masters degree and above in Information Communication Technology or Computer Science.

b. **Responsibilities**

Coordinates the resources and technology support Case team in various faculties and school; monitor the integration of ICT in the teaching and learning process, plan the expansion of e-learning services and facilities in various programs of the University and design and implement ways of modernizing teaching and learning facilities and classrooms

Statistical Expert:

a. **Criteria**

Masters and above in statistics, economics, management science, Mathematics, Research, etc.

b. **Responsibilities**

Being accountable to the respective offices of the Vice Presidents for Academic Affairs, the A&RSSC Team plays key roles in the development of statistical reports, and analysis of numerical data, etc.

Sub-section II: Program Management and Marketing Case Team of Faculties

Art 51. Powers and Responsibilities

The Program Management and Marketing Case Team of each faculty shall be responsible to undertake the following:

1. Conduct periodic and continuous market analysis;
2. Assess the labor market, identify potential and existing demand for each educational and research programs provided by the business unit;
3. Identify new areas of specialization/program that are in demand;
4. Select and target the faculty's academic and research programs' customers and positioning the appropriate programs to the appropriate customers;
5. Develop and manage the faculty's program development and marketing strategy;
6. Develop appropriate and relevant academic and research programs and managing their delivery;
7. Developing, managing and renovating curricula for the faculty's academic programs;
8. Ensuring timely and effective communication and advertising of the faculty's academic and research services and programs to the relevant target customers and stakeholders;
9. Developing strong and profitable partnerships and relationships with educational and research outcomes;
10. Ensuring timely and effective orientation and induction of students;
11. Providing students and other educational and research customers of the faculty with up to date guidebooks and other relevant support to enhance their experience with the faculty and the services it delivers;
12. Ensure continual impact assessment, evaluation or graduate follow up and provision of feedback;
13. Participate in business unit strategy development;
14. Alumni network and communication management;
15. Develop and communicate schedules and academic calendar of the faculty;
16. Develop , administer, and correct program aptitude tests;
17. Develop student selection and admission criteria;

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18. Feedback provision to Course System Knowledge Database (CSKD) teams and director of the faculty.

Sub Section III: Customer Relation and Information Production Case Team

Art 52. Powers and Responsibilities

The Customer Relation and Information Production Case Team of each faculty shall have the following powers and responsibilities:

1. Develop and release communication and advertising messages;
2. Develop and maintain business unit's information and database system;
3. Design and release application forms;
4. Select, recruiting and registering students to program, courses, and trainings;
5. Collecting, organizing, and ensuring easy access to students' academic and research records;
6. Identify and gather relevant business unit information from outside and internal sources;
7. Receive requests for certification, design and deliver certificates and degrees;
8. Provide personal and group advising and consulting services on academic and related issues;
9. Ensure seamless networking and communication with course system teams in the collection and organization of students' academic records;
10. Develop and issue credentials and certificates;
11. In collaboration with program management and marketing experts, ensuring timely announcement and advertising of academic programs and schedules;
12. Decide on students' academic status in consultation with the academic advisors;
13. Communicate students their academic progress in every academic calendar;

Sub-section IV: Resource, Systems and Technology Support Case Team

Art 53. Powers and Responsibilities

The Resource, Systems and Technology Support Case Team of each faculty shall be responsible to:

1. Develop and maintain educational and research support technologies, websites, online resources;
2. Provide timely, efficient and customer based printing and copying services
3. Develop and produce audio-video resources: lectures, expert interviews, laboratory, experiments, conferences, historic places and events, movies
4. Ensure the provision and functionality of classroom and syndicate rooms' technologies, infrastructure
5. Support and advise Course System Knowledge Database Teams (CSKD) teams in the development, maintenance and accessing of their respective electronic, digital, and other online course system resources
6. Ensure a conducive and efficient laboratory and demonstrative system

Paragraph I: Course System Knowledge Database Team (CSKD Team)

Art 54. General Team Roles

1. The Course System Knowledge Database Team (CSKD Team) shall be responsible for the Production, packaging and delivery of knowledge in a specific stream identified by the CSKD.
2. It shall design, develop, maintain, renovate and update the CSKD.

Art 55. Course System Knowledge Database Manager (Course Chair)

The Course System Knowledge Database Manager shall:

1. Serve as a key person in the generation, packaging and delivery of knowledge in the area;
2. Organize, plan, and manage team activities and tasks;
3. Set criteria for students' final grade and decides students' grade in consultation with assistants;
4. Area authority in external and internal affairs;
5. Set academic and research goals for the course system;
6. Plan and coordinate community service related to the course system;

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7. Conduct research on various issues related to the course system;
8. Assist MA and PhD level students to play various roles in assisting course provisions;
9. Develop course deliverables and deliver course;
10. Lead, manage and assess the performance of course team members
11. Deliver lectures;
12. Plan together with assistants the tasks of course assistants;
13. Monitor the tasks of course assistants.

Art 56. Course Assistants

Course assistants shall have the following responsibilities:

1. Assume specific roles in the generation, packaging and delivery knowledge;
2. Facilitating learning, tutorials, advising;
3. Organize seminars, presentations, discussions, and other sessions;
4. Assess students on specific tasks and organize their scores on continuous basis;
5. Avails learning materials through soft and hard-copy.

Art 57. Academic Advisors

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

1. Interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
2. Follow up the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
3. Help students develop personal academic goals or learning plans and facilitate their progress towards their goals;
4. Advise those students who express a desire or need (e.g. students with academic difficulties) for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;
5. Provide relevant evidence to course chairs on students' academic problems and support provisions;

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6. 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;
7. Whenever necessary, these advisors shall network with other faculty members and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;
8. Help students choose minors, electives, and specializations in their areas of study;
9. Maintain academic and other records and transfer, when necessary, any student related information to the respective chair, program manager or dean in case of study or research leave. Whenever there is change of advisors there should be proper handover of students' record. All documents relating to a student are maintained in strictest confidence.
10. Students should feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.

PART III: REGULATIONS RELATING TO UNIVERSITY STAFF

CHAPTER ONE

GENERAL PROVISIONS ON STAFF

Art 58. Policy Premises

1. This Legislation is based on the conviction that the progress and strength of the University i.e., the fulfillment of its visions and realization of its missions depend on the professional competence and quality as well as intellectual and moral discipline of its staff.
2. It is through the instrumentality of its staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in accordance with the best traditions developed by universities throughout the world.

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3. In order to develop strong academics and attract outstanding Ethiopians into University careers, it is desirable that the University:
 - a. Clearly defines what is required of its academic staff in the areas of research, teaching and community service;
 - b. Develops policies with respect to ~~salary scales~~, ranking and promotion which provide protection against irrational decisions and which compare favorably with salaries offered by the public service ~~and private business and will, in terms of local living costs, enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University may rightfully demand from them;~~
 - c. Works out rules and procedures governing the academic responsibilities and freedoms of academicians as well as the grounds for their dismissal and the procedures to be followed; and
 - d. Puts in place rules and regulations governing opportunities for research or sabbatical leaves to enable faculty members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization and which will advance their capacities as teachers and scholars.

Art. 59: Planning

Every academic unit and center shall prepare academic and technical support staff development plan based on:

1. Higher education staff development and enrolment plan;
2. Vision of the University;
3. Existing staff profile and load;
4. Existing programs and future expansion;
5. Student staff ratio; and
6. Nature of academic programs and their mix.

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It is the duty of the Dean/Director of the Academic Unit or Center, to make periodically or upon request, project general size of Academic and Technical Staff and its structure in terms of academic rank. These shall also be submitted to the Academic Staff Affairs Committee (SAC) of the Senate for its endorsement.

Art 60. Status of the Legislation in the University Contracts

This Legislation shall form an integral part of the employment contracts for full-time University staff unless it or a part thereof is expressly waived by the parties.

Art 61. Category of Staff

The University shall have:

1. academic staff;
2. technical staff;
3. administrative support staff; and
4. professionals in teaching hospitals, as may be appropriate.

Section I: The Academic Staff: Roles, Responsibilities and Rights

Art 62. The Academic Staff

The University shall have the following academic staff:

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

Art 63. Rules regarding Graduate Assistants

1. Without prejudice to Art 30 (3) of the Proclamation and other provisions, graduate assistants shall be:
 - a. subjected to one year of probation during which the University assesses their ability and suitability;

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- b. given every opportunity for gaining insight into as many aspects as possible of the work of the academic unit to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study within a maximum of two years;
2. A graduate assistant may be given the following duties:
 - a) Assist in the instruction of special types of classes as well as large classes under the supervision of academic staff;
 - b) Assume tutorial responsibilities, but under exceptional circumstances, may be given teaching responsibilities under the supervision of a senior staff member
 - c) Act as demonstrator in scientific and technical laboratory classes provided that the planning and supervision of such classes remains with the course chair.
 - d) Take over classes with the approval of the dean of the faculty or the academic council in emergencies such as during sickness or other unavoidable absence of the course chair:

Provided that such arrangement doesn't continue beyond four weeks and provided further that in the above instance a graduate assistant shall not be given such responsibility for more than half of the course time for the full session.

Art 64. Duties and Responsibilities of Academic Staff

1. An academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by great scholarly circles the world over.
2. It shall be his primary duty to carry out his functions in the best interest of the University and that of the country having due regard to his profession.
3. An academic staff shall teach courses in his area of specialization following established University procedures in such a way that the course material may be delivered in an appropriate way;
4. Every academic staff shall endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;
5. An academic staff shall encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;

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6. It shall be the responsibility of the academic staff to inform the course chair or program manager/graduate program coordinator, or dean well in advance if and when he cannot be available for teaching due to his involvement in a recognized or relevant fieldwork, seminar, workshop, etc;
7. Every academic staff shall conduct classes regularly and never miss classes except for *force majeure* reasons which are immediately communicated to the nearest supervisor or head or dean of his faculty;
8. An academic staff shall give make-up classes for all the classes he missed due to his involvement in a field work, seminar, workshop or any other activity recognized by his academic unit. However, such make up classes should not exceed 25% of the course unless approved by AVP;
9. 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 course chair;
10. Every academic staff shall refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, persons with disabilities or any other unreasonable ground;
11. It is the responsibility of every academic staff to avoid acts and situations that are intimidating to students;
12. Every academic staff is expected to develop relationship of mutual respect with students and members of his faculty;
13. Every academic staff may be assigned to various positions of responsibilities.
14. As provided under Art 32 of the Proclamation, every academic staff member of the University shall have the responsibilities to:
 - a) teach, including assisting students in need of special support, and render academic guidance or counseling and community services;
 - b) undertake problem-solving studies and researches and transfer technology, in the specific area of self-competence and professional position, that are beneficial to the country; or at least ensure that own teaching is research and study-based and continuously updated;
 - c) participate in curriculum development, review, and enhancement; and achieve the required professional standard in curriculum delivery, student assessment, grading

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- and counseling, and in management of student complaints and grievances, and in professional ethical standards in general;
- d) uphold, respect and practice the objectives of higher education and the guiding values and objectives of the University; and exercise academic freedom with professionalism and consistent with the applicable provisions of the Proclamation and this Legislation;
 - e) counsel, assist and support students in acquainting themselves with the mission and guiding values of the University as well as with the objectives of higher education;
 - f) devote his full working time to the University;
 - g) accept teaching assignments in Continuing and Distance Education Programs;
 - h) refrain from imposing his political views and religious beliefs on his students during teaching-learning process;
 - i) prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills, and internationally competitive in their fields;
 - j) treat and interact with members of the University's community by refraining from acts that are contrary to rights enshrined in the Constitution;
 - k) organize, direct and develop the activities of his academic unit where such is required by the University;
 - l) submit grades on time;
 - m) demonstrate at most diligence in the discharge of his functions and, save where circumstances require otherwise, personally carry out the tasks entrusted to him;
 - n) Take good care of all University properties under his possession;
 - o) devote himself to transmit or transfer his full knowledge and skills to students;
 - p) formulate educational and research program that improves the ability of staff as well as benefits the University;
 - q) subject himself to the evaluation of his performance and the services he renders by his colleagues, students, supervisor or head, dean, and where appropriate by the University;
 - r) accept instructions of his supervisor where such instructions are not contrary to law, morality and/or the terms and conditions of his contract of employment with the University;

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- s) show cordiality to others by demonstrating his willingness to work with and respecting ideas of his fellow staff and students;
 - t) accept additional teaching assignments when compelling circumstances arise in his faculty or related academic unit;
 - u) submit periodic reports to his academic unit or faculty on the courses he is assigned to teach and/or the research works he pursues;
 - v) show concern and demonstrate a sense of belongingness to the University to the best of his ability;
 - w) perform other additional responsibilities that may be provided for by other laws and directives of the University.
15. Academic staffs who are medical and health professionals shall have also the responsibility to render health services in the University's teaching hospital.
16. Every academic staff shall refrain from unlawful acts that adversely affect the teaching learning as well as other activities of the University.
17. A staff member with academic rank of Assistant Professor and above shall publish at least one research article per two academic years and present one faculty, University or national level seminar/conference per academic year. Such publications can be used for fulfilling promotion requirements;
18. A staff member with academic rank of Lecturer shall publish at least one research article per four academic years and shall present at least one faculty or University level seminar per academic year.
19. The Office of the Vice President for Academic Affairs in consultation with the Office of the Executive Director shall prepare a Code of Conduct which every academic staff shall be subject to upon approval by the Senate.

Art 65. Rights of Academic Staff

Every academic staff has the freedom to conduct research and engage in creative activities in science, technology and the arts. Without prejudice to what is provided in other provisions of this Legislation or the Proclamation, every academic staff has also the right to:

1. Exercise his rights provided by law;
2. Exercise academic freedom consistent with the University's mission;

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3. Entitled to get further education and training in accordance with this Legislation and other laws in force;
4. Be provided with necessary resources for his duties;
5. Be entitled to promotion and fringe benefits after having fulfilled appropriate requirements;
6. Conduct research and render consultancy services in accordance with this Legislation and other laws in force;
7. Take sabbatical and research leaves to conduct research and studies beneficial to the University and the country, in accordance with this Legislation and other laws in force;
8. Enjoy transparent, fair, and equitable administration and system of remuneration and benefits that may be instituted by Government as the economic condition of the country permits;
9. Participate, as feasible, in formulations of institutional direction, plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching-learning process;
10. Be adequately and timely informed on his performance results and of any records kept in his personal file with his prior knowledge as well as enjoy confidential maintenance of information in his personal file except for the official business of the University or the provisions of pertinent laws require otherwise;
11. Enjoy campus security for himself and for his personal property while rendering the proper services;
12. Demand support from the University in case of acts or threats of violence perpetrated on him by a member of the University community as a result of matters relating to his duties in the University.
13. Be informed on the plan, development, direction, condition and performance of the University;
14. Elect and be elected where election of academic staff is the norm;
15. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

Section II: Academic Ranks, Matters Related to Salary and other Benefits

Art 66. Academic Ranks

1. The University uses the following academic rank hierarchy for the academic staff (in an ascending order):

1.1. Teaching Staff

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

1.2. The rank of Research staff shall be as in 1.1 (a-g) above. Adjunct staff and honorary staff may be considered as academic staff. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy.

2. The University uses the following hierarchy of academic and technical support staff in the ascending order:

2.1. Professional Librarian

The University uses the following academic rank hierarchy for the Professional Librarian (in an ascending order):

- a) Assistant Librarian V
- b) Assistant Librarian IV
- c) Assistant Librarian III
- d) Assistant Librarian II

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- e) Assistant Librarian I
- f) Associate Librarian
- g) Librarian

2.2. Technical Support Staff

The University uses the following academic rank hierarchy for the technical staff (in an ascending order):

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

4. In addition to the academic ranks under sub-article (1) of this Article, a faculty may, in exceptional circumstances of need and upon the approval of the Staff Recruitment, Appointment and Promotions Committee, use a rank of graduate assistantship as a starting point for academic position.
5. A person joining any faculty of the University, as a full-time instructor or as a joint appointed staff shall be assigned an academic rank, in accordance with the general criteria established by this Legislation and with other procedures and criteria established in the relevant faculty. Each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in this Legislation.

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6. A research staff may change his/her status to his/her teaching staff or vice versa where requested by academic unit and approved by academic vice president of the University with the consent of the staff.
7. Adjunct academic ranks may be assigned to qualified part-time instructors on the basis of the general University policy applicable on appointment and promotion for full-time instructors.
8. Unless specific contractual arrangements are made to the contrary, an instructor joining the University for the first time shall be subjected to a probationary period during his first year with the University in which time the University may, on one semester notice, inform the instructor that he will not be re-employed the following year.

Art 67. Salary Scale

While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate may decide on the benefits and incentives for academic staff.

1. Without prejudice to the provisions of the Proclamation and other laws in force, the University works towards meeting the needs of its staff.
2. The University may also take the following factors into account in fixing the salary of an instructor.
 - a. instructor's recognized professional ability and reputation;
 - b. previous job experience in so far as it specially reflects unusual professional competence;
 - c. previous salary (at the time when first employed by the University);
 - d. expenses, if any, in moving himself and his family to the site of his work;
 - e. any other circumstance, which may justify compensation beyond the maximum fixed by the University salary scheme;
 - f. Within the limitations of the general salary scheme, differential salary scales may be employed for some professions such as medicine, computer science, and engineering to enable the University attract qualified professionals on a competitive basis.

Art 68. Salary Increments

In accordance with laws that may be issued by the Ministry or other organs of government from time to time, the University strives to allocate salary increments based on performance.

Art 69. Extra Teaching Load

Without prejudice to Art 30(5) of the Proclamation and other directives or standards that may be issued thereof the University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payments shall follow the rates proposed by Ministry of Education for regular program.

Art 70. Housing, Tuition and Medical Benefits

1. The University provides housing allowances to academic staff.
2. Depending on the availability of houses it administers, the University may provide houses, in lieu of housing allowances, to academic staff on competitive basis.
3. University tuition fees will be waived for spouses and children of academic staff. The family of retired or deceased academic staff will also enjoy this privilege provided that the staff had served the University continuously for a minimum of 10 years before his death or retirement directly from the University.
4. Medical fees will be waived for the academic staff and his spouse and children for medical treatment at University-run hospitals. Detail rules and guidelines shall be developed by the Human Resources Administration Business Process and implemented upon approval by the Senate.

Section III: Administrative and Technical Support Staff: Roles, Responsibilities and Rights

Art 71. Cross- Reference to other laws and General provisions

1. As expressly provided under Articles 35, 36 & 44 (1) (j) of the Proclamation, administrative and technical support staff of the University are governed by relevant Civil Service laws and other policies and directives issued by the Board.
2. As provided under Article 35 of the Proclamation, non-academic professionals and the technical staff employed in teaching hospitals are also governed by policies and directives issued under sub-article (1) of this Article; provided however, that their remuneration system shall be consistent with standards applicable to the public health sector.

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3. The responsibility of the University to ensure the competence and size of its administrative and technical support staff is guaranteed.

Art 72. Roles and Responsibilities of Administrative and Technical Support Staff

The roles and responsibilities of administrative and technical support staff are as provided in the Proclamation, other laws in force and directives issued by the Board.

Art 73. Rights and Privileges of Support Staff

The rights and privileges of administrative and technical support staff are as provided in the Proclamation, other laws in force and directives issued by the Board.

CHAPTER TWO

EMPLOYMENT AND PROMOTION OF STAFF

Art 74. Recruitment of Teaching Staff

1. The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get three (3) additional points as affirmative action and given priority when they have tie points with male candidates.
2. There shall be detailed guidelines for recruitment of academic staff.
3. The Offices of the Vice President for Academic Affairs in consultation with the Human Resources Business owner and the Staff Recruitment, Appointment and Promotion Committee shall prepare detailed guidelines and submit it for the Senate for final decision and approval.
4. The maximum age limit for the appointment of academic staff shall be 30, 40 and 50 years for bachelor, masters and PhD holders respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

5. Graduate Assistant

- 5.1. A candidate with the qualification of a Bachelor's Degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of

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2.75. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an academic unit and approved by the AVP.

5.2. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.

5.3. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the program to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.

5.4.A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.

5.5. A graduate Assistant may be given the following duties:

- a. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
- b. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
- c. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
- d. Assist in research activities under the supervision of senior staff members.

5.6. Graduate Assistant I

A candidate with a qualification of a Bachelors degree in a three year degree program.

5.7. Graduate Assistant II

1. One year relevant experience and effective performance in case of a three year degree program; or
2. A candidate with the qualification of a Bachelor's degree in a four-year degree program.

6. Assistant Lecturer

6.1 Two years relevant experience and effective performance in the case of a three year degree program; or

6.2 One year relevant experience and effective performance in case of a four year degree program; or

6.3 A candidate with the qualification of a Bachelor's degree in a five-year program

7. Lecturer

7.1 Normally a candidate with the qualification of a Masters degree with at least CGPA of 3.25, "very good" thesis result, and 2.75 during BA/BSc studies. However, minimum CGPA of 2.5 and above during BA/BSc studies may be considered under special circumstances justified by an academic unit and approved by the AVP.

or

7.2 Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization.

8. Assistant Professor

8.1 Normally a candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM degree with specialty certificate or equivalent; or

8.2 A candidate with a qualification of a Masters degree or MD or DVM degree without specialty certificate or equivalent; a minimum of six years relevant experience and at least two publications in reputable journal or in some fields as architecture, music and the fine arts, four recognized and realized projects which demonstrate professional and creative talent.

9. Associate Professor

9.1 The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or a masters degree or its equivalent; ten years of relevant experience; and publications as provided hereunder;

a) five articles in a reputable journal;

OR

b) two (text)books based on original research;

OR

c) eight realized artistic or professional projects or one published article and four realized artistic or professional projects;

Art 75. Employment of Research Staff

1. Researcher

A candidate with the qualification of a Masters degree with at least CGPA of 3.25, a “very good” thesis result, at least two articles published in a reputable journal and a CGPA of 2.75 during BA/BSc studies. However, minimum CGPA of 2.5 and above during BA/BSc studies may be considered under special circumstances justified by an academic unit and approved by the AVP.

2. Assistant Professor

a. A candidate with the qualification of

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i. the degree of doctor of philosophy (PhD) or equivalent or an MD degree with specialty certificate and at least two articles published in a reputable journal

or

ii. A candidate with the qualification of a master's degree or MD degree or equivalent;

AND

b. A minimum of eight years of research experience;

AND

c. At least four articles published in a reputable journal; or one article and six recognized and realized research projects or pieces of work which demonstrate professional and creative talent; or two article and four recognized and realized research projects or pieces of work; or three articles and two recognized and realized pieces of work or research projects;

3. Associate Professor

a. The qualification of a PhD degree or equivalent or MD degree with specialty and/or sub-specialty certificate or for areas of specialization with a terminal degree the qualification of Masters degree or its equivalent;

AND

b. A minimum of ten years of research experience with Master's degree or above;

AND

c. Eight articles published in reputable journal(s) since last promotion; or two articles twelve recognized and realized research projects or pieces of work; or a combination of articles and research projects or pieces of work producing a result equivalent to an effort where an article is calculated to be equivalent to two research projects or pieces of work. But a candidate shall not be eligible for the post without producing at least two articles published in reputable journal even when he/she has more than twelve research projects.

Section I: General Principles Governing Academic Promotions

Art 76. Procedures for Academic Promotions of Teaching Staff

1. The academic staff concerned, course chairs, colleagues within the faculty, or the dean of the faculty may initiate application or nomination for promotion of a deserving staff.
2. The application or the nomination, after approval by the **program council** chaired by the program representative, shall be submitted to the dean of the faculty. The dean may seek other external evaluations of the candidate. He may consult and seek the recommendation of the Staff Recruitment, Appointment and Promotions Committee.
3. The recommendation of the dean shall be submitted to the academic council for decision.
4. The academic unit council shall approve promotions up to the rank of lecturer.
5. For promotions to the rank of assistant professor and above, the decision of the academic council shall be forwarded to the Office of the Vice-President for Academic Affairs. For promotions to the rank of Assistant Professor and above, the AVP shall convene the ASAC of the Senate to evaluate and recommend to Senate the promotion in request. Likewise requests for promotion and all deliberations thereon shall be transmitted to the Vice-President for Academic Affairs even when the candidate is not recommended for promotion.
6. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.
7. The program council shall give recommendation on applications for promotion within three months of the application unless there are justifiable reasons for not complying with the rule.
8. The academic council shall give decisions/recommendation on applications for promotion within a month of the application unless there are justifiable reasons for not complying with the rule.
9. The Office of the Vice-President for Academic Affairs submits the request for promotion to the Staff Recruitment, Appointment and Promotions Committee and be presented to the Senate.
10. When the dean himself is the candidate for promotion:

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- a) The Program manager/ vice dean/postgraduate coordinator of the faculty shall act as dean for the specific purpose of the promotion procedure.
 - b) The program manager/vice dean/ postgraduate coordinator shall:
 - i. receive the recommendations of the program as well as all relevant confidential documents thereof;
 - ii. convene and chair all the necessary meetings of the program council;
 - iii. be in charge of all necessary documents and confidential correspondence;
 - iv. submit the recommendations of the program council to the academic council;
 - v. chair the meeting of the academic council considering the promotion case; and
 - vi. Submit to the Office of the Vice-President for Academic Affairs the final recommendation of the academic council on the promotion.
 - c) The Vice-President for Academic Affairs shall then convene the Staff Recruitment, Appointment and Promotions Committee of the Senate to evaluate and render a recommendation with respect to each of the promotion application submitted to the Committee.
11. Promotions to assistant professor and associate professor shall be presented to the Senate for its approval in accordance with the provisions of this Legislation or such other regulations as may be issued by the Senate from time to time.
 12. Promotions to professorship shall be presented, as per the recommendation of the Senate, to the Board for its approval in accordance with Art 49 (7) & 44 (1) (s) of the Proclamation.
 13. The Senate shall give decisions/recommendation on applications for promotion within three months of the recommendation of the Staff Recruitment, Appointment and Promotion Committee.
 14. Notwithstanding the above sub-articles, applications for promotions through master's and PhD degrees, upon submission of valid documents, shall be approved by the deans and Vice President of the Academic Affairs, respectively, within a week.

Art 77. Effective Dates of Promotion

1. A case of promotion shall be said to have reached a final stage if the following conditions are satisfied:
 - a) promotion to the rank of professor when approved by the Board;
 - b) promotion to the ranks of associate professor, when approved by the Senate;
 - c) promotion to the ranks of assistant professor (because of degree or career change) when approved by Staff affairs(Promotion committee) chaired by the AVP;
 - d) Promotion to the ranks of lecturer and below when approved by the Academic Council.
3. The effective date of promotion to the ranks of Lecturer and below shall be on the date of the academic council's meeting and approval (i.e. the date appearing on the Minute of the Academic Council).
4. The effective date of promotion to the ranks of Assistant Professor shall be on the date of the academic council's meeting and approval.
5. The effective date of promotion to the ranks of Associate Professor shall be on the date of promotion approved by the Staff Recruitment, Appointment and Promotions Committee (i.e. the date appearing on the Minute of the Staff Appointment and Promotions Committee).
6. The effective date of promotion to the rank of Professor shall come into effect on the date of recommendation approved by the Senate (i.e. the date appearing on the Minute of the Senate).
7. The effective date of promotion obtained through masters and PhD degrees' shall be as of the date the candidate reports to duty holding the appropriate credentials.
8. The date of promotion for staff members requesting reinstatement shall be the date the candidate reports to duty holding the appropriate credentials.

The length of service with a given rank, effectiveness in teaching, publications/technologies/innovations, participation in the affairs of the University and service given to the public at various capacities shall remain to be the basic criteria upon which the principles of academic promotions is based. The components of the requirements that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Article.

Art 78. Criteria for Promotion

1. In principle, academic promotion is granted on meeting the following cumulative criteria:
 - a. Length of service with a given rank;
 - b. Effectiveness in teaching or quality of research/ publication;
 - c. Participation in the affairs of the University and/or involvement in professional services; and
 - d. Rendering community or public service.
2. The components of the requirements that should be met to fulfill each criterion and the manner in which these are assessed are set forth hereunder.
3. Without prejudice to Sub-articles (1) & (2) of this Article, the Staff Recruitment, Appointment and Promotions Committee may provide detailed guidelines regarding the components of the requirements for promotions. The guidelines shall be annexed as part of this legislation after its endorsement by the Senate.
4. Assessment of book(s) and textbook(s) of a candidate shall be done by two internal and two external evaluators. Promotion shall be considered only when the two external assessors positively evaluate the work(s) of the candidate.
5. All published works submitted for promotion to the rank of professor should be assessed by three external evaluators. Such promotion shall be considered only when two of the assessors positively evaluate the works. Guidelines shall be prepared by the Staff Recruitment, Appointment and Promotion Committee and be endorsed by the Senate.
6. Assessors who evaluate the works of candidates applying for promotion should have at least equal rank to the rank requested for promotion. If there is no enough number of internal assessors in the program of the applicant, his work shall be sent to three external assessors.
7. External assessors are those who are outside of the University. When there is only one internal assessor in the program, there shall be an additional external assessor.

Art 79. Length of Service with a Given Rank

1. There shall be a minimum number of years an academic staff has to serve with a given rank for promotion to the next higher rank.

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2. For an academic staff who has served in other accredited institutions of higher learning before being appointed in a given program, his years of service outside shall be considered for the fulfillment of this criterion. However, such an academic staff must serve for at least one year at the University before submitting application for promotion.
3. However, the provision in Sub-article (2) shall not apply where the length of service in other institutions of higher learning has been considered and used to determine the rank of an academic staff at the time of appointment.
4. For persons who join the University as Academic Staff after a given number of relevant service years in other non-higher education institutions or organizations, their service years and publications in such organizations may be used to determine their academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor.
5. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff who fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staff on study leaves and who contribute greater than or equal to 50% of work load (be it paid or unpaid), which is expected from full time staff, are eligible to apply for promotion.

Art 80. Effectiveness in Teaching or Research

1. Effectiveness in teaching or research of an academic staff shall be measured by the evaluations of the staff's work by his students, colleagues in the program or professional peers and the course chair or dean at the end of each semester or academic year, as the case may be.
2. The contribution of each of the components of the system of evaluation to the overall rating of the teaching/research effectiveness of an academic staff shall be as follows:

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Evaluation by students50%

Evaluation by course chair35%

Evaluation by Colleagues.....15%

3. For fulfillment of the criteria of effectiveness in teaching or research, the weighted average of the evaluation over a given number of years the academic staff has served after his last promotion shall not be less than 75% and his performance as measured by students' evaluation over these years shall not be less than 75%.
4. For the purpose of measuring his teaching/research effectiveness, results of evaluations shall be computed as follows:
 - a. For promotion to the ranks of assistant professor, associate professor and professor, evaluations of the last two years of service.
 - b. For promotion to a rank of lecturer evaluation of one year of service.
5. In exceptional cases where an academic staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100%.

Art 81. Requirements on the Number and Quality of Publications

1. Publication of a book, preparation of textbook, an article, including reviews, in reputable journals, editing book, or, in some fields such as music and the fine arts, production of realized pieces of work or projects demonstrating professional and creative talent is a mandatory requirement for promotion to the rank of assistant professor, associate professor or professor.
2. Publications considered for promotion shall be the outcome of continuous research focusing on one's area of specialization.
3. The reputability of journals shall be determined by the Senate upon the recommendation of faculties and University's Research Standing Committee on meeting all of the following criteria:
 - a. Editorial Policy,
 - b. The professional reputation and competence of the editor(s), the advisory board and editorial staff,

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- c. Indexed, and
 - d. Peer-review
4. Faculties shall submit to the University Library a list of reputable journals and update same every year.
 5. Research papers presented at conferences, seminars, symposia, etc., and published in proceedings of the same or published in journals whose reputability has not been established or chapters in books may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the University Research Standing Committee. Points accumulated in this manner shall not account for more than 50% of the publication requirements.
 6. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, etc. may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Their equivalence with respect to a full research article will be determined based on internal and external evaluations. Accordingly, they will be taken depending on their merit, as equivalent to a third or one-half of a full-fledged article.
 7. The weight of the publications in reputable journals, books and text-books shall be as follows:

No	Type of publication	Weighted Values in %
1	Original Research Output/Article	100
2	Review paper	100
3	Editing book	100

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4	Short/brief communication	30
5	Chapter in a book	25
6	Technical note, case report/comment	20
7	Text-book	200
8	Book based on original research	300

8. The weight of the publications in non-reputable journals and proceedings shall be as follows:

No	Type of publication	Weighted Values in %
1.	Original Research Output/Article	25
2.	Proceeding	25

9. Each co-author of an article published in a reputable journal shall be given a share as per the following schedule:

No. of co-authors	Share of each Co- author *
2	0.70
3	0.50
4	0.40
5	0.35
6 or more	0.30
Sole author publication will have 1 or 100 % value.	

*The share the co-authors indicated for journals shall also apply for other publications to be considered for promotion.

10. Theses (MA/MSc) or Dissertations (PhD) may be used for promotion. A thesis is equivalent to an article while a dissertation is equivalent to two articles.

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11. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.
12. Publications arising out of thesis work may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion.
13. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained if payment is put as a condition for publication.
14. Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion.
15. Publication arising out of an applicant's thesis or dissertation shall not be considered for promotion.
16. Teaching material or module prepared for a specific course shall not be considered for promotion.

Art 82. Participation in the Affairs of the University and Professional Activities

1. This requirement may be fulfilled by holding a post of academic administration at any level of the university, participating in standing or ad-hoc committees and taking assignments when called upon by the faculty or University administration.

Participation in activities such as in journal editing, organizing workshops, reviewing, etc., that enhance one's profession shall also count towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

Assistant Lecturer and below

Academic administration	30%
Work in committees	60%
Professional activities	10%

Lecturer

Academic administration	50%
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Work in committees 35%

Professional activities..... 15%

Assistant Professor and above

Academic administration 60%

Work in committees 20%

Professional activities 20%

2. The values for active participation in the affair of the University and in the enhancement of one's profession are as follows:

i. Academic Administration one year effective service

President and Vice president /Scientific Director..... 4 points;

Executive Director/ Deputy Scientific Director3.5

Director/Coordinator at the University level.....3.0

Registrar/Dean/Director/University Case Team Coordinator/Support process
owner.....3.0

Officer/Vice Dean/Program Manager/Graduate Program Coordinator 2.5

Department Head/Course Chair/faculty case team coordinator.....2.0

ii. Committee work

One year effective service for a committee.....1 point;

iii. Professional activities

One year active role.....1 point.

a. The points will be awarded on the presentation of a written attestation from immediate heads.

b. For each category of promotions, if the points exceed the maximum allotted scores, the maximum allotted score will be taken.

3. An academic staff who, for no justifiable reasons, refuses to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness

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and participation in committees, ad-hoc committees and such other assignments as may be deemed appropriate by the dean of the faculty. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%.

4. In all cases, academic staff should at least score half of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

Art 83. Providing Community or Public Service

As provision of community service falls within the core activities of the university, the involvement of every academic staff in such services is to be encouraged enormously. A staff that seeks promotion may thus make use of such contribution given to the public. The following may constitute activities of public service:

1. participation in local, regional and/or national committees whenever called upon to do so;
or
2. conducting series of press, radio and/or TV programs to elucidate to the public some basic problems of health, education, law, agriculture, land management, science and technology, etc.; or
3. Other professional services, paid or unpaid, to the community the contents and quality of which are to be determined by the respective dean/director; or
4. Producing publications or generation of new technology that do not fall in his area of specialization, but having contribution to the public at large.

Art 84. Weighted Values of the Criteria for Promotion

1. Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder;

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

- | | |
|-------------------------------------------------|-----|
| a) Effective teaching..... | 60% |
| b) Participation in University affairs etc..... | 40% |

1.2. For promotion to the rank of lecturer

- | | |
|-----------------------------|-----|
| a) Effective teaching | 50% |
|-----------------------------|-----|

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- b) Publication30%
- c) Participation in University affairs.....20%

1.3.For promotion to the ranks of Assistant and Associate Professor the following weights shall apply:

- a) Effective teaching..... 40%
- b) Publications35%
- c) Participation in University affairs.....15%
- d) Professional and related public services..... 10%

1.4.For promotion to the rank of Professor the following weights shall apply:

- a) Effective teaching35%
- b) Publications40%
- c) Participation in University affairs15%
- d) Professional and related public service.....10%

2. In the case of promotions to academic ranks below that of an assistant professor, it is sufficient that the candidate meets the minimum in terms of years of service, academic qualification and publications, wherever applicable.
3. Apart from the fulfillment of the individual criterion specified earlier, it is required that a candidate for Associate Professor and Professor should earn a minimum of 80% of the maximum possible total points indicated hereof while a candidate for assistant professor should earn a minimum of 75%. However, the candidate should earn full points allotted to publication to request any promotion to the rank of lecturer and above.

Section II: Specific Issues on Promotion of Teaching Staff

Art 85. Promotion to the rank of Graduate Assistant II, Assistant Lecturer and Lecturer

Promotion to the academic rank of Graduate Assistant II, Assistant Lecturer and Lecturer shall be as provided hereunder:

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1. **Graduate Assistant II**

A candidate with one year effective service as Graduate Assistant I.

2. **Assistant Lecturer**

A candidate with one year effective service as Graduate Assistant II.

3. **Lecturer**

3.1. Normally a candidate with the qualification of a Masters degree or the equivalent

or

3.2. Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization.

Art 86. Promotion to Assistant and Associate Professor

Promotion to Assistant and Associate professorship shall be as follows:

A) Assistant Professor

1. A candidate with the qualification of the degree of doctor of philosophy (PhD) or equivalent or an MD degree with specialty certificate;

OR

2. A candidate with the qualification of a master's degree or MD degree or equivalent;

AND

a. A minimum of four years, except for accelerated promotion, of effective teaching and research as a lecturer;

AND

b. at least one articles; or, in some fields such as music and fine arts, two recognized and realized projects or pieces of work which demonstrate professional and creative talent and which must have been critically and positively evaluated by internal and external assessors who are specialists in the area; or an article in a reputable journal and two projects;

OR

c. Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a lecturer;

AND

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- d. active participation in the affairs of the University; and,
- e. Public Service.

1. Associate Professor

The qualification of a PhD degree or equivalent or Masters Degree or equivalent or MD or DVM degree with speciality or sub-speciality certificate;

AND

- a. Three years, except for accelerated promotion, of effective teaching and research as an assistant professor;

AND

- b. Publications or professional works as provided hereunder:

- i. Two articles published in reputable journal(s) in his field of specialization since last promotion;

OR

- ii. A book based on one's original research; or

- iii. A textbook and an article (in a reputable journal) in one's area of specialization published since last promotion;

OR

- iv. Four realized and recognized artistic or professional pieces of work or projects;

OR

- v. One article published in a reputable journal and two realized and recognized artistic or professional pieces of work or projects;

OR

- vi. One article published in reputable journal(s) and two realized and recognized artistic or professional pieces of work or projects;

AND

- c. Active participation in the affairs of the University;

AND

- d. Public service.

Art 87. Promotion to the Rank of Full Professorship

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Promotion to full professorship shall be as provided hereunder:

1. The qualification of a PhD degree or equivalent or Masters degree or equivalent or MD degree with speciality or sub-speciality certificate or its equivalent;

AND

2. Four years, except for accelerated promotion, of effective teaching as an associate professor;

AND

3. Publications or professional works as provided hereunder:

- a. Four articles in reputable journal(s) published since last promotion;

or

- d) Two books based on original research in one's area of specialization published since last promotion;

or

- e) A book based on original research in one's area of specialization and one article in a reputable journal.

or

- f) Two textbooks;

or

- g) A textbook and two articles in a reputable journal;

OR

- h) Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor;

OR

- d. Eight realized and recognized professional or artistic pieces of work or projects since last promotion;

or

- e. Three articles in reputable journal(s) and two recognized professional or artistic pieces of work or projects since last promotion

or

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f. Two articles in reputable journal(s) and four recognized professional or artistic pieces of work or projects since last promotion

or

g. A textbook and four recognized professional or artistic pieces of work or projects since last promotion

or

h. A book and two realized and recognized professional or artistic pieces of work or projects since last promotion;

AND

4. Active participation in the affairs of the University;

AND

5. Public service.

Additional Criteria for the rank of Professorship:

- Average 3.25 of both external and internal evaluation would be considered for promotion
- 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be in related field in the profession.
- The internal evaluator of the article or textbook or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the university Associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.
- The external evaluators of the article or textbook or technology should have a Professor academic rank in the field of specialization.

1. Professor Emeritus: Professors or associate professors who meet the requirements of article (21) of this document may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of the senate statutes of an institution.

Section III: Specific Issues on Promotion of Research Staff

- a. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 8 of this Policy on condition that he/she invests 25% of his/her time for teaching and has produced three times the publication requirement of the teaching staff for respective academic rank.
- b. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by SAC of the University.
- c. Any professional who will be involved both in teaching and research without any pay from the University may be given a merit-based honorary academic rank

Promotion to the next rank of a research staff shall be as provided hereunder:

Art 88. Promotion to the Next Rank

1. Researcher

A teaching staff with special interest, demonstrable potential for research and with the qualification of a Master's degree or MD degree or the equivalent with a "very good" thesis result.

2. Assistant Professor

A. A candidate with the qualification of

i. the degree of doctor of philosophy (PhD) or equivalent or an MD degree with specialty certificate;

OR

ii. A candidate with the qualification of a master's degree or MD degree or equivalent with a "very good" thesis result;

AND

a. A minimum of four years of research experience;

AND

b. At least three articles since becoming a researcher; or six recognized and realized research projects or pieces of work which demonstrate professional and creative

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talent and which must have been critically and positively evaluated by internal and external assessors who are specialists in the area; or one article and four recognized and realized research projects or pieces of work; or two articles and two recognized and realized pieces of work or research projects;

AND

- c. Active participation in the affairs of the university;

Those who did not have the opportunity to do so or those who are assigned to engage only in research and related activities may be evaluated taking into consideration of their professional service. For this purpose, the points they score in research and other professional activities shall be converted into 100%.

AND

- d. Public Service.

3. Associate Professor

- d. The qualification of a PhD degree or equivalent or MD degree with specialty and/or sub-specialty certificate or its equivalent with a “very good” thesis result;

AND

- e. A minimum of three years of research experience as assistant professor;

AND

- f. Six articles published in reputable journal(s) since last promotion; or i) twelve recognized and realized research projects or pieces of work; or ii) a combination of articles and research projects or pieces of work producing a result equivalent to an effort where an article is calculated to be equivalent to two research projects or pieces of work;

AND,

- g. Active participation in the affairs of the university;

AND

- h. Public Service.

9. Professor

- a. The qualification of a PhD degree or equivalent or MD degree with speciality or sub-speciality certificate or its equivalent or for areas of specialization with a terminal degree the qualification of Masters degree or its equivalent;

AND

- b. A minimum of four years of research experience as associate professor;

AND

- c. Twelve articles published in reputable journal(s) since last promotion; or

- i). Twenty four recognized and realized research projects or pieces of work; or

- ii). A combination of articles and research projects or pieces of work producing a result equivalent to an effort under where an article is calculated to be equivalent to two research projects or pieces of work;

AND

- d. Active participation in the affairs of the university;

AND

- e. Public Service.

Section IV. Accelerated and Extra Ordinary Promotions and Matters Relating to Publications

Art 89. Accelerated Promotion

A staff member who demonstrates extra-ordinary accomplishments in their area of specialization since last promotion may qualify for accelerated promotion. For this purpose:

1. Every extra publication achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective teaching.

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2. However, a candidate for promotion should at least fulfill 50% of the required service years for a rank and score 80% weighted average on all evaluations (students', course chair and colleagues' evaluation).

Art 90. Extra-ordinary Promotions or Appointments

1. Appointments or promotions to any of the academic ranks may be considered through extra-ordinary recommendation of candidates who have very exceptional merits notwithstanding that such candidates do not strictly fulfill any one of the criteria for promotion specified in this Legislation.
2. Members of the academic staff with achievements that have been widely acclaimed or who have won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for appointments and/or promotions to a given rank.
3. A particular faculty in which the candidate is a member can initiate recommendations for extra-ordinary appointments and/or promotions. Such recommendation should be supported by documents that evidence the special merits of the candidate.
4. Review of the recommendation shall follow the normal process and shall be submitted to the Senate and/or the Board for approval.

Art 91. Definitions and clarifications on Publications, Books and Textbooks

1. Publications

The following items may be submitted as constituting the publications of candidates being considered for promotions to academic ranks:

- a. Articles published or accepted for publication in reputable journal
- b. Textbooks published for use in specific courses
- c. Books published on the basis of original research

2. Books and textbooks

These are undertakings that represent the efforts of a staff member in putting together his teaching experience over several years.

Section V: Criteria for Employment and Promotion of Professional Librarians and Technical Assistants

Art 92. Criteria for Employment of Professional Librarians

The rules for employment of professional librarians shall be as follows:

1. Assistant Librarian V

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

2. Assistant Librarian IV

B.A., B.Sc. or the equivalent in library science or related field with at least a CGPA of 2.75 and one year of effective experience in a college or research library as Assistant Librarian V after the bachelor's degree.

3. Assistant Librarian III

B.A., B.Sc. or the equivalent in library science or related field with at least a CGPA of 2.75 and two years of effective experience in a college or research library as Assistant Librarian IV after the bachelor's degree; or the degree of Master of Library Science or related field.

4. Assistant Librarian II

a. B.A., B.Sc. or its equivalent in library science or related field with at least a CGPA of 2.75;

AND

b. Four years of effective experience in an academic library after the bachelor's degree, three years of which must have been spent at the rank of an assistant librarian III; Or

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- c. The degree of Master of Library Science or its equivalent; and two years of effective experience in academic library as an assistant librarian III.

5. Assistant Librarian I

- a. The degree of Master of Library Science or its equivalent;

AND

- b. Four years of effective experience, at least three of which must have been spent at the rank of an Assistant Librarian II;

AND

- c. At least one publishable bibliography favourably assessed by competent librarians, preferably his seniors;

AND

- d. Effective performance in any relevant teaching assignment;

OR

- a. Three years of effective experience two of which must have been spent at the rank of an assistant librarian II;

AND

- b. At least one publication in a reputable journal;

AND

- c. Effective performance in any relevant teaching assignment;

OR

- a. The degree of Doctor of Philosophy (PhD) or its equivalent.

6. Associate Librarian

- a. Degree of Master of Library Science or its equivalent;

AND

- b. At least seven years of effective library experience four years of which must have been spent at the rank of assistant librarian I;

AND

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c. At least two articles published in a reputable journal(s) after becoming assistant librarian I;

AND

d. Effective performance in any relevant teaching assignments.

OR

a. Degree of PhD in library science or its equivalent

AND

b. At least four years of effective library experience at the rank of assistant librarian I;

AND

c. Active participation in the development and running of academic and other teaching programs in library science in institutions of higher learning and research and in the country at large;

AND

d. At least two articles published in a reputable journal(s) after becoming Assistant Librarian I.

7. Librarian

a. Degree of Master of Library Science or its equivalent;

AND

b. Four years of library service as Associate Librarian;

AND

c. Effective teaching in the training programs of the University relevant to the library profession;

AND

d. Four articles published in reputable journals;

AND

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e. Outstanding participation in the development and running of academic and other teaching programs in library science in institutions of higher learning and research and in the country at large;

OR

a. PhD in Library and Information Science and its equivalent;

AND

b. At least three years of effective library experience as an Associate Librarian;

AND

c. Effective teaching in the training programs of a university/a research institute relevant to the library profession;

AND

d. At least one textbook in the field of Library Science;

OR

a. At least four articles published in a reputable journal(s)

AND

a. Active participation in University affairs and in community services outside the University.

Art 93. Criteria for Promotion of Professional Librarians

The rules for appointment as well as for promotion of professional librarians shall be as follows:

1. Assistant Librarian V

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

2. Assistant Librarian IV

B.A., B.Sc. or the equivalent in library science or related field with at least a CGPA of 2.75 and one year of effective experience in a college or research library as Assistant Librarian V after the bachelor's degree.

3. Assistant Librarian III

B.A., B.Sc. or the equivalent in library science or related field with at least a CGPA of 2.75 and two years of effective experience in a college or research library as Assistant Librarian IV after the bachelor's degree; or the degree of Master of Library Science or related field.

4. Assistant Librarian II

- a. B.A., B.Sc. or its equivalent in library science or related field with at least a CGPA of 2.75; and
- b. Four years of effective experience in an academic library after the bachelor's degree, three years of which must have been spent at the rank of an assistant librarian III; Or
- c. The degree of Master of Library Science or its equivalent; and two years of effective experience in academic library as an assistant librarian III.

3. Assistant Librarian I

- a. The degree of Master of Library Science or its equivalent;

AND

- b. Four years of effective experience, at least three of which must have been spent at the rank of an Assistant Librarian II;

AND

- c. At least one publishable bibliography favourably assessed by competent librarians, preferably his seniors;

AND

- d. Effective performance in any relevant teaching assignment;

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or

- a. Three years of effective experience two of which must have been spent at the rank of an assistant librarian II;

AND

- b. At least one publication in a reputable journal;

AND

- c. Effective performance in any relevant teaching assignment;

or

- a. The degree of Doctor of Philosophy (PhD) or its equivalent.

5. Associate Librarian

- a. Degree of Master of Library Science or its equivalent;

AND

- b. At least seven years of effective library experience four years of which must have been spent at the rank of assistant librarian I;

AND

- c. At least two articles published in a reputable journal(s) after becoming assistant librarian I;

AND

- d. Effective performance in any relevant teaching assignments.

or

- a. Degree of PhD in library science or its equivalent

AND

- b. At least four years of effective library experience at the rank of assistant librarian I;

AND

- e. Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large;

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AND

- f. At least two articles published in a reputable journal(s) after becoming Assistant Librarian I.

6. Librarian

- a. Degree of Master of Library Science or its equivalent;

AND

- b. Four years of library service as Associate Librarian;

AND

- c. Effective teaching in the training programs of the University relevant to the library profession;

AND

- d. Four articles published in reputable journals;

AND

- e. Active participation in University affairs and in community services outside the University;

OR

- a. PhD in Library and Information Science and its equivalent;

AND

- b. At least three years of effective library experience as an Associate Librarian;

AND

- c. Effective teaching in the training programs of the University relevant to the library profession;

AND

- d. At least one textbook in the field of Library Science;

or

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

AND

- a. Active participation in University affairs and in community services outside the University.

Art 94. Criteria for Employment of Technical Support Staff

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

The rules for employment of Technical Support Staff shall be as follows:

1. Technical Assistant I

A candidate with the qualification of 10+3 or its equivalent from a recognized institute with COC and CGPA of 2.75.

2. Technical Assistant II

Technical Assistant I with two years of effective experience and high performance evaluation (>75%)

OR

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

3. Technical Assistant III

Technical Assistant II with three years of effective experience and high performance evaluation (> 75%).

4. Senior Technical Assistant

a. Senior Technical Assistant I

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A candidate with the qualification of a Bachelor's Degree in a three or four year program or its equivalent in the specific field and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an academic unit and approved by the AVP.

1. **Senior Technical Assistant II**

Senior Technical Assistant I with two years of effective experience and high performance evaluation (>75%)

2. **Senior Technical Assistant III**

Senior Technical Assistant II with three years of effective experience and high performance (>75%)

5. **Chief Technical Assistant**

1. **Chief Technical Assistant I**

M.Sc. or its equivalent in the specific or related field;

2. **Chief Technical Assistant II**

Chief Technical Assistant I with two years of effective experience and high performance evaluation (>75%).

3. **Chief Technical Assistant III**

Chief Technical Assistant II with three years of effective experience and high performance evaluation (>75%)

Art 95. Criteria for Promotion of Technical Support Staff

Evaluation Criteria for promotion of Senior Technical Assistant I- III to teaching staff

A technical assistant may be promoted to a teaching staff under the following conditions

- a. If there is a serious need from the respective academic unit and approved by the academic council

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- b. Upon the recommendation of the academic council, the Office of the Executive Director for Academic Affairs shall submit to the AVP for approval after making sure that the demand goes with the University's teacher development plan

Results for promotion should be calculated as follows:

1. Performance evaluation 35%
2. CGPA 50%. A candidate shall have at least a CGPA of 3.00.
3. Relevant service 10%
4. Recommendation letter from three persons(course chairs and coordinator/s) 5%
5. Language proficiency certificate

Specific Criteria for promotion of Chief Technical Assistants at different level needs to be worked out

The rules for promotion of Technical Support Staff shall be as follows:

1. Technical Assistant II

- a) One year of effective service as a Technical Assistant I;

AND

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

AND

- c) Active and effective service in the University.

2. Technical Assistant III

Technical Assistant II with three years of effective experience and high performance evaluation (> 75%).

3. Senior Technical Assistant

1. Senior Technical Assistant I

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B.A. or B.Sc. or its equivalent in the specific or related field; or

Technical Assistant III with two years of effective relevant experience and passes standard examination.

2. Senior Technical Assistant II

Senior Technical Assistant I with two years of effective experience and high performance evaluation (>75%)

3. Senior Technical Assistant III

Senior Technical Assistant II with three years of effective experience and high performance (>75%)

5. Chief Technical Assistant

1. Chief Technical Assistant I

M.Sc. or its equivalent in the specific or related field; or

Senior Technical Assistant III with 2 years of effective related experience and passes standard examination.

2. Chief Technical Assistant II

Chief Technical Assistant I with two years of effective experience and high performance evaluation (>75%).

3. Chief Technical Assistant III

Chief Technical Assistant II with three years of effective experience and high performance evaluation (>75%)

CHAPTER THREE

TEACHING AND RESEARCH LOADS, LEAVE, TENURE, JOINT APPOINTMENT AND RELATED MATTERS

Section I: Teaching and Research Loads

Art 96. Load

Without prejudice to Art 30 (5) of the Proclamation, the teaching and research loads of academic staff shall be as provided hereunder:

1. Considering that an academic staff is expected to work for 39 hours per week, the full teaching load of a full time academic staff is 12 LEHs. In light of what has been provided above, 12 LEHs are equivalent to 36 hours of work per week. Every academic staff is required to advise/consult students for up to 3 hours a week.
2. The teaching staff members of the University are expected to engage in research and community service activities. Normally the load distribution shall be as follows:
 - a. **Teaching staff:** is required to devote 75% teaching and 25 % research.
 - b. **Research staff:** is required to devote 75% research and 25% teaching.

Art 97. Measurement of Load

1. Teaching Load

A. The teaching load of an academic staff shall be expressed in terms of **Lecture Equivalent Hours (LEHs)**. A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload per week.

B. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by omitting home study hours billed in ECTS. Therefore, for such courses:

Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr)

= Lecture contact hours.

- a) A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, multiplying tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore for such courses:

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Credit hours (Cr. Hr) in conventional system = $a + (b \cdot 2/3)$

Where a= lecture hours in ECTS, b= tutorial hours in ECTS

b) A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, multiplying each hour specified in tutorial and laboratory/practice by 1/3 and adding the product to lecture hours of ECTS. Therefore:

Credit Hours (Cr. Hr) in conventional system = $a + [(b \cdot 2/3) + (c \cdot 2/3)]$

Where c= laboratory/practical hours in ECTS

Note: The total credit hours of a course= $a + [(b \cdot 2/3) + (c \cdot 2/3)]$

c) For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising etc. are expressed in terms of LEHs according to the following category:

- i. One undergraduate course credit = 1.0 LEH
- ii. One graduate (Masters) course credit = 1.5 LEH
- iii. One graduate (PhD) course credit = 2.5 LEH
- iv. One hour Tutorial/Lab/Practical session..... = 0.67 LEH
- v. One undergraduate student senior project/essay advising = 0.20 LEH*
- vi. One group undergraduate students (five) senior project/essay advising = 0.33 LEH*
- vii. One PhD student Dissertation advising = 2.0 LEH*
- viii. One PhD student Dissertation Co-advising = 1.5 LEH*

* Such teaching load can only be considered for duration of essay or thesis advising.

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- ix. One Master's Thesis advising= 1.5 LEH*
- x. Co-advisory for one Master's Thesis.....= 1.0 LEH
- xi. One practical attachment advising.....=0.2 LEH
- xii. Advising one medicine or veterinary student.....=1.5 LEH

C. When class size is beyond the numbers indicated under Art 100, calculation of teaching load shall assume proportionately the extra number of students.

2. Research Load

The Vice President for Research and Community Service shall coordinate the development of directives for lecture equivalent hours of research undertakings. Among others, the basis for developing the lecture equivalent hours of research undertakings shall include involvement in project formulation and preparation, implementation, reporting and dissemination.

In case where more than one academic staff members are involved in research project, the three LEHs shall be shared among the researchers. The duration of every research project shall be determined by the appropriate office of the university.

Art 98. Credit load for academic staff with administrative posts

The load of an academic staff that works in administrative post shall be taken into account and the additional load required for such a staff is as provided hereunder:

- 3.1.1 University Approved Project Coordinators/equivalent.....9 LEHs
- 3.1.2 Course Chairs.....9 LEHs.
- 3.1.3 V/Deans/Graduate Program Coordinators/Program managers and faculty case team coordinators.....6 LEHs
- 3.1.4 Department Heads.....6 LEHs
- 3.1.5 Deans/Directors5 LEHs
- 3.1.6 Coordinators /University level Directors/Deputy Scientific Directors ...4 LEHs

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3.1.7 Executive Directors.....	3.5 LEHs
3.1.8 Research staff	3 LEHs
3.1.9 Vice-Presidents/Scientific Directors.....	3.0 LEHs
3.1.10 The Vice-Presidents may be required to teach maximum load	2.5 LEHs.
3.1.11 President.....	0 LEHs

Art 99. Full Credit Load

1. ~~The maximum full load of an academic staff shall be 12 LEHs in the undergraduate program and 8 LEHs in postgraduate program.~~ The breakdown for the different categories of academic staff member shall be as follows:
 - a. Full-time teaching staff in academic programs: 9 LEHs teaching and 3 LEHs research
 - b. Full-time research staff with home base in academic unit: 3 LEHs teaching and 9 LEHs research
 - c. A teaching assignment of only 9 LEHs will be given to a full-time teaching staff when he is assigned to teach three different courses for undergraduate levels.
 - d. A teaching assignment of only 5 ~~LEHs~~ will be given to a full-time teaching staff when he is assigned to teach three different courses for graduate levels.
 - e. Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses.

Art 100. Overload

As the full teaching load is determined on the premise that a teaching load in excess of those specified above will negatively affect the quality of instruction and the research work of the individual academic staff member, academic units shall make effort not to exceed required limit. In case where it can justifiably be demonstrated that the maximum limit cannot strictly be adhered to, additional 6 LEHs, in both the regular and continuing education program, may be recommended and approved by the Faculty Dean or his/her designate. However, where academic

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units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate.

- e. An academic staff member who, due to a serious shortage of staff, is assigned duties in excess of the maximum work load specified above for the regular program shall be compensated thereof in the form of proportional reduction in teaching load in the succeeding semester or remunerative compensation at the prevailing rate for part-time employment in regular program.
- f. An academic member can be involved in research activities beyond the limits as long as it does not compromise the quality of teaching, and the research area is a priority in the University and payment for the extra credit, beyond what is stated in sub-article (b) of this article, is not requested.

Art 101. Reporting Teaching and Research Loads

1. Teaching and research loads for all staff members engaged in teaching and research (full or part-time) shall be reported each semester by the respective Deans to the office of the Executive Director for Academic Affairs in the forms prepared for this purpose before the end of the fourth week after the beginning of classes.
2. Justifications have to be provided in writing in instances where the teaching and research load of an academic staff member is below or above the full credit load requirement.

Art 102. Class Sizes per Section

Class size shall be as follows:

1. Lecture for undergraduate classes except for Language Courses.....80 students;
2. Language courses 40-60 students;
3. Lab/Field sessions..... 30-40 students;
4. Tutorial and seminar classes40-60 students;
5. For clinical attachment15 students;

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6. For graduate program(masters)..... 5- 25 students;
7. For graduate evening and summer program(masters)..... 10- 25 students;
8. For Graduate Program (PhD)..... 2-10 students.

Section II: Leaves, Tenure and Related Matters

Matters of leave, tenure and other related issues applicable to academic staff are as provided hereunder.

Art 102. Study Leave

1. Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved at the university level.
2. For teaching staff with an academic rank of Graduate Assistant and above the leave provided in this Article may be taken only after a staff has served for a minimum of two years following his employment or reinstatement after a study leave. However, under special circumstances, academic staff members can be granted study leave upon the recommendation of the respective course chair and subsequent approval by the academic council.
3. Unless the cost is covered by the scholarship provider, for a foreign scholarship grantee who takes study leave as provided in this Article, the University covers research fund (provided the research is within the University's priority thematic areas) and round trip airfare. Faculties shall ensure that budget for such costs are allocated in their annual plans.
4. For academic staff studying in domestic universities, the University covers research fund (provided the research is within the University's priority thematic areas) and round trip airfare.
5. Payment of salaries to staff on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the

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University. For academic staff studying in foreign Universities but are reinstated during the study period and can prove that they do not receive stipends from the scholarship providers shall be paid their full salaries.

6. A staff who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor or the major professor of the member of staff in the University or college he has joined as a student. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
7. An academic staff who, for acceptable reasons, cannot complete his studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension, endorsed by the respective Dean and approved by the AVP up on the recommendation of the Executive Director for Academic Affairs, shall be limited to a maximum period of one year for those pursuing masters' degrees and a maximum of two years for those pursuing a PhD or its equivalent. While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the endorsement of the AC and the approval of AVP when recommended by the Executive Director for Academic Affairs.
8. An academic staff who is on a study leave has a grace period of two months after completion of study to organize his return to the University and a maximum period of fourteen months, including the two months of grace period, for one who proves to the University that he has been offered academic training opportunities or postdoctoral fellowships. However, staff on study leave shall seek University approval for any extension of stay beyond the completion of study, excluding the first six months.
9. The University reserves the right to claim damages from staff who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.
10. A staff member who fails to return to the University to resume required duties within the periods of time specified in the agreement made between the Academic Staff and the University or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the

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University prior to the award of the study leave shall not count towards any benefits that may accrue.

Art 103. Research Leave

1. A full-time faculty member who has served in the University for a minimum of four consecutive years may be entitled to a research leave for a maximum period of six months with pay provided he has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought;
2. A faculty member requesting for research leave under this Article shall present to his dean a program of study or research that will enable him improve his capacities as a scholar. He shall undertake that he will continue to serve the University for a minimum of one year after the leave. Failure to comply with the undertaking entitles the University to claim the salaries paid to the staff during the leave period plus damages;
3. Research leaves provided in this Article shall be granted with full pay and all benefits available for academic staff;
4. Application for research leave shall be submitted by the staff to the course chair three months in advance of the start of the leave. The latter shall submit the case to the dean, who, in consultation with the faculty academic council, shall grant the request unless it is determined that the teaching needs of the faculty cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year;
5. Research leave may be extended without pay for a period not exceeding one year on the condition that:
 - a. the faculty confirms that such extension will not seriously impede its academic or research programs;
 - b. the faculty member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff;
 - c. The service year of an academic staff who is in a study leave and has also assumed additional official responsibilities (starting from the course chair) assigned by the university or the respective academic unit shall be considered (starting from

the time of his official assignment) while calculating the year of service required for research leave

Art 104. Sabbatical Leave

1. A full-time academic staff holding academic rank who has served the University continuously for a period of seven years and intends to continue his service to the University is entitled to a sabbatical leave, as of right and with full pay, for a period of a year;
2. Sabbatical leaves shall be applied for and granted as follows:
 - a. A staff member requesting for sabbatical leave under this Article shall present to the respective Course Chair a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.
 - b. The application for a sabbatical leave shall be submitted by the course chair to the DC and the latter to the Dean six months before the staff anticipates leaving on a sabbatical, but such an intention should not necessarily be considered a final application for a leave, which should be submitted at least two months before the intended departure.
 - c. The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.
 - d. The DC and the faculty to which a request for a sabbatical leave has been submitted shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff in question;
 - e. A beneficiary of a sabbatical leave shall, upon completion of his leave, submit a report on his experiences or accomplishments to his faculty through the course chair; such a

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report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

f. In exceptional cases an academic staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to his sabbatical leave if he can demonstrate to the satisfaction of his faculty and the University that returning to full time duty would seriously prejudice the completion of work on which he had spent the full length of his sabbatical. This additional leave of absence can be granted only if the faculty determines that teaching activities in the department would not be compromised and the right of other staff for leave would not be jeopardized by the granting of the leave. Such a determination shall be effected when endorsed by the academic council of the faculty;

g. An academic staff who is granted sabbatical leave shall be required to sign an undertaking that he will continue his services to the University for a minimum period of two years after the completion of his leave; unless the staff is retiring. Failure to comply with the undertaking entitles the University to claim the salaries paid to him and other benefits during the leave period plus damages.

h. The service year of an academic staff who is in a study leave and has also assumed additional official responsibilities (starting from the course chair) assigned by the university or the respective academic unit shall be considered (starting from the time his official assignment) while calculating the year of service required for sabbatical leave

i. A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.

j. A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.

Art 105. Other Leaves

1. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick

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leave should not exceed 16 months in four years time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.

2. An academic staff who is granted a study leave for at least two years may be granted the company of University employed spouse for a maximum period of one year leave of absence without pay provided that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene agreements entered with the University;
3. Occasional leaves such as to attend seminars, workshops, symposia, short courses, etc., may be granted with full pay for a period not exceeding a total of thirty consecutive calendar days in one academic year. If such leaves are required for longer than one month in a semester the following conditions must be met:
 - a) The teaching assignment of the Academic Staff can be covered by another staff;
 - b) The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
 - c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
 - d) The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.

Such leave of absence must be approved and endorsed by the course chair, and any leave longer than one month at a time should be approved by the Dean.

4. A full time academic staff member may be granted leave without pay for a maximum period of two years provided that the following conditions are fulfilled:
 - a) The staff is seeking the leave upon agreeing with or upon having been offered an appointment at an institution of high repute and that such agreement or appointment is deemed to be an honor for the University and an opportunity for experience;

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- b) The staff applying for the unpaid leave of absence had not benefited from a study, research or sabbatical leave during the three years prior to applying for such a leave;
- c) The granting of the leave will not seriously disrupt the normal functioning of academic activities in the faculty;
- d) The period of time for which the academic staff would be on such a leave shall not be counted as a period of service to the University.
- e) A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether
- f) The service year of an academic staff who is in a study leave and has also assumed additional official responsibilities (starting from the course chair) assigned by the university or the respective academic unit shall be considered (starting from the time of his official assignment) while calculating the year of service required for such a leave.

Art 106. Accumulating Leaves

Sabbatical and research leaves may not be accumulated.

Art 107. Tenure and extension of retirement age

1. Principle

Tenure is awarded in recognition of merit, not as a matter of right. Tenure provides guarantees of security in employment to academic staff, irrespective of changes in remuneration. As such, tenure constitutes expression of the University's confidence that the staff will justify the award in his continued professional career.

2. Tenure may be awarded to a full-time University academic staff who:

- a. holds the rank of Associate Professor or above;
- b. has served the University for a minimum period of ten academic years after holding such status;
- c. demonstrates a desire to continue to serve the University as a staff for an indefinite period; and

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- d. has demonstrated throughout his professional career scholarly ability through teaching, research, publications or other contributions to the advancement of his field; and has rendered services of merit to the University, through contributions to university committees or its faculty governance or in connection with other tasks which may have been assigned to him.
3. A tenured academic staff enjoys job security, and may not be dismissed from his position unless he has committed a serious breach of discipline.
4. Professors or associate professors who meet the requirements of sub-article (2) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
5. As provided in the Proclamation, the retirement age of an academic staff of the University may be extended by the Ministry, for two consecutive sets of terms of three years each, where:
 - a. the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
 - b. the University reasonably justifies, on the basis of actual and projected demand, the need to extend the retirement age;
 - c. The retirement age of an academic staff of the University holding a rank of associate professor may be extended for three consecutive sets of terms of three years each provided that the staff has freely consented to extension of the retirement age.
 - d. The retirement age of an academic staff of the University holding a rank of full professor may be extended for four consecutive sets of terms of three years each provided that the staff has freely consented to extension of the retirement age.

Art 108. Procedure for Awarding Tenure

The University may offer tenure appointments on request of the applicant, endorsement of the AC and Approval of the Senate up on the recommendation of AVP.

Art 109. Right of Tenured Staff

An academic staff member awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to which he may be promoted, and at his

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present salary scale or any other salary scale to which he may be promoted, so long as the Staff member does not violate any of the conditions justifying discharge of Academic Staff members.

Art 110. Academic Freedom

1. In his contacts with students for teaching purposes, an academic staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of his course including, where appropriate, discussions on controversial points and the presentation of particular views thereon without, however, forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.
2. The academic freedom recognized under sub-Article (1) of this Article may not, however, be exercised to the detriment of the propagation of scientific truths, findings and methodologies of research already accumulated in the established as well as in the emerging sciences; nor as a vehicle for the purposeful propagation of the view of any political organization or religious group; nor as an excuse for defamation.
3. An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny by the AC and approval of the RCS V/President office.

Art 111. Teaching and Related Activities

1. An academic staff member of the University shall:
 - a. Design, develop and implement courses in his area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way;
 - b. Within the resources available, endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material;
 - c. Inform his department head or dean well in advance if and when he cannot report to duty due to his involvement in a field work, a seminar, workshop, etc;
 - d. Give make-up classes for all the classes he missed due to his involvement in a field work, seminar, workshop or any other important activity;

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- e. Not hand over the course that he has been assigned to teach to any other individual for any length of time without the approval of the department head;
- f. Refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed;
- g. Bear the duty of providing extra support to female students, disabled and other disadvantaged groups;
- h. Shoulder the obligation to conduct classes as per the program set up by the relevant department. At least 95% of the classes should be covered by the instructor in a particular semester for one particular section.
- i. Bear the obligation and moral responsibility to conduct extension classes as per the terms of the agreement signed in the contract and in accordance with general rules of academic rules of academic staff. Merging separate sections, reporting non-existing classes to maximize credit hours, and failing to cover classes for no justifiable reasons shall be considered as violation of the teaching profession ethics and shall be treated as a serious disciplinary wrong.
- j. Has the obligation to submit students' grades to the Registrar or its faculty representatives within 5-7 days after the examinations are administered.

Art 112. Arrest or Conviction

An academic staff who is arrested on, charged with, or convicted of any criminal offence, save for petty offences like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of his superiors.

Art 113. Use of University Property for Personal Purposes

The use of any University property by an academic staff for personal purposes is subject to the written approval of the appropriate University head/officer.

Art 114. Working for other Institutions or for Private Interest

1. During the official working hours, an academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless he is a joint appointee, employee or unless the Academic Affairs Vice President, in agreement with the head of the responsible faculty, assigns him to perform duties for other institutions.

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2. No academic staff shall undertake any outside activity, which may tend to impair his usefulness to the University or conflict with his duties.
3. The provisions of this Article shall, however, not be deemed to constitute a bar on an academic staff from participating in social organizations, civil societies, professional associations or consultancy services.

Section III: Emeritus and Adjunct Professorship and Joint Appointment

Art 115. Emeritus Professorship

Principle

1. The University assumes that a person who was a creative scholar or scientist will continue his or her creativity after retirement. It should thus strive to maximize the opportunities for continuous contributions that can be made by retired staff;
2. The designation of Emeritus/Emerita is provided in recognition of distinguished service to the University and is offered to retired staffs who have earned the privilege of such an honorific title.
3. The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous faculty member who has maintained a distinguished record of scholarly service to the University.

Art 116. Mode of Appointment of Emeritus Professor

1. Designation for the title of Emeritus may be initiated by the faculty in which the scholar has rendered his services, by another academic staff of the faculty concerned or any other unit of the University.
2. The proposal, along with the recommendation of the faculty and the candidates' curriculum vitae, shall be submitted to the relevant academic council.
3. The recommendation of the faculty shall be submitted to the Office of the Vice-President for Academic Affairs who submits to the Senate for eventual consideration.
4. An academic staff who fulfils the following criteria is eligible for the title of emeritus:
 - a. Served the University for a minimum of ten years;
 - b. Is retired at the time of application from the University;

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- c. Has an academic rank of associate professor or professor;
- d. Is a distinguished scholar with notable publications or significant body of work.

Art 117. Privileges of Emeritus Professorship

1. An academic staff who is awarded the title of emeritus shall have the following privileges.
 - a. To hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the academic staff provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges;
 - b. To attend campus events that are open to other staff;
 - c. To participate in public ceremonies, commencements, processions and convocations;
 - d. To participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
 - e. To be listed in the University catalogue and appropriate publications with other academic staff;
 - f. To be invited to serve as a member of a Senate Committee or other bodies of the University;
2. There are no formal duties and remuneration associated with the title of Emeritus.

Art 118. Adjunct Professorship

Principle

Adjunct employment and academic positions are offered to selected and willing academicians and professionals with a view to enable them to formally participate in the teaching and research activities of the University and in curriculum development as well as supervision of theses/dissertations.

1. The University may confer the following title and promotion for adjunct academic staff:
 - a. Adjunct Assistant professor;
 - b. Adjunct Associate professor;
 - c. Adjunct professor.

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2. Conferring of these titles shall be based on the professional competence and experience of the candidate with regard to teaching, research and creative works.
3. The criteria and procedure governing adjunct appointments and promotions shall be as follows:
 - a. At the time of appointment, appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation that govern the appointment and promotion of academic staff;
 - b. Promotion in the adjunct series shall follow the current practice of promotion of academic staff of the University.

Art 119. Conditions of Appointment of Adjunct Professorship

1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the academic staff of the University of similar rank, participating in meetings, attending seminars, etc.;
2. Termination of contract for unsatisfactory performance may occur only after appropriate review;
3. Termination of contract because of misconduct, or breach of Academic Staff Code of Conduct shall also apply to appointees in the adjunct series;
4. Policies, guidelines and regulations of the University pertaining to intellectual property rights, patents and copyright with regard to persons using research facilities of the University shall also apply to appointees in the adjunct series;
5. *Mutatis mutandis*, all rules and regulations of the University and other laws in force are applicable to adjunct academic staff.

Art 120. Terms of Service of Adjunct Professorship

1. A staff on whom the University has conferred an appropriate rank in the Adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute as part of the contract between the University and the employee.
2. All appointments in the Adjunct series shall be made for a period not exceeding two years, subject to renewal by mutual agreement of the University and the other employer as well as the employee.
3. Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation.

Art 121. Joint Appointment

1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff and it shall be restricted in application to University's professionals with PhD degree, or MD degree with specialty and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
2. Without prejudice to the provisions of the Proclamation and other applicable laws, an academic staff or a government employee, may be employed, with his consent and the consent of his institution or organization, on a joint appointment basis if he has the required capability to do so.
3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the University and the institution of the appointee within the framework of rules and procedures of joint appointment supplied by the Ministry of Education.
4. The provisions of this Article shall not be construed to entitle an academic staff of the university or a government employee to be jointly appointed in a private institution.

Article 122: Honorary Academic Staff Appointment

1. Overview

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The University supports the appointment of honorary academic staff as a means of optimizing significant links with academics of different organization, academics with special merits and international standing.

2. Purpose

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

3. Description

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

4. Procedure

The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:

- a) Honorary Lecturer
- b) Honorary Assistant professor
- c) Honorary Associate Professor
- d) Honorary Professor
- e) Professor Emeritus

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The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per **Article 8** of this policy. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean/Head of academic unit, on the recommendation made by the course chair. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant professor and above are recommended by the faculty and approved by Staff Affairs Committee. The Vice-president for academic affairs will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by University Senate.

Nomination and appointment of honorary staff request of the course chair or faculty must contain the following specific information that should be addressed to the approving organ:

- a) the duties and responsibilities of the proposed appointee;
- b) how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
- c) the benefits that will flow through to the program from the appointment; and
- d) in case of reappointment, how the university has realized the expected benefits from the previous appointment.

5. Offer of Appointment

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant academic unit. Appointments up to Honorary Associate Professor referred to the Staff Affairs Committee. Appointments of Honorary Professor will be approved by the University Board. All appointment and promotion are bound by the university staff appointment and promotion regulation.

6. Period of Appointment

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

7. Renewal of Appointment

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

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

8. Conditions of Appointment

University shall determine and issue the necessary conditions with respect to rights and obligations for honorary academic staff.

9. Promotion

Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if he/she fulfills the requirements set by this Legislation.

10. Patents and Exploitation of Inventions

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

Chapter 4

RULES ON DISCIPLINARY MATTERS OF ACADEMIC STAFF

Art 123. Minor Disciplinary Offenses

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

- 1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- 1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- 1.3. Inappropriate wordings and annoying intonation in speeches;
- 1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- 1.5. Inadvertent negligence of responsibilities and duties;

Art 124. Serious Disciplinary Breaches or Violations

The following acts and/or forbearances of an academic staff constitute serious disciplinary breaches or violations:

1. Repeated and willful unpunctuality, despite warning from the faculty Dean and/or the program manager specifying the conduct disapproved of, to any of duties/responsibilities to be discharged in the University.
2. Repeated and willful refusal, despite warning from the faculty Dean and/or the program manager specifying the conduct disapproved of, to perform assigned teaching, research and/or community service functions or University or Faculty committee assignments.
3. Repeated and willful failure, despite warning from the faculty Dean and/or the program manager specifying the conduct disapproved of, to perform anyone or all of the obligations

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stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of this Legislation.

4. Continuation of a willful course of conduct, despite warning from the faculty Dean and/or the program manager specifying the conduct disapproved of, that demonstrates open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs.
5. Conviction of a serious crime or commission of other acts of misconduct that clearly reflect immorality or dishonesty in relation to ones academic tasks and responsibilities.
6. Continuation of a willful course of conduct, despite warning from faculty Dean and/or the program manager specifying the conduct disapproved of, that demonstrate neglect of duties, habitual drunkenness or similar breaches of social decorum that produce serious embarrassment to the University .
7. Repeated failure to prepare and submit course guidebooks, cover course contents, provide appropriate assessments and feedback, and submit grades on time according to the schedule produced and distributed by the concerned body
8. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.
9. 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.
10. Advertent negligence of responsibilities and duties;

Art 125. Type and Classification of Disciplinary measures

Depending on the gravity of the offense, one of the following penalties may be imposed on an academic staff for breach of discipline.

1. Measures to be taken for Minor disciplinary breaches:

- a) Oral warning (in written)

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- a) First written warning
 - b) Final written warning
 - b) Fine up to two months' salary
2. Measures to be taken for serious disciplinary breaches
- a) Fine up to three months salary
 - b) Withholding the next academic rank or salary increment; and/or withholding scholarship opportunities up to the period of two years
 - c) Dismissal

Art 126. Disciplinary Action which may be taken by Deans and Directors

1. When the circumstance demands or justifies, a faculty dean, on his own motion or upon recommendation of the program manager, may take any one or a combination of the following measures against a staff member found to be responsible for non-serious disciplinary breaches or violations:
 - a. Reprimand
 - b. Warning
 - c. Fine not exceeding two months' salary.
2. Where the exigency of the measures as well as the magnitude and gravity of the breach justify the course of action, a Dean may suspend from duty a staff member who is charged with serious breach of duty and shall forthwith submit the case for consideration to the Faculty Staff Affairs Committee (ASDC) for disciplinary actions.
3. Any sanctions beyond these shall be referred to AVP. An academic staff dissatisfied with the action taken by the Dean can appeal to the AVP within two weeks time.

Art 127. Disciplinary Actions by the Vice President for Academic Affairs

Upon the recommendation of the Faculty Staff Affairs Committee and the endorsement of the Dean/AC of the respective faculty, the Academic Affairs Vice President of the University may take any one of the following penalties against a staff member found to be responsible for serious disciplinary breaches or violations.

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1. Postponement of the next salary increment for a period not exceeding two years; or
2. Postponement of the next academic rank for a period not exceeding two years; or
3. Denying scholarship opportunities for a period not exceeding two years; or
4. Dismissal.

An academic staff dissatisfied with the action taken by the AVP can appeal to the President, within two weeks time.

Art 128. Academic Staff Disciplinary Committee (ASDC)

1. Each faculty of the University shall have Academic Staff Disciplinary Committee (ASDC) which is accountable to the respective Academic Council.
2. When there are cross-cutting disciplinary that cannot be seen by the faculty level ASDC/AC, or in events that the AVP finds it necessary to scrutinize the findings of ASDC/AC, the AVP/President shall set up an *ad-hoc* disciplinary committee. The composition of the committee is at the discretion of the AVP/President. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The ASDC shall be chaired by senior Academic Staff member to be elected by the academic staff of the Faculty and shall have no less than two and no more than four other members to be elected by the general staff meeting of the faculty for a period of three years.
4. The ASDC shall be responsible for the hearing and investigation of any disciplinary breach or violation by an academic staff member.
5. A complaint for initiation of disciplinary proceeding shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law and shall be checked by the person complaining.
6. Proceedings before the ASDC may be initiated by:
 - a. the dean where an academic staff member is said to have committed a serious disciplinary breach or violation;
 - b. An aggrieved academic staff member against whom any one of the disciplinary sanctions specified under the provisions of this Legislation have been applied; and
 - c. Colleagues, students and/or any other officer of the University who have sufficient reason to believe that a staff member is responsible for serious or non-serious disciplinary breach or violation.

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7. The ASDC shall submit its factual findings to the respective Academic Council and when applicable, recommend measure(s) that should be taken against the staff member proved faulty of serious or non-serious disciplinary breach or violation.
8. In its findings and recommendations, the ASDC may:
 - a. Absolve the staff member of any responsibility for the action complained of, or
 - b. Endorse the sanction taken by the Dean; or
 - c. Recommend a measure lighter than the one taken by the Dean; or
 - d. Recommend any other measure which is specified under this Legislation.

The university shall establish rules of procedures for ASDC/AC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.

Art 129. Inter-Faculty Disciplinary Proceedings

1. Disciplinary breaches or violations that are inter-Faculty in nature shall be investigated or heard by a university level ad-hoc committee which consists of at least three academic staff members to be assigned for this purpose by Vice President for Academic Affairs.
2. Based on the ad-hoc committee's recommendation, the Vice President for Academic Affairs may take any one of the measures specified under this Legislation against a staff member found liable for a serious or non-serious disciplinary breach or violation.

Art 130. Right of Appeal

1. An academic staff member who is dissatisfied with the findings and recommendations of the ASDC or who is aggrieved with the measure taken against him by the dean may appeal to the Vice President for Academic Affairs. The decision of the Vice President in this regard shall be final.
2. An academic staff member who is aggrieved with the measure taken against him by the Vice President for Academic Affairs under Art 126 may appeal to the President.
3. An aggrieved academic staff may take his appeal to the next body as provided hereinabove within three months since he received a written notification of the decision. Failure to lodge within this period of time raises an irrebuttable presumption of waiver of the right of appeal.

PART IV: PROGRAM DEVELOPMENT AND REVIEW, ACADEMIC RULES AND REGULATIONS, AND RELATED MATTERS

Section I. Program development and review

Art 131. Procedures for Program Development and Review

1. Needs assessment shall be carried out at two levels: -

- a) University/high level and program level needs assessment is conducted centrally to understand the general needs and expectations of the stakeholders/society from the university. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the university.
- b) The program level needs assessment refers to the investigation of the felt and anticipated need of the society for the specific program. The feasibility of the program is checked by preparing detailed business plan. Before launching academic programs, the required resources (financial and human resources and infrastructure) shall be secured or sound plan/strategy shall be submitted. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.
- c) **The report on department level need assessment shall be submitted to the ASCRC.**

2. Drafting the curriculum involves the following detailed activities: -

- i. identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)
 - ii. developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
 - iii. develop modules and course list, course distribution over the study period (course profile) and descriptions for each module and course including learning and assessment strategies
 - iv. Making sure that the program addresses specific local or national need through comparing it with national or international prototype curricula
 - v. Work out inputs required (facilities, human resource, etc.)
 - vi. determine admission and certification/graduation requirements
3. **Review workshop:** - it is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and enrichment. At least two prominent professionals in the field of study and at least one representative from a major employer(s) should review the draft curriculum and present their comments at the workshop. After the

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review workshop the comments shall be incorporated and the final document, accompanied with the comments from resource persons and the minute of the workshop, shall be presented to the respective AC for endorsement. The faculty, after making sure that the comments from the workshop are incorporated, shall send the endorsed curriculum to the ASCRC, which is required to recommend to the senate for final approval. The approved program/curriculum shall be sent to the Education Quality Auditing and Enhancement Centre of the University for follow up. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process. A point of concern here was whether there is a need for accreditation or a central approval mechanism including accreditation can be worked out

4. Program approval

The program shall be approved by the university Senate following appropriate channel.

- a. The university shall make sure that there is no unnecessary duplication and program is relevant/comply with the government policy.
- b. Programs of national importance may be forwarded to the University by the Ministry of Education, which shall also be endorsed by the Senate before implementation.
- c. The Ministry of Education may periodically review national needs and issue directions on the fields to be launched.

5. Quality Assurance

- a. The quality of the program shall be audited in accordance with the guidelines set by Education Quality Auditing and Enhancement Centre of BDU and Higher Education Relevance and Quality Agency (HERQA);
- b. Each program in the University shall be regularly reviewed one year after the graduation of a batch; in other words, every three to seven years depending on the duration of the undergraduate and graduate program. Yet, curriculum review shall start from the very beginning of a new curriculum implementation and be concluded with impact assessment;
- c. Modules or courses in each program shall be evaluated at the end of the module/course delivery;
- d. Course and program evaluation shall be recorded and organized in a report by the respective chair and program management and marketing case team, respectively;

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- e. Procedures in reviewing existing curricula shall be issued by the Academic Standards and Curriculum Review Committee of the University;
- f. Program management and marketing case team, together with the vice dean when applicable, shall be responsible for assessing students' and staff satisfaction on various issues of t-Learning. The assessment tool shall be developed by the Academic Standards and Curriculum Review Committee.

Section II: Education Programs and Academic Calendar

Art 132. Policy Premises

The University launches relevant programs of study and establishes research centers with a view to expand higher education geared towards the overall effort of socio-economic development and the betterment of the standards of living of the Ethiopian peoples. In all its faculties it shall see to it that standards for the measurement of the scholastic achievements of all that go through its program are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the efficiency and effectiveness of existing programs as well as their relevance to the needs of the nation. It shall also create access to higher education at all levels through different modalities of delivery.

Art 133. Education Programs

Pursuant to Art 19 of the Proclamation the University has the power to offer academic programs in different modalities. Thus the University has:

- a. Regular Education Program
 - Undergraduate
 - Postgraduate Programs
- b. Continuing and Distance (including *Kiremt* Education) Program
 - Undergraduate
 - Postgraduate
- c. Short-term Trainings
 - Certificate

Art 134. Academic Calendar

General Provisions

1. In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing education program (CEP), there are two semesters, eighteen weeks each the same with the regular program and a *Kiremt* term of 8-12 weeks. The Distance Education has a three term system. The programs of Health Sciences may employ a system of annual rather than semester course offerings.
2. The Academic Calendar should include, among other things: Meetings of the Senate; application, admission, readmission and registration; adding and dropping of courses/modules, examination periods, staff reporting dates, submission of course guidebooks by course chairs to the program managers, curriculum days and related activities beginning and end of semesters, tutorial time for distance/summer; inter-semester breaks and inter-collegiate sports, which shall take place during the inter-semester break; application of research and teaching material proposals, annual research review, date of submission of annual research progress reports to the office of RCS, instructor evaluation weeks, final thesis submissions and open defense dates, staff and student meetings; research week; science and technology day and/or University **open day**; etc. The calendar for each year shall be prepared by the Executive Director for Academic Affairs Office in consultation with the Academic Vice President and approved by the Senate.

Chapter 1

STUDENT ADMISSIONS, TRANSFER AND RELATED MATTERS IN UNDERGRADUATE PROGRAMS

Section I: Student Admissions to the Undergraduate Programs

Art 135. General Provisions on Student Admissions

1. Admissions and/or placements to all regular undergraduate programs are processed through the Ministry until such time as the University will be allowed to recruit its students.

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2. Admissions to undergraduate programs of any institution from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
3. Admissions to all undergraduate continuing and distance education programs shall be processed through the various faculties, in consultation with the University Registrar, by taking into account criteria to be developed by the Academic Standards and Review Committee of the Senate. The criteria shall be developed based on the framework from MoE and/or HERQA.
4. Criteria for special admissions to individual programs shall be developed and recommended by academic council and approved by the Academic Standards and Review Committee of the Senate.
5. The University in certain circumstances may admit students jointly **with other affiliated universities or institutes**. Such admission may be processed at anytime of the academic calendar as deemed appropriate.
6. Double enrollments in different regular programs of the University are prohibited unless a student demonstrates exceptional qualities (Great distinction grades) and get the approval of the Dean. Combined enrollments (in regular and continuing/distance programs of the University) are prohibited unless a student demonstrates high achievement (distinction grades and above) and get the approval of the Dean.
7. Anyone found enrolled or attempting to be enrolled in multiple programs without permission shall be disqualified from all the programs.
8. Without prejudice to other provisions of this Article and this legislation and other applicable laws, the University shall admit:
 - a. for undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;
 - b) for second degree-level graduate studies, candidates who have completed their undergraduate studies with the academic results required by the institution; or, for doctoral programs, candidates who have second-level degrees and the academic results required by the institution

Art 136. Admission Requirements for Full-time Degree Programs

1. Applicants who completed the preparatory secondary education with a minimum cutoff point set by the Ministry in the Ethiopian Higher Education Entrance Examination (EHEE) will be admitted.
2. Depending on available spaces, diploma graduates from accredited higher learning institutions and who took bridging courses, when necessary, may be admitted to regular programs.
3. Special admissions into some programs may be granted to people from disadvantaged areas, physically challenged people, people needing special training, etc. or to attract potentially resourceful candidates such as mature students or to build the capacity of the public sector. Detail guidelines shall be worked out by the Academic Standards and Curriculum Review Committee of the Senate.
4. A student who has successfully finished a set of particular modules which entitles him/her to a degree may also peruse, depending on available spaces, other related modules and earn another degree continuously. Detail guidelines shall be worked out by the Academic Standards and Curriculum Review Committee of the Senate.
5. Placement into regular programs under each faculty shall be decided by the faculties themselves as per the general guidelines provided by the office of Vice President for Academic Affairs.
6. Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the Academic Standards and Curriculum Review Committee of the Senate.

Art 137. Special Admission to Full-time Degree Programs

1. In order to attract potentially resourceful candidates, special admissions criteria may be employed by some programs. These include consideration of diverse criteria as specified hereunder.
 - I. Degree Program in Educational Planning, Adult Education Community Development, and Teacher Education and Curriculum Studies

Applicants must have:

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- a. a minimum CGPA of 2.00 at graduation from a post secondary institution;
- b. a minimum of one year relevant experience

II. Doctor of Medicine

Applicants must:

- a. have a Bachelor's degree in the field of nursing, public health, biology, chemistry, pharmacy, anesthesia, radiography, animal science and related fields;
- b. have a GPA of 2.75 or equivalent in the undergraduate program
- c. successfully pass the entrance examination administered by the College of medicine and health sciences;
- d. produce evidence of satisfactory service, provided for at least one year, relevant to the field of health; and
- e. Pass interview by the selection committee of the College.

III. Other Undergraduate Programs (Engineering, Science, Law, Social Science, Humanities, Agriculture, and Business and Economics)

Applicants to these programs will be selected, when there are free places, in accordance with the criteria set by the Ministry. Applicants must:

- a. have diploma from a recognized institution;
- b. pass the entrance examination set by the respective faculty
- c. have served a minimum of one year ;
- d. pass the required examination set by the National Competence Assessment Center (as for example Certificate of Competence).
- e. successfully finish a set of particular modules/courses which entitles them to a degree may also pursue other related modules/courses and earn another degree continuously. Details guidelines shall be worked out by Academic Standard and Curriculum Review Committee (ASCRC). Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the AC.

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f. Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.

g. Other special admission, such as people from disadvantaged areas, physically challenged people, people needing special training etc may be granted by the decisions of the University.

Art 138. Choice of Program of Study

1. Students shall be provided with program guidebook of the corresponding academic unit, in the form of orientation or hard copies, before they make a choice of program of study.
2. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by their respective academic units.
3. Students will be admitted into the programs of their choice on a competitive basis using their EHEE result or grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.
4. When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority. Those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.
5. Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the ASCRC of the Senate.
6. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the respective Head justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

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7. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
8. The placement committee of an academic unit shall notify the relevant Dean about placement results and if programs or students have complaints on the results, these should be attended to within three days following the announcement.
9. The Academic unit, through the University's registrar, shall report to the Senate all admissions and placement made in the University.
10. An applicant who believes that there was an error in the placement may report the case to the academic unit and university Registrar for review.

Art 139. Admission Requirements for Continuing and Distance Education Programs (CDEP)

The criteria for admission shall be developed by the Offices of Executive Director for Academic affairs and dean of the corresponding faculty. The Head of Continuing and Distance Education shall be responsible to study the financial feasibility of the programs.

1. Admissions to CDEP are processed by the academic unit as per the rules and regulations proposed by ASCRC and approved by the University Senate.
2. Special admission criteria developed by the Academic Council and approved by the ASCRC may be employed for special admissions of females, mature students and for upgrading programs.
3. University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

Art 140. Affirmative Action

1. Notwithstanding the provisions of this Chapter, there shall be special admissions procedures for disadvantaged sections of the population such as female students, students with disability and students from developing regions as may be specifically prescribed by special laws and directives.
2. The Senate may formulate special admission guidelines that would enable disadvantaged groups to be enrolled in the programs of the University.

Section II: Transfer of Students

Art 141. Inter-University Transfer: Principles

1. Admission on the basis of inter-University transfer shall be granted in a transparent manner.
2. Inter-University transfer applies only as between the University and another public higher education institution.
3. Applications for transfer shall be considered exceptionally and on the basis of availability of space, facilities and provided that the applicant student has obtained grades that would normally be required of students for enrolment in the programs concerned.
4. A student can only be transferred to a program that is similar to his enrolment in his previous institution.
5. The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing. Students with F, Fx, DO or I grades will not be transferred.
6. Application for transfer to a university is accepted only if the applicant is free from any disciplinary records in his previous university.
7. Transfer may be permitted only when there are convincing reasons such as health problems supported by evidence from hospital boards and legal institutions. That is, students with learning difficulties may be granted transfer when there is a convincing reason that the student will get a better learning environment as a result of the transfer.
8. Transfer of students shall be processed through the Office of the Executive Director for Academic Affairs in close consultation with the respective faculty's dean. Information on academic status of applicants of Bahir Dar University students should be gathered from the Admission and Customer Relation of the students' faculty.
9. **A student dismissed from his previous institution shall not be eligible for transfer.**
10. Exchange of institution between or among students shall not be allowed.
11. The applicant student shall produce, from the institution of origin, a letter that proves the consent of his institution and one which testifies that the applicant has no academic problem.
12. The applicant has to present a letter of clearance and withdrawal from his previous institution **before after** his transfer is accepted or endorsed.

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13. A transfer form shall be filled by the applicant student, signed by the dean and submitted to the Customer Relations Office of the faculty and students' dean office.
14. Transfer will be made only at the beginning of an academic calendar. Hence, application time for transfer is in July and August of each year.

Art 142. Procedure of Transfer

1. The Office of the Executive Director for Academic Affairs shall request deans for the available space in all years of study for accommodating students to be transferred, and compile intake capacity of every department.
2. A student wishing to transfer will be required to fill in a Transfer Application Form which shall be available at the Admission and Customer Relations Office of every faculty.
3. The form must be completed and returned to the Office of the Executive Director for Academic Affairs during the registration week for the semester into which enrolment is required.
4. Documents to be deposited along with the application for transfer include:
 - a. Copy of the Original transcript;
 - b. Authentic and relevant evidence for transfer, approval letter of transfer from his previous institution and
 - c. Document that shows his academic status and results.
5. Upon receipt of the application, the Office of the Executive Director for Academic Affairs shall consult the faculty dean and Dean of Students' Office for availability of space. The Executive Director shall give decision promptly.
6. The dean shall inform the decision to the applicant student and the Customer Relations Office of the faculty. Copy of the decision shall be communicated to the Office of the Vice President for Academic Affairs and the Dean of Students' Office.
7. A student whose application for transfer has got acceptance shall report and get register, under pain of forfeiture, by the first week of the semester at the latest.
8. A student whose application for transfer has been rejected may appeal, within a maximum of eight days, to the Office of the Vice President for Academic Affairs whose decision shall be final.

Art 143. Transfer of Credits

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1. The academic Council of the relevant faculty shall determine the transferable credits earned in other public institutions of higher education.
2. The receiving faculty's admission and customer relations office shall work out the details of transfer of credits and other technical matters in consultation with the program managers. The program manager in consultation with the course chairs decide which credits/courses shall be transferred in light of the program's curriculum. The applicant student may be required to submit authentic course outlines/Guidebooks from his previous university for the courses he wants to be exempted or transferred.
3. The academic council shall base its decisions on the recommendations of the receiving program with regard to credit transfer or course exemption.
4. Relevant course chairs shall decide which courses shall be transferred.
5. The academic council communicates to the customer relations office, via the dean, the courses that are exempted or transferred.

Art 144. Inter-faculty and Intra-faculty Transfer

1. A student may transfer from one faculty to another faculty (inter-faculty) or from one program to another program within the same faculty (intra-faculty) upon satisfying the following conditions and procedures.
 - a. Both inter-faculty and intra-faculty transfers shall depend on availability of space and facilities in the receiving faculty or program and a transfer applicant shall have grade levels that would normally be required of students for enrollment into the program concerned.
 - b. Inter-faculty transfer is only applicable in areas of related streams.
 - c. A student dismissed from his previous department shall not be eligible for transfer into another faculty or department of the University.
 - d. Inter-faculty and intra-faculty transfer application forms shall be available at each faculty customer relations office of the university to be collected by applicants for transfer.
 - e. A transfer application form must be completed and returned to the concerned faculty within a week after registration.

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- f. Granting or denying transfer shall be made by a dean of the receiving faculty upon the recommendation of the program manager of the faculty. Consideration shall be given to the normal class size of the University and the applicant's academic record to manage the courses in the requested program. (If the transfer is between academic units of the different colleges, the University Registrar, in consultation with the heads of the respective academic units, approves the transfer)
 - g. If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer.
2. The admission and customer relations office shall be consulted for presence of spaces and other administrative issues before enacting the transfer.
3. Receiving faculties may set criteria for selecting students who apply for transfer.
4. A student whose application for transfer has been rejected may appeal, within a maximum of five days, to the Office of the Executive Director for Academic Affairs whose decision shall be final.
5. The process of transfer shall be completed within a week following the commencement of classes.
6. Transfer shall not have the consequence of elongating the stay of a student for more than a year.
7. The receiving faculty's admission and customer relations office shall work out the details of transfer of credits and other technical matters in consultation with the program managers. The program manager in consultation with the course chairs decides which credits/courses shall be transferred in the light of the program's curriculum. The applicant student may be required to submit authentic course outlines/guidebooks from his previous university for the courses he wants to be exempted or transferred.
8. Students shall be responsible for all the consequences that such transfers may entail.

Art 145. Intra-Faculty and Inter-Faculty Transfer in Continuing and Distance Education Program

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1. Transfers from program to program or from one academic unit to another within CEP shall be handled as per the provisions made for regular students.
2. Students in CEP (evening, distance and *Kiremt*) may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by AC of the academic unit provided they meet the conditions set forth below.
 - 2.1. Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
 - 2.2. Applicants must have accumulated 75% of the total credits required for graduation.
 - 2.3. Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total students enrolled in the batch of the program of study.
 - 2.4. Transfer shall take place within the same programs only.
 - 2.5. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
 - 2.6. Applications shall be submitted before registration in the program and the transfer should be completed within a week before beginning of classes.

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- 2.7. Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forward to the Registrar.
- 2.8. All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, *Kiremt* or regular programs as their situation warrants such an arrangement and when approved by the SC/DC.

Art 146. Transfer from Continuing and Distance Education Programs of Other Public Higher Education Institutions

1. The transfer of Continuing and Distance Education students from other Public Universities or Colleges, from faculty to faculty or from department to department shall be governed by the provisions of this Chapter.
2. The University may accept transfer requests of students enrolled in Continuing and Distance Education Programs of other Public Universities or Colleges on justifiable grounds, such as work place change of self or spouse.

Chapter 2

RULES ON COURSE ORGANIZATION AND MANAGEMENT

Art 147. General Provisions on Courses Offered by the University

1. Unless otherwise provided for in this Legislation or by a directive to be issued by the Senate, all courses shall be semester, block term or modules courses.
2. All courses offered in the University shall be organized and managed along the development of independent learning, reflective thinking, critical reading and writing abilities.
3. All courses offered in the University shall promote the essence of collaborative learning and the creation and synthesizing of knowledge and skills in the subject domain.
4. All courses in the University would be organized as parts of modules.

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5. All courses offered by the University shall be numbered as per the system of numbering courses provided by the ASCRC based on national modular curricula harmonization guideline.
6. While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two semesters.
7. All courses offered by the University shall have course chairs who are responsible for the development, renewal, and review of courses.
8. All courses offered in the University shall be reviewed by the course chairs, his course team and students at least once in a year.

Art 148. General Education Courses

1. General education courses shall be devised to:
 - a. enable students acquire necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity that enhance their capacities to benefit from their specialized training;
 - b. instill in students democratic values and knowledge of a democratic society, and civic duties, such as tolerance, multiculturalism and ethical issues;
 - c. enable students to acquire skills of new technologies, such as IT;
 - d. develop sound awareness in students of the physical and social environment in which they live and work; and
 - e. develop awareness in students of the various ways of maintaining physical fitness and encouraging the creation of habits resulting in physical fitness and health.
 - f. inculcate entrepreneurial skills and values
2. The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

Art 149. Elective Courses

Each academic unit is required to provide its students with opportunities to take a certain number of elective courses/modules. The proportion of electives to be taken should be recommended by AC and approved by ASCRC. **In case the number of students who prefer to take an elective course is smaller than the number of students who choose to take another elective course the**

former, for the purpose of managing course delivery, shall be made to take the one elected by the majority.

Art 150. Phased-out Courses

1. Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.
2. Students who have scored 'F's in phased-out courses deemed essential for a program of study shall be required to remove their 'F's by taking equivalent courses as decided by the academic council of the faculty in which they are enrolled.
3. If no equivalent courses are found for those phased-out courses, the courses and the results shall be discarded.
4. Providing the equivalent course in time shall be the responsibility of the academic units and/or course chairs and customer relations office.
5. When a course replaces two other courses with varying credits and an "F" grade is earned in each of such courses, the grade earned in the substitute course shall replace the "F" in both the previous courses; or
6. When an "F" grade is earned in only one of the two courses, both grades go into the student's transcript but only the grade earned for the substitute course goes into the computation of his CANG.
7. For those phased-out courses that the student has taken and registered pass marks and for which equivalent courses are found the results of those phased-out courses shall be taken in to consideration while calculating the students' CANG.

Art 151. Semester Load of Regular Undergraduate Students

Students can decide the number of courses they could take in consultation with the course chairs and their academic advisors.

1. A minimum credit point (CP) or credit hours (Cr. Hr.) for full-time regular students shall be 25 or 15 per semester, respectively. The maximum load shall not exceed 35 CPs or 22 Cr. Hrs. unless otherwise stated in the catalogue.

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2. A non-graduating student who has a CANG of 2.75 and above and/or justifiable reasons for deviation from the normal load has to secure a special permission from the Academic Council in charge of a program the student is affiliated. However, the total load even with the special permission shall not exceed 35 CPs or 22 credit hours.
3. Notwithstanding the application of the provision under sub-article 2 hereof, a graduating student with CANG of 2.25 and above can take up to 35 CP.

Art 152. Semester Load of Continuing and Distance Education Undergraduate Students

1. The normal load in evening programs shall be 14 to 20 CP or 8-12 Cr. Hrs. per semester (term) unless otherwise prescribed in the course catalogue.
2. A student may be allowed to take a load of up to 25 CP or 15 Cr. Hrs., provided that he:
 - a. is in his year of graduation after passing all courses taken up to date ; or
 - b. secures a CANG or CGPA of 2.50 and above upon completion of an equivalent course work corresponding to one academic year;
3. The AC shall determine such cases that warrant consideration for allowing a student to take up to 25 CP.
4. The normal one *kiremt* term load of students placed in *kiremt* in-service programs shall be 22 to 25 CP or 13 to 15 credit hours
5. The normal load for evening and weekend students in a *Kiremt* semester shall be 10 to 14 CP or 6 to 8 credit hours.
6. The normal load of one distance semester in *kiremt* in-service programs shall be 10 to 15 CP.
7. The normal load for part time students in a semester is 15 CP or 9 Cr. Hrs.
8. For the purpose of determining the academic status of students in *kiremt* in-service programs one *kiremt* term is called *kiremt* semester and two *kiremt* terms and the distance semester (distance courses) shall be equivalent to one regular academic year.
9. When the in-service *kiremt* program has distance education courses, one *kiremt* term and distance semester/s shall be considered as one regular semester and academic status shall be decided accordingly.
10. Courses taken by *kiremt* students in between *kiremt* are calculated together with the results of the subsequent semester.

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11. The Semester Average Number Grade (SANG) or SGPA, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.
12. For in-service programs with no distance education courses, the Semester Average Number Grade (SANG) or SGPA calculated at the end of each *Kiremt* Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.
13. For the purpose determining the status of evening/extension students, two semesters shall be considered as equivalent to one regular semester. Therefore, status shall be determined at the end of the second semester of each academic year. For courses that are taken in the *kiremt* program, they shall be calculated together with the subsequent two semesters.

Art 153. Duration of Study and Validity of Courses in Undergraduate Programs

Students enrolled in the University shall pursue programs of study for which the duration of study, maximum lengths of stay in programs and validity of courses are determined as follows:

1. The maximum length of time students may stay in such programs shall not, under any circumstances, exceed twice the normal duration of study depending on the program.
2. The duration of study for 3 year undergraduate degrees in regular programs shall be from three to six years. The duration of study for 4 year undergraduate degrees in regular programs shall be from 4 to 8 years
3. The duration of study for 5 year undergraduate degrees in regular programs shall be from 5 to 10 years.
4. The duration of study for undergraduate degree in the Evening Program shall be **four to eight** years.
5. The duration of study for undergraduate degree in the *kiremt* in-service program shall be **six-five to twelve (?)** years.
6. Notwithstanding the application of the provisions stated in Article 153 (1), a student who withdraws for valid reasons shall be granted readmission within **4** years after the date of withdrawal; if not he shall be dismissed from the program of study.

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7. A student who fails to complete any studies within the maximum length of time permitted shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

Art 154. Credit Requirements

1. The minimum total credit points for three years Bachelors program shall be 180 CP or 109 credit hours while the maximum shall be based on university specific program which will add up to 10 CP to the 180 CP.
2. The minimum total credit points for four years Bachelors program shall be 240 CP or 145 credit hours while the maximum shall be based on university specific program which will add up to 10 CP to the 240 CP.
3. The minimum total credit points for five years Bachelors program shall 300 CP or 182 credit hours while the maximum shall be based on university specific program which will add up to 10 CP to the 300 CP.
4. The minimum total credit points for six years bachelor program shall be 360 CP or 240 credit hours while the maximum shall be based on university specific program which will add up to 10 CP to the 360 CP.
5. The Credit requirement/ load of the regular program shall be taken as a base for determining the loads for other modes of delivery (*kiremt*, distance, evening)
6. The proportion of time (lectures, laboratory/practical works, tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follows the approval of the ASCRC.
7. Course chairs and academic council shall determine courses and the proportion of time that require additional tutorials, which would be in effect after approval by the faculty academic council.

Art 155. Major and Supportive Fields of Study

1. Bachelor's degree programs may provide students with opportunities for major and/or minor area of concentration.
2. When a program has only a major study, at least 60 % of the courses shall be from the major area.

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3. Major-minor combinations shall be worked out in ways that enable students to acquire acceptable degrees of specialization in both disciplines.
4. When a major-minor combination is designed, major credit shall be minimum of 60 credit hours and minor shall be minimum of 30 credit hours.

Art 156. Class Attendance

Unless provided in this Legislation or in a directive to be issued by the Senate, a student is required to attend all lecture, laboratory and practical sessions as well as field works.

1. In a situation where reasons beyond his/her control, a minimum of 80% attendance is tolerated for the lecture/tutorial sessions; some programs may demand 100% attendance where such full attendance is academically indispensable.
2. A student who has missed more than 20% attendance shall be given a grade of NG (No Grade) by the instructor and be required to provide acceptable reasons for failure to attend classes.
3. If a student's incomplete attendance is proven to have been for valid reasons, his previous registration for the course shall be cancelled and permitted to retake the course afresh.
4. If a student's incomplete attendance was due to reasons that were not valid, the NG grade shall be changed to an "F".
4. In case of valid reason(s), even if a student is underload, he shall be registered for the semester.
6. If a student fails to seat for final exam or have results for term paper and a project not completed, the instructor shall record "NG" for No Grade. All "NG"s shall be changed to one of the following within a week after the beginning of the semester:
 - a) To an "I" (incomplete) by the AC for a student who fulfils the minimum required attendance and
 - 1) who has formally withdrawn from the program

OR

 - 2) who, because of illness or extenuating or extraordinary circumstances,

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fails to complete the module/course

b) to an “F” by the AC when there is no valid reason or not formally withdrawn from the university

c) “Cancelled” by the AC for a student who doesn’t fulfill the minimum required attendance and

1) who has formally withdrawn from the program

OR

2) who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course

7. An “I” grade means that a student can take a makeup exam for that course.

8. A “Cancelled” course means that the student can take that course as new.

9. “I” shall not play any part in the computation of the semester average number grade.

10. Status will be determined for a student who has less than or equal to two “I”s in a semester.

11. If the number of I’s in a semester is more than two, the student shall be forced to withdraw and his status will not be determined.

12. The total CP of the two “I”s shall not exceed 15 CP. If the CP for the two “I” courses is greater than 15, the student shall be forced to withdraw.

13. If a student repeats a course, the initial credit hour and grade shall appear on the transcript as cancelled to indicate that the exam has been repeated, but be ignored in calculating the semester grade point average (SGPA/SANG). Whether or not there is a change in the grade, only the new grade and credit hour will be considered in determining the status.

Chapter 3

ACADEMIC ADVISING

Art 157. Objectives of Academic Advising

The objectives of academic advising shall be to:

1. establish one-to-one contact between faculty member and a small group of students by assigning an academic advisor to each student;
2. help understand and recognize individual student's learning needs and goals;
3. promote and facilitate a learning process of a selected group of students; and

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4. provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels; and
5. ensure that students are properly progressing in their academic achievements.

Art 158. Selection of Advisors

Academic staffs are assigned with the responsibility of academic advising based on the following criteria:

1. Appropriate academic specialization in the respective broad area of study of the students assigned;
2. A short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the concerned age group and area of specialization.
3. Each academic staff shall be assigned a group of students from within the program of studies under the faculty.
4. The number of students assigned to each instructor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed 40 students.

Art 159. Guidelines on Student Advising

1. Faculty customer relations offices should provide student records to respective advisors at least three working days before the date of registration.
2. The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.
3. An advisor should examine the status of his students well ahead of time.
4. An advisor shall identify students with academic problems and recommend tutorial sessions, courses to be repeated, exempted; recommend waiver requests etc. Students should feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.
5. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.

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6. All documents relating to a student are maintained in strictest confidence.
7. Course chairs should arrange tutorial sessions for courses based on the nature of the courses and previous performance of students.
8. An advisor shall start with a group of students, follow their progress and take them all through to their graduation as far as possible.
9. Program manager in close consultation with the dean shall assign a fair number of advisors to a group of students so that they can utilize the advice properly.
10. Whenever there is change of advisors there should be proper handover of students' record.

Art 160. Waiver Cases

1. Waiver request shall be initiated at the advisor level. Academic Advisors should identify students with academic problems for whom waiver of some rules is required and recommend the same to the customer relations office.
2. The customer relations office of the faculty shall systematize, screen and sort out requests from academic advisors, recommend possibilities and present the recommendation to the academic council of the faculty for discussion. In doing so, discussion with academic advisors is a necessity.
3. Waiver requests related to status determination (academic dismissal or continuation with probation) should be decided before readmission and registration deadlines; other waiver requests should be entertained with respect to other relevant deadlines (e.g. Add/Drop dates, graduation, etc.)
4. Waiver cases shall be treated as indicated in different provisions (...) of this legislation.

Chapter 4

TEACHING-LEARNING, ASSESSMENT AND GRADING POLICIES IN THE UNDERGRADUATE PROGRAMS

Art 161. General Provisions on teaching-Learning

1. Students shall attend 80% of the instructional time. He who failed to attend 80% will earn F grade in the course.

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2. Instructors shall attend each allotted class, but in cases when there are good causes, organize make up classes for missed ones.
3. Class size for lectures may range, depending on the nature of the course and classroom conditions, from 50-120.
4. Small groups shall be organized for seminars, tutorials, presentations, group work, a question and reflection session, etc.
5. In every course, lectures could not exceed 60% of the instructional time. The remaining time shall be allocated to seminars, cases, group work, presentations, a question and reflection session, etc.
6. The proportion of time to be given to lectures, laboratory works, tutorials, exercises, seminars, projects, etc., shall be determined for each course as per the requirement of the respective curriculum.
7. Teaching and learning practices of the University must promote imaginative, independent and active learning.
8. For any course provided in the University, there shall be a course guidebook prepared by the chair and his course team and submitted to the program manager and dean for approval. No class shall be conducted without providing a course guidebook. Failure to do so would constitute a breach of academic responsibility.
9. Course guidebooks shall indicate the basic reference materials to be read under each chapter, assessment and evaluation mechanisms, information on assignments, submission dates, distribution of points/marks among various types of exams and other works in percentage terms, exam dates, question and answer sessions, presentation dates, contact information, and other related pedagogical matters.
10. Depending on the nature of the course, as many of the following activities as possible must be incorporated: seminar, case studies, book reviews, projects, article review, field visits, internship, presentations, and others as may be found necessary.
11. Course material indicated in the course guidebook must be available in adequate number in the library. Course chairs and his course team should ensure availability.

Art 162. General Provisions on Assessment and Evaluation

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Assessment shall be seen as a process of supporting students' learning rather than just a means to decide academic status and graduation of students. To this end, the following should be observed:

1. For any course having lecture, laboratory/practical and tutorial, continuous assessment shall be used for each of them.
2. At least 35% of the students' assessment shall be based on assignments, projects, and presentations. At least two varied assessments shall constitute the 35%.
3. Standard exams shall be prepared by the respective chair and his team members and evaluated by the exam and assessment committee of the respective programs.
4. Mid-exam shall be provided by all instructors. It shall account not more than 25% of the students' scores.
5. The final exam should account for 40% of the total assessment for a course. Such an exam shall cover all the major chapters/units of the course.
6. Some disciplines such as Medicine can set out their own guidelines for assessment.
7. Without prejudice to exceptional programs and course offerings, grade submission form must include at least five columns that indicate the assignments/quizzes, mid exam and final exam.
8. Students have the right to see their corrected exam papers.
9. Instructors shall provide timely feedback to all students' work in written or oral form.
10. The chair of the course system ensures that students are given feedback in each of the tasks.
11. Mid-exam and final exam dates for semester-based courses shall be decided by the academic calendar.
12. Students must complete each of the tasks set for the course.
13. In agreement with the course chair and assistants, students may be allowed to have diverse activities to fulfill course requirements. Choice of what they have to do for a certain course can be left for the students.
14. Senior level students (third year and above) undergraduate students shall be involved in oral examinations that demand reflection, analysis and summarization.

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15. For courses having lecture, laboratory/practical and tutorial, each of them will be evaluated out of 100% independently. The relative weight for each of these methods shall be proportional to their credit weight.
16. For courses having lecture and laboratory/practical, each will be evaluated out of 100%. The relative weight for each of these methods shall be proportional to their credit weight. Such course shall be assessed by at least **five** assessments.
17. For courses having lecture and tutorial, each will be evaluated out of 100%. The relative weight for each of these methods shall be proportional to their credit weight. Such course shall be assessed by at least **five** assessments.
18. For courses having lecture, laboratory/practical and tutorial each will be evaluated out of 100%. The relative weight for each of these methods shall be proportional to their credit weight. Such course shall be assessed by at least **seven** assessments.
19. For a course having lecture only, 60% shall be assessed by continuous assessment constituting at least three assessments, while final exam constitutes the remaining percentage.
20. For a course having laboratory/practical only, 70% shall be assessed by continuous assessment; while 30% shall be allotted for practical exam.
21. Students are supposed to have full examination records. If a student fails to attend quiz or mid exam for invalid reason, the result of the student shall be recorded as zero. However, if a student fails to attend the final exam or to work on term paper/project for invalid reason, the instructor shall record “NG”.
22. **What are the valid reasons for missing quizzes or mid-exams? What should the instructor do about them?**

Art 163. Earning Credits on the Basis of Examination

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

1. If an academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Customer relations office to be approved by the Academic Standard and Curriculum Review Committee of the Senate.

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2. In cases where an academic unit does not have such provisions or is not included in the aforementioned list but a student feels that he is competent to sit for an examination of a course without attending a class, the student shall apply for such consideration and get the approval of the academic council.
3. Of the total number of credit points required by academic unit for graduation, not more than **20%** shall be taken through earning credits on the basis of examination.
4. Any student that can present sufficient and convincing evidence to the head of academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 1 or 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.
5. Registration to earn credits on the basis of examinations should be approved by the concerned AC and the ASCRC.
6. Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

Art 164. General Provisions on Examinations

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for 60% of the total module/course mark. The remaining 40% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine can set out their own general guidelines.

1. The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
2. Examinations may be oral, written or practical, depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of

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the student's performance and the basis for the determination of grades shall be kept by the instructor.

3. 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. A copy of the course outline shall be submitted to the academic units at the beginning of each module/course.
4. In those cases where a course is taught to more than one section of students, examinations shall be of the same form and content. This shall be facilitated by the course chairs.
5. Where common examination(s) have to be given for course(s) taught by more than one instructor, the course chairs responsible for 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) and key answers.
6. The Office of the Executive Director for Academic Affairs 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.
7. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the exam and assessment committee of the respective department for review and endorsement.
8. Students have the right to see their corrected exam papers.
9. Final grades for all courses shall be reviewed and endorsed by exam and assessment committee of the respective department.
10. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.
11. Final grades shall be submitted by an instructor to the chair on duly signed official grade report form, which shall be prepared by faculties in which students are enrolled and shall carry all the names of students who have been on the official class list for the course. This document shall be prepared legibly with no alterations or erasures. In

addition, the instructor is responsible for entry of grades to SIMS while approval is the duty of the course chair. A hard copy of the approved official grade generated from the SIMS shall be submitted by the instructor to the registrar.

12. Official grade report forms shall be prepared by the registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.
13. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
14. A copy of grade report sheets for all courses shall be kept at the course chair.
15. Grades shall officially be announced to students by the registrar.
16. When, for reasons beyond control, exams cannot be prepared by course instructors, the setting of examinations and the marking of exam papers shall be carried out by the exam and assessment committee of the respective department.
17. In those cases where the department head has to designate someone other than the instructor who has taught the course to either set or mark the examination, he shall forthwith present the case to the exam and assessment committee of the respective academic program for endorsement.
18. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.
19. All marked final examination papers, answer keys, shall be submitted to the course chair and shall be kept for a period of at least one year for distance and summer students and for a period of one semester for regular and extension students.

Art 165. Administration of Mid- and Final- Semester Examinations

1. Mid and final exams schedules for semester-based courses have to be indicated in the academic calendar of the University.
2. Program manager of each faculty has to prepare exam schedule before a month and submit to the dean and to Office of the Executive Director for Academic Affairs.
3. A list of candidates sitting in an examination shall be prepared in advance of the examination by course chairs to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the examination.

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4. No student shall be admitted into an examination hall 30 minutes after the beginning of the examination.
5. 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.
6. 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.
7. 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 Course Chair that offers the course.
8. Staff assigned as invigilators shall avail to the exam hall or room before 30 minutes. Failure to do so would be equated with breaching academic responsibilities.

Art 166. Periodic and Exit Examination

Students in the University shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:

1. A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.
2. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
3. Exit exam, if any, should be identified with course title & code.
4. For those programs in which there is no national exit exam, exit/periodic exams shall be set by the University Academic Standard and Curriculum Review Committee. Detailed guidelines shall be prepared by ASCRC.
5. The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.

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6. The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.
7. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
8. A student who failed the exit exam can repeat it twice and special reexamination schedule shall be arranged for such purpose. The student shall be academically dismissed for good if he fails for the third time.

Art 167. Grading Policies and System

Any grading in the University will follow fixed scales as indicated in this legislation. The European Credit Accumulation and Transfer System (ECTS) grading calculation shall be as follows:

Table 1: ECTS Grade System

Raw Mark Interval –(100%)	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
$90 \leq x \leq 100$	4.0	A ⁺	Excellent	First class with Great Distinction
$85 \leq x < 90$	4.0	A		
$80 \leq x < 85$	3.75	A ⁻		
$75 \leq x < 80$	3.50	B ⁺	Very Good	First class with Distinction
$70 \leq x < 75$	3.00	B		
$65 \leq x < 70$	2.75	B ⁻	Good	First class
$60 \leq x < 65$	2.50	C ⁺		Second class
$50 \leq x < 60$	2.00	C	Satisfactory	

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$45 \leq x < 50$	1.75	C ⁻	Unsatisfactory	Lower class
$40 \leq x < 45$	1.00	D	Very poor	
$30 \leq x < 40$	0.00	F _x	*Fail	Lowest class
<30	0.00	F	Fail	

Description

“**Excellent**” refers to outstanding performance and only a few minor errors

“**Very good**” refers to above the average standard, but with some errors

“**Good**” refers to good, solid overall performance, but with some noticeable errors

“**Satisfactory**” refers to an acceptable performance, but with quite obvious shortcomings

“**Unsatisfactory**” refers to an unacceptable performance that falls a little short of the minimum requirements

“**Very poor**” refers to an unacceptable performance that falls far short of the minimum requirements

“***Fail**” (F_x) refers to an unacceptable performance improvements are required before the credit can be awarded.

“**Fail**”(F) refers to considerable future work is required.

Art. 168. Status Description

- Status will be calculated for semester, module and cumulative grade. Students status description shall be determined based on CGPA/CANG intervals as in the following table:

Interval of Cumulative Number Grade	Corresponding Letter Grade	Status Description	Class Description
SANG/CANG(SGPA/CGPA) =4.00	A or A+	Excellent	First Class
$3.75 \leq \text{SANG/CANG(SGPA/CGPA)} < 4.00$	A ⁻		With Great

			Distinction
$3.50 \leq \text{SANG/CANG(SGPA/CGPA)} < 3.75$	B ⁺	Very Good	First Class With Distinction
$3.00 \leq \text{SANG/CANG(SGPA/CGPA)} < 3.50$	B		
$2.75 \leq \text{SANG/CANG(SGPA/CGPA)} < 3.00$	B ⁻	Good	First Class Second Class
$2.50 \leq \text{SANG/CANG(SGPA/CGPA)} < 2.75$	C ⁺		
$2.00 \leq \text{SANG/CANG(SGPA/CGPA)} < 2.50$	C	Satisfactory	
$1.75 \leq \text{SANG/CANG(SGPA/CGPA)} < 2.00$	C ⁻	Unsatisfactory	Lower Class
$1.00 \leq \text{SANG/CANG(SGPA/CGPA)} < 1.75$	D	Very Poor	Lowest Class
$\text{SANG/CANG(SGPA/CGPA)} < 1.00$	F	Fail	

Art. 169. Module Grade Determination

- a) Module grade shall be determined immediately after the completion of all courses in the module
- b) Module number grade is obtained by calculating the weighted mean of CP and the corresponding Number Grade of the courses within the module.

Formula: $\frac{\sum CP_i GP_i}{\sum CP_i}$

$$\frac{\sum CP_i GP_i}{\sum CP_i}$$

- c) SALG and CALG will be calculated for semester, cumulative and module grade.

Module letter grade is obtained based on the following table:

Interval of Module Number Grade(MNG)	Corresponding Letter Grade
MNG =4.00	A or A ⁺
$3.75 \leq \text{MNG} < 4.00$	A ⁻
$3.50 \leq \text{MNG} < 3.75$	B ⁺
$3.00 \leq \text{MNG} < 3.50$	B
$2.75 \leq \text{MNG} < 3.00$	B ⁻
$2.50 \leq \text{MNG} < 2.75$	C ⁺
$2.00 \leq \text{MNG} < 2.50$	C

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$1.75 \leq \text{MNG} < 2.00$	C ⁻
$1.00 \leq \text{MNG} < 1.75$	D
$\text{MNG} < 1.00$	F

d) A student with “C” and above grade for a module can pass

Art.170. Description of the Grading System

1. For any course having lecture, laboratory/practical and tutorial, raw mark evaluation shall be treated independently from 100%.
2. On a module/course with practical and/or tutorial a student should score at least 50% on each to pass that course. A student with Fx shall take supplementary exam, whereas those who score ‘F’ grade shall repeat that course.
3. The final number grade for a course is obtained based on the weighted average of lecture, laboratory/practice and tutorial.
4. SANG and CANG shall be determined at the end of each semester and/or module.
5. The final number grade of a module is obtained by dividing the number grades of individual courses with its weight mean of CP given for each course in that module.
6. Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
7. In cases where a student does not have full examination records, the instructor shall record “NG” for No grade. All “NG”s shall be changed based on the provisions provided in Art.156(6)
8. If a student repeats a course, the initial credit point and grade shall appear on the transcript, but be ignored in calculating the semester grade point (SGPA/SANG) whether or not there is a change in the grade.
9. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Fail), but neither shall be included in the computation of the SGPA/SANG.

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10. A double asterisk(**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.
11. A student who scored ‘C-‘ and/or ‘D’ in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade (CANG).
12. If the ‘C-‘ and/or ‘D’ grade is for a Module or for a course as a module, he/she must re-sit for another exam with self-study to remove ‘C-‘ and/or ‘D’ when module status determination is required.
13. A student with a good stand can pass to the next semester and even can graduate if he/she scores ‘D’ and/or ‘C-’ in any course under module. Nevertheless, if the student is not in good standing, he or she should re-sit for an exam within a week after the beginning of the semester with self-study.
14. A student who scored ‘Fx’ must sit re(sup)-exam with minor support within a week time after the beginning of the next semester. If a student scores ‘Fx’ for the second time, the grade shall be converted into ‘F’ for status determination.
15. A student can sit for sup-exam for Fx after status determination is made and if he can pass to the next semester.
16. A student who scored ‘F’ in a course/module must repeat the course/module for a maximum of two-times. After that, if s/he repeats F grade, the student can request for course change/replacement or waiver as course allergic.

a. First Year Students

1. A first year student whose first semester SANG is greater than or equal to 1.75 can pass to second semester.
2. A first year student whose first semester SANG is greater than or equal to 1.5 and less than 1.75 shall be warned and can pass to second semester.

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3. A student who, at the end of the first semester, receives an SGPA/SANG of greater than or equal to 1.00 and less than 1.50 shall be academically dismissed.
4. A first year student whose first semester SANG is less than 1.00 shall be completely dismissed.
5. A student who has been dismissed because of academic status shall not be allowed to take immediate sup-exams.

Accordingly, therefore, the status of First Year students in the first semester is determined as in the following table:

Year	Semester	SGPA	CGPA	Previous Status	Final Status
I	I	[1.75,4.00]	[1.75,4.00]	-	Pass
		[1.50, 1.75)	[1.50, 1.75)	-	Warning
		[1.00, 1.50)	[1.00, 1.50)	-	Academic Dismissal
		[0.00,1.00)	[0.00,1.00)	-	Complete Dismissal

b. First Year Second Semester and Above Students

1. A student, who fails to achieve either SGPA of at least 1.75 ~~and~~ or a CGPA of at least 2.00 at any semester, shall be warned by his dean.
2. If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless put on probation at the discretion of the academic commission.
 1. If a student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.
 2. A student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to dismissal.

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3. A student, who for a second consecutive semester scores either an SGPA /SANG of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation.
4. An academically dismissed student may get probation based on the decision of the Academic Council
5. A student who is subject to dismissal cannot claim probation as a matter of right.
6. Students who are academically dismissed may apply for readmission the next year in the same semester
7. Accordingly, therefore, the status of the abovementioned students is decided as in the following table

Year	Semester	SGPA/ SANG	CGPA/ CANG	Immediate Previous Status	Any Previous (Academic Dismissal/pr obation)	Final Status
I	II	[1.75,4.00]	[2.00,4.00]	P	No	Pass
			[1.75, 2.00)	W	No	Academic Dismissal/Probation
					YES	Complete Dismissal
			P	No	Warning	
		[0.00, 1.75)	Any	Any	Complete Dismissal	
		[1.00, 1.75)	[2.00,4.00]	P	No	Warning
			[1.75, 2.00)	P	No	Academic Dismissal/Probation
					YES	Complete Dismissal
			[0.00, 1.75)	any	No	Complete Dismissal
		[0.00, 1.00)	any	any	No	Complete Dismissal
II and	any	[1.75,4.00]	[2.00,4.00]	P/W/PR	No	Pass

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above			[1.75, 2.00)	W	No	Academic Dismissal/Probation
					YES	Complete Dismissal
				P	No	Warning
			[0.00, 1.75)	Any	No	Complete Dismissal
		[1.00, 1.75)	[2.00,4.00]	P	No	Warning
			[1.75, 2.00)	P	No	Warning
				W	No	Academic Dismissal/Probation
				P	YES	Complete Dismissal
			[0.00, 1.75)	any	No	Complete Dismissal
			[0.00, 1.00)	Any	any	No

8. **One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening students is, therefore, determined on every other semester. As stated in Art. ----, courses taken in *kiremt* semester shall be added to the subsequent two semesters for status determination.**
9. **The status of part time students shall be determined every semester regardless of their load.**
10. **Summer**
11. **Academic credentials like 12+1, 12+2, etc., should be issued to applicants only after the status is determined by the faculty's academic council; however, universal regulations set by Ministry for vocational training and are in force during the student admission should be taken into consideration. Details will be included in the bylaws of the Registrar's Office.**

Art 171. Supplementary Exam

1. The Academic Unit Head, on behalf of the SC/DC, shall determine and notify sup-examinees, set and announce dates of sup-examinations to students and Academic Staff within two days after beginning of the semester. The course/module instructor

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shall submit to the Registrar the grades of students within two days of the examination dates.

2. A student can sit for sup-exam for Fx if he can pass to the next semester after status determination is made.
3. A student with Fx shall take supplementary exam within a week after the beginning of the semester; whereas those who scored 'F' grade should repeat that course.
4. All grades scored in sup exams shall be submitted as they are but if the student scores Fx grade in a course F grade shall be submitted.
5. Whatever the reason, F grade shall be submitted for a student who fails to take a sup exam for Fx.
6. If an academically dismissed student has Fx and/or D letter grades, he/she shall repeat all courses with Fx and D. After Sup exam if the calculated SANG is ≥ 1.75 for first year first semester and SANG is ≥ 2.00 for first year second semester and above; then the student can pass to next semester, otherwise the student status shall be Complete Dismissal.
7. A previous 'Fx' grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SALG and CANG/CALG in the reporting period.

Art 172. Violation of Examination Regulations

1. Types of violations

Any one of the following shall be interpreted as an act of violation of 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.

- a. Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted.

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- b. Working on being found in possession of examination papers other than one's own.
- c. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- d. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
- e. Exchanging information in the examination hall in oral, symbolic, written, electronic (holding electronic devices) or any other means where these are not specifically permitted.
- f. 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.
- g. Sitting for an examination in a course for which one has not been registered.
- h. Taking an examination by proxy, i.e. through a secondary party.
- i. Submitting a work or works for which it can be established that the work or part thereof is not produced by the student claiming authorship or production.
- j. Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator.
- k. Being caught in the act of avoiding signing 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.
- l. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- m. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

2. Actions to be taken

- a. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. S/he shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
- b. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. However, the decision to dismiss the student from the exam shall be made if the invigilator believes that the misbehavior of the student disturbs the exam session. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
- c. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behavior will be reported.
- d. All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the respective course chair and program manager.
- e. The course chair shall make decision on the case (that the student be given 'F' grade in the course) and report the measure to the program manager. In doing so, the course chair shall look in to previous disciplinary records of the student and if the student is found to have committed similar violations in the past, the case shall be referred to the program manager.
- f. Program manager shall pass the case to the dean of the faculty immediately upon receipt from the course chair.

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- g. The dean shall present the case to the student discipline committee/academic council which shall make decision on the matter. The committee/council has the authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
- h. In the event that the committee/academic council finds a clear case of cheating, disciplinary measures shall be taken as provided by the University code of conduct.
 - 1. If the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the dean of the faculty shall warn the student in writing and publicize the case within the campus.
 - 2. A student who has been reported for cheating for the second time shall be suspended for one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be decided by the academic council of the faculty on the recommendation of the dean.
- i. Where an incident of cheating in examination involves more than one student the following procedure shall be followed.
 - 1. If all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.
 - 2. If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the dean of the faculty in which he is a student and the provisions of this Article shall apply.
- j. The decisions of the academic council/committee on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the dean of the faculty.

Art 173. Re-marking of Examinations

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

- 1. A student who is aggrieved by the marks he had obtained in a course may petition for remarking of his/her exam paper on the basis of the conditions set forth hereunder.

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- 1.1. Any petition for re-marking may be initiated after the grades are officially released from the Customer Relations and Information Production Case Team office of the faculty.
- 1.2. The maximum number of courses that the student can apply for remarking shall be only two at a time. However, if the re-marking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional remarking as the case may be immediately after the decision has been reached and communicated on the previous re-marking cases.
- 1.3. A petition for re-marking of first semester grades shall be submitted within three working days after the registration date of the second semester.
- 1.4. A petition for re-marking of Second Semester grades shall be submitted three working days after the registration date of the next academic year.
2. The student shall take re-marking application form from Customer Relations and Information Production Case Team Office.
3. Each course chair shall be in possession of the standard application forms filled by students who petition for re-marking.
4. Such forms shall require the student to specify the reasons for disputing the grade he has earned.
5. Upon receipt of the petition for re-making, the course chair shall inform the instructor of the course and shall obtain the necessary documents from the instructor such as answer sheets, sample papers written by other students in the section to which the petitioning student belongs.
6. The course chair shall then assign two academic staffs, who can make the re-marking impartially. They shall do the re-marking together and report to him with a recommended grade within two days they have received the re-marking application.

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7. The program manager shall then approve the grades submitted to him within a day after he/she received the application.
8. If the program manager disapproves the recommendation by the two instructors, the dean shall make the final decision.
9. If the re-marked result is a grade lower or higher than the one previously obtained, the latter grade shall stand.
10. The program manager shall approve and submit the final grade in three copies.
 - a) Sign and send the original to the Customer Relations and Information Production Case Team Office;
 - b) Sign and send one copy to the course chair; and
 - c) Keep one copy to the student's academic advisor
11. If, at the end of the re-marking 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 harming the students academically, the dean shall take up the matter through proper channels for disciplinary action against the member of staff in question.
12. If a student, upon petitioning for re-marking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of re-marking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the program manager exonerating him of the allegations.
13. There shall not be re-marking for supplementary examination.

Art. 174. Make-up Examinations

Makeup examinations shall not be allowed for the purpose of raising grade point averages. However, a student who is unable to sit for a final examination for reasons

beyond his control, such as hospitalization or accidents and, as a result, has made an “I” grade against a course is allowed to take a make-up examination.

1. Any non-graduating student or a person representing the student shall submit in writing valid and documented reasons for failing to take on the final examination on the schedule to the respective course chair (department head?) before the beginning of the subsequent semester.
2. Make up exam results for those students with less than three “I”s and who are able to continue their studies shall be calculated together with the semester grade in which they took the makeup exams. However, the CP of those make up exams should not be used to determine the maximum load of that semester.
3. All students with I’s who managed to continue their studies shall apply for makeup exams in the next year. Any failure to take the makeup exam in that year results in the conversion of the “I” into an “F”
4. A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within a week of the following regular semester. However, if such a student is in the first semester of the final year, he shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.

Art. 175. Readmission

1. Re-admission of students in good academic standing
 - a. A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.

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- b. Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
 - c. In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.
 - d. Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.
2. Re-admission of academically dismissed students
- a. A student may be readmitted after dismissal provided all of the following are fulfilled:
 - 1) The dismissal was not due to acts of violation that resulted in his/her termination with the university;
 - 2) The student may apply for re-admission at least after one semester following withdrawal from the University except for CEP students who may apply for readmission at any time.
 - 3) Space is available in the program and there exists a likelihood that the student will raise his/her grade point to the required level after removing any deficiencies which should not take more than one year; and
 - 4) d) The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.
3. Any academically dismissed student, upon readmission, shall take a number of courses in which he scored the least grades based on the projection determined by the Academic council.

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4. Any student academically dismissed because of Semester Average Number Grade, upon readmission, shall take a number of courses from the previous immediate semester in which he scored the least grades projecting to fulfill the minimum SANG.
5. Any student academically dismissed because of Commutative Average Number Grade shall take a number of courses from among the least scored grades in the past semesters projecting to fulfill the minimum SANG required to continue his studies.
6. **Notwithstanding the application of Art. 10(6) of the “Academic Regulation for Modular Curricula 2005 E.C.”** the projections have to be made taking into consideration the minimum pass grade the students have to score in each course to be repeated (c- or c).
7. The number of CP and courses that any readmitted student takes because of academic reason shall not exceed 25 CP and/ or 5 courses.

Art 176. Graduation Requirements

1. A candidate is required to have a minimum average grade of “C” in all courses of the program to be eligible for graduation.
2. A candidate shall not graduate with an “F” grade in any course unless the course is phased out and a minimum requirement is possible without this particular course.
3. A student, who fails to graduate due to CGPA/ CANG less than 2.00 but above the required CGPA of 1.85 for three year and 1.92 for five year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored a "D"/"C" grades. However, such repetition of courses should not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees for the repeated semester(s).
4. Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".

Art 177. Repeating, Adding and Dropping courses

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1. A student who failed to present valid reasons for not completing 80 % of the course requirements shall repeat a course.
2. A student who has been allowed to repeat a course based on an original “D” grade cannot repeat the course more than twice unless it is required to remove the student’s academic deficiency for graduation.
3. A student who obtains an “F” grade in a course may repeat the course in consultation with his/her academic advisor. However, if the student does not remove an “F” grade after repeating twice and if such a course is not a major course the AC shall recommend an equivalent course for being course allergic.
4. If a student who scores a grade of 'F' for any major course for the third time he will be allowed to take the course for the last time if he fulfils minimum average number grade required to continue his study. However, if he scores an F grade in the course repeated, he shall be completely dismissed, but if he scores an Fx, he shall be allowed to sit for supplementary exam. However, if he scores less than a "C" grade in the supplementary exam he took, he shall be completely dismissed. A student shall be allowed to register for course allergic only once.
5. If a student repeating a course based on an original grade of “F” or “D” grade scores an “F”, the last “F” grade shall be final. Previous grade or grades of “F”, or “D” should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
6. Students repeating courses in which they scored “F” grades must register for the course and carry out all academic activities pertaining to the course.
7. With the permission of the academic advisor, following the prerequisite of the courses, taking into account the semester load of the student, and other relevant procedures, students can add and drop courses indicated on their original class registration schedule within the specified time each semester. All add and drop forms must be submitted to the Customer relations office on time. The student and the advisor take full responsibility for any decision on adding and dropping courses. Any application out of the time limit shall not be accepted.

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8. Any student can add as many courses as necessary until reaching the maximum limit set for a semester.
9. Any student can add up to two courses from other programs in the University until reaching the maximum CP set for a semester. However, the AC should approve the relevance of the course to the program he/she is studying and the student should be in the first class with distinction or above. Such grades shall not be computed for status determination. However, these grades shall be computed at the graduation approval period. The courses should be clearly indicated in the student copy that they are from another program.
10. Adding and dropping of the courses shall be treated as per the University academic calendar.

Art 178. Re – Examination Period (Shall be cross-checked with the provisions for sup-exam)

1. Re-Examination shall be administrated within two weeks after the commencement of the subsequent semester.
2. A student should not be allowed to sit for a re-examination more than twice for a course.
3. When a student fails to improve a course into C grade following two re-exams, he shall be completely dismissed.
4. A Student who fails in his final year senior essay/project shall be allowed to register for a new project/thesis to be completed during the subsequent semester. However, his grade on the course shall be recorded as it is.

Art. 179. Discretionary probation

1. The function of discretionary probation, which can only be granted by the respective academic unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.

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2. At the end of the semester, each academic unit, pursuant to procedures fixed by its SC/DC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective SC/DC that:
 - a) valid reasons exist to explain their low academic performance;
 - b) those causes for their academic deficiencies can be removed;
 - c) the students can attain the required academic standard during the same semester in which they have been put on probation.
3. An SC/DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.
4. When students are placed on probation, their head of the academic unit will notify them of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.
5. Even so, a student shall be completely dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CANG of 2.00.
6. A student who is put on probation shall only take courses of the subsequent semester; that is, he cannot repeat any course/s taken in previous semesters together with the new ones.

Art 180. Dropping Out, Withdrawing and Clearing

1. In consultation with their academic advisors students can drop out or withdraw from the University.
2. Students withdrawing from the University without such adequate reasons as medical, legal and serious social cases will not be readmitted. The University does not accept readmission requests if an applicant has not withdrawn properly.

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3. Any student who wants to withdraw should complete withdrawal form. If a student withdraws after he/she has attended 85% or more he/she shall be allowed to sit make up exam for both block-based and semester based courses if the student gets readmitted in the next academic year. Otherwise, the student shall take the course afresh.
4. Students should fulfill the proper clearance procedure and return their ID card upon graduation or when they withdraw or drop out. Every student must collect three copies of the clearance form from the faculty's customer relations office.
5. After properly completing such forms and getting them signed by the appropriate offices, the student must submit one copy to the faculty customer relations office, one copy to academic advisor and keep the third with him.
6. No transcripts, degrees, diplomas and letters of recommendation will be issued to a person who cannot submit his copy of the clearance form.

Art 181. Graduation with Distinction, Great Distinction, and Very Great Distinction

The following shall constitute the requirements for academic distinction upon graduation.

1. A student who, upon completion of the requirements for the bachelor's degree, has a CGPA of 3.75 or better shall graduate with Great Distinction.
2. A student who, upon completion of the requirements for the bachelor's degree, has a CGPA between 3.25 (inclusive) and 3.75 (exclusive) shall graduate with Distinction.

Art 182. The Bahir Dar University Medal

1. The University Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each faculty. The student should score a minimum CGPA of 3.25.
2. The academic council of each faculty shall, each year, recommend to the Senate outstanding students for the latter's approval.
3. Unless there is recorded evidence of academic disciplinary problems, the student with the highest CGPA shall be awarded.

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4. Extension or summer students transferred to regular program must have taken more than 30 % of the courses to compete with regular students.
5. When there are two students with similar CGPA, the faculty commission could consider character, gender, and involvement in extracurricular activities as to nominate the winner.

Art 183. Line-up Order of Faculties for the Annual Graduation Ceremony

Using year of establishment as the criterion, the faculties shall line up and be presented to the guest of honor presiding over the graduation ceremony in the following order:

1. Bahir Dar Institute of Technology
 - a. School of Chemical and Food Engineering
 - b. School of Civil and Water Engineering
 - c. School of Electrical and Computing Engineering
 - d. School of Mechanical and Industrial Engineering
2. Ethiopian Institute of Textile, Garment and Fashion Design
3. Faculty of Education and Behavioral Sciences
4. Faculty of Humanities
5. College of Science
6. Faculty of Social Sciences
7. College of Business and Economics
8. School of Law
9. College of Agriculture and Environmental Sciences
10. Institute of Land Administration
11. Sport Academy
12. Graduate Program

PART V: GRADUATE STUDIES

Chapter 1

GRADUATE STUDY PROGRAMS, ADMISSIONS, TRANSFER, ASSESSMENT AND RELATED MATTERS

Section I. Graduate Study Programs, Bodies Responsible and Related Matters

Art 184. General Provisions on Graduate Studies

1. The Office of Executive Director for Academic Affairs is accountable to the Office of the Vice President for Academic Affairs on matters related to curriculum approval, teaching-learning policies, admission, and graduation. (Should be checked with the duties and responsibilities of the AAEDO)
2. As graduate research projects shall be aligned with research thematic areas of the University, funding of thesis is under the Office of the Vice President for Research and Community Service.
3. The University offers programs of study and research leading to, post-graduate diplomas Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Law (LL.M), Master of Business Administration (MBA), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) and similar other post-graduate degrees.
4. All university-wide policies, rules and regulations shall, *mutatis mutandis*, apply to the graduate programs.
5. Academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates. In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.
6. A minimum academic rank of staff offering courses in the graduate program should be assistant and associate professor (with PhD) for master's and doctorate degrees, respectively. However, in case of staff shortage the FGC shall assign staff with lecturer rank who has defended his dissertation proposal (for master's program) and assistant professor (for PhD program). Preferably, assistant professor (with PhD) who has

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published at least two articles after his last promotion could be allowed to teach in the PhD program in time of dearth.

Art. 185. Council of Graduate Studies (CGS)

A Council of Graduate Studies (CGS) shall be established as provided hereunder:

- a. Executive Director for Academic Affairs Chairperson;
- b. Faculty Graduate Program Coordinators members;
- c. Research senior expert..... member;
- d. Chief Registrar member;
- e. University Educational Affairs Coordinator member;
- f. University Post graduate program coordinator..... Secretary;

Art 186. Powers and Responsibilities of the Council of Graduate Studies (CGS)

The CGS shall have duties and responsibilities to:

- 1. Ensure effective implementation of the policies laid down by the Senate and the CGS and for the proper administration of graduate programs, research and the welfare of students;
- 2. Take appropriate actions in consultation with the respective ACs on recommendations with regard to programs, candidates or other academic matters;
- 3. Issue directives pertaining to registration, record keeping and the like for graduate programs and ensure their implementation;
- 4. Present to the senate via the academic affairs vice president directions on academic rules and policies and other administrative issues of the graduate program;
- 5. Submit to the customer relations office the names of candidates eligible for registration in conformity with University rules and regulations;
- 6. Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University;
- 7. Study and recommend the initiation of interdisciplinary and multi-disciplinary post graduate programs; and
- 8. Perform such other duties as may be assigned by the Vice President for Academic Affairs.

Art 187. Faculty Graduate Committee (FGC)

Each faculty shall have a Graduate Committee (FGC).

Art 188. Composition and Term of Office of FGC

1. The FGC shall have five members, with the Graduate Program Coordinator of the faculty as a chairperson and one representative from programs having graduate level education.
2. The term of office of elected members of the FGC shall be three years.
3. A member shall be eligible for re-election.

Art 189. Functions of FGCs

1. The functions of FGCs shall be to:
 - a. Develop graduate programs in collaboration with the staff;
 - b. Review and revise the programs at least every three years;
 - c. Coordinate and supervise all activities of the programs;
 - d. Prepare semester reports on its activities and submit the same to the academic council;
 - e. Monitor students' academic progress;
 - f. Assign a research advisor for each graduate student; and
 - g. Assign members of examining board for thesis, dissertation and other qualifying examinations for approval by the academic council.
 - h. Consider any matter entrusted to it by the Senate or the academic unit dean/director

Section II: Admissions, Registration, Transfer and Grading

Art 190. General Provisions on Admission

1. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
2. Faculties and departments shall have the discretion to request recommendations and determine the weights to be attached to them.

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3. The academic unit may include additional admission requirements in conformity with University rules and regulations and upon approval by the FGS.
4. The minimum intake of a Master program shall be five students.
5. The maximum number of students in a graduate program shall be determined taking into consideration the number of qualified staff, availability of space, facilities, and demand for training.
6. The maximum class size for a master's program shall be 25 students.
7. The minimum intake of a PhD program shall be **three** students.
8. The maximum class size for a PhD program shall be **five (ten?)** students unless indicated in the course catalogue.

Art 191. Admission Requirements

1. Academic Requirements:
 - a. An applicant for admission to a Master's program must have a Bachelors' degree from an accredited institution of higher learning.
 - b. An applicant for admission to a PhD program must have a Master's degree from an accredited institution of higher learning.
 - c. Such applicant needs to have thesis result of at least Good.
 - d. The applicant must satisfactorily pass an entrance examination to be administered by the program concerned.
 - e. Foreign applicants may, in lieu of sitting for entrance examination, submit the results of GRE/TOEFL/IELTS or equivalent for applicants whose undergraduate medium of instruction is not English. They may also be required to be interviewed.
 - f. Notwithstanding the above provisions, senior undergraduate students of accredited universities or Colleges requesting admission to graduate studies immediately upon graduation may be allowed to apply and/or sit for entrance examinations administered by programs provided their CGPA at the end of the first semester of their final year is above 2.75;
 - g. Faculties may require PhD applicants to present preliminary PhD research theme or synopsis.
2. Non-academic Requirements

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- a. Faculties may, for pedagogic reasons or special requirements of the field of study, set appropriate restrictions such as age limits subject to the approval of the FGS;
- b. Faculties may set appropriate work experience requirements after obtaining the bachelor's degree subject to the approval of the FGS.
- c. Faculties may also require letter of sponsorship.

Art 192. Special Admissions

1. An applicant who is found not to have taken undergraduate/graduate pre-requisite courses shall be required to take and pass undergraduate/graduate courses recommended by the faculty.
2. Any such student who has been recommended to take undergraduate/graduate courses shall be admitted as a special student.
3. The duration of the student's stay in the University as a special student shall be determined by the department/faculty concerned, but shall not exceed one academic year.
4. A special student who has satisfactorily completed the prescribed undergraduate/graduate courses shall be granted regular graduate student status.
5. The customer relations office shall record separately the results of the examinations in the prescribed undergraduate/graduate courses.
6. These grades shall not count towards the M.A./M.Sc. degree.

Art 193. Transfer of Graduate Students

1. The FGS may issue guidelines on the modalities of inter- and intra-University transfers of students enrolled in graduate studies.
2. Transfer guidelines shall be respected.

Art 194. Enrolment and Registration in Graduate Study Programs

1. A 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 a student wishes to resume his studies, he must submit a readmission application to the Office of Customer Relations.
2. The application shall be assessed by the FGC approved by the AC on the basis of the rules and regulations in force at the time of readmission.

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

Art 195. Programs of Study

1. Master's programs are based on course work and thesis while MPhil programs are based on thesis work.
2. PhD programs may have 'coursework and research' or 'research only' options.
3. A candidate shall be responsible to a supervisor who may be assisted by a co-advisor and/or an advisory committee for the student if and when required.
4. The supervisor and/or the program advisory committee shall be assigned by the FGC.
5. The FGC shall present its program of graduate studies to the AC, which, after careful consideration, shall present it to the Academic Standards and Curriculum Review Committee and the Senate for approval before implementation.

Art 196. Credit Requirements and Course Load

1. The FGS accords credits for all coursework and thesis. One credit hour shall be one lecture hour or two laboratory hours per week per semester.
2. Seminars, article/book reviews, laboratory reports, term papers, etc. shall normally be required for each graduate course.
3. The total number of credit hours for coursework in Master's programs shall be 24 to 42 or 40 to 70 CP in addition to the CP for thesis work unless indicated in the curriculum.
4. A total of 9 to 15 credit hours or 15 to 25 CP per semester shall normally be regarded as full load for a full-time candidate unless indicated in the curriculum.
5. The total credit hours in PhD programs requiring coursework shall be 12 to 24 credit hours or 20 to 40 CP unless indicated in the curriculum.
6. A total of six credit hours or 40-60 CP shall be allotted to Master Thesis and 12 credit hours or 100 to 120 CP for PhD Dissertation unless indicated in the curriculum.
7. Upon the recommendation of their advisors, masters' and PhD students may audit courses.
8. The FGS may issue guidelines on the modalities of auditing courses.

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9. A student must complete and register pass grades for all the courses of the program before registering for thesis work.

Art 197. Duration of Study

1. The duration for the completion of a Master's program shall range from two years.
2. No Master candidate may anticipate finishing a program in less than one and a half academic year.
3. A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by *force majeure* and if it is recommended by the FGC and SC/DC. Such extension of time shall be recommended by the FGC and approved by the SC/DC every semester.
4. The duration for the completion of an MPhil program shall be two years.
5. The duration for the completion of a **PhD program** and specialty certificate in the field of Medicine shall range from three to four years.
6. The PhD programs shall normally take three to four academic years for completion in all academic units.
7. No PhD candidate may anticipate finishing a program in less than two academic years.
8. 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 *force majeure* and where the extension is recommended by the FGC and endorsed by academic council:
 - a. for a Master's degree a maximum of up to four years;
 - b. for MPhil a maximum of up to four years
 - c. for a specialty certificate a maximum of five years; and
 - d. For a PhD a maximum of six years.
9. Residency requirements for special graduate programs shall be set by guidelines to be issued by FGS.

Art 198. Grading System and Status

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1. Examinations are graded as stipulated under this Legislation.
2. To complete a program and graduate, a candidate needs to obtain a minimum CANG/CGPA of 3.00 and a maximum of one “C” grade in all courses for Master and no “C” grade for PhD candidate. However, students in the masters’ program having two “C+” shall be allowed to graduate as long as the CGPA is not below 3.00.
3. The status and academic achievements of students enrolled in graduate programs shall be governed by the provisions of this Legislation.

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

Section III: Thesis/Dissertation: Selection, Approval, Assessment and Related Issues

Art 199. General Requirements

1. The general requirements and guidelines on thesis/dissertation are developed for all faculties by GC while specific guidelines shall be developed by the FGC of the respective faculties. Approval of the guidelines shall be made by ASCRC and AC, respectively.
2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree, MPhil, or PhD.

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3. A PhD candidate is expected to publish articles in peer reviewed journal from the result of the thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journals.
4. A PhD dissertation may be submitted in the form of a monograph or a series of articles. In the case of the latter as many as four articles is required.

Art 200. Selection and Approval of Thesis/Dissertation

1. Topic
 - a. The candidates involved in the graduate programs shall select topics for their thesis/dissertation. The selection of Thesis/Dissertation topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.
 - b. Thesis/dissertation topic of each candidate shall be approved by the FGC not later than the time of the candidate's enrolment in the second half of his program.

2. Format of Thesis/Dissertation

The thesis/dissertation format shall be in accordance with the guidelines set by the GC/FGC.

3. Submission of Thesis/Dissertation

- a. No candidate may be permitted to submit a thesis/dissertation in less than two and three academic years for MA/MSc. and PhD, respectively, from the date of the first registration except with a special permission of the FGC as indicated in Art.
- b. A candidate may submit his thesis/dissertation no later than a year after the last semester of his coursework in case of MSc/MA thesis and two years in case of PhD Dissertation with the exception of candidates who are allowed to extend their time of submission by FGC.

Art. 201. Advisorship

1. Selection of Advisor(s)

- a) The Program Council recommends the selected thesis advisor(s) to the FGC. The Thesis advisor(s) shall be:

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- i. A full-time academic unit member with the academic rank of Assistant Professor and above for Masters program and Associate Professor and above for PhD; or in case of shortage of the required level of academic staff:
 1. a PhD holder who has published at least two articles in a reputable journal since last promotion, but who hasn't got promotion may advise PhD students.
 2. senior Assistant Professors who have already been involved in teaching PhD courses may advise PhD students.
- ii. Cases of advisors who may be assigned to advise students as per sub articles a and b above shall be decided by the Senate

OR

- iii. A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.
 - b) The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
 - c) The optimum number of students that an instructor can advise shall be determined by the FGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

Art202. Procedures for Examination and Submission

1. When a candidate, after conferring with the advisor, gives notice of readiness to submit his thesis, the FGC of the program in which the candidate is enrolled shall designate an examining board.
2. The board shall have a minimum of three and a maximum of five members including the principal advisor. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. An internal examiner and a chair person, as members of the examining Board, shall be drawn from among professors of the University. All members of the examining Board will comment on all aspects of the thesis.
3. Thesis shall be submitted to the graduate program coordinator at least five weeks before the date of defense. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense.
4. Dissertation shall be submitted to the graduate program coordinator at least three months before the date of defense.
5. Thesis/Dissertation submission and defense sessions shall be included in the academic calendar of the University.
6. For a thesis, the FGC shall assign external examiner from other universities and institutions in Ethiopia or abroad.
7. For a dissertation, external examiners must be assigned of which one shall preferably be from a reputable university abroad.
8. Examinations may be conducted through electronic media. The external examiner shall be a full member of the Board.

Art 203. Copies of Thesis/Dissertation Required

1. The number of hard copies of the thesis/dissertation to be submitted for defense to the office of the graduate program coordinator including copies to be distributed to each member of the examining board shall be four. The candidate shall submit soft copy of the Thesis/Dissertation to the graduate program coordinator.
2. The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the FGC. The FGC should delegate the

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internal examiner and the advisor to deliberate on the thesis, who then shall submit their recommendations to the FGC.

3. An original copy accompanied by sheets of approval signed by all members of the examining board and four hard copies of the original along with a soft copy shall be submitted to the graduate program coordinator within the time limit set by the examining board and it will be verified by the FGC.
4. All the copies shall remain property of the University.

Art 204. The External Examiner

Purpose and Functions

1. The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other academic institutions in Ethiopia and abroad and that the assessment system is fair.
2. As a member of the examination board, the external examiner shall participate in assessment processes for the award of degrees; and comment and give advice on Thesis/Dissertation content, balance and structure.

Art 205. Selection and Appointment

1. One external examiner is required for each student/Thesis/Dissertation except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.
2. The FGC shall recommend the appointment of particular persons as external examiners;
3. Appointment is made by the Dean of the faculty after the recommendation of the FGC is approved by the AC;
4. The program seeking the appointment for an external examiner should submit to the AC, biographical data including academic achievements, publications, and experience;
5. In approving an external examiner, the AC shall ascertain the following:
 - a. The external examiner shall be one with command of authority in the field of study and in all cases must have an academic rank of at least assistant professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the AC on a case by case basis;

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- b. An external examiner in general must be external to the University. Exceptions shall be approved by the AC on a case by case basis when presented to it by the concerned FGC;
 - c. Former staff of the program concerned cannot be invited to be external examiners before a lapse of at least two years. If the termination of service was due to discipline problem such a person cannot be invited for the purpose;
 - d. The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years. Exceptions shall be approved by the AC on a case by case basis when presented to it by the concerned FGC.
 - e. One external examiner should not be assigned per program for more than three Theses/Dissertations at any one time.
6. External examiners from outside the higher education system, for example from industry, research institutions, etc., may be selected when necessary.

Art 206. Participation in Assessment Procedures

1. An external examiner, as a full member of the relevant board of examiners, shall be present at all examiners' meetings at which significant decisions are to be taken in his area of specialization;
2. The provisions of sub-Article (1) hereof shall not be applicable for an examiner through correspondence or via ICT. Physical presence is not required where the examination employs ICT or correspondence;
3. The views of an external examiner are particularly decisive in the case of disagreement on the mark to be awarded for a particular unit of assessment;
4. The signature of an external examiner shall be appended to the final results of the candidate as evidence that he accepts the results;
5. External examiners shall give comments on the assessment process and the schemes for marking.

Art. 207. Thesis/Dissertation Presentation and Defense

1. The graduate program coordinator of the faculty/College shall announce the thesis/dissertation topic, venue and time of the defense at least a week before the date of

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defense. The process of thesis/dissertation presentation and defense shall, unless otherwise required by justifiable circumstances, be open and public.

2. After the defense, the examining board decides either to accept or reject the thesis/dissertation.

Art 208. Accepted Thesis/Dissertation

1. Accepted with no change
2. Accepted with minor changes to be made to the satisfaction of the advisor, or
3. Accepted with major changes. A thesis/dissertation having merit may be accepted with recommendations for substantial changes which are to be made to the satisfaction of members of the examining board or its designate. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed. A copy of such recommendations shall be given to the candidate.

Art 209. Rejected Thesis/Dissertation

A thesis/Dissertation shall be rejected if:

1. the work is found by the examining board not to have met the required standards; or
2. the work is judged as plagiarized by the examining board; or
3. the work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

Art 210. Effect of Rejection

1. The FGC may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters' candidates whose thesis has been rejected or MPhil or its equivalent to PhD candidates whose dissertation has been rejected.
2. The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

Art 211. Thesis/Dissertation Rating

The rating scale of each rank is as follows:

Thesis Components	Points
(a) Abstract	_____ (5%)
(b) Materials and Methods	_____ (15%)
(c) Literature Review	_____ (10%)
(d) Result and Discussion	_____ (40%)
(e) Summary and Conclusion	_____ (10%)

Defense Examination

(a) Manner of presentation	_____ (5%)
(b) Confidence in the subject matter	_____ (5%)
(c) Ability of answering questions	_____ (10%)

Total _____ (100%)

Evaluation result (Excellent (A), Very Good (B⁺), Good (B), **Satisfactory (C⁺)**, Fail (C))

Name of Examiner

Signature

Date

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

** Evaluation weight (%) = 0.45 x External examiner's + 0.25 x Internal examiner's
+ 0.15 x Chairperson + 0.15 Advisor*

- a) A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected thesis shall be rated "Fail".

Art 212. Report of Examining Board

The examining board shall submit a report of the examination including the rating and the reasons for the rating.

Art. 213 Discussion of Course Structure

Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures. Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

Art. 214. Reports

1. External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.

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2. The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

Art 215. Graduation

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 academic council to the Senate, through the Dean, for graduation and award of appropriate credentials by the University.

The FGC may approve guidelines providing safe exit points to Masters and PhD candidates who are unable to do their Thesis/Dissertation research projects through awarding postgraduate diploma or MPhil, respectively.

Chapter 2

TEACHING AND LEARNING, ASSESSMENT AND GRADING POLICIES IN GRADUATE STUDIES

Art 216. Teaching and Learning Policies

1. Notwithstanding those guidelines indicated for undergraduate programs under article..., teaching and learning in the graduate program shall address the following points:
2. Each course in the graduate program must involve at least two article/ book/chapter reviews and presentations.
3. Student load in the regular program shall not exceed 15 credit hours in each semester.
4. Student load for extension graduate program shall not exceed 9 credit hours.
5. Student load for summer program shall not exceed 9 credit hours.
6. Student load for graduate program shall not exceed 6 credit hours.
7. Each course in the graduate program shall involve one oral examination in which students would be asked to reflect, analyze and synthesize a specified theme or topic. The theme of the oral examination shall be communicated to the student before a month. Duration for examination can range from 30 minutes to an hour.

Art 217. Assessment and Grading Policies

1. Thesis shall be rated as provided in this Legislation.
2. The CGS may revise the grading system upon approval of the same by the Senate.

Art 218. Academic Probation and Dismissal

1. At the end of each semester the customer relations office of the academic unit will examine the case of each candidate who has failed to maintain the minimum CANG/CGPA requirement of 3.00 ("B").
2. Two terms of extension graduate program shall constitute as one regular semester. In case the extension program has a summer course, the summer course shall be counted as one semester load.
3. One summer term and one distance term shall constitute as one regular semester for summer face to face and distance students.
4. 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.
5. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be academically dismissed unless he is placed on probation by the relevant academic unit.
6. A student who had been placed on a second probation shall be completely dismissed if he fails to achieve a CGPA of 3.00 in the next semester.
7. A student who scores a GPA between 2.50 and 3.00 in the first semester can withdraw and apply for readmission in the next year to remove the courses he failed to achieve a minimum of B grade. **Such a student is expected to score minimum of 3.00 in each consecutive semester.** If the student fails to do that, he shall be completely dismissed.
8. A candidate may be placed on discretionary probation based on the provisions in Art
9. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
10. Consecutive probations are given a maximum of two times.
11. Any such student who had been placed on probation shall be subject to complete dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.

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12. If, however, a student put on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CANG/CGPA still falls below 3.00, the relevant FGC may place the student on final probation if it finds that there is reason to believe that the student will attain CANG/CGPA of 3.00 or above in the third semester.
13. The relevant academic unit shall provide the necessary advice to the student.
14. No candidate subject to dismissal may expect discretionary probation as a matter of right.

Art 219. Repeating, Adding and Dropping Courses

1. A previous 'F' or 'I*' grade shall be shown as cancelled on transcript to indicate that the course has been repeated and the new grade shall be included in computation of the SANG/SALG and CANG/CALG in the reporting period.
2. With the permission of the academic advisor, taking into account the semester load of the student, and other relevant procedures, students can add and drop courses indicated on their original class registration schedule within the specified time each semester. All add and drop forms must be submitted to the Customer Relations and Information Production Case Team office on time. The student and the advisor shall take full responsibility for any decision on adding and dropping courses. Any application out of the time limit shall not be accepted.
3. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one "C" in Master programs. For PhD student all courses with "C" grades or lower shall be repeated.
4. The SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis
 1. Only courses with grades lower than 'B' may be repeated.
 2. No course may be repeated more than twice unless it is required for graduation.
 3. Grades obtained on repeated course shall stand as they are.

Art 220. Withdrawal and Readmission

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1. Candidates in good academic standing wishing to discontinue their studies must fill in an official withdrawal form (in three copies).
2. Unless there are compelling reasons, official withdrawal forms must be completed 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.
3. A candidate may be readmitted only when the withdrawal is effected because of one of the following:
 - a. If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
 - b. If the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or
 - c. If the candidate is unable to continue due to *force majeure* other than those outlined above.
4. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
5. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
6. A candidate who wishes to withdraw for reasons mentioned under this article above must petition the concerned FGC stating his reason(s) for withdrawal and the duration of absence sought. The petition must be accompanied with supporting documents such as medical certificate.
7. An FGC shall permit readmission taking into account the availability of facilities in the program concerned even where withdrawal was made as per the procedures laid down in this Article. The length of absence and the number of places available shall be taken into consideration.
8. A candidate who withdraws from the graduate program without the approval of the concerned faculty graduate program council shall be eligible for readmission only upon submission of a compelling reason for not securing prior approval.

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9. Where withdrawal is effected with the approval of the concerned FGC, a copy of the official withdrawal form submitted to the Office of the Registrar shall be accompanied by the minutes of the meeting of the FGC in which permission for withdrawal is granted.
10. Readmission is possible within two years of withdrawal. When a candidate does not apply for readmission within two years, s/he shall be completely suspended from the program.
11. A candidate who has been dismissed for academic reason may apply for readmission only once during the whole study period of a given program.

Art 221. Transfer from One Program to Another

Without prejudice to other rules and regulations of the University applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled:

1. The candidate must present an application stating convincing reason(s) for requesting the transfer;
2. The candidate must have completed not more than one fourth of the originally joined program
3. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought. The approval of the concerned academic units and ACs must be obtained.
4. Dismissed students shall not be allowed to transfer.
5. Transfer of credits will be determined by the department receiving the candidate.

**PART VI: RESEARCH AND COMMUNITY SERVICE, AND PROVISION OF
CONSULTANCY SERVICE**

Chapter 1

**THE RESEARCH AND COMMUNITY SERVICE CORE PROCESS AND RELATED
MATTERS**

Art 222. Policy Premises and focus of Research and Community Service

1. Conducting research and rendering community service are integral components of the University core processes. The University thus encourages and supports research projects that are geared towards contributing to capacity building and to the development endeavour of the country and Community Services that do contribute to the community. To this effect, it is committed to and works towards:
 - a. Ensuring the relevance and quality of education and technology transfer that address the country's developmental issues;
 - b. Defining core research areas and themes on the basis of the priority needs of the country, regions and the University's comparative advantages;
 - c. Promoting scholarship and the advancement of the frontiers of knowledge particularly in areas of science and technology that are aligned with the country's priority areas;
 - d. Identifying community or societal problems and devising ways of combating such problems;
 - e. Rendering community service in as many areas as possible, including in health, education, law, engineering, business, agriculture, land management, etc.
 - f. Promoting research and seeking ways and means of dissemination of research findings through publications of books and periodicals, presentation of papers and participating in and conducting seminars, symposia and workshops;
 - g. Conducting academic seminars and holding discussions on crosscutting and current issues like HIV/AIDS, gender, natural resources such as land and water, environment, climate change, etc.

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2. Research in the University must start with tangible needs for knowledge and technology and must end with transfer of the findings (knowledge and technology) of the research to the end users.
3. Teaching and research staff in the University are encouraged to undertake collaborative/interdisciplinary and holistic research activities focusing on the priority needs of the country, the relevance and quality of education, technology transfer to promote the country's development efforts, etc.
4. In order to avoid duplication of efforts and fragmented research and to maximize efficient utilization of limited resources, it is viable to organize research projects around thematic areas.
5. Research funds from the University or external sources will be used primarily to finance thematic research projects identified by research groups/teams.
6. The University remains committed to make sure that health and health-related researches it finances or financed through it are compliant with internationally accepted ethical standards.
7. Teaching staffs are expected to devote 25% of their time to research. Conversely, research staffs are expected to devote 75% of their time to research and 25% to teaching.

Art 223. Procedures for Initiating and Conducting Research

1. Research proposals of the University teaching and/or research staffs that are based on the needs of the University/Government /Community shall be submitted to the Faculty Research Proposal Review Group (FRPRG) of each faculty who shall check for conformity of the proposals with the research policy of the University.
In cases where a research proposal is submitted by a research group, the group may designate one of its members as a principal investigator in order to facilitate administrative affairs of the team.
2. Proposals reviewed and accepted by the relevant FRPRG need to be approved by the Research and Publication Committee (RPC) consisting of Graduate program, Research and Community Service Coordinators of faculties.
3. Funds are released for approved research proposals in two installments and settled in accordance with the pertinent financial procedures of the University.

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4. Each Faculty Research Proposal Review Group shall make at least one report per semester about its activities to the Research and Publication Committee (RPC) as per the schedule arranged by the Committee.
5. Faculty Research Proposal Review Groups assess from time to time the planned research activities of their respective faculty and insure that they are in line with the mission of the faculty and the University at large.
6. The modalities of initiation, review, endorsement and approval of research proposals at the various levels shall be prepared by the Research and Publication Committee (RPC) and be implemented upon approval by the Senate.

Art 224. Duties and Responsibilities of Faculty Research Proposal Review Groups (FRPRG)

1. The Academic Council of each faculty shall form a Faculty Research Proposal Review Group (FRPRG) vested with the following tasks.
 - a. Examine and approve the annual research budget of the faculty on the basis of research proposals received from their respective Research Groups and submit same to the Dean's Office;
 - b. Set guidelines for applications and acceptance of research grants and donations in support of the faculty's objectives;
 - c. Ensure that the faculty's annual research reports are as per the objectives set;
 - d. Examine and endorse research priorities of the faculty;
 - e. Prepare annual research report of the faculty based on research reports from their respective Research Groups and submit same to the Dean's Office.

Art 225. Administration of Research

1. The overall administration of research in the University is vested in the Office of the Vice President for Research and Community Service.
2. It is the responsibility of faculty Graduate Program, Research and Community Service coordinators and deans to implement research guidelines.
3. All research proposals of the academic staff to be submitted to external funding bodies shall obtain the prior endorsement of the respective deans' offices.

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4. The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the Office of the Vice President for Research and Community Service upon approval by the Senate.

Art 226. Proprietary Rights on Research Findings and Research Property

Without prejudice to relevant provisions of Federal and/or State laws on the subject matter and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products conducted as per the relevant provisions of this Legislation.

Art 227. Research Priorities

The following are guidelines for the setting of research priorities in the University:

1. Research proposals are normally required to be in line with the needs and priorities of the country, the missions and objectives of the faculty and the University at large.
2. Guidelines for prioritizing research proposals may be set by the Office of the Vice President for Research and Community Service (OVPRCS) in consultation with the Research and Publications Committee (RPC) and Faculty Research Proposal Review Groups (FRPRGs) and approved by the Senate.
3. The minutes of the meeting of the FRPRGs that deliberated on the decision on priorities of research proposals shall be sent to the Office of the Vice President for Research and Community Service, through the dean, for further scrutiny by the RPC. The RPC will then present its decision on the priorities of the research proposals submitted to it to the Senate for implementation.
4. Release of fund for approved research proposals is authorized, as per their approved priority order, by the Office of the Vice President for Research and Community Service.

Art 228. Organization of Research Units

1. In order for the University to accomplish the tasks that underlie its existence efficiently and to the satisfaction of all its stakeholders, it is imperative to ensure that the activities pertaining to teaching-learning, research, and community & consultancy services are coordinated and goal-oriented. To this effect, all faculties shall have Research Groups (RGs) in as many programs of study available in the respective unit.

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2. RGs shall ensure that research proposals in their respective faculties are aligned with the mission/vision and comparative advantage of the University as well as the development needs of the country.
3. Without prejudice to the need to integrate research with the teaching- learning and community service, the University also encourages its teaching staff members to engage in research and/or consultancy services funded by external bodies.
4. The RGs shall be responsible for the management of all forms of funds pertaining to research and shall ensure that the funds are utilized as per the approved research proposal and in compliance with the requirements of the granting agency.
5. RGs shall see to it that seminars are included in the academic calendar of their respective programs of study and that the academic staff members actively participate in and attend these activities.
6. RGs shall be accountable to the coordinator of Graduate Program, Research and Community Service of respective faculties.

Art 229. Senior Expert for Technology Transfer

There shall be established the Office for Knowledge and Technology Transfer Management (OKTTM) that bears the responsibility of ensuring the appearance, on regular basis, of University-sponsored peer-reviewed professional journals which publish original research and review articles.

Art 230. Duties and Responsibilities of OKTTM

The Office for Knowledge and Technology Transfer Management (OKTTM) shall be responsible to:

1. Setting up Editorial and Advisory Boards for all the journals published under the auspices of the University.
2. Insure that journals published by the University have sound editorial policies that meet the commonly accepted standards.
3. Help the Editor-in-Chief and the Managing Editor of journals published by the University discharge their duties efficiently and to the satisfaction of all the actors.
4. Insure that editors of University-published journals have pre-identified and regularly updated reviewers' database.
5. Facilitate the timely publication of articles selected by the editors in the journals sponsored by the University.

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6. Insure that the journals the University publishes are sent to the various stakeholders (All units within the University, universities across the country, pertinent government offices, etc).
7. Announce, by any available means, to research/review article contributors to submit their manuscripts to the editors of University-published journals.

Chapter 2

CONSULTANCY SERVICE

Art 231. General Provisions on Consultancy Service

1. The rendering of consultancy service through appropriate channels for remuneration or otherwise needs to be expanded with a view to opening an outreach for professional development of the University staff, enhancing the teaching/learning process as well as generation of resources.
2. For the purpose of this Legislation, consultancy service may be defined as any form of professional service requested by government or non-government organizations and channeled through the OVPRCS to appropriate academic unit(s) of the University.
3. The types of consultancy service may include, but not limited to, research, training programs, project formulation and/or project evaluation, production of teaching materials for public or otherwise schools, quality check of materials, advisory or any other professional services.
4. All the component activities of the consultancy service shall be specified in the contractual agreement.
5. Whenever necessary, and upon recommendation by the relevant FRPRG and approval by the OVPRCS, individuals or organizations exterior to the University may be included for specific tasks in the consultancy service.

Art 232. Consultancy Service Providers of the University

1. Any request for consultancy service brought to the attention of the Office of the Vice President for Research and Community Service is directed to the pertinent deans of faculties.

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2. The academic council shall then select the required number of meritorious academic staff members and notify the OVPRCS of same.
3. Upon approval by the OVPRCS, the selected team shall conclude contractual agreement and enter into the actual work.
4. The selected consultancy team shall report and account the progress and completion of the work to the respective dean and the OVPRCS.
5. The client receives progress and terminal reports through the OVPRCS.

Art 233. Determination of Cost for Consultancy Services

1. Consultancy contract terms shall involve the determination of proper and accurate cost of the consultancy service to be rendered and is normally done by the selected team of consultancy service providers.
2. The major cost component parts to be considered in the determination of consultancy fees are as indicated as hereunder:
 - 2.1. Personnel costs
 - a) Special expertise including the principal investigator
 - b) Technical assistants
 - c) Support staff
 - 2.2. Itemized material costs
 - 2.3. Travel expenses
 - a) Per Diem
 - b) Fuel
 - c) Vehicle service
 - d) Material depreciation cost, if any
 - 2.4. Equipment to be hired or purchased
 - 2.5. 10% of the overall cost for contingency purposes.
3. 15% of the total cost of consultancy service shall be due to the University.

Art 234. Property Ownership

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased with resources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the University's property.

Art 235. Publication and Intellectual Property Rights

1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.
2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the faculty shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

PART VII: THE UNIVERSITY LIBRARY SYSTEM

Section I: The University Library System, Constituent Libraries and Properties of the Library

Art 236. General provisions on the University Library System

1. The University Library System consists of the Central Library and such other constituent libraries as are recognized by the University.
2. The University may, when it finds necessary, allocate funds to maintain any recognized constituent library.

Art 237. Creation and dissolution of Constituent Libraries

1. The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the individual needs and requirements of the several programs.
2. Apart from those existing currently, faculties may have other constituent libraries as provided in this Legislation.
3. The Vice President for Academic Affairs in consultation with the Library Director and the concerned dean(s) may recognize or authorize the opening or operation of constituent libraries.
4. Any constituent library may be merged or dissolved by decision of the Senate upon recommendation of the Library Director and concerned faculty or faculties.
5. Such merged or dissolved constituent library are subject to the rules and provisions governing the library system.

Art 238. Creation of Smaller Collection Units on Loan from Relevant Library

1. Upon request from the relevant faculty, the Library Director may arrange for the deposit of a small collection of books from the relevant constituent library to be housed within a faculty or academic unit with a view to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the Library Director may determine from time to time.
2. Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

Art 239. Function of the University Library System

1. The primary function of the University Library is to build and maintain balanced collection and access points to information sources that support the teaching, learning and research activities of the University.
2. The collection should include a wide range of basic monographs, a selection of core journals in different formats, the standard reference tools, selected databases, online information sources and documents pertaining to different subject areas.
3. It shall also collect information sources that support curriculum and research programs of the University as selected by the teaching staff, researchers and students in cooperation with the library and information professionals.
4. It shall identify and build a database of suppliers of textbooks, periodicals and other sources of information.
5. It shall develop criteria for selection of suppliers of textbooks, periodicals and other source of information and submit the same for the Library and ICT Development Committee (LICTDC).
6. It shall also develop and implement an Integrated Library Information System and a Digital Library System.

Art 240. Property Interest in Books and Other Media

1. All materials, purchased by or donated to any constituent library within the University system, become automatically the property of the University.
2. Unless otherwise determined by the University, no constituent library within the University library system may obtain property interest in library materials separate and distinct from the University.
3. Without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as condition of loan, the use of loaned items by any particular library within the library system is subject to general library regulations.

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4. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

Art 241. Weeding of Library Materials

1. The weeding process is a continual evaluation of resources intended to remove items that become obsolete or are superseded by later editions or found unnecessary, unused, or are in poor physical conditions.
2. Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate academic staff members to evaluate the material and to determine if it is up for weeding.
3. Involvement of academic staff members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.
4. The University Library Director upon approval from the LICTDC shall coordinate and follow up the conduct of the weeding activity.
5. Any item weeded out from the Library System may be donated, upon decision of the University Management Council, to other institutions, or be sold as used, or be kept in store for use whenever the need arises or be disposed of by any other lawful means.

Section II: The University Library Director: Appointment, Powers and Responsibilities

Art 242. Appointment of the University Library Director

1. The University Librarian, who serves as the Chief Executive Officer of the University library system, is appointed by the President as the University Director.
2. Matters related to employment and other issues not covered in this part such as rank, promotion, salary and other rights and duties of the Library Director are subject to the relevant parts of this Legislation and other laws in force.

Art 243. Powers and Responsibilities of the Library Director

1. Being accountable to the Vice-President for Academic Affairs and to the other presidents and the Senate as the case may be, the Library Director shall be responsible for the overall functions of the Library System.
2. The Library Director is responsible for the general administration of the Library and employment and supervision of the library personnel, and in consultation with the Library and ICT Development Committee (LICTDC), for its planning, budget, and development as a research and academic resource and for the promulgation of all rules governing use of the Library by students, faculty and external readers.
3. With respect to constituent libraries, he shall, whenever necessary, protect the University's interest in its property and the efficient use of library resources. To this end he shall:
 - a. Ensure the availability of trained library staff in adequate numbers and meeting prescribed standards, through employment, transfers and/or appropriate training;
 - b. Require adherence to uniform procedures regarding the acquisition, accession and cataloguing of all books;
 - c. Require adherence to uniform rules to assure that all materials in the University library system are available, on reasonable terms, to all University students and faculty subject to the priority of meeting the academic needs of the faculty to the constituent library;
 - d. Receive, from time to time, such statistical information from each constituent library and dean of the faculty where it is situated as may be necessary to inform the Librarian of its expenditures and operations; and
 - e. Inspect all libraries within the system and take all other steps necessary and proper to secure the above objectives.

Section III: Internal Organizational Structure of the University Library System, Library Staff and Budgetary Matters

Art 244. Internal Organizational Structure of the University Library System

1. The University Library System shall have three divisions, the Technical Service Division, the User Services Division, and ICT Service Division.

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2. The Technical Service Division shall be a centralized service responsible for coordinating the acquisition, cataloguing and classification of all library information resources by the libraries. It basically comprises of the Acquisition and Cataloguing Section. The Division shall also responsible in implementation of the library automation system.
3. The User Services Division shall be responsible for providing direct services to user of library. All Constituent libraries come under this Division.
4. The ICT Services Division shall be responsible for organizing and delivering electronic resources services, digital library services, and other computer based information services to users of the constituent libraries. The Division also responsible to keep up the University Libraries with the current developments of ICT based library services.

Art 245. Library Staff

1. The Library system shall have professional librarians and other support personnel.
2. The employment, terms of engagement, promotion and termination of services of professional librarians shall be governed by the rules and regulations applicable to academic staff whenever appropriate.
3. Professional librarians may be required to teach or assist in teaching courses in their areas of specialization.

Art 246. Budget Appropriations for the Library

1. Where a faculty maintains a constituent library, the dean shall, in submitting his general faculty budget request to the Vice President for Business and Development, ask for money to staff, equip, maintain and develop the library.
2. These requests shall be carefully itemized and submitted to the Librarian who has responsibility to advise the University to prevent undue duplication of expenses for books and to maintain proper library services in the University.
3. The Librarian shall submit his general views on budgetary matters pertaining to the University library system to the Vice-Presidents to all relevant deans and to the LTC, from time to time, in order to guide the faculties to obtain improved planning and clarification of budgetary allocation policies and in order to protect the interests of the University as a whole in maintaining a balanced library system.

PART VIII: STUDENT AFFAIRS, DISCIPLINE AND ORGANIZATION

Section I: Student Affairs

Art 247. Policy premises on student Affairs

1. The University fully understands and recognizes that its students, academic/research staff, and the administration and support service personnel are three basic components of the University, none of which can exist independently of the others.
2. The University fully recognizes that its academic/research staff, students and administrators are all subject to other national laws of the country.
3. The University recognizes that intimidation and violence are incompatible with an academic environment, with the values and objectives of the University. Hence it commits itself to the prevalence of peace and tranquility, law and order, and bears the responsibility to bring those responsible for any form of disturbance of whatever nature and degree to disciplinary measures and /or to refer them to the regular law enforcement institutions.
4. Student grievance which may come to light as problems, requests, petitions, or demands may be settled amicably if the various parties are ready to talk to each other and listen as well. The principle of honest joint discussion is basic to education and all intellectual inquiry; hence threats and ultimatums must not displace negotiation, conciliation, and arbitration in student affairs.
5. Boycott of classes is not in the interest of the University and its community and shall lead to disciplinary actions.

Art 248. Rights and responsibilities of Students

1. Without prejudice to the provisions of the Proclamation and other applicable laws, students shall have the right to:
 - a) Free inquiry in pursuit of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
 - b) Have appropriate opportunities and conditions to learn in classrooms, and the campus(es);

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- c) Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
- d) Be free to express orderly their views on issues of University policy;
- e) Receive legal protection from any form of discrimination or harassment;
- f) Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- g) Be evaluated solely on academic basis consistent with norms provided for by the Proclamation and the University's academic standards, and receive redress against capricious evaluation;
- h) Participate in a transparent system of performance evaluation of academic staff and academic programs;
- i) Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
- j) Join the University's student union, which shall be founded on the principle of universality of membership in accordance with the pertinent laws so as to promote and protect lawfully their common interests;
- k) Obtain access to facilities of the University through their union in accordance with the rules and procedures of the University;
- l) participate, through their union or representatives, in the sessions of the University's governing bodies in accordance with the provisions of the Proclamation, the provisions of this legislation and directives that may be issued by the Board;
- m) Use, under the leadership and guidance of the student union and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion and editorial comments;

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- n) Benefit from the cost-sharing system and receive guidance and counseling services in accordance with the Proclamation.
2. Without prejudice to the provisions of the Proclamation and other applicable laws, any student of the University shall have the responsibilities to:
- a) Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;
 - b) Maintain standards of academic performance established for each course in which he is enrolled;
 - c) Know and uphold the objectives of higher education and the guiding values and objectives of the University;
 - d) Respect, in classroom or anywhere in the premises of the University, the rights of other persons protected by law;
 - e) Observe the applicable provisions of the Proclamation and the rules of this Legislation;
 - f) Interact with academic and other staff and any other student of the University with due respect to their Constitutional and other statutory rights;
 - g) Refrain from any unlawful act and from any unethical activities;
 - h) Remonstrate and seek to redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all University level avenues of redress;
 - i) Use and handle the properties of the University with due care and be held accountable for any damage caused intentionally or negligently;
 - j) Effect payment of fees applicable in accordance with the internal administrative rules of the University.
3. A code of conduct governing students' behavior and appropriate disciplinary procedures shall be prepared and issued upon approval of the Senate.

Section II. The Office of Dean of Students and Related offices

Art 249. General Powers and Responsibilities of the Dean of Students

1. There is the Office of Dean of Students which is responsible for overall student affairs and related matters. The Office is run by a Dean assigned by the President in consultation with the vice Presidents, and other necessary officers, assistant(s) and support personnel.
2. The Dean of Students is accountable to the Vice President of Business and Development of the University and to the Senate in respect of matters of student affairs. Nothing in this Sub-article shall be taken to limit or restrict the possibility whereby the Dean of students may be required to account for the President and to act in close consultation with the Vice President for Academic Affairs and other related offices of the University.
3. The Dean of Students has supervisory powers and responsibilities, the necessary staff and support personnel to operate his office.

Art 250. Specific Powers and Responsibilities of the Dean of Students

The Dean of Students is responsible for the following tasks:

1. The administration of University Programs to provide for the maintenance of students' social and cultural life, counseling, guidance and welfare as well as orientation of first year students.
2. The administration of social and cultural activities for the benefit of students.
3. In co- operation with the Department of Physical Education and Sports, the administration of sports and other recreational programs for the benefit of students.
4. The administration of all University – wide programs to obtain and provide financial aid for students, including administration of student stipends, employment, and loans, where applicable.
5. The administration of an office for foreign students.
6. The administration of all personnel matters relating to his office and the employment of his staff.
7. The preparation of student handbooks in cooperation with the University Registrar.
8. The initiation of disciplinary proceedings, in consultation with any relevant academic dean.
9. The implementation, in consultation with any relevant academic dean, of any properly- decided disciplinary measures.

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10. The chartering and registration of all students' organization in consultation with Senate Student Affairs Committee and other relevant bodies.

Art 251. Assistant Dean of Students and Other Necessary Staff

1. There shall be an Assistant Dean of Students, accountable to the Dean of Students, who shall carry out such functions of the latter as are delegated to him and who shall act for him during his absence.
2. The office of the Dean of students shall have staff in charge of the various subordinate activities of the Office.

Art 252. Powers and Responsibilities of the Assistant Dean of students

The assistant dean of students (or other designated person) in each faculty shall have the following powers and responsibilities:

2. To provide liaison with the Dean of Students' Office and to serve as the delegate of the Dean of Students in the students' affairs of his faculty; and
3. To undertake such other responsibilities as his dean may assign in matters pertaining to student affairs.

Art 253. The Guidance and Counseling Office

1. The University has a Guidance and Counseling Office which is accountable to the Office of Dean of Students. The Office shall provide personal counseling services for all enrolled students in need of such service.
2. The confidential nature of counseling sessions is highly respected. Thus, a student's permission is required before any information is released, except in very unusual circumstances.
3. Anonymity of individuals shall be strictly respected in using confidential counseling records for any scientific investigation by authorized bodies of the University.

Art 254. Guidance and Counseling Officer

There shall be Guidance and Counseling Officer who is accountable to the Dean of students and who oversees the services embedded in this Legislation. The office in particular shall have the following powers and responsibilities:

1. Submit recommendations to the offices of the Academic Dean, the Dean of Students, and to other concerned authorities as required and accepted by the Guidance and Counseling Office;

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2. Keep the records of clients confidentially unless requested to disclose by parties which the office accepts as eligible;
3. Arrange programs and seminars useful to students in improving their academic competence;
4. Provide follow-up, research, evaluation and information services;
5. Establish a strong Guidance and Counseling center staffed with professionals and backed by fully pertinent information (psychological tests, study skill center, vocational and career counseling about their profession);
6. Establish cooperation with other University units so as to run the teaching-learning process, community and student services smoothly and efficiently; and
7. Perform any other duties with respect to Guidance and Counseling as assigned to it by the Dean of Students.

Art 255. Emergency Management Committee

1. A special Emergency Management Committee shall be constituted as an organ of the Senate in time of recognized crisis. This Committee shall be composed of:

The President	Chairperson
Academic and Research Vice President	Member
Chairperson of the Students Affairs Committee	Secretary
The Dean of Students	Member
Two student representatives one of whom is female	Members

2. The Committee shall have the authority:

- a. To advise the President on the course of action to be followed by the University when it is faced with declared crisis.
 - b. To discuss and communicate with students, faculty, the Board of Governors and appropriate government organs, and authorize and release prompt communications on behalf of the University.
 - c. To undertake any other business for which prompt and effective action is required.
4. The Emergency Management Committee shall consult to the fullest extent possible and practicable with the Senate and the Student Affairs Committee during declared crisis. It shall inform as soon as possible, preferably within 48 hours, the Senate of any action it has taken.

Art 256. Student Affairs Committee

If possible, during declared crisis, the Chairperson of the Student Affairs Committee shall inform as soon as possible, preferably within 48 hours, the Senate of any action it has taken.

Art 257. Foreign Students

1. The purpose of having foreign students is to promote mutual understanding and appreciation between Ethiopian and other guest students.
2. There shall be a Foreign Students' Office under the Office of the Dean of Students.
3. The Foreign Students' Office shall be headed by a foreign students' advisor, who shall be a mature, sympathetic and experienced Ethiopian.
4. The Foreign Students Office shall:
 - i. Be responsible for the overall administration, supervision and guidance of foreign Students and to help in all ways possible with their personal, financial and other difficulties:
 - ii. Be responsible for the initiation, organization, and administration of special orientation programs;
 - iii. Prepare, in cooperation with relevant units, a "Handbook for Foreign Students";
 - iv. Organize and welcome foreign students upon arrival;
 - v. Find ways and means to introduce foreign students to the Ethiopian society;
 - vi. Study and report on any problem affecting foreign students; and
 - vii. Perform any other duty with respect to foreign students assigned to it by the Dean of Students.

Section III: Matters Relating to Students Discipline

Art 258. Policy Premises on Student Discipline

1. Self-discipline

As a community, which strives always towards the ideal of a community of scholars, a community of men of integrity, the University relies as far as possible upon a system of self – discipline founded upon mutual trust and respect to govern relationships among its members.

2. Limits of Jurisdiction

The University has no desire to regulate the lives of its students except in so far as they affect other members of the University Community. Therefore, except when a student is convicted by a competent court of a criminal offense which clearly demonstrates that he is unfit to be a

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member of an academic community, acts committed off University premises and not connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action.

3. Student Participation in Disciplinary Matters

Students as well as other members of the University shall participate extensively at all stages of the disciplinary process. Responsibility for the oversight of discipline is vested in the President and the Senate.

5. Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student, or a staff member to report to the appropriate authority any facts within his knowledge, which would appear to show disciplinary breach or violation.

6. Primary Responsibility of Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the code of conduct of students shall rest within faculties.

Art 259. Prohibited Acts

Without prejudice to other provisions of this Legislation and/ or the Proclamation, the following acts are prohibited and constitute grounds for disciplinary action:

1. Dishonest conduct such as cheating, plagiarism or lying about some important matters to other members of the University.
2. Disorderly conduct, assault, the threat of such conduct, or incitement of students for various unlawful acts based on race, ethnicity, religion, or other factors thereto.
3. Conviction of a student by a competent court, which clearly demonstrates that he is unfit to be a member of the academic community.
4. Dissemination, whether by oral or written means, of defamatory material concerning any other member of the academic community
5. Consistent, continued and calculated offensive behavior towards any other member of the academic community.
6. Theft, misappropriation or willful neglect of University property or of the property of another member of the University Community.
7. Staying in the University for more than three days after dismissal, for whatever reasons.
8. Allowing dismissed or other individuals reside in ones dormitories.

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9. Not to clean ones dormitories and showing lack uncooperativeness for the dorm mates during cleaning the dormitories.
10. Serious breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria, housing, and other regulations.
11. Initiation, organization, or promotion of any student meetings or demonstrations, without prior permission from the respective dean and or Dean of Students, which is likely to result in general disruption, or affect scheduled classes or other normal faculty and/ or University programs.
12. The use of mass force to interfere with any normal or legitimate activity of the University or any group of members therein. Specific measures for violations of any one of the offences provided for in this Article shall be prescribed by the Code of Conduct of Students. The Dean of Students is responsible for the preparation of a detailed Code of Conduct of Students.
13. With the approval of the Senate, the academic commissions of the various faculties may issue additional rules consistent with this Legislation to add to or elaborate on the provisions contained in this Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as disciplinary breach or violation.

Art 260. Disciplinary Hearings and Appeal

1. Disciplinary hearings shall be conducted by committees established for these purpose at each faculty or campus.
2. The Students Disciplinary Committee shall include the Dean of Students or his representative as a chairperson, one academic staff member, a student representative, a representative of the campus police as well as a representative of the relevant faculty administration.
3. A student aggrieved by the decision of the Students Disciplinary Committee may appeal to the President or to an official of the University so delegated by the President for this purpose. The decision of the President or the delegate shall be final.

Art 261. Special Provisions on Academic Freedom

1. No act shall be deemed a violation of this Code of Conduct, which is included within the rights of academic freedom.
2. The “right of academic freedom” means, the right to discuss and openly express views on abstract ideas, immediate national and world problems and issues as well as other

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controversial matters in class, in connection with academic work or on campus in discussion groups or in print provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry.

3. Where, however, a student abuses the rights of academic freedom he may still be subject to disciplinary actions.

Art 262. Special Rules Relating to Defamation

1. Students enjoy the right to express their views and opinion including the freedom to criticize or comment the University and any of its programs. They shall however observe the limitations of their rights including the principle that one should not use his right in order to defame the reputation of another.

As used in this context, “defame” means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring his standing and reputation.

2. A member of the University Community who, having personal grievances against a particular student or staff member, desires to criticize him personally and says things which may be defamatory may, both as a matter of courtesy and of fairness, offer that criticism through proper channels. Such criticism is permissible where:
 - (a) It is offered in good faiths with a reasonable belief in its truth;
 - (b) It is communicated privately to a person or persons who would have an interest in the matter and a responsibility to act on the criticism if it is valid (such as a dean or department head or member of a faculty academic commission in the case where the case where the grievance is against a teacher, or an officer of a student organization or a person or committee charged with oversight of discipline where the grievance is against a student); and
 - (c) It is not otherwise communicated publicly.

Section III: Student Organization

Art 263. Policy Premises on Student Organization

1. The University recognizes that student self-government and actual participation in democratic process is an essential part of education, especially for potential leaders of the community.
2. All fulltime regular students of the University have the right to join University-wide student association and/or clubs that go in line with the values and objectives of the

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University and higher education as reflected in the Proclamation and in this Legislation.

3. In order to promote the enrichment of the University experience, the University encourages the formation of student organization for the following purposes:
 - a) To promote communications among students and between students and other members of the University community;
 - b) To ensure more effective consideration by all members of the University community of all problems concerned with the relationship between students and other members of the University;
 - c) To promote study, discussion and expression on an academic level concerning intellectual, social and other problems;
 - d) To supplement the academic curriculum by promoting activities such as lectures, forums, debates, seminars, field trips and theater, film and art exhibitions; and
 - e) To promote other intellectual, social, economic and recreational activities among members of the University community and members of the larger community.
4. In order to achieve the purposes set out above a duly chartered student organization may engage in activities as set forth below:
 - i. To govern itself in accordance with its constitution;
 - ii. To arrange gatherings outside of normal class hours by pre-arrangement with relevant offices, for such purposes, including fund-raising to support legitimate programs of their organization;
 - iii. To present considered views or grievances to relevant authorities by peaceful means; and
 - iv. To express and discuss national and international issues and concerns in rational ways consistent with the values and objectives of the University.

Art 264. Basis of Student Organization

1. Without prejudice to the general objectives set out hereinabove, student organization may be formed by regular fulltime students of the University on University-wide, faculty-wide or department-wide basis to pursue their specific objectives.

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2. Student organization may also be formed on the basis of special needs (other than ethnic, race, and religion based) such as female students or students with physical impairments.
3. A University-wide student organization may be formed consisting of regular fulltime student members of the University.
4. The Senate Student Affairs Committee, in consultation with the relevant office, shall determine the conditions under which extension and part-time students may form or join student organization.
5. No more than one student organization may be formed on the same basis for the same objectives and purposes, and where two or more applications are submitted for recognition to this effect, the application that is first submitted shall be granted recognition.

Art 265. Procedure for Obtaining Recognition

1. Recognition to a student organization may only be accorded upon submission of an application signed by all members of the organizing or provisional committee.
2. Application for recognition shall be submitted to the Dean of Students.
3. Application for recognition shall be accompanied by the constitution of the student organization containing, *inter alia*, the following particulars:
 - i. The name of the organization;
 - ii. The list of its founding members;
 - iii. A brief and precise statement of the objectives of the organization;
 - iv. The basis of membership of the organization;
 - v. The procedure of election of the officers of the organization including their terms of office and the ground for their removal from office before their terms of office expire;
 - vi. The functions and mandates of the officers of the organization;
 - vii. The procedure for the convening of meetings of members and of officers;
 - viii. The procedures applicable to amend the constitution; and
 - ix. The manner of keeping, maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.

Art 266. Common Provisions

1. No student organization may admit as its member or represent any person who is not a registered regular student of the University.
2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University provided, however, that probationary status does not preclude a student from holding office and, provided, further, that a duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds.
3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds.
4. No student organization, which does not provide in its constituent for the democratic election of its officers and for the democratic procedures of passing decisions, shall be recognized.

Art 267. Actions on Application for Recognition

1. The Dean of Students, in consultation with and the approval of the Senate Student Affairs Committee, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this Legislation and other applicable laws are fulfilled.
2. Where the Dean of Students is of the opinion that there are still certain conditions which need to be fulfilled but believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
3. The Dean of Students may, in consultation with and the approval of the Senate Student Affairs Committee, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled:
Provided, however, that the Dean shall, before making his final decision, grant to the concerned organizing or provisional committee and opportunity to be heard.
4. Without prejudice to the provisions of sub- Art 2 of this Article, the Dean of Students shall act on any application requesting recognition within 30 days from the moment his office received the application provided, however, that this period may be extended by

another 7 days where the next week from the submission of the application is a leave week in accordance with the University calendar. The applicant organization shall be deemed recognized unless the Dean of Students notifies it to the contrary within the period fixed in this sub-Article.

Art 268. Rights and Duties of Student Organization

1. A duly recognized student organization has the right to:
 - i. Engage in those lawful activities referred to in this Legislation in pursuance of its objectives;
 - ii. Represent its members before any forum with University authorities on matters pertaining to its membership;
 - iii. Use University facilities with the prior permit of the relevant University authorities; and
 - iv. Participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as the Senate Student Affairs Committee may determine.
2. A duly recognized student organization has the duty to
 - i. Observe and respect the provisions of the Proclamation and this Legislation and other rules and regulations which are or may be issued by the University;
 - ii. Use University facilities with due care and sense of responsibility;
 - iii. Use funds and other resources under its custody only for the attainment of its lawful objectives;
 - iv. Submit to the Dean of Students a duly audited annual financial report and publish the same for the benefit of its members and the Senate Students Affairs Committee;
 - v. Notify the Dean of Students of the names of its newly elected officers, if any;
 - vi. Give prior notice to the Dean of Students or his representative of any meetings to be held within the premises of the University, and of any use to be made of University facilities and property provided, however, that this does not apply to the routine meetings of its leadership.

Art 269. Suspension and Withdrawal of Recognition of Student Organization

1. The Dean of Students may, in consultation with and the approval of the Senate Student Affairs Committee, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this Legislation,
2. The Dean of Students may, in consultation with and the approval of the Senate Student Affairs Committee, withdraw the recognition accorded to any student organization only on the following grounds.
 - i. The organization has clearly violated its constitution to the detriment of the University or its members;
 - ii. The organization has ceased to exist as a result of dissolution;
 - iii. The organization has sponsored or encouraged commission of illegal activities; or
 - iv. Material conditions on the basis of which recognition was accorded are found to no longer exist.

Art 270. Conditions for the Use of University Facilities by Student Organization

1. No Student organization or group may use University facilities for meetings or other purposes without the prior permission of the Dean of Students or, in appropriate cases, the assistant dean of students of the faculty concerned.
2. Request to make use of University facilities shall be made in writing by the appropriate officials of the concerned student organization or, in the case of a student group, by its organizers. The application shall specify the purpose for which the facility is to be made use of, the estimated number of users, the date and time of the use, and the name(s) and address(es) of the officers or the organizers to be contacted.
3. The Dean of Student or his representative as the case may be, shall grant permission to the application of the request, unless the facility applied for has been previously reserved for someone else for the same date and time or the purpose for which the facility is to be used is unlawful under University rules or national laws or unless he reasonably believes that damage to the facility is likely to occur if the application is granted. Before making the decision to deny the application, he shall grant the applicant organization or group an opportunity to be heard.

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4. Permission to make use of University facilities under the preceding sub-Articles does not relieve the concerned student organization or group of its liability to pay compensation for damages caused to facilities.

Art 271. Disciplinary Offences

1. Officials of any student organization who make use of University facilities without securing the authorization of the relevant University authorities and any student who willfully participates therein shall be subject to the penalties provided for in the provisions pertaining to students Code of Conduct.
2. Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or without prejudice to penalties imposed for offences against national law, be deemed to have violated the Students Code of Conduct and shall be subject to the penalty therein prescribed.
3. Disciplinary measures taken pursuant to sub-Articles 1 and 2 of this Article are without prejudice to the liability of any student organization and or any individual student to pay damages for any harm done to University facilities and property.

Art 272. University Support for Student Publications

1. Within the limitation of its resources, the University encourages and assists students and their organizations to exercise freedom of expression and the press.
2. The University establishes a University-wide Advisory Board of Publications to advise University-wide student organizations on matters relating to publications.
3. The Board shall consist of three academic staff, and two students, one of whom shall be a female as its members, and the student members shall be designated by the student organizations
4. The advisory organs of publications shall assist students and their organizations to realize the exercise of the rights prescribed under sub- Article 1 of this Article.
5. The advisory organs of publications shall have the following general objectives:
 - i. To advise students on the quality and form of student publications; and
 - ii. To advise students on the legality of their publications under national laws and University regulations.
6. There shall be an advisory committee of publications in each campus or faculty or department where a student organization is formed on this basis.

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7. In the case of interfaculty publications the concerned publications committees shall give the advice jointly.
8. Student publications shall be submitted for review to the concerned advisory organ in the form of a manuscript where they are issued in the name of and/or under the auspices of the University.
9. Student publications issued without or against the advice of the relevant advisory organ shall not bear the name of the University. Authors of such publication shall be responsible for any consequences.

PART IV: MISCELLANEOUS PROVISIONS

Art 273. Repealed Laws

1. The Senate Legislation of Bahir Dar University (**April 2005**) is hereby repealed.
2. No University Senate regulation, directive or bylaw or practices shall, in so far as they are inconsistent with the provisions of this Legislation or the Proclamation, have effect with respect to matters provided for by this Legislation.

Art 274. Transitory Provisions

1. Cases pending prior to the coming into force of this Legislation shall be decided in accordance with the provisions of the previous Legislation, directives and bylaws.
2. Any other pending matter which had no any clear law which governs it shall be decided in accordance with this Legislation.

Art 275. Time Framework for the preparation and issuance of Code of Conduct of Staff, Code of Conduct of Students and Various other Urgent Directives

1. The respective pertinent bodies indicated in this Legislation shall prepare and submit drafts within six months time of the approval of this Legislation on the following matters:
 - i. Code of Conduct for Staff,
 - ii. Code of Conduct for Students, and
 - iii. Other directives on matters envisaged in this Legislation.
2. The Senate may determine to prolong this time for acceptable reasons.
3. The deliberation and approval of such drafts by the Senate shall be made as soon as the draft works are completed.
4. Such drafts shall enter into force upon publication following the approval of the Senate.

Art 276. Initiation and Amendment of this Legislation

1. Any proposal for an amendment of any Article or provision of this Legislation, or a proposal for an amendment of this Legislation may come through any of the standing committees of the Senate.
2. Such proposal may also be initiated if the idea is supported by the majority vote of the members of the Senate.
3. Any Article or Provision of this Legislation may be amended if the majority of the members of the Senate votes in favor.

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4. Any Article or Provision or the Legislation as a whole may be amended if two-third of the members of the Senate votes in favor.

Art 277. Effective Date

This Legislation shall enter into force upon approval by the Senate and the immediate publication of it by the University

Appendix

$$1. \text{ CP} = \frac{\text{Lecture} + \text{Turotial hour} + \text{Lab/Practical} + \text{home study}}{2}$$

$$2. \text{ SANG} = \frac{\sum \text{GPiCPi}}{\sum \text{CPi}}$$

Where \sum is summation

GPi is number grade that a student has scored in each course he/she has taken in that particular semester.

CPi is credit point or weight of each course in particular semester

$$3. \text{ CANG} = \frac{\sum \text{GPiCP}}{\sum \text{CPi}}$$

Where \sum is summation

GPi is number of all courses he/she has taken

CPi is credit point or weight of all courses a students has taken so far.

4. The final number grade of a module is obtained by

$$\frac{\sum \text{GPiCPi}}{\sum \text{CPi}}$$