Unity University College
Revised
Legislation

May 2002
Unity University College
Addis Ababa
1. Unity University College (UUC): Background and Development

The year 1991 marks the beginning of the first phase in the history of Unity University College (UUC); a milestone that paved the way for the establishment and subsequent rapid expansion of UUC. Initially a language school was established, offering courses in English, Arabic and French, but later the same year a preparatory program for the Ethiopian School Leaving Certificate Examination (ESLCE) was also on offer. The school grew rapidly over the next three years, both in terms of the size of the student population and the number of teaching staff. Then in 1994 a certificate program in basic law was launched and subsequently upgraded to a diploma program. In addition, new courses in business administration, food, and beverage services were offered and the school changed its name to Unity Law, Language and Vocational Institute.

The second phase ran from 1997 to 1999, during which time diploma programs in Accounting, Marketing, Business, Personnel Administration and Secretarial Science were launched and Unity Law, Language and Vocational Institute became Unity College (UC).

The third phase witnessed not only the consolidation of the existing diploma programs but also a significant expansion in the range of programs offered, starting with the introduction of new Accounting, Management and Economics degree courses in 1999. In 2000 a degree program in Management Information Science (MIS) was launched and in 2002 additional degree programs in Law, Marketing, Management, Computer Technology, English, Statistics and Mathematics were made available to regular, extension and degree students. In August 2002, Unity College was officially renamed Unity University College.

Since then UUC has focused on consolidating its regular, extension and distance education degree programs. It has evaluated and extensively reviewed all existing curricula and in addition has undertaken careful preparations for the introduction of new undergraduate and postgraduate degree programs.
1.1 Vision Unity University College (UUC)

The vision of UUC is to be the leading African center of academic excellence, respected for the range of academic programs it offers, for the capable and confident graduates it produces and for their contribution to local and global development.

1.2 Mission

UUC is committed to using innovative approaches to ensure the continuous enhancement of human resources and in particular to produce qualified professionals who are well placed to meet global development needs.

1.3 Values

Members of UUC shall cherish the following values: academic freedom; respect for the rule of law; transparency; accountability; love for one's country; dignity; respect for one another and for universal humanitarian values. They shall also pursue personal and professional integrity; self-development and diligence; take pride in their work; seek to foster inclusiveness and reward competence.

1.4 Overall Objectives

The overall objectives of UUC shall be to:

i. provide a high quality, well-rounded education to its regular, extension, and distance learning students;

ii. offer a wide range of academic programs;

iii. offer effective short-term training courses;

iv. encourage innovative research;

v. prepare and publish clear and informative teaching materials, textbooks, academic periodicals and newsletters;

vi. provide research-based consultancy services to governmental and non-governmental organizations and the business community;
vii. establish and maintain partnerships with national and international institutions of higher learning and research (institutions);

viii. operate as an efficient and effective organization; and

ix. serve the community and offer scholarships to capable but indigent individuals, particularly women.

2. THE REVISED LEGISLATION

The foundations of the present legislation comprise the 1999 Legislation of Unity University College, the Legislation of Addis Ababa University and the extensive discussions and consultations carried out with officials of Mekele University, Jimma University, Awassa University, Dilla College of Health and Teacher Education, and Wondo Gennet College of Forestry which were conducted when a delegation from the then Unity College toured these institutions. The discussions concerning problems of academic administration were very fruitful and have greatly enriched the present legislation. The revised legislation is, therefore, the result of insight and information gained from these and other valuable sources.

Almost one year ago the Academic Vice President established two subcommittees that met on a regular basis, usually once a week. Their terms of reference consisted, amongst other things, of (1) thoroughly and critically reviewing the 1999 Legislation of Unity College, (2) identifying disparities in the legislation, rules, regulations and procedures due either to the non-existence of appropriate rules, regulations and procedures, or to difficulties faced in interpreting or uniformly applying the existing rules, regulations, and procedures and (3) suggesting necessary changes, additions and refinements to enhance and facilitate the day-to-day academic administration of Unity University College.

Once the subcommittees had completed their first draft, the legislation was submitted to further careful and rigorous scrutiny, first by a joint forum of the original subcommittees, and then by the Advisory Board. The preparation of the legislation has therefore made use of several sources to which it owes a great deal.
Unity College took significant steps in its short four year existence; and it has now passed its hard-won successes and glory on to Unity University College (UUC). From the beginning, one of the major aspirations of Unity College has been to achieve academic excellence, in both teaching and research, and it continues to be UUC’s aspiration. Major structural transformations, which we believe will help achieve the same objectives and goals, have been undertaken. These transformations include the establishment of policy making and executive bodies such as the Academic Senate, an Advisory Board, the Executive Committee, and Academic Commissions, of faculties/schools, whose duties and responsibilities are clearly stated in the present legislation.

One of the key changes to the legislations is the devolution of authority and duties to faculties/schools and departments. For example, the legislation bestows extensive powers and duties to departments because these are the foundations and building blocks of institutions of higher learning. Department heads are responsible for recruiting, appointing, supervising, evaluating, and recommending the renewal and/or termination of staff contracts. In addition, their responsibilities also include reviewing existing curricula, launching new programs, or removing old ones, developing and adopting new textbooks, holding seminars and workshops on relevant subjects and providing short courses on teaching methods, etc. The new legislation thus devolves authority and responsibility to the most appropriate bodies.

The next level comprises faculties and academic commissions. These play important roles in the institution building process by, for example, coordinating and facilitating the activities of departments, and striving towards achieving excellence in both teaching and research. Their authorities and responsibilities typically cover a number of departments.

A Students’ Handbook is currently being prepared and will soon be finalized and distributed to all students. It is based on the revised legislation and the academic rules, regulations and procedures. It defines the rights, duties and responsibilities of students. Since the handbook encompasses all rules, regulations and procedures it shall serve as the basic reference material for students.

Legislation
An Instructors’ Handbook will also be available for distribution to all members of staff. It shall serve as the main reference material for instructors since it deals with all matters concerning teaching staff.

Any legislation is only good if it serves its purpose. When there is a gap that the document does not address, it is time to change or improve it. Change is a continuous process and is indicative of the healthy growth and development of an institution.
| 1  | Academic Calendar            | Official calendar specifying the yearly academic activities of the University College. |
| 2  | Academic Commission          | A body comprising deans of faculties, heads of academic departments and two instructors appointed by the Academic Vice President, with responsibility for the overall academic administration of a faculty or school. |
| 3  | Academic Dismissal           | A decision to disallow/discontinue academic pursuit by a student in the University College for academic reasons. |
| 4  | Academic Probation           | A probationary period for a fixed length of time given to a student to help the faculty and the school decide whether he/she will succeed in his/her studies if allowed to continue (readmitted). |
| 5  | Academic Staff               | Instructional staff teaching at an institution of higher learning. |
| 6  | Academic Warning             | Warning given to a student to improve his/her grades in order to maintain good standing in the University College. |
| 7  | Academic Year                | A period of academic program comprising two semesters and one Kiremt Session. The academic year begins in October and ends in August. |
| 8  | Adjunct Professor            | Part time instructional staff members at Unity University College with a PhD qualification or equivalent and exceptional, rich and varied experience in business or industrial management, legal, diplomatic, or other main professions, etc., appointed by Unity University College. The main responsibilities of an adjunct professor may usually lie outside the University College. |
| 9  | Advanced Standing            | The admission of students with diplomas or degrees to the institution for further academic study. |
| 10 | Advisory Board               | A team of senior officials of Unity University College appointed by the President of the University College to advise him on important managerial matters. |
| 11 | Auditing                     | Attending a course or class without intending to take any examination. |
| 12 | Certificate Program          | A program of study leading to the award of a certificate testifying that an individual has met the academic requirements. |
| 13 | Contact hours                | The number of lecture hours per week a class is scheduled to meet. |
| 14 | Credit                       | A maximum point assigned to a particular course offered during any one semester or Kiremt session. |

*Legislation*
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Cumulative Grade Point Average</td>
<td>An accumulated grade point average for consecutive semesters.</td>
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<tr>
<td>Curriculum</td>
<td>A course of study at college or university.</td>
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<tr>
<td>Dean (Academic)</td>
<td>Dean of a faculty/school responsible for the overall administration and management of his/her faculty/school.</td>
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<tr>
<td>Dean of Students (Non-Academic)</td>
<td>A person responsible for the overall welfare of the students of the University College including counseling and sport activities.</td>
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<tr>
<td>Degree Program</td>
<td>A program of study that normally takes a minimum of three to five years for regular students and six-seven years for extension students, and leads to the award of a degree.</td>
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<tr>
<td>Department</td>
<td>An academic body offering programs of study.</td>
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<td>Departmental Council</td>
<td>An academic body composed of all staff members of a department, and chaired by a department head</td>
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<tr>
<td>Diploma Program</td>
<td>A program of study that normally takes a minimum of two years for regular students and three years for extension students, and leads to the award of a diploma.</td>
</tr>
<tr>
<td>Disciplinary Dismissal</td>
<td>A decision to disallow academic pursuit by a student in the University College for disciplinary reasons.</td>
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<tr>
<td>Distance and Continuing Education</td>
<td>A program of instruction offered outside the premises of the institution through correspondence to provide educational opportunities to individuals who are unable to attend regular classes.</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>A Committee comprising the President and the three Vice Presidents of the University College with the overall responsibility for ensuring the smooth day-to-day functioning of the University College.</td>
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<tr>
<td>Extension Program</td>
<td>Program of studies offered outside regular hours to adult students who are busy during the day.</td>
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<tr>
<td>Extension Student</td>
<td>An adult student enrolled at Unity University College, and pursuing instruction outside regular hours.</td>
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<tr>
<td>Faculty</td>
<td>An academic body consisting of two or more departments</td>
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<tr>
<td>Grade</td>
<td>A performance rating assigned to a course. The possible grades are: A= Excellent; B = Very good; C = Good; D = Poor; F = Fail; WD = Withdrawal; I = Incomplete; NG = No Grade; DO = Drop out</td>
</tr>
<tr>
<td>Grade Point Average (GPA)</td>
<td>A consolidated average of grades for courses taken in a semester.</td>
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<tr>
<td>Graduation</td>
<td>The successful completion of a field of study and the award of a degree or diploma at a higher institute of learning.</td>
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Legislation
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Honors</td>
<td>Award for academic excellence.</td>
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<tr>
<td>Interdepartmental Transfer</td>
<td>A process of transferring a student from one department to another with the consent of the student’s current and future departments.</td>
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<tr>
<td>Kiremt Session</td>
<td>A period of eight weeks during which an intensive instruction is offered.</td>
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<tr>
<td>Lecture</td>
<td>Discussion on a particular course or subject matter usually delivered in 50 minute sessions.</td>
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<tr>
<td>Major</td>
<td>Area of specialization</td>
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<tr>
<td>Make-up Examination</td>
<td>An examination administered to students who have missed tests or examinations.</td>
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<tr>
<td>Ministry</td>
<td>Refers to the Ministry of Education.</td>
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<tr>
<td>President</td>
<td>The most senior officer of Unity University College with the authority of governing and administering the University College.</td>
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<tr>
<td>Regular Student</td>
<td>A student enrolled at Unity University College pursuing instructions during regular hours.</td>
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<tr>
<td>School</td>
<td>A component of a higher learning institution that provides teaching in a specific discipline.</td>
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<tr>
<td>Semester</td>
<td>A portion of an academic year. Two regular semesters of 16 weeks each and a Kiremt session of 8 weeks make up one full academic calendar year.</td>
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<tr>
<td>Semester Load</td>
<td>The number of credit hours taken by a student in a week during a semester.</td>
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<tr>
<td>Senate</td>
<td>The supreme legislative, or deliberative and governing body of a higher institution.</td>
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<tr>
<td>Short – Term Training</td>
<td>Training offered to mature students with identified needs, usually for a period of one to sixteen weeks.</td>
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<tr>
<td>Student</td>
<td>A person who is enrolled for a course of instruction at a higher institution.</td>
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<tr>
<td>Tenure</td>
<td>Permanent employment given to full-time teaching staff with the University College.</td>
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<tr>
<td>Withdrawal</td>
<td>The act of formally discontinuing one’s studies before its completion from the University College for academic or non-academic reasons.</td>
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### Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AC</td>
<td>Academic Commission</td>
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<tr>
<td>APC</td>
<td>Admission and Placement Committee</td>
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<td>APO</td>
<td>Academic Program Officer</td>
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<tr>
<td>ASCRC</td>
<td>Academic Standards and Curriculum Review Committee</td>
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<tr>
<td>Assoc. Prof.</td>
<td>Associate Professor</td>
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<tr>
<td>Asst. Prof.</td>
<td>Assistant Professor</td>
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<tr>
<td>AVP</td>
<td>Academic Vice President</td>
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<tr>
<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
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<tr>
<td>CGS</td>
<td>Council of Graduate Studies</td>
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<tr>
<td>DC</td>
<td>Department Council</td>
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<tr>
<td>DGC</td>
<td>Department Graduate Committee</td>
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<tr>
<td>EC</td>
<td>Executive Committee</td>
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<tr>
<td>FBE</td>
<td>Faculty of Business and Economics</td>
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<tr>
<td>FGC</td>
<td>Faculty Graduate Commission</td>
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<tr>
<td>FHSS</td>
<td>Faculty of Humanities and Social Sciences</td>
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<tr>
<td>FITCS</td>
<td>Faculty of Information Technology and Computation Sciences</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<tr>
<td>Grad. Asst.</td>
<td>Graduate Assistant</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>ITSC</td>
<td>Information Technology Steering Committee</td>
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<tr>
<td>LTC</td>
<td>Library and Textbook Committee</td>
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<tr>
<td>NG</td>
<td>No Grade</td>
</tr>
<tr>
<td>Prof.</td>
<td>Professor</td>
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<tr>
<td>RPC</td>
<td>Research and Publications Committee</td>
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<tr>
<td>SASC</td>
<td>Student Affairs and Scholarship Committee</td>
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<tr>
<td>SAPDC</td>
<td>Staff Appointments, Promotions and Development Committee</td>
</tr>
<tr>
<td>SAUP</td>
<td>School of Architecture and Urban Planning</td>
</tr>
<tr>
<td>SDCE</td>
<td>School of Distance and Continuing Education</td>
</tr>
<tr>
<td>SGS</td>
<td>School of Graduate Studies</td>
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<tr>
<td>SJC</td>
<td>School of Journalism and Communications</td>
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<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>SLID</td>
<td>School of Law and International Diplomacy</td>
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<tr>
<td>UC</td>
<td>Unity College</td>
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<tr>
<td>UUC</td>
<td>Unity University College</td>
</tr>
<tr>
<td>VPAFD</td>
<td>Vice President for Administration, Finance and Development</td>
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<tr>
<td>VPRP</td>
<td>Vice President for Research and Publications</td>
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</table>
Section One: Policy Making and Executive Organs of the University College

Article 1. Policy Making Organs

1.1 The Advisory Board

1.1.1 Membership

The Advisory Board shall consist of seven members appointed by the President of Unity University College (UUC).

1.1.2. Functions of the Advisory Board

The Advisory Board shall advise the President in the following tasks:

1.1.2.1 defining and articulating the short, medium and long term mission, vision, values, objectives and goals of UUC;

1.1.2.2 mapping out the objectives and goals of UUC and instituting ways and means of achieving academic excellence at UUC;

1.1.2.3 assessing feasibilities for future expansion in terms of new academic programs, establishing new departments and faculties and forming linkages with other local and foreign academic institutions;

1.1.2.4 formulating an efficient and effective organizational structure;

1.1.2.5 studying and introducing diverse and sustainable income generation schemes;

1.1.2.6 establishing sound and acceptable fiscal policy;

1.1.2.7 the appointment of high-ranking officials; and

1.1.2.8 other areas on which the President seeks advice and professional assistance.

1.2 The Senate

1.2.1 Membership

The Senate of UUC shall comprise the following members:

1.2.1.1 The President of the UUC - Chairperson

1.2.1.2 The Academic Vice President – Vice Chairperson

Legislation
1.2.1.3 The Administration, Finance and Development Vice President  Member
1.2.1.4 The Vice President for Research and Publications Member
1.2.1.5 The Academic Programs Officer Member
1.2.1.6 Deans of Faculties/Schools Member
1.2.1.7 The Registrar Member
1.2.1.8 The Librarian Member
1.2.1.9 Three senior members of staff with a minimum rank of an Assistant Professor appointed by the President Member
1.2.1.10 The Dean of Students Member
1.2.1.11 The Plan and Project Officer Member
1.2.1.12 One Student Representative Member
1.2.1.13 Staff Representative Member

1.2.2 Authorities and Functions

The University Senate is vested with the following authorities and functions to:

1.2.2.1 ensure that curricula are designed with a view toward alleviating the manpower, economic, developmental, etc., problems of the country;
1.2.2.2 encourage and provide support to teaching and research activities;
1.2.2.3 initiate the development of new curricula and syllabi;
1.2.2.4 call for reviews of the existing curricula and syllabi in order to make the necessary improvements;
1.2.2.5 terminate non-viable programs;
1.2.2.6 launch new programs;
1.2.2.7 confer diplomas, degrees, and certificates awarded by the University;
1.2.2.8 approve the annual plan and budget;
1.2.2.9 ensure that the budget is put to proper use in accordance with the annual plan and to check regularly that this is being carried out;
1.2.2.10 make certain that the guidelines and procedures regarding the appointment and the promotion of staff are adhered to;
1.2.2.11 ascertain that disciplinary actions are taken in accordance with the policies and guidelines of the University College;

Legislation
1.2.2.12 ensure the establishment of appropriate and standardized fiscal policies, accounting systems, ensure that inventories of properties are taken each year, and to institute regular checking mechanisms;
1.2.2.13 review and revise periodically the annual plan of the University College in advance of any implementation problems, and recommend any necessary appointments to facilitate its implementation;
1.2.2.14 review the objectives of UUC on a regular basis and present recommended revisions along with supporting justification; and
1.2.2.15 approve the academic calendar at the beginning of each academic year.

1.3 Standing Committees

1.3.1 Membership
The UUC Senate shall have the following seven Standing Committees.
1.3.1.1 The Academic Standards and Curriculum Review Committee (ASCRC)
1.3.1.2 The Admissions and Placement Committee (APC)
1.3.1.3 The Library and Textbooks Committee (LTC)
1.3.1.4 The Research and Publications Committee (RPC)
1.3.1.5 The Staff Appointment and Promotions and Development Committee (SAPDC)
1.3.1.6 The Student Affairs and Scholarship Committee (SASC)
1.3.1.7 Information Technology Steering Committee (ITSC)

1.3.2 Reporting Mechanism
Standing Committees shall report to the Senate of UUC through the Executive Committee.

1.3.3 General
At the beginning of each academic year, the Senate of UUC will consider recommendations submitted by the Executive Committee concerning the number and names of nominees for membership of each Standing Committee.

Legislation
1.3.4 Non-departmental Basis for Representation.
Committee membership appointments shall be made on the basis of individual merit rather than on a departmental basis except with respect to the Library and Textbooks Committee, which shall consist of one representative from each department.

1.3.5 Co-opting Additional Members
Chairpersons of the Standing Committees of the Senate are encouraged to co-opt additional members of UUC staff for their respective Committees when this appears helpful.

1.3.6 Appointment of Chairpersons of Standing Committees
The Chairperson of the Senate shall appoint chairpersons for each Standing Committee

1.3.7 Terms of Service
Each elected member of a Standing Committee shall serve for a period of two years, and may be re-elected for a second term of another two years.

1.3.8 Regular Meetings
Each Standing Committee shall meet at least two times in a semester.

1.3.9 Request for a Meeting
When one-third of the members have made a request for a meeting of a Standing Committee, the chairperson must call a meeting of the committee within three weeks of receiving the request.

1.3.10 Quorum
A majority (50% + 1) of any Committee is a quorum

1.3.11 Report to the Senate of Unity University College
At the end of each academic year, the chairpersons of each Standing Committee shall submit a written report to the Senate of Unity University College.

Legislation
1.3.12 Information to Deans

The Academic Deans shall be informed by the Chairperson of the Committees whenever the agenda of the Committee includes a matter of direct concern to the particular faculty/school, and the dean of the concerned faculty/school shall have the right to appear personally, or through a representative, to present her/his faculty’s position on the matter, but the deans or their representatives shall not have the right to vote unless they are members of the Committee in question.

1.4 The Academic Standards and Curriculum Review Committee (ASCRC)

1.4.1 Membership

The ASCRC shall have six appointed members including the APO who will serve as Secretary.

1.4.2 Duties and Responsibilities

The ASCRC shall:

1.4.2.1 advise the Senate on matters pertaining to students’ academic performance and teaching standards within UUC;
1.4.2.2 evaluate the implementation of the decision of the ASCRC;
1.4.2.3 advise the Senate on the effective coordination of general policy for examination, including the frequency of major and special examinations required for graduation;
1.4.2.4 ensure that the faculties and departments strictly adhere to the grading policy;
1.4.2.5 take such actions as may be necessary to implement the policies on grading,
1.4.2.6 receive and consider requests from Academic Commissions for waiver of academic standards legislated by the Senate in cases where unique circumstances exist;
1.4.2.7 analyze the experience and knowledge gained from the administration of the rules pertaining to Grading, Academic Requirements and Probation to determine more effectively the causes of academic failures and recommended steps for improving the existing conditions;

Legislation
1.4.2.8 advise the Senate on the establishment and maintenance of faculties, schools, departments and other teaching units at UUC with regard to the courses of instruction to be offered by such units;

1.4.2.9 receive and consider grievances and recommendations from Academic Commissions and faculty groups on matters pertaining to the academic standards;

1.4.2.10 recommend, in cooperation with the APC, the qualifications for admission to departments to ensure uniformity of standards while allowing for a degree of flexibility;

1.4.2.11 advise the Senate on the establishment of courses of instruction and curricula for the various departments and on any requests for major changes, to the approved curricula;

1.4.2.12 advise the Senate on the degrees, diplomas and certificates to be awarded by UUC; and

1.4.2.13 register minor changes of curricula as and when reported by the Academic Commission concerned, such as the substitution of one course for another related course in an approved curriculum; the permanent transfer of a course from one year to another, changes in the number of credits for approved courses, etc., as long as these changes do not interfere with the regulations regarding majors and minors, general education requirements, etc.

1.5 The Admissions and Placement Committee (APC)

1.5.1 Membership
The APC shall have five members in addition to the University Registrar, an ex-officio member, who shall serve as secretary of the Committee.

1.5.2 Duties and Responsibilities
The APC shall determine regular, advanced standing and continuing education admissions to all regular programs and available places at UUC on the basis of:

1.5.2.1 the Ethiopian School Leaving Certificate Examination (ESLCE), or any other criteria set by the Ministry of Education.

Legislation
1.5.2.2 international certificates already recognized by Unity University College Legislation, or
1.5.2.3 special admission requirements established by Academic Commissions of Faculties/Schools of Unity University College, approved by the Senate, or the AVP;
1.5.2.4 post secondary education pursued elsewhere, which must be evaluated by the Faculty to which a student is applying for any advanced standing status.

1.6 The Library and Textbooks Committee (LTC)

1.6.1 Membership
The LTC shall have elected members from each Faculty/School, and the Librarian, an ex-officio member, shall serve as the secretary of the committee.

1.6.2 Duties and Responsibilities
The LTC shall
1.6.2.1 be responsible for, explaining library policies to each Faculty/School and for conveying faculty/school opinions to the Librarian;
1.6.2.2 advise the Librarian on how best to integrate the Library’s services in support of the teaching and research of UUC; and
1.6.2.3 report at least twice a year to the Senate and recommend such policies and changes to the Library Statute as seems necessary;
1.6.2.4 design strategies and advise the Librarian on the overall growth of the institution’s libraries.

1.7 The Research and Publications Committee (RPC)

1.7.1 Membership
The RPC shall have the following members.
1.7.1.1 The Dean of the School of Graduate Studies, Secretary.
1.7.1.2 The Research and Publications Vice President, Chairperson, and
1.7.1.3 Seven other members elected by the Senate.

Legislation
1.7.2 Duties and Responsibilities

The RPC shall
1.7.2.1 plan research priorities within UUC;
1.7.2.2 continuously study and identify national research needs which UUC shall undertake to promote national development; and
1.7.2.3 advise Faculties/Schools of planned research undertakings;
1.7.2.4 oversee the research activities;
1.7.2.5 initiate policies that would enable the proper organization and efficient management of research in Unity University College;
1.7.2.6 initiate the necessary policies on research and publication, determine research priorities and encourage and support the preparation of relevant teaching materials;
1.7.2.7 assist researchers in their efforts to solicit funds for research from external sources, both in Ethiopia and abroad;
1.7.2.8 lay down policies and procedures for, and execute the approval of, visiting research scholars from other universities who seek formal association with and sponsorship by UUC;
1.7.2.9 initiate policies and procedures for all financial and operational activities of UUC Press;
1.7.2.10 assist the Research and Publications Vice President in promoting research activities vigorously throughout UUC and the production of textbooks and relevant teaching materials;
1.7.2.11 review and approve research projects submitted to it by Faculties/Schools and individuals;
1.7.2.12 review the annual budget prepared by the Research and Publications Vice President for research activities in Unity University College, in consultation with the relevant units of Unity University College;
1.7.2.13 ensure that similar standards of academic excellence are maintained by all publications of Unity University College; and
1.7.2.14 review and recommend to the Senate the creation of research institutes.

Legislation
1.8 The Staff Appointments, Promotions and Development Committee (SAPDC)

1.8.1 Membership

The SAPDC shall have five appointed members with the rank of assistant professor or above and shall be chaired by the Academic Vice President, or the APO during the AVP's absence.

1.8.2 Duties and Responsibilities

1.8.2.1 Initiate general policies and guidelines for appointment, promotion and staff development;

1.8.2.2 Review and approve appointment and promotion recommendations submitted to it by Faculties/Schools or individuals;

1.8.2.3 Receive and review appeals from academic staff who feel that their promotion has been overlooked by their department and Faculty / School;

1.8.2.4 Advise the Senate on matters relating to the general welfare of the Faculty/School in accordance with the statue on Academic Rank, Duties and Freedom. The Committee shall investigate the concerns of Faculty/School and make recommendations;

1.8.2.5 Initiate policies that would enable and encourage an efficient staff development plan;

1.8.2.6 Appoint a sub-committee on Honorary Degrees at the beginning of each academic year to entertain nominations and make recommendations to the Staff Appointment and Promotions Committee that will in turn examine the list of the recipients of honorary degrees to be submitted to the Senate for approval. UUC shall grant honorary degrees to individuals of high distinction and outstanding service in the following areas:

1.8.2.7 Outstanding contribution in an academic discipline or creative works;

1.8.2.8 Public service to Ethiopia with emphasis on contributions to the general welfare of the country;

1.8.2.9 International leadership both in Africa and other parts of the World; and

1.8.2.10 Outstanding support to UUC’s growth and development.

Legislation
1.9 The Student Affairs and Scholarship Committee (SAC)

1.9.1 Membership

The SASC shall have seven members, six of whom shall be appointed, and the Dean of Students shall serve as the secretary of the Committee.

1.9.2 Responsibilities of the Committee

1.9.2.1 The Committee is responsible for advising the Senate and the Dean of Students on all matters pertaining to student affairs.

1.9.2.2 The Committee shall also be responsible for developing criteria for the award of scholarships and recommending deserving students for all kinds of scholarship opportunities at Unity University College. It determines the admission criteria, the number of students and all other academic and administrative matters concerning scholarship opportunities.

1.10 The Faculty/School or College Academic Commissions

1.10.1 Membership

1.10.1.1 The Dean of the Faculty or School

1.10.1.2 The Assistant Dean of a Faculty or School, if there is one

1.10.1.3 The heads of Departments

1.10.1.4 Two senior members of the Faculty or School appointed by the Academic Vice President

In cases of Faculties or Schools that are not made up of departments, their Academic Commissions shall consist of:

1.10.1.4.1 The Dean of the Faculty or School

1.10.1.4.2 The Assistant Dean, if there is one

1.10.1.4.3 Two senior members of the Faculty or School appointed by the Academic Vice President.
1.10.2 Authorities and Functions

Academic Commissions of Faculties or Schools shall have the following authorities and responsibilities to:

1.10.2.1 ensure the implementation of policies regarding teaching, the administration of teaching and research within their faculties or schools;
1.10.2.2 issue guidelines for the standardization of teaching, the timing, appropriateness and uniformity of examinations, the requirement of the Faculty to be involved in research projects and activities;
1.10.2.3 undertake studies regarding the feasibility of new academic programs, such as development of new curricula and syllabi; improvement of the existing curricula, or its termination;
1.10.2.4 consider individual cases of promotion when Departments submit requests and after formal assessments have been carried out in line with the Legislation of the University;
1.10.2.5 examine applications for research or sabbatical leave when presented by Departments. It will then make its own recommendations to the Academic Vice President.
1.10.2.6 encourage, develop, and strengthen the academic staff to carry out research as part of their professional duties and responsibilities;
1.10.2.7 review and revise the objectives of the Faculty/Schools on a continuous basis, and ensure that the objectives are strictly adhered to by all members of the Faculty;
1.10.2.8 follow closely the well-being, security and disciplinary behavior of both students and staff in the Faculty or School.
1.10.2.9 determine and examine thoroughly the list of graduating students and approve the list of those students who meet the requirements for graduation;
1.10.2.10 initiate and establish links with other faculties, both local and international.

Legislation
1.11 The Department Council

1.11.1 Membership
All academic staff

1.11.2 Authorities and Functions
The Department Council shall have the following duties and responsibilities:

1.11.2.1 examine and review the existing objectives of the department;
1.11.2.2 develop short and long-term objectives and to submit its recommendations to the deans of faculties;
1.11.2.3 ensure that the standard of teaching, tests and final exams are maintained and professionally improving,
1.11.2.4 monitor the design of curriculum, staff development and admission policies;
1.11.2.5 make regular reports of the activities of the department to the respective deans and academic commissions of faculties.

1.12 The Executive Committee

1.12.1 Membership
1.12.1.1 The President of the University College
1.12.1.2 The Academic Vice President
1.12.1.3 The Vice President for Administration, Finance and Development
1.12.1.4 The Vice President for Research and Publications

1.12.2 Authorities and Functions
The Executive Committee shall have the following Authorities and Functions:

1.12.2.1 provide strong professional and moral leadership
1.12.2.2 oversee the growth and development of the College, and to formulate new policies and review existing ones in light of new developments
1.12.2.3 study the socio-economic conditions of the country as a necessary basis for future expansion
1.12.2.4 ensure that all policies, guidelines, plans, and programs are implemented.

Legislation
Article 2. Executive Organs

2.1 The President

2.1.1 Criteria for Eligibility

The President should meet the following minimum requirements. He/she must:

2.1.1.1 have a minimum of an MA or MSc degree, or the equivalent
2.1.1.2 be an Associate Professor
2.1.1.3 have a relevant service record of a minimum of 8 years teaching and administrative experience in institutions of higher learning
2.1.1.4 three years of experience as dean, department head or academic program officer
2.1.1.5 have a commendable quality of leadership
2.1.1.6 has preferably previously served as an Academic Vice President
2.1.1.7 high professional caliber and sound personal integrity

2.1.2 Powers and Duties

The President of the University College is accountable to the Senate and shall have the following powers and duties:

2.1.2.1 supervise, guide and administer the overall activities and performance of the University College;
2.1.2.2 follow up and ensure the implementation of decisions and directives of the Senate and the Advisory Board;
2.1.2.3 oversee the recruitment of academic and administrative staff;
2.1.2.4 serve as a Chairperson of the Senate of the University College;
2.1.2.5 handle all matters related to external relations;
2.1.2.6 sign all agreements with third parties on behalf of the University;
2.1.2.7 control all financial matters such as opening and controlling bank accounts;
2.1.2.8 handle all matters pertaining to public relations and fund raising; and
2.1.2.9 secure qualitative expansion and growth of the University College.

Legislation
2.2 The Academic Vice President

2.2.1 Criteria for Eligibility
The Academic Vice President should meet the following minimum requirements. He/she must:

2.2.1.1 have a minimum of an MA or MSc degree, or the equivalent;
2.2.1.2 be an Associate Professor;
2.2.1.3 have a minimum of 6 years of teaching and administrative experience in institutions of higher learning;
2.2.1.4 have three years of experience as a dean, department head or academic program officer;
2.2.1.5 have commendable quality of leadership;
2.2.1.6 high professional caliber and sound personal integrity

2.2.2 Powers and Duties
The Academic Vice President of the University College is accountable to the President and shall have the following powers and duties:

2.2.2.1 advise and support the President on all academic matters of the University
2.2.2.2 coordinate and direct the overall academic affairs of the University
2.2.2.3 serve as member of the executive committee
2.2.2.4 follow-up and ensure the implementation of courses offered in accordance with the academic calendar of the University College and the program approved by the Senate
2.2.2.5 facilitate the appointment and development of academic staff members
2.2.2.6 prepare the annual plan and budget of the academic division
2.2.2.7 facilitate the revision and development of curricula
2.2.2.8 ensure that the staff are engaged in research and in the preparation of teaching materials
2.2.2.9 organize seminars, conferences, symposiums and workshops
2.2.2.10 submit periodic reports to the President as required
2.2.2.11 conduct classes
2.2.2.12 act on behalf of the President during his absence
2.2.2.13 evaluate the performance of his/her staff
2.2.2.14 observe the preparation of course catalog and prospectus
2.2.2.15 ensure that a well-planned staff development policy is established and implemented.
2.2.2.16 serve as member of the executive committee; and
2.2.2.17 perform such other duties as directed to him/her by the Board, Senate and President.

2.3 The Vice President for Administration, Finance and Development

2.3.1 Criteria for Eligibility

He/ she must:
2.3.1.1 preferably have an MBA degree or an MA, MSc, M.Ed, or the equivalent;
2.3.1.2 preferably be an Assistant Professor;
2.3.1.3 have six years of work experience, 3 of which should be in institutions of higher learning;
2.3.1.4 have three years of experience in top administrative positions;
2.3.1.5 have development oriented skills, initiative and dynamism;
2.3.1.6 have commendable leadership qualities;
2.3.1.7 have high professional caliber and sound personal integrity.

2.3.2 Powers and Duties

The Administrative and Development Vice-President is accountable to the President, and shall have the following powers and duties:
2.3.2.1 advise and support the President on administrative and development matters;
2.3.2.2 coordinate and direct the overall administrative affairs of the University;
2.3.2.3 facilitate the employment, promotion and evaluation of administrative personnel and provident fund schemes of University employees;
2.3.2.4 serve as a member of the Executive Committee;
2.3.2.5 prepare the annual plan and budget of the administrative division and execute the plan upon approval;
2.3.2.6 submit periodic reports to the President as required;

Legislation
2.3.2.7 conduct classes;
2.3.2.8 evaluation the performance of his/her staff;
2.3.2.9 initiate and implement development and income generating projects;
2.3.2.10 perform such other duties as directed to him/her by the Board, Senate and President.

2.4 The Vice President for Research and Publications

2.4.1 Criteria for Eligibility

He/she must:

2.4.1.1 have a PhD, or an MA or MSc degree, or the equivalent;
2.4.1.2 be an Associate Professor;
2.4.1.3 have five years experience as coordinator or head of a research institute, office or unit;
2.4.1.4 be able to coordinate and organize workshops, symposia, conferences, seminars, etc;
2.4.1.5 have commendable leadership qualities;
2.4.1.6 have high professional caliber and sound personal integrity.

2.4.2 Powers and Duties

The VP for Research and Publications is accountable to the President and shall have the following duties and responsibilities:

2.4.2.1 co-ordinate and direct all matters related to research undertakings;
2.4.2.2 prepare (short-term, mid-term, and long-term) research plans, and monitor their implementation;
2.4.2.3 identify institutional research priorities and forward research proposals to prospective national and international donor agencies;
2.4.2.4 encourage academic staff members to conduct research;
2.4.2.5 prepare an annual plan and budget of the office, and implement it;
2.4.2.6 submit bi-annual reports to the President;
2.4.2.7 evaluate the performance of staff in his/her office;
2.4.2.8 conduct classes;
2.4.2.9 serve as member of the Executive Committee; and
2.4.2.10 perform such other duties as directed to him/her by the Board, the Senate and President.

2.5 The Dean of a Faculty or School or College

2.5.1 Criteria for Eligibility

He/she must have:

2.5.1.1 an MA or MSc degree, or the equivalent;
2.5.1.2 the rank of at least a lecturer;
2.5.1.3 5 years of college teaching experience;
2.5.1.4 worked as a member of various committees;
2.5.1.5 commendable leadership qualities;
2.5.1.6 high professional caliber and sound personal integrity.

2.5.2 Powers and Duties

Faculty Deans shall be accountable to the AVP and have the following powers, duties and responsibilities:

2.5.2.1 represent the Faculty in the Senate;
2.5.2.2 chair the academic commission meeting of the faculty;
2.5.2.3 chair the Faculty Graduate Commission;
2.5.2.4 plan, coordinate and direct the academic and administrative activities of the faculty;
2.5.2.5 supervise, appraise, and guide academic departments and other units under his/her jurisdiction, such as libraries, sports activities and other support staff of the faculty;
2.5.2.6 prepare, his/her faculty’s annual budget and human resource requirements and implement them upon approval;
2.5.2.7 facilitate the recruitment of new academic staff members of the faculty;
2.5.2.8 deal with appeals from staff and students;
2.5.2.9 supervise, handle, and resolve disciplinary cases of staff, students and other personnel;
2.5.2.10 establish standing as well as ad-hoc committees for academic, administrative, disciplinary and social matters;

Legislation
2.5.2.11 enforce regulations with regard to academic staff, support staff and student personnel;
2.5.2.12 facilitate research undertakings, the preparation of teaching materials, seminars, conferences and workshops within the Faculty/School; and
2.5.2.13 perform such other duties as assigned by the Senate, President and AVP.

2.6 The Department Head

2.6.1 Criteria for Eligibility

He/she must have:

2.6.1.1 an MA or MSc degree, or its equivalent;
2.6.1.2 a rank of at least lecturer;
2.6.1.3 five years of teaching experience at college level;
2.6.1.4 worked as a member of various committees;
2.6.1.5 high professional caliber and sound personal integrity; and
2.6.1.6 commendable leadership qualities.

2.6.2 Powers and Duties

The Heads of Departments are responsible for ensuring that:

2.6.2.1 course outlines, plans, manuals for all the courses offered during any one semester are reproduced and made available to students before the commencement of classes;
2.6.2.2 instructors conduct their classes and take attendances as of the first day regardless of the number of students present;
2.6.2.3 meetings called by small working groups, chairpersons of committees, heads of departments, deans of faculties, etc., are attended by all concerned;
2.6.2.4 members participate fully and contribute vigorously to departmental activities as part of their duties since one’s promotion or renewal of contract depends among other thing on their involvement;
2.6.2.5 repeated and frequent absenteeism and late coming to meetings are corrected;

Legislation
2.6.2.6 all instructors give the same number of assessments as determined by the department, and furthermore give immediate feedback to their students. Department heads or their deputies should also make sure that instructors submit the results of their continuous assessments to the head of their respective departments twice a semester;

2.6.2.7 all instructors have posted convenient consultation hours for their students;

2.6.2.8 results of final examinations are submitted to Heads of Departments at least a day before the due date;

2.6.2.9 the mechanism the department devised to control grade inflation is implemented;

2.6.2.10 remarking of exam papers is accomplished within two weeks of the submission of application for remarking;

2.6.2.11 make up examinations are allowed only to students who can produce convincing evidence such as medical certificates;

2.6.2.12 courses are assigned to the appropriate instructor;

2.6.2.13 the decisions of the Faculty Academic Commission, Senate and the Executive Committee are implemented;

2.6.2.14 instructors handle matters related to senior essay writing;

2.6.2.15 they return records of semester grades and of the academic status of each student of the department, as well as staff files with academic performance evaluation and the like for each instructor are properly kept;

2.6.2.16 the recruitment, evaluation, selection and recommendation of the appointment of new staff is properly done; and the evaluation the performance of instructors and renewal recommendation and/or termination of contracts is objectively done;

2.6.2.17 their staff promotion, scholarship or research leave are recommended;

2.6.2.18 links with similar departments of other academic institutions of higher education in the country as well as abroad are created;

2.6.2.19 granting short leaves for occasions like marriage, mourning are approved;


Legislation
2.6.2.20 departmental workshops, seminars, etc., are organized;
2.6.2.21 all other activities of the department are coordinated, monitored and 
overseen;
2.6.2.22 he/she himself/herself conduct classes;
2.6.2.23 he/she performs such other duties directed to him/her by the Senate, 
President, AVP, and Academic Commission dean.

2.7 Dean of Distance and Continuing Education

2.7.1 Criteria for Eligibility

He/she must have:

2.7.1.1 an MA or MSc degree, or a BA or BSc, degree, or its equivalent with 
relevant experience;
2.7.1.2 the rank of at least lecturer;
2.7.1.3 five years of teaching experience at college level;
2.7.1.4 experience as a member or chairperson of committees;
2.7.1.5 commendable leadership qualities; and
2.7.1.6 high professional caliber and sound personal integrity.

2.7.2 Powers and Duties

The Dean of the School of Distance and Continuing Education is accountable to the 
AVP and has the following powers and duties.

2.7.2.1 organize the School of Distance and Continuing Education in line with the 
Vision, Mission and Objectives of UUC;
2.7.2.2 draft rules, regulations and policies pertinent to the school and monitor their 
implementation after they are approved by the Senate;
2.7.2.3 conduct studies that contribute towards the overall growth and development 
of the School;
2.7.2.4 guide, monitor and form close association and collaboration with the various 
departments that are involved in the activities of the School;
2.7.2.5 prepare long and short-term plans including the budget of the School;
2.7.2.6 give guidelines and directives to regional coordinators;

Legislation
2.7.2.7 conduct classes;
2.7.2.8 evaluate the performance of staff under the office;
2.7.2.9 perform such other duties as assigned to him/her by the Senate, President, and AVP.

2.8 Dean of Students

2.8.1 Criteria for Eligibility

He/she must have:

2.8.1.1 an MA or MSc degree, or a BA or BSc degree, in Psychology or Sociology with relevant experience in counseling;
2.8.1.2 the rank of at least lecturer;
2.8.1.3 five years of teaching experience at college level;
2.8.1.4 experience as a member or chairperson of committees;
2.8.1.5 commendable leadership qualities;
2.8.1.6 high professional caliber and sound personal integrity.

2.8.2 Powers and Duties

The Dean of Students shall be accountable to the Academic Vice President and has the following duties and responsibilities to:

2.8.2.1 plan, coordinate and direct student services, such as health, guidance and counseling, and sports and recreation;
2.8.2.2 ensure the proper provision of health services to the students;
2.8.2.3 give individual and group counseling to students with matters pertaining to academic, personal and social problems;
2.8.2.4 provide practical suggestions for maintaining and developing the psychological welfare of the students;
2.8.2.5 conduct research in order to identify the problems that affect the learner, the learning process and the teaching situation in the University College and recommend possible solutions;
2.8.2.6 initiate students’ participation in administrative and academic affairs and assist students in organizing their council;

Legislation
2.8.2.7 prepare an annual budget for student services and implement it upon approval;
2.8.2.8 conduct classes;
2.8.2.9 evaluate the performance of staff under the office of the Dean of Students;
2.8.2.10 ensure that student discipline is maintained according to UUC’s regulations;
2.8.2.11 coordinate and direct students’ extra curricular activities;
2.8.2.12 organize orientation programs for freshman students;
2.8.2.13 coordinate and organize the graduation ceremony in collaboration with the registrar;
2.8.2.14 submit bi-annual reports to the office of the Academic Vice President;
2.8.2.15 prepare a student handbook;
2.8.2.16 establish alumni and other associations, clubs, etc.,
2.8.2.17 direct the activities of the internships and placement unit;
2.8.2.18 coordinate all sport related activities at UUC; and
2.8.2.19 perform such other duties as assigned to him/her by the Senate, President and Academic Vice President.

2.9 The Registrar

2.9.1 Criteria for Eligibility
He/she must have:
2.9.1.1 an MA or MSc degree, or its equivalent;
2.9.1.2 the rank of at least lecturer;
2.9.1.3 experience as a member of an academic commission or departmental admission committee;
2.9.1.4 a mastery of the legislation and all other rules and regulations;
2.9.1.5 personal qualities such as meticulousness, diligence, assertiveness and very high personal and professional integrity;
2.9.1.6 five years of teaching experience at college level;
2.9.1.7 high professional caliber and sound personal integrity.

Legislation
2.9.2 Powers and Duties of the Registrar

The Registrar is accountable to the Academic Vice President and shall have the following duties and responsibilities, to:

2.9.2.1 plan, coordinate and direct the activities of the Office of the Registrar;
2.9.2.2 participate in the meetings of the Senate;
2.9.2.3 chair admission and placement committee meetings;
2.9.2.4 prepare diplomas and degrees;
2.9.2.5 follow-up the proper implementation of academic rules and regulations;
2.9.2.6 assist in the preparation of UUC’s catalogue;
2.9.2.7 issue student identification cards, transcripts and other documents;
2.9.2.8 prepare the necessary forms for registration, schedule registrations and control the registration process;
2.9.2.9 record grades and keep students’ records;
2.9.2.10 prepare lists of students recommended for graduation and present the list to the Senate through the Office of the AVP;
2.9.2.11 submit bi-annual reports to the AVP;
2.9.2.12 prepare the academic calendar;
2.9.2.13 conduct classes;
2.9.2.14 prepare class and exam schedules in collaboration with faculties/departments; and
2.9.2.15 perform such other duties as assigned to him/her by the AVP, President and the Senate.

2.10 Academic Program Officer

2.10.1 Criteria for Eligibility

He/she must have:

2.10.1.1 an MA or MSc degree;
2.10.1.2 the rank of at least Assistant Professor;
2.10.1.3 experience as a department head, dean and other similar posts;
2.10.1.4 five years of teaching experience at the tertiary level;
2.10.1.5 high professional caliber and sound professional integrity.

Legislation
2.10.2 Powers and Duties

The Academic Program Officer shall be accountable to the AVP; and shall have the following duties and responsibilities:

2.10.2.1 assist the AVP on all academic matters;
2.10.2.2 process the appointment and promotion of academic staff;
2.10.2.3 serve as member and secretary of the Staff Appointments and Promotions Committee (SAPC);
2.10.2.4 serve as member and secretary of Academic Standards and Curriculum Review Committee (ASCRC);
2.10.2.5 serve as member of the Council of Graduate Studies (CGS);
2.10.2.6 direct, coordinate and follow up academic staff evaluation;
2.10.2.7 follow up the task of the Standing Committees of the Senate with respect to academic matters;
2.10.2.8 plan, coordinate and direct the activities of the Academic Program Office;
2.10.2.9 participate in curriculum development and evaluation activities;
2.10.2.10 assist in the organization of workshops and seminars relevant to the courses offered at UUC;
2.10.2.11 arrange programs for practical courses and other internship programs;
2.10.2.12 prepare the annual plan and budget of the office and implement it upon approval;
2.10.2.13 undertake performance evaluation of his/her staff;
2.10.2.14 submit quarterly reports to the AVP;
2.10.2.15 conduct classes as assigned; and
2.10.2.16 perform such other duties as assigned to him/her by the Senate, President and the AVP.

2.11 The Librarian

2.11.1 Criteria for Eligibility

He/She must have:

2.11.1.1 BA or BSc degree with relevant experience;
2.11.1.2 at least the rank of an Assistant Librarian III;
2.11.1.3 experience as a head Librarian;

Legislation
2.11.1.4 five years experience as a librarian at college level;
2.11.1.5 high professional caliber and sound personal integrity.

2.11.2 Powers and Duties

The Librarian is accountable to the AVP and shall have the following duties and responsibilities. She/he shall:

2.11.2.1 be responsible for the general administration and coordination of all the libraries and reading rooms within the UUC Library System;
2.11.2.2 make recommendations on graduate personnel matters to the Academic Vice President and non-graduate personnel matters to the Vice President for Administration, Finance and Development;
2.11.2.3 be responsible for planning and preparing the budget and developing the Library System as a research and academic resource in consultation with the Library and Textbook Committee;
2.11.2.4 be responsible for setting policies and rules governing the promotion, services and facilities of the Library System in consultation with the Academic Vice President;
2.11.2.5 seek national and international sources of book donations, enter into agreement with other institutions for the exchange and loan of books;
2.11.2.6 liaise with libraries outside Unity University College;
2.11.2.7 perform such other duties as directed to him/her by the AVP, President and the Senate.

Legislation
Section Two: Staff Affairs

Article 3. Staff Appointment

3.1 Criteria for Appointment of Academic Staff

3.1.1 Teaching

The following are the essential elements and guidelines for evaluating the teaching ability of prospective staff:

3.1.1.1 experience and qualification;

3.1.1.2 knowledge of subject matter;

3.1.1.3 skills in presentation and class management;

3.1.1.4 interest in students;

3.1.1.5 ability to stimulate youthful minds;

3.1.1.6 capacity for cooperation; and

3.1.1.7 enthusiastic devotion to teaching.

3.1.2 Research

All members of faculties must be persons of scholarly ability and attainments. Their qualifications are to be evaluated on the basis of:

3.1.2.1 the quality of their published and other creative works;

3.1.2.2 the range and variety of their intellectual interests;

3.1.2.3 their success in training students in scholarly methods;

3.1.2.4 their participation and leadership in professional associations and in editing professional journals, proceedings, etc.

3.1.3 Service

Rendering of community service is one of the mission's of UUC. It is, therefore, essential that members of staff are engaged in many other activities in addition to teaching and research. These may include:

3.1.3.1 participation in committee work and administrative tasks;

3.1.3.2 providing consultancy services;

3.1.3.3 providing short-term specialized training programs; and

Legislation
3.1.3.4 offering extramural services to schools, industry and to the public at large.

3.2 Criteria for Appointment of ‘Adjunct’ Academic Staff

The term "adjunct" is assigned to instructional staff members with a PhD qualification or its equivalent and a rank of an assistant professor or above, whose primary responsibilities may lie outside the University College. Appointments as adjunct instructional staff are different from part-time staff.

3.2.1 Criteria

3.2.1.1 Criteria for appointment to adjunct staff are consistent with those for regular instructional staff.

3.2.1.2 In addition, professionals applying for adjunct appointment shall be persons of superior ability in teaching, research and community service.

3.2.2 Privileges

3.2.2.1 He/she will have a chair in the department

3.2.2.2 He/she will be awarded an academic rank commensurate with her/his experience and qualification

3.2.2.3 He/she will also get other privileges.

3.3 Criteria for the Appointment of an Academic Staff without Previous College Level Teaching Experience

3.3.1 Recommendation for appointment

3.3.1.1 In making their recommendations for appointment, departments and faculties/schools shall study the whole record of each candidate.

3.3.1.2 To warrant recommendation for initial appointment, candidates must have given evidence of their ability to handle the duties of the positions in question satisfactorily.

3.3.2 For the first four years of service rendered in high schools, institutions, other governmental and or/non-governmental organizations, every two

Legislation
years of service shall be considered as one year of service in a college or university.

3.3.3 For the next six years of service rendered in high school, institutions, other governmental and/or non-governmental organizations, every three years of service shall be considered as one year of service in a college or university.

3.3.4 For the next five years of service rendered in high school, institutions other governmental and/or non-governmental organizations, every four years of service shall be considered as one year of service in a college or university.

3.3.5 Every two years of part time service in any higher institution shall be considered as a one-year full time service.

3.3.6 Any service rendered elsewhere, other than in institutions of higher learning, will not be considered for promotion to the rank of assistant professor or above.

Article 4. Duties, Rights and Responsibilities of Academic Staff

An academic staff member is a person engaged to teach, undertake scholarly work and conduct research as a permanent member of one of the academic departments of UUC.

4.1 Academic Freedom and Rights of Academic Staff

4.1.1 Members of the academic staff have the right to teach following accepted professional principles, including professional responsibility and intellectual rigor with regard to standards and methods of teaching.

4.1.2 Academic staff should not be forced to instruct against their best knowledge and conscience or be forced to use curricula and methods contrary to national and international standards.

4.1.3 Members of the Academic staff have the right to carry out research in accordance with their professional responsibility and subject to nationally and internationally recognized and professional principles of intellectual rigor, scientific inquiry and research ethics. They should also have the right to
publish and communicate the findings of the research of which they are authors or co-authors.

4.1.4 Academic staff have the right to undertake professional activities outside of their employment, particularly those that enhance their professional skills or allow for the application of knowledge to the problems of the community, provided such activities do not interfere with their primary commitments to UUC’s policies and regulations. In all cases, outside employment must not detract from the performance of one’s duties or responsibilities and must not create conflict of interest. Moreover, before embarking on such kind of activities all full-time academic staff should inform the relevant authority and obtain written consent.

4.2 Duties and Responsibilities of Academic Staff

Exercising the academic freedoms and rights listed above entails specific duties and responsibilities related to teaching, research, and community service. Below are the detailed duties and responsibilities of academic staff under the supervision of Heads of Departments to whom they are accountable.

4.2.1. Teaching Related Duties and Responsibilities

Academic staff have to carry out the following duties and responsibilities in order to successfully accomplish their professional commitments related to teaching. Every academic staff member should:

4.2.1.1 play an active role in the preparation of curricula for courses to be offered by a department;
4.2.1.2 participate actively in the preparation of syllabi, course plans, course manuals, etc, for the courses offered by their departments;
4.2.1.3 prepare course plans for the course/s he/she offers. He/she should also distribute the course plans to his/her students at the beginning of the semester/kiremt session;
4.2.1.4 make arrangements with the Librarian to reserve essential reference books or materials for the course/s he/she offers. He/she should also recommend
reference books that need to be acquired for the courses the department offers;
4.2.1.5 prepare teaching materials, textbooks, supplementary materials, etc., for the course(s) he/she offers;
4.2.1.6 participate actively in setting evaluation criteria for standardizing tests, assignments, projects, etc. for the various courses of the department;
4.2.1.7 evaluate continuously his/her students in accordance with the criteria and modalities agreed upon by the department; and let his/her students know their test, assignment, project, etc., results on time;
4.2.1.8 arrange a convenient consultation program to help clear students’ doubts and help them solve problems related to their courses;
4.2.1.9 give sufficient explanations to any student complaints in connection with their results;
4.2.1.10 submit continuous assessment results (twice in a semester) and final grades of his/her students to the department on time as per the academic calendar;
4.2.1.11 treat his/her students equally irrespective of age, sex, nationality, personal bias, etc.;
4.2.1.12 never miss classes unless he/she faces serious problems beyond his/her control;
4.2.1.13 arrange make-up classes to compensate for the classes she/he has missed due to such problems;
4.2.1.14 inform the Department Head of his/her absence ahead of time whenever possible;
4.2.1.15 produce documents, records, and results of his/her students whenever requested by the department;
4.2.1.16 actively participate in departmental meetings, workshops, seminars, etc.;
4.2.1.17 submit all scripts used in evaluating students, i.e., the final examination paper, answer keys, the scale, range and percentage used in assigning letter grades to the head of the department. The final exam paper should be kept for a period of one semester after the issuance of grades;

Legislation
4.2.1.18 discharge invigilation responsibilities successfully in accordance with the rules and regulations of the University College, advise students assigned to him/her by the department on pedagogic and personal matters influencing their academic career;

4.2.1.19 avoid unethical personal relationships with students and colleagues;

4.2.1.20 participate in various committee assignments;

4.2.1.21 teach all the course materials specified in the course plan; and

4.2.1.22 perform such other duties assigned to him/her by the head of the department, dean, AVP, and President.

4.2.2 Research Related Duties and Responsibilities

An academic staff member should:

4.2.2.1 conduct solo or joint collaborative research, which could contribute to his/her professional development;

4.2.2.2 engage in research activities which could bring about institutional development;

4.2.2.3 use appropriate media like reputable periodicals, journals, proceedings, etc., to publish his/her research findings;

4.2.2.4 keep himself/herself abreast with latest theories, investigations and developments related to his/her profession;

4.2.2.5 keep on improving his/her teaching methods based on the findings of action research which he/she is expected to conduct by observing classroom behaviors and practice;

4.2.2.6 organize and co-ordinate seminars, workshops, etc.;

4.2.2.7 try to solicit research funds by preparing proposals; and

4.2.2.8 advise students in their senior essays.

4.2.3 Community Service

An academic staff member is expected to:

4.2.3.1 communicate his/her research findings to the community at large;

4.2.3.2 apply the best of his/her knowledge to solve the problems of the community;

4.2.3.3 participate in professional associations, policy formulations, etc.; and

4.2.3.4 participate in extra-curricula and co-curricula activities.

Legislation
Article 5. Evaluation of Academic Staff

The following scheme will be used to evaluate or appraise the quality of teaching and instructional improvement.

- The evaluation of teaching effectiveness must be multi-dimensional; the evidence or the data should be collected from various sources.
- The evaluation of teaching can have the following components.
  - Student rating forms
  - Colleague classroom visits
  - Self-evaluation
  - Alumni surveys
  - Student achievement test scores
  - Administrative personnel records

5.1 Evaluation Parameters

The following shall constitute the parameters for evaluating instructors’ overall teaching effectiveness, character, personal and professional integrity:

5.1.1 Adoption of course plans;
5.1.2 Adoption of task oriented teaching methodology;
5.1.3 Teaching materials preparation;
5.1.4 Student advisership;
5.1.5 Personality;
5.1.6 Research;
5.1.7 Willingness and active participation in committee work;
5.1.8 Willingness and active participation in administrative responsibilities;
5.1.9 Participation in externally or internally organized workshops/seminars/conferences committees and other relevant public activities;
5.1.10 Absenteeism from classes, meetings and other important events held at and by UUC;
5.1.11 Work outside of UUC;
5.1.12 Recognizable innovative contributions towards the growth of UUC;

Legislation
5.1.13 Involvement in extracurricular and co-curricular activities;
5.1.14 Recognizable participation in community service; and
5.1.15 Participation in personal development activities such as training.

5.2 Procedure for the Evaluation of Teaching Effectiveness

5.2.1 Evaluation by Department Heads

Heads of Departments shall employ the following methods for evaluating the overall teaching effectiveness of instructors in their respective departments:

5.2.1.1 Study an instructor's administrative records from his/her file;
5.2.1.2 Observe his/her teaching at least twice in a semester;
5.2.1.3 Examine his/her research undertakings;
5.2.1.4 Evaluate his/her willingness to cooperate and support instructional programs and to take the initiative in participating in various projects and committee assignments;
5.2.1.5 Appraise his/her contributions to community service;
5.2.1.6 Request the instructor to produce all necessary documents related to the course he/she teaches whenever the instructor's teaching is challenged either by students or the department.

5.2.2 Evaluation by Colleagues

Colleagues shall employ the following methods of evaluating the teaching effectiveness and the personal and professional integrity of an instructor.

5.2.2.1 Observe a colleague's class for a minimum of three hours in a semester;
5.2.2.2 Evaluate the depth, soundness and the integrity of his/her views and opinions during workshops, seminars, symposia, and departmental meetings;
5.2.2.3 Review his/her fairness and integrity by examining his/her marking of students achievement tests, quizzes, term-papers;
5.2.2.4 Observe and appraise his/her personality, attire and professional ethics; and
5.2.2.5 Evaluate his/her willingness to take-up and participate in committee assignments.
5.2.3 Evaluation by Students

Students shall evaluate instructors using rating forms that consist of appropriate and relevant items regarding the instructor and his/her teaching effectiveness. An interview with selected students or with a whole section may also be conducted in the event that an instructor's teaching is seriously challenged by more than half of the students in a class.

5.2.4 Self Evaluation

Instructors shall evaluate themselves using rating forms that consist of appropriate and relevant items such as teaching effectiveness, research activities, teaching material preparation, committee assignments, etc.

5.2.5 Reporting Evaluation Results

The following rating will be used in reporting the overall results of the evaluation of an instructor

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>4.5 - 5.00</td>
</tr>
<tr>
<td>Very good</td>
<td>4.0 - 4.4</td>
</tr>
<tr>
<td>Good</td>
<td>3.5 - 3.9</td>
</tr>
<tr>
<td>Poor</td>
<td>3.4 and below</td>
</tr>
</tbody>
</table>

Any instructor who earns an evaluation rating of 3.4 and below may not be considered for renewal of contract.

Article 6. STAFF PROMOTION

To warrant recommendation for promotion, candidates must have shown high ability in at least one area of their activities and have made a substantial contribution to other areas as well. Naturally, persons who make distinguished contributions in all aspects of their work may expect more rapid promotions than persons of more limited achievement. *Promotion is not automatic, nor does it simply depend on length of service.* All promotions are recommended and made on the basis of demonstrated ability and performance.
6.1 Academic Ranks
6.1.1 Graduate Assistant I
6.1.2 Graduate Assistant II
6.1.3 Assistant Lecturer
6.1.4 Lecturer
6.1.5 Assistant Professor
6.1.6 Associate Professor
6.1.7 Professor

6.2 Criteria
6.2.1 Years of experience
6.2.2 The evaluation of his/her teaching effectiveness and character
6.2.3 Participation in committee work and other administrative tasks
6.2.4 Professional and personal integrity
6.2.5 Enthusiastic devotion to teaching
6.2.6 Capacity for co-operation
6.2.7 Publication of articles in reputable journals (See Appendix B for criteria to determine the reputability of a journal)
6.2.8 Teaching materials preparation (see Appendix A for criteria used to assess teaching materials)

6.3 Procedure
6.3.1 The academic staff should initiate the request for promotion himself/herself. The request should be submitted in writing to the head of the department.
6.3.2 The head of the department shall forward the request to the staff affairs committee of the department for its deliberation.
6.3.3 The decision of the department shall be forwarded to the Faculty Academic Commission.
6.3.4 The dean shall forward the decision of the Faculty Academic Commission to the Appointment and Promotions Committee chaired by the Academic Vice President.

Legislation
6.3.5 The Academic Vice President shall inform the faculty of the final decision of the Appointments and Promotions Committee for all promotion requests up to the rank of a lecturer in writing.

6.3.6 However, all promotion requests to professorial titles shall be approved by the Senate.

6.4 Requirements
6.4.1 Graduate Assistant I – graduated from a university or college with a bachelor’s degree and with at least CGPA of 3.00

6.4.2 Graduate Assistant II
A candidate who has graduated from five-years of university study with the qualification of a bachelor’s degree and with at least a CGPA of 2.75; or a bachelor’s degree with one year of effective service as Graduate Assistant I.

6.5 New Appointment
6.5.1 Assistant Lecturer
A candidate with a BA, BSc or BEd Degree and has two years experience as Graduate Assistant II.

6.5.2 Lecturer
6.5.2.1 A candidate with an MA, MSc or its equivalent from an accredited institution of higher learning.
6.5.2.2 A candidate who already holds the rank of lecturer and can produce all the necessary affidavits upon requirement. The rank must have been given by an accredited institution of higher learning.

6.5.3 Assistant Professor
6.5.3.1 A candidate with a PhD degree or its equivalent;
6.5.3.2 A candidate who already holds the rank of an Assistant Professor and can produce all the necessary affidavits upon requirement. The rank must have been given by an accredited institution of higher learning.
6.5.4 Associate Professor and Professor

New appointment with the rank of Associate Professor and Professor is possible only if another accredited institution of higher learning has given the rank of Associate Professor or Professor.

6.6 Promotion

6.6.1 Assistant Lecturer

6.6.1.1 An instructor who has a bachelor’s degree or its equivalent with two years’ of service, normally as a full-time Graduate Assistant II.

6.6.1.2 Has been evaluated as an above average instructor;

6.6.1.3 Participates actively and effectively in the service of the institution and the community;

6.6.1.4 Has successfully passed an interview; will demonstrate interest, inclination and competence in research and is physically and mentally sound.

6.6.2 Lecturer

6.6.2.1 Has an MA, MSc, MEd degree or has the qualification of a bachelor’s degree or its equivalent;

6.6.2.2 A candidate who has at least two years of effective teaching experience as an assistant lecturer;

6.6.2.3 Has at least published an article or produced teaching material for a specific course;

6.6.2.4 Has clearly identifiable evidence of academic progress since becoming assistant lecturer in the form of, for instance, carefully worked out course plans, handouts and other forms of teaching materials rigorously and positively evaluated by the department; and a clear indication that the candidate has been making efforts to keep up with new developments in his/her field of study;

6.6.2.5 Has been evaluated as an above average instructor; and

6.6.2.6 Participates actively and effectively in promoting and advancing the aims of UUC and the larger community.

Legislation
6.6.3 **Assistant Professor**

6.6.3.1 A candidate who has the qualification of a bachelor’s degree or its equivalent;

6.6.3.2 Has at least four years of effective teaching service as a lecturer, with an above-average rating in the official evaluation;

6.6.3.3 Has an MA, M.Sc. or M. Phil degree with at least three years of effective teaching service as a lecturer and has received an above average rating in the official evaluation;

6.6.3.4 Has published two articles in a reputable journal or proceedings, or one teaching material and one article;

6.6.3.5 Participates actively in the affairs of UUC and in the advancement of his/her profession; and

6.6.3.6 Renders active service to the community at large.

6.6.4 **Associate Professor**

6.6.4.1 An instructor who has a minimum of four years of effective teaching as Assistant Professor;

6.6.4.2 Has at least one publication in a reputable journal or proceedings after assuming the rank of Assistant Professor or one teaching material which demonstrates professional and creative talent and has been evaluated critically and positively by both internal and external assessors or specialists in the area;

6.6.4.3 Actively participates in the affairs of the University College and renders active service to the community at large; and

6.6.4.4 Has been evaluated as an above average instructor.

6.6.5 **Professor**

6.6.5.1 An instructor with an academic rank of Associate Professor and an effective teaching service of at least four years;

6.6.5.2 Has a minimum of four publications of indisputable professional merit in reputable journals; or has published two books of indisputable professional

*Legislation*
merit based on original research in his/her field of specialization and one
teaching material. The majority of the publications should be written
independently; and should be favorably assessed by at least two internal and
one external assessors of noted academic repute;

6.6.5.3 Participates actively and effectively in UUC and community affairs; and
6.6.5.4 Has been evaluated as an above average instructor.

Article 7. Semester Course Load for Instructors

7.1 The normal teaching load that academic staff can carry is 15 lecture hours per week;
however he/she may teach six additional hours with the approval of the department
head and another three hours with the approval of the dean of the faculty.

7.2 In an event that an academic staff member wishes to teach additional lecture hours,
he/she shall file an application with the head of the department and should get
his/her approval. The department head can also request the cooperation of the staff
to take additional classes for which he/she shall be remunerated.

7.3 The normal teaching-load of heads of departments shall be 9 lecture hours per week.
If a head of a department wishes to teach additional lecture hours, he/she should
teach those extra hours only in extension programs for which he/she shall be
remunerated.

7.4 The normal teaching-load of Deans of Schools/Faculties, the APO, the Registrar, the
Dean of Students shall not exceed 6 lecture hours, per week, during day time, but
can take up extra hours of teaching in the extension program for which they shall be
remunerated.

7.5 The normal teaching load of the President and Vice Presidents shall be three lecture
hours per week. However, they can take up additional classes in the extension
program for which they shall be remunerated.

7.6 The rate of payment for over-time teaching shall be commensurate with the
academic rank of the staff member.

Legislation
Article 8. TENURE

Tenure is a meritorious award given to full-time teaching staff in the form of permanent employment.

8.1 Rules

8.1.1 Tenure is awarded by the Senate of UUC to full-time teaching staff who have distinguished themselves as outstanding scholars and have the potential to continue to do so at UUC.

8.1.2 The minimum probationary period for an award of tenure is four years after becoming an associate professor, and two years after becoming a professor.

8.1.3 Tenured staff members have the obligation to maintain high standards of teaching, scholarship, research, service and professional conduct and to carry out their responsibilities in accordance with UUC's and other applicable policies and procedures. He/She is expected to maintain a high level of moral code and legal responsibilities.

8.1.4 The Senate of UUC will not confer tenure unless the academic staff achieves or gives strong promise of achieving promotion in rank.

8.1.5 Tenure is awarded or revoked only by the Senate of Unity University College.

8.2 Procedure

8.2.1 A request for tenure may be initiated by the academic staff.

8.2.2 The President, or the AVP may recommend an academic staff for tenure.

8.2.3 The recommendation shall be made in writing to the Senate of UUC by the President, or the AVP.

8.2.4 The Academic Vice President oversees the tenure review process.

8.2.5 A decision to award tenure is not official unless and until it is approved by the Senate.

8.2.6 A faculty member may request a tenure review at any time, but the decision to conduct a tenure review is at the discretion of the department head and the dean, in accordance with the policy of the University College.
8.2.7 The review for tenure is conducted during the faculty member's fourth year of service as Associate Professor and two years as a professor.

8.2.8 The tenure review must include a careful examination of the candidate's credentials and performance and should be conducted by a committee chaired by the head of the department.

Article 9. Leave of Absence

9.1 Research Leave

Unity University College will provide research leave for up to one semester, with pay if necessary, for full time academic staff. Leave of absence is granted pursuant to the rules set out below. A full-time instructor may be eligible for a research leave of one semester provided that:

9.1.1 she/he has served the UUC for a period of at least four years as a full-time instructor and has not, during that period, taken research leave or any other sort of leave of absence related to his academic duties;

9.1.2 she/he shall present to his/her Department Head a program of research, related to his/her academic field, designed to improve his/her capacities as an instructor and a scholar. The department head shall set up a committee which will study the research proposal and make recommendations;

9.1.3 she/he intends, in good faith, to continue his association with the UUC after his/her research leave, and shall produce both written and oral progress reports to his department and faculty. The RPO will follow the progress of the research.

9.1.4 The research leave shall be granted with full pay and benefits, except when outside resources are available in lieu of UUC's compensation, in which event there shall be a pro-rata reduction in pay.

9.1.5 Application for research leaves must be submitted by an instructor seeking research leave, to his/her department head a year in advance of the start of the leave. The Head of the Department, in consultation with the Dean and the Academic Vice President, shall grant the leave application unless it is determined that the teaching needs of his/her department cannot be met during
the semester of the instructors leave. In such a case, the research leave shall be postponed for any subsequent semester.

9.1.6 Only three deserving persons during any one academic year shall be granted research leave.

9.1.7 The VP for Research and Publications shall set up a committee that will screen the research project of applications and make recommendations.

9.1.8 The RPO will follow up closely the progress of the research.

9.2 Sabbatical Leave

9.2.1 A full-time instructor with seven years of continuous service at UUC may be entitled to a sabbatical leave for a period of one year with full pay, provided that she/he intends, in good faith, to continue his/her association with the institution after his/her sabbatical leave.

9.2.2 Application for sabbatical leave must be submitted and granted in accordance with the principles set out in article 9 (9.1.5). UUC may provide such additional support as deemed necessary provided that the instructor taking sabbatical leave has a definite research program or project approved by his/her department and Academic Commission and commits himself/herself to submit the results of his/her research or project upon his/her return. If an instructor has already taken sabbatical leave, he/she shall not be eligible for research leave until he/she has served for a further four-year period.

9.2.3 Only one staff member will be granted sabbatical leave per semester.

9.3 Other Types of Leave

The granting of research leave as set out in sub-section 9.1 above, will not disqualify an instructor from applying to his Department Head for additional leave, when it can be demonstrated that the leave is necessary to complete a research or a course of study to improve the instructor in his/her professional capacity or for other academic purposes approved by the University. The granting of such leave is subject to the discretion of the AC of the Faculty and that of the Academic Vice-President.

Legislation
9.4 Accumulating Leaves

Sabbatical and Research leaves granted as of right cannot be accumulated.

Article 10 University Property Clearance

10.1 A University Property Clearance shall be required of:
   10.1.1 all contract employees at the end of the contract period;
   10.1.2 all non-contract employees including tenured staff at the end of their service;
       and
   10.1.3 all those going on sabbatical and study leave.

10.2 The final salaries of all the above three categories of persons shall be paid after
    they have presented duly signed clearance by the relevant units of the UUC.
Section Three: Disciplinary Penalties and Procedures

Article 11. Disciplinary Committee: Establishment, Composition and Quorum

11.1 There is hereby established a Disciplinary Committee whose duty shall be to investigate complaints on breach of duty or discipline by any staff member, and to submit its findings, together with its recommendations on measures to be taken to the AVP and AFDVP.

11.2 The members of this Disciplinary Committee shall comprise the following:
   11.2.1 One full time academic staff member from the Faculty of Law elected by the University College Senate..... Member
   11.2.2 Two full time academic staff members elected by the University College Senate.... Member
   11.2.3 One fulltime academic staff member, elected by the Academic Vice President from the responsibility center to which the accused academic staff belongs ..... Member
   11.2.4 The chairperson shall be appointed by the President.
   11.2.5 A simple majority of the members shall constitute a quorum.

Article 12. Term of Office

12.1 The Disciplinary Committee’s term of office shall be two years.

12.2 A member of the Disciplinary Committee may be re-appointed for a second term.

Article 13. Powers and Duties of the Disciplinary Committee

13.1 The Disciplinary Committee shall establish facts and shall have, subject to the Laws of Ethiopia, the power to apply the necessary procedures to attain its objectives.

13.2 Without limiting the generality of the foregoing, the Disciplinary Committee shall, in particular, have the power to:
   13.2.1 summon any person as a witness;
   13.2.2 order the production of any document that it thinks is necessary for the proper discharge of its duties;
13.2.3 recommend to the AVP, or VPAFD the suspension from duty, for a period not exceeding two months, of staff members charged with breach of duty or discipline, where the Committee is of the opinion that his/her remaining on duty will be detrimental to proper investigation of the case;

13.2.4 where the committee does not reach unanimous findings or recommendations, the findings and recommendations of the majority shall be the findings and recommendations of the Committee. However, the findings and recommendations of the minority shall also be recorded and sent to the AVP or VPAFD.

Article 14. Disciplinary Offences

14.1 Any breach of the duties and responsibilities provided by this Legislation constitutes an act of disciplinary offence.

14.2 Without prejudice to the generality of sub-article 14.1 of this Article, the following shall, in particular, be deemed to be disciplinary offences:

14.2.1 Repeated and willful refusal to perform assigned teaching or research functions; committee functions; or other obligations which contribute to the essence of the duty, provided that the staff member is assigned reasonable burdens; or

14.2.2 Conviction for a serious crime or of other acts of misconduct clearly reflecting immorality or dishonesty; or

14.2.3 Continuing a willful course of conduct despite warning from the Department Head, the Dean, the VPAFD, the Academic Vice President or the President specifying the conduct disapproved of, such as demonstration of open disloyalty to and disrespect for the University College, causing unjustified embarrassment to the University College or its programs; repeated engagement, without privilege, or of an activity of the University College, with the intention solely of discrediting a colleague or the University College; or

14.2.4 Continuing a willful course of conduct, despite warning from the Department Head, the Dean, the VPAFD, the Academic Vice President or the President specifying the conduct disapproved or, which demonstrate neglect of duties,

Legislation
habitual drunkenness or similar serious breaches of social decorum, and which produces serious embarrassment to the University College; or

14.2.5 Continuing a willful course of conduct despite warning from the Department Head, the Dean, the VPAFD, the Academic Vice President or the President specifying the conduct disapproved of, which demonstrated that the staff member has used his/her position and authority in clear violation of professional ethics and principles governing the academic profession and/or the profession of the academic staff member concerned.

**Article 15. Disciplinary Penalties**

For breach of discipline or duties the following penalties may, depending on the seriousness of the breach, be imposed on a member of staff:

15.1 Warning;
15.2 Reprimand;
15.3 Fine, not exceeding two months’ pay;
15.4 Postponement of the next academic rank or any other increment to which the staff member would have been entitled for a period not exceeding four years;
15.5 Removal from any responsible academic and/or administrative position; and
15.6 Dismissal.

**Article 16. Initiation of Disciplinary Proceedings**

16.1 Disciplinary proceedings may be initiated by complaint submitted by a complaining party.

16.2 No action for breach of discipline or duty may be taken against a staff member without the initiation of a complaint by the complaining party or its duly appointed representative and a hearing by the Disciplinary Committee;

16.3 Disciplinary cases shall be initiated in less than one month after the potential breach of discipline or duty.
**Article 17. Form and Content of a Complaint**

17.1 A complaint shall be made in writing and shall contain all allegations which constitute a breach of duty or discipline.

17.2 A complaint shall be prepared in three copies and duly signed, one copy to be submitted to the Disciplinary Committee, one copy to the accused staff member, and the third copy to the complaining party.

**Article 18. Defense Counsel and Plea of the Accused Staff Member**

18.1 The accused staff member shall have the right to be represented by any person she/he chooses at any stage of the disciplinary proceedings.

18.2 The Disciplinary Committee shall, after it receives any complaint, summon the staff member concerned and ask for his/her plea.

18.3 Where the summoned staff member prefers to consult with his/her defense counsel before his/her plea, the disciplinary committee shall adjourn the case so as to give reasonable time to enable the accused academic staff member to consult with his/her defense counsel.

18.4 Where the accused staff member pleads guilty to the complaint, the Disciplinary Committee shall consider the allegations contained in the complaint as proven, and submit its findings and recommendations to the President.

18.5 Where the accused staff member pleads not guilty to the allegations stated in the complaint, the Disciplinary Committee shall order the complaining party or its duly-authorized representative to produce its evidence.

**Article 19. Defense Evidence**

19.1 The Disciplinary Committee shall, after hearing the evidence submitted by the complaining party or its duly authorized representative, inform the accused staff member of his/her right to produce evidence in his/her defense.

19.2 Where the accused staff member opts to exercise his/her right to produce defense evidence, the Disciplinary Committee shall use every means at its disposal to enable the accused staff member to produce all his/her defense evidence.

*Legislation*
Article 20. Additional Evidence

The Disciplinary Committee shall have the power to order the production of any additional evidence it deems necessary for its ultimate findings.

Article 21. Closing the Investigation

The Disciplinary Committee shall close its investigation and submit final reports to the Academic Vice President, the Administration, Finance and Development Vice President, or the Research and Publications Vice President as appropriate within 3 months from the time the case was initiated.

Article 22. Final Report

22.1 After careful consideration of all the facts and evidence, the Disciplinary Committee shall return the case to the President with its findings and recommendations.

22.2 Where the Disciplinary Committee finds the accused staff member guilty of the action or lack of action complained of, it shall suggest an appropriate penalty.

22.3 Where the Disciplinary Committee finds an accused staff member not guilty of the action complained of, it shall suggest to the President measures to redress the damage done to the staff member as a result of the false accusation.

Article 23. Final Decision

23.1 The final decision on the penalty to be imposed on a staff member found guilty by the Disciplinary Committee rests fully with the Academic Vice President and the Administration, Finance and Development Vice President.

23.2 The Academic Vice President or Administration, Finance and Development Vice President may not, however, impose a penalty that is more serious than the penalty, or penalties, that the Disciplinary Committee recommends.

Legislation
**Article 24. Appeal**

24.1 A party that is not satisfied with the decision of the Disciplinary Committee, as approved by the Academic Vice President or Administration, Finance and Development Vice President, can take his/her case to the President of the University College by way of appeal.

24.2 The appeal must be initiated in less than one month after the time the final decision is rendered.

24.3 The President’s decision shall be the final decision of the UUC.
Article 25. Academic Calendar

25.1 The academic calendar of UUC shall consist of two semesters each lasting 16 weeks, including time for final exams, and one kiremt session of two months’ duration (8 weeks), also including time for final exam.

25.2 The academic calendar shall include all major events and holidays in any one academic year.

Article 26. Duration of Study-programs

Degree programs take a minimum of three academic years for regular students and a maximum of five academic years for extension students while diploma programs take a minimum of one academic year and a maximum of three academic years for extension students, in accordance with the policy of MOE.

Article 27. Faculties and Schools of the UUC

27.1 School of Architecture and Urban Planning (SAUP)
27.2 Faculty of Business and Economics (FBE)
27.3 School of Distance and Continuing Education (SDCE)
27.4 School of Graduate Studies (SGS)
27.5 Faculty of Humanities and Social Sciences (FHSS)
27.6 Faculty of Information Technology and Computation Sciences (FIT&CS)
27.7 School of Journalism and Communications (SJC)
27.8 School of Law and International Studies (SLIS)

Article 28. Academic Departments of the University College

28.1 Department of Accounting
28.2 " Computer Technology
28.3 " Economics
28.4 " Foreign Languages
28.5 " Geography and History
28.6 " Hotel and Tourism Management
28.7 " International Relations and Diplomacy

Legislation
Article 29. Admission

29.1 All enquiries concerning admission to any of the study programs shall be directed to the Office of the Registrar.

29.2 The Office of the Registrar shall send all applicants that meet the minimum requirement set by the University College to the concerned departments for approval.

29.3 Applicants who seek advanced standing status should meet all the requirements set by the Office of the Registrar.

29.4 All applicants must have earned a grade point average of 2:00 in the ESLCE, or its equivalent, to qualify for admission as first year students. Applicants are required to produce all necessary documents to the Office of the Registrar.

29.5 An advanced standing applicant must have a CGPA of 2:00 upon completion of the diploma programs, from an accredited college he/she has attended and must also produce all other documents required by the Office of the Registrar, such as an official transcript.

Article 30. Orientation

Orientations on the following major topics will be given to all new students. The Office of the Registrar will organize an orientation program for each batch of incoming students on the following topics by officers of the UUC.

30.1 The University College (its history, mission, vision, organizational structure) by the President or the Academic Vice President

30.2 The various fields of study by the heads of the relevant/responsible departments

Legislation
30.3 Registration, admission, and graduation requirements by the Office of the Registrar
30.4 Library services, rules and regulations and facilities by the Librarian
30.5 Rules and regulations of UUC by the Academic Vice President and Deans
30.6 Student services, facilities, rights and responsibilities by the Dean of Students

**Article 31. Registration**

**31.1 General**

31.1.1 Applicants who secure admission to Unity University College shall register on the date specified by the Office of the Registrar.

31.1.2 Students must register in person. In an event a student cannot be present in person during registration, permission to register by proxy must be obtained from the AVP or the Dean of the Faculty/School

31.1.3 A student cannot attend classes without completing registration formalities.

**31.2 Registration of Freshman Students**

31.2.1 Students must produce the cash receipt indicating the amount of money they have paid for the courses they will take in the first year first semester.

31.2.2 Students shall complete the appropriate course registration forms specifying the course titles, course numbers, periods, classrooms, sections, etc.

31.2.3 Students shall present the completed forms in triplicate to their academic advisor and get his/her signature.

31.2.4 Students shall then take the forms to the registration desk and get the registrar’s seal on the forms filled in triplicate, and submit one of the forms to the Office of the Registrar, one to his/her department and should keep one with her/him.

31.2.5 The registration would be incomplete if a student misses any one of the above stages in the registration process.

31.2.6 The registration process is only considered complete when the seal of the Registrar is stamped on the registration slip.
31.3 Registration of All Other (Non Freshman) Students

31.3.1 The Office of the Registrar shall issue grade reports for the semester and submit them to the respective departments at least a day before the registration.

31.3.2 A student shall collect his/her grade report from his/her respective department by presenting a valid ID card.

31.3.3 A student shall complete the registration slip in triplicate consisting of the courses that he/she will take in that particular semester.

31.3.4 Then, he/she shall pay for the courses listed in the registration slip and present the cash receipt along with the forms to his/her academic advisor and get his/her signature.

31.3.5 Finally, he/she shall take the forms to the Office of the Registrar to get the seal. The registration process shall be considered incomplete without the seal of the Registrar.

Article 32. Course Exemption for Advanced Students

Course exemption concerns the transfer of courses and credit hours previously taken at Unity University College or at another accredited institution.

32.1 Course exemption is granted at the discretion of departments; and can only be permitted by the relevant departments as long as the credit hours are the same.

32.2 Requests for course exemption shall be directed to the concerned departments.

32.3 A student can only request a course exemption for a course in which he/she has scored at least a 'C' grade for common and related courses.

32.4 A student must have a CGPA of 2:00 to request course exemption.

32.5 A student dismissed for academic reasons and who has been readmitted shall not request exemption when he/she applies for transfer to another department or field of study.

32.6 The maximum number of credit hours for which a student can be exempted is thirty credit hours; 8 credit hours from minor courses, 10 credit hours from related courses and 12 credit hours from common courses.

32.7 In addition to common and related courses, only two major courses of three or four credit hours each, with a grade of "B" may be granted exemption.

Legislation
32.8 Exemption may be granted for more than two major courses with a grade "B" if the transfer is made from a diploma to a diploma program or from a degree to a degree program taken at UUC.

**Article 33. Transfer**

33.1 **Request for Transfer**

Transfer concerns the following changes in a student's academic affairs. Thus, a student may request a transfer from:

- 33.1.1 Degree program to Diploma program;
- 33.1.2 Diploma program to Degree program;
- 33.1.3 Diploma program to Diploma program;
- 33.1.4 Department to Department;
- 33.1.5 Campus to campus;
- 33.1.6 From other Universities and Colleges to Unity University College;
- 33.1.7 Section to Section;

33.2 **Rules**

33.2.1 A student who is admitted or readmitted may request any of the above-mentioned transfers.

33.2.2 A request for transfer from other Universities and Colleges to Unity University College must obtain final approved by the Academic Vice President.

33.2.3 Transferred students can request exemption for relevant courses that are also offered by the new department.

33.2.4 Exemption will be allowed only for courses with a grade of 'C' and above.

33.2.5 Both Interdepartmental and Intradepartmental transfers will be allowed if the student's CGPA is 2.00 and above at the time of request.

33.2.6 Course exemption, especially of major courses is at the discretion of the department.

33.3 **Procedures for Transfers**

33.3.1 Campus to campus transfer within a department shall be processed by the Office of the Registrar and the concerned department.

*Legislation*
33.3.2 Interdepartmental campus to campus transfer shall be processed by the Office of the Registrar and the two concerned departments.

33.3.3 Intradepartmental transfer shall be processed by the concerned department and the Office of the Registrar.

33.3.4 Transfer from other institutions of higher learning to Unity University College shall be processed by the Office of the Registrar and the concerned department.

33.3.5 Transfer from diploma program to degree program or (vice versa) shall be processed by the Office of the Registrar and the concerned department.

33.3.6 Transfer from section to section shall be processed by the Office of the Registrar and the concerned department(s).

33.3.7 All requests for transfer shall be initiated by the student. However, transfer cases may also be initiated by any appropriate body or official of the University, College including instructors.

33.3.8 Students applying for transfer from other institutions of higher learning must be active students (those attending classes) at the time of request. They must also be from colleges and universities recognized by the Ministry of Education.

33.3.9 Any transfer request and approval for the same shall be completed during registration week.

**Article 34. Advanced Standing Status**

Advanced Standing is a status given to students who have completed their diploma programs at a recognized institution of higher learning.

34.1 At the time of admission, an advanced standing applicant shall have a minimum CGPA of 2:00 and must also be a diploma holder from a recognized institution of higher learning.

34.2 An advanced standing student can be exempted from all common courses, and two related major courses with a grade of 'B' or above with the approval of the department.

34.3 An advanced standing applicant from other institutions of higher learning shall not be exempted for more than 30 credit hours.
34.4 Concerned departments shall facilitate the semester course-load for advanced standing students.

34.5 The concerned department shall notify the Office of the Registrar and the Registrar will schedule a separate class for advanced standing students if their number exceeds 35.

34.6 Applications for admission will be accepted in accordance with the academic calendar.

34.7 The student should file an application with the Office of the Registrar.

34.8 The application for advanced standing status shall be processed by the Office of the Registrar and the concerned department.

34.9 The applicant should produce an official transcript from his/her former college or University.

34.10 The Office of the Registrar shall send each student's application to the relevant department.

34.11 The relevant department shall then decide the courses for which the student can request exemption and the number of courses that the student will be required to take to complete the requirements for the degree program.

34.12 The Office of the Registrar shall finally approve or reject advanced standing cases.

**Article 35. Semester Course Load for Students**

35.1 The maximum semester course load for regular students shall be 18 credit hours (minimum 15).

35.2 The maximum semester course load for extension students shall be 12 credit hours (minimum 9).

35.3 The head of the department shall decide the lower limit in consideration of the student's academic caliber and personal problems.

35.4 The head of the department may allow students in good standing with a minimum CGPA of 3.00 to register for up to 22 credit hours.

35.5 The heads of departments shall also handle all special cases as regards semester course-load.

*Legislation*
Article 36. Course Substitution

36.1 If a student scores an 'F' twice in a common or a related course, the department offering the course shall arrange for a substitute course.

36.2 If a student scores an 'F' twice in a major course he/she may be allowed to take the course for a third time provided that his/her CGPA is 2:00 or above.

36.2.1 The student should be provided with additional tutorials and continuous advice and support by the instructor of the course, and department heads should monitor its implementation.

36.2.2 In the event that where there is no substitute course, the student may be allowed to take the course for a third time.

36.3 The maximum grade to be awarded to students who take a course for a third time is a 'D'.

36.4 A substitute course shall be arranged for a course that has phased out. The substitute course will be determined by the relevant department.

36.5 The Faculty Academic Commission can waive an 'F' for a graduating student who scored 'F' when taking the course for a second time in order to improve the 'D' he/she has earned for the same course previously.

Article 37. Academic Warning, Probation and Dismissal

37.1 Academic Warning

Academic warning is a provision given to help a first year student obtain the minimum pass grade to progress to the next semester. It may also avert any premature dismissal because of two consecutive probations.

37.1.1 A first year first semester student will be given a warning if his/her semester G.P.A. is 1.75 to 1.99, inclusive.

37.1.2 A first year second semester student who has been put on warning in the first semester will be put on probation if his/her C.G.P.A. is between 1.75 to 1.99, inclusive.
37.2 Academic Probation

Academic Probation is a discretionary decision to allow students failing to meet the required academic standards to continue their studies. Since the purpose of probation is to permit the academic rehabilitation of the student, probation can only be granted by considering the circumstances of each student individually. To benefit from probation there should be reason to believe that the student can raise his/her grade to the required level of achievement.

37.2.1 Academic probation is not a right but a privilege given by the Senate of UUC.
37.2.2 A first year first semester student whose semester GPA falls between and including 1.50 and 1.74 will be put on probation.
37.2.3 A student in the first year second semester and above shall be put on probation if he/she fails to achieve a semester GPA of 1.50.
37.2.4 In anticipation of possible improvement in his/her CGPA in the following semester, a student in the second year and above may be put on probation if his/her CGPA falls between 1.75 and 1.99.
37.2.5 A student cannot be put on probation twice. Instead of a second probation, he/she will be dismissed.

37.3 Academic Dismissal

Academic dismissal is a decision to disallow academic pursuit in an institution of higher education.

37.3.1 A first year student who fails to achieve a minimum semester GPA of 1.50 in the first semester/term shall be dismissed.
37.3.2 A first year, second semester student who is on warning but who fails to achieve a minimum CGPA of 1.75 shall be dismissed.
37.3.3 A student in the second year and above who has been on warning or probation shall be dismissed if he/she fails to achieve a minimum CGPA of 2.00 and a minimum semester GPA of 1.50.
37.3.4 A student who fails to achieve a minimum semester GPA of 1.50 for three consecutive semesters shall be dismissed, irrespective of his CGPA.
37.3.5 An advanced standing student will be dismissed if he/she fails to achieve a GPA of 1.75 in the semester in which he/she is enrolled.

37.3.6 A readmitted student who fails to achieve a CGPA of 2.00 at the end of the second semester after readmission will be dismissed.

37.3.7 Violation of other regulations of the University College may also result in dismissal.

Article 38. Withdrawal

38.1 Any student can withdraw for academic or non-academic reasons. However, she/he must do so officially to maintain good standing and eligibility for possible readmission. He/she can apply for withdrawal up to thirty days before final examinations.

38.2 The Department Head, in consultation with the academic advisor of the student, decides whether the student is eligible to withdraw. When convinced, the Department Head issues a permission slip to the student. The student then files the permission slip with the Registrar and completes the withdrawal procedures as outlined by that office. Where it is impossible to do this in person, it must be done by a letter duly signed by the student or by the person, designated by the student.

38.3 A student who withdraws for non-academic reasons can apply for readmission.

38.4 Withdrawals based on valid reasons shall be approved by:

38.4.1 the concerned Department Head, if the withdrawal is requested within 30 days after registration;

38.4.2 the Dean, if the withdrawal is requested 30 days after registration but not more than 60 days. In both cases, there will be no reimbursement of fees paid.

Article 39. Readmission

39.1 Readmission concerns a student who has discontinued his/her education and has officially withdrawn from the University College and wishes to continue his/her studies.

39.2 A student shall have completed at least one semester prior to his/her withdrawal to apply for readmission.
39.3 A first year, first semester student who has discontinued his/her education without taking the final exam cannot apply for readmission.

39.4 Students can apply for readmission to the same department or to another department by transfer.

39.5 A student dismissed for academic reasons but readmitted at a later time cannot apply for course transfer if he/she requests to be transferred to another department.

39.6 A student who withdrew due to non-academic reasons, and has been readmitted and has a CGPA of 2:00 and above can apply for a course transfer if he/she wishes to be transferred to another department. The department council can also waive an 'F' grade a student has earned if the courses(s) are not relevant and not required by the new department.

39.7 Readmission is possible any time after the date of withdrawal.

39.8 A student dismissed twice for academic reasons cannot apply for readmission.

39.9 To apply for readmission a student must have a minimum GPA of 1.0 if withdrawal takes place during the first semester of the first year; and a minimum CGPA of 1.50 if withdrawal takes place thereafter.

39.10 A readmitted student can repeat up to a maximum of 5 courses in which he/she has scored 'D' or 'F'. His/her CGPA can be computed to determine his/her academic status after he/she has taken some of the five courses.

39.11 The maximum grade a readmitted student can receive for the courses he/she has repeated is a 'C'.

39.12 Readmission must be approved by the Dean.

39.13 A readmitted student shall be exempted from a course(s) that has phased out if it is not possible for the student to get a related substitute course. The 'D' or 'F' grades that the student has scored in such phased out courses shall not be included in the computation of the student's CGPA. A remark shall be put in the transcript of the student stating the condition.

39.14 A student readmitted with a CGPA of 1.50 – 1.74 will be put on probation if his/her CGPA at the end of the semester in which he/she is readmitted falls between 1.75 and 1.99.

Legislation
39.15 A student readmitted with a CGPA of 1.75 –1.99 will be put on probation if he/she improves his/her CGPA but fails to achieve a CGPA of 2.00 in the semester in which he/she is readmitted.

39.16 A student readmitted to the final semester of his/her study program shall be dismissed if he/she fails to achieve a CGPA of 2.00.

39.17 A student who wishes to be readmitted shall file an application to his/her department and completes the form designed for requesting readmission.

39.18 The concerned department’s admission or student affairs committee shall examine the case and the head of the department shall approve the request and send it to the dean.

39.19 The dean shall approve the readmission and send it to the Registrar’s Office.

39.20 The Office of the Registrar shall declare the names of students who are readmitted.

39.21 The readmitted student shall register according to the schedule set by the Registrar.

**Article 40. Grade Remarking**

A student who feels that he/she does not deserve the grade(s) he/she has earned shall have the right to appeal for a remarking of his/her examination papers within one week after the official issuance of grade report.

40.1 A request for re-marking of examination papers should be made in writing to the head of the concerned department after the official issuance of grades. The student shall pay a remarking fee of Birr 20.

40.2 The department head shall present the request for remarking to an ad-hoc committee, which shall have three members including the department head, who shall always chair the committee meeting. The instructor/instructors who have taught the course shall not be part of the committee.

40.3 The concerned instructor shall produce the student's final exam-paper, the raw scores the student has achieved in the continuous assessment and the answer key as well.

40.4 When marking the paper(s) the committee should compare and contrast the way the paper is marked with other papers marked by the same instructor for the same course(s) in the same semester. Students can request for remarking of test papers too.
40.5 The student shall be notified of the result of the remarking within a week after the student's application has been received by the departments.

40.6 The remarking fee shall be refunded if the remarking proves that the student was unfairly graded and the committee decides that he/she deserves a better grade than the one previously awarded to him/her.

40.7 The decision of the committee shall be final.

40.8 Records of remarking cases must be kept by the department and the dean's office.

40.9 The department head should record the occurrence of repeated cases of remarking and grade changes that concern the same instructor.

Article 41. Class Attendance/Absenteeism

41.1 A student is required to attend at least 80% of her/his classes to sit for final exams to receive a grade for them.

41.2 A student who misses more than 12 contact hours out of a four (4) contact hour course will receive an NG for the course.

41.3 A student who misses more than 9 contact hours out of a 3 contact hour course will receive an 'NG' for the course.

41.4 A student who misses more than 6 contact hours out of a two (2) contact hour course will receive an NG for that particular course

<table>
<thead>
<tr>
<th>Contact hours per week</th>
<th>Total semester contact hours</th>
<th>Twenty percent (20% of the total contact hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>6</td>
</tr>
</tbody>
</table>

41.5 The instructor shall regularly notify the student the number of classes he/she has missed before declaring that missed classes have gone beyond twenty percent of the total contact hour.

41.6 The instructor shall give the student an NG as soon as he/she misses twenty percent of the total contact hour required for the semester.

41.7 A student who was absent and has missed a test shall produce a valid evidence (reason) to the instructor if he/she wishes to take a make-up test.

Legislation
41.8 If the instructor doubts the validity of the evidence produced by the student he/she will forward the case to the head of his/her department.

41.9 The department head shall investigate the case and will notify the instructor of his/her decision.

41.10 The decision of the department shall be final and binding.

41.11 A student shall not be forced to present evidence for classes missed within the twenty percent limit unless he/she wishes to take a make-up test.

41.12 The attendance policy should be made clear to students during orientation.

41.13 Attendance is mandatory, and absenteeism will result in a loss of one to five points.

**Article 42. Make-up Examinations**

Make-up examination refers to tests, exams and term papers administered to a student who has missed tests, exams and has not submitted her/his term papers for various reasons but has a minimum of 80% attendance.

42.1 A Student who has at least 80% attendance but has missed a test, or final exam shall apply for a make-up examination. He/she must attach a valid evidence and/or justifiable cause which explains why he/she has missed the test or exam.

42.2 A student who applies for a make-up examination must have earned an “I” (Incomplete) grade for the course(s)

42.3 A student whose request for make-up final exam has been accepted shall pay the following fees:

- One course = Birr 75
- Two courses = Birr 100
- Three courses = Birr 125

The student shall pay an additional fee of Birr 25 for each and every course above one course.

42.4 A female student who misses a final exam for maternity reason shall not pay any fee.

42.5 A student unable to register because of delay in the administration of a make-up exam shall be allowed to attend class with the permission of the department head.

*Legislation*
42.6 Departments shall prepare final make-up exams simultaneously with the regular scheduled final exams.

42.7 Make-up exams shall be administered between the time for the regular final exam and the registration for the next semester.

42.8 A request for a make-up examination shall be submitted to the relevant head of department by filling in the make-up exam request form.

42.9 A student applying for a make-up exam shall produce valid written evidence unless this is absolutely difficult for practical reasons.

42.10 An application for a make-up exam can be submitted up to one week after the administration of the final exam the student has missed.

42.11 The student will be informed of the exact date of the make-up exam to be administered by the concerned head of department when his/her request is accepted.

42.12 A student must take the make-up exam on the date specified by the department.

42.13 If a student fails to take a make-up exam within the specified period, the Office of the Registrar shall change the 'I' grade entered previously into an 'F' three weeks after the commencement of the next semester class.

**Article 43. ‘NG’ (No Grade) and ‘I’ (Incomplete) Grades**

43.1 'NG' (No Grade) shall be given to a student who has registered for a course but has less than 80% attendance.

43.2 'I' (Incomplete) is a grade given to a student who has 80% attendance but has failed to fulfill the requirements of a course.

**Article 44. Section Merging by Instructor**

Under normal circumstances, section merging by instructors is prohibited. However, it may be permitted under exceptional circumstances in consultation with the Office of the Registrar.
Article 45. Student Scholarship

45.1 Scholarships shall be awarded to the most outstanding students at the end of every semester.

45.2 A student in the regular program must score a CGPA of 4.00 in two consecutive semesters, while a student in the extension program must score a CGPA of 4.00 in four consecutive semesters to get the scholarship. However, their CGPA must always be 3.75 and above at any one time so that a student can maintain his/her scholarship.

45.3 A student's scholarship shall be immediately revoked if his/her CGPA is lower than 3.75 at any one time.

45.4 A request for scholarship must be initiated by the student.

45.5 The request shall be submitted to the department head who will forward the request to the dean with his/her recommendation.

45.6 The dean shall again send the case to the office of the Academic Vice President with his/her recommendation for approval.

Article 46. Scholarship to UUC Staff

46.1 The applicant shall have a minimum of two years of service in one of the administrative bodies of the UUC.

46.2 His/her performance appraisal shall be the average of two evaluations in a year which must be 3.5 or above out of a possible 5.00.

46.3 His/her seniority in terms of length of service and contribution to the overall smooth functioning and growth of his/her section, unit, etc., shall also be considered.

46.4 The applicant shall present his/her request for scholarship in writing to his/her immediate boss.

46.5 The immediate boss shall forward the case with his/her recommendation to the VPAFD, and the AVP and the VPRP, as appropriate.

46.6 All requests for scholarship shall be presented to the Senate Scholarship Committee through the office of the Academic Vice President for approval.

46.7 Each successful applicant shall sign an agreement with UUC.

Legislation
The staff shall pay for all the courses in which he/she has failed in order to repeat them.

Staff will be required to withdraw from their course when his/her services are needed by his/her unit.

The President of UUC shall have the prerogative of granting the scholarships.

**Article 47. Academic Dishonesty**

The following behaviors are considered as academic dishonesty.

- **47.7.1** Cheating in exams, tests and quizzes
- **47.7.2** Plagiarizing
- **47.7.3** Falsifying bibliographies
- **47.7.4** Handing in work done by someone else
- **47.7.5** Receiving improper assistance on assignments
- **47.7.6** Intentionally facilitating cheating
- **47.7.7** A student who commits any one of the above offenses
  - **47.7.1** Shall be given a written reprimand and an "F" grade for a particular course if the offense is committed for the first time.
  - **47.7.2** Shall be suspended from the College for a period of 6 to 12 months if he/she commits any one of the offenses for the second time.
- **47.7.8** Incidents of academic dishonesty will be reported in writing to the Dean with copies to the head of the department offering the course.
- **47.7.9** The Dean will forward the case to the Office of Student Affairs at the Faculty level.
- **47.7.10** The Student Affairs Committee of the Faculty will examine the case and report their decisions to the Faculty's Academic Commission within a maximum of 7 academic calendar days.
- **47.7.11** The decision of the Academic Commission is final and binding.
- **47.7.12** An instructor shall give zero marks to any students found cheating during tests, quizzes and other assignments.
47.7.13 UUC shall emphasize the importance of academic integrity through a variety of media (handbook, orientations, course materials), to ensure that students are aware that it is a high priority for UUC.

47.7.14 UUC encourages each faculty to discuss dishonesty with students to reinforce and remind students of unacceptable behavior.

47.7.15 UUC shall establish non-permissive examination environments, with watchful instructors, spaced seating, and varied exam formats which are effective deterrents.

47.7.16 UUC shall apply penalties in a consistent, fair and timely manner. Inconsistent and unpredictable responses to dishonesty erode students' support for existing policies.

47.7.17 UUC shall maintain an environment of trust and honor, and emphasize the importance of mature behavior, responsibility and proper conduct, which enhance academic integrity.

**Article 48. Continuous Evaluation of Student Performance**

**48.1 The Role of the Instructor**

The instructor:

48.1.1 Should evaluate student performance on the basis of the modalities decided by his/her department.

48.1.2 Should prepare tests on the basis of test constructs determined by the department.

48.1.3 Should consult colleagues who offer the same course(s) concerning evaluation and on all teaching matters.

48.1.4 Should appraise tests or any other evaluation components with other colleagues who offer the same course(s).

48.1.5 Should adhere to the marking criteria and the mark allocation schemes agreed upon by the department or colleagues teaching the same course(s).

48.1.6 Should not administer a test without prior consultation with other instructors teaching the same course(s).

48.1.7 Should always submit a copy of his/her test paper to the department.
48.1.8 Should administer tests, give assignments, term papers or project works as scheduled on the course work-plan and collect assignments on time.

48.1.9 Should submit the raw scores of test results at least twice a semester as per the academic calendar.

48.1.10 Should mark students’ work and return it on time.

48.1.11 Should present a progress report on tests given and discuss them in weekly departmental meetings.

48.1.12 Should advise students about the principles, purpose and the benefits of continuous evaluation

48.2 Mark Allocation

48.2.1 Student test results, quizzes, assignments, project work, term papers, etc., shall constitute 40 (forty) percent of the total marks while final examination shall constitute 60 (sixty) percent of the total marks out of one hundred.

48.2.2 Marks deducted for absenteeism shall not exceed 5 points.

48.2.3 Attendance records shall only be used to determine whether a student should sit for the exam or not.

48.3 The Responsibility of the Student

The Student must take tests, quizzes, etc. as scheduled in the course work plan and must understand that he/she is responsible if he/she misses scheduled tests, quizzes, presentations, etc.

48.4 Method of Assessment

Individual departments or instructors teaching the same course(s) can decide on the kinds of assessment methods for a particular course within the limits of the evaluation methods outlined in UUC's Legislation.

48.5 The Fixed Scale Grading System

Grades shall be awarded according to the following scale:

85 and above = A
75 – 84 = B
55 – 74 = C
40 – 54 = D
39 and below = F

Legislation
Additional Specifications

91 and above = A+
85 - 90 = A ----- 4.00
80 – 84 = B+ ---- 3.50
75 - 79 = B ----- 3.00
62 - 74 = C+ ---- 2.50
50 – 61 = C ---- 2.00
40 – 49 = D ----- 1.00
39 and below = F ----- 0.00

To complete the course program and graduate the candidate needs to obtain a minimum CGPA of 2.00

Article 49. Invigilation

Heads of departments should monitor and supervise the whole invigilation process by mobilizing their members of staff whenever a course (courses) offered by the department they head is/are administered.

49.1 The Responsibilities of Department Heads

49.1.1 establishing exam committees
49.1.2 ensuring the standard of the examination
49.1.3 ensuring that all exam papers are submitted to their department by instructors at least one month before their administration to meet the deadline set by the Production Office
49.1.4 ensuring that enough copies are duplicated for the sections that will be taking the exam(s)
49.1.5 submitting a request to the Program Office in writing for the number of invigilators needed to invigilate a course (courses) and get their names at least three days before the administration of the exam(s)
49.1.6 monitoring the invigilation process along with members of her/his department and attend to any problem(s) that may arise as regards the content, organization etc. of the exam paper and provide prompt replies.

Legislation
49.2 The Role of the Invigilator

An invigilator will have the following duties and responsibilities at any one time during invigilation.

49.2.1 To collect his/her invigilation schedule from the office of the department head or co-coordinators;
49.2.2 To arrive at the exam hall at least 15 minutes before the start of the exam;
49.2.3 To check whether examinees have valid I.D cards and make them sign the attendance form;
49.2.4 To check if examinees possess any material that is forbidden by the department that has prepared the exam paper;
49.2.5 To make sure that no examinee is allowed to leave the exam room before 30 minutes and also that no examinee is allowed to enter the exam room after 30 minutes;
49.2.6 To refrain from any activities that interfere with his/her attention and concentration (e.g. reading newspapers, conversations with other people, leaving the exam room unattended for any length of time, etc.) and always stay alert during the invigilation;
49.2.7 To report any irregularities by filling in the 'irregularity form(s)' in triplicate (one for the instructor who taught the course, one for the Head of the Department and one for the Dean)
49.2.8 To sign the attendance sheet;
49.2.9 To collect the exam papers at the end of the session and check the number of the papers against the number of examinees on the attendance sheet and submit the papers to the Head of the Department or co-coordinators;
49.2.10 Refrain from using mobile phones during invigilation.

49.3 The Responsibility of Examinees

Examinees:

49.3.1 should arrive on time since no additional time will be given to compensate for time lost due to late arrivals;
49.3.2 must show their I.D. cards and any other relevant materials upon the request of an invigilator or a concerned UUC official. The ID card must be clearly readable, and the photograph clearly identifiable;

49.3.3 cannot sit for any exam if they arrive at the exam hall more than 30 minutes after exams have started.

49.3.4 put aside materials (such as books, exercise-books, mini computers, calculators, etc.) or even blank sheets of papers unless they are given permission to use such materials by the course instructors prior to the exam;

49.3.5 should not talk to another person, move a chair or move from place to place without the consent of the invigilator;

49.3.6 should not use abusive language such as insults, ridiculing other people, shouting, etc.;

49.3.7 should not attempt to cheat or facilitate cheating;

49.3.8 should not be violent or show any other form of aggressive behavior or else they will be disqualified or seriously sanctioned.

49.4 Sanctions

49.4.1 Warning

49.4.2 Change of Place

49.4.3 Award of an 'F' grade

49.4.4 Suspension

Instructors can apply sanctions 49.4.1 and 49.4.2. However, sanctions 49.4.3 and 49.4.4 can only be applied by the Faculty Academic Commission.

49.5 Procedures to Handle Irregularities

49.5.1 Give a warning to an examinee suspected of cheating or facilitating cheating or who attempts to misbehave.

49.5.2 Tell a student to move to another place if change of place solves the problem

49.5.3 Fill in the 'irregularity’ form(s) in triplicate and submit the copies to the instructor, the Department Head and the Dean. The invigilator should submit the forms in person to the Dean.
49.5.4 In case of violent behavior, the invigilator should report to the campus administrator (or security guards) and ask the examinee to leave the exam hall

49.5.5 The Dean will present irregularity cases to the Faculty Academic Commission. The decision of the AC will be final.

49.5.6 The Dean shall communicate the decision of the AC to the relevant student(s) in writing with copies to the Registrar, AVP, the Department Head and other concerned parties.
Section Five: Student Affairs

Article 50. Statement of Student Rights and Responsibilities

50.1 Student Rights: General

50.1.1 Students at UUC have the same rights and protections as that provided under the constitution of Ethiopia. These rights include freedom of expression, religion, and assembly. As members of UUC community, students have the right to express their own views, but must also accord the same rights to others.

50.1.2 Students have the right to be treated fairly and with dignity regardless of age, color, disability, marital status, national origin or ancestry, race, religion, sex.

50.1.3 Students have the right to be protected from capricious decision-making by the institution and to have access to policies which affect them. Students also have the right to have a balanced and fair system of dispute resolution.

50.2 Students Rights: Specific

50.2.1 No discrimination shall be made among students on the basis of nationality, sex, religion, color and physical disabilities.

50.2.2 Students have the right to:

50.2.2.1 put forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities;

50.2.2.2 use libraries and other facilities according to the regulations set by UUC;

50.2.2.3 meals, lodging and medication on the basis of the agreements made with UUC;

50.2.2.4 participate in clubs organized on the basis of age, sex, educational and research related fields, etc. under the umbrella of their organization;

50.2.2.5 assemble, to exercise freedom of speech, press and publication and distribution of materials; but political partisanship and religious activities are not allowed to operate within the UUC;

50.2.2.6 participate in committees such as food, housing, discipline, recreation, health services, part-time jobs, etc. through the coordination of the Dean of Students;

Legislation
50.2.2.7 be treated equally in part-time job opportunities at UUC;
50.2.2.8 bring evidence and complaints against cases they are accused of or penalized for;
50.2.2.9 be readmitted to UUC in accordance with its regulations after withdrawing for reasons such as giving birth to a child, sickness, serious accident, etc;
50.2.2.10 be evaluated on the basis of their academic performance and ability without any discrimination and to obtain a copy of their grades at the end of the academic semester;
50.2.2.11 apply for a re-evaluation of an examination paper in accordance with the regulations of UUC;
50.2.2.12 receive administrative support, guidance and counseling service in cases of academic or personal problems;
50.2.2.13 receive guests in accordance with the rules of UUC;
50.2.2.14 participate in co-curricular activities.

50.3 Student Responsibilities
Along with the rights come certain responsibilities. Students behavior at the University College is expected to be consistent with the values of the UUC Community (civility, dignity, diversity, education, equality, freedom, honesty, and safety) and to obey UUC's rules and regulations and the laws of the country.

50.4 Violations
The following behaviors contradict the values of the UUC community and are subject to action:

50.4.1 Physically harming another person including acts such as assaulting, battering or killing;
50.4.2 Sexually assaulting or sexually harassing another person;
50.4.3 Bullying, stalking, or harassing another person, or defaming any member of UUC community;
50.4.4 Possessing, using, or storing firearms, explosives, or weapons on UUC-controlled property or at UUC events or programs (unless approved by the security office);

50.4.5 Tampering with fire or other safety equipment or setting unauthorized fires;

50.4.6 Illegally possessing, using, distributing, manufacturing, or selling alcohol; beverages and drugs;

50.4.7 Intentionally reporting false emergencies such as fires or bombs to a UUC official;

50.4.8 Stealing, vandalizing, damaging, destroying, or defacing the UUC property or the property of others;

50.4.9 Obstructing or disrupting classes, research projects, or other activities or programs of UUC; or obstructing access to UUC facilities, property, or programs;

50.4.10 Making, possessing, or using any falsified UUC document or record; altering any UUC document or record, including identification cards and meal cards;

50.4.11 Failing to leave UUC-controlled premises when told to do so by a security guard with reasonable cause;

50.4.12 Violating regional or federal law if such action has a serious impact on the UUC community;

50.4.13 Misusing, failing to comply with, or jeopardizing statements, procedures, sanctions, or mediated agreements, or interfering with participants involved in the resolution process;

50.4.14 Violating policies concerning the Library, Computers or other properties on UUC premises.

50.5 Sanctions

Sanctions are designed to promote UUC's missions. Sanctions may also serve to promote safety or to deter behavior which harms, harasses, or threatens people or property. Some behavior is so harmful to the UUC community or so deleterious to the educational process that it may require more serious sanctions: removal from housing, removal from specific
courses or activities, suspension from UUC or expulsion. One or more of the following sanctions may be recommended:

50.5.1 Formal Reprimand
A formal notice that the statement has been violated and that future violations will be dealt with more severely.

50.5.2 Disciplinary Probation
A designated period of time during which the student is not in good standing with the UUC. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.

50.5.3 Restitution
Compensation for loss, damage, or injury to the appropriate party in the form of service, money or material replacement.

50.5.4 Restriction from Employment at UUC
Prohibition or limitation on University College employment.

50.5.5 Class/Workshop Attendance
Enrollment and Completion of a class or workshop that could help the student understand why her or his behavior was inappropriate.

50.5.6 Educational Project
Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.

50.5.7 Service
Performance of one or more tasks designed to benefit the community and help the student understand why his or her behavior was inappropriate.

50.5.8 University College Housing Transfer or Removal
Placement in another room or housing unit or removal from UUC housing.

Legislation
50.5.9 Removal from Specific Courses or Activities
Suspension or transfer from courses or activities at UUC for a specified period of time.

50.5.10 No Contact
Restriction from entering specific UUC areas such as libraries, computer centers, etc.

50.5.11 Suspension
Separation from UUC for a specified period of time or until certain conditions are met.

50.5.12 Expulsion
Permanent separation from UUC

50.5.13 Emergency Suspension
If a student's actions pose an immediate danger to any member of the UUC community, the Dean, the Assistant Dean, the Department Head, the Administrator or a designee may immediately suspend the student pending a meeting. Except in exceptional circumstances that meeting shall be scheduled within two academic calendar days. At this meeting the student will be informed of the alleged violation, presented with the available evidence, and given the opportunity to make a statement and present his/her evidence. The instructor can also suspend a student for one day. If he/she decides that a student should be suspended for more than one day she/he should report to the Department Head.

Article 51. Faculty/School Student-Affairs Committee
The Student-Affairs Committee at the Faculty or School level shall handle violations of the statement of student rights and responsibilities.

The Faculty/School Student-Affairs Committee shall consist of the following members of staff:

50.1 Two instructors appointed by the Faculty Academic Commission
50.2 The Department Head(s) of the student(s) who violated the statement.
50.3 The Dean of the faculty shall designate one of the appointed instructors as the chairperson of the committee.

Legislation
Article 52. Procedure to Handle Violations

52.1 Any member of UUC community or society may initiate a case of violation or other disciplinary offense.
52.2 The case shall be presented to the relevant Dean in writing within one week of the occurrence of the incident.
52.3 The Dean shall forward the case to the Faculty/School Student-Affairs Committee.
52.4 The Committee shall reach its final decision within two weeks and submit that decision to the Dean.
52.5 The Dean will disclose the decision to the relevant student(s) in writing with copies to the Dean of Students, the Registrar and the Academic Vice President.
52.6 A student(s) and other parties concerned who may be dissatisfied with the decision of the Faculty Student Affairs Committee shall have the right to appeal to the AVP.
52.7 The AVP shall forward the appeal to the University-wide Student-Affairs Committee of which the Dean of Student is the secretary.
52.8 If the decision of the Faculty/School Student Affairs Committee is endorsed by the University College-wide Student-Affairs Committee, the decision shall be final and binding.
52.9 However, if the decision of the Faculty Student Affairs Committee is not endorsed by University College-wide Student-Affairs Committee the case shall be presented to the University College Senate through the office of the Academic Vice President.
52.10 If two students from different Faculties/schools simultaneously file an application, the case shall be forwarded to the University College-wide Student Affairs Committee through the office of the Academic Vice President.
52.11 The Dean may also suspend the student(s) for a week or so during the process if the severity and gravity of the offence warrant it.
52.12 Records shall be kept in the Office of the Dean for future reference.
Section Six: The School of Graduate Studies

Article 53. Legislation and Provisions to Establish the School of Graduate Studies

53.1 Establishment of the School of Graduate Studies

53.1.1 The Senate of UUC hereby establishes the School of Graduate Studies, hereinafter referred to as the School.

53.1.2 The School shall offer programs of study and research leading to postgraduate degrees, diplomas and certificates.

53.1.3 All rules, policies and regulations established by the Senate of UUC shall apply to the School, as deemed necessary and applicable.

Article 54. The Council of Graduate Studies (CGS)

There is hereby established a Council of Graduate Studies, hereinafter referred to as the Council, which shall be answerable to the Senate. The Senate may, in addition, delegate certain of its powers to the Council. The authority and duties of the Council are laid down below

54.1 Membership

The membership of the Council shall consist of the following:

54.1.1 The Academic Vice President Chairperson

54.1.2 The Dean of the School of Graduate Studies Secretary

54.1.3 Deans of faculties conducting graduate studies Members

54.1.4 The Research and Publications Vice President Member

54.1.5 The Academic Program Officer Member

54.1.6 The Registrar Member

54.1.7 Three senior members of UUC Academic staff Member

54.2 Co-opted Participants

The Council may co-opt, from time to time, a non voting member or members for a specific purpose and duration where their contribution is believed to be of benefit.
54.3 Functions

The Council shall have the following functions:

54.3.1 The formulation, revision and amendment of policies, rules and regulations governing post graduate programs at Unity University College;

54.3.2 The promotion and coordination of interdisciplinary programs in the field of graduate studies;

54.3.3 The approval of admission of candidates for graduate studies at Unity University College;

54.3.4 The recommendation to the Senate of the award of degrees, diplomas and certificates in line with the rules of Unity University College;

54.3.5 The approval of a graduate studies program submitted by the Faculty Graduate Commission (FGC); and

54.3.6 The periodic assessment and evaluation of graduate studies programs.

54.4 Rules

The Council shall establish its own rules of procedure and set up standing and ad-hoc committees as necessary.

Article 55. The Faculty Graduate Commission (FGC)

A Faculty Graduate Commission, hereinafter referred to as the Commission, is hereby established for each Faculty of the University College offering graduate programs. The Commission shall, through its Chairperson, the Dean of the Faculty concerned, be responsible to the Council. The membership of the Commission shall consist of the following:

55.1 The Dean of the faculty offering graduate studies – chairperson

55.2 The heads of departments offering graduate studies

55.3 Three members of the Faculty with the rank of assistant professor or above appointed by the AVP.

Legislation
**Article 56. Functions**

The Commission shall have the following functions:

56.1 propose to the Council programs of graduate studies for the Faculty, including changes thereof;

56.2 undertake periodic assessment and evaluation of said programs, and thereby formulate appropriate recommendations and to supervise the implementation of the Council’s decisions therein;

56.3 recommend to the Council the granting of graduate degrees, diplomas or certificates;

56.4 approve research advisors and examining boards recommended by the Department Graduate Committee; through FGC; and

56.5 settle any academic problem which concerns the Faculty at the graduate level.

**Article 57. Meetings**

There shall not be less than three meetings of the Commission in each semester.

Meetings shall be held:

57.1 within two weeks of the beginning of a semester;

57.2 to approve examination papers at least seven days before the final examinations;

57.3 to decide when the examinations have been completed and results submitted, (what action shall be taken);

57.4 within ten days before the start of the examinations for students proceeding to graduation. At this meeting the list of candidates for the examination and the examination papers shall be approved;

57.5 to decide, after the annual examinations are completed, which students have passed the examinations; and

57.6 to settle any question arising out of candidates’ theses/projects

The Chairperson may call a meeting of the Commission at any time she/he thinks fit and shall call a meeting when so requested by at least a third of the membership of the Commission.

Not less than three-fifths of the members of the Commission shall form a quorum at any meeting.
All decisions taken by the Commission shall be by a simple majority vote of the members present. In the event of an equality of votes the Chairman shall have an additional casting vote.

The Commission shall set up standing and ad hoc committees as necessary.

Article 58. The Department Graduate Committee (DGC)

There is hereby established a Department Graduate Committee, hereinafter referred to as the Committee

58.1 Composition and Tenure of Office

The DGC shall be composed of:

58.1.1 the head of the department offering graduate studies – chairperson

58.1.2 two staff members with the rank of assistant professor or above – appointed by the head of the department member; and

58.1.3 one non-voting individual co-opted by the department head in consultation with a members of the DGC.

58.2 Function

The Committee shall have the following functions:

58.2.1 develop the program in collaboration with the staff;

58.2.2 review and revise the program whenever the need arises;

58.2.3 supervise and coordinate the program;

58.2.4 prepare periodic reports of its activities and submit them to the commission;

58.2.5 recommend a research advisor for each graduate student for approval by the Commission; and

58.2.6 recommend members of the examining board for approval by the Commission.
Article 59 The Dean of the School of Graduate Studies

59.1 Criteria for Eligibility

The Dean of the SGS should meet the following minimum requirements. He/she:

59.1.1 must have a minimum of an MA or MSc degree, or the equivalent.
59.1.2 must be an Associate Professor
59.1.3 must have a minimum of six years of relevant teaching and administrative experience in institutions of higher learning;
59.1.4 must have a commendable leadership quality;
59.1.5 must have served as academic dean;
59.1.6 must possess high professional caliber and sound personal integrity;

59.2 Powers and Duties

59.2.1 Present the annual budget of the School to the Council and through it to the President and administer such funds as may be placed at the disposal of the School;
59.2.2 Be responsible for the implementation of the policies laid down by the Council for the proper administration of the programs of graduate studies and the welfare of the students;
59.2.3 Take appropriate action in consultation with the respective Commissions as regards programs, candidates and any other academic matters;
59.2.4 Issue directives concerning registration, record keeping and the like for programs of graduate studies at Unity University College;
59.2.5 Submit to the Senate, after approval by the Council, the names of candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with the rules and regulations of UUC;
59.2.6 Submit to the Council regular progress reports on the students registered for graduate studies at Unity University College and make any recommendations to the Senate and other appropriate bodies of the University College;
59.2.7 Make recommendations for the development of existing programs, establishment of new programs and carry out any other task to foster the development of graduate studies; and

Legislation
59.2.8 Perform such other duties as may be assigned by the Council, the Senate, the President, and the AVP of UUC.

Article 60 Regulations Governing the Master’s Degree Programs

60.1 Regular Admission

60.1.1 The applicant must have completed the academic requirement for the bachelor’s degree with an overall cumulative GPA of at least 2.00.

60.1.2 The applicant must have completed the academic requirements for the bachelor’s degree with an academic achievement comparable to that stated in 60.1.1 above or any other recognized institution of higher learning.

60.1.3 The applicant must satisfactorily pass a qualifying examination, when required by the School.

60.1.4 The applicant must be supported by at least three letters of recommendation from the applicant’s undergraduate instructors, employers and professional associations. Such letters of recommendation should preferably come from the first two of these three categories.

60.2 Advanced Standing Admission

Qualified persons may apply for advanced standing, which is determined by the FGC concerned if:

60.2.1 the applicant has successfully completed at least one year of study in a similar program;

60.2.2 the applicant meets the special requirements of the faculty or department he/she is applying to.

Article 61. Registration

61.1 Initial Registration

61.1.1 Regular Registration

Any candidate may be admitted to the master’s degree program at any time in the year.

Legislation
61.2 Continuous Registration

Every candidate of the SGS must register at the beginning of each semester in order to keep the program active. A candidate who fails to maintain continuous registration without officially withdrawing, will be considered to have dropped out from the program. If such a candidate wishes to resume the graduate program, an application for readmission to the SGS must be submitted. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time that the application is submitted.

Article 62. The Program of Study

62.1 General Provision

62.1.1 A program of graduate studies shall include course work and thesis/project or course work alone under special conditions. However, under exceptional circumstances, the FGC may make alternative arrangements upon the recommendation of the DGC.

62.1.2 A program of graduate studies must be approved by the FGC, the CGS and the Senate of UUC before implementation.

62.1.3 Within the general program of the department, candidates shall have their programs of study and research approved by the FGC of the faculty upon the recommendation of the DGC of the department in which they are enrolled.

62.1.4 The candidate shall be advised by a supervisor who may be assisted by a departmental Advisory Committee, if and when required. The supervisor and the Advisory Committee shall be approved by the FGC upon the recommendation of the DGC.

Legislation
62.1.5 The SGS awards credits for all course work thesis and project. One credit of graduate study shall be one lecture hour or three laboratory hours per week per semester. Book reviews, laboratory reports, term papers, etc., shall normally be required for each graduate course.

62.2 Program Requirements

62.2.1 Credit Requirements

The minimum total number of credit hours for course work shall be 24 for departmental programs requiring thesis and/or project work, and a minimum of 30 for those programs with neither thesis nor project work.

62.2.2 Course Load

A total of 9 to 12 credit hours per semester shall normally be regarded as a typical full load for a full time candidate.

62.2.3 Duration of Study

62.2.3.1 The master’s programs shall normally take two academic years for completion.

62.2.3.2 No candidate with the exception of those with advanced standing status may anticipate finishing the program in less than one and a half academic years.

62.2.3.3 A candidate may be allowed to continue for up to four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and FGC.

62.2.3.4 A candidate taking more than the normal two-year duration for completion of the program shall fulfill the special conditions set by the SGS.

62.2.4 The Grading System

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

A = 4.00  C = 2.00
B+ = 3.50  D = 1.00
B = 3.00  F = 0.00
C+ = 2.50
P = pass (for thesis/project work)

Legislation
62.2.4.2 To complete the course program and graduate the candidate needs to obtain minimum CGPA of 3.0 (“B”)

62.2.5 *Academic Probation and Disqualification*

62.2.5.1 *Academic Probation*

Probation is a discretionary decision to allow candidates falling below the required academic standards to continue their studies. Since the function of probation is to permit the academic rehabilitation of these candidates, the decision to grant probation must be assessed on a case-by-case basis, taking into account all the relevant circumstances. Probation will only be granted where there is reason to believe that the candidate is capable of meeting the required levels of achievement. Candidates should not be dismissed after only one semester of registration.

62.2.5.2 *Disqualification*

A candidate may be subject to dismissal without having first been put on probation if the candidate’s performance is judged by the FGC to be low and beyond retrieval.

Candidates subject to dismissal should not expect discretionary probation as a matter of right.

62.2.6 *Repeating Courses*

62.2.6.1 Only courses with grades lower than “C” may be repeated. No course may be repeated more than once. Repeated courses shall not be awarded grades exceeding grade “B”.

62.2.6.2 Requests to repeat a course with a grade “C” may be granted by the DGC. The decision of the DGC must be approved by the FGC and by the SGS before it is considered final.

62.2.7 *Status Review*

62.2.7.1 At the end of each semester the FGC will examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00 (“B”).
The inquiry will 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 the academic failure, to believe that the candidate can achieve the required academic standards at the time of graduation.

62.2.7.2 The FGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may include restrictions designed to remove or reduce the causes of academic failure.

62.2.7.3 When a candidate is placed on probation he/she will be notified by the Dean of the SGS of his/her status and what is expected of him/her by way of academic performance in the future. In addition he/she will be informed of any restrictions or requirements stipulated by the probation and the consequences of failure to meet these conditions.

62.2.8 Withdrawal and Readmission

62.2.8.1 Withdrawal

62.2.8.1.1 Candidates in good academic standing wishing to discontinue their studies must complete an official withdrawal form (in three copies).

62.2.8.1.2 Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will not be eligible for readmission.

62.2.8.2 Readmission

62.2.8.2.1 Candidates who discontinue their studies in good academic standing and for good reason can apply for readmission through the Registrar the same semester that they discontinued.

62.2.8.2.2 Candidates suspended by an FGC qualify for automatic registration as soon as they have served that term.

62.2.8.2.3 A candidate may be readmitted only when the withdrawal is effected because of one of the following:

Legislation
62.2.8.2.3.1 If the candidate cannot follow-up the program because of medical reasons, in which case the health status has to be ascertained by a valid medical certificate; or
62.2.8.2.3.2 If the University College is unable to carry out the relevant graduate program and advises the candidate accordingly; or
62.2.8.2.3.3 If the candidate is unable to continue due to force majeure other than those outlined in 62.2.8.2.3.1 and 62.2.8.2.3.2 above.
62.2.8.2.4 A candidate who wishes to withdraw for reasons mentioned in 62.2.8 under Withdrawal and Readmission, section 62.2.8.2, 62.2.8.2.3.1, 62.2.8.2.3.2 and 62.2.8.2.3.3. above must petition the relevant FGC stating the reason(s) for withdrawal and the duration of absence sought. The petition must be accompanied with supporting documents (e.g. medical certificate).
62.2.8.2.5 A candidate who withdraws from the Graduate School without obtaining the approval of the relevant FGC will not be eligible for readmission.
62.2.8.2.6 If withdrawal is being effected with approval from the relevant FGC the minutes of the meeting of the FGC at which permission for withdrawal is granted must be attached to a copy of the completed official withdrawal form and submitted to the Registrar’s Office.
62.2.8.2.7 Even when withdrawal has been effected with the approval of the relevant FGC, the length of absence and the number of places available in the Program concerned shall be taken into consideration. Moreover, a condition for readmission is that the reasons for withdrawal must no longer be valid.
62.2.8.2.8 The readmitted student must still complete his/her studies within the maximum four year limit.

Article 63. Transfer from One Program to Another
A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled:
63.1 The candidate must have very good reason(s) for requesting the transfer.
63.2 The candidate must have completed not more than ¼ of the courses in the first department.
63.3 The process of transfer must abide by all the rules and regulations that emanate from the Registrar’s Office of UUC.
63.4 The candidate must satisfy the academic requirements for admission into the program to which transfer is desired.
63.5 Dismissed students are not allowed to transfer.
63.6 The approval of the relevant DGCs, FGCs and the CGS must be obtained.

The Department receiving the candidate will determine the transfer of credits.

Article 64. The Master’s Thesis/Project

64.1 General Requirements

64.1.1 The thesis/project shall constitute an individual’s effort in academic pursuits to identify and analyze problems by applying sound methodology.

64.1.2 A thesis/project shall constitute the partial fulfillment of the requirements of the master’s degree program except in a program where it is not required. When a thesis/project is required, it will carry a minimum of six credits.

64.2 Selection and Approval of Thesis/Project Topic

64.2.1 The topic for the thesis/project work shall be selected in consultation with and prior approval of the thesis/project advisor. The selection of the thesis shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the relevant department and the faculty.

64.2.2 The topic of the thesis/project of each candidate shall be approved by the FGC as early as possible, and not later than the time of the candidate’s enrolment in the second half of his/her program.

64.3 Format of Thesis/Project

The thesis/project format shall be in accordance with the guidelines set by the SGS.
64.4 Submission of Thesis

64.4.1 No candidate will be permitted to submit a thesis/project in less than one academic year from the date of initial registration except with special permission from the Senate.

64.4.2 A candidate may submit his/her thesis/project at any time during or after the last semester of his course work and no later than the end of the fourth semester after the initial registration, with the exception of candidates allowed for extended residency.

64.4.3 A thesis/project must have an abstract and the abstract should be no more than 500 words.

64.5 Procedures for Examination and Submission of Thesis/Project

When a candidate, has conferred with his/her advisor, and gives notice of his/her readiness to submit his/her thesis/project, the FGC of the faculty in which the candidate is enrolled shall appoint an Examining Committee. The Committee shall have a minimum of three and a maximum of five members and shall include the advisor, at least one other member of Unity University College and an external examiner. Normally, internal members of the Examining Committee will be drawn from the Advisory Committee, where this has already been established.

64.6 Copies of Thesis/Project Required

Copies of the thesis/Project should be submitted to the Office of the Chairman of the FGC. A copy will then be distributed to each member of the Examining Committee and an additional copy will be held in the office of the FGC where it will be available for examination by any member of Unity University College.

64.7 Thesis/Project Presentation and Defense

64.7.1 Presentation

64.7.1.1 The thesis/project defense will be presided over by an impartial person appointed by the FGC as chairperson.

64.7.1.2 Any member of UUC or the public will be free to attend the presentation unless otherwise specified.

Legislation
64.7.1.3 The candidate should present her/his thesis/project orally with whatever aid(s) she/he requires to make an effective presentation to the Examining Committee.

64.7.2 Defense

After the defense, the Examining Committee will decide whether to accept or reject the thesis/project.

64.7.3 Accepted

64.7.3.1 A thesis/project can be accepted with no change or with some minor changes.

64.7.3.2 Where a thesis/project is accepted with modification, it requires substantial changes which must be made to the satisfaction of members of the Examining Committee or its designate. The Examining Committee’s report must include a brief outline of the nature of the changes required and must indicate the time by which the changes are to be completed.

64.7.4 Rejected

A thesis/project will be rejected if:

64.7.4.1 the work does not meet the required standard; or

64.7.4.2 the work is plagiarized as judged by the Examining Committee; or

64.7.4.3 the work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

64.8 Thesis/Project Grade

If a candidate passes the presentation and defense he/she obtains a grade of “P”; and an “F” grade if he/she fails.
Article 65. The External Examiner

65.1 Purpose and Functions

65.1.1 The purpose of external examiners is to ensure, first and foremost, that degrees awarded in similar subjects at UUC are compatible in standard to those awarded by other Universities, and secondly, that the assessment system is fair.

65.1.2 In order to achieve these purposes, external examiners need to be able to:

- 65.1.2.1 participate in the assessment processes for the award of degrees;
- 65.1.2.2 comment and give advice on course content, balance and structure.

65.2 Selection and Appointment

65.2.1 The DGC are the natural sources of recommendations for the appointment of external examiners.

65.2.2 The Dean of the School of Graduate Studies will make appointments after the FGC has approved the recommendation of the DGC.

65.2.3 The Department seeking the appointment for an external examiner should submit biographical data, including academic achievements and publications of the nominee, to be FGC.

65.2.4 To approve an external examiner, the FGC must consider the following:

- 65.2.4.1 Only persons of seniority and experience who are able to command authority are appointed and must have an academic rank of at least Assistant Professor (or equivalent).
- 65.2.4.2 An external examiner must in general be external to Unity University College. However, the Council of Graduate Studies can consider exceptions to this rule on a case-by-case basis and in response to a request from an FGC.
- 65.2.4.3 Former members of staff cannot be invited to become external examiners until at least three years have lapsed.
- 65.2.4.4 The same external examiner cannot be appointed for more than two consecutive years.
- 65.2.4.5 The number of external examiners for any particular degree programs should be sufficient to cover the full range of specializations. More than
one external examiner may be needed where there is a large number of
students or where the degree program covers a wide range of
specializations.

65.2.4.6 External examiners from outside the higher education system, for
example, from industry or the professions may be appropriate in certain
circumstances.

65.3 Discussion of Course Structure

Departments and external examiners should use the opportunity afforded by the visits of
external examiners to discuss the structure and content of the course and the degree
program, as well as the assessment procedures. The department should discuss any
comments or suggestions made by the external examiners and take an explicit decision
about whether or not to introduce the recommended changes.

65.4 Reports

65.4.1 External examiners make written confidential reports at the end of their visits.
They are free to make any comments they wish, including observations on
teaching, course structure and content.

65.4.2 Reports are sent to the Dean of the School of Graduate Studies and copied to the
chairman of the FGC and DGC. The Dean has the responsibility to see that the
recommendations are considered and action taken by the Council of Graduate
Studies.

Article 66. Graduation and Award

The Dean of School of Graduate Studies shall recommend candidates who fulfill the
requirements laid down in these regulations, and whose research, study and examination
results are judged to be of sufficient merit. These recommendations shall be made to the
University College Senate, via the Office of the Registrar.
Section Seven Miscellaneous

Article 67. Sexual Harassment

67.1 Definition

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

67.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a university college activity;
67.1.2 submission to or rejection of such conduct by an individual will affect that individual's employment, education, living environment, or participation in a university college activity; or
67.1.3 such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a university college activity.

67.2 Producers for Addressing Sexual Harassment Claims

67.2.1 The University College can take corrective action only when it becomes aware of such problems.
67.2.2 Therefore, persons who believe they have experienced or witnessed sexual harassment are encouraged to come forward promptly with their reports or complaints to seek assistance within the University College.
67.2.3 Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under the University College Sexual Harassment Policy.
67.2.4 A report can be made to the office of the Academic Dean, Dean of Students, Department Head or their designees.
67.2.5 Inquiries and complaints of sexual harassment will be treated with the maximum degree of confidentiality.
67.2.6 Discussions with officials are not considered official reports to the University College and will not, without additional action by the complainant, result in intervention. Therefore, reports should be made in writing.

67.2.7 Conduct alleged to be sexual harassment is evaluated by considering the totality of the circumstances.
Appendix A

Criteria for Assessment of a Teaching Material

I. DEFINITION OF TERMS

1. **Teaching material:**
   A material for teaching a specific course that forms part of the curriculum of the department, and bears a course title, a course number and a course outline. A single or multiple authors could prepare it.

2. **Textbook:**
   “A book that contains detailed information about a subject particularly prepared for people who are studying that subject.”

3. **Compilation:**
   3.1 A compiled material is a collection of information from a variety of published sources arranged in a book or report form.
   3.2 A compilation may also be “in a form of a book, set of records, etc., that is assembled together from several separate parts.”
   3.3 It typically consists of an extensive introductory chapter or preface, that explains the purpose of the compilation, the criteria employed in choosing the selected material, and accompanies a series of well-designed and diverse tasks and exercises.
   3.4 Since preparations of supplementary materials are *ipso facto* considered to be a part of the duties and responsibilities of an instructor, remuneration can neither be requested nor considered.

II. **Criteria for the Assessment of Teaching Material**

A teaching material must fulfill the following formal and minimum requirements for assessment:

*Legislation*
1. the course for which the teaching material is prepared must be one that is included in the syllabus and is offered by the department when completing an application for assessment by the author or authors;
2. the course must have a designation, course number and course outline;
3. the teaching material must adhere to the syllabus, as approved by the Academic Commission;
4. the content of the teaching material must be complete and comprehensive;
5. at least 50% of the teaching material should be original, and the material should be substantially different from the one it is expected to replace;
6. the requirement at (5) above would also applies to teaching materials for new courses.
7. sources used in the preparation of the teaching material must be fully acknowledged, and
8. the material should provide sufficient and diverse tasks and exercises.

III Procedures for the Preparation of Teaching Material

1. A department can assign a single or multiple authors to prepare teaching material for a specific course. However, the department has the responsibility of ascertaining that the material is based on the course outline already approved by the Academic Commission.
2. An instructor or instructors may, initiate, prepare, or compile teaching materials for a specific course. The instructor(s) should, however, formally notify the department that they are engaged in such a task. The information must include the title of the material, the title of the material it will replace, the date the work will begin, the time needed for its completion, etc.
3. Since preparations of supplementary materials are ipso facto considered to be a part of the duties and responsibilities of an instructor, remuneration can neither be requested nor considered.
4. However, unassigned, or unauthorized but completed teaching materials could be presented to a department for review, and adoption as a teaching material in lieu of the one currently in use. If the material is reviewed favorably, and the department is
convinced that the new material is of commendable and superior quality than the one in current use, remuneration can be requested and considered.

IV. Prerequisites for the Assessment and Approval/Recommendation of a Teaching Material

1. A teaching material should be used experimentally and tested in classes taught by two instructors, other than the author or authors, for a period of at least two semesters before an assessment is applied for.

2. The department should assign the instructors who will experiment with the teaching material. Their main duty shall consist of providing a complete and critical review of the material to the head of the department at the end of each semester session.

3. The department should gather the critical reviews, organize them into topics and forward them with a letter to the author(s) so that they can serve as inputs toward further improvement of the teaching material.

V. Formal Request for Assessment of a Teaching Material

The author or authors of a teaching material should apply, in writing, to their department for an assessment of the material produced, giving the following information:

1. the justification for the material;
2. the course for which the material has been prepared;
3. the shortcomings of the materials currently in use
4. whether or not the course is still offered by the department;
5. the specific features and strengths of the new material; and
6. the compelling qualities that will enhance the teaching-learning process, etc.

VI. Role of the Department

1. Upon receipt of the teaching material and a written request for its adoption and subsequent replacement of the material currently in use, the department shall set up a committee to examine the written request by the author(s) and shall present its recommendations, in writing, to the department.

Legislation
2. Upon receiving the report of the committee, the department may recommend that the material be tried and tested for two semesters by no less than two instructors teaching the course.
3. The department can reject the request of the author(s) giving adequate and satisfactory explanations; or
4. recommend specific further, improvements to be made; or
5. recommend to the Research and Publications Office the adoption of the teaching material, and subsequent payment of remuneration.

VII. Role of the Departmental Committee:

After it has examined the teaching material, the committee may:

1. recommend that the teaching material should be tested for a period of no less than two semesters by other instructors teaching the same course, at the end of which they should provide the department with a comprehensive written assessment of the material, or
2. reject the request of the author(s), in writing, with compelling, detailed adequate reasons and explanations concerning the shortcomings of the material, and why it cannot replace the textbook in current use;
3. recommend ways for further improvement of the material; and
4. recommend to the department the adoption of the material as the official teaching material replacing the one in current use, and the payment of remuneration.

VIII. Role of the Research and Publications Office:

The Research and Publications Office shall, upon receiving, the assessment of a teaching material along with the recommendation of the department:

1. identify internal and external readers whom it shall request to assess the teaching material;

Legislation
2. recommend adoption of the teaching material, as assessed and recommended by both internal and external readers;
3. recommend remuneration for the author or authors;
4. publicize the information to the University College community to encourage others to undertake similar tasks; and
5. consider promoting the teaching material upon the recommendation of the department.
Appendix B

Criteria for Reputability of Journals

1. Professional reputation and competence of editors, advisory board members and editorial staff.

1.1 Editor(s)

1.1.1 should preferably hold a Ph.D. or equivalent, with a minimum of three publications. These must be peer-reviewed articles published in reputable journals.

1.1.2 Editors of journals published by the Faculties of Law, Medicine, Architecture and Urban Planning, Computer Science and Information Technology are not required to hold a Ph.D degree, but shall have a recognized qualification specific to the area in question.

1.2 Editorial Board Members

should have at least the same qualification as above.

1.3 Advisory Board Members

1.3.1 should have comparable or higher qualifications and experience than members of the Editorial Board with the exception of members needed for their special services.

1.3.2 The composition of the Board must reflect the different disciplines covered by the journals.

2. The soundness of the editorial policy of the journal

2.1 Referees chosen to review articles should be kept anonymous.

2.2 Authors should also be preferably kept anonymous.

2.3 The number of scientific papers in a given issue should be at least five.

2.4 Articles should not be solicited.

2.5 Journals should preferably have an author and subject index.

Legislation
3. The seriousness of purpose of the journal as a medium for professional development
   3.1 Bibliographic citation in one of the major abstracting services is a requirement.
   3.2 Regularity within the expected time of publication is a necessity.
   3.3 The number of regular subscribers, both individually and institutionally, at an internal and external level should be known.
   3.4 The average circulation for such journals should be identified.
   3.5 The acceptance/rejection rate should be known.
   3.6 The title page should contain the volume number, frequency of publication, list of members of editorial board and advisory board and instruction to authorities at a visible site.
   3.7 Journals are expected to be consistent in their color and dimension with corresponding address on the cover.
   3.8 Commercial publicity in such journals is possible if professionally related.

4. Miscellaneous
   Reputable journals are also required to have the following forms:
   4.1 Acknowledgement card/receipt form
   4.2 Letter to referees/matrix letter;
   4.3 Reminder letter (used if no response comes from the referee),
   4.4 Letter to the author (used when modifications are expected to be made by the author), and
   4.5 Acceptance card (to get printing approval from the author).

Legislation
# Table of Contents

1. Unity University College: Background and Development 1
   1.1 Vision 2
   1.2 Mission 2
   1.3 Values 2
   1.4 Overall Objective 2

2. Revised Legislation 3

## Section One: Policy making and Executive Organs of Unity University College 11

*Article 1. Policy Making Organs* 11

1.1 The Advisory Board 11
   1.1.1 Membership 11
   1.1.2 Functions 11

1.2 The Senate 11
   1.2.1 Membership 11
   1.2.2 Authorities and Functions 12

1.3 Standing Committees 13
   1.3.1 Membership 13
   1.3.2 Reporting Mechanism 13
   1.3.3 General 13
   1.3.4 Non-departmental Basics for Representation 14
   1.3.5 Co-opting Additional Members 14
   1.3.6 Appointment of Chairperson of Standing Committees 14
   1.3.7 Terms of Service 14
   1.3.8 Regular Meetings 14
   1.3.9 Request for a Meeting 14
   1.3.10 Quorum 14
   1.3.11 Report to the Senate University College 14
   1.3.12 Information to Deans 15

1.4 The Academic Standards and Curriculum Review Committee (ASCRC) 15
   1.4.1 Membership 15
   1.4.2 Duties and Responsibilities 15

1.5 The Admissions and Placement Committee (APC) 16
   1.5.1 Membership 16
   1.5.2 Duties and Responsibilities 16

1.6 The Library and Textbooks Committee (LTC) 17
   1.6.1 Membership 17

*Legislation*
1.6.2 Duties and Responsibilities

1.7 The Research and Publications Committee (RPC)
   1.7.1 Membership
   1.7.2 Duties and Responsibilities

1.8 The Staff Appointments, Promotions and Development Committee (SAPDC)
   1.8.1 Membership
   1.8.2 Duties and Responsibilities

1.9 The Student Affairs and Scholarship Committee (SASC)
   1.9.1 Membership
   1.9.2 Responsibility of the Committee

1.10 The Faculty/School or College Academic Commission
   1.10.1 Constituency
   1.10.2 Authorities and Functions

1.11 The Department Council
   1.11.1 Constituency
   1.11.2 Authorities and Functions

1.12 The Executive Committee
   1.12.1 Constituency
   1.12.2 Authorities and Functions

Article 2. Executive Organs

2.1 The President
   2.1.1 Criteria for Eligibility
   2.1.2 Powers and Duties

2.2 The Academic Vice President
   2.2.1 Criteria for Eligibility
   2.2.2 Powers and Duties

2.3 The Vice President for Administration, Finance and Development
   2.3.1 Criteria for Eligibility
   2.3.2 Powers and Duties

2.4 The Vice President for Research and Publications
   2.4.1 Criteria for Eligibility
   2.4.2 Powers and Duties

2.5 The Dean of a Faculty/School/ or College
   2.5.1 Criteria for Eligibility

Legislation
Section Two: Staff Affairs

Article 3. Staff Appointment

3.1 Criteria for Appointment of Academic Staff

3.2 Criteria for Appointment of ‘Adjunct’ Academic Staff

3.3 Criteria for the Appointment of Academic Staff without Previous College/University Level Teaching Experience

Article 4. Duties and Responsibilities of an Academic Staff

Legislation
Article 5. Evaluation of Academic Staff

5.1 Evaluation parameters

5.2 Procedure for the Evaluation of Teaching Effectiveness

5.2.1 Evaluation by Department Heads
5.2.2 Evaluation by Colleagues
5.2.3 Evaluation by Students
5.2.4 Self Evaluation
5.2.5 Reporting Evaluation Results

Article 6. Staff Promotion

6.1 Academic Rank

6.2 Criteria

6.3 Procedure

6.4 Requirements

6.4.1 Graduate Assistant I
6.4.2 Graduate Assistant II

6.5 New Appointment

6.5.1 Assistant Lecture
6.5.2 Lecturer
6.5.3 Assistant Professor
6.5.4 Associate Professor and Professor

6.6 Promotion

6.6.1 Assistant Lecture
6.6.2 Lecturer
6.6.3 Assistant Professor
6.6.4 Associate Professor
6.6.5 Professor

Article 7. Semester Teaching load for Instructors

Article 8. Tenure

8.1 Rules
8.2 Procedure

Legislation
Article 9. Leave of Absence

9.1 Research Leave
9.2 Sabbatical Leave
9.3 Other types of Leave
9.4 Accumulating Leaves

Article 10. University Property Clearance

Section Three: Disciplinary Penalties and Procedure

Article 11. Disciplinary Committee Establishment, Composition and Quorum
Article 12. Term of Office
Article 13. Power and Duties of the Disciplinary Committee
Article 14. Disciplinary Offences
Article 15. Disciplinary Penalties
Article 16. Initiation of Disciplinary Proceedings
Article 17. Form and Content of a Complaint
Article 18. Defense counsel and plea of the Accused Staff Member
Article 19. Defense Evidence
Article 20. Additional Evidence
Article 21. Closing the Investigation
Article 22. Final Report
Article 23. Final Decisions
Article 24. Appeal

Section Four: Academic Policies and Procedures

Article 25. Academic Calendar
Article 26. Duration of Study-programs
Article 27. The Faculties/Schools of the University College
Article 28. The Academic departments of the University College
Article 29. Admission
Article 30. Orientation

Legislation
Article 31. Registration
  31.1 General
  31.2 Registration of Freshman Students
  31.3 Non-Freshman Students

Article 32. Course Exemption

Article 33. Transfer
  33.1 Request for transfer
  33.2 Rules
  33.3 Procedures for Transfers

Article 34. Advanced standing Status

Article 35. Semester course-load for students

Article 36. Course Substitution

Article 37. Academic Warning, Probation and Dismissal
  37.1 Academic Warning
  37.2 Academic Probation
  37.3 Academic Dismissal

Article 38. Withdrawal

Article 39. Readmission

Article 40. Grade re-marking

Article 41. Class Attendance/Absenteeism

Article 42. Make-up examinations

Article 43. 'NG' and 'I' grades

Article 44. Section Merging by Instructor

Article 45. Student Scholarship

Article 46. Scholarship to the UUC

Article 47. Academic Dishonesty

Article 48. Continuous evaluation of student performance
  48.1 The Role of the Instructor
  48.2 Mark Allocation
  48.3 The Responsibility of the Student
  48.4 Method of Assessment
  48.5 The Fixed Scale Grading System

Article 49. Invigilation

Legislation
Section Five: Student Affairs

Article 50. Statement of Students' Rights and Responsibilities
50.1 Student Rights: General
50.2 Student Rights: Specific
50.3 Violations
50.4 Sanctions

Article 51. Faculty/School/Student Affairs Committee

Article 52. Procedures to Handle Violations

Section Six: The School of Graduate Studies

Article 53. Legislation and Provisions to establish the school of Graduate Studies
53.1 Establishment of the Graduate Studies

Article 54. The Council of Graduate Studies (CGS)
54.1 Membership
54.2 Co-opted Participants
54.3 Functions
54.4 Rules

Article 55. The Faculty Graduate Commission (FGC)

Article 56. Functions

Article 57. Meetings

Article 58. The Department Graduate Committee (DGC)
58.1 Composition and Tenure of Office
58.2 Function

Article 59. The Dean of the School of Graduate Studies
59.1 Criteria for Eligibility
59.2 Power and Duties

Article 60. Regulations Governing the Masters Degree Programs
60.1   Regular Admission  
60.3   Advanced Standing Admission  

**Article 61. Registration**  
61.1   Initial Registration  
61.2   Continuous Registration  

**Article 62. The Program of Study**  
62.1   General provision  
62.2   Program Requirement  

**Article 63. Transfer from One Program to Another**  

**Article 64. The Masters Thesis/Project**  
64.1   General Requirements  
64.2   Selection and Approval of Thesis/Project Topic  
64.3   Format of Theses/Project  
64.4   Submission of Thesis  
64.5   Procedures for Examination and Submission of Thesis/Project  
64.6   Copies of Thesis/Project Required  
64.7   Thesis/Project Presentation and Defense  
64.8   Thesis/Project Grade  

**Article 65. The External Examiner**  
65.1   Purpose and Functions  
65.2   Selection and Appointment  
65.3   Discussion of Courses Structure  
65.4   Reports  

**Article 66. Graduation and Award**  

**Section Seven: Miscellaneous**  

**Article 67. Sexual Harassment**  
67.1   Definition  
67.2   Procedures for Addressing Sexual harassment claims  

**Appendix A**  

**Appendix B**