



ETHIOPIAN CIVIL SERVICE UNIVERSITY

Bachelor Degree Programs and Admission Criteria

**2019/20GC
(2012EC)**

1. Introduction

The Ethiopian Civil Service University (the then Ethiopian Civil Service College) was established in 1995 by the Office of the Prime Minister to deliver the skilled human power needs of the country's public organizations. For this purpose, it offers undergraduate and postgraduate programs in various fields. The University reviewed its admission criteria and prepared this booklet to augment customer satisfaction. These criteria will be used for the recruitment of Bachelor Degree for 2019/20 (20012 E.C.) candidates. The booklet introduces the Colleges, Programs and detail admission criteria for each of the Program.

Vision: To become a leading center of excellence in Public Sector Capacity Building in Africa by 2025 through building efficient, effective, transparent and accountable public service which can contribute to the realization of the development and transformation drive of the country.

Mission: Enhancing the service orientation, transparency and accountability of the Public Service by building its capacity through Specialized Education, Training, Consultancy, Research and Community Services.

Our Core Values:

- Customer Focus
- Commitment
- Continuous Learning
- Welcoming Diversity
- Attention to the Disadvantaged
- Participatory Leadership
- Collaboration

1. COLLEGE OF URBAN DEVELOPMENT AND ENGINEERING (CUDE)

College of Urban Development and Engineering had been established in October 1970 by the name of: *I'Ecole Technique Superieure Des Municipalities* with agreement between France and the then Imperial Government of Ethiopia. The aim was to provide students with scientific knowledge which enable them to solve technical problems they encounter in the municipalities including Surveying, Hydraulics, Topography and Higher technicians in building and urban planning. It had been formally merged with the then Ethiopian Civil Service College in 1987/95.

The Graduates from the College of Urban Development and Engineering (CUDE) Programs of ECSU will be able to use different tools provided by multiple disciplines to understand cities and the role they play in the development and functioning of civilization. Urban Planners, Engineers, Urban Land Development and Management, Geographers, Architects, Urban Infrastructure and Transport Management, Housing and Real Estate Property Management Professionals and Environmental Management Scientists all study their respective cities and towns from their specific theoretical and

philosophical perspectives. The Urban Development and Engineering Programs at ECSU are based on the recognition of this multi-disciplinary, and it aims to provide students with a multitude of lenses through which to observe, interpret and understand urban life.

The Programs in CUDE are suited for those students who wish to study cities using several disciplinary approaches. It is also of interest to those students who wish to be involved in urban issues in Ethiopia and African Regions. The Programs offer different analytical tools as part of their experiential learning.

Departments and Programs in CUDE

The College of Urban Development and Engineering (CUDE) comprised the following 4 Bachelor Degree Programs:

- Urban Land Management and Information System (BSc);
- Urban Planning and Development (BSc);
- Surveying, Engineering and Mapping (BSc), and
- Urban Engineering (BSc).

1.1. Bachelor Degree in Urban Land Development and Information System (ULMIS)

Urban Land Management and Information System's Bachelor of Science Degree Program is a multidisciplinary in its scope. It is a four year program which comprises courses from different disciplines. The content of the Program is wide ranging, exposing students to many different fields of knowledge, skill and attitude. The major areas are: Land Management, Land Administration, Land Economics, Advanced Surveying, Land and Property Valuation, LIS, GIS, Land & Growth Management, Land Policy and others. Students have between 14 - 21 hours (per week) of formal student/instructor contact with an expectation that an additional 9 - 18 hours each week will be devoted for practical works. The Program lasts for eight semesters in a regular basis and students will have an internship program during the 2nd semester of their 3rd academic year. This will be undertaken by creating interaction with relevant organizations and assigning students in such organizations with proper follow-up. This event will provide students an opportunity to see closely what and how the relevant organizations operate and to link the acquired theoretical and practical knowledge and real world practice.

Admission Requirements

- Recommendation letter from employer organization (Only for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education (including English and Mathematics); OR
- A candidate who has accomplished TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

1.2. Bachelor of Science in Urban Planning and Development (BSc)

The BSc Program in Urban Planning was conceived due to the high demand for planners which often is generated from the real Ethiopian urban context. The program focuses on planning as a process for improving collective decisions in the public and private sectors. The planning process includes analysing problems, designing alternative solutions and evaluating their consequences, developing strategies for action and participating in their implementation. The Bachelor of Science (BSc) Program in Urban Planning at Ethiopian Civil University attracts civil servants who are interested in and concerned with the: physical, economic, social and political forces, which shape cities and regions; financial, environmental, legal, cultural and historical aspects of urban development processes; and design and conservation of the built environment. The Program is set to be completed on a full time basis within a period of five years comprising of ten semesters.

Admission Requirement

- Recommendation letter from employer organization (Only for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education (including English and Mathematics), **OR**
- A candidate who has accomplished of TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

1.3. Bachelor of Science in Surveying Engineering

The curriculum for Surveying Engineering was initially geared towards producing professional surveyors for the mapping and general land surveying practices. Surveyors apart from producing paper maps and plans, now produce digital formats as well. This information can now be stored in large databases incorporated in Geographic Information System (GIS). The scope of professional practice for the surveyor has also increased tremendously. The parts of this program are Global Positioning Systems (GPS), Geographic Information Systems (GIS), Remote Sensing and Information Technology (IT) and Photogrammetric.

In laboratories, students develop maps from field measurements, design and layout construction projects, plan subdivision developments and establish horizontal and vertical control using satellite geodesy. Microcomputers are used extensively in reducing data, planning field layouts, plotting boundaries, drawing plats and map production. The Program is set to be completed on a full time basis within a period of five years comprising of ten semesters.

Admission Requirements

- Recommendation letter from employer organization (Only for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark for the year set by the Ministry of Education, **OR**
- A candidate who have accomplished of TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

1.4. Bachelor of Science Degree in Urban Engineering

Urban areas are canters of administration, development, invention, technology etc. Their growth will play a great role in the development of a nation. Successful and sustainable growth of urban centers at the grass root level is highly dependent on availability of trained urban professionals. Hence, it calls for all rounded Urban Engineers who are trained and have acquired the relevant skill, knowledge and attitude to be able to respond to urban related issues. The bachelor degree program in Urban Engineering focuses in the planning, design and execution of urban infrastructures like urban houses, roads and bridges, water supply, drainage and sewerage systems, waste management system, urban development plans and etc.

The general objective of the program is to train Urban Engineers, who can easily adjust themselves to the varying needs of the fast growing towns and be involved in productive infrastructure development practices early in their career following graduation. The Program is set to be completed on a full time basis within a period of 5 years comprising of ten semesters.

Admission Requirement

- Recommendation letter from employer organization (for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark for the year set by the Ministry of Education, **OR**
- A candidate who have accomplished of TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

2. COLLEGE OF FINANCE, MANAGEMENT AND DEVELOPMENT-(CFMD)

Recently, the University undertook a substantial structural change that resulted in the establishment of three Colleges of which College of Finance, Management and Development is the one. The College is created by merging the former Institute of Public Management and Development Studies and the former

Institute of Tax and Customs Administration. The College has six academic departments consists of 14 Programs at Undergraduate, Masters and PhD levels. The Academic Departments are: Department of Public and Social Security Management, Department of Development Economics and Management, Department of Public Financial Management and Accounting, Department of Public Procurement and Asset Management, Department of Tax and Customs Administration, and Department of Mathematics and Statistics. In the following sections, the College's Bachelor Degree Programs and their respective admission criteria are briefly described.

Bachelor Degree Programs and Admission Requirements in CFMD

The college currently has the following 6 bachelor degree programs:

- Development Management (DM)
- Public Finance Management (PFM)
- Accounting and Finance
- Public Procurement and Asset Management (PPAM)
- Tax and Customs Administration (TXCA)

2.1 Development Management (DM)

The Ethiopian government has been relentlessly working to improve the living standards of the society by enhancing socioeconomic development. To facilitate this, it has undertaken radical reforms in economic policies, institutional structure and civil services in line with the changing global economic systems. Success in implementation of the reforms to promote development in the country would hardly be possible without adequate well-trained personnel.

Development Management is a very large and growing sub-discipline of Management. Since it is concerned with the development management problems of the public sectors, it is one of the most important fields of Management. There are indeed many ways of considering contemporary issues in Development Management. These can be looked at from the perspective of management backwardness of the public sector in terms of policy failures and/or implementation failures or resources inadequacy and/or sub-optimality in the allocation of resources in the public sectors.

Admission Requirements

- Completion of preparatory program obtaining the necessary pass mark;
- Diploma with CoC Level 4 and served in the area for at least 2 years; **OR**
- Recommendation letter from employer organization (for Regular Program) (Form 002);
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University).

2.2 Public Finance Management (PFM)

The program aims at satisfying the need for Public Financial Managers who are capable of managing the public funds efficiently and of controlling the public expenditure of the country in such a way that the public resources are utilized efficiently to provide the people of the country with maximum benefits. This program also aims at strengthening the skills of civil servants in Public Financial Management by providing them with an opportunity to study relevant courses.

Admission Requirement

- Recommendation letter from employer organization (Only for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education, **OR**
- A candidate who has accomplished of TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

2.3 Bachelor of Science in Accounting and Finance

Accounting as a profession had emerged following the ever increasing needs of mankind in the social, economic and business environment. In the existing organizational dynamics and global integrations, the importance of vibrant Accounting and Finance professionals is indisputable. The central role of accountancy and finance in society make them interesting disciplines in their own right, especially for those who are interested in how economic or financial activities of any economic players.

The program has long been working on the conventional knowledge based course based delivery system with its many drawbacks including lack of academic coherence, poor assessment and evaluation, fragmented knowledge, poor quality and relevance of the curriculum as a whole which could not produce highly qualified and competitive graduates at the job markets. The modularized curriculum constitutes modules carefully designed to transform the conventional academic incoherence approach to competence based teaching/learning approach behind the modularization.

Admission Requirement

- Recommendation letter from employer organization (Only for Regular Program) (Form 002);
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education; **OR**
- A candidate who has accomplished TVET Diploma and CoC Level 4, served in the area for at least 2 years; and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University).

2.4 Bachelor of Arts in Public Procurement and Asset Management (PPAM)

Establishing and maintaining effective Public Procurement and Asset Management system and put in force is imperative to the country to achieve economic efficiency and cost effectiveness, and value for money. This is because most part of the total country's annual government budget is used for procurement, and in turn from this value, more share is expended for property purchasing. Thus, it requires designing compatible and modern systems, implementing modern management practices, and undertaking performance evaluation based on realities, and modifying and redesigning the system and considering corrective measures. This in turn requires knowledgeable, skilled and competent manpower.

The Public Procurement and Asset Management Program has been opened to solve the problem of trained manpower who are knowledgeable, skilled and qualified in public procurement and asset management to transform the public procurement and asset management system of the country. This a four-year undergraduate program aims at producing adequately skilled manpower for effective implementation of the public procurement and property administration responsibilities and reforms in the country. The program imparts participants with the basic knowledge, develops the indispensable technical skills, builds up ethical standard and brings attitudinal change, and equips them with the basic skills in conducting research.

Admission Requirement

- Recommendation letter from employer organization (for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education, **OR**
- A candidate who has accomplished TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)

2.5 Bachelor Degree in Tax and Customs Administration (TXCA)

With the aim of broadening the tax base and facilitating the overall development of the economy, the government of Ethiopia has undertaken an overall tax and customs reform program. The reform measures are intended to encourage investment, trade and development in the country, broaden the tax base, increase government revenues and strengthen the enforcement capacity of the tax and customs administrators to promote equity in the tax system. Thus, it is necessary to strengthen the country's tax and customs administration to exploit domestic resources so that internal sources of government revenues take the largest share for the development of the country. To do this, the country needs professionals who can administer tax and customs, perform tax and customs audits, and confront all related challenges.

Admission Requirement

- Recommendation letter from employer organization (Only for Regular Program) (Form 002).
- A candidate who has completed a preparatory education, having the required pass mark of the year set by the Ministry of Education, **OR**
- A candidate who have accomplished of TVET Diploma and CoC Level 4, served in the area for at least 2 years, and
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)