



Debre Markos University

Student Handbook

September 2024
Debre Markos

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1. Background Information

Debre Markos University, being one of the thirteen newly established universities, started its function in 1999 E.C. (2006/07), receiving 760 students in education college. It is one of the fifteen applied universities in Ethiopia. In 2000 E.C. (2007/2008 G.C) three additional colleges are opened, namely College of Business & Economics, the College of Agriculture & School of Law. In 2001 E.C (2008/2009 G.C) the university opened two other additional colleges. In the undergraduate regular program, currently there are five colleges, three institutes, two schools and one academy with a total of 59 departments in the main campus, the medicine and health science campus, and Burie campus.

At present, the university has the following undergraduate and postgraduate programs.

I. List of Undergraduate Programs at DMU

S. No	Program/Department	College/Institute/ School
1	Land Administration and Surveying	Institute of Land Administration
2	Real Property Valuation	
3	Law	Law
4	Psychology	Education & Behavioral Sciences
5	Early Childhood Care & Education	
6	Special Needs & Inclusive Education	
7	Accounting & Finance	Business & Economics
8	Economics	
9	Management	
10	Animal Science	Agriculture & Natural Resources
11	Plant Science	
12	Horticulture	
13	Natural Resource Management	
14	Agroforestry	
15	Rural Development & Agricultural Extension	
16	Agricultural Economics	
17	Veterinary Laboratory Technique	
18	Sport Science	Sport Science Academy
19	Biology	Natural & Computational Sciences
20	Physics	
21	Chemistry	
22	Mathematics	
23	Biotechnology	
24	Statistics	

25	Geology	
26	English	Social Sciences & Humanities
27	Amharic	
28	Journalism and Communication	
29	Geeze	
30	Theatrical art	
31	Political Science	
32	Sociology	
33	Civics and Ethical Studies	
34	Geography	
35	History	
36	Mechanical Engineering	Institute of Technology
37	Construction Technology & Management	
38	Hydraulics & Water Resource Engineering	
39	Electrical & Computer Engineering	
40	Civil Engineering	
41	Software Engineering	
42	Information Technology	
43	Pharmacy	Health Science
44	Public Health	
45	Midwifery	
46	Environmental Health	
47	Pediatric Nursing	
48	Medical Laboratory	
49	Health Informatics	
50	Nursing	
51	Health & Nutrition	
52	Medicine	Medicine
53	Anesthesia	
54	Radiology	
55	General Forestry	Burie Campus
56	Computer Science	
57	Agribusiness and Value Chain Management	
58	Peace and Development Studies	
59	Veterinary Science	

II. List of Postgraduate Programs at DMU

List of Master's Programs

Technology Institute MSC in:

- | | |
|--|--|
| 1. Information Technology | 6. Electric power system engineering |
| 2. Industrial Engineering | 7. MSC in Microelectronics Engineering |
| 3. Irrigation and Drainage Engineering | 8. MSC in software engineering |
| 4. Computer Engineering | |
| 5. Hydraulic Engineering | |

College of Natural and Computational Sciences (MSC in:)

- | | |
|--|---|
| 9. Ecological and Systematic Zoology | 15. Health and fitness |
| 10. Applied Entomology | 16. Football coaching |
| 11. Applied Microbiology | 17. MED in Physical Education |
| 12. Biomedical Science | 18. Botanical science |
| 13. Chemistry (organic, Inorganic, Analytical, Physical) | 19. Mathematics (Algebra, Differential) |
| 14. Physics (Atmospheric, Nuclear, Statistical, Solid) | 20. statistics (Biostatistics/Applied Statistics) |
| | 21. Biotechnology |

College of Social Sciences and Humanities (MA in)

- | | |
|---|---|
| 22. Teaching English as a Foreign Language | 30. Peace and Conflict Studies |
| 23. Literature (English) | 31. Civics and Ethical Studies |
| 24. General Linguistics (English) | 32. Sociology |
| 25. Applied linguistics in teaching Amharic | 33. Climate Change and Sustainable Development (CCSD) |
| 26. Environment and Land Resource Management | 34. Urban Development Management (UDM) |
| 27. History(C1) | 35. Geography and Environmental Studies(GES) |
| 28. Political Science and International Relations | 36. MA in Communication &Media Studies |
| 29. Folklore in Amharic | |

Institute of Education & Behavioral Science (MA in :)

- | | |
|---|--|
| 37. Developmental Psychology | 41. Counseling Psychology |
| 38. Early childhood care & Education | 42. School Leadership |
| 39. Curriculum & Instruction | 43. EDPM (Educational Planning and Management) |
| 40. Special Needs and Inclusive Education | |

College of Business and Economics

- | | |
|--|---------------------------|
| 43. Accounting and Finance | 46. Development Economics |
| 44. Master of Business Administration/MBA/ | |
| 45. Project Planning and Management | |

College of Agriculture and Natural Resources (MSC in :)

- | | |
|--|--|
| 47. Animal Production | 55. Veterinary clinical medicine |
| 48. Animal Nutrition and Feed Processing | 56. Forest management and climate change(C1) |
| 49. Plant Breeding | 57. Soil Science |
| 50. Agronomy | 58. Horticulture |
| 51. Integrated Watershed Management | 59. Plant Protection |
| 52. Agricultural Economics | 60. Rural Development |
| 53. Environmental Science | 61. Agricultural Entomology |
| 54. Veterinary microbiology | |

College of Health Sciences and Medicine (MSC in:)

- | | |
|-------------------------------------|--------------------------------|
| 62. General Master of Public Health | 71. MSc Medical Parasitology |
| 63. MPH in Epidemiology | 72. MSc in Health Data Science |
| 64. MSc in Medical Microbiology | 73. Medical Anatomy |
| 65. MPH in Reproductive Health (RH) | 74. MSc in clinical midwifery |
| 66. MPH in Nutrition | 75. MSc maternity |
| 67. MSc in Adult Health Nurse | |
| 68. MPH in Environmental Health | |
| 69. MPH in Biostatistics | |
| 70. MSc in Pharmacology | |

Law

- 76. LLM in investment and Business law
- 77. LLM in Human Rights Law

Institute of Land Administration (MSC in:)

- 78. Land Administration and Management
- 79. MSC in Geomatics

2. The University Registrar

Debre Markos University Registrar system is responsible for managing the academic records of students and is committed to serve the students, alumni and the external community. The registrar system commenced at Debre Markos University about 19 years ago 1999 E.C when the university took off with the first batch of 760 students.

Starting from 2007 E.C the Registrar System is reorganized by three clusters and main registrar.

- 1) Social Science Cluster (Business & Economics College, Law School and Social science and humanities college)
- 2) Natural Science Cluster(Natural and computational science college, Medicine and healthj science college and Agriculture and Natural resource college.
- 3) Technology College Cluster.

The number of students went on increasing each year such that those enrolled during the 2015/2016 academic year in all undergraduate programs added up to 28,685 and the graduates numbered around 1,041.

There are lots of services provided by the registrar office of the university

2.1 Admission and Related Issues for Undergraduate Programs

2.1.1 New Admission

A. Regular program for undergraduate

Currently, the only way in which a student may gain direct admission to any regular undergraduate program after completion of high school is through assignment to Debre Markos University by the Ministry of Education (MoE). These are generally students who have successfully completed preparatory high school and met the set EHEEE cut-off point criteria in the year immediately preceding them being assigned to Debre Markos University.

B. Evening program

The University conducts evening (extension) undergraduate programs concurrent with the regular academic year and which also extends into the *Kremt* semester. There are several categories in which an applicant may join the evening program, namely, those

who have completed preparatory high school, diploma holders and bachelor's degree holders and above. An applicant who has successfully completed preparatory high school must satisfy the following criteria for consideration for the evening program. The University may limit how many years back it will go in accepting an EHEEE score.

- meet the EHEEE score cut-off point set by the Ministry of Education for eligibility to join a tertiary education institution for each year.
- produce the original and copy of the EHEEE (12th grade) score card
- original and copy of EGECE (10th grade) score card
- transcript for preparatory high school
- properly complete the application form
- present proof of payment of the required fee

An applicant who has successfully completed a TVET Level IV program from an accredited university/college must satisfy the following criteria for consideration for the evening program.

Exceptions to these criteria may apply for those whose diploma training is in agriculture or those who are teachers employed of the Ministry of Education and aspire to upgrade their qualification.

- Produce an official transcript from the university/college from where they obtained the diploma.
- Produce the original and copy of diploma.
- Produce the original and copy of Certificate of Competency (Level IV).
- Properly complete the application form.
- Present proof of payment of the required fee.

An applicant who has successfully completed a bachelor's degree program from an accredited university/college must satisfy the following criteria for consideration for the evening program.

- Produce an official transcript from the university/college from where they obtained the degree.
- Produce the original and copy of degree.
- Properly complete the admission application form.
- Present proof of payment of the required fee. Admission is granted on a competitive basis in each category. Moreover, depending on the number of applicants in each category,

preference may be made for applicants with EHEEE scores, diplomas and bachelor's degree, in that order

C. *Kremt* Program

Currently, a student may gain admission to any *Kremt undergraduate program through assignment by the Ministry of Education (MoE) and private applicants who are eligible to upgrade their qualification from a diploma to a bachelor's degree.*

2.1.2 Re-admission

Students who drop out or withdraw officially after earning at least one semester's credit at the university can request for readmission into the college/school they withdrew from. They cannot apply to join a different College/school. Colleges/Schools set minimum cut-off GPAs for readmission applications.

i. Readmission for students in good academic standing

- A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.
- The applicant is required to provide documented and acceptable justifications for his/her withdrawal.
- Readmission is subjected to availability of space, facilities and the necessary budget.
- When there are changes in the curriculum, the status of the student has to be determined accordingly at the time of his/her application for readmission.

ii. Readmission for academically dismissed students

- Readmission is subjected to availability of space, facilities & the necessary budgetary allocations.
- Students dismissed for academic reasons may be readmitted to repeat up to five scheduled courses.
- When there are changes in the curriculum, the status of the student has to be determined accordingly at the time of his/her application for readmission.
- An academically dismissed regular student, if and when readmitted does not qualify for free food and room service for the semester being repeated. He/she is not allowed to take new courses for the semester being repeated.

iii) Readmission Procedure

- Students collect readmission application form from the office of the registrar at specified times indicated in the academic calendar.
- The completed forms are then returned to the office of the registrar & departments.
- The academic commissions of the college or school acts on the application, decisions are communicated to the office of the registrar.
- The office of the registrar informs all concerned applicants whether they have been accepted or rejected.

2.1.3 Registration

Students admitted to any of the programs of the university must be registered in person. Registration is conducted at the beginning of each Semester during announced dates except add/drop case.

2.1.4 Identification cards (ID Cards)

A student admitted as a new incoming student or accepted on the basis of transfer to the University will be issued a unique identification number. The ID number will have a three letter prefix that signifies the college/school/ to which the student has been granted admission and a two-digit suffix that indicates the year (Ethiopian calendar) in which s/he was admitted. All records generated by a student in the University during the course of his/her study in the undergraduate program will carry this unique and permanent identification number. Upon personally presenting himself/herself to process his/her admission, a newly admitted student will be issued a non-transferable identification card bearing his/her unique identification number free of charge. The issuance of the ID card will require that the student produce a recently taken passport type photograph (3cmx4cm) with light background and a clear shot of the person's facial features. [Photographs with caps, sunglasses, *etc.* will not be accepted]. The student must legibly write his/her full name (including his/her grandfather's name) in English in ink pen on the back of the photograph. At the time of issuance, the ID card is only valid for the semester in which it is issued. The ID card will need to be renewed every semester (each regular, evening and *kremt* semester) by the Office of the Registrar to remain valid. Renewal will be contingent upon successfully completing a semester and being promoted to the subsequent semester, or other special considerations as determined by the office of the registrar. The ID card is a valuable document and must be handled as such. You

will be requested to produce a valid student ID card to gain access to any service or facility of the University. Transfer of an ID card to another person (whether a student of DMU or not) is an infraction of University rules and will be dealt with accordingly. The office of the Registrar must be promptly notified of a lost ID card. Replacement ID cards may be issued at a charge of a nominal fee. Identification cards are the property of the University and must be returned to the office of the Registrar when a student completes or discontinuous his/her study.

2.1.5 Add/Drop

- ✓ With the permission of the academic commission /academic advisor/ students can add and/or drop courses indicated on their original class registration schedule with in specified time at each semester.
- ✓ All add & drop forms must be submitted to the registrar office on time. The students and advisors take full responsibility for any decision on adding & dropping of courses.

2.1.6 Dropping out, withdrawing and clearing

Students dropping out or withdrawing from the university must consult their academic advisors and explain why they wish to drop out or withdraw.

Students withdrawing from the university for (in adequate) reasons will be denied readmission. The university does not accept readmission requests if an applicant has not withdrawn properly.

- ✓ Students should fulfill the proper clearance procedure at the end of each academic years or when they withdraw or drop out.
- ✓ Every student must collect three copies of the clearance form from the registrar office.

After properly completing such forms and getting them signed by the legitimate offices, the student must submit one copy to the registrar office one copy to advisor and keep the third with him/her.

No transcripts, degrees. Diploma and letter of recommendation will be issued to a person who cannot produce his/her copy of the clearance form every time such services are requested.

2.1.7 Academic Matters

2.1.7.1 Undergraduate Grading System

Final Grades of students entering the university are on letter system.

The letter can be described as follows

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

- A student with F_x must sit re-exam with minor support for two weeks and the grade will be any of what a student can score.
- Grade point on a specific course/module is a product of credit hours and points.
- Grade point average (GPA) for each semester can be calculated as total courses grade point divided by the sum of the course credit hours.
- The final number grade is obtained based on the sum of the percentage of independent raw mark with its weight given for each course element.
- Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
- The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.

- In cases where a student does not have full examination records, the instructor shall record “NG” for No grade. All “NG”s shall be changed to one of the following.
 - a). To an “I” (incomplete) by the SC/DC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. OR
 - b). To a “W” (withdrawn) by the Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester. OR
 - c). To a “DO” (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures & time limit set forth by the University and has not produced evidence justifying a failure to sit for the exam(s).
- Neither “W” nor “Do” shall play any part in the computation grade point average.
- A student who obtains a “Do” for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the University to the appropriate SC/DC within two weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the semester grade point (SGPA/SANG) whether or not there is a change in the grade.
- All required non-credit work shall be recorded with a grade of “P” (pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG.
- A double asterisk (* *) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.

2.1.7.2 Student Academic Achievements for Undergraduate Program

- ✓ At the end of each semester, the academic unit will examine the case of student who fails to achieve the required academic standard in line with the university legislation.
- ✓ One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.
- ✓ For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points/15 credit hours.
- ✓ Grade report should be issued to applicants for semesters to which the status is determined by the SC/DC.
- ✓ The academic status of part-time students is determined for a minimum of 25-30 ECTS points/15 credit hours, starting from the first admission date of the students.

2.1.7.3 Summary for graduation requirements, minimum ECTS & CGPAs for the Undergraduate program

- I. No “F” Grade in any of the required courses.
- II. Minimum Credit Hours/ECTS and CGPAs

ECTS/CGPAS	Degree		
	Three-year	Four-Year	Five-Year
ECTS	150	200	250
CGPA	2.00	2.00	2.00

Note:-

- GPA=Grade point average
- CGPA=Cumulative Grade point average
- SGPA=Semester Grade point average

2.1.8 Academic Status of Undergraduate Students

The following requirements apply to new degree (undergraduate) students joining Debre Markos University.

2.1.8.1 First Year First Semester

- Any student who achieves a GPA of 1.75 or better at the end of the 1st semester is “Promoted” to the next semester.
- Any student who achieves a GPA of $1.50 \leq x < 1.75$ at the end of the 1st semester is subject to “Warning”
- Any student who achieves a GPA of $1.25 \leq x < 1.50$ at the end of the 1st semester is subject to “Academic Dismissal with Readmission.”
- Any student who achieves a GPA of less than 1.25 at the end of the 1st semester is subject to “Academic Dismissal”.

2.1.8.2 First Year Second Semester

- Any student who at the end of 1st year 2nd semester achieves a CGPA of 2.00 or better with SGPA 1.75 or better, at the end of 1st year 2nd semester will be promoted to 2nd year.
- Any student who achieves CGPA of $1.75 \leq x < 2.00$ and SGPA 1.50 and above at the end of 1st year 2nd semester, & if he/she was not given “Warning” in the previous semester he/she shall be given “Warning”
- Any student who achieves CGPA of $1.75 \leq x < 2.00$ and SGPA of greater than or equal to 1.50 at the end of 1st year 2nd semester, & if he/she was given “Warning” in the previous semester with academic commission decision he/she may be given “Probation” otherwise he/she shall be dismissed from the university.
- Any student who achieves CGPA of 2.00 or better with SGPA $1.00 \leq x < 1.75$ at the end of 1st year 2nd semester, and if he/she was not given “warning” in the previous semester he/she shall be given “Warning”.
- Any student who achieves a CGPA of $1.75 \leq x < 2.00$ and SGPA $1.00 \leq x < 1.50$ at the end of 1st year 2nd semester is subject to “Academic Dismissal with Readmission”.
- Any student who achieves a CGPA of less than 1.75 at the end of 1st year 2nd semester is subject to “Academic dismissal”.

- If a student fails to achieve a SGPA of 1.00 at any semester “Regardless of his/her CGPA” is subject to “Academic Dismissal.

2.1.8.3 Second year and above students

- Any student who achieves a CGPA of 2.00 or better with SGPA 1.75 or better, at the end of any semester is “promoted” to the next semester.
- Any student who at the end of any semester achieves a CGPA of $1.85 \leq x < 2.00$ with SGPA of 1.75 or better and if he/she was not given “Warning” in the previous semester, he/she shall be given “Warning”.
- Any student who at the end of any semester achieves a CGPA of $1.85 \leq x < 2.00$ with SGPA of 1.75 or better and if he/she was given “Warning” in the previous semester with Academic commission decision he/she shall be given “Probation” or “Academic Dismissal with readmission” other wise he/she is subject to “Academic Dismissal”.
- Any student who at the end of any semester achieves a CGPA of $1.85 \leq x < 2.00$ with SGPA 1.75 or better and if he/she was given “Probation” or “Academic Dismissal with Readmission” in the previous semester he/she shall be “Dismissed” from the University.
- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA of $1.50 \leq x < 1.75$ and if he/she was not given “Warning” in the previous semester he/she shall be given “Warning”.
- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA of $1.50 \leq x < 1.75$ and if he/she was given “Warning” in the previous semester he/she shall be given “Probation” or “Academic Dismissal with Readmission” with academic commission decision otherwise he/she shall be dismissed from the university.
- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA $1.50 \leq x < 1.75$ and if he/she was given “Probation” or “Academic Dismissal with Readmission” in the previous semester, he/she shall be “Dismissed” from the university.
- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA of $1.00 \leq x < 1.50$ and if he/she was not given “Warning” in the previous semester he/she shall be given “Probation” or “Academic Dismissal with Readmission” with academic commission decision.
- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA of $1.00 \leq x \leq 1.50$ and if he/she was given “Warning” in the previous semester he/she shall be given “Probation” or “Academic Dismissal with Readmission” with academic commission decision otherwise he/she shall be “Dismissed” from the university.

- Any student who at the end of any semester achieves a CGPA of 2.00 or better with SGPA of $1.00 \leq x < 1.50$ any if he/she was given “Probation” or “Academic Dismissal with Readmission” in the previous semester he/she shall be “Dismissed” from the university.
- Any student who achieves a CGPA of below 1.85 at the end of any semester is subject to “Academic Dismissal”.
- If a student fails to achieve a SGPA of 1.00 at any semester, regardless of his/her CGPA is subject to “Academic dismissal”.

2.1.9 Degrees

Degrees are issued by the Registrar’s office. Following graduation students are, upon presentation of clearance papers, issued temporary (“To Whom” for regular students) certificates of completion. These are later on replaced by the original degrees. The concerned individual has to pay the required charges for the original degrees. Degrees are given to the individual and not to a third party. Degrees are issued when candidates produce clearance of their responsibilities to DMU.

2.1.10 Semester Load for Regular Students

A minimum ECTS or credit hours for full-time regular students shall be 25 or 15 per semester, respectively. However, female students may drop one course per semester from their batch to be approved by Academic Commission (AC). The maximum load shall not be exceeding 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum. A student who has justifiable reasons for deviation from the normal load has to secure a special permission, not exceeding 35 ECTS or 22, from the respective Academic Commission (AC).

2.1.11 Semester Load for Continuing Education Students

- The normal load in evening & weekend programs shall be 14 to 18 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.
- A student may be allowed to take up to 22 ECTS or 15 credit hours when:
 - a) the student secures a “first class status” as per European Credit Transfer System (ECTS) or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
 - b) the student is at graduation year after passing all courses taken up to date.

- The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.
- The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours.
- For the purpose of determining academic status of Kiremt students, one Kiremt session is counted as a Kiremt Semester, but three Kiremt semesters are counted to one regular academic year.
- The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

2.1.12 Credit Requirements for the Undergraduate Program

- ❖ A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/ practical or tutorial work guided activity.
- ❖ The minimum total credit points for three years bachelor program shall be 150 ECTS or 102 credit hours while the maximum is 180 ECTS or 114 credit hours.
- ❖ The minimum total credit points for four years bachelor program shall be 200 ECTS or 136 credit hours while the maximum is 280 ECTS or 152 credit hours.
- ❖ The minimum total credit points for five years bachelor program shall 250 ECTS or 170 credit hours while the maximum is 350 ECTS or 190 credit hours.
- ❖ The minimum total credit points for six years bachelor program shall be 300 ECTS or 204 credit hours while the maximum is 420 ECTS or 228 credit hours.
- ❖ The proportion of time (lectures, laboratory works tutorials, home study, etc,) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follow the approval of the SC/DC.

2.1.13 Discretionary probation

- ❖ The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.
- ❖ At the end of the semester, each academic unit, pursuant to procedures fixed by its SC/DC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective SC/DC that:
 - a) valid reasons exist to explain their low academic performance;
 - b) those causes for their academic deficiencies can be removed;
 - c) the students can attain the required academic standard during the same semester in which they have been put on probation.
- ❖ An SC/DC of a particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.
- ❖ When students are placed on probation, their head of the academic unit will be notified of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.
- ❖ Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he /she doesn't remove himself/herself from probation by attaining a CGPA of 2.00.

2.1.14 Class Attendance

- ✓ A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
- ✓ Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:

- Some program may demand 100% attendance where such full attendance is academically indispensable; and
 - Academic units may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.
- ✓ A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.
- If a student's incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.
 - If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.

2.1.15 Repeating, Adding and Dropping of Courses

- ❖ A student who has obtained "F" grade in a course with fulfilling the required attendance shall be allowed to take re-exam. A student who scored a grade of 'F' for any prerequisite course for the third time will be dismissed for academic reasons. However, graduating class student who scored F' grade in any course for the third time can apply for course allergic if he fulfils minimum credit points required for graduation.
- ❖ A grade of a student for repeated exam shall be accepted as it is. The previous 'F' grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SGPA in the reporting period.
- ❖ Adding and dropping of the courses shall be treated as per the University academic calendar.

2.1.16 Small Academic Deficiencies after Study Program

A student, who at the end of a study program, has at least CGPA of 1.95 shall be allowed to raise CGPA >2.00 to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters when the following conditions exist.

The student has taken all the courses in the designated study program and has completed the program unsatisfactorily

The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc)

The DC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of C in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

2.2. Admission and Related issues for Postgraduate Programs

2.2.1 Admission Requirements for the Masters Programs

2.2.1.1 Academic Requirements

- a) The applicant must have completed the academic requirements for the Bachelors Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.
- b) The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned.

2.2.1.2 Non-academic Requirements

- a. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- b. Academic units may also set appropriate work experience requirements after obtaining the bachelors degree subject to the approval of the ASQAC.

2.2.1.3 The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

2.2.2 Enrollment and Registration at the GP

2.2.2.1 Application for admission into the graduate program is normally processed before the beginning of each semester.

2.2.2.2 Every student of the PG must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

2.2.2.3 The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

2.2.3 Credit Requirements and Course Load at the GP

A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for non-thesis programs.

2.2.4 The Grading System at the GP

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

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

2.2.4.2 To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C” grade in all courses for Master

2.2.5 Academic Status of Graduate Students

2.2.5.1 Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the required level of academic achievement

- 2.2.5.2 At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
- 2.2.5.3 To the extent that inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.
- 2.2.5.4 When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequences of failure to meet these conditions.
- 2.2.5.5 2.2.5.5 Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- 2.2.5.6 A first-year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
- 2.2.5.7 Any first-year graduate student who achieves a first-semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
- 2.2.5.8 If a student (in sub-article 7 above) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- 2.2.5.9. For research-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.
- 2.2.5.10. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- 2.2.5.11. Consecutive probations are given a maximum of two times.
- 2.2.5.12. No candidate subject to dismissal may expect discretionary probation as a matter of right.

2.2.6 Repeating Courses in the Graduate Program

2.2.6.1. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one "C" in Master programs.

2.2.6.2 The SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.

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

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

2.2.6.5 A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one "C". However, students having two "C+" shall be allowed to graduate as long as the CGPA is not below 3.00.

2.2.7 Withdrawal from and Readmission to the Graduate Program

2.2.7.1. Withdrawal

- a) A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
- b) Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

2.2.7.2. Readmission

- a) A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- b) A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c) A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.
 - i. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
 - ii. If the University is unable to carry out the relevant program and advises the candidate accordingly.

- iii. If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.
- d) A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.
- e) A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - i. if the student, at the end of the first semester, had obtained a SGPA of not less than 2.00 .
 - ii. if the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.
- f) No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
- g) A candidate who withdraws from the GP without the approval of the concerned DGC as in 2.4 of this Article shall not be eligible for readmission.
- h) Where withdrawal is effected with the approval of the concerned DGC, a copy of the official withdrawal form submitted to the admission Officer shall be accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted.
- i) Withdrawal made with the approval of the concerned DGC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

2.2.8 Graduation and Award of Credentials to Graduate Students

A candidate who fulfils the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of SC/DC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.