



BITS COLLEGE

Legislation

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ACBREVIATIONS

AC	Academic Commission
AVD	Academic Vice Dean
CAC	College Academic Council
CADC	College Administration Council
ADVD	Administrative Vice Dean
CGPA	Cumulative Grade Point Average
CGPRC	College Graduate Programs and Research Committee
CUC	College Undergraduate Committee
EB	Executive Board
ECTS	European Credit Transfer System
EM	Executive Management
GPA	Grade Point Average
LEH	Lecture Equivalent Hours
SGPA	Semester Grade Point Average
TOR	Terms of Reference

PREAMBLE

Whereas, any higher learning institution should be a place for cultivation, preservation and transmission of knowledge through nurturing the habit of free inquiry and scholarship as well as research, and through the propagation of knowledge;

Whereas, the vision of BITS College is to promote excellence in the production, growth and dissemination of advanced scientific knowledge through teaching and research;

Whereas, BITS College is a private College of higher education and orients itself to development-oriented and technology transfer-focused research that best supports the fulfillment aligning IT with business and the ICT for Development Agenda;

Whereas, the College gives high priority to the growth of private higher education that enables the country to meet its increasing demand for competent, knowledgeable and skilled manpower in business and ICT;

Whereas, the legislation and other rules of the College shall be made compatible with the Higher Education Proclamation No. 1152/2019 particularly of those that apply to private higher learning institutions and other new policies concerning private institutions of higher education.

TITLE I: GENERAL PROVISIONS

Article 1. Short Title and Issuing Authority

1.1. This Legislation may be cited as ‘Legislation of BITS College 2024’.

1.1.1. The legislation is issued by the Academic Commission which is the highest management body of the College.

Article 2. Definitions, Interpretation and Gender Reference

2.1. Gender Reference

Unless the context provides otherwise, in this Legislation, provisions stated in the masculine gender shall be deemed to include the feminine gender.

2.2. Definitions

In this Legislation, unless the context requires otherwise:

2.2.1. ‘Academic administration’ shall mean the control and supervision of academic activities in academic units.

2.2.2. ‘Academic Community’ shall mean all students and academic staff of the College.

2.2.3. ‘Academic staff’ shall mean members of the academic units within the College employed in the capacity of teaching and/or research, and any other professional employed by the College who shall be recognized as academic.

2.2.4. ‘Academic unit’ shall mean a department, a school or a center established as a constituent unit of the College.

2.2.5. ‘Head’ shall mean an executive manager of an academic unit such as a department.

2.2.6. ‘Academic Commission’ shall mean the body which specifically makes decisions on strategic issues in respect of plans, budget and academic programs.

2.2.7. ‘Executive Management’ shall mean the body formed for the purposes of assisting the activities and management of the affairs of the College.

2.2.8. ‘College Staff Assembly’ shall mean an assembly of all academic staff of the College.

2.2.9. ‘Continuing and Distance Education student’ shall mean a student who is enrolled in an evening/weekend and distance education program.

- 2.2.10. 'Core academic staff' shall mean the minimum number of fulltime academic staff in an academic unit.
- 2.2.11. 'Course' shall mean a set of topics given under a specific course title to enable a student to finish a program of study and lead to graduation.
- 2.2.12. 'Credit' shall mean a quantified means of expressing and measuring learning equivalence awarded for the demonstrable achievement of learning outcomes.
- 2.2.13. 'Fiscal Year' shall mean the Ethiopian fiscal year (Hamle 1(July 8) to Sene 30 (July 7)).
- 2.2.14. 'Institutional Development' shall mean building the capacity and image of the College by initiating, mobilizing and managing resources.
- 2.2.15. 'International student' shall mean any person who is not an Ethiopian citizen but permanent resident or refugee in Ethiopia and is admitted and registered at the College with the view to pursuing his undergraduate or graduate degrees.
- 2.2.16. 'Dean' shall mean an executive manager of the College appointed by the Executive Board of BITS Education and Consulting PLC.
- 2.2.17. 'Proclamation' shall mean the Higher Education Proclamation No. 1152/2019.
- 2.2.18. 'Professional Support Staff' shall mean an academic staff member who occupies a non-faculty position and is employed by the College to engage in a broad-range of academic support activities.
- 2.2.19. 'Program' shall mean a set of courses in the undergraduate or graduate study disciplines.
- 2.2.20. 'Regular student' shall mean a fulltime student who is enrolled in a regular program.
- 2.2.21. 'Semester' shall mean the academic calendar that lasts 15-16 weeks for regular programs and 8-12 weeks for summer programs.
- 2.2.22. 'Student' shall mean any person who is admitted and registered at the College in regular/evening/summer/distance programs of the College.
- 2.2.23. School shall mean an executive academic unit that runs professional disciplines in at least two programs at undergraduate or graduate levels. Its main functions are teaching, research and provision of community services.

2.3. Interpretation of this Legislation

- 2.3.1. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Higher Education Proclamation No. 1152/2019.
- 2.3.2. The Dean shall be responsible for the appropriate interpretation of this Legislation.
- 2.3.3. Where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the AC shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

Article 3. Scope of Application

- 3.1. Unless expressly provided otherwise in this legislation and subject to the provisions of relevant laws of the country, the provisions of this Legislation shall only apply to academic staff and academic affairs of the College.
- 3.2. Special rules and/or directives pertaining to administrative and technical support staff shall be issued by the College.

TITLE II: THE ADMINISTRATION OF THE COLLEGE

CHAPTER ONE: THE ACADEMIC COMMISSION(AC)

Article 4. Membership of the Academic Commission

4.1 The Academic Commission shall consist of the following members

- 4.1.1. The Dean;
- 4.1.2. The Academic Vice Dean
- 4.1.3. The Administrative Vice Dean
- 4.1.4. Quality Assurance Officer;
- 4.1.5. ICT Officer;
- 4.1.6. Research and Outreach Programs Officer
- 4.1.7 Student Support Officer
- 4.1.7. Head of Departments Programs
- 4.1.8. The College Registrar
- 4.1.9. The College Librarian

Article 5. Powers and Duties of the AC

The AC is primarily responsible for the good governance of the College within the context of the Ethiopian Higher Education.

5.1. The AC has the following specific duties and responsibilities.

- 5.1.1 Ensure that the College operates ethically, responsibly and with respect for the environment and for society at large.
- 5.1.2 Set criteria for the determination of academic standards.
- 5.1.3 Formulate codes of conduct for students at the College.
- 5.1.4 Formulate policy for appointment and set criteria and procedures for academic promotion, probation and confirmation of promotions, resignation and retirement and termination of appointment.
- 5.1.5. Approve the recruitment and promotion of academic staff
- 5.1.6. Review, evaluate, revise, and/or monitor:
 - Academic Programs (See Chapter Twenty Five)
 - college governance policy;
 - academic partnership agreement, MOUs, and protocols;
 - annual budget and operations forecast;
 - research programmes; and
 - framework governing staff benefits,

- 5.1.7. Provide the EB with a quarterly statement regarding performance against delegated authorities.
- 5.1.8. Advise the Dean on strategic issues and on other cases that the Dean believes require collective examination;
- 5.1.9. Coordinate formulation of standards and working procedures relevant to the academic units and administration under the College in line with the College policies, rules and regulations;
- 5.1.10. Examine and approve the academic calendar of the College;
- 5.1.11. Set and review criteria for the admission, enrolment and re-admission of students;
- 5.1.12. Determine criteria for graduation;
- 5.1.13. Formulate guidelines for determining student assessment methods and standards;
- 5.1.14. Recommend to the EB on the conferring of medals and prizes;
- 5.1.15. Ensure the monitoring and implementation of this Legislation, and policies, directives and decisions of the EB;
- 5.1.16. Provide governing guidelines for the settlement of disciplinary problems;
- 5.1.17. Initiate and propose new policy guidelines as well as directives to be deliberated upon by the EB;
- 5.1.18. Decide on the recruitment, promotion, transfer, discipline, and development of administrative staff in accordance with relevant laws;
- 5.1.19. Ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented;
- 5.1.20. The AC may establish more ad-hoc committees to perform specific tasks.

Article 6. Meetings of the AC

- 6.1. The Dean is the chairperson of the AC and shall preside over meetings of the AC;
- 6.2. In the absence of the Dean, the Academic Vice Dean shall preside over the meetings of the AC;
- 6.3. The AC shall hold a minimum of eight meetings - four in each semester (Once every month);
- 6.4. The AC may conduct as many more meetings as desired to consider urgent matters;
- 6.5. The presence of more than half of the members of the AC shall constitute a quorum;
- 6.6. Decisions of the AC shall be passed by a majority vote of the members present and voting. In case of a tie, the Dean shall have a casting vote;
- 6.7. The Dean may call an extraordinary meeting of the AC as and when he deems necessary;
- 6.8. The Dean shall call an extra-ordinary meeting of the AC at the request of at least 20% of the voting members of the AC. Such request shall be presented in writing to the Dean or the Academic Vice Dean as appropriate.

Article 7. Communication of the AC Deliberations and Decisions

- 7.1. There shall be a record of sequentially numbered minutes of the meetings of the AC where, upon the approval of the minutes, the Dean and the secretary of the AC meeting put their signature at the end.

The minutes shall record:

- Minutes Number, Venue, Date and Time of the meeting,
 - list of AC members
 - present, where the first is the name of the chairperson and the last is the name of the secretary,
 - Excused
 - Absent
 - Agenda items for the meeting constituting
 - Approval of Minutes,
 - Matters arising,
 - Other agenda items
 - AOB
 - Brief record of deliberation and decision on agenda items (Introduction, Discussion, Decision),
 - Space for signature of the Chairperson and the Secretary.
- 7.2. Issues on which the AC deliberated and decided upon shall be communicated (in writing) to all concerned through the minutes. Such communication shall be made within five days after every AC meeting;
- 7.3. The Vice deans shall communicate the decisions, in any modality, to all concerned, within three days as of the date they received the written communication from the office of the Dean.

Article 8. Records of the AC

- 8.1. The office of the Dean shall make proper documentation and keeping of the records/minutes of the deliberations and decisions of the AC;
- 8.2. The Office of the Dean shall be responsible for the follow-up and proper implementation of the decisions of the AC;
- 8.3. The Office of the Dean shall compile, publish and disseminate rulings of the AC and/or revisions of this Legislation on a regular basis.

CHAPTER TWO: THE EXECUTIVE MANAGEMENT (EM)

Article 9. Membership of the EM

The EM shall consist of the following members:

- 9.1. The Dean;
- 9.2. The Academic Vice Dean
- 9.3. The Administrative Vice Dean

Article 10. Powers and Responsibilities of the EM

- 10.1. Safeguard the values of the College;
- 10.2. Exercise authority over all academic and administrative matters in the College;
- 10.3. Review the day-to-day activities of both academic and administrative units and evaluate the success of their implementation;
- 10.4. Formulate standards, and work procedures relevant to the academic and support units under the College in line with the College policies, rules and regulations;
- 10.5. Oversee the creation or revision of academic programs and present them for approval to AC;
- 10.6. Oversee the mobilization and generation of resources to support the activities of the College's academic units and ensure that revenue from consultancy work, project contracts, donations, and tuition fees are collected in line with the applicable laws, rules and regulations of the Government;
- 10.7. Oversee preparation of consolidated plans and budget of the College and ensure the implementation of the same upon approval by the College AC and EB;
- 10.8. Ensure the maintenance of pertinent records of academic and support staff, students and their performances;
- 10.9. Arrange for provision of professional development programs to enable professionals who may already have degrees to advance their careers by acquiring supplementary skills or capabilities;
- 10.10. Ensure that the College has effective and responsive human and financial administration
- 10.11. Oversee the proper administration, maintenance and renovation of all premises and facilities and the disposal of property within the College;
- 10.12. Authorize disbursement of approved budget expenditures including project funds;
- 10.13. Put in place, in consultation with the Administrative Vice Dean of the College, a system of appropriate payment and incentive scheme for work done by academic and support staff beyond their regular hours of work.

Article 11. Meetings of the EM

- 11.1. The Executive management meets bi-weekly
- 11.2. The Dean chairs the meetings of the EM. In the absence of the Dean, one of the Vice Deans shall preside over the meetings of the EM;
- 11.3. The EM may conduct as many more meetings as desired to consider urgent matters;
- 11.4. Proper record of decisions shall be kept by the Office of the Dean.

Article 12. Decisions of the EM

- 12.1. The EM may make decisions on matters under its competence and may propose decisions to the AC;
- 12.2. The AC may at its discretion review any decision of the EM;
- 12.3. The EM may also make interim decisions in between meetings of the AC;
- 12.4. Interim decisions are decisions of the EM that require final review and approval by the AC;
- 12.5. The reasons for passing an interim decision could be the weight of the matter under consideration, or the absence of clearly spelt out provisions in this Legislation;
- 12.6. The Dean shall subsequently forward the interim decision to the next meeting of the AC for review and/or approval.

Article 13: Standing Committees of the EM

The EM shall have the following standing committees:

- 13.1 College Academic Council
- 13.2 College Administration Council;

CHAPTER THREE: The COLLEGE ACADEMIC COUNCIL (CAC)

Article 13. General Provisions.

- 13.1. The rules of procedure provided for in this Legislation, shall apply to the working of the CAC.

Article 14. Membership

The CAC shall consist of the following members:

- 14.1. Academic Vice Dean (Chair);
- 14.2. Student Support Office
- 14.3. Research and Outreach Services Officer
- 14.4. Heads of Academic Units
- 14.5. Program Coordinators; and
- 14.6. Invited representative of students per the relevancy of cases.

Article 15. Powers, Duties and Responsibilities of CAC

- 15.1. Review each unit's short- and long-term objectives, plans and programs, and the necessary budget for their implementation and submit the same to the Dean through the chair;
- 15.2. Review grades and determine the academic status of students;
- 15.3. Review performance of instructors every semester and report to the EM
- 15.4. Recommend graduation of students to the Dean;
- 15.5. Plan and coordinate regular reviews of curricula, conduct of research, proper utilization of resources, maintenance of academic standards and quality of the programs of the school;
- 15.6. Review and approve research proposals;
- 15.7. Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the College;
- 15.8. Make decisions on the applications of students who request readmission;
- 15.9. Consolidate graduate list of the College as proposed by the respective academic units and submit same for approval by the AC.

- 15.10. Make decisions on request for extension of the duration of study and make recommendations to the EM;
- 15.11. Specify the calendar for submission of research proposals and research reports;
- 15.12. Examine and endorse the research activity reports;
- 15.13. Establish an award system for recognizing outstanding research/project;
- 15.14. Approve the allocation of funds for internal research proposals;
- 15.15. Submit a biannual activity report to the Dean;
- 15.16. Form sub committees to perform specific activities. Such committees include:
 - 15.16.1. College Undergraduate Committee (CUC) which oversees all matters related to undergraduate affairs;
 - 15.16.2. College Graduate Programs and Research Committee (CGPRC) which oversees all matters related to graduate programs and research.
- 15.17. Hold a minimum of eight meetings – four in each semester (Once every month);
- 15.18. Communicate decisions, in any modality, to all concerned, within three days of the meetings of the council.
- 15.19. keep records of minutes of the deliberations and decisions in the office of Academic Vice Dean
- 15.20. Make proper follow-up and implementation of the decisions of the CAC;

CHAPTER FOUR: COLLEGE ADMINISTRATION COUNCIL (CADC)

Article 16. Membership

16.1. The CADC shall consist of the following members:

- Administrative Vice Dean (Chair);
- Head of Administration and Finance
- Head of General Services
- Head of Facility Management
- Invited representative per the relevancy of cases.

Article 17. Duties and responsibilities

17.1. The CADC shall

- 17.1.1. Oversee the day-to-day activities of finance, procurement, property administration, human resources management & development;
- 17.1.2. Ensure activities are carried out based on approved policies of the College and enact upon approval by the authority concerned;
- 17.1.3. Support the Administrative Vice Dean in preparing reports with regard to finance, HR, General services, procurement and facility management, etc.
- 17.1.4. Supervise all the purchases made in the College
- 17.1.5. Handle grievances of the support staff

Article 18: Records of the CADC

18.1. The office of the Vice Dean for Campus Administration shall make proper documentation and keeping of the records of the deliberations and decisions of the CADC

18.2. The Office of the Vice Dean for Campus Administration shall be responsible for the follow-up and proper implementation of the decisions of the CADC

TITLE III: ACADEMIC STAFF

CHAPTER FIVE: GENERAL PROVISIONS ON ACADEMIC STAFF

Article19. Policy Premises on Academic Staff of the College

- 19.1. The academic staff of the College shall endeavor to attain the requisite level of competence and expertise in their respective discipline;
- 19.2. On its part, the College shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficiency;
- 19.3. The College shall also clearly define what is required of its academic staff in the areas of teaching, research and services;
- 19.4. The College shall develop policies with respect to benefits, academic ranks and promotion of the members of the academic staff;
- 19.5. The College shall work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff;
- 19.6. The College, in implementing the provisions of this Legislation regarding its academic staff, shall adhere to policies on and procedures for general academic human resource, academic staff recruitment and appointment, staff development, staff productivity and promotions, mentorship and succession of academic staff, separation and termination of employment for academic staff.

Article20. Status of this Legislation in the Contracts

- 20.1. This Legislation shall form an integral part of the employment contracts for full-time academic staff of the College.

Article 21. Rights of Academic Staff

The academic staff:

- 21.1. Are entitled to freely teach without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;
- 21.2. Are entitled to disseminate their research findings within or outside the College; dissemination of research findings may not, however, be exercised in the name of the College without the approval of the AC;

- 21.3. Shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be established by the College;
- 21.4. Are entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when provisions of pertinent laws require otherwise.

Article 22. Duties of Academic Staff

- 22.1. An academic staff of the College is required to be a scholar with full devotion with his primary duty to carry out his functions in the best interest of the College having due regard to the rules of his profession;
- 22.2. Give course lectures and other forms of instruction to students related to the contents of the course in line with the policies and general guidelines set forth by his academic unit;
- 22.3. Endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;
- 22.4. Encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 22.5. Observe the code of ethics relevant to his profession;
- 22.6. Conduct research work and publish for the advancement of knowledge, having regard for the development needs of the country;
- 22.7. Participate in the affairs of the College;
- 22.8. Conduct classes regularly and informs his immediate supervisor and students in advance in the event he is not available for teaching on justifiable grounds and gives make-up classes afterwards;
- 22.9. Make available himself for consultation, student advisement, academic guidance and counseling;
- 22.10. Submit examinations, marked examination papers and grades on time to his department;
- 22.11. Accept teaching assignments in continuing and distance education programs whenever circumstances warrant;
- 22.12. Take good care of all College properties under his possession;
- 22.13. Accept additional teaching assignments with due compensation when compelling circumstances arise;
- 22.14. Accept instructions of his superiors where such instructions are not contrary to the Law and the terms and conditions of his contract of employment.

Article 23. Rights and duties of non-full time academic staff

The rights and duties of academic staff provided for in Articles 18 and 19 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full time academic staff of the College.

Article 24. College Ranks for Academic Staff

24.1. The College uses the following hierarchy of academic rank (in an ascending order):

- 24.1.1. Graduate Assistant
- 24.1.2. Assistant Lecturer
- 24.1.3. Lecturer
- 24.1.4. Assistant Professor
- 24.1.5. Associate Professor; and
- 24.1.6. Professor.

24.2. The College may recognize and provide for special nomenclatures for academic ranks of fulltime research staff following international good practice.

24.3. A person joining the College, as a full-time academic staff shall be assigned an academic rank, in accordance with the general criteria established by the College and with other procedures and criteria established for that academic unit. Each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in this Legislation.

Article 25. Salary Scale

25.1. A general academic staff salary scale applicable to all full-time academic staff, shall be developed by the EM. The EM can also develop jointly with the AC a differential schema for some professions to enable the College to attract qualified professionals on a competitive basis.

Article 26. Extra-work Load Payment

26.1. The College shall make payments to the academic staff for services rendered in teaching and/or research beyond the full workload expected of them. Such payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered.

Article 27. Benefits

27.1. All academic staff are generally entitled to the benefits stated in the HR Policy of the College;

CHAPTER SIX: PROMOTION OF ACADEMIC STAFF

Article 28. Procedures for Promotions

- 28.1. The academic staff concerned may initiate an application for promotion and submit the application to the relevant academic unit.
- 28.2. The academic unit concerned shall present the application to the Academic Vice Dean for review and approval.
- 28.3. Upon receipt of the recommended application from the pertinent academic unit, the AVD shall process the same within a period of one month, forward report for those promotions to be handled at the AC or forward the application back to the academic unit concerned if the application for promotion is denied.
- 28.4. Promotions to the rank of lecturer and below shall be approved by the concerned academic unit and communicated to the EM within one week from the approval, or if, denied, communicated to the candidate within the same period of time.
- 28.5. Promotion to the rank of assistant professor and associate professor shall be approved at EM level and communicated to the AC. The AC shall approve the request and communicate the same to the candidate or where the request is denied, return the document to the EM, within two weeks after the receipt of such application.
- 28.6. Rejected promotion requests may be reinitiated and processed following the same procedure.
- 28.7. When a head of the relevant academic unit is a candidate for promotion, the Academic Vice Dean (AVD) shall process the promotion for approval by the AC. The AVD shall
 - 28.7.1. be in custody of all relevant forms, documents and confidential correspondence relating to the case;
 - 28.7.2. select, in confidential consultation with appropriate senior members of the academic unit, relevant evaluators for the publications submitted;
 - 28.7.3. handle all confidential correspondence on the case; and
 - 28.7.4. present the case to the AC.

Article 29. Effective Dates of Promotion

A case of promotion shall be said to have reached a final stage if the following conditions are satisfied:

- 29.1. promotion to the rank of assistant professor, associate professor and professor that are duly approved by the AC shall be deemed to have become retroactively effective as of the date of approval by the EM; and
- 29.2. promotion to the rank of a lecturer and below are effective as of the date of approval by the respective academic unit.

Article 30. Criteria for Promotions: Principles Governing Promotions

While the criteria for promotion to the rank of assistant lecturer, lecturer and assistant professor are detailed in Article 31 below, appropriate criteria for promotion to the ranks of associate professor and professor will be developed by the AC.

Article 31. Promotion Requirements for Academic Staff

31.1. Assistant Lecturer

31.1.1. A candidate with two years of experience as a graduate assistant.

31.2. Lecturer

31.2.1. A candidate with the qualification of a Master's Degree or its equivalent.

31.3. Assistant Professor

31.3.1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent; OR

31.3.2. A candidate with the qualification of a Master's Degree and a minimum of four years of effective teaching and research as a lecturer, AND

31.3.3. At least two publication points since last promotion, or two teaching materials; or one article published in a reputable journal and one teaching material.

Article 32. Academic rank assignment at the time of employment

- 32.1. Nominations by academic units for employment of an academic staff with the rank of assistant professor, associate professor or professor shall be approved by the AC.
- 32.2. Nominations by academic units for employment of an academic staff with the rank of Lecturer and below shall be approved by therewith the oversight of the AC.

CHAPTER SEVEN: LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 33. Study Leave

- 33.1. Any academic staff who is awarded fellowship through the College or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a recognized higher learning institution leading to a higher degree in his field of specialization may be granted a study leave without payment.
- 33.2. An academic staff who, for acceptable reasons, cannot complete his studies within the originally granted period of absence has to formally request the College for an extension of leave. Such an extension shall be limited to a maximum period of one year.
- 33.3. An academic staff who fails to return to the College to resume his work within the periods of time specified in this Article 33 shall lose his standing in the College.

Article 34. Research Leave

- 34.1. A full-time academic staff who has served in the College for a minimum of four consecutive years may be entitled to a research leave for a maximum period of six months, provided he intends, in good faith, to continue his association with the College.
- 34.2. An academic staff requesting research leave under this Article shall present his research proposal to the head of his academic unit that will enable him to improve his capacities as a scholar.
- 34.3. Research leaves granted in this Article shall be provided with full pay for the first half of the requested duration of research leave.
- 34.4. Application for research leave shall be submitted by the staff to the head of the relevant academic unit six months in advance of the start of the leave. The EM after granting the leave shall communicate to the AC for final decision.

Article 35. Sabbatical Leave

- 35.1. A full-time academic staff who has served the College continuously for a period of six years and intends in good faith to continue his association with the College for prolonged period of time is entitled to a sabbatical leave, as of right and with full pay, for the first six months.
- 35.2. Application for Sabbatical leave shall be submitted by the staff to the head of the relevant academic unit one year in advance of the start of the leave. The EM shall grant the leave and communicate to the AC for final decision.
- 35.3. Where it is determined that the normal teaching and/or research needs of his academic unit will be adversely affected if the leave is granted, the sabbatical leave shall be granted for a

later semester, at least within a period of one year falling within the next academic year without the need to file an application for this purpose afresh. The time lost as a result of postponement of sabbatical leave upon the request of the head of the academic unit concerned shall be taken into account in reckoning the staff's future leaves.

- 35.4. Any beneficiary of a sabbatical leave shall upon completion of his leave, submit a report on his experiences or accomplishments or professional development acquired.

Article 36. Other Leaves

- 36.1. An academic staff who has served the College for more than one year shall be granted sick leave with full pay where he is unable to work due to sickness. The duration of such sick leave to be reckoned from the first day of his sickness, shall not exceed one month in a year. The leave shall be granted only where the staff produces proof that such a leave is medically required or advisable.
- 36.2. Occasional leaves such as leave to attend seminars, workshops, symposia, short course, etc. may be granted with full pay for a period not exceeding fifteen academic calendar days in one academic year.
- 36.3. Records of sick leave or permission for occasional leaves should be kept in the personal file of the academic staff.

Article 37. Accumulating Leaves

- 37.1. Sabbatical and research leaves may not be accumulated.

Article 38. Adjunct Professorship

- 38.1. The College may offer Adjunct employment and academic positions either on full-time or part-time basis, to selected and willing academicians and professionals so that they can formally participate in the teaching and research activities of the College and in curriculum development as well as supervision of theses/dissertations. Accordingly, the College may confer the following title and promotion for adjunct academic staff:
- 38.1.1. Adjunct Assistant professor;
- 38.1.2. Adjunct Associate professor; and
- 38.1.3. Adjunct professor.
- 38.2. The academic unit seeking for an academic rank in an adjunct series shall establish that such position is an efficacious solution to ensure the relevance and quality of instruction or to research or to meet its demand of academic staff;

- 38.3. The candidate must hold a Master`s degree or above and possess high degree of relevant expertise from industry, business, research establishments and other organizations;
- 38.4. At the time of appointment, the appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation.
- 38.5. A staff on whom the College has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the academic staff of the College of similar rank, participating in College meetings (when possible), attending seminars, etc.;
- 38.6. Adjunct academic staff shall be subject to all rules and regulations of the College.

Article 39. Property Clearance

- 39.1. College property clearance shall be required of all members of the academic staff upon termination of their contracts or upon being granted long term study/research leaves.
- 39.2. The College shall have a duty to provide clearance within a week.

Article 40. Duty to Inform upon Arrest or Conviction

An academic staff, who is arrested, charged with or convicted of any criminal offence, save for petty offences, shall take all reasonable measures to inform any one of the legal officers of the College.

Article 41. Use of College Property for Personal Purposes

The use of property of the College by an academic staff for personal purposes is subject to the written approval of the Dean.

Article 42. Working for other Institutions

- 42.1. During the official working hours, a full-time academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned.
- 42.2. No full-time academic staff shall undertake any outside activity which may impair his usefulness to the College or conflict with his duties.
- 42.3. 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 services that will not conflict with the interests of the College.

CHAPTER EIGHT: ACADEMIC STAFF DISCIPLINE

Article 43. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an academic staff:

- 43.1. Repeated and willful failure, despite warning from the AVD or the head of the academic unit specifying the conduct disapproved of, to perform any or all of the obligations stipulated in one's contract of employment with the College and/or any one or all of the duties of an academic staff specified under the provisions of this Legislation;
- 43.2. Repeated and willful refusal, despite warning from the AVD of the College specifying the conduct disapproved of, to perform assigned teaching and/or research function, or College committee assignments;
- 43.3. Continuation of a willful course of conduct, despite warning from the AVD / ADVD specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the College or causes unjustified embarrassment to the College and harm to its programs;
- 43.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 43.5. Continuation of a willful course of conduct, despite warning from the AVD / ADVD specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the College;
- 43.6. Abuse of position and/or authority in the College in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 43.7. Nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- 43.8. Use of resources or facilities of the College for personal, political, commercial or religious gain or benefit;
- 43.9. Conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the College;
- 43.10. Engaging in academic dishonesty which means any of the following or a combination thereof:

- 43.10.1. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
 - 43.10.2. Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
 - 43.10.3. Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
 - 43.10.4. Academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the College; or
 - 43.10.5. Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
- 43.11. Breaches of duty and/or violations of disciplinary regulations not specified in Article 43.10 shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

Article 44. Disciplinary Action by various heads of academic units

- 44.1. A head of an academic unit, upon the recommendation by an ad hoc discipline committee referred to in Article 45 of this Legislation where an academic staff is found out to be responsible for non-serious breaches or violations as specified under Article 43.11 hereof for the first time, shall subject such staff to:
- 44.1.1. Verbal warning primarily;
 - 44.1.2. Written warning as a second measure;
- 44.2. The academic staff against whom measures indicated under the provisions of Article 44.1 may lodge appeal.

Article 45. The Ad Hoc Discipline Committee

- 45.1. The AVD / ADVD of the College, depending on the type or gravity of the alleged disciplinary matter, shall set up an ad hoc discipline committee of three members. The ad hoc discipline committee shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an academic staff.
- 45.2. Subject to the principles of procedural due process and the relevant provisions of this legislation, the AVD / ADVD may issue guidelines on rules of procedure to be followed by the ad hoc committee.

- 45.3. A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations which are said to constitute the conduct disapproved of.
- 45.4. Proceedings before the ad hoc discipline committee may be initiated by:
 - 45.4.1. The Dean, the Vice Deans or the head of the academic unit where an academic staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
 - 45.4.2. An aggrieved academic staff against whom anyone of the disciplinary sanctions specified under the provisions of Article 41 of this Legislation has been applied; and
 - 45.4.3. Colleagues, students and/or any other officer of the College who have sufficient and substantiated reasons to believe that a staff is responsible for violation of disciplinary regulations, serious or otherwise.
- 45.5. The findings of fact of the ad hoc discipline committee and the recommendations of the sanctions to be applied thereon shall be submitted to the AC for its appropriate action.
- 45.6. An academic staff dissatisfied with the findings and recommendations of the ad hoc discipline committee on the basis of which a disciplinary action is taken by the Vice Deans may appeal for reconsideration of the case by the AC whose decision shall be final.

CHAPTER NINE: TEACHING AND RESEARCH LOAD

Article 46. Teaching Load and Student-Teacher Ratio

46.1. Measurement Unit for Teaching Load

The teaching load of an academic staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). See article 46.3.

For this purpose, course credits, laboratory/practical/tutorial sessions, senior essay/project advising, and thesis advising are expressed in terms of LEHs according to the following:

- 46.1.1. One undergraduate course credit = 1.0 LEHs
- 46.1.2. One graduate course credit = 1.5 LEHs
- 46.1.3. One-hour lab/practical/ or tutorial session.....=0.75 LEHs
- 46.1.4. One undergraduate student senior project/essay advising = 0. 50 LEHs
- 46.1.5. One graduate seminar/project advising.....= 1.00 LEH
- 46.1.8. One Master’s Thesis advising= 1.5 LEHs
- 46.1.9. Co-advising for one Master’s Thesis.....= 1.0 LEH

46.2. Class Size per Section

The class size for course offered on the basis of lecturing, tutorials and laboratory works shall be as follows:

- 46.2.1. Lecture type for undergraduate..... 30 - 45 students
- 46.2.2. Lecture for graduate program..... 25 - 30 students
- 46.2.3. Tutorial and seminar classes..... 20 - 30 students
- 46.2.4. Laboratory/Field session..... 30 - 40 students

46.3. Workload

An academic staff shall be expected to work for 40 hours per week. The semester academic load of a full-time academic staff is as follows:

- **For undergraduate programs:** 12 LEHs which shall be equivalent to 36 hours of work per week. In addition, the academic staff is required to consult and advise students for up to 4 hours per week.
- **For graduate programs:** 9 LEHs which shall be equivalent to 27 hours of work per week. In addition, the academic staff is required to consult and advise students for up to 13 hours per week.

46.3.1. Teaching load

The full workload in the regular program for the different categories of academic staff shall be as follows:

- 46.3.1.1. Academic staff in academic departments12 LEHs;
- 46.3.1.2. Academic staff appointed to administrative posts.....6 LEHs;
- 46.3.1.3. Academic staff appointed as part time6 LEHs;

46.3.2. Maximum Teaching Load

In order not to overload academic staff to the detriment of the quality of instruction, the total full teaching load in the College, in both the regular and continuing education programs, shall not exceed 15 LEHs.

46.3.3. Overload in Teaching Assignments

- 46.3.3.1. An overload in teaching assignments refers to teaching load in all the programs above the full teaching load specified in Article 46.3.1;
- 46.3.3.2. An academic staff who is assigned to teaching duties in excess of the full load may be compensated through remunerative compensation at the prevailing rate for part-time employment; or
- 46.3.3.3. Proportional reduction in teaching load in the succeeding semester.

46.3.4. Reporting Teaching Load

Teaching loads for both fulltime and part-time academic staff engaged in teaching shall be reported each semester by heads of the academic unit concerned to the Office of the Academic Vice Dean

on forms prepared for this purpose before the end of the fourth week after the commencement of classes. Justifications shall be provided in writing in instances where the teaching load of a fulltime academic staff is below fifty percent of his full load.

Article 47. Research Load

- 47.1. The following are the components of research activities in the College:
 - 47.1.1. Project formulation and preparation;
 - 47.1.2. Conducting full time research, research administration or coordination of research Activities of the College;
 - 47.1.3. Preparation of publications by each researcher or research group;
 - 47.1.4. Seminars/workshops or training programs organized or conducted by specified staff; and
 - 47.1.5. Others to be determined by AVD
- 47.2. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may therefore vary for a particular staff. The head of the academic unit shall prepare the research load of staff in terms of the number of hours per week spent on the various components of research activity by the staff.
- 47.3. Without prejudice to the generality of the foregoing provision, it is a requirement that an academic staff undertakes research activities either individually or in collaboration with other academic staff of the College.

TITLE IV: ACADAMIC RULES AND REGULATIONS

CHAPTER TEN: ACADEMIC CALENDAR

Article 48. Academic Calendar

- 48.1. A regular academic year commences in October and ends in June.
- 48.2. The duration of course offerings shall depend upon the credit assigned to every course.
- 48.3. The Calendar for each year shall be prepared by the College Registrar in consultation with the Academic Vice Dean and approved by the EM.
- 48.4. The Calendar, among other things, shall provide for the following:
 - 48.4.1. the meetings of the AC, which will normally be on a monthly basis;
 - 48.4.2. the meetings of the CAC, which will normally be on a monthly basis;
 - 48.4.3. a minimum of two weeks inter-semester break;
 - 48.4.4. dates of special programs, such as registration, readmission, add and drop, examination periods, and postgraduate entrance examinations and annual reviews;
- 48.5. The calendar may be amended as and when the need arises.

CHAPTER ELEVEN: ADMISSION AND RELATED MATTERS

Article 49. Admission requirements

- 49.1. Criteria of admissions and enrolments into all graduate and undergraduate continuing and distance education programs shall be developed by the academic units concerned in consultation with the AVD and approved by the AC.
- 49.2. Admission to undergraduate programs shall be based on
- 49.2.1 successful completion of four years of secondary education and,
 - 49.2.2 obtaining the necessary pass mark in the national exam and,
 - 49.2.3 obtaining a pass mark in the College Entrance Examination.
- 49.3 Admission of foreign students is based on the equivalence established by the Ministry/Higher Education Relevance and Quality Assurance Agency.
- 49.4. Admissions and enrolments to graduate programs are processed by the College Registrar in consultation with AVD and the academic units concerned.
- 49.5. Admission to graduate programs shall be based on pass mark of the national Graduate Admission Test, academic results and merits required by the respective academic units for the program.

Article 50. Special admission to full-time programs

- 50.1. Special admission to some programs may be granted to potentially resourceful candidates on the basis of detailed guidelines to be issued by the AC.
- 50.2. Unless an applicant is admitted to a graduate program pursuant to special admission criteria set by the AC, he shall have proof of demonstrable achievement in his career and successfully pass the entrance examination administered by the relevant academic unit.
- 50.3. Admission to graduate programs may be given to exceptionally talented undergraduate students in honors program in their senior years in order for them to pursue undergraduate and graduate programs concurrently.

CHAPTER TWELVE: COURSES OFFERED BY THE COLLEGE

Article 51. Semester Load for Students

- 51.1. The minimum load required for a full-time undergraduate student, shall be 15 credit hours, and the maximum shall not exceed 21 credit hours.
- 51.2. The normal load in the evening under graduate programs shall be 8-12 credit hours per semester.
- 51.3. A student may be allowed to take a load of up to 15 credit hours, provided that the student has a CGPA of 2.70 or above and the student is at graduation year after passing all course taken up to date.
- 51.4. The minimum load required for a full-time graduate student shall be 9 credit hours, and the maximum shall not exceed 12 credit hours.
- 51.5. The normal load in the evening graduate programs shall be 6-9 credit hours per semester.
- 51.6. For the purpose of determining academic status of evening students, one academic year shall be regarded as equivalent to one semester.

Article 52. Duration of Study

- 52.1. The duration of study for undergraduate degrees in regular programs shall be from four to six years. A student who withdraws for valid reasons shall be granted readmission within six years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal for good.
- 52.2. The duration of study for undergraduate degree in evening, continuing and distance programs shall be five to six years. A student who withdraws for valid reasons shall be granted readmission within six years after the date of withdrawal. If not, he shall be dismissed from the program.
- 52.3. The duration of study in Master's degree in the regular program shall be 2 years. 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.
- 52.4. The duration of study in Master's degree in the evening program shall be 3-4 years. 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.

Article 53. Requirements for Graduation

53.1. The minimum and the maximum total credit required for undergraduate degree programs are:

53.1.1. The minimum total credits for four years bachelors program shall be 140 credit hours or 237 ECTS¹.

53.1.2. The minimum total credits for five years bachelors program shall be 179 credit hours or 304 ECTS

53.1.2. The minimum total credit for two years masters program shall be 36 credit hours (84 ECTS).

53.1.3. Students should be able to fulfill all the requirements for graduation specified in the curriculum.

53.1.4. The convention used for conversion of Credit to ECTS is as follows

- 2 undergraduate credit hours = 4 ECTS
- 3 undergraduate credit hours = 5 ECTS
- 4 undergraduate credit hours = 7 ECTS
- 3 graduate credit hours= 7 ECTS

Article 54. Class Attendance

54.1. A student is required to attend all lectures, laboratory and practical sessions as well as field work.

54.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 85% attendance shall be required if he is to earn credit in a given course.

54.3. A student who has missed more than 15% attendance shall be given a grade of incomplete attendance (IA). The student is required to provide acceptable reasons for failure to attend in order to cancel the registration and allow him/her to retake the same course. Where a student's incomplete attendance was due to reasons that were not valid, the "IA" grade shall be changed to an "F" at the end of the sixth week of his next enrolment in the program.

54.4. In order to remove incomplete attendance, a student must formally register for the course during registration time and strictly take continuous assessments (tests, midterm exam, assignments and final examination) of the course.

¹ ECTS – European Credit Transfer System

CHAPTER THIRTEEN: ACADEMIC ADVISING

Article 55. Academic Advising

55.1. Objectives of Academic Advising

The objectives of academic advising shall be to:

- 55.1.1. establish one-to-one contact between academic staff and a small group of students by assigning an academic advisor to each student;
- 55.1.2. help understand and recognize individual student's learning needs and goals;
- 55.1.3. promote and facilitate a learning process of a selected group of students; and
- 55.1.4. 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.

55.2. Selection of Advisors

- 55.2.1. Academic staff are assigned the responsibility of academic advising based on appropriate academic specialization;
- 55.2.2. A short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the age group concerned and area of specialization;
- 55.2.3. Each academic staff shall be assigned a group of students from within the program of studies under the academic unit. 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 20 students;
- 55.2.4. Each academic staff shall allocate a minimum of 3 hours for advising students;
- 55.2.5. Academic staff should be in possession of important documents for efficient advising of a student. Such documents include:
 - The College legislation and related guidelines;
 - Curriculum in which the student is enrolled;
 - List of students assigned to him/her and their address;
 - Access to the on-line student academic record and other related student history;
 - Names and office addresses of academic administrators;

55.3. Role of Academic Advisors

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

- 55.3.1. interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
- 55.3.2. understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
- 55.3.3. help these students develop personal academic goals or learning plans and facilitate their progress towards their goals;
- 55.3.4. 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;
- 55.3.5. help students choose minors, electives, and specializations in their areas of study;
- 55.3.6. maintain academic and other records required for advising their assigned group of students;
- 55.3.7. help provide advice to students with academic difficulties.

55.4. Role of Students

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

- 55.4.1. understand clearly the requirements of the program;
- 55.4.2. develop their own personal learning and achievement plans in their course of studies;
- 55.4.3. develop mutually satisfactory and productive relationship with developmental plans;
- 55.4.4. keep personal records of targets, plans and specific goals and the outcomes of their meetings with their advisors.

55.5. Graduate Student Advisement

The Academic unit where the graduate student belongs shall allocate an academic advisor for each graduate student in consultation with each student. The academic advisor of the graduate student provides advice to the student both on general academic matters such as course enrolment, choice of specialization and on the organization and supervision of the student's research and writing and/or preparation for a comprehensive/qualifying exam.

55.6. Roles of Vice Deans and Heads of Academic Units in Student Advisement

- 55.6.1. Heads of academic units shall initiate and finalize plans for assigning all the students to appropriate academic members selected as advisors.
- 55.6.2. Heads of academic units shall organize and plan orientation sessions for students and academic advisors at the beginning of each semester in order to help create awareness about the need for academic advising and clarify mutual roles and responsibilities of students and staff members.
- 55.6.3. Heads shall obtain from academic advisors, progress reports and action plans regarding the process of academic advising twice in each semester. The plan shall be evaluated for its effectiveness and perceived deficiency in consultation with academic staff members and department heads at the end of each semester.
- 55.6.3. Vice Deans and heads of academic units shall organize and plan orientation sessions for students and academic advisors at the beginning of each semester. The objectives of the orientation sessions shall be to:
 - 55.6.3.1. help create awareness about the need for academic advising;
 - 55.6.3.2. help clarify the mutual roles and responsibilities of students and staff members.

55.7. Evaluation of Academic Advising

The usefulness of the academic advising system is evaluated as follows:

- 55.7.1. Analysis of students' performance;
- 55.7.2. Feedback from the advisees about the effectiveness of the advisor and the academic advising program, and suggestions for improvement;

55.8. Guidelines on student advising

- 55.8.1. The College Record Office should provide student records to respective advisors at least two working days before the date of registration.
- 55.8.2. An advisor should examine the status of his students well ahead of time.
- 55.8.3. An advisor shall identify students with academic problems and recommend tutorial/remedial sessions, repetition of courses, add/drop, course exemptions, etc.
- 55.8.4. An advisor shall start with a group of students, follow their progress and take them all the way through to their graduation as far as possible.

CHAPTER FOURTEEN: ACADEMIC ACHIEVEMENTS AND STATUS IN UNDERGRADUATE PROGRAMS

Article 56. Grading Rules for Undergraduate Programs

56.1. A student shall be said to have done a course when he is graded according to grading scale and letter grade system indicated in the following table.

Raw Mark Interval ²	Corresponding letter grade	Corresponding Grade point
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.70.
[75, 80)	B+	3.50
[65, 75)	B	3.00
[60, 65)	B-	2.70.
[55, 60)	C+	2.50
[50, 55)	C	2.00
[45, 50)	C-	1.75
[40, 45)	D	1.00
< 40	F	0.00

- 56.2. A student may not graduate with a CGPA of less than 2.0. He shall thus score at least a `C` grade in each of the courses he is required to take under the program.
- 56.3. A student who has scored a `C` grade in all the courses taken may be promoted to the next semester where he is a first semester first year student. This minimum grade, required to be promoted to the next semester, may be raised for second year and above students.
- 56.4. A student who has scored `D` grades in all courses may not be promoted to the next semester.
- 56.5. A good standing student is entitled to be promoted to the next semester as well as graduate even if he scores a `D` grade in any course.
- 56.6. For any course having lecture, laboratory/practice and tutorial components, raw mark evaluation should be treated independently from 100%. The final number grade obtained for a course shall be the sum of the percentage raw mark with its weight.

²The square bracket - [- indicates that the number is included in the respective range
The open bracket -) - indicates the number is excluded in the respective range.

- 56.7. Unless otherwise provided for by this Legislation or other directives issued by the AC, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours attempted in that semester.
- 56.8. Semester Average Number Grade is determined by dividing grade points earned in a semester by the number of credit points in that semester.
- 56.9. A student may receive “AU” in place of a letter grade, for a course which is successfully audited and when no grade is assigned.
- 56.10 A “CO” is given for a course that is continued in the following semester and no grade assigned at that time;
- 56.11 In case where a student does not have full examination records, the instructor shall record “NG” for No Grade. All “NG” s shall be changed to one or another of the following before grades are submitted to the Registrar:
- 56.11.1. To an “I” (incomplete) by the CAC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
 - 56.11.2. To “RC” (Repeat Course) by the CAC for a student who has to repeat the course because of poor class attendance or any other reason approved by the CAC
 - 56.11.2. To a “W” (withdrawn) by the CAC for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester; or
 - 56.11.3. To a “DO” (dropout) by the CAC for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the College or has not produced evidence justifying his failure to sit for the examination(s);
 - 56.11.4. Neither “W”, “DO” nor “I” shall play any part in the computation of the semester grade point average. A student who obtains a “DO” for a course shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the College to the appropriate academic unit within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
 - 56.11.5. The modalities of converting “I” grades to other grade forms shall be as per the procedures set forth under this Legislation.
 - 56.11.6. 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 grade point average.
 - 56.11.7. 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 letter grade. This would apply only to such course as projects/thesis/ or seminars with research components running beyond one semester and shall not be applicable to one-semester course.

Article 57. Semester Academic Achievements

- 57.1. A student who earned a “2.00 (C)” grade or above in all course of a semester shall be in good standing;
- 57.2. A student shall be warned or placed in probation by the academic unit under the following conditions:
 - 57.2.1. a student who fails to achieve a semester GPA of 1.70. or a CGPA of 2.00;
 - 57.2.2. a student who scores three” F’s” at the end of each semester with less than or equal to 12 total credit points;
 - 57.2.3. any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74;
 - 57.2.4. any newly admitted student, who at the end of the first year, earns a CGPA of 1.70. to1.99.
- 57.3. Academic dismissal:
 - 57.3.1. Any consecutive warning leads to academic dismissal;
 - 57.3.2. Any student who scored three ‘F’s’ on course with more than 12 total CP or a student who scored more than three “F’s” per semester; or
 - 57.3.3. Any student whose semester GPA falls below 1.70. or who fails to maintain a CGPA of2.00;
 - 57.3.4. A student placed on probation shall be dismissed after one semester on probation if he fails to emerge from the state of probation by raising his CGPA up to 2.00 or by obtaining a semester GPA which, if maintained at that level, would permit him to reach the CGPA of 2.00 by graduation.

Article 58. Academic Achievements for Graduation

- 58.1. All the required courses and the minimum credit hours set by the respective academic unit shall be attained except for phase-in and phase-out programs.
- 58.2. A degree candidate is required to have a minimum CGPA of 2.00 in his major or Cumulative Average Number Grade (CANG) **of 2.00 (50%)** and a minimum CGPA of 2.00 in his minor, where there are minor offerings.
- 58.3. No "F" grade in any course taken.
- 58.4. Students who fail to graduate due to achieving a CGPA less than the required, or due to an "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given a certificate of attendance with their transcript stated as "graduation requirements incomplete".

Article 59. Graduation with Distinction, Great Distinction and Very Great Distinction

The following shall constitute the requirements for academic distinction upon graduation of undergraduate degree programs:

- 59.1. A student with a CGPA of 3.75. or above shall graduate with 'Very Great Distinction';
- 59.2. A student with a CGPA of 3.50 to 3.74 shall graduate with 'Great Distinction';
- 59.3. A student with a CGPA of 3.25 to 3.49 shall graduate with 'Distinction'.

Article 60. The College Medal

- 60.1. The College Medal is a prize awarded at Commencement to an outstanding student from the College in evening and regular programs.
- 60.2. The award is made on the basis of academic excellence, character, and contribution to the public, and participation in extra-curricular activities. The EM recommends the outstanding student to the AC for approval.
- 60.3. The EM in consultation with the AC shall determine detailed guidelines and criteria for awards, medals and prizes to be given to students.

CHAPTER FIFTEEN: ASSESSMENTS AND EXAMINATIONS

Article 61. General Provisions on Examinations

- 61.1. Student learning shall be assessed on a variety of continuous assessment in the form of test /quizzes, semester projects, demonstrations or exams, presentations, assignments, projects, test and quizzes, etc. to determine the final grade earned.
- 61.2. 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 the student's performance and the basis for the determination of grades shall be kept by the instructor.
- 61.3. The number, type and schedule of examinations or tests in a course shall be determined by the instructor and stated on the course outline to be issued to students at the beginning of the course.
- 61.4. A course outline, as a matter of routine, shall include information on components of continuous assessment providing the distribution of grade points with a performance assessment criterion among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the academic unit concerned at the beginning of each course and shall be distributed to students upon approval by the department.
- 61.5. Copies of all examinations which go into the determination of a student's final grade in a course shall be deposited with the academic unit concerned immediately following the administration of the examinations.
- 61.6. Final grades shall be submitted by an instructor in two weeks time after the completion of the semester.
- 61.7. An official grade report form shall be filled out online only by the instructor(s) who has/have taught the course, who has set or participated in the setting of the exam questions and who has marked the exam papers. The head of the academic unit and the Academic Vice Dean may also have the privilege to view the student's grades.
- 61.8. When, for reasons beyond control, the instructor is not able to do, the setting of examinations and the marking of exam papers shall be carried out by a qualified staff designated by the head of the academic unit concerned.
- 61.9. In those cases where the chair/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 CAC for endorsement.
- 61.10. All marked final examination papers, along with marking schemes, shall be submitted to the academic unit concerned and shall be kept for a period of at least one semester.

- 61.11. A system generated hard copy of grade report shall be kept at the College registrar.
- 61.12. Grades shall be announced to individual students in a confidential manner

Article 62. Administration of Final Examinations

- 62.1. A list of candidates sitting in an examination shall be prepared in advance of the examination by chairs of academic unit to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the examination.
- 62.2. No student may be admitted into an examination hall 30 minutes after the beginning of the examination.
- 62.3. 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.
- 62.4. 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.

Article 63. Violation of Examination Regulations

- 63.1. Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and on the determination of the academic status of students:
 - 63.1.1. copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
 - 63.1.2. working on or being found in possession of examination papers other than one's own;
 - 63.1.3. exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
 - 63.1.4. making use of someone else's work, or parts thereof, without acknowledging the source and with deliberate intent to represent such material as one's own;
 - 63.1.5. sitting for an examination in a course for which one has not been registered;
 - 63.1.6. taking an examination by proxy, i.e. through another party;

- 63.1.7. submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
 - 63.1.8. disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
 - 63.1.9. being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall;
 - 63.1.10. engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 63.2. 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 to the Head of the School. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. 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).
- 63.3. Where the act of cheating has been committed in an examination hall, the decision of allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
- 63.4. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.
- 63.5. 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 head of the department in which the student is enrolled.
- 63.6. The head of the academic unit shall pass the report and the evidence of cheating or attempted cheating to the Academic Vice Dean immediately upon receipt of such material from the supervisor.
- 63.7. The Academic Vice Dean shall present the case to the College Academic Council(CAC) which shall determine if there had indeed been a clear case of cheating or of intended cheating. The CAC has authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.

- 63.8. In the event that the CAC finds a clear case of cheating, it shall recommend to the instructor of the course that the student obtain zero points for that examination or work and such other disciplinary measures as provided by the College code of conduct.
- 63.9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any of the test or a term paper due to cheating or plagiarism, that should not constitute ground for a grade of "F" or for disqualification from the course as a whole.
- 63.10. The decisions of the CAC on cheating cases is final.
- 63.11. Where an incident of cheating in examination involves more than one student the following procedure shall be followed:
- 63.11.1. 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.

Article 64. Re-marking of Examinations

64.1. Petition for Re-marking

A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper on the basis of the conditions set forth hereunder.

- 64.1.1. any petition for re-marking shall be initiated after the grades are officially released by the Instructor.
- 64.1.2. a petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released.
- 64.1.3. a petition for re-marking of second semester grades shall be submitted any time before the registration date of the next academic year.
- 64.1.4. any student petitioning for re-marking shall fill and submit the standard application form online or from the registrar.

64.2. Manner of Entertaining Petition for Re-marking

- 64.2.1. A student who requests for re-marking of examinations shall specify the reasons for disputing the grade he has earned.
- 64.2.2. Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:
 - 64.2.2.1. obtain the grade distribution scale employed by the instructor;
 - 64.2.2.2. obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.
- 64.2.3. The head of the academic unit shall then assign the exam review committee, who can make the re-marking impartially. The committee shall do the remarking independently and report to the head of the academic unit with a recommended grade.
- 64.2.4. If the mark result is a grade higher than the one previously obtained, the head of the academic unit shall consult with the instructor concerning the marking of the papers and the changes that are suggested. Consensus should be reached between the instructor and the head of the academic unit, before the grade is changed.
- 64.2.5. If the instructor does not agree with the grade change for whatsoever reason, the head shall consult the Academic Vice Dean on the next course of action.
- 64.2.6. If the remark result is a grade lower than the one previously obtained, the previous grade shall stand.
- 64.2.7. In the event of agreement to change the grade, the instructor shall:
 - 64.2.8.1. request approval from the registrar for grade change; and
 - 64.2.8.2. the grade change will be made upon approval by the head of the academic unit
- 64.2.8. If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the head of the academic unit shall take up the matter through proper channels for disciplinary action against the member of staff in question.
- 64.2.9. If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the concerned academic unit exonerating him of the allegations.

Article 65. Make-up Examinations

- 65.1. A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a course may be allowed to sit for a make-up examination in the course.

- 65.2. Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the head of his academic unit within six weeks after the start of the subsequent semester.
- 65.3. Where the CAC finds that the student did not have valid reasons for not sitting for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.
- 65.4. The chair of academic unit will decide the examination date in consultation with the student/s. Such date may range from six weeks to a year from the date a decision by CAC was made. The head of the academic unit offering the course shall immediately inform the instructor concerned of the CAC's decisions on applications for make-up examination in writing so that the instructor may set a different set of examination questions for the student if he feels that there has been change in the content, in the mode of delivery or in course activity after the semester in which the student has attended the course.
- 65.5. A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the College Registrar) before the final examination in the course is scheduled to be administered.
- 65.6. A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the College for academic reasons and apply for make-up examination. No GPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 65.7. Unless otherwise decided by the CAC, any "I" grade not removed within a year as per the provisions of this Article shall be converted to an "F" grade.

Article 66. Re-examination

- 66.1. A student shall be allowed to sit for a re-examination in any year, provided he cannot a course due to discontinuity of an academic program and/or his status as a graduating student.
- 66.2. Re-examination shall be granted to the student for the course that the student has taken during the foregoing semesters of the program.
- 66.3. A graduating class student may be allowed for re-examination of a maximum of two courses. A student may sit for a re-examination of four courses for which the possibility of repeating is non-existent due to program discontinuity.
- 66.4. Re-examination may be allowed for a student whose CGPA must be such that when an input of a minimum of 2.00 or "C" grade on the course enables him to qualify for graduation or promotion.
- 66.5. The grade obtained for re-exam shall be recorded as it is for the course.
- 66.6. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be cancelled or retained as soon as his status is determined.

CHAPTER SIXTEEN: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS

Article 67. General Provisions on Graduate Programs

- 67.1. The duration for the completion of a regular masters program shall range from a minimum of one and half year to a maximum of two years.
- 67.2. 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 CAC and endorsed by EM.
- 67.3. The academic units shall handle day to day student affairs through their respective units.
- 67.4. All College policies, rules and regulations shall *mutatis mutandis* apply to graduate programs.
- 67.5. An academic unit may run joint graduate programs in collaboration with other higher learning institutions to 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.
- 67.6. Academic rank of staff offering courses in the graduate program (masters) shall be at least assistant professor.
- 67.7. Masters programs require students to write a thesis.

Article 68. Grading System

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

Raw Mark ³	Letter Grade	Grade Points
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.70.
[75, 80)	B+	3.50
[65, 75)	B	3.00
[60, 65)	B-	2.70.
[55, 60)	C+	2.50
[50, 55)	C	2.00
[45, 50)	C-	1.70
[40, 45)	D	1.00
< 40	F	0.00

³³The square bracket [indicates that the number is included in the respective range
The open bracket) indicates the number is excluded in the respective range.

- 68.2. Thesis evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades:

Rank	Grading scale in percent	Letter Grade
Excellent	[85, 100)	A
Very Good	[70, 85)	B+
Good	[60, 70)	B
Satisfactory	[50, 60)	C+
Fail	< 50	F

- 68.3. Getting a grade less than 'B' in individual subjects and/or course by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3.00 ('B').

Article 69. Academic Probation and Dismissal

- 69.1. When a candidate is placed on probation, he shall be notified by his advisor of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements are stipulated by the probation and what will be the consequence of failure to meet these conditions.
- 69.2. A first-year graduate student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results. Any first-year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by CAC and any such student who had been placed on probation shall be subject to dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.
- 69.3. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the CAC may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.
- 69.4. A graduate student may be put on probation for a second time provided it is ascertained that he has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, he shall be dismissed.
- 69.5. No candidate subject to dismissal may expect discretionary probation as a matter of right.

Article 70. Repeating Courses

- 70.1. Only courses with grades lower than ‘B’ may be repeated when the CGPA of the student is less than 3.00.
- 70.2. A student with a grade of “C” or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the CAC by assessing the overall performance or special conditions of the student on individual basis.
- 70.3. No course may be repeated or re-examined more than once.
- 70.4. Grades obtained on a repeated course shall stand as they are.

Article 71. Withdrawal and Readmission

- 71.1. 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.
- 71.2. A candidate may be readmitted only when the withdrawal is effected because of one of the following:
 - 71.2.1 if the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
 - 71.2.2 if the College is unable to carry out the relevant graduate program and advises the candidate accordingly; or if the candidate is unable to continue due to other reasons that may constitute *force majeure*.
- 71.3. A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program.
- 71.4. The CAC shall permit readmission, taking into account the availability of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in this Article.
- 71.5. Withdrawal made with the approval of the CAC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed three years. The CAC may, however, consider the readmission of a student who has discontinued his study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control.
- 71.6. No graduate student who has discontinued his study for a period longer than four years may be granted readmission.

Article 72. Transfer from One Program to Another

- 72.1. Without prejudice to other rules and regulations of the College applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:
 - 72.1.1. presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor where applicable; and
 - 72.1.2. satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the CAC has been obtained; and
 - 72.1.3. is not a dismissed student; and
 - 72.1.4. has completed not more than one fourth of the originally joined program.
- 72.2. Transfer of credits shall be determined by the academic unit receiving the candidate.

Article 73. The Graduate Thesis

- 73.1. A thesis shall constitute a partial fulfillment of the requirement for a master's degree.
- 73.2. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- 73.3. The topic for thesis work shall be selected in consultation with, and prior approval of, the advisor (s).
- 73.4. The CAC shall issue detailed guidelines on such matters as Thesis preparation, format and deadlines for endorsement by the AC.
- 73.5. Copies of thesis required
 - 73.5.1. A sufficient number of hard copies of the thesis shall be submitted for defense to the office of the head of the academic unit including copies to be distributed to each member of the examining board and one copy to be kept in the office.
 - 73.5.2. An original copy accompanied by sheets of approval signed by all members of the examining board and one hard copy of the original along with a soft copy shall be submitted to the academic unit within two weeks after the date of the defense. The copy shall remain property of the College.
- 73.6. Thesis Presentation and Defense
 - 73.6.1. The Head of the Academic Unit shall announce the thesis topic, venue and time of the defense ahead of time and the process of thesis presentation and defense shall, unless otherwise required by justifiable circumstances, be open and public.
 - 73.6.2. The person presiding over the thesis presentation and defense shall be assigned by the College Graduate programs and Research Committee.

- 73.6.3. After the defense, the examining board decides either to accept or reject the thesis. A Thesis shall be rejected if:
- 73.6.3.1. The work is found by the examining board not to have met the required standards; or
 - 73.6.3.2. The work is judged as plagiarized by the examining board; or
 - 73.6.3.3. The work has been already used to confer a degree from this or another higher learning institution. 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.
- 73.7. Effect of Rejection
- 73.7.1. The CAC shall decide on the dismissal or suspension of a candidate whose thesis has been rejected due to plagiarism or may impose other disciplinary measures.
- 73.8. The External Examiner
- 73.8.1. 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.
 - 73.8.2. The CAC shall recommend the appointment of a particular person as an external examiner.
 - 73.8.3. Appointment is made by the concerned head of the academic unit after the recommendation is approved by the EM.
 - 73.8.4. The Academic unit seeking the appointment for an external examiner should submit to the EM, biographical data including academic achievements, publications, and experience;
 - 73.8.5. External examiners from outside the higher education system such as from industry and the professions may be appropriate in certain circumstances.
- 73.9. Graduation
- 73.9.1. A candidate who fulfills 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 College Registrar to the CAC;
 - 73.9.2. A candidate with a grade of very good and above is encouraged to write at least one article out of the thesis in collaboration with his supervisor so as to publish the work in a reputable journal.

TITLE V: ACADEMIC ORGANIZATION OF THE COLLEGE

CHAPTER SEVENTEEN: ADMINISTRATIVE AND ACADEMIC UNITS

Article 74. Academic Units

The College runs professional studies both in the graduate and undergraduate programs.

74.1. BITS College offers the following programs

74.1.1. Undergraduate program in Information Technology and Systems

74.1.2. Undergraduate program in Software Engineering

74.1.3. Graduate program in Information Technology Management

Amendments should be made to this legislation when other programs are opened under the college.

Article 75. Academic and Administrative Positions

The College shall have the following major academic and administrative positions and support services:

75.1. Dean

75.2. Academic Vice Dean (AVD)

75.3. Administrative Vice Dean

75.4. Heads of Academic Units

75.5. College Librarian

75.6. College Registrar

75.7. ICT Officer

75.8. Quality Assurance Officer

75.9. Networking and Partnership Officer

75.10. Research and Outreach Programs Officer

75.11. Student Support Officer

75.12. Collective bodies (College Assembly, Executive Management, Academic Commission, etc.).

Article 76. Dean of the College

76.1. The Dean of the College is the chief executive officer of the College and shall exercise authority over all academic and administrative matters in the College.

76.2. Powers, Duties and Responsibilities

76.2.1. chair the AC and the EM. He may also appoint a secretary. The minutes of its proceedings shall be for record keeping and internal consumption only.

76.2.2. be in charge of policy formulation, coordination, direction and supervision across the College;

76.2.3. represent the College in any activities relating to external relations, community service, business development and partnerships;

76.2.4. prepare consolidated plans and budget of the College and ensure implementation of the same upon approval by the EM and AC;

76.2.5. initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community service in line with applicable rules and regulations of the College;

Article 77. Academic Vice Dean (AVD)

77.1. The Office of the Academic Vice Dean carries all the duties and responsibilities given to it in this Article in close cooperation with relevant academic units and the Dean of the College.

77.2. Powers and Duties of the AVD

The AVD shall:

77.2.1. chair the College Academic Council (CAC). He may also appoint a secretary. The minutes of its proceedings shall be for record keeping and internal consumption only.

77.2.2. lead the planning, implementation and coordination of the educational programs of the College.

77.2.3. execute the recruitment of staff after endorsement by the AC;

77.2.4. facilitate and oversee the proper and optimal distribution and utilization of teaching learning materials and equipment, library resources, seminar rooms, classrooms, laboratories, computers and related facilities;

77.2.5. plan in coordination with other administrators and faculty, the schedule of classes.

- 77.2.6. provide leadership and oversight for enrollment management strategies, initiatives and efficiencies.
- 77.2.7. prepare an exhaustive quarterly report on the Office's areas of responsibilities, evaluate the same with subordinates and submit the approved report to the Dean.
- 77.2.8. closely work with the Dean to assist in and provide support on academic affairs.
- 77.2.9. closely work with the Administrative Vice Dean to set the College's vision, priorities and policies.
- 77.2.9. Set up curriculum review committee
- 77.2.10. coordinate periodic academic program reviews and work with academic units in the review, study, and development of curriculum and in the improvement of instruction.
- 77.2.11. oversee the review of all research grant applications;
- 77.2.12. manage all research grants and awards within the faculty;
- 77.2.13. exercise the responsibilities the Dean may entrust to him.
- 77.2.14. oversee the College's core research facilities and services;
- 77.2.15. build strong, productive industry collaborations and relationships with industry partners nationally and internationally;
- 77.2.16. support and oversee the establishment and operation of incubation centers providing an environment for innovation;
- 77.2.17. oversee ethical standards for the conduct of research (including issues of scientific integrity, financial management).

Article 78. Administrative Vice Dean (ADVD)

78.1. The Office of the Administrative Vice Dean is accountable to the Dean with responsibilities of administering the College budget, procurement & finance, Human Resources, facility management and property administration.

78.2. Powers and Duties of the ADVD

The ADVD shall:

- 78.2.1. play leadership role in administrative areas and in the collective decision bodies of the College;

- 78.2.2 plan, organize and coordinate all activities of budget, finance, procurement, property administration, human resources management & development;
- 78.2.3. be responsible for organizing and directing administrative support services for the College;
- 78.2.4. ensure the proper administration of human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotion, contracts, identification cards, records, payroll and clearance;
- 78.2.5. plan and process the annual procurement for the College;
- 78.2.6 Design and implement an efficient procurement system, which ensures that the money paid to purchase goods and services across the College has equivalent value;
- 78.2.7. Formulate and recommend working procedures based on approved policies of the College and enact upon approval by the authority concerned;
- 78.2.8. Design and implement appropriate resource utilization modalities;
- 78.2.9. Prepare codes of conduct for students and support staff and implement it upon approval;
- 78.2.10. Prepare an exhaustive quarterly report on the Office's areas of responsibilities, evaluate the same with subordinates and submit the approved report to the Dean;
- 78.2.11 Design and implement an accessible grievance handling system;
- 78.2.12 Perform activities, which appear essential and are given by the Dean

Article 79. Heads of Academic units

79.1. Duties and Responsibilities

Heads of Academic units shall have executive authority over the academic and administrative matters that lie within their mandates as described below:

- 79.1.1. Shall report and be accountable to the Academic Vice Dean;
- 79.1.2. Initiate the creation or revision of academic programs and recommend to the AVD;
- 79.1.3. Coordinate and implement graduate and undergraduate programs both in regular and continuing and distance education in collaboration with graduate and undergraduate program offices;

- 79.1.4. Initiate and develop research proposals for their staff in cooperation with the AVD
- 79.1.5. Prepare plans and budget and submit to AVD;
- 79.1.6. Authorize the disbursement of approved budget expenditures including project funds;
- 79.1.7. Open and operate petty cash accounts;
- 79.1.8. Initiate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community service in line with applicable rules and regulations of the College;
- 79.1.9. Invite, select and recruit students for admission as per the Higher Education Proclamation and the rules and regulations of the College;
- 79.1.10. Process and approve the academic status of students on the basis of the College academic requirements and recommend their graduation upon the approval of CACs;
- 79.1.11. Facilitate and follow-up academic advice given to students;
- 79.1.12. Direct teaching and research activities, organize workshops and conferences, encourage publications of research outputs;
- 79.1.13. Ensure maintenance of up-to-date records on the teaching, research, and consultancy services of the unit;
- 79.1.14. Assign teachers, tutors, advisors, supervisors, and examiners for graduate, undergraduate, regular and extension students;
- 79.1.15. Keep records of semester teaching load, research, publications, conference talks, public lectures and public services of each and every staff of the academic unit;
- 79.1.16. Conduct and process performance evaluations of academic staff whenever necessary;
- 79.1.17. Initiate and support extracurricular activities;
- 79.1.18. Conduct meetings with students once per month and report the outcome to the CAC;
- 79.1.19. Compile semester reports and submit to AVD;
- 79.1.20. Shall represent their respective academic units in the CAC
- 79.1.21. Perform other related duties assigned by the Academic Vice Dean.

TITLE VI: SUPPORT OFFICES IN THE ACADEMIC AFFAIRS OF THE COLLEGE

CHAPTER EIGHTEEN: THE COLLEGE LIBRARY

Article 80. General Provisions on the College Library

The College Library serves all staff and students of the College.

80.1. Property Interest in Books and Other Media

All materials purchased by, or donated to, the library become automatically the property of the College. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing and community service exercise.

80.2. Creation of Smaller Collections

80.2.1. Upon request, a librarian may make provisions for the deposit of a small working collection of books to be housed within an academic unit of the College in order to facilitate academic instructions.

80.2.2 Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the College Library System.

80.3. Organizational Structure of the College Library System

80.3.1. The College Library System shall have two divisions: The Technical Processing Division and the Readers Services Division.

80.3.2. The Technical Processing Division shall be responsible for the collection, management, coordination, cataloguing, and processing of books, journals, electronic resources and other library materials.

80.3.3. The Readers Services Division shall be responsible for providing direct services to users of the library.

80.4. Major Functions of the Library

The Library shall:

80.4.1. Collect, manage, coordinate, and catalogue a wide range of books, monographs, journals, and reference materials in the constituent libraries;

80.4.2. Organize and maintain electronic libraries and make them available to users;

80.4.3. Ensure that key performance indicators are identified and service levels clearly specified with reference to customer satisfaction;

80.4.4. Enter into partnership arrangements, with due regard to College policies, rules and procedures, to develop and support information-literate learners who can discover, access, and use information effectively, for the academic success, research, and lifelong learning.

80.5. The Head of the College Library (College Librarian)

The College librarian shall:

- 80.5.1. be accountable to the Academic Vice Dean;
- 80.5.2. Administer the library as well as employment and supervision of library personnel;
- 80.5.3. Coordinate resources within the College library system to support the requirements of all College students and academic staff;
- 80.5.4. Prepare annual reports including statistical information to determine the library resources and service type distribution;
- 80.5.5. Initiate collaboration on behalf of the College on matters related to library and information related activities;
- 80.5.6. Ensure the proper acquisition, processing of library and information resources pertinent to teaching, learning and research of the College;
- 80.5.7. Protect the College's interest in its properties and ensure the efficient use of library resources.

80.6. Weeding of Library Materials

- 80.6.1. The weeding process is a continual evaluation of resources intended to remove items that are superseded by later editions, are unnecessary, unused, or are in poor physical conditions;
- 80.6.2. Decisions on weeding of materials shall be made by appropriate academic staff to evaluate the material and to determine if it is up for weeding;
- 80.6.3. The College librarian, upon approval from the relevant College body, shall formulate an appropriate weeding policy.

80.7. Budget Appropriations for the Library

- 80.7.1. The College librarian shall ensure that academic units, in submitting their respective budget request to the College, include budgetary request for up-to-date books and electronic subscriptions of teaching and reference materials.

CHAPTER NINETEEN: THE COLLEGE REGISTRAR

Article 81. The Office of the College Registrar

81.1. General Provisions on the Office of the College Registrar

81.1.1. The Office of the College Registrar is responsible for all operational matters pertaining to student intake, admission, readmission, enrollment, class and exam schedules, and academic records, allocation of classrooms as well as lecture halls, and graduation.

81.1.2. The Office of the College Registrar carries on the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the College.

81.2. Powers and Duties of the Office of the College Registrar

The Office of the College Registrar shall:

81.2.1. coordinate and process the admission, enrollment, and graduation of students;

81.2.2. process registration and course enrolment; see to it that students pay tuitions;

81.2.3. prepare and announce class schedules for classes and exams;

81.2.4. organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;

81.2.5. develop and implement efficient and effective student information system including student record management that enables the College to collect, process, deploy and disseminate information and data on undergraduate and graduate programs, student population, and student activities;

81.2.6. create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs in particular by collecting student personal information necessary for academic management purpose, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student records, and retaining, correcting and disposing of student academic records;

81.2.7. provide dispatch of academic record services to alumni;

81.2.8. maintain up-to-date, secure, accurate records on curricula of programs and on student admission and placement differentiated based on types of programs and modes of delivery;

- 81.2.9. schedule and process the readmission of returning students;
- 81.2.10. prepare and issue identification cards, attesting to the admission status of students;
- 81.2.11. prepare and publish the yearly undergraduate and graduate catalogue;
- 81.2.12. announce and advertise the programs of the College to the public;
- 81.2.13. organize the registration of students to courses of study;
- 81.2.14. ensure, in consultation with relevant academic units, the proper utilization of classrooms, auditoriums and labs;
- 81.2.15. prepare the Academic Calendar of the College each year in consultation with the Academic Vice Dean and submit the same to the EM for approval;
- 81.2.16. facilitate the final AC approval of graduation of students by preparing the list of candidates, recommended by the academic units, and eligible for the award of degrees, diplomas and certificates; and post such list on the College website upon approval by the AC;
- 81.2.17. develop mechanisms for the early and timely certification of graduates; issue transcripts, degrees, diplomas and certificates;
- 81.2.18. manage the collection, storage, correction, disclosure, retention and disposal of student academic records having proper regard to efficiency, integrity, accuracy, accessibility, privacy and security;
- 81.2.19. Permit a student to view his academic record; allow only academic staff with proper authorization to have access to student records;
- 81.2.20. Disclose student records to law enforcement authorities and disclose student records to other persons only with the expressed consent of the student concerned.

81.3. The College Registrar

The College Registrar shall:

- 81.3.1. be accountable to the Academic Vice Dean
- 81.3.2. administer all operational matters of the Office of the College Registrar;
- 81.3.3. be responsible for employment and supervision of personnel working in the registrar;

- 81.3.4. provide proper guidance, leadership and supervision of the registrar personnel and their activities;
- 81.3.5. be responsible for the implementation of the policies and directives laid down by the AC pertaining to student enrollment management, including registration, academic performance, attrition, graduation and certification;
- 81.3.6. create, maintain and issue student records and bear responsibility for the safe keeping of such records;
- 81.3.7. maintain a statistical data on academic performance and progress, academic excellence and rate of retention of students and services rendered and regularly submits same to the Dean of the College;
- 81.3.8. perform such similar duties assigned to him by the AVD.

CHAPTER TWENTY: THE COLLEGE ICT SUPPORT OFFICE

Article 82. The Office of the ICT Support Services

- 82.1. The Office of the College ICT Support Services is responsible for all operational matters pertaining to ICT, laboratory schedules, equipment supply maintenance, as well as proper utilization of the ICT platforms.
- 82.2. The Office of ICT Support Services carries on the duties and responsibilities given to it in this Chapter in close cooperation with the AVD, academic units and administrative offices.

82.3. Powers and Duties of the Office of the ICT Support Services

The Office of the ICT Support Services shall be responsible for:

- 82.3.1. implementation of ICT policies, strategies and standards;
- 82.3.2. planning, developing and managing ICT infrastructure of the College;
- 82.3.3. development, implementation and support of network systems and technologies including adequate connectivity and high-speed network for data, voice and video;
- 82.3.4. management of the College e-mail system;
- 82.3.5. developing/ acquiring relevant applications for use by the College;
- 82.3.6. maintaining the ICT Infrastructure to ensure reliability and effectiveness;
- 82.3.7. advising and consulting the EM on the acquisition of ICT resources and related issues;
- 82.3.8. providing user support and help desk services to academic units, admin offices and students; and
- 82.3.9. providing technical support of the College website.

82.4. The Head of ICT Support Services / ICT Officer

The ICT officer shall

- 82.4.1. be accountable to the Dean;
- 82.4.2. ensure that the College's information and communication technology needs, both current and future, are met;

- 82.4.3. ensure that all Network traffic satisfies current policy and deals with relevant breaches of ICT policy of the College;
- 82.4.4. create, administer and maintain any information platforms the college requires for information sharing both internally and externally
- 82.4.5. schedule and manage daily and weekly meetings with the ICT staff;
- 82.4.6. ensure the availability of software required to teach courses;
- 82.4.7. oversee management of hardware and audio-visual equipment in the College;
- 82.4.8. maintain accurate records in terms of identification and configuration of equipment;
- 82.4.9. develop and document policies, processes and procedures for the ICT Support Team;
- 82.4.10. perform such similar duties assigned to him by the Dean of the College.

CHAPTER TWENTY ONE: THE COLLEGE QUALITY ASSURANCE OFFICE

Article 83. The Office of Quality Assurance

83.1. The Office of the Quality Assurance is responsible for all operational matters relating to educational quality enhancement at all levels in a manner that would meet the needs of the College community.

83.2. Powers and Duties of the Office of Quality Assurance

83.2.1. Coordinate and direct the development of strategies, policies and procedures directing quality assurance and enhancement;

83.2.2 Work in consultation with the College community to establish, coordinate, and monitor the College's quality assessment programs;

83.2.3 Provide assistance for assessment conducted by academic departments as part of Academic Program Review;

83.2.4 Provide assistance for assessment conducted by administrative units as part of the Support Unit Review processes;

83.2.5 Establish and maintain a set of procedures which allow the College to respond in a systemic and transparent manner to external requirements of External Audit Agencies;

83.2.6 Ensure compliance with the College's quality framework to meet required standards;

83.2.7 Ensure that a robust external examiner system, clear procedures of examination and thesis defense are in place for all programs;

83.3. The Head of Quality Assurance Office / Quality Assurance Officer

The Quality Assurance Officer shall

83.3.1. be accountable to the Dean

83.3.2. provide leadership in the development, implementation and monitoring of Quality across the College in line with College expectations and the requirements of external bodies;

83.3.3 have particular responsibility for the annual monitoring process;

83.3.4 work closely with the various academic units to improve the consistency of quality processes within the College to enhance the student learning experience;

83.3.5. promote good practice arising from quality assurance and enhancement activity;

83.3.6. attend the relevant meeting of the AC by invitation to present the College-level Annual Monitoring Report;

83.3.7. contribute to the preparation for Enhancement-led College Review on a cyclical basis, including Reflective Analysis;

83.3.8. perform such similar duties assigned to him by the Dean of the College.

CHAPTER TWENTY TWO: THE COLLEGE NETWORKING AND PARTNERSHIP OFFICE

Article 84. The Office of Networking and Partnership

84.1. The Office of the Networking and Partnership is responsible for initiating and facilitating all external relations of the College.

84.2. Powers and Duties of the Office of Networking and Partnership

84.2.1. Lead the development and implementation of partnership strategy that supports the College and that ensures the very best of relationships with potential partners;

84.2.2. Ensure excellent relations with key government partners and put in place systems that maintain them;

84.2.3. provide advice, guidance and support for the development and maintenance of a range of academic partnerships, legal contracts, standard templates and related documentation in close liaison with the Dean of the College;

84.2.4. Lead the development, implementation and review of strategies, systems and procedures to ensure the effective management and coordination of academic partnerships

84.3. The Networking and Partnership Officer

The Networking and Partnership Officer shall

84.3.1. be accountable to the Dean

84.3.2 facilitate and endorse collaborative activities with national and international institutions;

84.3.3. be the first point of contact to provide partnerships advice, guidance and support to the Dean of the College and, where relevant to other staff members, on relevant College policies;

84.3.4 be responsible for creating partnerships with academic and research institutions, donors, and the industry;

84.3.5. promote community engagement in line with applicable rules and regulations of the College;

84.3.6. support the development of international partnership arrangements and advise on the renewal of existing arrangements.

84.3.7 deliver administrative aspects of the partnership plans;

84.3.8. issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;

84.3.9. act as a point of contact for other external parties contacting the College;

84.3.10. perform such similar duties assigned to him/her by the Dean of the College.

CHAPTER TWENTY THREE: THE COLLEGE STUDENT SUPPORT OFFICE

Article 85. The Office of Student Support

85.1. The Office of Student Affairs deals with all matters concerning student affairs.

85.2. Powers and Duties of the Office of Student Support

- 85.2.1. work in cooperation with work units concerned on the welfare of students;
- 85.2.2. ensure the organization of student clubs and all extracurricular activities are in accordance with the College policy;
- 85.2.3. oversee the maintenance of student services information system;
- 85.2.4. ensure the establishment of systematic guidance and counseling infrastructures;
- 85.2.5. solicit funds and administer such funds for scholarship;
- 85.2.6. ensure the preparation and regular updating of student handbooks and make them available on-line in a manner readily accessible to all students including students with disabilities;
- 85.2.7. give particular attention to the welfare and the affairs of female students and students with disabilities which shall be carried out in consultation with the Vice Deans of the College.
- 85.2.8. implement policies on student orientation; guidance and counseling, student conduct and extra-curricular activities;
- 85.2.9. conduct orientation sessions every year for all students; orientations to incoming students shall aim at introducing and familiarizing new students with facilities available at the College, their rights and obligations and ensure in particular that orientations at academic unit levels are inclusive, duly planned and delivered to newly admitted students;
- 85.2.10. advise students on non-academic matters and provide guidance and counseling services as required;
- 85.2.11. Follow up on student disciplinary cases;
- 85.2.12. arrange seminars, panel discussions and recreational activities for students in collaboration with relevant units of the College and other stakeholders;

85.3. The Student Support Officer

The Student Support Officer shall

- 85.3.1. be accountable to the Academic Vice Dean;
- 85.3.2. perform all activities mandated to the office;
- 85.3.3. perform any other related duties assigned by the AVD.

CHAPTER TWENTY FOUR: THE COLLEGE RESEARCH AND OUTREACH PROGRAMS OFFICE

Article 86. The Office of Research and Outreach Programs

86.1. The Office of Research and Outreach Programs deals with all matters concerning research, publications and outreach / community service programs.

86.2. Powers and Duties of the Office of Research and Outreach Programs

- 86.2.1. Coordinate, and direct interdisciplinary research based on the guidelines for research provided by the College;
- 86.2.2. Plan, organize, and seek research grants through competitive grant proposal;
- 86.2.3. Closely supervise the implementation of approved research programs and budgets;
- 86.2.4. Facilitate the production of high quality, peer-reviewed papers by members of the College;
- 86.2.5. Facilitate the publication of journals and other research findings;
- 86.2.6. Promote and coordinate the dissemination of research findings through channels such as workshops, lecture seminars and electronic media;
- 86.2.7. Support students to engage in research by facilitating financial assistance;
- 86.2.8. Prepare relevant information on the research activities of the College and disseminate the same;
- 86.2.9. Ensure effective implementation of the rules and regulations laid down by the College regarding research;
- 86.2.10. Represent the College when participating within external forums;
- 86.2.11. Formulate strategies for promoting research and dissemination of research results;
- 86.2.12. Set rules and regulations with the view to deterring plagiarism issues across the board;
- 86.2.13. Advise and support the AVD on all matters pertaining to research and publications;
- 86.2.14. Help to implement, develop and monitor the College outreach Strategy.

86.3. The Research and Outreach Programs Officer

The Research and Outreach Programs Officer shall

- 86.3.1. be accountable to the Academic Vice Dean;

- 86.3.2. assist the Office of the AVD and other units of the College in designing and conducting training workshops on research methods and research writing;
- 86.3.3. set guidelines for the approval of staff research proposals;
- 86.3.4. determine courses of action in the case of breach of agreement by researchers;
- 86.3.5. specify the calendar for submission of research proposals and research reports;
- 86.3.6. establish an award system for recognizing outstanding research;
- 86.3.7. promote the publication of outstanding theses and dissertations;
- 86.3.8. plan, co-ordinate and deliver a structured sequence of community outreach activities to raise learners' aspirations and attainment;
- 86.3.9. perform any other relevant duties assigned by the AVD.

TITLE VII: PROGRAM DESIGN, DEVELOPMENT AND APPROVALS PROCESS

CHAPTER TWENTY FIVE: PROGRAM REVIEW AND EVALUATION

Article 87: The Program Review and Evaluation Council (CREC)

87.1 The CREC reports to the Dean

87.2 Duties and Responsibilities of the Curriculum Review and Evaluation Committee

- 87.2.1. formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs;
- 87.2.2. provide expert advice on curriculum design, review, approval, and revision;
- 87.2.3. examine proposals of graduate and undergraduate programs for improvement, revision or adjustment of existing rules and regulations;
- 87.2.4. review new programs submitted to the College Academic Commission;
- 87.2.5 review modes of assessing and evaluating students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 87.2.6 oversee the conduct of academic advising and ensure the preparation of guidelines propose suggestions on tuition and other fees and waivers to the Senate;
- 87.2.7. organize the periodic assessment of the programs of the College;
- 87.2.8. advise the CAC on all matters regarding academic programs;
- 87.2.9. establish its own rules of procedure and set up ad-hoc committees as it deems necessary.

87.3 Membership

The CREC shall consist of the following members

- 87.3.1 Academic Vice Dean
- 87.3.2 Heads of Academic Units
- 87.3.3 Quality Assurance Officer
- 87.3.4 Research and Outreach Programs Officer
- 87.3.5. Other College senior members delegated by the Dean (Maximum of two)

87.4 Meeting and Reporting

- 87.4.1 The CREC shall meet at least twice in a Semester

- 87.4.2 The chairperson may also convene a meeting of the CREC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.
- 87.4.3 The CREC shall submit an activity report to the Dean at least four times a year

Article 88. Categories of Program Approval

The Program design and approval in a college involves a structured process that ensures academic rigor, relevance, quality and standards and alignment with mission of the College. There are three broad categories of approval.

- 88.1 New programmes:** Which covers both new programmes and the introduction of new variants to existing programmes. Note that where new core or optional modules are being introduced as part of a new programme, these should be submitted alongside the programme proposal for scrutiny and approval.
- 88.2 Modification of existing Programmes:** which covers the introduction of new courses and substantial changes to existing provisions in the curriculum
- 88.3 Discontinuation of existing programmes:** which covers the temporary suspension of recruitment of students to a programme or the permanent withdrawal of a programme from the College academic portfolio.

Article 89. Design of New Programs

89.1 Purpose

The guideline serves to provide a structured framework that ensures consistency, quality, and alignment with College missions and standards. It serves as a reference to guide the development of new programs, ensuring they meet the educational objectives, address the needs of the target audience, and comply with regulatory requirements.

89.2 Principles

The following are the principles that serve as a foundation to guide the creation of high-quality, relevant, and sustainable academic programs.

- 89.2.1 Ensure that the program supports the institution's overarching goals, mission, and strategic priorities.
- 89.2.2 Address current and future needs of students, industries, and society.
- 89.2.3 Ensure the program is adaptable to emerging trends and technologies.
- 89.2.4 Design programs that are inclusive, catering to diverse learning styles, backgrounds, and needs.

- 89.2.5 Design programs that are adaptable to changes in educational demands and societal needs.
- 89.2.6 Ensure the program meets all accreditation standards and regulatory requirements.
- 89.2.7 Engage stakeholders in the program design process to ensure it meets the needs of all parties involved.
- 89.2.8 Ensure that the program promotes ethical reasoning and social responsibility among students.

89.3 Curriculum Development Process

89.3.1 Needs Assessment

- 89.3.1.1 Conduct a market analysis to identify the demand for the program, considering industry trends, employment opportunities, and societal needs.
- 89.3.1.2 Engage with key stakeholders (faculty, industry partners, students, alumni) to gather insights and feedback on the proposed program.
- 89.3.1.3 Assess existing programs to identify gaps and opportunities that the new program could address.

89.3.2 Define Program Objectives and Outcomes

- 89.3.2.1 Establish the program's goals, ensuring they align with the College's mission and strategic priorities.
- 89.3.2.2 Specify the knowledge, skills, and competencies that students are expected to achieve upon completing the program.

89.3.3 Curriculum Development

- 89.3.3.1 Develop a comprehensive curriculum, including core and elective courses, ensuring they are relevant and aligned with the program's objectives.
- 89.3.3.2 Incorporate interdisciplinary approaches where applicable to enhance the program's breadth and depth.
- 89.3.3.3 Integrate active learning strategies, technology-enhanced learning, and experiential learning opportunities.

89.3.4 Resource Planning

- 89.3.4.1 Determine faculty needs, including qualifications, expertise, and potential gaps that need to be filled.

89.3.4.2 Assess the need for facilities, technology, and other resources required to deliver the program effectively.

89.3.4.3 Develop a budget for the program, considering costs for faculty, resources, marketing, and ongoing maintenance.

89.3.5 Stakeholder Feedback and Review

89.3.5.1 Conduct an internal review workshop with faculty and academic committees to refine the program design.

89.3.5.2 Conduct curriculum validation workshop **to** seek feedback from external experts, industry partners, and potential employers to validate the program's relevance and quality.

89.3.6 Documents

89.3.6.1 Proposals for new programs include

- (i) needs assessment,
- (ii) curriculum document per the guidelines set by the Quality Assurance Office
- (iii) Curriculum validation workshop report.

89.3 Approval Process

89.4.1 Departmental approval

89.4.1.1 The department is charged with reviewing the detail of a proposal, checking that the proposal submission is complete and accurate, and should be satisfied that sufficient internal and external consultation and input has occurred.

89.4.1.2 The head of the academic unit formally submits the report to CREC.

89.4.2. CREC approval

89.4.2.1 CREC is responsible for considering new academic programs and strategic perspective, assessing the proposed new program aligns with the College objectives and strategies.

The Committee should follow the following guidelines

89.4.2.2 Ensure that the new program provides a coherent and sound rationale

89.4.2.3 Verify that the proposed program aligns with the institution's overall mission, vision, and values.

89.4.2.4 Review the curriculum to ensure it meets high academic standards and promotes critical thinking, problem-solving, and subject mastery.

89.4.2.5 Examine the clarity, relevance, and measurability of the program's learning outcomes.

- 89.4.2.6 Ensure that the program content is up-to-date, comprehensive, and reflects current trends and developments in the field.
- 89.4.2.7 Check for logical sequencing and integration of courses and modules within the program.
- 89.4.2.8 Evaluate the appropriateness and effectiveness of proposed assessment and evaluation methods for measuring student learning and achievement.
- 89.4.2.9 invite the programme team to take questions during its deliberations.
- 89.4.2.10 The CREC may determine one of the following outcomes:
 - to recommend or approve the proposal as presented
 - to recommend or approve the proposal subject to conditions, or
 - to reject the proposal
- 89.4.2.11 Once a decision regarding approval has been made, the outcome should be recorded on the Discontinuation of Existing Programme Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Chair of the CREC
- 89.4.2.12 Submit the Report to the Dean

89.4.3. College Approval

The AC, as the highest decision making body of the College will have the following responsibilities

- 89.4.3.1 Makes final approval of new programmes
- 89.4.3.2 Makes sure that due process has been followed, with all prior approvals completed,
- 89.4.3.3 Meet with CREC to seek further information or clarification.
- 89.4.3.4 The outcome will be one of the following:
 - to approve the proposal as presented
 - to approve the proposal subject to conditions, or
 - to reject the proposal
- 89.4.3.5 Once a decision regarding approval has been made, the outcome should be recorded on the introduction of new Programmes Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Dean on behalf of the College.
- 89.4.3.6 The academic unit and faculty shall be informed of the decision and the registrar updated as required.

89.4.4 Documentation Summary

The documents to support new programmes include:

- 89.4.4.1 Introduction of New Programme Form
- 89.4.4.2 Evidence of Needs Assessment

- 89.4.4.3 Curriculum Document
- 89.4.4.4 Curriculum Validation Workshop Report
- 89.4.4.5 Minutes of meeting of the CREC
- 89.4.4.6 Minutes of the meeting of the AC

89.4.5 Communication

- 89.4.5.1 A communications plan must be adopted to ensure information has been disseminated and the appropriate consent obtained from the regulatory body.
- 89.4.5.2 Communication plans need to consider marketing, recruitment and application timelines. This means that the suspension, and in particular withdrawal, of programmes should be made at least prior to the applicant cycle and preferably in time for the preparation of marketing materials.

Article 90. Revision to existing programs

90.1 Purpose

Modification of existing program includes the approval of new core or support courses; the withdrawal of courses from a program, as well as general modification to the program including admissions criteria, grading and graduation requirements. In order to ensure that the College meets its contractual obligations to applicants and students, it is essential to provide guidelines that are to be followed when modifying existing program/curriculum.

90.2 Principles

- 90.2.1 Other than in exceptional circumstances, no change will be applied to existing students.
- 90.2.2 Course equivalence should be put in place when courses are replaced in order to facilitate graduation of existing students.
- 90.2.3 Any program/course modification should assess the impact on programme (s) aims, learning outcomes and assessment strategy,
- 90.2.4 Any responsible person for course modification should ensure that the revised course maintains an appropriate fit pedagogically and in the discipline context within the wider programmes.
- 90.2.5 The cumulative total of modifications made to a programme within its approval period should be monitored to determine if the programme has been modified sufficiently to trigger the re-approval process.

90.3 **Process**

90.3.1 Documents

Proposals for the modification of existing programmes include

- 90.3.1.1 the completion of Modification of Existing Programmes Form,
- 90.3.1.2 supporting evidence, for the proposed modification of the program
- 90.3.1.3 The time when the modification will take effect
- 90.3.1.4 evidence of internal and external consultation as necessary, and

In considering the modification, approval gateways should be satisfied that they have been presented with sufficient evidence on the following.

- 90.3.1.5 why the modification is appropriate,
- 90.3.1.6 evidence that the previously stated learning outcomes of the programme will still be achievable by current students, even if the range of module choices is modified
- 90.3.1.7 Options for current students in regard to transferring to another programme within the College or to another higher learning institution.
- 90.3.1.8 Arrangement for course equivalence in case of course repetition or for those students who have interrupted their studies, or wish to do so.

90.4 **Approval Process**

90.4.1 Departmental approval

- 90.4.1.1 The department is charged with reviewing the detail of a proposal, checking that the proposal submission is complete and accurate, and should be satisfied that sufficient internal and external consultation and input has occurred.

90.4.2. CREC approval

- 90.4.2.1 CREC is responsible for reviewing all justification related to program modification

The Committee should follow the following guidelines

- 90.4.2.2 ensure that the modification of the existing program provides a coherent and sound rationale
- 90.4.2.3 ensure that students' academic experience will be secured, and that the graduate profiles and learning outcomes are maintained.
- 90.4.2.4 invite the programme team to take questions during its deliberations.
- 90.4.2.5 The CREC may determine one of the following outcomes:

- to recommend or approve the proposal as presented
- to recommend or approve the proposal subject to conditions, or
- to reject the proposal

90.4.2.6 Once a decision regarding approval has been made, the outcome should be recorded on the Modification of Existing Programme Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Chair of the CREC

90.4.2.7 Submit the Report to the Dean

90.4.3. College Approval

The AC, as the highest decision making body of the College will have the following responsibilities

90.4.3.1 Makes final approval of all programme modification,

90.4.3.2 Makes sure that due process has been followed, with all prior approvals completed,

90.4.3.3 Makes sure that any risks associated with the proposed modification have been, or will be, appropriately managed.

90.4.3.4 Meet with CREC to seek further information or clarification.

90.4.3.5 The outcome will be one of the following:

- to approve the proposal as presented
- to approve the proposal subject to conditions, or
- to reject the proposal

90.4.3.6 Once a decision regarding approval has been made, the outcome should be recorded on the modification of Existing Programmes Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Dean on behalf of the College.

90.4.3.7 The academic unit and faculty shall be informed of the decision and the registrar updated as required.

90.4.4 Documentation Summary

The documents to support modification of existing programs include:

90.4.4.1 Modification of Existing Programme Form

90.4.4.2 Evidence of internal consultation

90.4.4.3 Minutes of the Academic Unit

90.4.4.4 Minutes of meeting of the CAC

90.4.4.5 Minutes of the meeting of the AC

90.4.5 Communication

- 90.4.5.1 A communications plan must be adopted to ensure information has been disseminated and the appropriate consent obtained from the regulatory body.

Article 91: Discontinuation of programs

91.1 Purpose

In order to protect the interests of applicants and students are properly informed and supported during any discontinuation of programmes, the College has put in place procedures for the discontinuation (i.e. permanent lay-down or temporary suspension) of any programme of study.

- Proposals to temporarily suspend an existing program of study must be approved by the College Academic Council
- Proposals to permanently discontinue an existing program of study must be approved by the Academic Commission of the College

91.2 Principles

- 91.2.1 It is an agreed College principle that preference is given to cease recruitment and teach-out a programme, allowing all extant cohorts to follow the programme on which they registered.
- 91.2.2 It is the responsibility of the faculty to manage the teach-out period or suspension period once recruitment has ceased.
- 91.2.3 All programmes subject to discontinuation should be monitored and reported through the annual programme review process to verify that the quality of the provision and the student learning experience are being maintained.
- 91.2.4 It is imperative that every effort must be made to support the remaining students registered on the programme until the conclusion of their studies.
- 91.2.5 A communications plan must be agreed with Marketing, Admissions and Registry to ensure that new applicants to the program or existing students, are informed of any decision with regard to their programme of study and the options available to them.
- 91.2.6 The recommendation to discontinue a programme must be made by the administering department for that programme.
- 91.2.7 It is the responsibility of the faculty to ensure that due process is followed and that all relevant colleagues are consulted before a programme discontinuation proposal is processed.
- 91.2.8 The College reserves the right to close any programme which has not registered students for three years, unless the department or faculty is able to provide

compelling evidence for future recruitment of significant numbers of students onto that programme.

91.3 Process

91.3.1 Documents

Proposals for the discontinuation of existing programmes include

- 91.3.1.1 the completion of a Discontinuation of Existing Programmes Form,
- 91.3.1.2 supporting evidence, e.g. research that shows a decreasing market, or details of decreasing numbers recruited to the programme over recent years, key member(s) of staff otherwise engaged and unable to teach, etc.
- 91.3.1.3 The time when the discontinuation will take effect
- 91.3.1.4 evidence of internal and external consultation as necessary, and
- 91.3.1.5 a teach-out plan where students are registered on the programme proposed for withdrawal.

In considering the proposals, approval gateways should be satisfied that they have been presented with sufficient evidence on the following

- 91.3.1.6 why the discontinuation is appropriate,
- 91.3.1.7 Completed impact assessment report and risk mitigation plans
- 91.3.1.8 a teach-out plan and that the student learning experience will be secured.
- 91.3.1.9 standard of provision to current students maintained throughout their period of registration.
- 91.3.1.10 the previously stated learning outcomes of the programme will still be achievable by current students, even if the range of module choices is smaller or different.
- 91.3.1.11 Options for current students in regard to transferring to another programme within the College or to another higher learning institution.
- 91.3.1.12 Arrangement for teaching out all remaining students
 - arrangements to repeat failed modules.
 - arrangements to repeat a year of study.
 - arrangements for students who have interrupted their studies, or wish to do so.
- 91.3.1.13 summary of how those affected by the discontinuation have been informed of the proposal and any consultation that has taken place, with an outline of their agreement to the proposal or their objections/concerns.
- 91.3.1.14 Equivalency of courses with other programmes in the College

91.4 Approval

91.4.1 Departmental approval

91.4.1.1 The department is charged with reviewing the detail of a proposal, checking that the proposal submission is complete and accurate, and should be satisfied that sufficient internal and external consultation and input has occurred.

91.4.2. CREC approval

91.4.2.1 CREC is responsible for considering proposals from a strategic perspective, assessing the proposed discontinuation with the College objectives and strategies.

The Committee should follow the following guidelines

91.4.2.2 Ensure that each discontinuation proposal provides a coherent and sound rationale

91.4.2.3 ensure that students' academic experience will be secured, and that the curriculum, assessment, learning outcomes and learning resources can be maintained during any teaching-out period.

91.4.2.4 invite the programme team to take questions during its deliberations.

91.4.2.5 The CREC may determine one of the following outcomes:

- to recommend or approve the proposal as presented
- to recommend or approve the proposal subject to conditions, or
- to reject the proposal

91.4.2.6 Once a decision regarding approval has been made, the outcome should be recorded on the Discontinuation of Existing Programme Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Chair of the CREC

91.4.2.7 Submit the Report to the Dean

91.4.3. College Approval

The AC, as the highest decision making body of the College will have the following responsibilities

91.4.3.1 Makes final approval of all programme discontinuations,

91.4.3.2 Makes sure that due process has been followed, with all prior approvals completed,

91.4.3.3 Makes sure that any risks associated with the proposed discontinuation have been, or will be, appropriately managed.

91.4.3.4 Meet with CREC to seek further information or clarification.

91.4.3.5 The outcome will be one of the following:

- to approve the proposal as presented
- to approve the proposal subject to conditions, or
- to reject the proposal

91.4.3.6 Once a decision regarding approval has been made, the outcome should be recorded on the Discontinuation of Existing Programmes Form, noting any observations, assumptions or conditions which contributed to the decision taken, and signed by the Dean on behalf of the College.

91.4.3.7 The academic unit and faculty shall be informed of the decision and the registrar updated as required.

91.4.4 Documentation Summary

The documents to support discontinuation proposals include:

91.4.4.1 Discontinuation of Existing Programme Form

91.4.4.2 Teach out plan

91.4.4.3 Evidence of internal consultation

91.4.4.4 Minutes of the Academic Unit

91.4.4.5 Minutes of meeting of the CAC

91.4.4.6 Minutes of the meeting of the AC

91.4.5 Communication

91.4.5.1 A communications plan must be adopted to ensure information has been disseminated and the appropriate consent obtained from the regulatory body.

91.4.5.2 Communication plans need to consider marketing, recruitment and application timelines. This means that the suspension, and in particular withdrawal, of programmes should be made at least prior to the applicant cycle and preferably in time for the preparation of marketing materials.

TITLE VIII: MISCELLANEOUS PROVISIONS

CHAPTER TWENTY SIX: MISCELLANEOUS PROVISIONS

Article 92. Scholarships

- 92.1. The College may grant scholarship to students who meet admission requirements;
- 92.2. Scholarship scheme shall be based on academic merit to students who may not afford to pay tuition fees of the College;
- 92.3. Scholarship shall be granted in a competitive and transparent manner;
- 92.4. The College can use its scholarship scheme to attract academically exceptional students;
- 92.5. The College shall design scholarship administration mechanisms.

Article 93. Forgery and False Statements

Without prejudice to the laws governing such conduct, any member of the College who has presented forged credentials, documents or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 94. College Rules and Regulations Inconsistent with this Legislation

All College rules, regulations and practices that are inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 95. Power to Issue Guidelines

The AC may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 96. Obligation to Comply

- 91.1. All members of the College's Academic Community shall have the obligation to comply with the provisions of this Legislation.
- 91.2. All academic units of the College shall have the obligation to implement this Legislation.

Article 97. Effective Date

This revised Legislation shall come into force as of **01 August 2024**