

ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY



OFFICE OF THE REGISTRAR

STUDENT HANDBOOK

SEPTEMBER, 2019

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FOREWORD

This hand book is intended to provide you, students of AASTU, with brief and readily available information with emphasis to academic rules of the university that matters most your academic success. These academic rules, regulations and information are, by and large, extracted from the Senate Legislation which governs the whole academic exercise of the University.

Hence, for your informed decision, successful and healthy University life, the office of the registrar highly recommends you to read and comprehend the essence of this student hand book as soon as you start university life and classes. The book will be available at all University libraries, student council of the University, gender office and other relevant bodies of the University. You can also access from the University web site: www.aastu.edu.et. However, we proudly assure you that the student hand-book is not the only available source of information. The whole University community, in particular, the student affairs Directorate, Director Office, the gender office, the Office of the Registrar, the Colleges, Departments and most importantly your instructors and advisors are there to serve and nurture you.

So, dear students, please feel free to consult any of the bodies for any range of information you need on time. As members of the University community, we are all one family to support and help each other with love and respect for one motto- education for change. One more important point is that, AASTU is gender sensitive and particularly works hard to create conducive and comfortable academic environment for female students particularly through the gender office. Therefore, we advise female students to work closely with the gender

office to let not exist any social and cultural barrier that limit your potential academic wisdom exercise.

MESSAGE FROM THE



PRESIDENT

Dear students, welcome to Addis Ababa Science and Technology University (AASTU). For the new students who are joining us this academic year with high performance in national and university entrance exams, congratulations!

Established in 2011, AASTU is one of the two science and technology universities in the country. Since its establishment, AASTU has been working to meet the needs of the country in the transformation of its economy focussing in the fields of applied sciences, ICT, and engineering. These disciplines will remain the university's major strength.

AASTU strives to make your campus environment conducive for education, innovation and living. Each one of you will meet students from different parts of the country which will give you an opportunity to learn each other's languages and cultures. That will be an important experience to work and live in a multicultural society in your future life.

AASTU has a vision of becoming "an internationally recognized and respected hub of science and technology with strong national commitment and significant continental reputation by 2025."

In the course of making AASTU a real Technology University, we are embarking on technology enhanced teaching and learning including E-learning and E-library. To access these platforms and for all official communications we have created institutional email for all our students. The institutional email will allow our students to access free access educational software and cloud space.

The foundation for an exemplary professional competence and ethics in your later work life will be built on your hard work and discipline during your university life. I therefore would like to advise you to avoid practices and behaviours that may derail you from the noble professional objectives you have set to achieve as you decided to join AASTU; moreover I encourage you to read and abide by the 'Discipline guideline for students of higher learning Institutions' which is available in our website ().

I wish you all to successfully complete your studies.

Dereje Engida (PhD, CEng MiMechE)

President

1. ADDISABABA SCIENCE AND TECHNOLOGY UNIVERSITY (AASTU)

1.1 Site/Location

Addis Ababa Science and Technology University is established in accordance with Article 49(3) of Higher Education Proclamation No. 650/2009 of the Federal Democratic Republic of Ethiopia and then transformed to be a new Science and Technology University in accordance with the Council of Ministers regulation No.314/2014; in line with its massive program to expand higher education as a key element for technological transformation of the country. It is located, about 3.2 kms North of Turinash-Bejing Hospital, in wereda one (Kilinto site), Akaki-kality sub-city of the Addis Ababa city administration.

1.2 AASTU Vision

“AASTU’s vision is to become internationally

recognized and respected Hub of Science and Technology with strong national commitment and significant continental repute”

1.3 AASTU Mission

AASTU has a mission of becoming a leading force in higher education in Ethiopia. As a result, being an agent of change and development, a catalyst for progress in science and technology, its business shall focus on addressing the immediate and longer demand of national economy, innovative research and education and consequently, it should contribute to the positive image of Ethiopia as a source of innovative scientific and technological wisdom to the rest of the world. Specifically, the mission of the university is to deliver the three pillars of Higher Education (teaching-learning, research and community service) at the highest possible, cutting edge standards to the nation.

1.4 AASTU Organization

Governing and advisory bodies of the University consist of:

- a) Board;
- b) President;
- c) Senate;
- d) Managing Council;
- e) University Council;
- f) University Advisory Council;
- g) College Council;
- h) Academic Unit Managing Council;
- i) Department Assembly;
- j) Advisory, Standing or Ad-Hoc Committees

1.5 The AASTU Management Offices

- Office Of The President,
Block 62 3rd Floor Room
- Office Of Vice President For Academic Affairs(VPAA)
Block 62 2nd Floor Room25

- Office Of Vice President For Administration(VPAD) ,
Block 62 1st Floor Room
- Office Of Vice President For Research And Technology Transfer(VPRTT)
Block 62 2nd Floor Room218
- Office Of Vice President For Institutional Development And Business (VPIDB),
Block 62 4th Floor Room
- Office Of The University Registrar,
Block 61 Ground Floor Room
- Office Of The Director For Student Affairs,
Block 61 1st Floor Room104
- Office Of The University Library,
Block 44 Ground Floor Room
- Office Of Director For Continuing Education;
Block 61 1st Floor Room108
- Office Of Director Of Research Affairs
Block 62 2nd Floor Room217
- Office Of Director For University-Industry Linkage
Block 62 2nd Floor Room 214
- Office Of Director For Technology Transfer,
Block 61 2nd Floor Room
- Office Of Director For ICT,
Block 45 Ground Floor Room
- Office Of Director For Academic Staff Affairs,
Block 54 2nd Floor Room 211
- Office of Director for Quality Assurance,
Block 61 2nd Floor Room
- Office of Director for Gender and HIV AIDS,
Block 54 3rd Floor Room
- Office of Director for Finance
Block 62 Ground Floor Room
- Office of Director for Human Resource
Block 55 1st Floor Room 104
- Office of Director for Procurement
Block 62 1st Floor Room
- Office of General Services ,
Block 61 2nd Floor Room217

- Office of Dean for College of Architecture and Civil Engineering
Block 63 2nd Floor Room203
- Office of Dean for College of Electrical and Mechanical Engineering
Block 64 2nd Floor Room202
- Office of Dean for College of Biological and Chemical Engineering
Block 73 1st Floor Room110
- Office of Dean for College of Applied Sciences
Block71 1st Floor Room102
- Office of Dean for College of Natural & Social Sciences
Block 80 2nd Floor Room 208
- Office of Director for Graduate Programs,
Block 62 2nd Floor Room 209
- Office of Director for Undergraduate Programs,
Block 62 2nd Floor Room206

1.6 Colleges and Departments

i. College of Architecture and Civil Engineering

a. Undergraduate Programs

- ❖ Architecture
- ❖ Civil Engineering Department
- ❖ Mining Engineering

b. Graduate Programs

Master of Sciences (MSc)

➤ **MSc in Architecture**

Specialization Areas:

- ❖ Interior Design
- ❖ Architecture Design
- ❖ Architecture Science

➤ **MSc in Civil Engineering**

Specialization Areas:

- ❖ Structural Engineering
- ❖ Geotechnical Engineering
- ❖ Construction Technology and Management
- ❖ Hydraulic Engineering
- ❖ Road and Transport Engineering
- ❖ Water Supply and Sanitary Engineering

Doctor of Philosophy (PhD)

PhD in Civil Engineering

Specialization Areas:

- ❖ Structural Engineering
- ❖ Road and Transport Engineering
- ❖ Construction Technology Management
- ❖ Hydraulic Engineering
- ❖ Geotechnical Engineering
- ❖ Water Supply and Sanitary Engineering

ii. College of Electrical and Mechanical Engineering

a. Undergraduate Programs

- ❖ Electrical and Computer Engineering
- ❖ Electromechanical Engineering
- ❖ Mechanical Engineering
- ❖ Software Engineering

b. Graduate Programs

Master of Sciences (MSc)

➤ **MSc in Electrical Engineering**

Specialization Areas:

- ❖ Communication Engineering
- ❖ Computer Engineering
- ❖ Power Engineering
- ❖ Control and Instrumentation Engineering

➤ **MSc in Electromechanical Engineering**

Specialization Areas:

- ❖ Mechatronics Engineering
- MSc in Mechanical Engineering
 - ❖ Specialization Areas:
 - ❖ Mechanical Design
 - ❖ Thermal Engineering

➤ **MSc in Software Engineering**

Doctor of Philosophy (PhD)

PhD in Electrical Engineering

Specialization Areas:

- ❖ Communication Engineering
- ❖ Computer Engineering
- ❖ Power Engineering
- ❖ Control and Instrumentation Engineering

PhD in Electromechanical Engineering

Specialization Areas:

- ❖ Mechatronics Engineering

PhD in Mechanical Engineering

Specialization Areas:

- ❖ Mechanical Design
- ❖ Thermal Engineering

PhD in Software Engineering

iii. College of Biological and Chemical Engineering

a. Undergraduate Programs

- ❖ Biotechnology
- ❖ Chemical Engineering
- ❖ Environmental Engineering

b. Graduate Programs

Master of Science (MSc)

➤ **MSc in Biotechnology**

Specialization Areas:

- ❖ Agricultural Biotechnology
- ❖ Industrial and Environmental Biotechnology

➤ **MSc Chemical Engineering**

Specialization Areas:

- ❖ Chemical Process and Product Design
- ❖ Food Process Engineering
- ❖ Bio-energy Engineering
- ❖ Smart Materials Engineering

➤ **MSc in Environmental Engineering**

Doctor of Philosophy (PhD)

PhD in Biotechnology

Specialization Areas:

- ❖ Agricultural Biotechnology
- ❖ Industrial Biotechnology
- ❖ Environmental Biotechnology

PhD in Chemical Engineering

Specialization Areas:

- ❖ Chemical Process and Product Design
- ❖ Food Process Engineering
- ❖ Bio-energy Engineering
- ❖ Smart Materials Engineering

iv. College of Applied Sciences

a. Undergraduate Programs

- ❖ Geology
- ❖ Industrial Chemistry
- ❖ Food Science and Applied Nutrition

b. Graduate Programs

Master of Science(MSc)

MSc in Geological Science

Specialization Areas:

- ❖ Structural Geology and Tectonics
- ❖ Petrology
- ❖ Geochemistry
- ❖ Sedimentary Geology
- ❖ Hydrogeology
- ❖ Economic Geology
- ❖ Engineering Geology

MSc in Industrial Chemistry

MSc in Food Science and Applied Nutrition

Doctor of Philosophy (PhD)

➤ **PhD in Chemistry**

Specialization Areas:

- ❖ Physical Chemistry
- ❖ Organic Chemistry
- ❖ Inorganic Chemistry
- ❖ Analytical Chemistry

➤ **PhD in Geological Science**

Specialization Areas:

- ❖ Structural Geology and Tectonics
- ❖ Petrology
- ❖ Geochemistry
- ❖ Sedimentary Geology
- ❖ Hydrogeology
- ❖ Economic Geology
- ❖ Engineering Geology

➤ **PhD in Food Science and Applied Nutrition**

v. College of Natural and Social Sciences

a. Undergraduate Programs

- ❖ Mathematics Department
- ❖ Language
- ❖ Physics & Statistics
- ❖ Pre-Engineering Program
- ❖ Social Sciences

b. Graduate Programs

- ❖ Master of Business Administration
in Construction Management
- ❖ Master of Business Administration
in Industrial Management

2. THE UNIVERSITY REGISTRAR OFFICE

The University Registrar is dedicated to the principles of service, applying academic policies and procedures of the University. The office performs the essential roles of supporting, facilitating and promoting the academic mission of the university by connecting students to the faculty, and curriculum from enrollment to graduation and beyond. The office provides the organizational structure and technology to ensure a sound and efficient management of students' record.

The Registrar office ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files and sets policy and procedure for their responsible use. The Registrar supervises the processes for the transfer of credits, graduation and certification of degrees, issuance of grade reports, official transcripts, diplomas, and related credentials. Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces academic policies and regulations of the University.

With this brief overview of the responsibilities of the Office, we are glad to inform you that there is one record officer in charge of your Department that you have to communicate for all the services and advise you seek from the Registrar office. When necessary, the record officer shall communicate with the associate registrar and even the registrar to resolve your request as soon as possible.

We are deeply committed to providing personal attention and efficient service to our students. You have to feel at ease to contact the Office of the Registrar by email, by telephone, or in person.

2.1 Welcome & Orientation Session

The University delivers welcome and orientation session for freshmen (new coming) students at the

beginning of every academic year. The Orientation focuses on University life, Academic Programs, academic rules, rights and duties of students, disciplinary issues, gender etc. Hence, students need to attend this orientation session as firsthand information about AASTU.

2.2 University Life

For most of you, University life is your first experience to live away from family. As a result, some of you may feel that the University student life such as loneliness, peer-group interaction etc is challenging.

Indeed, it is not easy to miss family comfort and cope up to a new and complex university social life. However, sooner or later you will adopt the new environment to be independent and self-supporting grown person, just the same way a one year child manages to stand by her/his self and start walking. In this regard, AASTU is committed to facilitate and support you through all of its organs not only to adapt University life but also to fully utilize the resources set to create a responsible and capable citizen.

Helpful Ten Commandments of University life that you have to exercise are:

- ❖ Respect University Rules and Regulations;
- ❖ Be respectful but never fail to insist for your rights appropriately;
- ❖ Never miss a class: be it lecture, tutorial, or lab session;
- ❖ Plan to study and exploit all resources to make your dream true;
- ❖ Never fail to consult and use relevant information to make intelligent decision;
- ❖ Never to be manipulated for any decision by a friend or peer group;
- ❖ Plan to entertain and take part in social events

such as co-curricular activities;

- ❖ Believe in that the University personnel are here to serve you;
- ❖ Never fail to share your problem with appropriate body of the University as well as your family;
- ❖ Never to be frustrated and give up.

2.3 Academic Calendar

The University academic calendar is a time schedule of the major academic activities of the University that students and the University community in general should be aware of.

- In its regular program, the University shall have a two-semester calendar a minimum of sixteen and a maximum of eighteen weeks of which two weeks of exam) each , running from September to June. In Continuing Education Program (CEP), there are two semesters, same with the regular program and a Kiremt term of 8- 9 weeks running from July to first week of September.
- The University academic calendar, among other things, shall provide a schedule for admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, last date for reporting grade reports to the registrar, instructor evaluation weeks, the regular meetings of the Senate, etc.

2.4 Admission

2.4.1 Undergraduate Study Admission to Regular Program

Admissions to undergraduate programs of any institution from preparatory Colleges shall be based on completion of the preparatory and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE) or

equivalent academic achievements from foreign countries as well as the STU entrance examination to be set by the ministry of science and Technology (MOST) and /or AASTU

Admission to Continuing Education Program

Admissions to all undergraduate continuing education programs shall be processed through the academic units, in consultation with the University Registrar and CEP, according to policies set for such admissions in line with ministry of education.

Relevant information including student handbook, Academic Calendar, Readmission form etc... shall be posted at the University web site.

Other Admission cases

The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by College Academic Council (CAC) and endorsed by the admission and enrollment committee (AEC).

2.4.2 Admission to Graduate Program (GP)

➤ General Provisions on Admission

- A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.

- The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.
- The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of Graduate Programs.

➤ Admission Requirements for Graduate Programs

- The applicant must have completed the academic requirements for the Bachelor's Degree in the specific/related field(s) of study with a minimum CGPA of 2.75 for male and 2.50 for female at the University or any other recognized institution of higher learning as recommended in the respective curriculum.
- The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.
- An applicant for admission to a Ph.D. program must have a Master's degree by

thesis from an accredited institution of higher learning rated at least “good”. However, in cases where applicant is Master’s degree without thesis work or rated below “good”, such applicants may be provisionally admitted to Ph.D. program provided that the applicant shall complete preliminary thesis, rated at least very good, as a requirement to be a full-fledged Ph.D. student. DGC/CAC shall decide other equivalent requirements for admission to Ph.D. programs.

2.5 Registration

2.5.1 Course Regular Registration

- Normally, students register for courses using formal procedures, electronic or manual, of the registrar office during registration days specified in the Academic Calendar of the year in person for every course to be taken in each regular, evening or kiremt semester.
- Students are required to present clearance paper for semester I registration of every new academic year.
- Students are also required to register in each semester. A student who fails to register in a given semester is considered as a “dropout”.
- Students can only claim course grade records for courses they register officially through registrar office

2.5.2 Late Registration

There is usually a one-day registration period after the regular registration closes during the regular, evening or Kiremt semester. Late registration is subject to penalty.

2.6 Identification Card

A student registering at the University 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 University. The identification card is required every time the student requests for any University services.

Identification cards are issued to all new students free of charge. Lost ID card shall be replaced subject to report produced from the Zonal Police office and ID replacement fee. The ID cards must be immediately returned to the Registrar Office when student discontinues or completes his/her studies (Dismissal, Withdrawal or graduation).

2.7 Add and Drop

In consultation with the academic advisor or department head, students can add and/or drop courses within the specified add and drop time in each semester. All add and drop forms must be filled out carefully and submitted to the Registrar office on time.

Any registered course shall have grades at the end of the semester. Not submitted grade shall count an F grade immediately after the end of the next semester registration.

2.8 Withdrawing & Clearing

Students withdrawing from the University must consult their academic advisors and explain why they wish to drop out or withdraw. Students withdrawing from the University for an Inadequate Reason will be denied readmission. Any student who wants to withdraw should complete withdrawal form on time. **The University denies readmission request if an applicant fails to withdraw officially on time.**

Students should fulfill the proper clearance procedure at the end of each academic year or Kiremt session or upon graduation or when they

withdraw or drop out.

Every student must collect two copies of the clearance form from the Registrar Office. After, properly completing such form and getting them signed by the appropriate offices, the student must submit one copy to the registrar office, and keep the other with him/her. No transcript, degree and letter of recommendation will be issued to a person who failed to appropriately withdraw.

2.9 Readmission

- Students, who withdraw officially from the University, can request for readmission into the College/Department they withdrew from. They cannot apply to join a different College/Department. Academic dismissals who meet the minimum cut-off points for readmission or withdrawals in good academic status shall be eligible for consideration.
- Readmission application form can be taken from the registrar office or accessed from the website of the University. Simply fill out, sign and submit to the Registrar office.
- Readmission is subject to availability of space, facilities and the necessary budget.

2.9.1 Readmission for Students in Good Academic Standing

- A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies.
- Re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.

- In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.

- Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.

2.9.2 Readmission for Academically Dismissed Students

- A student may be readmitted after dismissal provided all of the following are fulfilled:
- The dismissal was not due to acts of violation that resulted in his/her termination with the University.
- The student may apply for re-admission at least after one semester following withdrawal from the University except for CDEP students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.
- Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year.
- The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.
- A dismissed regular student, who is re-admitted and allowed to repeat a course or courses in a given semester, may be dismissed indefinitely, for not attaining good academic standing upon determination of status. However, such students may be admitted as new student into the CEP as per the rules and regulations of CEP program.
- A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:

- ✓ A first year student, dismissed at the end of the first semester with a SGPA of not less than 1.25 shall be readmitted.
- ✓ A first year student dismissed at the end of the second semester with a CGPA of not less than 1.67 shall be readmitted.
- ✓ A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
- ✓ Any readmitted student repeats courses in which the student scored “C-“, “D” or “F” grades with the approval of the student’s academic advisor/Head of academic unit.
- The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam).
- The weight of the continuous assessment should be out of 50% comprising at least five assessments weighting 5% -15% each in at least three different modalities. While the final exam shall be evaluated out of 50%.

2.11 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 some classes, a minimum of 80% attendance is required if he/she is to earn credit in a given course. A student who has missed more than 20% attendance will be given a grade of IA (Incomplete Attendance) and will be required to provide acceptable reasons for his/her failure to attend classes.

- If a student’s incomplete attendance is proven to have been for valid reasons, his/her registration for the course will be cancelled and he/she shall be permitted to do the course afresh.
- If a student’s incomplete attendance was due to reasons that were not valid, the IA grade will be changed to an “F” grade at the end of the sixth week of his/her next enrolment in the program.

2.12 Semester Load

i. Regular Program

A semester load is the number of credits’ a student is supposed to take in a semester.

- The normal semester load is 17-19 credit hours or 28-31 ECTS. However, a curriculum may have 20 cr. Hrs. per semester twice except the final year.
- In exceptional cases, as per decision by CAC, graduating class students may be allowed to take a maximum of 22 credits or 35 ECTS.

Readmission procedures

Students collect readmission application form from the Admissions Office of the Registrar or accessed from the website of AASTU at specified times indicated in the Academic Calendar.

The filled out form is then returned to the Admission office of the Registrar or mailed electronically. The Office forwards the applications to the appropriate faculty or college. The academic commission of the College acts on the application and decisions are communicated to the Office of the Registrar.

The Office of the Registrar informs all readmission applicants whether they have been accepted or rejected preferably by e-mail or text message. Hence, don’t miss to provide your e-mail address and cell-phone number when you fill out the readmission application form.

2.10 Assessments and Evaluation

- Student learning shall be assessed on a variety of ways /continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned.

- A minimum credit or ECTS hours for full-time regular students shall be 15 or 25 per semester, respectively.
- The maximum load for part time students is 9 credit hours or 16 ECTS and the minimum is 10 ECTS or 6 Credit Hours.
- A student may be especially allowed by the CAC to take up to 22 credit hours or 35 ECTS when:
 - ✓ the student secures a GPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year; and
 - ✓ the student is at graduation year after passing all courses taken up to date.
- Graduation failures and readmitted students may take below the minimum semester load. However, status shall only be determined by at least the minimum load.

ii. Continuing Education program

- The normal load in evening & weekend programs shall be 8 to 12 credit hours or 14 to 18 ECTS or per semester.
- A student may be especially allowed by the CAC to take up to 15 credit hours or 22 ECTS or when:
 - ✓ the student secures a GPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year; and
 - ✓ the student is at graduation year after passing all courses taken up to date.
- The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.
- The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours.
- For the purpose of determining academic status of Kiremt students, one Kiremt session is counted as a Kiremt Semester, but three Kiremt semesters are counted to one regular academic year.

- The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

2.13 The Grading System

Final grades of students both in the undergraduate and postgraduate studies are on letter grade system. There are some courses that use P (pass) and F (fail) grades.

The letter grade for undergraduate program is defined as shown in the table.

Grade point on specific course is a product of credit hours and points of a given letter grade. The total grade points are divided by the number of credit hours attempted in order to determine the grade point average (GPA).

2.14 NO GRADE (NG)

In case where a student does not have full examination records, the instructor shall record “NG” for No Grade. A student with “NG” grade has to immediately communicate with the course instructor or Department Head as deemed necessary for appropriate procedure to resolve the problem. All “NG” s will be changed to one or another of the following within two weeks from registration day(s) .

- To an “I” (incomplete) by the CAC in consultation with the instructor concerned for a student who because of illness or of other reasons beyond his/her control, fails to complete the course; or
- To an “F” by the CAC in consultation with the instructor concerned for a student who fail to justify for not taking the final exam. Measures related to incomplete test or an assignment is determined by the instructor; or
- To a “W” (withdrawn) by the department chair/Instructor for a student who has formally withdrawn from the program, or
- To a “DO” (dropout) by the department chair/Instructor for a student who has not formally withdrawn from the program in accordance with the withdrawal procedures set forth by the University.
- “NG” grade not addressed as per the procedures listed above within two weeks from the registration of the next semester shall be changed to “F” grade by the Registrar Office & status determined accordingly.
- Neither “W”, “DO” nor shall “I” play any part in the computation of the semester grade point average;

2.15 Academic Status of Undergraduate

Raw Mark interval (100%)	Corresponding Letter Grade	Corresponding fixed number Grade	Status Description
[90,100]	A+	4.0	Excellent
[85,90)	A	4.0	
[80,85)	A-	3.75	
[75,80)	B+	3.5	Very Good
[70,75)	B	3.0	
[65,70)	B-	2.75	Good
[60,65)	C+	2.5	
[50,60)	C	2.0	Satisfactory
[45,50)	C-	1.75	Unsatisfactory
[40,45)	D	1.0	Very Poor
[0,40)	F	0	Fail

Students

The following requirements apply to all undergraduate degree students:

- student who earned a 2.0 (C)” grade or above in all courses of a semester shall be in good standing.
- A student cannot register a course for more than three times in anyway.
- Any consecutive warning leads to Academic Dismissal.

How GPA is calculated(Example)

Course Title	CHr	Grade	Grade point
Course1	4	A	16
Course2	3	A-	11.25
Course3	2	B	6
Course4	5	C+	12.5
Course5	3	F	0
Course6	4	D	4
Total	21		49.75

VLG = value of letter grade:

A+ =4, A=4, A- =3.75, B+=3.5, B-=2.75, C+ = 2.5, C=2.0, C- =1.75, D= 1, F=0

Gpt = VLG*CHr

SGPA = SGpt/SCHr
= 49.75/21= **2.37**

CGPA= CGpt/CCHr

A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:

First Year Students

- A student who, at the end of the first semester, receives an SGPA/SANG of less than 1.50 shall be dismissed for academic reasons.
- A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.50 up to 1.74 both inclusive, shall be warned.
- If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless otherwise put on probation at the discretion of the academic commission.
- A student, who, at the end of the second

semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.

- However, If the student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.
- If a student fails to achieve a SGPA/SANG of 1.00 at any semester, s/he is subject to dismissal.

Second year and above students

- A student, who fails to achieve either SGPA/SANG of at least 1.75 and/or a CGPA/CANG of at least 2.00 at any semester, shall be warned by his dean.
- However, a student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to dismissal.
- A student, who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right

Academic status determination summary Table

Status	Year I		Year II & above
	Sem I	Sem II	
Warning	1.5 ≤ SGPA < 1.75	SGPA < 1.75 or CGPA < 2.0	SGPA < 1.75 or CGPA < 2.0 or SGPA < 1.75 & CGPA < 2.0
Dismissal	SGPA < 1.5	Consecutive warning or SGPA < 1.75 & CGPA < 2.0 or SGPA < 1.0	Consecutive warning or SGPA < 1.0
Pass	Otherwise		

2.16 Discretionary Probation

Students subject to dismissal for academic reasons will be dismissed unless placed on probation.

Probation is a privilege that may be granted after a student has exhausted all other privileges such as readmission. No student subject to dismissal may expect probation as a matter of right.

The decision to permit a student to continue his/her studies on probation must be based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there are valid reasons to believe that the student can raise himself/herself academically to the required levels of achievement after one semester on probation. Such valid reasons should be spelled out and documented in Academic Commission minutes for each student placed on probation.

2.17 Repeating Courses

- A readmitted student repeats a course or several courses with “C-“, “D” and “F” grade to remove academic deficiency at the discretion of the Academic commission.
- A student who obtains an “F” grade in a course may repeat the course in consultation with his/her academic advisor until the “F” grade is removed whenever it is offered.
- A student who has been allowed to repeat a course based on an original “D” or “C-“ grade cannot repeat the course more than twice unless it is required to remove the student’s academic deficiency for graduation.
- The final grade of any repeated course shall be maintained regardless of the initial one. Previous grade of repeated courses should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
- Students repeating courses must register for the course and carry out all academic activities

pertaining to the course.

- No course is repeated for the purpose of raising CGPA.

2.18 Make-up Examinations

A student unable to take a final examination for reasons beyond his/her control, such as hospitalization or accidents, and therefore given an “I” grade for a course by the AC may be allowed to take make-up examination in the course.

Procedure:

- Any such student or a person representing the student must submit in writing with valid and documented reasons for not taking the final examination to the head of his/her academic department after the date of administration of the exam.
- A student allowed to take a makeup examination will register for and take the examination with other students when the final examination in the course is next administered
- Students allowed to take make-up examination must apply and register for the examination at least one month (the dates are as announced by the office of the Registrar in the academic calendar) before the final examination in the course is scheduled to be administered.
- A student who has three or more “ I “ grades in a semester and is allowed to take makeup examination must, irrespective of his/her academic status, withdraw from the University for academic reasons and apply to take the makeup examination. No GPA will be calculated and no academic status will be determined for such a student until the results of the makeup examination are known.
- A student who has less than three (one or two) “ I “ grades in a semester and who is allowed to

take a makeup examination may continue his/her studies in a subsequent semester if the student is in good academic standing. For such a student GPA will be calculated and his/her academic status will be determined based on grades obtained and excluding courses in which the “I” grades are reregistered. Such a student will also apply for and take makeup examination in incomplete courses.

- For a student who has less than three “ I “ grades but is not in good academic standing shall withdraw from the University and apply to take the makeup examination. The grades earned through the make-up examination are used to compute the GPA of the student in the semester in which the make-up examination is given.
- Any “ I” grade not removed within a year as per procedures specified above will be automatically converted into an “ F “ grade.

2.19 Re- Examinations

- Re-examinations are allowed under the following conditions:
 - ✓ A student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program and/or
 - ✓ A graduating student.
- The following shall be the conditions under which re-examination is entitled:
 - ✓ The courses are those that the student had taken during the foregoing semesters of the program;
 - ✓ The maximum number of courses shall be two for a graduating student and a maximum of four for a student with phase out courses.
 - ✓ During the student’s tenure at the University, a student can sit for re-examination twice in the same course.

- ✓ Re-examination is administered within 2-3 weeks after the commencement of the subsequent semester.

2.20 Returning & Remarking of Exam Papers

A student who is aggrieved by the grade obtained in a course shall have the right to petition for remarking their exam paper.

- The student has the right to see the results of their examination papers.
- At the end of each semester, a period for remarking examination papers is specified in the academic calendar.
- When a student need for remarking, he/she will take a copy of an application form from the office of their respective Departments.
- A completed copy of the application form and exam paper will be submitted to the head of the Department responsible for offering the course.
- The Department head, in consultation with the Dean, shall take actions for investigation when a student requests for remarking. For details of implementation procedures see the Senate Legislation. The petition shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.
- The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.
- A grade obtained in remarking shall be final even if it is lower than the one previously

obtained.

2.21 Transfer of Students

➤ Regular programs

- Transfer from one program to another is not allowed. However, transfer between programs may be allowed under special circumstances upon request made by respective college AC and the approval of AAVP.

- Students seeking transfer from other Science and Technology universities should have stayed in their department or program of study of the previous University for at least one semester and

At the time of request;

(a). Transfer students shall have accomplished less than 50% of the credit/ECTS required for the program.

(b) Must be in good academic standing with a minimum CGPA of 3.0.

(c) Successfully accomplished each module taken and required for status determination.

➤ Continuing Education Program (CEP)

Transfers from program to program or from one academic unit to another within CEP is not allowed. However exchange between students is allowed only once.

Students in CEP may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by AEC provided they meet the conditions set forth below.

- Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
- Applicants must have accumulated 75% of the

total credits required for graduation.

- Outstanding students with a minimum Cumulative Average Grade point of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.
- Transfer shall take place within the same programs only.
- Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
- Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forward to the Registrar.
- All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the SC/DC.
- Transfer from other Universities to AASTU's CEP programs shall be allowed and handled as per the provisions for regular programs.

2.22. Course Exemption

- Students who have attended equivalent level accredited higher institution and earned Degree/Diploma may request for course(s) exemption upon submission of official records to the Registrar and a copy to concerned Department.

- The concerned Department carefully examines each previously attended course in terms of its depth, coverage and credit hours before suggesting its corresponding course for exemption.
- Courses may only be exempted if the student has taken the course in the last five years.
- A student is expected to attend courses of at least 60% of the total credit requirement of the Department in order to earn a Degree from the University.
- The Department submit a list of courses from which the student will be exempted within two months from the date of registration or admission of the student to office of the Registrar where endorsement of exemption list of courses and official notification to the student is made.

2.23. Graduation Requirements

The following constitute requirements for Graduation:

- All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out program.
- A Cumulative Grade Point Average (CGPA)/ CANG of 2.00 must be obtained;
- A cumulative Grade Point Average /CANG/ of 2.0 in major area courses;
- No "F" grade in any course/module taken for undergraduate program
- Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".

24. Credentials

2.24.1 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 University 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, and
- The third party does not demand that the transcripts be given to him/her.
- All students who have dropped out, withdrawn or graduated from the University must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form is an evidence for the students that he/she clears from any financial and other obligations to the University.
- Transcripts given by the Registrar Office 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. Student copy, Official transcript to local and foreign destination shall be charged.

- Transcripts are processed and issued or sent on regular or express service bases.
- Student grade reports shall not be issued for a graduating class students.

2.24.2 Degrees

Degrees are issued by the Registrar's Office. Following graduation or approval to graduate by each College Academic Commission, a student is, upon presentation of clearance papers, issued temporary certificates of completion. Temporary certificate is later on replaced by the original diplomas. The concerned individual has to pay the required charges for the original degrees. Degrees are given to the individual and not to a third party. Students who fail to collect their Degrees shall be subject to penalty fee. Degrees are issued when candidates produce clearance of their responsibilities.

Replacement Degree is also possible upon official announcement of the lost Degree through public media designated for such purpose.

2.25. Tuition and Other Fees

- All Ethiopian students in the Regular Undergraduate University program are not charged for admission application and regular registration. However, they are charged for tuition and boarding as well as food services under the cost sharing system, either in advance or after their graduation depending on the policy of the MoE/MoST.
- Foreign students joining the regular programs and all students joining the evening program are subject to tuition fees. Tuition and other fees shall be decided by the University and the details will be made available at the Office of

the Registrar or the Office of the Continuing and Distance Education Directorate Director.

2.26. Grading System for Graduate Program

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

Row Mark	Letter Grade	Grade point
[90,100)	A+	4.00
[85,90)	A	4.00
[80,85)	A-	3.75
[75,80)	B+	3.50
[70,75)	B	3.00
[65,70)	B-	2.75
[60,65)	C+	2.50
[50,60)	C	2.00
<50	F	0.00

2.26.2. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one "C" or two C+ grade in all courses for Master and a maximum of one "C+" for Ph.D. candidate.

2.27. Academic Status of Graduate Students

2.27.1. At the end of each semester, the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of

this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.

- 2.27.2. When a candidate is placed on probation the candidate shall be notified by the academic unit head of their status and what is expected of him by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
- 2.27.3. Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- 2.27.4. A first year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
- 2.27.5. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on warning and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
- 2.27.6. If a student who had been placed on warning for the first time achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on probation (final chance) in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- 2.27.7. A student who had been on probation shall be dismissed for good for failing to achieve a CGPA of 3.00 in the next semester.

- 2.27.8. A student who had been on warning shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- 2.27.9. No candidate subject to dismissal may expect discretionary probation as a matter of right.

2.28. Repeating Courses at Graduate Program

- 2.28.1. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one "C" in Master programs. For Ph.D. student all courses with more than one "C+" grades or lower shall be repeated.
- 2.28.2. The CAC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- 2.28.3. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- 2.28.4. The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.
- 2.28.5. A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one "C" or two C+'s. Other combinations of C and C+ are not allowed.

2.29. Other Details for Graduate Program

For further details including thesis evaluation and other issues please consult the Senate Legislation.

3. OTHER SERVICES

3.1 Social Services

The University facilitated for the provision of

several social services in the University campus to make your life easy. These include health care, restaurants, cafés, shops such as barber, beauty salon, photocopy and stationery and mini supermarkets. In this regard, the university management will continue to exert its effort in extending necessary social and financial services in order to meet your satisfaction.

3.2 Counseling Service

Gender, Guidance and Counseling, and HIV counseling services are established at office level to provide you support and counseling service in educational, social, psychological and University life issues at large. Please do not hesitate to contact these offices when deemed necessary.





