



# **YEKATIT 12 HOSPITAL MEDICAL COLLEGE**

## **STUDENT HAND BOOK**



**2023, A.A, Ethiopia**

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This Student Handbook for the Yekatit 12 Hospital Medical College programs is applicable for 2023-2024 and has been prepared and reviewed by the handbook committee members listed below:

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## **PREFACE**

Yekatit 12 Hospital Medical College (Y12HMC), like all other institutions, has a minimum package of rules and regulations for a smooth and orderly functioning. The rules and regulations are included in this Student Hand Book. Most of these rules and regulations were adapted from the Yekatit 12 Hospital Medical College Legislation. They are included 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 YHMC as fruitful and successful as possible.

The handbook must be used as a guide to the academic policies, procedures, and services of Yekatit 12 Hospital Medical College. It provides answer to questions that relate to the many regulations that govern the academic life of students. It also contains a description of the services provided. Further all policies and procedures that may affect students' day-to-day life during their stay in Medical school are incorporate in one document.

The Yekatit 12 Hospital Medical College Community wishes all students of the academic year good luck in their studies. It is hoped that you will find Y12HMC a welcoming and hospitable environment. The office also wishes all students a successful academic year.

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# **1. NTRODUCTION**

## **1.1. Background of Yekatit 12 Hospital Medical College**

Yekatit 12 Hospital Medical College is located at Arada sub city Worde 6 around Sidist kilo campus of Addis Ababa University, West of the square of martyr Yekatit 12. It was established in 1915 by Dr. Henry a Swedish physician. The college was launched with one physician and two nurses from foreign country, three nurses and 30 Health Assistance from Ethiopia. During the occupation of Italy the hospital named as battery and was used to assist wounded people. Once Ethiopia gained its independence from Italian occupation in 1955, the hospital was named after the name of the imperial majesty Hailesillase (d.y.R.). A new modem building was named Bete-sida . The name of hospital became Bete-sida till 1967. Ethiopian revolution change the political landscape of the nation and the name of the hospital changed into Yekatit 12 hospital. After many decades of medical service delivery, in 2011, it became a medical college by a decision of the City Government of Addis Ababa. The City Government, recognizing the long aged service that the Hospital has been rendering to the residents of Addis Ababa and taking in to account its present statues, decided to reestablish it as center for training medical professional combining with medical service delivery. The establishment proclamation, issued by the council of the city government of Addis Ababa, renames the Hospital as Yekatit 12 Hospital Medical College.

The college is devoted for train a medium and higher level of health professionals in amalgamation with health service delivery through applying new method of training that combines theoretical training with practical application. The Hospital was redesigned to be used as a research center for the college in addition to its medical service that it renders to the public being a college hospital. As a result, Yekatit 12 Hospital Medical College is now a center for both high quality health service and academic excellence. In accordance to power conferred up in its governing. Board issued this legislation in order to properly regulate the functions of its internal organizations and create enabling academic, administrative and development, and medical service delivery environment.

## **1.2. Mission, vision, and values of the Yekatit 12 Hospital Medical College**

### ***1.2.1. Mission***

The mission of Yekatit 12 Hospital Medical College is to train competent, compassionate, and caring health workforce and healthcare leaders through excellence in system oriented teaching, patient care and medical research.( From strategic plan of the college)

### ***1.2.2. Vision***

The vision of the college is „„Excellence in system oriented medical education and models in medical education ethics and quality.“”(From strategic plan of the college)

### ***1.2.3. Values***

- Respect
- Quality
- Excellence
- Integrity
- Ethics
- Organization

The highest decision making body of college is the Board (article 5). Most academic decisions are made by the college senate, which regularly meet. The college president is assisted by three vice provost - Vice provost for academic and research (VPAR), Vice provost for medical service (VPMS) and Vice provost for administration and Development. At the program level, the decision making body in all academic matter is the Academic Commission (AC) which includes department heads of each unit ,program coordinators or directors, registrar and student affair ,representative of the students , and representative of the staff. The AC will have a meeting at least once every month and shall maintain a proper record of the agenda and minutes of. (Article 22 of the establishment proclamation)



#### **1.2.4. College central administration**

**Table 1:Address of the college central administrators at Yekatit 12 Hospital Medical College**

<b>S/N</b>	<b>Position</b>	<b>Institution email address</b>
1	Provost	provost@y12hmc.edu.et
2	Academic and research V/provost	academicvp@y12hmc.edu.et
3	Medical services v/provost	medicalvp@y12hmc.edu.et
4	Administration and Development V/provost	Adminvp@y12hmc.edu.et
5	Pre clerkship program coordinator	<a href="mailto:preclinical.coordinator@y12hmc.edu.et">preclinical.coordinator@y12hmc.edu.et</a>
6	Clerkship program coordinator	<a href="mailto:clinical.coordinator@y12hmc.edu.et">clinical.coordinator@y12hmc.edu.et</a>
7	Student dean	
8	Registrar office	<a href="mailto:Registrar@y12hmc.edu.et">Registrar@y12hmc.edu.et</a>
9	Anatomy Unite head	<a href="mailto:anatomy@y12hmc.edu.et">anatomy@y12hmc.edu.et</a>
10	Microbiology Unit head	<a href="mailto:microbiology@y12hmc.edu.et">microbiology@y12hmc.edu.et</a>
11	Pharmacology unite head	<a href="mailto:pharmacology@y12hmc.edu.et">pharmacology@y12hmc.edu.et</a>
12	Pathology department head	<a href="mailto:pathology@y12hmc.edu.et">pathology@y12hmc.edu.et</a>
13	Physiology department head	<a href="mailto:physiology@y12hmc.edu.et">physiology@y12hmc.edu.et</a>
14	Biochemistry department head	<a href="mailto:biochemistry@y12hmc.edu.et">biochemistry@y12hmc.edu.et</a>
15	PBL coordinator	<a href="mailto:pbl@y12hmc.edu.et">pbl@y12hmc.edu.et</a>
16	PCD Coordinator	<a href="mailto:pcd@y12hmc.edu.et">pcd@y12hmc.edu.et</a>
17	Library Head	
18	Surgery department head	<a href="mailto:general.surgery@y12hmc.edu.et">general.surgery@y12hmc.edu.et</a>
19	Pediatrics and child health department head	<a href="mailto:pediatrics@y12hmc.edu.et">pediatrics@y12hmc.edu.et</a>
20	Gynecology and obstetrics department head	<a href="mailto:gynecology@y12hmc.edu.et">gynecology@y12hmc.edu.et</a>
21	Internal medicine department	<a href="mailto:internal.medicine@y12hmc.edu.et">internal.medicine@y12hmc.edu.et</a>
22	Psychiatry department head	
24	Maxillofacial surgery department head	<a href="mailto:maxillo@y12hmc.edu.et">maxillo@y12hmc.edu.et</a>

25	Public health department head	<a href="mailto:public.health@y12hmc.edu.et">public.health@y12hmc.edu.et</a>
26	Post graduate coordinator	<a href="mailto:postgraduate@y12hmc.edu.et">postgraduate@y12hmc.edu.et</a>
27	Dentistry department head	<a href="mailto:dentistry@y12hmc.edu.et">dentistry@y12hmc.edu.et</a>
28	Research and community office head	<a href="mailto:research@y12hmc.edu.et">research@y12hmc.edu.et</a>
29	Internship coordinator	<a href="mailto:internship.coordinator@y12hmc.edu.et">internship.coordinator@y12hmc.edu.et</a>
30	Health development centre head	<a href="mailto:quality.health@y12hmc.edu.et">quality.health@y12hmc.edu.et</a>
31	ENT department head	<a href="mailto:ent@y12hmc.edu.et">ent@y12hmc.edu.et</a>
32	Radiology department head	<a href="mailto:radiology@y12hmc.edu.et">radiology@y12hmc.edu.et</a>
33	Psychiatry department head	<a href="mailto:psychiatry@y12hmc.edu.et">psychiatry@y12hmc.edu.et</a>
34	Under graduate coordinator	<a href="mailto:undergraduate.coordinator@y12hmc.edu.et">undergraduate.coordinator@y12hmc.edu.et</a>
35	Reproductive health department	<a href="mailto:reproductive.health@y12hmc.edu.et">reproductive.health@y12hmc.edu.et</a>
36	Orthopaedics department	<a href="mailto:orthopedics@y12hmc.edu.et">orthopedics@y12hmc.edu.et</a>
37	Dermatology department	<a href="mailto:dermatology@y12hmc.edu.e">dermatology@y12hmc.edu.e</a>
39	Ophthalmology department	<a href="mailto:ophthalmology@y12hmc.edu.et">ophthalmology@y12hmc.edu.et</a>
40	Emergency medicine department	<a href="mailto:emergency@y12hmc.edu.et">emergency@y12hmc.edu.et</a>
41	Anaesthesia department	<a href="mailto:anesthesia@y12hmc.edu.et">anesthesia@y12hmc.edu.et</a>

## **2. OBJECTIVES OF THE COLLEGE**

The objectives of the college shall be:

1. To produce high qualified and competent medical health professionals through applying new method of training that sufficiently combines theoretical training with practical application;
2. To provide high quality health service focusing on the alleviation of the health problems of society that are highly prevalent at the grass root level;
3. To mitigate the society's health problems by giving them education and training and by conducting problem solving researches.

### **3. ACADEMIC PROGRAMS**

The following academic programs are available at Y12HMC:

#### **3.1. Undergraduate Degree**

- Doctors Medicine (MD)

#### **3.2. Graduate programs**

##### **3.2.1. Subspecialty**

- Feto maternal
- Uro-gynecology and reconstructive surgery

##### **3.2.2. *Specialty programs***

- General surgery
- Internal Medicine
- Pediatrics and Child Health
- Obstetrics and Gynecology and
- Cranio-maxillofacial and oral surgery

##### **3.2.3. *Master programs***

- Master of General Public Health
- Master of Public Health in Reproductive Health and
- Masters in Health Care Quality,

Please visit our preparing to study website and follow the link for your individual program to find out more useful information and top tips.

## **4. REGISTRAR AND STUDENT SERVICES**

The college's registrar and student services are in charge of all operational affairs such as student registration, accommodation, classroom and lecture hall allocation, and maintaining academic records for all programs and graduation (Article 123).

### **3.1. Academic Calendar**

With the exception of the master's program, which operates on a semester basis, all academic programs run for forty-eight weeks (year based) between September and the end of August (Article 83).

### **4.2 Admission and related Issues**

#### ***4.2.1 Admission to a bachelor's degree program***

A candidate who meets one of the following qualifications may be admitted to an undergraduate degree program at the college (Article 84).

- Successful completion of the preparatory programs and attainment of the required pass grades; OR
- Students who apply for admission shall be a graduate of health and/or natural sciences with BSC Degree from recognized university or college and who shall score passing mark in the entrance exam that may include written and oral interview OR
- Applicants with foreign high school education of equivalent level to the Ethiopian high school education, as determined by the Ministry of Education; AND
- Those who passed the College entrance requirements (as required).
- Female candidates are highly encouraged to apply for admission to the College.
- Any special conditions will depend on the specific rules of the curriculum

#### ***4.2.2 Admission into a master programs***

The candidate must have completed all of the requirements for a Bachelor's degree, including (Article 111):

- A Bachelor's degree in health or a related discipline from an approved institution of higher learning is required for entrance to a Master's program.
- All qualified applicants must pass an entrance examination offered by the department in question.
- Candidates are responsible to process official copy of their undergraduate transcript from the school/ university where they studied to the Yekatit 12 Hospital Medical College during the first registration
- A candidate must submit at least two years' work experience and recommendation letter from work place and previous studied school/university (conditional).
- Those sponsored by governmental organization, they should submit the sponsorship letter
- Programs/Departments may set appropriate restrictions such as age limits for pedagogic reasons or special requirements of the field of study, subject to AC approval;

#### ***4.2.3 Admission to specialty program***

##### **Residents from MOH/MOE**

- Admission to all specialist certificate programs shall be processed based on the guideline set by Ethiopian Residency Matching Program (ERMP, 2020).
- A medical Doctor (MD) or holder of equivalent degree (for British system schools) graduated from MOE recognized institution or any accredited medical schools abroad and recognized by the respective regulatory body.
- Foreign graduates must produce evidence of equivalence from HERQA.
- Foreign applicants must be fluent in writing and spoken English and are encouraged to learn the major language in the area they are assigned.
- Any certified and licensed medical doctor fulfilling the above criteria can apply for residency whether she/he has sponsorship or not.

##### **a) Cranio-maxillofacial and oral surgery speciality programs**

- A medical Doctor of dental medicine (DDM) or Dental surgery graduated from MOE recognized institution or any accredited medical schools abroad and recognized by the respective regulatory body
- At least two years' work experience in his/her profession
- Pass the college entrance exam
- Should have sponsorship letter from governmental organization

- Candidates are responsible to process official copy of their undergraduate transcript from the school/ university where they studied to the Yekatiit 12 Hospital Medical College during first registration

### **4.3 Registration to program**

- A student must be enrolled at the start of each academic year. The Registrar's office conducts registration on a predetermined day and time.
- A candidate must be enrolled at the start of each semester of an academic year, but failure to maintain continuous registration without officially withdrawing from a program will result in the applicant being judged to have dropped out.
- The registrant's office lists the dates on the college's academic calendar when a student should register. All students are expected to be registered within the five-day regular registration period after careful evaluation of numerous variables. Students who are unable to register within this time owing to unforeseen challenges or delays may register later on the college's designated dates (maximum of two penalty days). They must, however, pay a penalty. This must be completed prior to attending any class or lecture. Registration after class started not accepted for any reason.
- The student is then registered, his or her ID card is renewed, and a copy of the registration slip is returned to him or her by the college registrar. The lecturer or professor conducting the module/course, or any of the student services offices, may ask a student to submit his or her registration slip. The student should retain a duplicate of the registration slip with him or her for this purpose.

### **4.4. Cards of identification**

- A non-transferable identity card with a unique and permanent registration number is given to all registered students at the college. The card, which is a very precious document that must be handled with care, is used to get access to college services and facilities. It assures that the student has access to all of the college's free services and facilities, and should be treated

with caution. The registration number, also known as the identity number, appears on all student records and must be presented whenever students seek college services, even after they have graduated.

- All new students are given identification cards at no cost. It should be renewed after each promotion and returned to the registrar's office once the student has graduated or withdraw or dropout. For the ID, the student must provide a 4 x 3 cm photograph with his or her name, father's name, and grandfather's name clearly written in English on the back of the photograph.
- If the student lost the ID card, he/she should bring evidence from policeman/legal bodies/ then the office can give the new ID card.

## **4.5. Re-admission to a program**

### ***4.5.1 General principles***

- The re-admission request is considered if the student official withdrawal from the college during discontinuation of the class
- The re-admission is subject to availability of space, facilities and the necessary budget.
- When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission
- In a tough situation, a student who withdraws for good academic reason will be given priority for readmission.
- The readmission period for regular and extension students will be 2 and maximum of 4 year respectively
- A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program
- Students who were on the good academic standing but discontinued their study for reasons beyond their control will be allowed to apply for re-admission every semester if they had documents and acceptable justifications for their withdrawal (Article 104)



- A student who failed to secure a cumulative grade point to transfer from one class year to the next class year can get a second chance to be re-admitted in the class year she failed to secure the CGPA to join the next class year if they have the CGPA for probation.
- The readmitted student after withdrawal for academic reason shall repeat the academic year and the semester from which he/she has been dismissed.

#### ***4.5.2 General re-admission procedure***

- a) The readmission request will be initiated by the appropriate department in response to the applicant's request.
- b) The academic commission of the college/institute acts of the application; decisions are communicated to the office of the registrar.
- c) Re-admission application is processed and granted by the college registrar and the academic Commission. The college registrant shall determine re-admission procedures;
- d) The office of the registrar informs all concerned applicants whether they have been accepted or rejected.
- e) The student must produce the legitimate document requested by registrar during the time of application.
- f) Students collect readmission application from the admission office of the registrar at specified times indicated in the academic calendar.
- g) The completed forms are then returned to the admission office of the Registrar.
- h) The office forwards the applications to the appropriate college/institute.

### **4.6. Students transfer**

#### ***4.6.1 General principles (article 85&86)***

A student may transfer from one department/program to another upon the approval of the AC in consultation with the receiving Program DC provided that the college can expand its program. However, the student must meet the requirement for the programs tend to transfer in.

If a student's request for a transfer from one program to another is specifically sponsored by an institution, the sponsoring institution should be notified and give consent to the transferee's request.

Applications for transfer from other institution shall be considered exceptionally and on the basis of availability of space, facilities and provided that the student meets the criteria set by the concerned

department/college

All such transfers must get the final approval by the ARVP and the processes must be completed within one week following the beginning of classes. Any transfer later than this is not accepted for any reason.

The applicant requesting transfer from other institution shall have attended at least one semester/year (SGPA or CGPA score) and shall have accumulated less than 50% of the credit hours/ECTS required for program accomplishment in his previous institution at the time of request for transfer.

#### ***4.6.2 Acceptable reasons for transfer in***

The transfer from other higher institution is considered if the following conditions are met:

A student eligible for transfer may be granted admission where his/her health condition necessitates that he/she should live in the vicinity of Addis Ababa.

The candidate presents with board certified medical certificate of his/her own medical condition and the medical cases of the student shall be accepted by the 12 hospital medical college medical board.

The Medical board should approve that the student cannot pursue his/her education in the previous college/university due to his medical condition.

The members of the board should be specialist/or sub-specialist in his/her medical condition.

The transfer window will be at the end of each academic year for the program. This is announced by the registrar office.

Despite the above-mentioned reasons, the college academic council may deny the transfer request after evaluating the student's overall academic performance at the prior institution.

#### ***4.6.3 Transfer procedure***

- a) The office of the registrar and student service directorate shall request departments for the available space in all years of study for accommodating students to be transferred, and compile intake capacity of every department;
- b) The student requesting the transfer should submit the application letter along with relevant credentials such as copy of the original EHEECE transcript or Degree and student copy, grade report, authentic and relevant evidence for transfer, and request/approval letter of transfer from his/her previous institution if any;
- c) After the transfer issue has the consent from the respective department, the registrar and student service directorate will present the same to the AC which will make its decision
- d) The office of the registrar and student service directorate shall communicate such decision to the student requesting transfer and to the college/institute/school to which the transfer is requested. A copy thereof shall be delivered to the office of the ARVP;

- e) A student who has succeeded in his/her application for transfer will be expected to report and register by the two weeks of the semester at the latest and the student's full document should be submitted or avail to the registrar office within one month of acceptance.

#### **4.6.4. *Transfer of Credits***

- a) The grades scored at other universities could be considered as exemption. This is applicable when transferable credits earned in other public institutions fulfil the at least the following criteria
  - i. The course should have the same credit hours
  - ii. The transferable credit should be the common course
  - iii. The program which the transferable credit earned should be equivalent
  - iv. The institution the transferable credit earned should have similar accreditation level
  - v. The number of course transfer should not be more than one for the academic year
- b) The AC shall base its decisions on the recommendations of the receiving department with regard to credit transfer or course exemption.

### **4.7. Promotion and grading system (article 117)**

#### **4.7.1 General principle**

- a. The student must score the minimum score to pass to the next academic year specified in the program
- b. A student who scores F grade must repeat the course /module with no re-exam. This is will be applied irrespective SGPA or CGPA
- c. A student who failed for a pre-request course must clear it before pass to the next course.
- d. A student who has been on probation for two consecutive times will be dismissed without the opportunity to re-admission.
- e. The student who sits for re-exam and score passing mark should earned the minimum passing mark for the program
- f. Any undergraduate students who repeated given academic year will not fail for the previous passed module or attachment, provided that he/she had 100% attendances. However, if he or she score better grade than his previous the better grade should be considered.

- g. A student may re-attend a given academic year for a maximum of one time; if he or she does not obtain a passing grade in the repeated year, he or she will be dismissed.
- h. When a candidate is placed on probation, the head of the academic unit concerned must inform him or her status, as well as what is expected of him or her in terms of academic performance in the future.
- i. There is no re-exam for master students. Student who fails to secure passing mark should repeat the course
- j. Any student who scores Incomplete "I" grade will be required to repeat the specific module/year/ if his /her evidence is accepted by Academic commission of the College.
- k. Any student who scores No Grade "NG" will take exam for the applicable program if his /her evidence is accepted by Academic commission of the College

#### **4.7.2 Undergraduate grading, promotion and probation (Article 94)**

- a. The minimum promotion grade score is 2:00 which is equivalent to "C" (60% and above)
- b. A first year the student who scores less than 1.5 (inclusive) SGPA/CGPA years is dismissed without readmission. In the same year, if student scores between 1.5 to 1.75, he/she will be dismissed with readmission. Those scores between 1.75 to 1.99(inclusive) is promoted with probation.
- c. Any second year or above student who scores less than less than 1.75 (inclusive) year is dismissed without readmission. In the same year, if student scores between 1.75 to 1.99 will be dismissed with readmission.
- d. The student who scores one "D" in the preclinical year course and any minor clinical course can be eligible for re-exam. If fail to score passing mark, he/she repeat the respective module.
- e. If a student who score two "D" or one "F" major preclinical modules, he/she allowed to repeat the repeat modules
- f. A student two or more "D" or one or more "F" in major clinical modules repeat the year
- g. Any "F" grade in major clinical year modules/ attachment subject to repeat the year
- h. The student who repeats the academic year but had the passing mark for credit less than 3 or less can be exempted
- i. Grading system of the college
- j. The college uses criterion referenced grading system. Letter grade shall be given to fixed

mark interval out of 100 as follows:

**Table 2: Grading scale for undergraduate students at Yekatit 12 hospital medical college**

S.no	Letter grades Mark	Interval [100 %]	Grade point
1	A+	90-100	4.00
2	A	85-89.99	4.00
3	A-	80- 84.99	3.75
4	B+	75-79.99	3.5
5	B	70-74.99	3.00
6	C+	66-69.99	2.5
7	C	60-65.99	2.00
8	D	50-59.99	1.00
9	F	<50	0

**Table 3:Grading scale for internship grading scale at Yekatit 12 hospital medical college**

S.no	Rank	Grading scale	Grade
1	Excellent	85-100	A
2	Very good	80-84.99	B+
3	Good	70-79.99	B
4	Satisfactory	60-69.99	C
5	Failed	Below 60	D

#### ***4.7.3 Probations graduate students***

##### ***4.7.3.1 Master students***

- The minimum score for promotion of master student is “3:00” which is equivalent to „B“
- A first-year mater student is subject to dismissal without first being put on probation if

- his/her performance falls below 2.00(inclusive) in his/her first semester results.
- c. Any first-year master student who achieved a first semester GPA (SGPA) between 2.00 and 2.499 shall be placed on readmission by the relevant DC.
  - d. Any first-year master student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the relevant DC.
  - e. A student who had been placed on probation shall be subject to dismissal if he/she fails to achieve a semester GPA of 3.00 or more in the next semester. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his/her CGPA still falls below 3.00, the relevant DC may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, he/she shall be dismissed
  - f. Any master student can who score below C+(inclusive) should repeat the course if eligible for promotion
  - g. A master student graduate only with a maximum of one C<sub>+</sub> or C grade. Other should be clear if present.
  - h. Graduate (masters )program grading scale (Article 116)

**Table 4:Grading scale for graduate (masters ) program at Yekatit 12 Hospital Medical College**

S.no	Letter grades Mark	Interval [100 %]	Grade point
1	A+	90- 100	4.00
2	A	85-89.99	4.00
3	A-	80- 84.99	3.75
4	B+	75-79.99	3.5
5	B	70-74.99	3.00
	B-	65-69.99	2.75
6	C+	60-64.99	2.5
7	C	50- 59.99	2.00
8	D	40-49.99	1.00
9	F	<40	0

#### **4.7.4.2. Speciality students' promotion**

- a. An aggregate result of 70% (grade B) and above is required for promotion to the next level
- b. There is no promotion with probation for speciality students
- c. Trainees with an aggregate result of 65%-69.99% (grade B-) shall be allowed to sit for a remedial examination within six weeks of the posting of the final grades.
- d. A final year resident who scores 65%-69.99% (grade B-) shall repeat for 6 months and those who score below 65% shall repeat for one year. Both shall sit for written and clinical examination. This is considered only when the student has good achievement in the progressive assignment and the re-exam should be decided by DC council
- e. Trainees with a definite failure, that is an aggregate result below 65%, or candidates who fail to score 70% in the remedial examinations shall repeat the year
- f. The proposal should be completed and defended to promote to the graduating class academic year.

**Table 5: Grading scale for specialty at Yekatit 12 Hospital Medical College**

<b>Raw Mark</b>	<b>Letter Grade</b>
≥85	A
(80-84.99)	A-
(75-79.99)	B+
(70- 74.99)	B
(65-69.99)	B-
<65	Failed

#### **4.7.4.3 The graduate student's thesis management**

- a. The passing mark for student's thesis should be "Good" and above
- b. The thesis work might be rejected as: -
- c. Minor problems. Minor problems include:
- d. A thesis rejected due to partial plagiarism (the students copy some sentences in the introduction, statement of problem and literature review section without paraphrasing)
- e. Thesis that needs re-work (write-up problem, analysis problem)
- f. If the rejected thesis failed in the categories of thesis rejected with minor problems, the

student should correct all the given comments and defended after three months.

- g. Thesis rejected totally with major problem: major problems include:
- h. A thesis rejected with complete plagiarism (the students present the works of other): the student should register with the coming batch and submit a new title, advisor is assigned and conduct new research
- i. If the comments given by examiners that need data collection, methodological change and other major changes: the student should make all the necessary correction and defended after six months

**Table 6:Thesis grading scale at Yekatit 12 Hospital Medical College**

Rank	%	Grade
Excellent	$\geq 85$	A
Very Good	75-84.99	B+
Good	60-74.99	B
Satisfactory	50-59.99	C
Failed	$<50$	F

## **4.8 Duration of study of a programs (Article 92)**

### ***4.8.1 General principles***

- The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- A student who fails to complete any studies within the maximum length of time permitted shall be cancelled from that program. However, he/she will be certified for the modules successfully finished.

### ***4.8.3 The duration of study***

- a. The duration of study for undergraduate degrees in regular programs shall be from four to six years.
- b. The Master's programs shall normally take two academic years for completion in all departments for regular programs and three years for extension programs.
- c. Duration of study in specialty certificates in the field of Medicine shall be three to five years.



- d. Extension of the duration of study may be allowed as provided herein where a candidate shows that he/she was unable to complete his/her studies within the specified period due to force majeure and where the extension is recommended by the DC endorsed by AC and approved by ARVP:

#### **4.9. Add, drop and withdrawal (Article 105)**

- a) Adding and/or dropping of courses are the inclusion and/or omission of courses after the normal registration was implemented within the specified period.
- b) This can be done when rearrangement of courses done by the department/coordinator or the registrar, to offer interrupted course and The student is allowed to remove "D" or "F" grade
- c) Adding and/or dropping of courses must be completed within three weeks from the normal registration.
- d) Any student wishing to deviate from the required minimum or maximum semester load must request for special permission through his academic advisor, from the department in which he/she is affiliated and from the ARVP. Any student wishing to add courses above their batch should have a CGPA of minimum 2.00 up on request.

#### **4.10. Withdrawing**

- a) Students who withdraw from the college for a semester or a year must discuss the matter thoroughly with their Academic Advisor. The college does not encourage withdrawal unless the student's problem is a very serious one even though the student may not aware of it, and students who withdraw for inadequate reasons will be denied readmission.
- b) Application to withdraw must be made after registration for the semester and/or academic year and presented to the respective department head. Reasons for withdrawal must be supported by reliable and irrefutable document(s).
- c) The application and necessary documents are then forwarded to the academic commission for a final decision to next AC meeting by the respective department. If permission to withdraw is granted, the office of the registrar must be notified within one week and the student must begin the clearance process and should be completed within one month.

#### **4.11. Clearance**

- a) Students should fulfill the proper clearance procedure upon graduation or when they

discontinue their study. Every student must collect the clearance forms from college registrar office.

- b) After properly completion such forms and getting them signed by the appropriate offices, the student must submit it to the college registrar office, and keep a copy with him/her.
- c) No transcripts, and degrees, recommendation will be issued to a person who cannot produce his/her copies of the clearance every time such services are requested.
- d) Moreover, re-admissions are processed if and only if a student presents a duly signed clearance.

#### **4.12. Student Assessment**

The following assessment methods will be applied in the program applicable. The assessment will be linked to the expected competencies and the learning objectives; can be either formative or summative

1. Direct Observation of clinical skills (DOCS)
2. Objective structured Examination,
  - 2.1 OSCE (Objective structured clinical Examination);
  - 2.2 OSPE (Objective structured practical Exam);
3. Clinical examination (Structured Long Case):
4. Personal research and reflection exercise (PRRE)
5. Oral exam (Viva);
6. Written exam (MCQ, short essay, matching, True-false with reasoning);
7. Log books and portfolios,

8. Global rating;

9. 360 Assessment (Self, peer, college, health facility staff and community member);

10. Student presentations

#### **4.13. The qualification exam**

a) Undergraduate students

- External qualification will be given at the end of preclinical year two (PC-II) and clinical year two(C-II)
- The internal progressive assessment and written exam account 70% and external 30%

b) Specialty program

- External qualification will be given at the end of the program for the respective department
- The internal progressive assessment and written exam account 70% and external 30%

c) Master program

- The thesis work is external evaluated. Student successful defended and scored at least “good” and above will graduate.

#### **4.14. The Grade submission**

- The grade submission date of all the attachments or course or modules is within 15 days of the completion of the course.
- If re-grading requested, it should be within 5days working days of the submission of the result to the registrar office. The regarding will be submitted with the system prepared for this purpose for the registrar office

#### **4.15. Complaints on Grades**

- Students shall have the right to complain on grades given as well as the college creates appropriate mechanism to look into it.
- A student who thinks that his /her final grade reflects capricious, arbitrary or prejudiced academic evaluation shall first discuss respective instructor whom the complaint is made against. If no satisfactory resolution is reached with the program instructor, the cases will be taken to program coordinator. If still not reached an agreement, he/she shall make the appeal to academic and research vice-provost;
- When the grade found to be corrected, the corrected grade should be submitted within 5 working days after the original grade submitted to the registrar office

#### **4.16. Graduation Requirement**

- The student should successful completion all course /attachment and obtain the minimum total credit hour for the programs
- A cumulative Grade Point Average (CGPA) of 2.00 for undergraduate and 3:00(70%) for graduate students
- A student should successfully pass the qualifying examination and defended the thesis work

#### **4.17. Requirements for distinction and great distinction**

- A student who, upon the completion of the requirements for the degree, has a cumulative grade point average of 3.75 or better will be graduated with great distinction.
- If his/her grade point average is 3.25 to 3.74 he/she will be graduated with distinction.

— There is only one graduation ceremony in Yekatit 12 Hospital medical college for the programs.

#### 4.18. The college Medal and Special Prize

— The college medal is a prize awarded every year at the convocation exercises to one outstanding regular student. The award is made on the basis of academic excellence, character and participation in extra-curricular activities. The academic commission shall, each year nominate its outstanding student and present to the Senate for approval: the college Medal shall be awarded on the basis of the following criteria;

- a) Eligible students for the award shall be differentiated by academic excellence (90%) and extracurricular activities (10%)
- b) A student with disciplinary record cannot be considered
- c) In cases of identical score, the female candidate will be given priority.
- d) A student who completed his/her program in regular time shall get the award rather than the one who has taken repeated make-up examinations or delayed due to any other reason (Article 135).

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#### Important note on Extracurricular activities at Y12HMC

**NB. Yekatit 12 Hospital Medical College highly values student participation in extracurricular activities, spanning sports, music, magazines, and more. To ease the process, an "Extracurricular Activity Manual" guides students on registration and provides rules. This ensures a fulfilling college journey, combining academics and personal growth**

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### 5. Dormitory and cafeteria Information

#### 5.1. Information about dormitories

What to know dormitories at Yekatit 12 Hospital Medical College is:

Type	Information
Location	On-campus dormitories are available for students. Dorms allocated prior to student arrival, promoting cultural diversity
Room types	Dorms offer various room types (single, double, triple).
Amenities	Common areas, kitchens, laundry, and study rooms are provided.
Application	Apply for a dorm room within set deadlines, and pay associated fees.
Rules	Follow dormitory rules and regulations to maintain a conducive living environment.

<b>Maintenance</b>	Report room or facility issues to the Dormitory Manager.
<b>Check-In/Check-Out</b>	Procedures are in place for move-in and move-out.
<b>Safety</b>	We prioritize your safety and have security measures in place.
<b>Contact</b>	Contact: Reach out to the Dormitory Manager or administrative office for assistance.
<b>Dates</b>	Stay informed about important dates for dormitory-related matters.

## 5.2. Rules of the dormitory and cafeteria

Rules for the Dormitory	Rules for the Cafeteria
Students must hold their ID and collect keys upon arrival.	College-owned cafeteria serves three meals a day and meals served on time
Students must hold their ID and collect keys upon arrival.	Students can choose cafeteria or non-cafeteria options
Students are responsible for room cleanliness and avoiding damage	Meals for educational trips provided based on trip duration
No personal items in public areas	No bringing cooked meals to dormitories
Students should conserve water	Mill cards required for entry
Lights and noise should be minimized for roommate consideration	No using someone else's mill card
Room changes require prior approval	Special diets available for medical reasons
Return keys and college property when leaving	Special diets available for medical reasons
No alcohol, chat, or smoking allowed in the dormitory.	Meals for educational trips provided based on trip duration
<b>Safety rules: No dangerous materials, heaters, or stoves in rooms</b>	
.	

**NB** For more information refer the student service and counseling hand book

## **6. Student counseling and support**

At Yekatit 12 Hospital Medical College<sup>7</sup> Student support encompasses both academic and non-academic aid.

- This support involves tackling learning difficulties, offering career guidance, and providing counseling services.
- Health services are also a component of this support.
- There is continuous financial and material assistance available, with a focus on students with special needs and those at risk academically.

### **6.1. Available support service at Yekatit12Hospital Medical College**

Y12 HMC offers personalized student counseling and support services like .

- New students receive information about these services during orientation.
- Support is available for various needs, including physical, social, financial, academic, career, health, special needs, special diets, exam queries, advice, disability accommodations, counseling, extracurricular activities, community service, internships, research proposals, IT registration, and student records.

### **6.2. Mechanism to identify student with special need**

Mechanisms to identify students with special needs:

- Effective induction programs for new students, introducing available support services.
- Accessible student handbook highlighting support systems.
- Conducting need assessment surveys.
- Collaborating with various campus units and advisors to identify academically at-risk students.

## **7. ACADEMIC MISCONDUCT (*refer new student discipline manual*)**

### **7.1. Violation of Examination Regulations**

- Students must be self-dependent while working their examination

— Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise senior essays and on the determination of the academic status of students.

- a. Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted
- b. Working on or being found in possession of examination papers other than one's own
- c. Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
- d. Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own;
- e. Sitting for an examination in a module/course for which one has not been registered
- f. Taking an examination by proxy
- g. Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production
- h. Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator
- i. 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; and
- j. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination the student n.



NB: for more information refer the student discipline manual

## **7.2. Proceedings on examination violation**

5.1.1. The college takes several disciplinary measures against academic nuisance, dishonest, misbehavior, cheating, plagiarism, impersonation, etc.

5.1.2. Any student, who is caught red handed while cheating in examination, will be denied of the total mark allotted for that specific exam.

5.1.3. If one cheats for second time, he/she will be penalized for one academic year.

5.1.4. Invigilators are obliged to report to the respective instructors and unit head about the academic cheating or misconduct.

## **8. STUDENT AFFAIRS**

### **b. Premises of the college's policy on student's Affairs (Article 125)**

- a) The realization of the objectives of the college and accomplishment of its mission shall be depended partly on commitment and sense of belongingness of its students as members of the college community
- b) The college is committed to foster a positive. Environment for learning and ensuring the safety, rights and dignity of every student to assume individual responsibility of respecting rights and dignity of others, and helping to promote the free and open exchange of ideas in the atmosphere of mutual respect;
- c) Students of Yakutat 12 Hospital Medical are free, in so far as them to requirements of curricula permit, to inquire into ideas that interest them, to organize discussion groups or study clubs for the consideration of any subject related to their to study clubs for the consideration of any subject related to their professional desire and National responsibility, and to invite and address them any speaker they may choose. The responsibility and accountability of students' publications shall be in accordance with the rules and regulations of the college and the general press;
- d) Every student has the right to petition or disseminate information on campus as per the code of conducts on the freedom of speech. However, those who circulate petitions must identify themselves to appropriate administrative body before circulating such petitions. Students have rights to picket peacefully in the college;
- e) Any type of discrimination on the basis of race, sex, religion, national origin, disability, and marital or retirement status is prohibited. Equal opportunity and access to rights and privileges are the college's core values addressing unity in diversity, judgments about students shall be based on their abilities and performances only
- f) Academic integrity is the college's fundamental value. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for their respect for others' academic endeavors; Academic dishonesty includes, but not limited to, the following; submitting somebody's work, plagiarism, cheating falsification of

academic materials, misrepresentation of documents, selling academic materials, misrepresentation of documents, selling academic or computer assignments, misuse of computing resources

- g) Like any other academic community, Yekatit 12 Hospital Medical College community requires rules to safeguard its effective institutional functioning academic and service environment and freedom, fair and objective judgment of values, it requires all students to be subject to those rules and uphold and adore rule of law in the college. In addition, student of the college shall strictly follow and observe all national law pertinent to their life and professional responsibilities in addition to rules and regulations of the college.

### **c. Duties and Responsibilities of Students (Article 137)**

1. A student of the college is required to be engaged in a sustained and independent pursuit of truth, transmission and application of knowledge and nation building in a coupled interactive relationship with college scholars. It shall be student's primary duty to conform to the academic functions and regulations of the college.
2. Without limitation to the generality of the provisions of the above article, a student of the college shall
  - Attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the college
  - Accept homework, project assignments, practical attachments, laboratory or field tasks and other forms of engagement intended by an instructor or department to create learning opportunities for the student.
  - Do research that would contribute to the professional growth and benefit the society
  - Cooperate with the academic unit and its staff in running academic functions to meet its objectives
  - Seek information, assistance, and necessary guidance according to arrangements of consultation and student advising
  - Demonstrate honesty and integrity in behavior and performances
  - Demonstrate self- discipline, respect to others, ideas, tolerance of differences, and nondiscrimination;

- Take good care of college properties under possession
- Reporting to the concerned bodies any willful violation of rules and regulations by any member of college community
- Respect the rights of patients and protect confidentiality and other members of college community
- Respect the rights of patients and protect confidentiality of patient information
- Demonstrate belongingness to the college
- Abide by the rules and regulations of the college

**d. Student code of conduct” (Article 138)**

- A. Students ought to know their rights, duties and responsibilities strictly; any disciplinary breach is subject for a disciplinary measure.
- B. Violation of the college student code of conduct may result in disciplinary sanctions. Student discipline committee of college shall initially consider cases of violation of code of conduct.
- C. The purpose of code of conduct is to prevent abuse of the rights of others and to maintain the public order appropriate to the college without which there can be no intellectual freedom, and they shall be interpreted to that end.
- D. College code of Conduct includes, but not limited to, the following

***a) Students wrong doings that may cause disciplinary measures***

Students’ wrong doings that may cause disciplinary measures shall include;

1. Any kind of Violation of rules and regulations of the college other than listed in this sub article
2. Violation of the rights of others students abuse in any manner
3. Willfully causes physical injury to any other person, or threaten to do so for any purpose
4. Physically, verbally, graphically, or electronically harass any person on campus or outside (this includes; intentional insults, stalks, assaults, strikes, threats, intimidation based on one’s ethnic, religious, political, social etc. backgrounds)
5. Willfully damage or destroy property of the institution or remove or use such property without authorization
6. Enter into prohibited areas, facility or private office of staff member without expressed or

implied permission

7. Refuse to leave any such building, facility or private office after being required to do so by any authorized person
8. Temper with the fire safety equipment, electricity, water pool, etc that may cause danger;
9. Obstruct the free movement of persons or vehicles in any place
10. Deliberately disrupt or incite others to disrupt the peaceful conduct of teaching, research administration, disciplinary proceeding or other College functions;
11. Possession of any rifle, shotguns, pistols, ammunitions, or other firearm or cold weapon upon any premises,
12. Possession of any illegal drugs and controlled substances upon any premises of the college  
illegal drugs and controlled substances include, but are not limited to, alcohol, beverage, Chat, heroin, cocaine, etc.
13. Steal any property; harbor stolen property
14. In any manner deface walls or any structure of the institution
15. Carelessly litter walkways, residence and classroom areas
16. Picket and demonstrate on campus without order or in a way that jeopardize public order and peace
17. Dress oneself in culturally and morally indecent manner or against standards of professional ethics
18. Misuse or abuse laboratory equipment, library, sport field, and computing resources without due attention to safety, abuse standards of professional ethics; field, classroom and property regulations
19. Failing to present identification upon request by a concerned College staff or comply with proper and lawful instruction of a disciplinary proceeding to respond to allegations or witness
20. Failing to appear for a disciplinary proceeding to respond to allegations or witness
21. Violate any published laws of the state, region and municipality or kebele ordinance and published college rules or guidelines of the College service units or any disciplinary sanctions.
22. Attempt, aid, conspire, hire or be an accessory to any prohibited act by this code of conduct
23. Furnish any false information and or withhold any true information before a hearing or at the time of admission, examination or withdrawal

24. Retaliate or intimidate by stalking or threaten or harass complainant or other person alleging misconduct
25. Kidnapping or abduction
26. Unauthorized overnight guest and student visitation
27. Attempt or make sexual assault or contact, including but not limited to inappropriate touching or founding against the person's will (*For more information refer the student discipline manual*)
28. Sexual Harassment and Abuse shall be classified as very serious crime. The College, as a higher learning institution, envisages a learning environment free from sexual harassment and abuse, one of the core values of the college is gender sensitivity with due emphasis to equity that enable the college to render equal and fair opportunities and services regardless of the gender Sexual harassment is deemed to include, but is not restricted to;
  - a) Unwanted sexual attention by a person who Knows or ought to reasonably Know that such an attention is unwanted
  - b) Expressed or implied promise of reward for complying with sexual oriented request;
  - c) Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a sexually oriented request;
  - d) Actual denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such sexually oriented request;
  - e) Sexually oriented behavior or gender- based abusive and unwelcome conduct or comment, which has the purpose or effect of creating an intimidating, hostile or offensive environment
    - i. The college reserves the right to investigate and adjudicate the cases where a student is alleged to have been violated any part of the code of conduct of a campus.
    - ii. The proceedings under the code of conduct shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.
    - iii. The provision of this code of conduct shall apply in line with

relevant laws of the country.

**e. Student Discipline Committee (Article 139)**

• Any breach rule and regulation of the college by students shall or may cause disciplinary measures. For the effect, the college shall establish student discipline committee, by the academic and research v/provost consisting of:

- a. Student service dean/coordinator, chairperson
- b. Preclinical and clinical program coordinators: member
- c. One academic staff representative: member
- d. Representative of gender office: member
- e. College legal advisor/law officer: member
- f. One student representative, member

**f. Proceedings on Students Wrong Doings (Article 140)**

- 1) College shall guarantee equitable and transparent treatment of every party to a dispute relating to dispute relating to students, to this end, the College oversees the grievances process through conduct offices paying heed not only to procedural integrity, but also to considerations of substantive fairness;
- 2) The aim of proceeding on student's disciplinary matter is to determine whether the standards of conduct are violated, and not to establish criminal offense
- 3) Any member of the college, third party, or outsider may initiate a complaint against a student for an alleged violation of this code of conduct in writing to the office of Student service or Gender office,
- 4) Any such complaint in writing has to be signed by the person making the complaint with clear and authenticated identity and address, the complainant will at this stage be afforded full confidentiality,
- 5) In the event of the complaint bring made to the concerned body, within not more than five working days, the responsible authorities to which the complaint is made shall communicate to the student discipline committee of the college for hearing;
- 6) The student discipline committee shall pursue student conduct proceedings to judge cases of violations of this code of conduct (Article 123)

- 7) The college will pursue working guidelines for the student discipline committee
- 8) Student conduct proceedings shall be informal in nature and need not comply with formal processes associated with the criminal and civil courts, but still being valid;
- 9) The disciplinary committee in conducting proceedings on students' disciplinary wrong doing shall guarantee the students the following rights to ensure fair treatment
  - a) Right to be informed verbally or in writing of all charges at least three class days before any hearing may proceed
  - b) Right to reasonable access to the case file which is with the student discipline committee;
  - c) Right to question witnesses;
  - d) Right to review all evidences for alleged violation of code of conduct;
  - e) Right to present witness;
  - f) Right to access a written statement and or an audio record of the outcome of the proceeding
  - g) Both the accuser and the accused have the right to appeal to the next higher body in the event of being not satisfied with the decision of the student discipline committee;
  - h) The accused shall remain not responsible until it is proven that the violation of the code of conduct is ascertained;
  - i) The burden proof results with those bringing the charges, the said burden of proof shall be by preponderance of the evidence considered credible by the hearing;
  - j) The student has right to appeal the decision of the Students Disciplinary Committee to the Vice provost for Development and Administration (Article 146)

***a) Range of Disciplinary Sanctions on Students Wrong Doing (Article 141)***

The committee shall have power to recommend the following one or more range of sanctions:  
Following one or more range of sanctions;

1. Verbal warning
2. Notation on record at programs Coordinator office
3. Restitution
4. Loss of privileges
5. Written Warning
6. Disciplinary probations with or without loss of a designated privileges for specified time



7. Suspension from the college for a definite period of time subject to the review by the Vice provost's for Administration and Development
8. Expulsion from the college subject to the provost's review. Other sanctions may be approved by the College disciplinary bodies.

NB: For more information refer the student discipline manual

## **9. Student Information System (SIS) at Yekatit 12 Hospital medical college**

### **9.1. SIS Overview**

- Our Student Information System (SIS) is a web-based application accessible through a web browser.
- The SIS server is located in the main college data center but can be accessed from anywhere on our campuses via a local area network connection.

### **9.2. Features and Benefits**

- SIS simplifies student admissions by assigning them to their respective departments and generating student ID numbers.
- It streamlines various administrative tasks, including curriculum management, course offerings, student registration, attendance tracking, grading, class and exam scheduling, withdrawals, readmissions, and transfers.
- SIS enhances the efficiency of our student record-keeping system.

### **9.3. Access and Support**

- You and your fellow students can access the system from any campus location with a local area network connection.
- Manuals for using specific SIS features are available from our System Administrator or Help Desk.

**NB:** for more information refer the registrar manual