



“Practical knowledge for a
Better Success”

DEBRE BERHAN UNIVERSITY
INSTRUCTORS ACADEMIC RULES & REGULATIONS
HANDBOOK
ADOPTED FROM DBU'S LEGISLATION



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PREAMBLE

WHEREAS, it is necessary to create a democratic University with a student-centered educational environment where the role of students is transformed from that of passive consumers of ready-made facts and information to that of active stakeholders in the collective pursuit and production of authentic knowledge and the creation of productive and dispassionate citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views all of which are essential for the achievement of excellence in higher education;

WHEREAS, it has become necessary to make the University be a sanctuary for the search for the truth and intellectual excellence through the pursuit of free inquiry and scholarship as well as advanced scientific knowledge, the production of development-orientated research result, the inculcation of student-centered education and governance which best support the achievement of the major national goals of democratization and development;

WHEREAS, it is deemed necessary to promote robust institutional autonomy of the University with the aim of facilitating free inquiry and the practice of self-government with a strict sense of democratic accountability that leads to the fulfillment of the primary goals upheld by the nation;

WHEREAS, it is necessary to tailor its support services in such a way that they stand subservient to its core activities of teaching -learning, research and community services leading toward the fulfillment of the University's vision as well as the attainment of its mission and values;

DBU's Registrar and Alumni Directorate has prepared this hand book of major academic rules and regulations for all instructors of the University to enable them well acquainted with the expected rights and duties of them in consistent with its 3rd Revised Senate Legislation of the University.

CHAPTER 1: GENERAL PROVISIONS ON ACADEMIC STAFF

1. Policy Premises on Academic Staff

- 1.1. The satisfactory fulfillment of the vision of the University and the effective realization of its mission and objectives set out in the Preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its academic staff.
- 1.2. It is through the instrumentality of its academic staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in the best traditions developed by universities throughout the world.
- 1.3. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.
- 1.4. The University, on its part, shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.
- 1.5. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services.
- 1.6. The University shall develop or propose to relevant governmental institutions policies, as the case may be, with respect to benefits, academic ranks and promotion, which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence, which the University might demand from them.
- 1.7. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of regulating opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses

of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.

2. Rights of the Academic Staff

Without prejudice to other provisions of this legislation, every academic staff shall have the right to:

- 2.1.Exercise academic freedom based on the national laws; the University's mission, values rules and regulations;
- 2.2.Conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this legislation;
- 2.3.Be entitled to further education and/or training for professional development and subject to internal rules and regulations of the University;
- 2.4.Be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
- 2.5.Enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
- 2.6.Participate on his performance evaluations and be informed on his results and of any records kept in his personal file without his prior knowledge as well as enjoy confidential maintenance of information in his personal file except for the official business of the institution or the provisions of pertinent laws require otherwise;
- 2.7.Participate, as feasible, in formulations of institutional direction, plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching-learning process;
- 2.8.Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
- 2.9.Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;

- 2.10. Compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination;
- 2.11. Elect and be elected where election of academic and/or by academic staff is the norm;
- 2.12. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions, and
- 2.13. Enjoy campus security for himself and for his personal property.

3. Duties and Responsibilities of Academic Staff

- 3.1. An Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the Academic Staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette.
- 3.2. An academic staff of the University shall design, develop and implement courses in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
- 3.3. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the Academic Staff at the University shall:
 - a) Uphold the objective of higher education and the guiding principles applicable to the institution;
 - b) Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - c) Treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
 - d) Participate and play due role in curriculum development, review, enhancement and/or enrichment;

- e) Respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
- f) Refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
- g) Be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- h) Contribute to the best of once ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.
- i) Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University; and endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
- j) Educate, examine, evaluate, consult and advice students;
- k) Conduct problem-solving research that contributes to the advancement of knowledge or has direct impact on community development; and participate in community service activities of the University.
- l) Participate in University Affairs as required;
- m) Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University; and carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- n) Without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement in connection with the mandates of his academic unit and of other academic units;
- o) Accept teaching assignments in Continuing and Distance Education Programs;
- p) Submit exams and grade reports on time to the academic units;

- q) Use and properly handle all University properties;
- r) Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- s) Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- t) Accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- u) Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- v) Be empathic to the solidarity of the University community;
- w) Inform the respective immediate supervisor well in advance if and when he cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- x) Arrange makeup classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25 % of the course unless approved by AVP, and
- y) Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

3.4. Academic staff who are medical and health professionals shall have also the responsibility to render health services in the University's teaching hospital.

4. University Ranks for Academic Staff

4.1. University academic ranks and general qualifications for these ranks are fixed by this legislation.

4.2. The University shall use the following hierarchy of academic ranks in the ascending order in all disciplines:

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

f) Associate Professor

g) Professor

4.3. The rank of research staff shall be as in paragraph (a) up to (g) of sub-article 2 of this article.

4.4. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.

4.5. A research staff may change his status to teaching staff or vice versa where requested by academic unit and approved by academic vice President of the University with the consent of the staff.

4.6. Adjunct/honorary academic ranks may be assigned to qualified instructors employed based on joint appointment, part-time, or other arrangements in accordance with the general University policy.

4.7. Adjunct staff and honorary staff may be considered as academic staff.

4.8. Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester's notice.

4.9. Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases when they fulfill the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant academic unit provided the services are highly demanded by the University. However, such appointment shall be approved by the University Senate.

CHAPTER 2: REGULATIONS FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

1. Principles Governing Promotions

- 1.1. The length of service in a given rank, effectiveness in teaching, participations in the affairs of the University, and community services and engagement given to the public at various capacities shall remain to be the basic criteria upon which the principles of academic promotion is based.
- 1.2. With respect to academic determination, an academic staff with a second Degree, DVM or MD is equivalent to a lecturer position; while a PhD holder or a DVM/ MD with a specialization is equivalent to Assistant Professor.
- 1.3. Promotion of an existing academic staff, or determination of an academic rank for a transfer, or newly recruitment applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department Council, College/School Academic Commission/Academic Staff Affairs Standing Committee, and to be decided at Senate or Board levels.

2. Procedures for Promotions of Academic Staff

The staff member should initiate the promotion request by applying to the respective academic unit head.

- 2.1. To all ranks up to lecturer, the concerned department shall assess the application and upon denial, inform the applicant of it and, upon acceptance, refer it to the Dean who then forwards it to the AC thereof within one month of the receipt of the application. Upon receipt of the recommended application from the pertinent academic unit, the AC shall process the same within two weeks. The AC approval of the promotion shall be final and it shall be communicated by the Dean to the candidate and relevant University bodies within one week from the date of approval, or return to the department if denied. If the deadlines mentioned above cannot be adhered to, the respective units shall make sure the applicant is informed of the reasons for the delay.

- 2.2.Promotions to the rank of Assistant Professor, Associate Professor and Professor are considered by the Senate during a meeting following recommendation of it by the ASAC for final approval in case of assistant and associate Professorship, and for submission to the Board in case of Professorship.
- 2.3.Promotion requests for the rank of Professor that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at the next meeting.
- 2.4.Upon approval by the Senate or by the Board, as appropriate, the President communicates the appointments to the candidates and relevant University bodies within one week.
- 2.5.When a Head of Academic Unit or Officer of the University is a candidate for promotion, the AVP or immediate supervisor shall designate a senior member of the unit/committee to act as Chairperson of the respective Academic Council/Committee for the specific purpose of processing the promotion.

3. Promotion of an Academic Staff Member on Leave

- 3.1.Promotion request of an academic staff member on any kind of leave shall not be entertained. However, the promotion request of a staff on study leave that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Registration slip shall be considered as an evidence for the start date of his leave.
- 3.2.Academic staff on study leaves and who contribute greater than or equal to 50 % of workload, which is expected from full time staff, are eligible to apply for promotion.
- 3.3.Promotion request of an academic staff member on maternity, postdoctoral research leave/research leave and sabbatical leave who fulfills all the requirements for promotion shall be entertained.

4. Effective Date of Promotion

Effective dates of promotion shall be as follows:

- 4.1.Promotion to the rank of Professor, when approved by the Board.
- 4.2.Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate.
- 4.3.Promotion to the ranks of Lecturer and below, when approved by the Academic Commission.

4.4.The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials. In case, the staff member reports late, it will be governed by the directive of the Human Resource Office.

5. Criteria for Promotions of Academic Staff

5.1.The criteria for promotion of existing academic staff shall be based on the following :

- a) Effective teaching
- b) Publication and patent
- c) Community service and engagement; and

5.2.Participation in University affairs

5.3.Whereas, the determination of an academic rank for a transfer or, newly recruited academic staff shall be based on review and equivalence of the credentials.

5.4.Minimum requirement for academic staff promotion.

The requirement for academic staff promotion is based on fulfilling four compulsory criteria and the minimum requirement and percent value shall be as to the Harmonized Standard for Academic Staff Promotion in Public Universities issued by Ministry of Science & Higher Education on October 16/2020.

5.1. Appointment and Promotion Requirements for Academic Staff

5.1.1. Principles

The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get three additional points as affirmative action and given priority when they have tie points with male candidates. The maximum age limit for the appointment of academic staff shall be 40 and 50 years for Masters and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

5.1.2. Graduate Assistant

- a) A candidate with the qualification of a Bachelor's Degree in a three or four or five years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for females, and 3.0 (for males). However, minimum CGPA of 2.5 for females and 2.75 for males and above may be considered under special circumstances justified by an academic unit and approved by the AVP.
- b) Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
- c) Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- d) A graduate Assistant may be given the following duties:
 - i. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
 - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
 - iii. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
 - iv. Assist in research activities under the supervision of senior staff members.
- a) A candidate for the appointment of Graduate Assistant I is required to have a qualification of a Bachelor's Degree in a three or four year program.
- b) A candidate for the appointment of Graduate Assistant II is required to have a Bachelor's Degree in a four year program. An Assistant Graduate I with one-year

effective performance shall be promoted to Assistant Graduate II.

5.1.3. Assistant Lecturer

A candidate for the appointment of Assistant Lecturer is required to have a qualification of a Bachelor's Degree in a five-year program. A Graduate Assistant II with one year of effective service shall be promoted to an Assistant Lecturer.

5.1.4. Lecturer

Normally a candidate with the qualification of a Master's Degree with at least CGPA of 3.5 for male, and 3.25 for female, and at least a CGPA of 2.75 for females, and 3.0 for males during BA/BSc/LLB studies; or, Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization, with a CGPA of at least 2.75 for females, and 3.0 for males.

5.1.5. Assistant Professor

A candidate for the appointment of Assistant Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty certificate or equivalent.

5.1.6. Associate Professor

A candidate for the appointment of Associate Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty certificate or a Master's Degree or its equivalent.

5.1.7. Professor

A candidate for the appointment of Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty Certificate or Master's Degree or its equivalent.

CHAPTER 3: TEACHING, RESEARCH AND COMMUNITY SERVICE LOAD

1. Teaching Load

1.1.Measurement Unit for Teaching Load

- a) The teaching load of an Academic Staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.
- b) A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses:

$$\begin{aligned}\text{Credit Point (CP) in ECTS} &= \text{Conventional Credit Hours (Cr. Hr)} \\ &= \text{Lecture Contact Hours (LCH)}\end{aligned}$$

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

$$\text{Credit hours (Cr. Hr) in conventional system} = a + (b \times 2/3)$$

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

- d) A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS. Therefore:

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

Where c= laboratory/practical hours in ECTS.

$$\text{The total credit hours of a course} = a + [(b \times 2/3) + (c \times 2/3)]$$

- e) A “credit point for a course that has biomedical/ skill laboratory practice; community/home/hospital visit attachments; clinical practice (patient bed side teaching, operation theater and procedure teaching) is considered as 3 LEHs, 3 LEHs and 5 LEHs respectively.

Therefore:

Credit Hours (Cr. Hr) in conventional system for courses having biomedical/skill laboratory practice = $a + [(b \times 2/3) + (3*c \times 2/3)]$

Where a= biomedical/ skill laboratory practice in ECTS;

Credit Hours (Cr.Hr) in conventional system for courses having Community/home/hospital visit attachments = $a + [(b \times 2/3) + 3*c]$

Where b= community/home/hospital visit attachments in ECTS

Credit Hours (Cr. Hr) in conventional system for courses having clinical practice (patient bed side teaching, operation theater and procedure teaching) = $a + [(b \times 2/3) + 5*c]$

Where c= clinical practice (patient bed side teaching, operation theater and procedure teaching) in ECTS.

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

- i. One undergraduate course credit.....= 1.0 LEH
- ii. One graduate course credit.....= 1.5 LEH
- iii. One hour lab/practical/ or tutorial session.....= 0.67 LEH
- iv. One undergraduate student senior project/essay advising...= 0.33 LEH*
- v. Undergraduate senior project/essay group advising.....= 0.5 LEH*
- vi. One PhD student dissertation advising.....= 2.0 LEH*
- vii. One PhD student dissertation co-advising.....= 1.5 LEH*
- viii. One Master's thesis advising.....= 1.5 LEH*
- ix. Co-advisory for one Master's thesis.....= 1.0 LEH*
- x. Advising one medicine or veterinary student.....= 1.5 LEH*
- xi. Undergraduate Internship student advising..... =0.33LEH*

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

2. Research Load

2.1. Research Load for Academic Staff

- a) A full time teaching staff member who carries out a research approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load of up to 3LEH from his weekly LEHs for the duration specified for the specific research.
- b) The duration of every research project shall be determined by the Office for Research and Community Service Vice President.
- c) When more than one academic staff members are involved in a research project, the LEHs shall be shared among the researchers.
- d) Detailed implementation of the research load shall be carried out by a separate research guideline/ directive of the University.

3. Community Service Load

- 1. An academic staff member is required to engage in community services. A full time teaching staff member who carries out a community service project approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load up to 2LEH from his weekly LEHs for the duration specified for the specific community service project.
- 2. The duration of every community service project shall be determined by his respective AAC and/or the Office for Research and Community Service Vice President.
- 3. When more than one academic staff members are involved in a community service project, the LEHs shall be shared among the community service provides.
- 4. Detailed implementation of the community service load shall be carried out by a separate research guideline/ directive of the University.

CHAPTER 4: LEAVES AND OTHER ADMINISTRATIVE MATTERS

1. Study Leave

1.1. Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher Degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved by Academic Vice President.

1.2. For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame provided that:

- a) The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.
- b) The condition in 2 (a) above is in line with the staff development plan of the University and approved by Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC).

1.1. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the University.

1.2. A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University or College. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.

1.3. An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing M.A./M.Sc/LL.M. Degrees and a maximum of two years for

those studying for Ph.D. Degree or its equivalent. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher Degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.

1.4.A staff member who fails to return to the University to resume his work within the period specified in this Article shall lose his standing in the University. The University may claim against the staff member the total sum of salaries paid to him in study leave and compensation for damage sustained to it because of the staff member's failure to return. Nothing in this sub-article shall affect the special provisions stated in a contract entered into between the University and staff.

1.5.A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

2. Research Leave

2.1.A full-time Lecturer and above who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

2.2.A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher Degree. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.

2.3.Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the SC/DC on and decide on the application of the Academic Staff. The decision of

the SC/DC shall be sent to the AVP. The AVP , in consultation with the SAC, shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.

2.4. Research leaves provided in this Article shall be granted with full pay and benefits.

2.5. Research leave may be extended without pay for a period not exceeding six months on the condition that:

- a) The academic Unit confirms that such extension will not seriously impede its academic or research programs and
- b) The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

3. Sabbatical Leave

3.1. A full-time Academic Staff member holding academic rank of Lecturer and above who has served the University continuously for a period of six uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year.

3.2. Sabbatical leave shall be applied for and granted as follows:

- a) Application for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for a leave, which should be submitted at least two months before the intended departure.
- b) The Head shall convene the SC/DC and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
- c) The decision of the SC/DC shall be sent to the ASAC for final approval, unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of

one year.

- d) Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.

3.3. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.

3.4. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

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

3.6. Irrespective of sub-article 1 of this article, a staff member who has served as an academic administrator for at least five years is entitled to a sabbatical leave at the end of five years of uninterrupted service to the University.

3.7. Detailed implementation of the sabbatical leave shall be carried out by a separate guideline/directive of the University.

4. Other Leaves

4.1. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years' time. In either case the leave shall be granted

only where the staff member produces proof from a recognized medical institution that such a leave is medically required.

4.2.A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning.

4.3.Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:

4.4.The teaching assignment of the Academic Staff can be covered by another staff;

4.5.The training is relevant to the professional development of the Academic Staff and the capacity building of the University;

4.6.The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

4.7.The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years;

4.8.Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the AVP.

4.9.A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:

4.9.1. The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.

4.9.2. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.

4.9.3. The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.

4.9.4. A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

4.10. Other leaves like maternal and occasional leave shall be granted to Academic Staff in accordance with the Civil Servants Proclamation.

CHAPTER 5: ACADMEIC STAFF DISCIPLINE

1. Breaches of Duty and Disciplinary Regulations

1.1.Minor Disciplinary Offenses

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

- a) Un punctuality to any of duties/responsibilities to be discharged in the University;
- b) Clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- c) Inappropriate wordings and annoying intonation in speeches;
- d) Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- e) Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- f) Negligence of responsibilities and duties;
- g) Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).

2. Serious Breach of Duties

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.

- 2.1. Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- 2.2. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 41 (2) of this Legislation;
- 2.3. Continuation of a willful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;

- 2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 2.5. Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 2.6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 2.7. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes;
- 2.8. Discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
- 2.9. Plagiarism on research work, publications, or violations of patent rights, etc.

3. Other Breaches of Duties - Other breaches of duties shall be handled as to the University's Disciplinary Regulation

4. Type and Classification of Disciplinary Measures

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

4.1. Measures to be taken for Minor disciplinary breaches:

- a) Oral warning
- b) Written warning

4.2. Measures to be taken for serious disciplinary breaches

- a) Final written warning
- b) Fine up to one month salary
- c) Fine up to three months' salary
- d) Withholding the next academic rank up to the period of two years or the next salary increment up to the period of two years
- e) Dismissal

5. Disciplinary Action by the Head and Dean of the Academic Unit

The Head of Academic Unit may take oral and written warning as specified under article 59 sub-article 1 and 2; whereas the Dean may even take fine up to one month salary as specified under article 59 sub-article 2. Any sanctions beyond these shall be referred to AVP.

6. Academic Staff Disciplinary Committee (ASSC/DC)

- 6.1. At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective Dean of the college.
- 6.2. The ASSC/DC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the campus from among the full-time staff members for a period of two years.
- 6.3. The ASSC/DC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 5 hereof.
- 6.4. The University shall establish rules of procedures for ASSC/DC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
- 6.5. A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations, which are said to constitute the conduct disapproved of along with evidences available.
- 6.6. Proceedings before the ASSC/DC may be initiated by:
 - a) The Dean and/or Head of the academic unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
 - b) Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.

- 6.7. The findings of the ASSC/DC and the recommendations of the sanctions to be applied thereon shall be submitted to the Dean or the AVP as the case may be.
- 6.8. The AVP, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 59(2) (c - e).

Article 7. Inter-College/Institute Disciplinary Proceedings

- 7.1. Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be heard or investigated by an ad-hoc committee of five academic staff to be established for this purpose by the AVP.
- 7.2. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
- 7.3. The provisions of Article 59 and 60 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply mutatis mutandis on a case being considered by such an ad-hoc committee.
- 7.4. On the basis of the recommendation to be made by the ad-hoc committee, the AVP may take any one of the sanctions specified under the provisions of Articles 59 on a staff responsible for breaches of duty or violations of disciplinary regulations.

Article 8. Appeal Procedure

An academic staff against whom measure are taken in accordance with Article 59 and 60 of this legislation may lodge appeal as per the following rules.

- 8.1. An academic staff dissatisfied with measure taken by the head of an academic unit may appeal in writing to the Dean within one week from the date the staff is notified of the measure.
- 8.2. An academic staff dissatisfied with measures taken by the dean of a college/institute may appeal in writing to the AVP within two weeks from the date the staff is notified of the measure.
- 8.3. An academic staff dissatisfied with measures taken by the AVP may appeal in writing to the President of the University within two weeks from the date the staff is notified of the measure.

8.4. Decision taken by the President shall be final.

CHAPTER 6: ACADEMIC RULES AND REGULATIONS

1. Policy Premises

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

2. Academic Calendar

2.1. In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing and Distance Education program (CDEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The Distance Education Program has a three term system. The programs of Health Sciences may employ a system of semester or annual based course offerings.

2.2. The Calendar for each year shall be prepared by the University Registrar and Alumni and CDEP in consultation with the Academic Vice President, Research and Community Service Vice President and approved by the Senate. The University Calendar, among other things, shall provide the following: The date for:

- a) Admission, readmission and registration;
- b) Adding and dropping of courses/modules;
- c) Examination periods, beginning and end of semesters;
- d) Inter-semester breaks;
- e) Application of research and teaching material proposals;
- f) Annual research review;
- g) Last date for reporting exam results to the registrar;

- h) Date of submission of annual research progress reports to the office of the research and development director;
- i) Instructor evaluation weeks;
- j) The regular meetings of the Senate and
- k) Final thesis submissions and open defense dates etc.

2.3. The calendar may be amended as and when the need arises.

CHAPTER 7: RESEARCH, PUBLICATIONS, AND COMMUNITY SERVICES

1. Policy Premises on Research and Publications

- 1.1. Research is an essential component of the University functions. Colleges, schools and institute should work hand in hand for the purpose of offering research based education and training in various disciplines that are relevant to the development needs of the country, promotion of scholarship, advancement of the frontiers of knowledge and carrying out research which shall contribute to capacity building and sustainable growth of the University as well as the development of the arts, science and technology in the Nation in general and the local community in particular.
- 1.2. Although the primary responsibility of colleges, schools and the institute is in the area of learning- teaching, research is an integral part of their activities as academic staff members in colleges, schools and the institute are expected to devote 25% of their time to research and community and/or consultancy services and 75% to learning-teaching.
- 1.3. The University shall endeavor to build its own capacity to publish teaching materials and research findings.
- 1.4. Research findings should be disseminated through publications of books, references, periodicals, presentation of occasional papers and participation and conduct of seminars, symposia and workshops, etc.

2. Procedures for Initiating and Conducting Research

- 2.1. A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the Research and Community Service Committee of the respective course coordinating unit council and/or the Research and Community Service Vice President Office for review and endorsement.
- 2.2. Proposal reviewed by Research and Community Service Committee of the respective course coordinating unit council shall need to be endorsed by the Research and Community Service Vice President Office of the University.
- 2.3. Where fund is sought from sources internal to the University, such an issue shall be executed pursuant to Research and Community Service Policy and guidelines of the University.

- 2.4. Where fund is sought from sources external to the University, the proposal shall be reviewed and approved by the Research and Community Service Vice President Office of the University. However, this should not prevent individual researchers from securing research fund directly from potential donors.
- 2.5. The modalities of initiation, review, endorsement and approval of research proposals at the various levels of the University shall be issued in the form of policy and guidelines of the University's Research and Community Service Vice President Office.

3. Administration of Research

- 3.1. The overall administration of research in the University is vested in the Research and Community Service Vice President Office of the University.
- 3.2. The Research Directorate Office shall be responsible for the implementation of research policy and guidelines to be issued by the Senate.
- 3.3. Researchers whose proposals have been approved and funded shall submit periodic reports to the Office of the Research Directorate in accordance with the research policy and guidelines set by the RCSC.
- 3.4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Research Director or his designate.
- 3.5. The financial administration of research funds shall be governed by the existing financial policy and procedure manual of the University and such other relevant guidelines as may be issued by the Research and Community Service Vice President Office.
- 3.6. The Research and Community Service Vice President Office shall disseminate research results through print and electronic media as deemed necessary.

4. Research Priorities

The following are guidelines for the setting of research priorities in the various sectors.

- 4.1. The initiation of research priorities shall be the responsibility of each course coordinating unit and / or college / school / institute.
- 4.2. In determining their research priorities, course coordinating units and / or college / school / institute shall take into account:
- a) the needs and priorities of the country in general and the local community in particular;
 - b) the vision and missions of the University;

- c) the magnitude of the research problem at present/ and in the future, and its contribution to the development of Science and Technology as well as to the society.
- 4.3.The decision of a course coordinating unit and / or college /faculty/ school / institute on re- search priorities shall be accompanied by the minutes of the meeting of the course coordinating unit and / or college /faculty/ school / institute that deliberated on the issue.
- 4.4.College /faculty/ school / institute Research and Community Service Committee (RCSC) shall approve research priorities of the respective course coordinating units.
- 4.5.Inter-colleges, schools' and institutes' Research and Community Service Committee (RCSC) shall be set up to deal with multidisciplinary subjects as may be necessary.
- 4.6.College /faculty/ school / institute shall submit their decisions to the Research and Com- munity Service Vice President Office of the University
- 4.7.Research priorities shall be revised every 3-5 years by the Research and Community Service Vice President Office in line with the Higher Education Proclamation and other relevant laws as well as policies.

5. Responsibility of Directorate for Research Affairs

- 5.1.The University organ responsible for conducting and handling research is the Research Directorate, and the concerned college / school / institute. The responsibilities of the Research Directorate shall:
 - a) coordinate all research activities of the University;
 - b) register research undertakings on regular basis;
 - c) make periodic follow-up and monitoring of research activities; and provide all research related administrative assistance thereof;
 - d) take a leading role in identifying potential research priority areas for the country in general and the local community in particular in collaboration with relevant college / school / institute;
 - e) prepare research related contract formats as per the Research policy and guidelines of the University;
 - f) Communicate approved research priority areas to the University community and the stake- holder.

- g) develop and, when approved, communicate Research policy and guidelines to the local and the University community;
- h) Disseminate research results through print and electronic media as deemed necessary.
- i) Organize quarterly, biannual and annual research symposia in collaboration with the respective college /faculty/ school / institute.
- j) Seek for solutions, in case of complaints, in line with the Research policy guidelines of the University; and perform such other related activities as he may be given by the Research and Community Service Vice President.

5.2. Property Rights on Research Findings and Research Property

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

CHAPTER 8: COMMUNITY AND/ OR CONSULTANCY SERVICES

1. Policy Premises on Community and /or Consultancy Services

The University as an institution or through its individual staff members shall render community and / or consultancy services to fulfill the outreach mandates of the University, and to enhance the professional development of the University's staff as well as to generate an income to the University.

2. General Provisions on Community and Consultancy Services

2.1. Community and / or consultancy service is defined as any form of professional or technical service rendered through an appropriate University channel or through individual staff links for remuneration or otherwise by a staff member of the University to any society, organization or individual.

2.2. The types of community and/ or consultancy services include research, training, program/project planning and evaluation, technology transfer, production of materials, advisory or any other related services of a professional nature.

3. Responsibility of Directorate for Community and / or Consultancy Services

3.1. The University organ responsible for conducting and handling community and / or consultancy services is the Community and /or Consultancy Service Directorate, and the concerned college / school / institute.

3.2. The responsibilities of the Community and / or Consultancy Service Directorate shall:

3.2.1. Coordinate all community and / or consultancy activities of the University;

3.2.2. Register community and / or consultancy activities;

3.2.3. Make periodic follow-up and monitoring of community services and / or consultancy activities;

3.2.4. Play an active role in developing markets for community and / or consultancy services in collaboration with relevant college /faculty/ school / institute;

3.2.5. Prepare contract formats as per the Community and / or consultancy policy and guide- lines of the University;

3.2.6. Develop and, when approved, communicate community and / or consultancy policy and guidelines to the local and the University community;

3.2.7. Seek for solutions, in case of complaints, in line with the community service and / or consultancy policy guidelines of the University; and

3.2.8. Perform such other related activities as he may be given by the Research and Community Service Vice President.

4. Determination of Cost for Community and / or Consultancy Services

4.1. Community and / or consultancy service contract preparations shall involve the determination of proper and accurate cost of the community and / or consultancy service to be rendered. Due regard being given to the special expertise required in the determination of community service and / or consultancy costs, each college, school and the institute shall take full responsibility in the determination of the component parts that should be considered.

4.2. All cost components shall be considered in the determination of community service and / or consultancy fees.

4.3. The academic staff member or a group of academic staff members being engaged in the community and / or consultancy service shall get their service fees based on the Enterprise legal frame works of the University.

5. Sub-contracting Community and / or Consultancy Service Agreements

Where the colleges, schools and the institute or course coordinating units cannot execute all the components of the community and / or consultancy service agreements, individuals or organizations outside the University may be invited in consultation with the Research and Community Service Core Business Process of the University.

6. Publication and Intellectual Property Rights

6.1. The respective rights on the direct and indirect intellectual products obtained as a result of the community and / or consultancy service rendered shall be set out in the framework of the contract.

6.2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of the consultant or researcher and the colleges, schools and the institute shall appear with the proper acknowledgement to the proprietor. All intellectual property rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

7. The Responsibilities of College / School / Institute

The colleges' /schools/ the institute shall undertake the following responsibilities in collaboration with the Research and Community and / or Consultancy service directorates regarding Research and Community and / or Consultancy services.

- a) To oversee and coordinate research / community services / consultancy activities academic staff within course coordinating units of the respective colleges, schools and the institute;
- b) To prepare research /community and/or consultancy service proposals and technical documents;
- c) To negotiate terms of research/community and/or consultancy service contracts;
- d) To verify terms of research / community and / or consultancy service contracts, sign contracts when necessary and deposit the same at the office of the Research / Community / Consultancy Service Directorates;
- e) To make periodic follow- up on the research / community service and / or consultancy works and submit reports to the office of the Research /Community and /or consultancy Service Directorates;
- f) To execute research/community and/or consultancy undertakings;
- g) Perform such other related activities as he may be given by the Research and Community Service Vice President.