

STUDENT HANDBOOK

Ethiopian Institute of Technology-Mekelle

Mekelle University



Our Alumni is Our Pride!

September 2016

TABLE OF CONTENTS

List of Tables	iii
List of Figures.....	iii
Acronyms	iv
Chapter one.....	5
1. Introduction	5
1.1. Background/Brief History.....	5
1.2. Mission, Vision, Values.....	7
1.2.1. Mission	7
1.2.2. Vision	7
1.2.3. Values	7
1.3. EiT-M ORGANIZATIONAL STRUCTURE	8
1.4. Academic Programs in EiT-M.....	9
1.5. EiT-M Registrar organizational structure	12
Chapter Two	13
2. Promotion, Admission, Publication &Scheduling (PAPS).....	13
2.1. Academic Calendar for Undergraduate Programs	13
2.2. General Admissions to Undergraduate Programs.....	13
2.3. Choice of Program of Study/Placement.....	14
2.4. Transfer to an undergraduate regular program	14
2.5. Transfer cases within the University.....	15
2.6. Orientation and Registration	16
2.7. Academic Advisor/Guidance or counseling	16
2.8. Identification Card (ID card)	17
2.9. Adding and dropping courses	17
2.10. Scheduling.....	17
2.11. Class Attendance	17
2.12. Semester Load for Undergraduate Regular Students	18
2.13. Semester Load for Continuing Education Students	18
2.14. General Provisions of Examinations	19

2.15.	Violations of Examination Regulations	19
2.19.	Complaint Handling of Examinations Results	21
2.20.	Make-up Examinations	21
2.22.	Withdraw and Clearance	22
2.23.	Re-admissions	23
2.24.	Readmission Procedures	23
2.25.	Cut-off point for readmission.....	24
Chapter three.....		25
3.	Data and Statistics Management System (DSMS).....	25
3.1.	Grading System for Undergraduate Program	25
3.2.	The grading system of the postgraduate program.....	26
3.3.	Academic Status of postgraduate students.....	26
3.4.	Repeating courses in the postgraduate program	27
3.5.	Violations of Examination Regulations	27
3.6.	Complaint Handling of Examinations Results.....	29
3.7.	Repeating Courses	29
3.8.	Academic Standing of Undergraduate Students	30
3.9.	Discretionary probation	32
3.10.	Readmission Procedures	32
3.11.	Supplemental Examination for Graduation Failures.....	32
3.12.	<i>Graduation Requirement of Undergraduate Program</i>	32
3.13.	<i>Graduation with Distinction and Great Distinction</i>	32
3.14.	The University medal for regular students.....	33
ChapterFour		34
4.	STUDENTS AFFAIRS	34
4.1.	Student Discipline.....	34
4.2.	Discipline committee	34
4.3.	Powers and responsibilities of discipline committee	35
4.4.	Meeting and Decision	35
4.5.	Prohibited Acts that constitute grounds for oral warning	35
4.6.	Prohibited Acts that constitute grounds for written warning.....	36
4.7.	Prohibited acts that constitute grounds for free service punishment in the university ...	36

4.8. Prohibited acts that constitute grounds for suspension for a period of one academic year	37
4.9. Prohibited Acts that constitute grounds for dismissal for good:.....	38
5. References	39

LIST OF TABLES

Table 2-1 <i>Cut-off point for readmission</i>	24
Table 3-1 <i>ECTS UG Grading System</i>	25
Table 3-2 <i>PG Grading System</i>	26
Table 3-3 <i>Status for dismissal and warning for UG regular and in-service students</i>	30

LIST OF FIGURES

Figure 1-1 <i>EiT-M Organizational structure</i>	8
Figure 1-2 <i>EiT-M Registrar Organizational structure</i>	12

ACRONYMS

EiT-M	Ethiopian Institute of Technology-Mekelle
SAUP	School of Architecture and Urban Planning
SECE	School of Electrical and Computer Engineering
SMIE	School of Mechanical & Industrial Engineering
SoC	School of Computing
SoCE	School of Civil Engineering
DChE	Department of Chemical Engineering
RAD	Registrar and Alumni Directorate
EHEECE	Ethiopian Higher Education Entrance Certificate Examination
MoE	Ministry of Education
MU	Mekelle University
CEP	Continuous Education Program
DSMS	Data & Statistics Management System
PAPS	Promotion, Admission, Publication and Scheduling
RACo	Registrar & Alumni Coordinator
SC	School Council
DC	Department Council
IC	Institute Council
UG	Under Graduate
PG	Post Graduate
ECTS	European Credit Transfer System

CHAPTER ONE

1. INTRODUCTION

1.1. Background/Brief History

Ethiopia is just through the implementation of the most inspiring five years Growth and Transformation Plan (GTP-I) and started GTP II. These plans are believed to sustain the rapid and broad based economic growth which has been registered from implementing successive development policies and strategies. Hence, GTP I and II are directed towards achieving Ethiopia's long term vision of becoming middle income industrialized country by 2025. However, transformation process of a nation mainly depends on its human resource and technology development. Toward this end research, education and technology transfer in general and engineering, manufacturing and infrastructure capacity building in particular have become among the pillar strategies of the GTPs.

Considering engineering and technology education as an engine for the ongoing and future developmental activities of our economy, the government has further catered to train 40% of the total annual enrollment in engineering and technology. To realize quality graduates of engineering and technology which can foster the transformation of the country the Institutes of Technologies (IoTs) have been reformed in to highly autonomous organizations. The epicenter of the reform program has been to better engage Technology Institutes in: (1) Technology Transfer by adapting experiences of world class institutes, (2) further strengthening university industry linkages, (3) graduate engineers equipped with hands on experience and (4) enhance entrepreneurial skills of graduates.

Ethiopian Institute of Technology–Mekelle (EiT-M) is one of the ten IoT's officially inaugurated in November 2010 with the new autonomous status. Being on the forefront and with the highest expectation to train competent engineers equipped with hands-on experience and entrepreneurial skills, and as a focal for technology transfer and innovation, our institute acknowledged the need for developing strategic plans in every five years interval with which the institute and its hierarchical units as per the academic structure and governance document are directed. Hence, this document is intended to put resources, tools and methods required to strategically run EiT-M

in coming five years (2015/16 to 2019/20) considering the international, national, regional and university level expectations

The history of Ethiopian institute of Technology-Mekelle goes back to the history of Mekelle University. Engineering education at Mekelle University has started in 1997 with the departments of Civil and Industrial engineering under the then Mekelle University College. In 2000, the former Mekelle University College was upgraded into full-fledged university consisting of four faculties namely Faculty of Dry Land Agriculture, Faculty of Business and Economics, Faculty of Science and Technology and Faculty of Law.

The current institute of technology has gone through a number of transformations; (1) Faculty of Science and Technology, (2) College of Engineering (3) Ethiopian Institute of technology-Mekelle. Upon the launching of 20 years strategic plan of the university, the number of departments under the faculty of science and technology has increased from three in 2000 to six departments in 2008 while the number of students has increased from a total of 300 to 600. With the implementation of the Business Process Reengineering (BPR), the then faculty of science and technology was renamed as a college of engineering that consists of seven departments; Civil Engineering, Industrial Engineering, Mechanical Engineering, Electrical Engineering, Architecture and Urban Planning, Computer Science and Information Systems. During those periods, the number of students has tripled to more than 2400. This was a period where two postgraduate programs launched for the first time.

In 2010, the ecbp reform program was introduced and the institute has been renamed to its existing name. In July 2014, the institute introduced new academic and governance system to facilitate its missions of (1) Technology Transfer by adapting experiences of world class institutes, (2) further strengthening university industry linkages; (3) produce graduate engineers equipped with hands on experience and (4) enhance entrepreneurial skills of graduates.

Currently Ethiopian Institute of Technology - Mekelle is organized in five Schools; School of Architecture and Urban Planning, School of Civil Engineering, School of Computing, School of Electrical & Computer Engineering, School of Mechanical & Industrial Engineering and one Department of Chemical Engineering. The five schools and chemical department have several chairs forming a total of 29 chairs at institute level. Hence, each School/department has chair holders closely related to their postgraduate programs and envisaged strategic research areas. The

academic staffs of the School are members of at least one Chair as per their research priority areas and field of specialization. Each School can run several undergraduate and/or postgraduate programs while the Chairs are spearheading research conducted within their areas, including the different sponsored industrial and societal problem solving research programs, technology transfer and industrial business incubation projects; and to this end the Chairs are given responsibilities to organize the members of the Chairs. Today, Ethiopian Institute of Technology is hosting about 10,000 students in its eleven undergraduate and seventeen postgraduate programs. Moreover, the teaching/learning process is supported by more than 360 fulltime local and 16 expatriate teaching staffs and 172 administrative staffs.

To foster practices of research and development endeavors, the institute is also structured to constitute research and outreach office, science and technology park, entrepreneurship development office, internship coordination office, KTT and IIL office, business and consultancy services office and research centers. These are devised to identify national and community needs and provide research and technological solutions.

1.2. Mission, Vision, Values

1.2.1. Mission

The mission of EiT-M is to become a leading technical, innovative and entrepreneurial university that spearheads the socio-economic development of the community by excelling in academics, research, community services, technology transfer and national and international partnerships.

1.2.2. Vision

By 2025, EiT-M aspires to become one of the top 50 technical universities renowned for its innovative and entrepreneurial competence in Africa.

1.2.3. Values

In fulfilling its mission and achieving its vision EiT-M upholds its guiding principles by the following core values:

- Excellence
- Entrepreneurial attitude

- Team work
- Participatory decision making
- Sensitive to Cross cutting issues
- Quality service delivery
- Professionalism

1.3. EiT-M ORGANIZATIONAL STRUCTURE

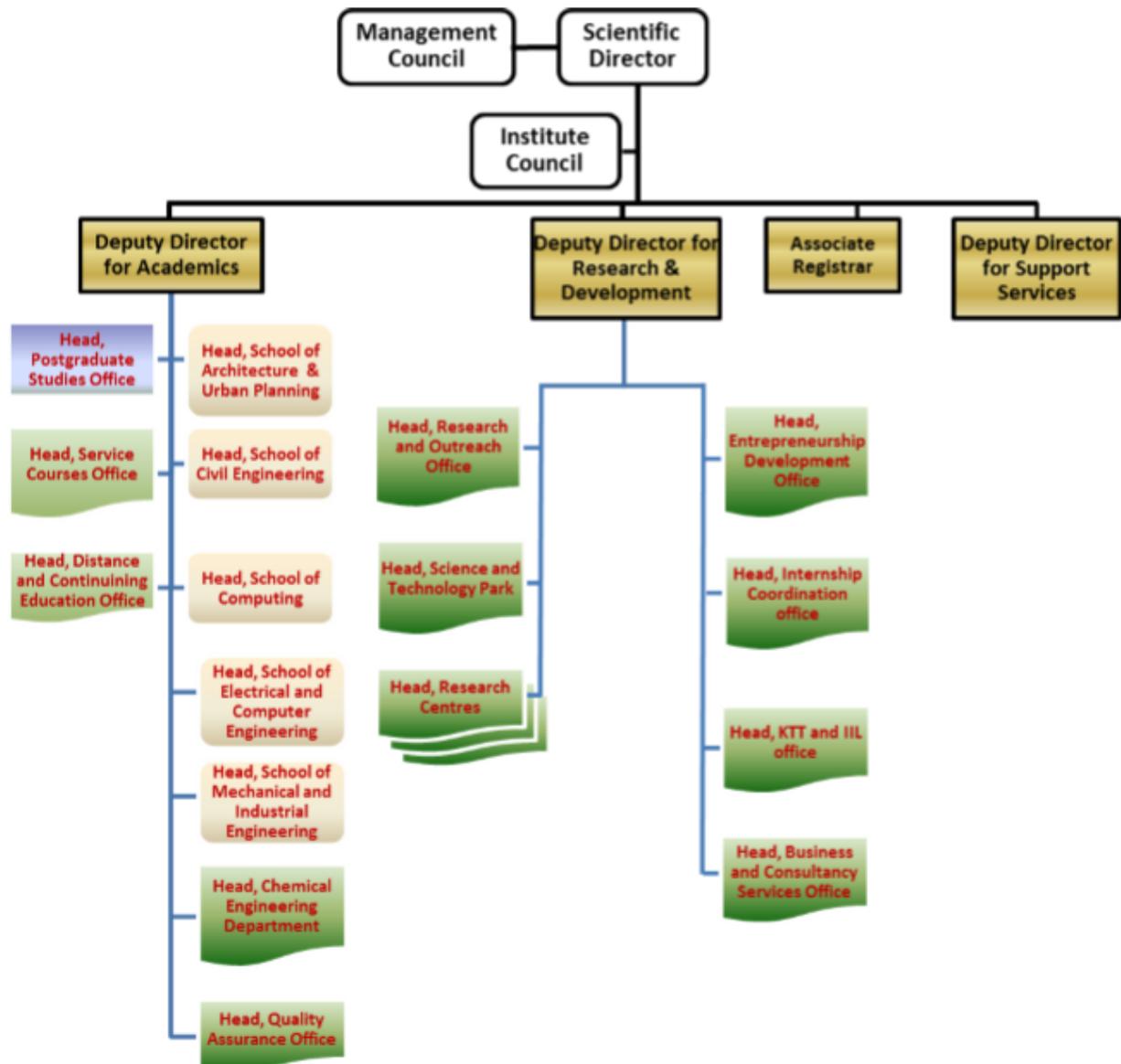


Figure 1-1 EiT-M Organizational structure

1.4. Academic Programs in EiT-M

Engineering education at Mekelle University has started in 1997 with the departments of civil and Industrial engineering. The current institute of technology has gone through a number of transformations namely (1) Faculty of Science and Technology and (2) College of Engineering.

In 2010, the ECBP reform program was introduced and the institute has been renamed and retained its existing name. Today, Ethiopian Institute of Technology is hosting more than 10,000 students in its **eleven undergraduate** and **nineteen postgraduate** programs.

School of Architecture and Urban Planning

Undergraduate Programs (BSc)

- Architecture (Regular)
- Urban Planning and Design(Regular)

Postgraduate (MSc)

- Urban Planning and Development (Regular)

School of Civil Engineering

Undergraduate Programs (BSc.)

- Civil engineering (Regular, In-Service & Evening)
- Water resource & Irrigation Engineering (Regular, In-Service & Evening)

Postgraduate (MSc.)

- Road and Transport engineering (Regular & Evening)
- Structural Engineering (Regular & Evening)
- Hydraulics Engineering (Regular & Evening)
- Construction Technology and Management (Regular)
- Geotechnical Engineering (Regular & Evening)

School of Computing

Undergraduate Programs (BSc)

- Computer Science (Regular, In-Service and evening)
- Information Systems (Regular, In-Service and evening)
- Software Engineering (Regular, In-Service and evening)

Postgraduate (MSc)

- Computer Science (Regular and Evening)

School of Electrical & Computer Engineering

➤ Undergraduate Program (BSc.)

- Electrical and Computer Engineering (Regular & evening) with following streams
 - ✓ Electrical Power Engineering
 - ✓ Electronics & Communication Engineering
 - ✓ Industrial Control Engineering
 - ✓ Computer Engineering

➤ Postgraduate (MSc.)

- Electrical Power Engineering (Regular)
- Communication Engineering (Regular)
- Industrial Control Engineering (Regular & evening)
- Computer Engineering (Regular)

School of Mechanical & Industrial Engineering

➤ Undergraduate Programs (BSc.)

- Mechanical Engineering (Regular & evening)
- Industrial Engineering (Regular & evening)

➤ Postgraduate (MSc.)

- Energy Technology (Thermo & Energy Systems chair) (Regular)
- Thermo Fluid Engineering (Thermo & Energy Systems chair) (Regular)
- Product design and development (Solid Mechanics and Design chair) (Regular)
- Mechatronics Engineering (Industrial Automation and Control chair) (Regular)
- Manufacturing and Material Science (Manufacturing Engineering) (Regular & evening)
- KAIZEN (Quality and Productivity) (Operation and Quality Management chair) (Regular)
- Quality management & engineering (Operation and Quality Management chair) (Regular & evening)
- Production & industrial systems (Industrial systems engineering chair) (Regular & evening)

Department of Chemical Engineering (Regular& Evening undergraduate) with following streams

- Chemical Engineering (Biochemical)
- Chemical Engineering (Process)
- Chemical Engineering (Environmental)

The chairs in each Schools and streams in department of Chemical Engineering

School of Architecture and Urban Planning

- Head, Architectural Design chair
- Head, Graphics design and visualization chair
- Head, Urban Design chair

School of Civil Engineering

- Head, Structure engineering chair
- Head, Geotechnical Engineering chair
- Head, Water resource and Environmental Engineering chair
- Head, Road and Transport chair
- Head, Construction technology and management chair

School of Computing

- Head, software Engineering chair
- Head, Computer and Networking Security Chair
- Head, Information Systems chair
- Head, Knowledge Based Systems chair

School of Electrical and Computer Engineering

- Head, Computer Engineering Chair
- Head, Power Engineering Chair
- Head, Electronic and communication chair
- Head, Industrial Control Engineering chair

School of Mechanical and Industrial Engineering

- Head, Solid Mechanics & Design chair
- Head, Thermal and Energy Systems chair
- Head, Transportation and Ground Vehicles chair
- Head, Manufacturing Engineering chair
- Head, Industrial Automation and Control chair
- Head, Operation and Quality Management chair
- Head, Industrial Systems Engineering chair

Department of Chemical Engineering (3 Streams)

- Process Engineering
- Environmental Engineering
- Biochemical Engineering

Areas of Excellence of Institute

Energy center of excellence

1.5. EiT-M Registrar organizational structure

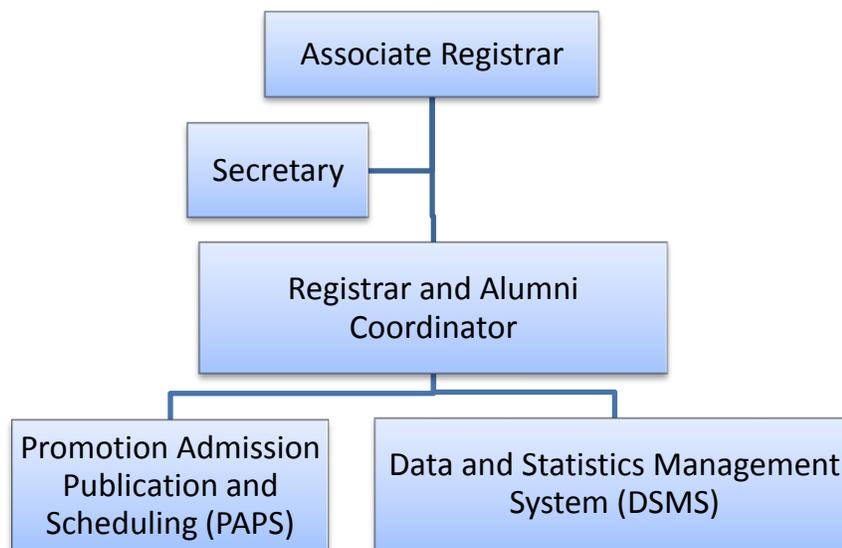


Figure 1-2 EiT-M Registrar Organizational structure

CHAPTER TWO

2. PROMOTION, ADMISSION, PUBLICATION & SCHEDULING (PAPS)

2.1. Academic Calendar for Undergraduate Programs

- 2.1.1. In its regular program and continuing education program (CEP), the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of theoretical and/or practical classes and two weeks of exam), each running from September to June. Kiremt (summer) program shall have 8-12 weeks.
- 2.1.2. The Calendar for each year shall be prepared by the University registrar and approved by the Senate. The University Calendar, among other things, shall provide time schedule for admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the Research and Publication Directorate, instructor's evaluation weeks, the regular meetings of the Senate, final Thesis submissions and open defense dates.

2.2. General Admissions to Undergraduate Programs

- 2.2.1. Admissions to undergraduate programs from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Certificate Examination (EHEECE).
- 2.2.2. EiT-M shall admit students to undergraduate and post graduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment as set by the Ministry of Education (MoE) and/ or by the University.
- 2.2.3. The Senate may issue separate guideline for admission to the Continuous Education Program (CEP).
- 2.2.4. All admissions (graduate and undergraduate) are processed once a year, during pre-announced dates before the new academic year commences in September.

- 2.2.5. Admission to the regular program shall be as per the criteria set by the Ministry of Education which may include University or program specific entrance examination;
- 2.2.6. Students with foreign certificates of equivalent standard as verified by the ministry of education may be admitted

2.3. Choice of Program of Study/Placement

- 2.3.1. The University/Institute has the right to place students in its various Schools/departments within the bands they are placed by the Ministry of Education.
- 2.3.2. Students shall be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special privileges shall be given to female students, physically challenged students, and students from developing regions whose participation in higher education is low. The placement criteria shall be based on:
- i. Cumulative performance of students in the Ethiopian Higher Education Entrance Certificate Examination and the preparatory program;
 - ii. Program choice and academic background of the student
- 2.3.3. Complaints regarding placement may be appealed to institute director/ college dean.
- 2.3.4. Intake requests of college/institutes shall be submitted and endorsed by the senate
- 2.3.5. The College/Institute shall report to the Senate all admissions and placements made in the University.

2.4. Transfer to an undergraduate regular program

- 2.4.1. Students may apply for transfer from other higher learning institutions to the registrar office at least before one week of the start of the semester. The registrar, in consultation with the departments, shall screen applications and present to the president for approval.
- 2.4.2. Applications for transfer shall be considered exceptionally and on the basis of availability of space and facilities and provided that the student has obtained grade levels that would normally be required of students for enrollment into the specific School/department;
- 2.4.3. A student may be granted admission if he is placed in a University situated in a place or environment that poses unfavorable health conditions while he is already suffering from a serious medical problem and his health condition necessitates that he should live near or with his family in order to get family care which has to be supported by a certificate from medical board; or other cases which the university deems it acceptable;

- 2.4.4. A student applying for admission on transfer basis to the University shall be one who has been enrolled in one of the public universities in Ethiopia;
- 2.4.5. Any transfer approval is deemed to be final only if the applicant has produced official record from the previous university where the student has been enrolled;
- 2.4.6. A student who has been dismissed for good from any public or private university or any program in the university shall not be considered for a transfer to any program in the university
- 2.4.7. A student applying for transfer should have a minimum CGPA of 2.00 **and** no “F”, “NG” **or** “IA” grade(s)
- 2.4.8. Students who got admission on transfer basis should present their official transcripts before registration;
- 2.4.9. The Institute/University shall not entertain any transfer admission on student to student exchange basis.
- 2.4.10. Any student shall not be allowed to transfer after he has taken 50% of the courses in his department in the sending university unless it is shown new facts have emerged threatening his health condition as proven and certified by medical board.

2.5. Transfer cases within the University

- 2.5.1. The University students’ may apply for transfer within the same band in the university before the start of the first year first semester.
- 2.5.2. First year Students requesting transfer from one department to another department within a college must obtain the signature of both the sending and receiving departments.
- 2.5.3. Students requesting for transfer within the University should first register in their respective departments before applying for transfer to another department.
- 2.5.4. Any transfer applications after the time of add and drop shall not be entertained.
- 2.5.5. Any student shall not be allowed to transfer after he has taken 50 % of the courses in his department.
- 2.5.6. Any transfer from continuing education (distance, summer, evening, in-service, extension etc) program to regular program is prohibited
- 2.5.7. Upon the approval of the concerned college council, students in the summer program may be allowed to attend regular classes at the end of their studies provided that they are left

with credit hours that can be taken within one year. However, this shall not change their admission classification.

2.6. Orientation and Registration

2.6.1. Orientation

Institute/ the Registrar and student service shall provide orientation to first year students

2.6.2. Registration procedures

- 2.6.2.1. Every student shall register at the beginning of each semester or as per the calendar for registration of modular courses
- 2.6.2.2. A student who fails to register on time or officially withdraw or fails to bring acceptable reasons within the time specified in University academic calendar shall be considered to have dropped the courses that he is expected to register in the program. But if the student fails the registration that have acceptable reasons can register by penalty according to the registrar and alumni office schedule. (2 days)
- 2.6.2.3. Registration is deemed to be completed when a student submits his registration slip to the registrar online (on a pre-programmed standard format) or when a stamp of the registrar is placed on the official registration slip.

2.7. Academic Advisor/Guidance or counseling

- 2.7.1. Each student is assigned to one staff member in his department/academic unit. An assigned advisor shall provide proper guidance and counseling to his student on academic and other social matters with prudence, integrity and care.
- 2.7.2. The Advisor shall maintain records of each student's performance and make follow up of each students status. The advisor shall advise the next levels of academic unites if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence
- 2.7.3. Students shall have access to guidance and counseling service in the university
- 2.7.4. Whenever there is change of advisors there should be proper handover of students' record.

2.8. Identification Card (ID card)

A student registered at the university is issued a non-transferable identification card with a unique and permanent registration (identity) number. The card, which is a very valuable document requiring careful handling, is the passport to services and facilities of the university. The registration (identity) number often called Identification Number, which should appear on every student documents, is required every time the student requests for university services, even after graduation.

Identifications cards are given to every new student and these cards must be

- i. Renewed each regular, evening or in-service session
- ii. Returned to the EIT-M registrar when the student withdraw or graduates

2.9. Adding and dropping courses

- 2.9.1. Adding and/or dropping of courses shall be treated as per the University academic calendar. Adding and dropping of courses shall be processed and finalized by the student in consultation with academic advisor or course team leader, or department head/program coordinator before the deadline set on the academic calendar of the respective year;
- 2.9.2. Students may be forced to drop courses in case of exigencies preventing the program/department to offer the course provided the registrar is duly communicated.

2.10. Scheduling

- 2.10.1. All students shall respect the "**Day one Class one**" and shall regularly attend the classes according to registrar and alumni (PAPS) class schedule issued every semester.
- 2.10.2. At the end of every semester every student shall prepare for final exam according to the exam schedule issued by the registrar and alumni (PAPS).
- 2.10.3. In cases of class or exam clashes due to adding courses, a student shall immediately report to the scheduling registrar office PAPS (A2-104). So, the registrar may consider and arrange for those having acceptable reasons.

2.11. Class Attendance

- 2.11.1. A student is required to attend all lecture, laboratory and practical sessions as well as field work; Students are required to maintain a minimum of 90% attendance to earn credit in

the given course. However, some program may demand 100% attendance where such full attendance is academically indispensable and indicated in the curriculum.

- 2.11.2. A student who has missed more than 10% attendance shall be given a grade of 'IA' (Incomplete Attendance) and be required to provide acceptable reasons to the department/program for failure to attend classes.
- 2.11.3. If the student's absence is proven to have been for valid reasons (such as sickness or death of any of her/his parents, child, spouse or sister/brother) to be presented from relevant bodies, s/he shall be allowed to sit in the final examination
- 2.11.4. If the student's incomplete attendance was due to reasons that were not valid, the 'IA' grade shall be changed to an "F" grade from the last date of exam or one week after the next enrollment. Where such student takes a re-exam for that course, her/his grade shall be recorded as 'C' if he obtains a grade point 'C' and above.
- 2.11.5. Any student who has not attended more than one course for three consecutive weeks any time within a semester must withdraw from the program.

2.12. Semester Load for Undergraduate Regular Students

- 2.12.1. A minimum ECTS or Credit Hours for full-time regular students shall be 25 or 15 per semester, respectively
- 2.12.2. The maximum load shall not exceed 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum.
- 2.12.3. A student who has justified reasons for deviation from the normal load has to secure a special permission, not exceeding 37 ECTS or 23 Credit Hours, from the respective SC/IC.
- 2.12.4. The maximum load for part time students is 16 ECTS or 9 credit hours.

2.13. Semester Load for Continuing Education Students

- 2.13.1. The maximum load in evening & weekend programs shall be 18 ECTS or 12 credit hours per semester unless otherwise prescribed in the course catalogue
- 2.13.2. A student may be allowed to take up to 25 ECTS or 16 credit hours in his final semester when he is a graduating student
- 2.13.3. The maximum load for evening and weekend students in a Kiremt semester shall be 15 ECTS or 9 credit hours.

- 2.13.4. The maximum semester load for summer students in kiremt semester shall be 22 ECTS or 15 credit hours.
- 2.13.5. The SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

2.14. General Provisions of Examinations

- 2.14.1. Continuous assessment in the form of tests, reports, assignments, presentations shall be given in every course/module which shall count for a minimum of 50% mark of the total course/module. The remaining (maximum) 50% shall be allotted for a final exam at the end of module/course.
- 2.14.2. Examinations may be written, or practical, or oral depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- 2.14.3. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one year.

2.15. Violations of Examination Regulations

- 2.15.1. Any one of the following shall be interpreted as an **act of cheating** in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students;
- a) Found in possession and/or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted; or working on or being found in possession of exam papers other than one's own; or
 - b) Exchanging information in the exam hall through oral, symbolic, written, and electronic or (**holding electronic devices like Mobile**) any other means where these are not specifically permitted; or
 - c) Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own; or

- d) Sitting on an examination in a course/module for which one has not been registered; or taking an examination by proxy for another student;
 - e) Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production; or
 - f) Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator; or
 - g) Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper; or
 - h) Obstruction of invigilation duty through violence, and intimidation, or insult or abusive words; or engaging in any other act that is deemed inappropriate to the smooth and peaceful conduct of the examination
 - i) Engaging in any other act that is deemed inappropriate to the smooth and peaceful conduct of the examination
- 2.15.2. The invigilator shall report forthwith in writing describing the incident(s) by attaching the evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices and other relevant evidence)
- 2.15.3. Where the act of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.
- 2.15.4. All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the course/module instructor who in turn shall present to the academic unit head in which the student is enrolled.
- 2.16. The Head of the academic unit shall present the case in detail in writing with its recommendation to the registrar which shall determine if there had indeed been a clear case of cheating or of intended cheating. The registrar has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 2.16.1. If an act of student is proven to be cheating by the registrar, the grades of the student shall be put as 'F'. The registrar shall publish and notify its decision to the student and the academic unit.

- 2.16.2. A student who is found cheating during final exam, or mid-term exams or while submitting his senior thesis shall be punished with one semester suspension.
- 2.17. A student penalized with one semester is delayed from graduation by one year from the normal duration for completion of the program he is admitted
- 2.18. The registrar may impose lesser penalties when the act of cheating was committed in assessment programs other than final exam, midterm exam, or senior thesis
- 2.18.1. The registrar may dismiss a student who has committed cheating for the second time while enrolled in a program. The president may commute the decision for dismissal for good in to two years suspension
- 2.18.2. Where a cheating incident or intent to cheat is committed by organized group of students (Viber), each of the students participating in cheating shall be subject to heavier penalties up to dismissal for good.

2.19. Complaint Handling of Examinations Results

- 2.19.1. A student who is aggrieved by the grade obtained in a course/module shall have the right to petition for remarking his exam paper on the basis of the conditions set forth here under:
- 2.19.2. Grade complaints shall be reviewed based on sample answer and high score in the course exam
- 2.19.3. If the grade (result) of the course being complained is wrongly entered due to an error committed by the instructor, for which the instructor admits, the instructor shall change the student's grade by submitting a "Grade Change Report" to the office of the registrar. The grade change form shall indicate the signature of the instructor, the department head, and seal of the registrar.

2.20. Make-up Examinations

- 2.20.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, psychological problems, birth etc may be allowed to sit for a make-up examination in the course. The student or his representative shall provide one of the following documents within one week after the start of the subsequent semester:

- a) Medical certificates, for illness and psychological problems,
 - b) Certified documents from social courts for other social problems;
 - c) Certified documents from concerned public offices for all other reasons
- 2.20.2. The department shall submit the grade of the student taking make up exam within three weeks from the start of the subsequent semester
- 2.20.3. A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination of at least one month before the final examination of the course/module is scheduled to be administered.
- 2.20.4. A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, he shall be allowed to sit for make-up examinations within three weeks of the following semester.
- 2.20.5. Any “I” grade not removed within a month from the start of the subsequent semester shall be converted to an “F” grade.
- 2.20.6. If it is discovered by the concerned body that a student has intentionally submitted wrong evidence to sit for makeup examination, he shall be given an “F” in the course(s) and shall be dismissed from the University for one semester.
- 2.20.7. Where the department/program has not accepted an application for makeup exam, the registrar shall automatically change the "I" grade to "F" grade upon notification of rejections of application for make-up exam.
- 2.21. All makeup examinations are subject to fees to be prescribed by the registrar.

2.22. Withdraw and Clearance

2.22.1. Withdrawal

Students who intend to withdraw from the university must first discuss the matter thoroughly with their academic advisors. In principle, the university doesn't encourage withdrawal unless the student's problem is serious one, and students who withdrew for inadequate reasons may be denied readmission. Application to withdraw must be presented to the respective department through the academic advisor. Reasons for withdrawal must be supported by reliable documents. The application and necessary documents are then forwarded to the department head for a final

decision. If permission to withdraw is granted by the department head, the student must begin the clearance process as soon as possible.

2.22.2. Clearance

Upon completion of each academic year, graduation and proper withdrawal, upon transferring from one department to another within the same college/institute or between two colleges and for ID replacement students must undergo proper clearance procedures. The purpose is to ensure that a student has returned all university property and due payments before discontinuing his/her study and leaves the campus. If such procedures are not strictly followed, a student may later be denied use of all university services, no transcripts, degrees, readmission applications or other services will be issued to students who have not submitted an appropriately completed and signed clearance form to the registrar and alumni office.

2.23. Re-admissions

- 2.23.1. All re-admissions shall be processed in accordance with the procedures laid down under this provision
- 2.23.2. The department may approve readmission based on the availability of facilities and the necessary budget, where the student is dismissed for academic reasons or withdraw for valid reason.
- 2.23.3. Readmission regulations of the University shall apply to all regular, part time, advance standing, in-service and Distance and Continuing Education students.

2.24. Readmission Procedures

- 2.24.1. Any student seeking readmission shall fill the necessary forms and submit them to the registrar. The registrar shall forward the application to the Schools/department for consideration.
- 2.24.2. A students who discontinued his studies without applying for withdrawal may qualify for re-admission provided he produces official evidence from an appropriate institution
- 2.24.3. A student who withdrew from the University, for valid reasons, while in good academic standing, shall get priority for readmission.
- 2.24.4. A student, who is dismissed for academic reasons and who is readmitted, shall repeat the semester from which he/she has been dismissed.

- 2.24.5. A readmitted student shall be allowed to take only the course he/she has shown academic deficiency.
- 2.24.6. A student who applies after five years from his last withdrawal shall be responsible for all costs that result from change or revision of curriculum
- 2.24.7. A student who has more than 90% attendance shall be readmitted before two weeks to the final exam of the semester where he is eligible for readmission
- 2.24.8. The student shall apply for re-admission at least after one semester following withdrawal from the University

2.25. Cut-off point for readmission

- 2.25.1. Cut-off Semester Average Grade point /CGPA for readmission of an academically dismissed student in any enrolment (Regular, in-service, CEP etc.) shall be as follows:

Table 2-1 Cut-off point for readmission

YEAR		First		Second		Third		Fourth		Fifth	
Semester		I	II	I	II	I	II	I	II	I	II
Cut off minimum points	SGPA	1	-	-	-	-	-	-	-	-	-
	CGPA	-	1.50	1.75		1.85		1.92			

- 2.25.2. Any readmitted student may be allowed to repeat courses in which the student scored below “C”.

CHAPTER THREE

3. DATA AND STATISTICS MANAGEMENT SYSTEM (DSMS)

3.1. Grading System for Undergraduate Program

The European credit accumulation and transfer system grading calculation shall be as follows:

Table 3-1 ECTS UG Grading System

Raw Mark Interval-(100%)	Corresponding Fixed Number Grade	Corresponding Letter Grade
[90, 100]	4.0	A ⁺
[85, 90)	4.0	A
[80, 85)	3.75	A ⁻
[75, 80)	3.5	B ⁺
[70, 75)	3.0	B
[65, 70)	2.75	B ⁻
[60, 65)	2.5	C ⁺
[50, 60)	2.0	C
[45, 50)	1.75	C ⁻
[40, 45)	1.0	D
[30, 40)	0	F _x
[<30)	0	F

- a) Conversion from the letter grade to the number grade shall be done by the registrar office
- b) Semester grade point average (SGPA) is determined by dividing grade points earned in a semester by the number of credit hours/number of ECTS attempted in that semester. Cumulative grade point average (CGPA) are determined by the sum of grade points totally earned by the total number of credit hours/ECTS taken.

3.2. The grading system of the postgraduate program

3.2.1. Examinations are graded as per the following letter grading system with corresponding points.

Table 3-2PG Grading System

Raw Mark	Grade points	Letter Grade
[95, 100)	4.0	A ⁺
[90, 95)	4.0	A
[83, 90)	3.75	A ⁻
[76, 83)	3.50	B ⁺
[70, 76)	3.00	B
[65, 70)	2.75	B ⁻
[58, 65)	2.50	C ⁺
[50, 58)	2.00	C
[40, 50)	1.00	D
<40	0.00	F

3.2.2. To complete courses in post graduate program, a candidate needs to obtain a minimum CPGA of 3.00 and maximum of one “C+” grades in all courses for Masters and no “C” or “C+” grade for PhD candidates.

3.3. Academic Status of postgraduate students

3.3.1. At the end of each semester, the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.

3.3.2. A first year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester result.

3.3.3. Any first year or above graduate student who achieve SGPA between 2.50 and 3.00 shall be placed probation by the DGC and any such student who had been placed on probation

shall be subject to dismissal if the student fails to achieve SGPA of 3.00 in the following semester.

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

3.4. Repeating courses in the postgraduate program

3.4.1. Courses with “C” grades or lower may be repeated when the CGPA of the student less than 3.00. For PhD student all courses with “C” grades or lower shall be repeated.

3.4.2. The DC, with the recommendation of the courses/module instructor and the DGC, may allow a student is with a grade “C” or lower to take re-exam, instead of repeating the course, after assessing the overall performance or special conditions of the student on individual basis.

3.4.3. A student may not repeat or take re-exam in a course/module more than twice unless it is required for graduation.

3.4.4. The final grade for repeated courses or a course/module in which re-exam has been taken shall be recorded as is and used for computation of CGPA.

3.4.5. A student repeating course or sitting for re-exam shall be responsible for all costs required for repeating or re-examination.

3.5. Violations of Examination Regulations

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

1. Found in possession and/or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted; or
2. Working on or being found in possession of exam papers other than one’s own; or
3. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted; or
4. Making use of someone else’s work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one’s own; or

5. Sitting on an examination in a course/module for which one has not been registered; or
 6. Taking an examination by proxy for another student; or
 7. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator; or
 8. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper; or
 9. Engaging in any other act that is deemed inappropriate to the smooth and peaceful conduct of the examination
- 3.5.2. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall report forthwith in writing describing the incident(s) by attaching the evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices and other relevant evidence)
- 3.5.3. Where the act of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.
- 3.5.4. All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the course/module instructor who in turn shall present to the academic unit head in which the student is enrolled.
- 3.5.5. The Head of the academic unit shall present the case in detail in writing with its recommendation to the ARA which shall determine if there had indeed been a clear case of cheating or of intended cheating. The ARA has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 3.5.6. If an act of student is proven to be cheating by the registrar, the grades of the student shall be put as 'F'. The ARA shall publish and notify its decision to the student and the academic unit.
- 3.5.7. A student who is found cheating during final exam, or mid-term exams or while submitting his senior thesis shall be punished with one semester suspension.

- 3.5.8. A student penalized with one semester is delayed from graduation by one year from the normal duration for completion of the program he is admitted
- 3.5.9. The registrar may impose lesser penalties when the act of cheating was committed in assessment programs other than final exam, midterm exam, or senior thesis
- 3.5.10. The ARA may dismiss a student who has committed cheating for the second time while enrolled in a program. The president may commute the decision for dismissal for good in to two years suspension
- 3.5.11. Where a cheating incident or intent to cheat is committed by organized group of students, each of the students participating in cheating shall be subject to heavier penalties up to dismissal for good.

3.6. Complaint Handling of Examinations Results

- 3.6.1. A student who is aggrieved by the grade obtained in a course/module shall have the right to petition for remarking his exam paper on the basis of the conditions set forth here under:
- 3.6.2. A student who believes that his/ her final grade (intermediate result) reflects capricious, arbitrary, or prejudiced academic evaluation has the right to submit complaint/s to his course instructor.
- 3.6.3. If the grade (result) of the course being complained is wrongly entered due to an error committed by the instructor, for which the instructor admits, the instructor shall change the student's grade by submitting (requesting) "Grade Change Report" to the office of the registrar (School or Department). The grade change form shall indicate the signature of the instructor, the department head, and seal of the registrar.

3.7. Repeating Courses

- 3.7.1. A student with 'Fx' shall take supplementary exam, whereas those who scored 'F' grade shall repeat that course.
- 3.7.2. A student with an 'Fx' may sit for supplementary exam only for a maximum of two courses in a semester. The total number of supplementary exam shall not exceed four for three years program and six for programs more than three years program
- 3.7.3. A student who scored a grade of 'F' for any prerequisite and core course for the third time will be dismissed for academic reasons.

- 3.7.4. A student who scored ‘F’ for generic courses twice may apply for course allergic
- 3.7.5. A graduating student in his last semester or a readmitted student may apply to his/her department to repeat course/s in which he obtained a ‘C⁻’ or below grade. However, no such course may be repeated more than once unless it is a required course for graduation.
- 3.7.6. A grade of a student for repeated exam shall be accepted as it is. The previous ‘F’ grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SGPA in the reporting period.
- 3.7.7. A student who has been allowed to repeat a course/module based on an original “D” grade cannot repeat the course/module unless it is required to remove the student’s academic deficiency for graduation.

3.8. Academic Standing of Undergraduate Students

- 3.8.1. A student who earned “(C)” grade or above in all courses of a semester shall be in good standing.
- 3.8.2. Academic Standing of Undergraduate regular and CEP Students shall be determined as per the following table.

Table 3-3 Status for dismissal and warning for UG regular and in-service students

Summary related to dismissal and warning for regular and in-service			
Semester	First Year		Second year and above
	I	II	III
Credit hour or ECTS taken interval	15-19 or 27-32	30-38 or 60-64	>45 or >90
Conditions for Academic Dismissal	SGPS < 1.5	Both SGPA < 1.75 and CGPA < 2.00	Both SGPA < 1.75 and CGPA < 2.00
	–	Either SGPA < 1.75 or CGPA < 2.00, and if warned last semester	Either SGPA < 1.75 or CGPA < 2.00, and if warned last semester
	–	SGPA < 1.50	SGPA < 1.50
Conditions for Warning	SGPS 1.50-1.74	Either SGPA < 1.75 or CGPA < 2.00	Either SGPA < 1.75 or CGPA < 2.00

3.8.3. Academic Standing of Undergraduate Part-time Students shall be determined as per the following table.

Table 3-4 Status for dismissal and warning for UG CEP and Part-time students

Summary related to dismissal and warning for Part-time			
Semester	I	II	Third semester and above
Credit hour or ECTS taken interval	9-12 or 14-20	18-24 or 27-30	27-36 or 54-60
Conditions for Academic Dismissal	SGPS < 1.5	Both SGPA < 1.75 and CGPA < 2.00	Both SGPA < 1.75 and CGPA < 2.00
	–	Either SGPA < 1.75 or CGPA < 2.00, and if warned last semester	Either SGPA < 1.75 or CGPA < 2.00, and if warned last semester
	–	SGPA < 1.50	SGPA < 1.50
Conditions for Warning	SGPS 1.50-1.74	Either SGPA < 1.75 or CGPA < 2.00	Either SGPA < 1.75 or CGPA < 2.00

Year I Students

3.8.4. A student who, at the end of the first semester, scores semester grade point average (SGPA) of less than 1.50 shall be dismissed for academic reasons. If a student who, SGPA of 1.50 up to 1.74 both inclusive shall be warned and SGPA of above 1.75 shall be passed.

Year I Semester II and above students

3.8.5. A student who, at the end of any semester, scores semester grade point average (SGPA) of less than 1.75 and CGPA of less than 2.00 shall be dismissed.

3.8.6. A student who, at the end of any semester, scores semester grade point average (SGPA) of less than 1.75 or CGPA of less than 2.00 shall be warned. But if the previous semester is not achieved warned.

3.8.7. If a student who, at any semester CGPA greater than 2.00 but SGPA of less than 1.50 shall be dismissed.

3.8.8. Student who scores SGPA less one in any semester or who has been under consecutive academic dismissal shall be dismissed for good.

3.9. Discretionary probation

- 3.9.1. The student applying for probation shall have CGPA greater than 2.25, and Semester GPA more than 1.5
- 3.9.2. A student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he doesn't remove himself from probation by attaining a CGPA of 2.00

3.10. Readmission Procedures

Re-admission of academically dismissed students

- 3.10.1 Any readmitted student may be allowed to repeat courses in which the student scored below "C", but s/he shall not take any new course during her or his readmitted semester.

3.11. Supplemental Examination for Graduation Failures

- 3.11.1. A student who fails in an examination during the last semester of the final year may be given supplemental exams during the first two weeks of the subsequent semester.
- 3.11.2. No accommodation and cafeteria services shall be provided for students who take supplemental exams
- 3.11.3. Distance and Continuing Education students who sit for supplemental examinations shall pay examination fees for each course
- 3.11.4. A student must register for the semester during which he sits for the supplemental exam

3.12. Graduation Requirement of Undergraduate Program

- 3.12.1. The student has no "F", "NG", or "I" grade in any course
- 3.12.2. The student must achieve a minimum CGPA of 2:00 in all courses
- 3.12.3. The student must take all the required courses/modules and the minimum credit hours set by the curriculum of the respective academic program should be satisfied.

3.13. Graduation with Distinction and Great Distinction

- 3.13.1. A student who, upon completion of the requirements for the bachelor degree, has:
- ✚ CGPA ≥ 3.75 shall graduate with **Very Great Distinction**.
 - ✚ CGPA between 3.5 to 3.74 shall graduate with **Great Distinction**
 - ✚ CGPA between 3.25-3.49 student shall graduate with **Distinction**.

3.14. The University medal for regular students

3.14.1. The University Medal is a prize awarded every year at the commencement exercise to two outstanding regular students (at least one of them a female student) from each School.

3.14.2. The award is made on the basis of academic excellence, gender, good character, and participation in extra-curricular activities. The CC of each academic unit shall, each year, recommend to the Senate its outstanding student for the latter's approval.

CHAPTER FOUR

4. STUDENTS AFFAIRS

4.1. Student Discipline

1. Without prejudice to article 70 and the power of student service director office to issue further disciplinary rules, all student disciplinary matters shall be governed under part ix of this legislation.
2. Scope of application
 - 2.1. Conducts prohibited by this legislation are unacceptable in all campuses, classrooms, and in any education related setting outside the campus such as during institutional trips, meetings and social events
 - 2.2. Acts committed off University premises and not connected with any University sponsored or supervised activity shall not entail disciplinary measure constitute under this legislation.
 - 2.3. Every member of the University Community, whether a student or a staff member, shall be responsible to report to the appropriate authority any acts, within his knowledge, which would appear to show a violation of prohibited acts under this legislation or other Code of Conducts issued by the RAD or student service director.
 - 2.4. The powers of the President and the Senate are delegated, as specified herein, to bodies composed of elected students and Staff members.
3. Without prejudice to the power of each academic unit to enforce disciplinary measures, the primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall be vested on the RAD office

4.2. Discipline committee

1. In each campus of the University there shall be at least one Students' Discipline Committee.
2. The discipline committee shall be composed of the RAD office as a secretary of the committee, one from the office of student service (member), one male (member) and one female student proposed by the students' council (member), one continuing and distance program student representative where the case involves evening and continuing education student, (member), one academic staff appointed by the campus committee (chair). The academic staff shall chair the discipline committee,

4.3. Powers and responsibilities of discipline committee

1. The discipline committee shall screen and ascertain the merits of the case in a fair and impartial procedure that ensure due process of law in the screening process
2. The discipline committee shall communicate its findings and recommendations in writing to the RAD office.
3. The discipline committee shall be accountable to the RAD office
4. Each member of the Students' Discipline Committee shall serve for a period of two years at the end of which he/she may be re-elected.

4.4. Meeting and Decision

1. The discipline committee shall dispose disciplinary cases without delay. The committee shall draw a time line of disposing a case to be approved by the director of the RAD office.
2. A majority (50+1) of the discipline committee composes a quorum
3. The discipline committee shall pass its decision by majority (50+1)
4. The discipline committee shall duly observe due process of law. The discipline committee shall in particular respect the right of the student to be heard and defend all allegations presented against him

4.5. Prohibited Acts that constitute grounds for oral warning

1. Improper placement of cafeteria equipment items such as tray, tea cubs, spoon etc intentionally.
2. Infringing the normality of queue in areas where student service is delivered at cafeteria and in other similar services
3. Washing hands within the cafeteria
4. Disturbing other students with high sounds such as by opening mobile phones, radio, tape and making noises in areas where a common service is delivered
5. Creating conditions that can harm private or common health of other students
6. Posting pictures in doors, windows and the walls of dormitory
7. Unwillingness to show identification card at library, at entries to the campus, at cafeteria, at exams, etc.
8. Washing foot, socks, etc. in hand and face bathe rooms
9. movement of tables and chairs from class rooms and halls without permission by the concerned official or course instructor

10. Improper utilization of water and electric powers
11. Smoking in class rooms, dormitory, and cafeteria
12. Damaging ornamental plants and grasses within the university
13. Breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria and housing regulations.
14. Depending on the nature and occurrence of the disciplinary offence under this provision, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Campus Student Service office or the concerned head library
15. Disciplinary measures shall be communicated to the RAD office

4.6. Prohibited Acts that constitute grounds for written warning

1. Have already oral warning because of offences stated under the article/s given above and committed the same offences
2. Bringing person not allowed to cafeterias
3. Sharing bed with non-dorm members
4. Being drunk and disturbing the community
5. Taking food in to the dormitory
6. Sexual harassment
7. Improper utilization of University property such as tables, chairs, television, computers, etc.
8. The initiations, organization or promotions of any student meetings or demonstrations, without the permission of the competent university authority
9. Dissemination, by written means, of defamatory material concerning any other member of the community.
10. Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Campus Student Service office
11. Disciplinary measures taken as per this provision shall be communicated to the RAD office

4.7. Prohibited acts that constitute grounds for free service punishment in the university

1. Have already written warning having committed offenses stated under article above (g) and repetition of such offenses will lead to this type of sanction

2. Removing legal advertisements posted on advertising boards.
3. Bringing a person from outside the university in to the dormitory
4. Having sex inside the university compound
5. Crossing prohibited areas in the University
6. Crossing University campus compound fences
7. Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Campus Student Service office or the concerned head library
8. Disciplinary measures taken as per this provision shall be communicated to the RAD office

4.8. Prohibited acts that constitute grounds for suspension for a period of one academic year

1. Have already sanctioned with free service and repeating such offences will lead to this punishment
2. Dissemination whether by oral or written means of defamatory expressions against any of member of the university community
3. Intimidating any member of the university community
4. Transferring university identity card or service card to other person
5. Having or possessing soundless weapons or dangerous tools inside university compound
6. Sharing bed or allowing any access to dormitory to opposite sex student
7. Hacking and accessing others emails and IT facilities, misusing University website, breaking University network and administration security, deliberate virus dissemination
8. Instigating conflict such as political, ethnic or religious within the university community
9. Possession of real, fake or other dangerous tools inside University compound.
10. without the permission of the competent university authority conducting of any student meetings
11. Initiations, organizations, or promotion of any student's demonstration with
12. the purpose to disrupt result the University activities through encouragement
13. of absences from classes without official permission
14. Manipulating university property or deliberate attempt to destroy university property
15. Presenting or submitting others work as own work.

16. Intimidating or threatening of female students through verbal or non-verbal means or any other form
17. Bullying a student or instructor or any member of the university community member in any form
18. Selling liquors and drugs such as marijuana, chat, etc. inside the university compound.
19. Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the offenses provided for in this Article shall be prescribed by Students' Discipline Committee.

4.9. Prohibited Acts that constitute grounds for dismissal for good:

1. Any theft in the university compound
2. Taking or tearing out of any university property books
3. Theft or unauthorized accessing of records/data from the University data base
4. Any attempt to seat for other person examination in the university
5. Attempting to fraud by copying signature or deleting any documents
6. Any attempt to harm someone from the university community with any kind of weapons
7. Committing the act of rape
8. Violence on woman with the intention of committing rape
9. Sharing bed or allowing any access in the dormitory to non-students
10. Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the offenses provided for in this provision shall be prescribed by Students' Discipline Committee.
11. A student aggrieved by the decision of the Discipline Committee may appeal to the President or to an official of the University so delegated by the President for this purpose. The decision of the President or his delegate shall be final within the University
12. Further disciplinary rules and measures may be issued by relevant offices of the University with the authorization of the Senate

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