BITS

from collecting... to connecting...

Undergraduate Programs

Student Handbook

Table Contents

Abbreviations

AB   Academic Board

CAARC College Academic Affairs and Research Council

EM   Executive Management

VPAAR Vice President for Academic Affairs and Research

VPBA Vice President for Business and Administration

1. BITS College

1.1 Brief Introduction

BITS College is a private higher learning institution with a vision of promoting excellence in the production, growth and dissemination of advanced scientific knowledge through teaching and research.

It was founded by internationally renowned and experienced academics and professionals who have the necessary knowledge, experience, commitment and passion to make significant contributions to the advancement of excellence and quality in higher education. The team of management and staff is made up of professionals that have an impressive reputation in academia, business and Information Technology fields backed by the character, experience, hard work and dedication.

The College plans to engage in mutually rewarding collaborations and strategic partnerships with national, international, public, and private higher learning and research institutions so as to grow and become a full-fledged university that offers undergraduate and graduate degree programs in business and technology related fields. Currently, the School of Systems and Technology is established under the College to offer four academic programs as stated in section 1.3.

This handbook has been produced for all new and existing undergraduate students for support during their time at the College. The aim is

  (i)   to provide an overview of the wide range of personal and academic support that is available to students at the College
  (ii)   to guide students to the academic policies, procedures, and services of the College.
  (iii)   to answer questions that relate to the many regulations that govern the academic life of students during their stay in the College.
  (iv)   To describe the services provided by the College.

For easy reference and understanding the handbook is divided into five sections. This first section provides general information on the College. Section two and three provide information on the undergraduate programs and related academic requirements. Section four is dedicated to the general academic guideline. Section five deals with administrative matters that relate to the rights of students, code of conduct and provision of transcripts, degrees and other official letters.

While many of these rules and regulations are adapted from the college legislation, they are summarized here with the hope that if students know and practice them, they will find it easy to cope with the rigors of higher academic study and make their stay at the College as fruitful and successful as possible.

We hope this handbook provides a useful reference point for students. It is an attempt to incorporate in one document those policies and procedures that may affect students' day-to-day life. Should students need any additional support, the Office of the VPAAR of the College as well as the student support office will be happy to help.

What is more, the information in this handbook is subject to revision and change when deemed necessary. Students are, therefore, advised to keep abreast with the latest changes in rules and regulations of the College.

1.2 College's Vision, Mission and Values

Vision

- BITS College aspires to grow in reputation as a model of academic excellence and innovative student support in an environment strengthened by industry partnerships and technology enablement.

Mission

- The mission of BITS College is to educate, inspire and prepare each student for a better life of service by:

- providing quality higher education and research of relevance to sustainable development of our society;

- offering a welcoming and rewarding work environment for students, faculty and staff;

- fostering innovative learning, entrepreneurship, community engagement, and industry partnership;

- building capacity to unlock the potential of technology to provide education without boundaries - accessible from anywhere; and

- maintaining financing plans to sustain innovation and growth.

Core Values

- BITS College believes in:
  - encouraging open-mindedness, dynamism and innovation;
  - excelling in performance, and never compromising on quality;
  - creating a nurturing environment for our students and employees;
  - cultivating integrity, mutual respect, collaboration and unity; and
  - developing responsible governance and fostering a commitment of serving.

1.3 Academic Programs

There are two undergraduate programs and two graduate programs offered at the College:

- Undergraduate Program in Software Engineering (B.Sc. SWE)
- Undergraduate Program in Information Technology and Systems (B.Sc. ITS)
- Graduate Program in Enterprise System Engineering (M.Sc. ESE)
- Graduate Program in Information Technology Management (M.Sc. ITM)

1.4 Research programs

BITS College orients itself to business oriented, development-oriented and technology transfer-focused research that best supports improving methodologies in software engineering, fulfillment of aligning IT with business as well as the ICT for Development Agenda.

1.5 Academic Organization

The executive officer of the College is the President assisted by the Vice President for Academic Affairs and Research (VPAAR) and the Vice President for Business and Administration (VPBA).

The highest decision-making body of the College is the Academic Board (AB). However, most academic and administration activities are carried out by the Executive Management (EM). The College Academic Affairs and Research Council (CAARC) is a standing committee accountable to the EM. The CAARC, working under the chairmanship of VPAAR, deliberates and decides on all academic matters of the College on behalf of the EM.

At School level, the Head, program coordinators and staff members deliberate on the day-to-day academic matters in their respective academic committees.

1.6 Role of Students

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

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

Students of the College are expected to: (i) be a responsible member of this community, (ii) respect the individual rights of all members of this community, and (iii) do nothing that will disrupt the

provision of educational services by this institution. They may then expect the same from the faculty, administration, and staff.

1.7 Responsibility

The Office of the Vice President for Academic Affairs and Research is responsible for overseeing the full implementation of the rules and regulations outlined in this Handbook.

Administration, staff, faculty and students are responsible for familiarizing themselves with this policy, and acting ethically and in accordance with this policy.

A student would be assumed to have agreed and asserted to these rules and regulations of the College and to alterations, which may hereinafter be made by the College.

2. Undergraduate program in Software Engineering

2.1 Program Objective

The Bachelor of Science in Software Engineering (BSc. SE) is intended to produce quality, world-class graduates in this rapidly developing discipline. The degree has been specially designed in response to industry demand to produce graduate software engineers with software systems project capability. It is observed that graduates who can offer skills in these areas are in demand by business and government organizations concerned with software development. Graduates will be prepared for careers across all industries as Software Engineers, Applications Developers, Programming Specialists, and Systems Analyst.

By studying software design and production techniques, this degree program will equip students with the skills needed to follow a career specifying and developing these systems, and other computer-based solutions. Students gain not only knowledge and practical experience of the latest technologies, but also a grounding in the underlying principles of the subject.

2.2 Graduate Profiles

After obtaining the degree in software engineering, graduates will have the following profiles

(i) Knowledge and understanding of:
- theories, practices and principles of software engineering
- theories, principles, processes and recommended techniques of requirements gathering
- theories, principles and best practices of software project management
- issues affecting the industry and its technologies.
- computers and communication systems, including basic, network design, database development, implementation and management;
- programming languages and algorithm development to solve real world problems;

2.3 Course Requirements

The program features 101 credit hours (167 ECTS) of compulsory courses, 30 credit hours (52 ECTS) of support courses and 9 credit hours (15 ECTS) of elective courses. The overall student's workload in Credit hours is 140 with 18 credit hours per semester on the average (This means 234 European Credit Accumulation Transfer System (ECTS) with 30 ECTS/Semester on average). It should also be noted that some courses require that a student should take other courses before registering for another advanced course. While details should be addressed in a curriculum, students and advisors should consult the curriculum before registering for any course. The Lists of compulsory, support and elective courses are given as follows.

(i) Compulsory Courses (101 Cr. Hrs. – 167 ECTS):

Students must take and pass all of the following compulsory courses to graduate from the program:

Course Code	Course Title	Prerequisite	Credit hours	ECTS
SE101	Introduction to Computer Systems	None	3	5
SE104	Introduction to Software Engineering	SE101	3	5
SE131	Fundamentals of Programming	None	3	5
SE132	Object Oriented Programming	SE131	3	5
IT154	Data Communication and Computer Networks I	SE101	3	5
SE221	Information Assurance and Systems Security	IT154	3	5
SE241	Fundamentals of Database Systems	SE101	3	5
SE223	Software Requirements Engineering	SE104	3	5
SE224	Process Modeling and Workflow Design	SE223	3	5
SE226	Software Design and Architecture	SE104	3	5
SE231	Advanced Programming	SE132	3	5
SE233	Data Structures and Algorithms	SE131	3	5
SE252	Operating Systems	SE101	3	5
SE381	Web Systems and Services	None	3	5
SE322	Software Quality Assurance and Testing	None	3	5
SE327	Enterprise Systems	None	3	5
SE324	Software Usability and Management	None	3	5
SE331	Mobile Application Development	SE231	3	5
SE366	Methods for Software Engineering Research	MT361	3	5
SE376	Software Project Management	None	3	5
SE421	Systems Thinking and Systems Approach	SE327	3	5
IT463	Foundations of Data Analytics	MT361	3	5
SE424	Continuous Integration and Deployment	None	3	5
SE425	Service-oriented Architecture	SE327	3	5
SE426	Seminar in Software Engineering	None	3	5
SE478	Software Product Management	SE104	3	5
SE491	Software Engineering Capstone Project I	None	4	7
SE492	Software Engineering Capstone Project II	SE491	4	7
MT161	Discrete Mathematics	None	3	5
MT164	Linear Algebra	MT161	3	5
MT261	Calculus	MT161	3	5
MT266	Boolean Algebra	MT164	3	5
MT361	Statistical Methods	None	3	5
Total Credit			**101**	**169**

(ii) Elective Courses (9 Cr Hrs. – 15 ECTS):

Students must take and pass a minimum of 9 credit hours of courses from the following list to graduate from the program:

Course Code	Course Title	Prerequisite	Credit hours	ECTS
SE321	Software Process Improvement	None	3	5
IT365	Introduction to Artificial Intelligence	None	3	5
IT366	Knowledge Discovery and Data Mining	None	3	5
SE427	Ethical Computing	None	3	5
IT479	Management Information Systems	None	3	5

(iii) Support Courses (30 Cr. Hrs. – 52 ECTS)

Students must take and pass all of the following support courses to graduate from the program.

Course Code	Course Title	Prerequisite	Credit hours	ECTS
SP111	College English I	None	3	5
SP112	College English II	SP111	3	5
SP117	Introduction to Logic and Critical Thinking	None	3	5
SP115	Geography of Ethiopia and the Horn	None	3	5
SP216	Moral and Civic Education	None	2	4
SP214	Social Anthropology	None	2	4
SP218	General Psychology	None	3	5
SP311	Business Accounting and Management	None	3	5
SP312	Entrepreneurship	None	3	5
SP411	Inclusiveness	None	2	4
SP416	History of Ethiopia and the Horn	None	3	5
		Total Credit	30	52

2.4 Degree Award

The degree awarded on successful completion of the undergraduate program is

English: *Bachelor of Science Degree in "Software Engineering"*

Amharic: *የሳይንስ ባችለር ዲግሪ "በሶፍትዌር ኢንጂነሪንግ"*

2.5 Course Offering Schedule

Year I Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP111	College English I	3	5	48	0	0
SP117	Introduction to Logic and Critical Thinking	3	5	48	0	0
MT161	Discrete Mathematics	3	5	48	0	16
SE101	Introduction to Computer Systems	3	5	32	32	0
SP115	Geography of Ethiopia and the Horn	3	5	48	0	0
SE131	Fundamentals of Programming	3	5	32	32	0
	Total for the semester	18	30			

Year I Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP112	College English II	3	5	48	0	0
SP216	Moral and Civic Education	2	4	32	0	0
SE104	Introduction to Software Engineering	3	5	48	0	0
SE132	Object Oriented Programming	3	5	32	32	0
IT154	Data Commun. and Computer Networks I	3	5	32	32	0
MT164	Linear Algebra	3	5	48	0	16
	Total for the semester	17	29			

Year II Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SE221	Information Assurance and Systems Security	3	5	32	32	0
SE241	Fundamentals of Database Systems	3	5	32	32	0
SE223	Software Requirements Engineering	3	5	48	0	0
SE231	Advanced Programming	3	5	32	32	0
SE233	Data Structures and Algorithms	3	5	32	32	0
MT261	Calculus	3	5	48	0	16
	Total for the semester	18	30			

Year II Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP214	Social Anthropology	2	4	32	0	0
SP218	General Psychology	3	5	48	0	0
SE224	Process Modeling and Workflow Design	3	5	48	0	0
SE226	Software Design and Architecture	3	5	48	0	0
SE252	Operating Systems	3	5	32	32	0
MT266	Boolean Algebra	3	5	48	0	16
	Total for the semester	17	29			

Year III Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP311	Business Accounting and Management	3	5	48	0	0
SE381	Web Systems and Services	3	5	32	32	0
SE331	Mobile Application Development	3	5	32	32	0
SE327	Enterprise Systems	3	5	48	0	0
MT361	Statistical Methods	3	5	48	0	16
	Elective I	3	5			
	Total for the Semester	18	30			

Year III Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP312	Entrepreneurship	3	5	48	0	0
SE322	Software Quality Assurance and Testing	3	5	48	0	0
SE324	Software Usability and Management	3	5	48	0	0
SE376	Software Project Management	3	5	48	0	0
SE366	Methods for IS Research	3	5	32	32	0
	Elective II	3	5			
	Total for the Semester	18	30			

Year IV Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP411	Inclusiveness	2	4	32	0	0
SE421	Systems Thinking and Systems Approach	3	5	48	0	0
SE425	Service-Oriented Architecture	3	5	48	0	0
IT463	Foundations of Data Analytics	3	5	32	32	0
SE491	Software Engineering Capstone Project I	4	7	64	0	0
	Elective III	3	5			
	Total for the Semester	18	31			

Year IV Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SE424	Continuous Integration and Deployment	3	5	32	32	0
SE426	Seminar in Software Engineering	3	5	48	0	0
SE478	Software Product Management	3	5	48	0	0
SE492	Software Engineering Capstone Project II	4	7	64	0	0
SP416	History of Ethiopia and the Horn	3	5	48	0	0
	Total for the Semester	16	27			

3. Undergraduate program in Information Technology and Systems

3.1 Program Objective

The Bachelor of Science in Information Technology and Systems (BSc. ITS) intends to provide students with the opportunity to develop strengths in analysis, applied design and development, implementation and management of information technology systems. Graduates will be prepared for careers across all industries as IT managers, network administrators, network architect, database administrators, system administrators, information security analysts, Systems Analysts, etc. The course provides the breadth of knowledge needed to develop, maintain, and support modern applications. In addition, the curriculum includes courses focused on key business areas needed to integrate and manage technology and technology projects in the workplace.

3.2 Graduate Profiles

Graduates of the IT program acquire knowledge, abilities, and hands-on skills that are valuable to employers. After obtaining the degree in Information Technology and Systems, graduates will have the following profiles

   (i)   **Knowledge and understanding of:**
   - theories, practices and principles of information technology
   - computers and communication systems, including network design, database development, implementation and management;
   - principles and best practices of IT project management;
   - issues affecting the industry and its technologies;
   - creating, maintaining, auditing and improving systems to meet particular needs.

   (ii) **Practical Skills:**
   - Analyze complex, real-world problems to identify and define computing requirements and apply computational approaches to the problem-solving process.
   - Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the IT discipline.

- Communicate effectively with diverse audiences the technical information that is consistent with the intended audience and purpose.
- Make informed judgments and include unique perspectives of others in computing practice based on legal and ethical principles.
- Function effectively on teams and employ self- and peer-advocacy to address bias in interactions, establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.
- Identify and analyze user needs and consider them during the selection, integration, and administration of computer-based systems.

(iii) Attitudes and Values:
- make contributions to the further development of the discipline
- have a positive and responsive attitude towards the value of their profession in general and secure IT system infrastructure and resources in particular.
- have good personal confidence in their jobs and professional activities;
- have the sense of cooperation, honesty, loyalty, etc.
- work closely with other staff, such as project managers, graphic artists, UX designers, other developers, systems analysts and sales and marketing professionals
- be ethical.

3.3 Course Requirements

The program features 101 credit hours (167 ECTS) of compulsory courses, 30 credit hours (52 ECTS) of support courses and 9 credit hours (15 ECTS) of elective courses. The overall student's workload in Credit hours is 140 with 18 credit hours per semester on the average (This means 234 European Credit Accumulation Transfer System (ECTS) with 30 ECTS/Semester on average). It should also be noted that some courses require that a student should take other courses before registering for another advanced course. The details should be addressed in a curriculum. Students and advisors should consult the curriculum before registering for any course. Lists of compulsory, support and elective courses are as follows.

(i) Compulsory Courses (101 Cr. Hrs. – 167 ECTS):

Students must take and pass all of the following compulsory courses to graduate from the program.

Course Code	Course Title	Prerequisite	Cr. hours	ECTS
IT105	Introduction to ICT	None	3	5
IT107	Foundations of Information Systems	None	3	5
SE131	Fundamentals of Programming	None	3	5
IT154	Data Communications and Computer Networks I	None	3	5
IT155	Data Communications and Computer Networks II	IT154	3	5
IT146	Database Systems I	IT107	3	5
SE221	Information Assurance and Systems Security	IT154	3	5
IT221	Systems Analysis and Design I	IT107	3	5
SE132	Object Oriented Programming	SE131	3	5
IT222	Systems Analysis and Design II	IT221	3	5
IT247	Database Systems II	IT146	3	5
SE252	Operating Systems	None	3	5
IT284	Introduction to Web Technologies	IT146, IT154	3	5
IT325	Software Design & Construction	SE132	3	5
SE381	Web Systems and Services	None	3	5
SE327	Enterprise Systems	None	3	5
IT328	IT Systems Acquisition and integration	SE327	3	5
IT358	Cyber Security and Ethical Hacking	SE381	3	5
SE366	Methods for IS Research	MT361	3	5
IT374	IT needs assessment and management	SE327	3	5
SE421	Systems Thinking & Systems Approach	SE327	3	5
IT471	IT Project management	SE327	3	5
IT463	Foundations of Data Analytics	MT361	3	5
IT474	Special Topics in IT	None	3	5
IT476	IT Service Management	SE421	3	5
IT481	Cloud Computing and Data Centre Management	IT381	3	5
IT493	IT Capstone Project I	None	4	7
IT494	IT Capstone Project II	IT493	4	7
MT161	Discrete Mathematics	None	3	5
MT164	Linear Algebra	MT161	3	5
MT261	Calculus	MT161	3	5
MT266	Boolean Algebra	MT164	3	5
MT361	Statistical Methods	None	3	5
		Total Credit	101	169

(ii)   Elective Courses (9 Cr. Hrs. – 15 ECTS):

Students must take and pass a minimum of 9 credit hours (15 ECTS) of courses from the following

Course Code	Course Title	Prerequisite	Credit hours	ECTS
SE231	Advanced Programming	SE132	3	5
IT365	Introduction to Artificial Intelligence	None	3	5
IT368	Knowledge Discovery and Data Mining	None	3	5
IT372	Fundamentals of Disaster Recovery and Business Continuity	None	3	5
IT475	Information Systems Governance and Audit	None	3	5
IT477	IT Policy and Law	None	3	5
IT479	Management Information Systems	IT107	3	5

(iii)   Support Courses (30 Cr. Hrs. – 52 ECTS)

Students must take and pass all of the following support courses (27 Cr. Hrs. - 45 ECTS) to graduate from the program.

Course Code	Course Title	Prerequisite	Credit hours	ECTS
SP111	College English I	None	3	5
SP112	College English II	SP111	3	5
SP117	Introduction to Logic and Critical Thinking	None	3	5
SP115	Geography of Ethiopia and the Horn	None	3	5
SP216	Moral and Civic Education	None	2	4
SP214	Social Anthropology	None	2	4
SP218	General Psychology	None	3	5
SP311	Business Accounting and Management	None	3	5
SP312	Entrepreneurship	None	3	5
SP411	Inclusiveness	None	2	4
SP416	History of Ethiopia and the Horn	None	3	5
		Total Credit	30	52

3.4 Degree Award

The degree awarded on successful completion of the undergraduate program is

English:

"Bachelor of Science Degree in "Information Technology and Systems"

Amharic:

"የሳይንስ ባችለር ዲግሪ በ "አይቲ እና ሲስተምስ""

3.5 Course Offering Schedule

Year I Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
IT105	Introduction to ICT	3	5	48	0	0
IT107	Foundations of Information Systems	3	5	32	32	0
SP111	College English I	3	5	48	0	0
SP115	Geography of Ethiopia and the Horn	3	5	48	0	0
SP117	Introduction to Logic and Critical Thinking	3	5	48	0	0
MT161	Discrete Mathematics	3	5	48	0	16
	Total for the semester	18	30			

Year I Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP112	College English II	3	5	48	0	0
SP216	Moral and Civic Education	2	4	32		
MT164	Linear Algebra	3	5	48	0	16
SE131	Fundamentals of Programming	3	5	48	0	0
IT154	Data Communications and Computer Networks I	3	5	32	32	0
IT146	Database Systems I	3	5	32	32	0
	Total for the semester	17	29			

Year II Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP214	Social Anthropology	2	4	32	0	0
MT261	Calculus	3	5	48	0	16
SE132	Object Oriented Programming	3	5	32	32	0
IT221	Systems Analysis and Design I	3	5	48	0	0
IT155	Data Communications and Computer Networks II	3	5	32	32	0
IT247	Database Systems II	3	5	32	32	0
	Total for the semester	17	29			

Year II Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP218	General Psychology	3	5	48	0	0
SE221	Information Assurance and Systems Security	3	5	48	0	0
MT266	Boolean Algebra	3	5	48	0	16
IT222	Systems Analysis and Design II	3	5	48	0	0
SE252	Operating Systems	3	5	32	32	0
IT284	Introduction to Web Technologies	3	5	32	32	0
	Total for the semester	18	30			

Year III Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP311	Business Accounting and Management	3	5	48	0	0
IT325	Software Design and Construction	3	5	32	32	0
SE381	Web Systems and Services	3	5	32	32	0
SE327	Enterprise Systems	3	5	48	0	0
MT361	Statistical Methods	3	5	48	0	16
	Elective I	3	5			
	Total for the semester	18	30			

Year III Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP312	Entrepreneurship	3	5	48	0	0
IT328	IT Systems Acquisition and integration	3	5	48	0	0
IT358	Cyber Security and Ethical Hacking	3	5	32	32	0
IT374	IT Needs Assessment and Management	3	5	48	0	0
SE366	Methods for IS Research	3	5	32	32	0
	Elective II	3	5			
	Total for the semester	18	30			

Year IV Semester I

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP411	Inclusiveness	2	4	32	0	0
SE421	Systems Thinking and Systems Approach	3	5	48	0	0
IT471	IT Project Management	3	5	48	0	0
IT481	Cloud Computing and Data Centre Management	3	5	32	32	0
IT463	Foundations of Data Analytics	3	5	32	32	0
IT493	IT Capstone Project I	4	7	64	0	0
	Total for the semester	18	31			

Year IV Semester II

Course Code	Course Title	Credit hours	ECTS	Lec. hours	Lab hours	Tutorial hours
SP416	History of Ethiopia and the Horn	3	5	48	0	0
IT474	Special Topics in IT	3	5	48	0	0
IT476	IT Service Management	3	5	48	0	0
IT494	IT Capstone Project II	4	7	64	0	0
	Elective III	3	5			
	Total for the semester	16	27			

4. General Academic Guidelines

4.1 Academic Calendar

The regular academic year commences in September and ends in June. The Calendar for each year is prepared by the College Registrar. Among other things, the calendar shall provide for dates of special programs, such as, registration, readmission, add / drop, and examination periods,. The calendar may be amended as and when the need arises.

The academic calendar is divided into three sessions as shown below:

1st Semester:	October – January
2nd Semester:	March – June
Summer Program:	July – August

A term end-to-end has 20 weeks with the following breakdown:

1st week:	*Registration*
2nd – 16th week:	*Class*
17th – 18th week:	*Examination*
19th – 20th week:	*Semester Break*

The week of registration is the commencement of the Semester.

4.2 Admission Requirements

Ethiopian Students

> To be eligible for admission to BITS College, applicants should meet one of the following requirements.

(i)   A graduate of an accredited high school with the required pass mark set by the national examination agency to enter higher education AND **the necessary pass mark in the College Entrance Examination.**

OR

(ii)   A TVET Graduate approved for entry to higher education with official COC AND **the necessary pass mark in the College Entrance Examination**

OR

(iii)   A graduate of an accredited higher education and **the necessary pass mark in the College Entrance Examination**

Foreign Students

Admission of foreign students is based on the equivalence established by the Higher Education Relevance and Quality Assurance Agency

4.3 Admission Procedure

Admissions and enrolments to all programs are processed by the College Registrar in consultation with the academic units concerned.

Admission is open for anyone seeking to pursue undergraduate programs in **Software Engineering** and **Information Technology and Systems**. Apart from the stated requirements for admissions, special criteria for admission may also be set when deemed necessary, through interviews or by reviewing merits already attained. The College determines the number of students who may be admitted to each program according to the College's available resources. The final selection for admission is usually made on a competitive basis and according to the number of places available.

Applicants seeking admission should collect the required information face to face from the College registrar or **use the College's website to apply online**. The completed form shall be submitted the registrar's Office together with the following items:

- Scanned / copy of Transcript.
- Scanned / copy of the result of the national examination
- A passport size recent photo of the applicant.

4.4 Entrance Exam

Entrance exam is mandatory to all undergraduate program applicants. The exam is intended to make sure that applicants have maintained basic understanding and skills from their secondary school studies, experience and exposures. In addition, it is believed that while applicants are preparing for the exam, they will make themselves ready for higher education both psychologically and in terms of fundamental skills and knowledge. The result obtained from the entrance exam is valid for one year. However, the minimum passing mark might vary from entry to entry which will be decided by the Academic Board (AB).

4.5 Orientation

Prior to commencement of classes, new students are given an overview and orientation of the complete realm of college life from academics to social activities. Orientation is given to students so that they will have successful transitions from high school to tertiary education. Through new student orientation sessions, academic support opportunities and regularly scheduled meetings with advisors, students will understand academic policies, procedures and testing requirements related to their degree programs.

During orientation students will be made aware of the opportunities to be socially integrated into the College culture and to be better prepared for challenges of higher education.

4.6 Registration

o Registration for new students takes place at the place and date specified when acceptance is notified.

o Registration of students beyond the first semester of their first year takes place on the dates specified in the Academic Calendar of every semester.

o Registration for a course is done in consultation and with approval of academic advisors.

o A student must fill in all necessary information in the official registration slip of the College which is to be provided online.

o Students must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program.

o Registration is completed upon the receipt of payment and when it is approved by the College registrar.

o A student cannot attend class without completing registration formalities.

4.7 Class attendance

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

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

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

4.8 Semester Load

Regular students should strictly follow the semester load proposed by the College legislation. The normal semester load for a semester is between 18-19 Cr. Hrs. The minimum load required shall be 15 Cr. Hrs. and the maximum shall not exceed 21 Cr. Hrs.

The normal load in the evening undergraduate programs shall be 9-12 credit hours per semester.

4.9 Course Exemption

A student may be exempted from a core course based on previous study provided that he/she passes the exam set by the College for the specific course. An exemption from a course has no credit value towards a degree. Any such courses may be replaced with courses chosen in consultation with advisors.

Exemptions from support courses may be granted in cases where students have already covered the work at any accredited higher learning institution with an appropriate level of performance (with a minimum grade of B-). Any such courses may be replaced with courses chosen in consultation with advisors.

4.10 Duration of Study

The duration of study for undergraduate degree regular programs is four years. In the case of evening programs, the duration of study shall be five to six years.

A student who withdraws for valid reasons shall be granted readmission within four years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal for good.

4.11 Academic Advising

Students will be assigned to academic advisors at the time of first enrollment. The academic advisor is responsible for any academic case of a student assigned to him/her.

It is the responsibility of the student to meet with his/her advisor at least once prior to each registration. This is to make sure that the student's course selections fit their career path for the next semester.

Students should meet with their advisor at least once a semester to review their academic progress. The frequency of meetings varies throughout the year, however the beginning and end of semesters, periods of registration, add / drop, withdrawal and clearance are very crucial times for students. It is therefore mandatory that the advisor be accessible to advisees during these periods or times. The meeting can be one-to-one where the advisor meets each of the advises one by one; or it could be in group depending on what is to be discussed

Academic advisors will have the following roles and responsibilities

- o The advisor should have a regular program in which he/she will be available in office throughout the year.
- o Continuously and regularly monitor student progress, identify strengths and weakness
- o Help students in planning a program consistent with their abilities, interests and resources;
- o Help students in choosing, sequencing and registering for major and supportive courses.
- o Assist students with monitoring progress toward educational career goals
- o Proactively contact students on a regular basis according to mutually agreed frequency and duration
- o Maintain confidential information discussed in the advising sessions.
- o Discuss course choices and the reasons for them in the context of curriculum requirement and long term goals.

- Discuss any academic regulations that seem confusing
- Be receptive to questions and suggestions
- Help them correct academic deficiencies in time
- Give them awareness on all sorts of academic policies (eg. The need for formal withdrawal, requirements for graduation, etc.)

Academic advisors are expected to build a mentoring relationship with students and help them achieve the following mentoring objectives:

- To gain an insight into different roles and sectors
- Develop skills of communication, relationship building and organization
- Access information and advice from experienced professionals
- Build confidence and commercial awareness
- Network and make new contacts

Students/advisees will have the following roles

- Take ownership of their academic success and be responsible for their own decisions
- Understand clearly the requirements of the program they are attending
- Come to the advising appointment prepared to discuss their classes, activities, goals and any issues that are becoming barriers to student success.
- Understand clearly the requirements of the program they are attending
- Develop their own personal learning and achievement plans in their course of study
- Be prepared to pass 36-38 Cr. Hrs. of course work each academic year.
- Contact and make an appointment with the advisor when in need of assistance
- Carry out actions identified during each advising session;
- Communicate with the advisor regarding issues of academics or student life
- Accept final responsibility for all their decisions and consequences (Note that "advisors advise and students decide").

- To graduate from the program, students must pass every compulsory course, and at least 9 credit hours of elective courses with a cumulative grade point average of at least 2.0. A pass grade for a course is considered to be A, B+, B, C+, C or C-.
- A student cannot graduate with a CGPA of less than 2.0. He/She shall thus score at least a `C` grade in each of the courses he/she is required to take under the program. However, a good standing student is entitled to graduate even if he/she scores a `D` grade in any course.

4.12 Dropping of Courses

Students should observe the following policy regarding dropping of courses.

- Dropping of courses may be done before or within the first two weeks from the commencement of the semester.
- If a student drops a course after the period allocated, s/he shall be assigned an "F" RC grade.
- Any course dropped is liable to financial consequences. (See Refund policy)
- All dropped courses must be approved by the respective academic advisors and heads of the academic units.

4.13 Repeating Courses

Course repetition is possible only if it is proposed and approved by the academic advisor and head of the academic unit. Advisors can at any time propose repetition of courses for a student with marginal CGPA so that potential academic complications are avoided proactively.

- The opportunity to repeat courses due to academic deficiency (whether a single course or several courses) is not the right of a student but rather a privilege that is given if and when it is decided that there is merit in permitting a repeat.
- Courses in which a student obtained an "F" may be repeated by registering for the course. However, no such course may be taken more than twice.

- A borderline student who scored "D" is allowed to repeat but no such course may be repeated more than once unless it is a requisite course for graduation, in which case the student may be given a second chance. Repeating a course with "D" grade is only a privilege the CAARC may grant and not necessarily a right a student may claim.
- Students repeating courses for which they obtained low grades should register for the course and carry out all procedures pertaining to the completion of courses.
- For students repeating courses, the last grade they score, will be counted in the cumulative average regardless of whether the last grade is higher or lower.

4.14 Examination

- No student may be admitted into an examination hall 30 minutes after the beginning of the examination.
- No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- In the event that a student is forced to leave an examination hall for health reasons, certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.

4.15 Academic Performance

Instructors determine the academic performance of a student based on continuous assessment. The evaluation of a student's work may include tests, midterm exams, assignments, effort appreciations, etc. and final examinations.

Student learning shall be assessed on a variety of continuous assessment in the form of test/quizzes, semester projects, demonstrations or exams, presentations, assignments, projects, test and quizzes, attendance at seminars, research papers, term project and laboratory work.

In case of final Project (capstone project), the evaluation will be done by a group that consists of the supervisor and internal examiners. The weighting distribution will be based on the

demonstration on the project and the application package or system developed. There will be a separate project guideline to be provided to the student at the start of project.

The final examination answer sheets of students is to be kept for a period of one semester after the issuance of results for students.

4.16 Grading System

The College uses letter-grading system for courses. The highest point for a course taught is 4.0. The College adopts the following grading system:

Raw Mark[1]	Letter Grade	Grade Points	Description	Class Description
[95, 100)	A+	4.00	Excellent, Exceptional	First Class with Great Distinction
[85, 95)	A	4.00	Excellent - Outstanding Performance	
[80, 85)	A-	3.70.	Excellent	
[75., 80)	B+	3.50	Very Good – Better than Average Achievement	First Class with Distinction
[65, 75)	B	3.00	Very good	
[60, 65)	B-	2.70.	Very Good – less than average achievement	Second Class
[55, 60)	C+	2.50	Good Achievement	Second Class
[50, 55)	C	2.00	Average Achievement	Third class
[45, 50)	C-	1.75	Lower than average achievement	Lower Class
[40, 45)	D	1.00	Fail	Lower Class
< 40	F	0.00	Fail	Lower Class

Projects shall be graded on the following grading system;

Grading scale in percent	Letter Grade	Rank
≥ 85	A	Excellent
70 ≤ X < 85	B+	Very Good
60 ≤ X < 70.	B	Good
50 ≤ X < 60	C+	Satisfactory
< 50	F	Fail

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

When a student has not received a grade for various reasons, the following are applicable

Letter designation	Grade point	Meaning
AU	Neutral	Successfully audited a course – no grade is assigned
CO	Neutral	Course continued I the following semester and grade assigned at that time – not included in grade – point average calculation.
I	Neutral	The student has not yet completed all requirements to receive a grade. The instructor has to write the reason why the grade of I is given. This grade will be changed to F unless an appropriate reason comes or grade given in 6 weeks time.
W	Neutral	Withdrawn: Student has withdrawn from the course – no academic penalties
DO	Neutral	Drop out: the student has not withdrawn from a program in accordance with the withdrawal procedure
NG	Neutral	No Grade for some reason – This grade will be changed to F unless an appropriate reason comes or grade given in 6 weeks time.
RC	Neutral	Repeat Course: The student has to repeat the course because of poor class attendance or any other reason approved by the relevant body.

The student information system will take only the above codes and no other code can be used.

4.17 Grade Requirements for Graduation

To graduate from any of the undergraduate programs, students must pass every compulsory course, and at least 9 credit hours of elective courses with a cumulative grade point average of at least 2.0. A pass grade for a course is considered to be A+, A, A-, B+, B, B-, C+, C or C-.

A student cannot graduate with a CGPA of less than 2.0. He/She shall thus score at least a `C` grade in each of the courses he/she is required to take under the program. However, a good standing student is entitled to graduate even if he/she scores a `D` grade in any course.

4.18 Internships

- As one of the critical components to enable a professional level work experience prior to graduation, a student is expected to do internship in one of the three summer vacations during his/her stay at the College. At the end of the internship, the student is required to write a short summary of the experience gained. The paper should address the overall impression of the field in which the internship occurred, new skills acquired, contact made and how this experience may be helpful in the intern's future plans for graduate study or future employment.
- Internship is a compulsory non-credit work and shall be recorded with a grade of "P" (Pass) and "F" (Fail), but neither shall be included in the computation of the grade point average.

4.19 Community Service

In accordance with the community service guideline provided by the College, students are required to complete a minimum of 24 hours of community service in the course of their study. The College shall provide a certificate of appreciation for the community service carried out by a student.

4.20 Transfer from one program to another

Without prejudice to other rules and regulations of the College applying to cases of transfer, a student registered in one program may be allowed to transfer to another program provided the candidate:

> (i)   presents an application stating convincing reason(s) for requesting the transfer

> (ii)   satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the CAARC has been obtained; and

> (iii)   is not a dismissed student; and

> (iv)   has completed not more than one fourth of the originally joined program (50% of the course work).

Transfer of credits shall be determined by the academic unit receiving the candidate.

4.21 Academic Withdrawal and Readmission

Students dropping out from the College must consult their academic advisors and explain why they wish to drop out. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he/she has a good cause for failing to meet the deadline.

A candidate may be readmitted only when the withdrawal process is carried out because of one of the following:

> (i)   If the candidate cannot pursue his/her study because of medical reasons ascertained by a valid certificate; or

(ii)   If the College is unable to carry out the relevant undergraduate program and advises the candidate accordingly; or if the candidate is unable to continue due to other reasons that may constitute *force majeure*.

A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program. The CAARC shall permit readmission, taking into account the availability of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in the College legislation.

Withdrawal made with the approval of the CAARC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed three years. The CAARC may, however, consider the readmission of a student who has discontinued his/her study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his/her control.

No undergraduate student who has discontinued his/her study for a period longer than four years may be granted readmission.

4.22 Academic Achievements for Graduation

A candidate who fulfills the requirements specified in this handbook and whose project results are judged to be of sufficient merit shall be recommended by the College Registrar to the CAARC and award of appropriate credentials by the College.

5 ID Cards, Transcripts, Degrees and other official letters

5.1 Identification Cards (ID cards)

A student registering at the College is issued a non-transferable identification card with a unique and permanent registration number. The card, which is a very valuable document and which requires careful handling, is a means to access services and facilities in the College. The registration number, often called identification number, which should appear on all student documents, is required every time the student requests for any College services. ID Cards should be renewed for each academic year. The ID card should be returned to the Registrar Office when the student discontinues his/her studies or graduates.

Lost or stolen ID cards must be reported to the academic unit immediately. In the event of loss of an ID card, the student should bring the necessary evidence from all concerned that the ID is not on hold for any reason whatsoever. A replacement card will be issued by the registrar Office immediately upon request. The request must be in person at the ID Office with proper identification. Students may purchase a temporary ID card for a non-refundable nominal fee stated in the student information system. If the original ID card is found and brought to the registrar Office along with the temporary card within two weeks, there will be no further charge for the replacement card. If the original card is not found within two weeks, students must report to the registrar Office and pay the replacement fee.

5.2 Transcripts

Transcripts are records of students' academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in their recording, storing and issuance. The following is a set of regulation governing issuance of transcripts.

- No student records are shown or given to a third party without the written consent of the student. The College may make discretionary exceptions to this.

- No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:
  - The third party must carry a power of attorney.
  - The third party does not demand that the transcripts be given to him/her
  - The third party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the College Registrar's Office is misled into sending transcripts to persons who have no legal claims over the document.
- All students who have dropped out, withdrawn or graduated from the College must clear from the College to get transcripts and other services. Students must initiate the online clearance form on the portal of the College. The official clearance form or its equivalent clears the students from all their financial and other obligations to the College. Moreover, readmissions are processed if and only if a student has completed the clearance.
- Transcripts given by the Registrar are of two kinds: student copy and official copy. Official copies carry the registrar's seal and signature and are directly sent to institutions or organizations upon the request and/or the consent of the individual.
- Transcripts are processed and issued or sent on two bases: regular services and express service. Regular services require three working days to process; express service requires one day.

5.3 Degrees and Diplomas

- Degrees and Diplomas are issued by the Registrar's Office. Following graduation or approval to graduate by the CAARC and upon presentation of clearance papers.
- Students can also be issued temporary certificates of completion. These are later on replaced by the original degrees and diplomas. The concerned individual has to pay the required charges for the original degrees or diplomas.
- Degrees are given to the individual and not to a third party.
- Degrees and diplomas are issued when candidates produce clearance from the College.

5.4 Other official letters

Upon the request by the student, the Registrar's Office issues letters of attendance and other certificates. Students are expected to pay a nominal fee for such services.

The following activities and services are subject to nominal fees depending on the decision of the College administration. Detailed financial information is available upon request.

1. Application
2. Registration
3. Late registration
4. Transcript/ student copy
5. Official Transcript
6. Course Repeat
7. Re-exam
8. Application for readmission
9. Course Auditing
10. Graduation
11. Letter of support / To Whom it may Concern
12. Admission Transfer
13. Reinstatement
14. ID Replacement
15. Dishonored payment

6. Tuition and other Fees

6.1 Tuition

- Semester tuition fees must be paid in full unless the installment payment plan is approved by the College Management. This is decided on a case by case basis depending on the financial status of the student.
- The request for installment shall be made by the student
- The tuition fee paid will be postponed to the next semester in the event of forced withdrawal.

6.2 Tuition adjustment

- The total tuition fee anticipated for a batch will remain the same within the normal study duration of the batch unless compelling situations arise. The college thus reserves the right to review tuition fees on annual bases.
- Tuition fee adjustments will be made if a student takes longer than the normal study duration from her/his batch.
- Tuition fees may not be transferred in lieu of other fees.

6.3 Registration

- Registration fee is paid in full during the first semester of the academic year
- Registration fee shall be made in accordance with the academic calendar
- Students can register only when they pay the required tuition fee in full
- Registration fee is paid together with the first semester tuition fee
- There is no installment for registration fee

6.4 Payment for damage, repair or loss of items

- Any damage, repair, or loss of items occurred while in use by students shall be assessed by property administration on a case by case bases to stipulate the payment amount either for replacement or proper maintenance.

6.5 Receipt of payment

- The College receives payment via online banking, bank deposit, bank transfer or cash.
- Although not encouraged by the College, a payment up to 1000 Birr can be done in cash at the College's Cashier Office
- Any type of payment greater than 1000 Birr should be done by bank transfer.
- Upon cash payment or presentation of justification for bank transfer, students are required to present the receipt for the Finance Office

6.6 Payment by Installments

- The option to pay by two instalments (tuition fees only) is available to students.
- In case of payment in installments, the 2nd installment is due on the 7th- 8th week of the semester
- This provision does not apply to prior unpaid balances. Students will not be eligible for payment by installment without complete payment of past due charges.
- For students that have been deemed eligible to pay by installment, the first installment is due by the initial due date for all students.
- If students in the general installment scheme miss their instalment payment date, services will be withdrawn until payment is received. Determination of eligibility of students for payment by instalment resides with the College management. However, All students are required to pay full tuition fees for the 1st semester of the 1st year of study in advance – this is a requirement to benefit from the installment option.
- Determination of eligibility of students for the deferment of payment resides with the Fee Collection Management. This payment plan defers payment until a specified date or for a specified number of days. This payment plan is available to any student unable to pay the amount due by the due date for justifiable causes.
- Extension/ Weekend students are required to pay full fees at registration.

- In cases of delay in payment of the second installment, the student will not be given a second chance to pay in installments.
- A late fee charge of 100 birr per day will apply for each installment not paid by the due date unless a waiver is made from the College Management.

6.7 Sponsorship

- Where employers/sponsors issue written confirmation that they are to be billed for their student's fees, invoices to that effect are issued to the employer/sponsor two-weeks in advance of respective due dates.
- The academic status of the sponsored student shall be made available to the sponsor upon request

6.8 Fee Collections Deadline

- All student fees are required to be paid by a specified due date.
- All charges are due and payable in full at time of registration unless otherwise noted or an authorized deferment has been granted.
- Unless otherwise noted or an authorized deferment has been granted by the decision of the College Management, full payment or the 1st installment is due at time of registration. The 2nd and final instalment is due by the 7th to 8th week of the semester.

6.9 Consequences of non- payment of fees

- A fee which is unpaid after the due date is a debt due and owing to the College by the student who is liable to pay the fee, and the College may initiate recovery action if the fee is unpaid, except where the debt is owing to a College error.
- Late payment penalty is set as 100 birr per day
- Students with fees owing to the College will not be permitted to register until such time as the outstanding fees are paid in full.
- In cases of considerable delay in payment of the second installment, the student will not be given a second chance to pay in installments.
- Service withdrawal:
  - Any student who is liable to pay but does not pay a fee by the due date has by force of these regulations their services withdrawn, unless the service withdrawn status is affected solely because of a College error. Students with service withdrawn do not have access to

their full academic history. While a fee remains unpaid, the student liable to pay the fee may not obtain a transcript of or other document relating to her/his academic record or have a degree conferred upon them or receive an award.

- Where a student continues to have outstanding fees and charges after the College's specified collection date, the student is "deemed withdrawn". The deemed withdrawal will cause the following restrictions to apply;
    - Loss of access to library borrowing and other library services;
    - Loss of access to IT services, including, but not limited to eLearning platform, Internet and email;
    - Loss of access to enrolment records, examination results and academic transcripts;
- Reinstatement service fee shall be paid if students in Service Withdrawal status formally withdraw and wish to be readmitted in subsequent year.
- Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding fees is made.
- A student whose services have been withdrawn due to non-payment of fees will be informed of his/her status via email or on the student portal and that if the student makes no further payment or do not contact the College concerning their outstanding fees and charges, a fees hold will be placed on their student record.
- A fees hold may prevent a student from registering.
- When the student account is paid in full, the fees hold may be lifted.

6.10 Reinstatement of service

Where students with services withdrawn due to unpaid fees seek reinstatement of services to continue their study, graduate from the College or obtain academic transcripts, they must pay: (i) all outstanding debt; and (ii) a reinstatement service fee.

6.11 Refunds

- A student who has been suspended or expelled for reasons relating to student academic misconduct or student general misconduct will not be entitled to a refund of tuition fees.
- Students may be entitled to a refund of fees in accordance with the following:

- Students who may have paid fees in excess of the amount due as determined during fee assignment.

- Where students formally withdraw (Withdrawal Form must be completed, submitted and accepted) from a program of study prior to the actual start of classes, the student fees already paid to the College are refunded in full (100%) if a student withdraws prior to the actual start of classes.

- Where students withdraw after attending only the first four weeks of a semester, 50% of fees can be refunded if full payment of the fees has been made.

- There is no refund of tuition fee after Add & Drop or the first four weeks of class attendance. The fee paid might be transferred to the time when the student applies for readmission in case of accident or sickness where the student will not be able to attend classes.

- In the event that the College is unable to deliver a program, students are offered a refund of all tuition paid to date for that program. Alternatively, students may be offered enrolment in another program. Students must choose whether to obtain a full refund or accept placement in another program.

- In the event a student wishes to contest the College rejection of their request for a refund, they will have the chance to file their complaint through the College Management. This, however, does not remove the right of the student to take further action under respective laws of the land.

- If a student drops course/s after the due period, the fees he/she paid will not be refunded but will be transferred to the next semester

- Fees paid in excess will be transferred to the next semester

- If a student pays in excess at his/her last semester of the College, he/she can claim a refund within three weeks from the date of payment.

7. Rights and Duties of Students

7.1 Guidance and Counseling

Newly admitted students shall be well informed of the College in the first week of the semester. There will also be orientations provided at academic unit levels. The aim is to introduce and familiarize such students with opportunities and facilities available at the College, as well as their rights and obligations.

7.2 Rights of Students

No discrimination shall be made among students on the basis of nationality, gender, religion, color or physical disabilities.

Students shall have the right to:
- Learn, enquire, understand and know;
- Protect their constitutional human rights and freedoms, personal safety, and security of their personal property on campus;
- To forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities.
- to use libraries, laboratories and other facilities according to the regulations set by the College;
- Be evaluated solely on academic basis consistent with the norms provided for by the College's academic standards,
- Obtain a copy of their grades at the end of the academic term,
- Obtain an official document verifying the completion of the program of the College
- Be entitled to fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- Receive institutional legal protection from any form of discrimination or harassment;
- To bring evidence and complaints against cases they are accused of.

- Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;

- Receive information from the College on regular basis on matters that concern them

- Evaluate instructors on courses and training in a format and modality as provided by the College; and

- Have representation in decision making organs and committees of the College in accordance with the provisions of the College Legislation.

- To acquire administrative support, guidance and counseling services in cases of academic or personal problems.

7.3 Duties of Students

Students are duty bound to observe and respect the country's laws and the rules and regulations of the College. They shall, in particular, have the duty to:

- Attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;

- Complete all assignments, home works, field works, examinations, practical works, etc. given by the teacher according to schedule;

- Properly handle and utilize all educational materials and other properties of the College.

- Interact with members of the community in a respectful and courteous manner;

- Be held accountable for any damage caused to the property of the College due to intentional or negligent misuse or damage or vandalism;

- Report to the proper authority about violations of the rules and regulations of the College and other laws;

- Refrain from unlawful and unethical practices, such as instigation of violence, hate speech and theft; and

- Pay the tuition fees without delay;

- Return all the property of the College and obtain official clearance before leaving the campus at the time of withdrawal or graduation.

7.4 Student Participation in Disciplinary Matters

- Students shall participate at all stages of the decision-making process in disciplinary matters.
- It is the responsibility of every member of the College Community, whether a student or a staff member, to report to the appropriate authority any facts within his/her knowledge which would appear to show a violation of the Code of Conduct.

7.5 Code of Conduct
7.5.1 Policy Premises on Code of Conduct

Students of the College are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of College facilities. They shall in particular respect the laws of the land, College rules and regulations. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.

7.5.2 Prohibited Acts

The following acts are prohibited and constitute grounds for disciplinary action:

(i) Academic dishonesty means any of the following or a combination thereof:

- Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercises such as exams and assignments;
- Using cell phones during exams to communicate with students and others to receive or send answers to exam questions;

- Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise;

- Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise;

- Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the College;

  • Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.

(ii)   Hate speech of any form;

(iii)   Assault verbal or physical, violence, the threat of violence, or incitement thereof;

(iv)   Acts such as sexual harassment, intimidation, bullying;

(v)   Possession of arms and other harmful weapons;

(vi)   Intoxication, the use of "chat", using or smoking cigarettes, alcohol and other addictive substances within the compound of the College;

(vii)   Dissemination, whether by oral or written means, of defamatory material concerning any other member of the College Community;

(viii) Consistent, continued and calculated offensive behavior towards any other member of the College Community;

(ix)   Theft, misappropriation or deliberate recklessness in handling College property or the property of another member of the College Community;

(x)   Intake of edibles and drinks inside the labs and in the class rooms.

(xi)   Breach of any regulations issued by a competent College authority such as the Office of Student Support, the Library System, laboratory, etc.

7.5.3 Violation of Examination Regulations

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

- copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
- working on or being found in possession of examination papers other than one's own;
- exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
- sitting for an examination in a course for which one has not been registered;
- taking an examination by proxy, i.e. through another party;
- disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
- being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall;
- engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

7.5.4 Dress Code

The continuous demonstration of appropriate manners and dress ensures that the College meets the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives. In order to maintain the good image of BITS College, students are reminded to be neatly and appropriately attired in a manner befitting the status of College students. They should dress appropriately in lecture rooms, laboratories and libraries and should avoid being extreme in their clothing and behavior.

Students will be denied admission to various functions if dress code is not properly followed as follows.

Clothing

- Students must not expose their midriff, chest, upper thigh or show visible cleavage or undergarment.
- Students must not wear clothes that are transparent (or see-through).
- Students' clothes must not bear any vulgar, offensive or obscene print or language.
- Do-rag (scarf or cloth worn on the head), stocking caps, skullcaps, and bandanas are prohibited at all time on the Campus of BITS College.
- Niqab and/or jilbab for Muslim students is not allowed.
- Men and women's pants that shows underwear is prohibited.
- For security purposes, students must be readily identifiable at all time with their faces uncovered.
- Students shall not wear anything that prevents ready identification such as full-face motorcycle helmets, masks or veils.

Hair Style

- A normal hair style is encouraged in the college.
- All students should avoid being extreme or inappropriate both in color and style of hair.

Footwear

- Students must not wear flip-flops or slippers in the class rooms, laboratories and libraries.

7.5.5 Behavior Rules around Campus

Security

- Students who enter the campus are required to identify themselves to the security guards and must complete a security check process.
- A student who refuses to identify himself/herself or show his/her belongings will be denied entry to the campus.
- If students are required to leave the class due to a safety/security issue, they should do so quickly (without running) and to leave via the fastest possible way to an open area/parking lot. Please listen to the security guards' instructions.

Bulletin Boards

- It is forbidden for students to hang any personal or advertising announcements/messages without getting approval from the student support office.

Advertising

- It is forbidden to distribute any promotional material around campus without approval from the Vice President for Academic Affairs and Research.

Personal Belongings

- Students are required to keep their personal belongings safe and not to leave it unsupervised around campus.

Reporting Unusual Events

- Please report to the security officer in charge immediately in case of:
  - any suspicious or unusual object or person;
  - any suspected burglary or theft of personal belongings or work equipment;
  - fire around campus;
  - injury or a medical event

7.5.6 Disciplinary Offences

The following are considered disciplinary offenses

- A student who make use of the College facilities without securing the authorization of the relevant personnel
- Any student who engages in any activity on behalf of a student group not recognized by the College

7.5.7 Disciplinary Measures

Disciplinary cases shall be subject to due process of law in which the concerned student shall get the opportunity to present his/her case and such hearings shall be conducted by ad hoc discipline committees established for this purpose by the Student Support Office. The membership of such committees shall include the officer in charge of student affairs or a representative as a chairperson, one academic staff member, two student representatives as well as representative of the relevant academic unit.

Punishment for any of the above offences may include any of the following measures:

- For repeated minor offences, students shall be made to conduct self-criticism.
- Students shall be given warnings verbally or in a written form.
- The name of the student and the disciplinary measure taken shall be officially posted on bulletin boards.

A student aggrieved by the decision of a discipline committee may appeal to the CAARC within two weeks as of the date of receipt of the decision by the committee.

7.5.8 Special Rules Relating to Defamation

Students enjoy the same right as academic staff to criticize the College and any of its programs. They shall observe the same limitations of that right; including the principle that one individual

should not use his/her right to criticize in order to defame the reputation of the College and its programs. As used in this context, "defame" means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring its standing and reputation.

8. *Student Club(s)*

8.1 Objectives

Student Club(s) may be formed to pursue the objectives set forth below:

- Participate in the overall governance of the College as provided under the College legislation;
- Promotion of academic excellence, research and intellectual culture;
- Supplementing the curricula by promoting such activities as panel discussions, debates; seminars, field trips, exhibitions and other recreational activities among members of the College community and the society at large;
- Promotion of mutual respect, understanding, tolerance and co-operation among the College students and other members of the College Community;
- Promotion of the welfare of students;
- Presentation of considered views, grievances, proposals and recommendations to the College authorities on academic and other matters; and participate in the deliberation of these matters;
- Organization of intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the College.

8.2 Suspension of Student Clubs

The officer in charge of student affairs may, in consultation with the VPAAR of the College and the Head of Academic Programs, withdraw the recognition accorded to any student club only on the following grounds:

- The club has clearly violated its constitution to the detriment of the College or its members;
- The club has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the College;
- The basis upon which recognition was accorded no longer exists.

The student support office shall, before suspending or withdrawing recognition, provide the club concerned with the reason for suspension and the opportunity to be heard. Any student club affected by such decision may lodge an appeal to the Executive Management Body (EMB).

8.3 Disciplinary Offences

The following are considered disciplinary offenses

- Representatives of any student club who make use of the College facilities without securing the authorization of the relevant personnel and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students' Code of Conduct.
- Any student who engages in any activity on behalf of a student group or club not recognized by the College or on behalf of a student club whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Conduct and shall be subject to the penalty
- Every student who engages in a club has the liability to pay for any damage and harm done to College facilities and property by the specific club the student belongs to.

8.4 College Support for Student Publications

The College shall encourage and assist students in making publications related to innovative practices that could support other students. The College shall also establish advisory organs to assist and advise students on the quality and form of student publications and the legality of their publications under national laws and College regulations.

9. Contact

All enquiries should be addressed to:

       Student Support Office

       BITS College

       Addis Ababa, Ethiopia

       Email: student.support@bitscollege.edu.et