ETHIOPIAN CIVIL SERVICE UNIVERSITY

Application and Admission Procedures to Programs at the Ethiopian Civil Service University

2019/20GC

(2012EC)

Ethiopian Civil Service University Students Application and Admission Procedure

1. **Application and Admission Procedure**

The purpose of this guideline is to provide a clear picture of the admission process and to ease the flow of information among all stakeholders and applicants.

1.1. Admission Procedure for Regular and Summer Programs from the Public Sector

Public servants from the public sector can apply for regular and summer programs to their respective Regional Civil Service Bureau or Federal Office and branch offices based on the University invitation for application. In this process, the Regional Civil Service Bureau or Federal Offices register candidates; screen registered candidates as per the criteria set for the respective programs, and finally send the lists and documents of candidates on time. Applicants who are *included in the list but could not meet the admission criteria can be rejected by the University*.

1.2. Admission Procedure for Extension and Weekend programs

Public and private sector employee can apply for the extension and weekend programs. The extension program is delivered from Monday to Friday in the evenings 6:00 PM to 7:30 PM. The weekend program runs on Saturdays and Sundays from 8:00 AM in the Morning up to 5:00 PM in the Afternoon. Thus, you should *cautiously* select the program that suits you considering the distance from home/work and other responsibilities and duties you have before submitting your application.

Extension and weekend programs candidates can apply directly to the Students' Admission Office-Diplomacy Block, Ground Floor, Office Number 5 and 6. Candidates are required to present support letter from their respective employer. The Admission Office then announces the list of candidates and entrance examination schedule on line and through official letter/notices.

1.2.1. Do you have the required academic background for the program you want apply to?

Make sure that you have the required academic background for the program you want to apply to. Please thoroughly research the prospective programs and their specific admission requirements (See ECSU programs and admission requirements for the program you want to apply). You apply for admission to one prioritized study program. Only applicants who meet the admission requirements are qualified. If you are not qualified your application will be rejected.

1.2.2. Do you have all required documents?

Check the document requirements below and make sure you have all the required documents ready. Applicants to regular programs are required to send the required documents through sponsoring federal or regional institutions together with the application form filled.

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Required Documents:

I. Bachelor's Programs
- General Secondary School Leaving Certificate and grade 9-10 Transcript;
- Preparatory School Completion Certificate and grade 11-12 Transcript; OR Diploma with CoC Level 4 and above
- Recommendation letter from employer organization (for Regular and Summer Program) (Form 002).
- Correctly filled and signed application form(Form 001)

II. For Master's Degree Programs
- Bachelor Degree
- Student Copy of Bachelor and/or Master Degree
- Recommendation letter from employer organization (for Regular and Summer Program) (Form 002).
- Correctly filled and signed application form(Form 001)

III. For PhD Programs
- Bachelor and Master Degree
- Student Copy of Bachelor and Master Degree
- Recommendation letter from employer organization (Form 002).
- Correctly filled and signed application form(Form 001)
- PhD applicants may be required to present preliminary PhD research themes or proposal/synopsis and letters of recommendation from former instructors or professional associations.

2. Application to program of your choice

When you have checked that you are qualified, you can register your application by filling the application form (FORM 001). Application form to our programs is available in our web-site (www.ecsu.edu.et). Enter your name and other requested information in compliancy with the credentials you are going to attach. Your application will be considered invalid if you have not attached any required documents indicated above together with the application form. You can apply to two (similar) preferred study programs. Invalid and incomplete applications will not be processed.

2.1. Candidates' Duties and Responsibilities
- Apply to the field that matches with your background as per the criteria.
- Fill correctly and sign application form and submit with application fee receipt attached
- Submit all the required documents. Candidates who graduated in more than two fields should submit only the document relevant to the field that meets the criteria set for the program).
- Take entrance exam as per the schedule set by the University
- When accepted, you should send official transcript prior to the registration date.
- Perform other duties and responsibilities stated in the candidates' guideline.

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3. Entrance Examination

Entrance examination for Bachelor Degree contains English and Mathematics without Geometry for Public and Financial Management cluster; English, Physics and Mathematics with Geometry for Urban and Engineering cluster. Entrance examination for Master Degree includes Aptitude and Subject Area Related. For convenience of the examination preparation and administration, the Subject Area Related could be given for clustered program candidates. Entrance examination for PhD programs includes two examinations and issues that cover Research, Analytical and writing skills.

4. Getting your selection and admission results

You will be notified if you are qualified for the entrance exam at least one month ahead of the entrance exam date. When the admission results are ready you will be notified through your sponsoring organization or get the information from our web-site (www.ecsu.edu.et).

5. Admission Procedure for International Students

- Scholarship admission may be granted to foreign applicants when the criteria stipulated in the ECSU Students Admission guideline are fulfilled.
- International students' scholarship request should be presented through the concerned government body of their respective government institution or Ethiopian Embassy resides in the country.
- The responsible institution for the recruitment and selection of the scholarship students should ensure that each candidate fulfills the admission requirement set by the university.
- The scholarship request/application should include copy of the candidates' credentials which consists of the candidates:
  - Degree or Diploma
  - Transcript/Student Copy
  - Copy of Passport
- All photo copy of academic credentials of candidates should be authenticated and sealed by all concerned authorities.
- Credentials written in languages other than English should be officially translated into English.

6. Admission Criteria to Programs at Ethiopian Civil Service University

The admission criteria to each programs at Ethiopian Civil Service University is described in the University programs and admission criteria and requirements (www.ecsu.edu.et).

6.1. Admission Criteria and Requirements

The University bases its admission requirements on nationally recognized minimum attainment level. The general requirements and specific criteria for admission to the various programs are stated in ECSU programs and Admission Criteria. Such requirements clearly state all criteria including the background field of study required for each program.

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6.2. Admission Requirements for Undergraduate Programs

- Preparatory graduates with passing grade set by MoE for the specific year or
- Diploma with at least Level 4 CoC and who have served at least for two years in the field.
- Candidates who completed their secondary school in foreign countries on the basis of equivalent academic achievements determined by the Ministry of Education
- Recommendation letter from regional or federal office
- Not more than 45 years of age
- Successfully pass in the ECSU entrance examination (above the cutoff point set by the University)
- The University may have affirmative action schemes to needy which shall be approved by the senate.
- An applicant who can present official transcript before the registration date when selected.

6.3. Entry requirements for Graduate Programs (MA/MSc and PhD program) include:

- Applicants for masters' degree programs must have a Bachelor Degree from recognized higher education institute in related fields ;
- Applicants for PhD program must have completed the academic requirements of Bachelor's Degree and Master's Degree respectively in the specific/related field(s) of study at recognized institution of higher learning. PhD applicants may be required to present preliminary PhD research themes or proposal/synopsis and letters of recommendation from former instructors, employers or professional associations.
- Self-financing PhD applicants shall be required to present evidence of financial support;
- Foreign applicants may, in lieu of sitting for entrance examination, submit pass grade of GRE. For applicants whose undergraduate and/or graduate programs medium of instruction is not English, TOEFL, IELTS or equivalent language proficiency examinations may be required;
- At least two years of work experience in government offices after graduation
- Passing entrance examination of the University
- Recommendation letter from regional or federal government offices
- Not more than 48 years of age for masters and 50 years of age for PhD applicants
- Who can present official transcript before the registration date when selected.

7. Application fees

- Each candidate pays **50.00** birr for entrance exam application

8. Complaint Handling

During admission process, some applicants may have reason to question or express an opinion to the University about its decision or the way in which their application has been handled. In this situation, applicants should direct their request initially to the Admission Team Leader. If they are not satisfied, their application should be directed to the Admission Office Director. Those who are not satisfied with the response can apply for Academic Program Officer (APO), after effecting **100.00** birr/per exam/ service charge, for checking their entrance exam paper.

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