

Ethiopian Civil Service University

Office of the Registrar Student Handbook



September 2024

Preface

Ethiopian Civil Service University (ECSU), like all other institutions, has a minimum package of rules and regulations for a smooth and orderly functioning. The rules and regulations included in this **Student Handbook** are primarily those that promote and characterize ECSU as a community of scholarship. Many of these rules and regulations are adapted from the Ethiopian Civil Service University Senate Legislation. They are included here with the hope that if students know and practice them, they will find it easy to cope with the rigors of higher academic study and make their stay at ECSU as fruitful and successful as possible.

The handbook must be used as a guide to the academic policies, procedures, and services of Ethiopian Civil Service University. It is provided as a resource to answer questions that relate to the many regulations that govern the academic life of students. It also contains a description of the services provided. We hope you find this handbook useful. It is an attempt to incorporate in one document those policies and procedures that may affect your day-to-day life.

As a student of Ethiopian Civil Service University, you are expected to:

- 1) be a responsible member of this community,
- 2) respect the individual rights of all members of this community, and
- 3) do nothing that will disrupt the provision of educational services by this institution. You may then expect the same from the faculty, administration, and staff.

We strongly recommend that students study this Handbook and use it as the need arises.

If they do so, we are confident that they will academically perform better and have a fruitful academic experience. We strongly recommend that students study this Handbook and use it as the need arises. If they do so, we are confident that they will academically perform better and have a fruitful academic experience.

The Ethiopian Civil Service University Community wishes all incoming students of the 2017/2018 academic year good luck in their studies. It is hoped that you will find ECSU a welcoming and hospitable environment. The Office also wishes all students a successful academic year.

The University

History

An Overview of the University History

The Ethiopian Civil Service University the former Ethiopian Civil Service Collage started operation in 1995 but was formally established in February, 1996 as an autonomous institution with legal status by the Council of Minister Regulation No. 3/1996. Since establishment, the University has contributed immensely in developing the capacity of the Ethiopian Civil Service University through education and training.

The need for the establishment of the University arose from the acute need for the country's civil service system with the new form of government structure, namely, the Federal Government System introduced in 1991. In this historical and political shift from a highly centralized unitary government system to a decentralized federal system, and given the country's existing higher institutions' intake capacity, the shortage of trained manpower in the country in general and in the emerging regions in particular, was acute.

As a result, the duties and responsibilities of self administration by the regional state government and their various agencies were very difficult to handle. To satisfy this urgent need, the University began operations with only two fields of studies: Law and Economics.

The University has been able to make tremendous contribution in capacity building through the provision of short-term courses and specialized undergraduate and postgraduate programs; rendering research and consultancy services; providing library documentation services and facilitating conferences, seminars and workshops. The University employs delivery modalities ranging from resident training and educational programs to the on-the-job, evening and distance education, including Global Development Learning Network.

The University strives to equip civil servants with relevant theoretical and practical skills that will empower them to optimally discharge their responsibilities. This article explains the activities of the different organs of the Ethiopian Civil Service University. It explains the background to establishing the University. Our belief that human resources are the most precious assets of the nation has been shared by the governments and individuals. We appreciate the patronage and support of the government and people of Ethiopia as well as our international collaborators

Objectives of the University

The University shall with a view to improving the professional and leadership capacity and ethical standards of the Ethiopian Civil Service, have the following objectives

- to design training and educational programs and provide same using various modalities
- to conduct research
- to provide consultancy services
- to formulate standards and certify professionals

Vision, Missions and Values

Our Vision

To become a leading center of excellence in public service 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.

Our 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

Our Specialized Educational Programs by Colleges

Without prejudice to the right of the University to create new Academic Units and close existing ones, the University has the following Academic Units and specialized programs:

Colleges of Finance Development and Management (CFDM)

Bachelor Degrees

- Development Management
- Public Financial Management
- Tax and Customs Administration
- Accounting and Finance
- Procurement and Asset Management

PhD Degrees

- Public Management
- Public Financial Management
- Development Economics

Masters Degrees

- Development Economics
- Public Management
- Public Financial Management
- Tax Policy and Administration
- Customs Administrations and International Trade
- Accounting and Finance
- Development Management
- Procurement and Asset Management
- Social Security Studies

College of Leadership and Governance (CLG)

PhD Degrees

- Leadership and Public Policy Studies (Specialization in Leadership)
- Leadership and Public Policy Studies (Specialization in Public Policy Studies)

Masters Degrees

- Development Policy
- Leadership and Governance
- Public Policy Studies
- Federalism Studies
- Diplomacy and International Relations
- Governance and Development
- Peace and Security
- Social Policy
- Policy Analysis
- Migration and Development
- Development Communication and Media Studies
- Project Leadership and Management

College of Urban Development and Engineering (CUDE)

Bachelor Degrees

- Urban Planning
- Urban Engineering
- Surveying Engineering
- Urban Land Management and Information Systems

PhD Degrees

- Urban Planning and Development
- Mobility and Infrastructure Planning and Management
- Environment and Climate Change Resilience
- Urban and Regional Studies

College of Urban Development and Engineering (CUDE)

Masters Degrees

- Transport Planning and Management
- Housing Development and Management
- Real Property Valuation
- Urban Management
- Urban Infrastructure Provision and Management
- Urban Land Development and Management
- Urban Planning and Development
- Environment and Climate Change Management

School of Law

Masters Degrees

- Comparative Business Law
- Comparative Constitution and Public Law (LLM)
- International Law
- Criminal Law and Justice

Academic Calendar

In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exams) each, running from September to June. In CEP, there are two semesters, eighteen weeks each the same with the regular program and a *Kiremt* (June-August) term of 8-12 weeks; The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP, which then be approved by the Senate.

PART I

ACADEMIC POLICIES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS

Registration

Admitted undergraduate students shall register in their programs in accordance with the academic calendar of the University;

Registration shall take place every semester provided that the required pass or probation status is met;

Registration shall take place in person or by notarized person;

Registration for an undergraduate module which has pre-requisite shall be possible only when the pass mark for the pre-requisite module is fulfilled;

Students may add or drop modules based on consultations with their program advisers and in accordance with academic calendar of the University.

Credit Hour and ECTS

Credit Hour

A credit hour in the conventional system refers to one hour lecture or its equivalent in laboratory, practical or tutorial activity;

The minimum and maximum total credit for an undergraduate degree program in the conventional system shall range from 102 to 150 and 114 to 180, respectively.

ECTS

The ECTS in the modular system is a student-centered system of giving credit to coursework. It is based on the number of student learning hours needed to accomplish the intended educational outcomes of a certain course.

One ECTS is equivalent to 25-30 student learning hours. The student learning hours are all activities needed to accomplish the intended educational outcomes. The learning activities can be classroom sessions, reading and paper assignments, presentations, supervised learning activities, internships, mentoring or any other activity that can help the student achieve the intended educational outcomes.

The conversion used by ECSU between ECTS and course credit is the following.

- 1 ECTS = 0.6 Course Credit
- 2 ECTS= 1.2 Course Credit
- 3 ECTS= 1.8 Course Credit
- 4 ECTS= 2.4 Course Credit
- 5 ECTS= 3 Course Credit

The ECTS requires that every activity of the student is valued.

The minimum and maximum total ECTS for an undergraduate degree program in the modular system shall range from 180 to 190 and 190 to 310, respectively

Semester Load in the ECTS System

Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one semester;

A regular undergraduate degree student shall take a minimum of 25 and a maximum of 30 ECTS per semester. The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant SC/IC/DC or AC;

An evening and weekend undergraduate degree student shall take a minimum of 12 and a maximum of 18 ECTS in a regular semester and a minimum of 9 and a maximum of 12 ECTS in a *kiremt* semester. The load for female students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant SC/IC/DC or AC.

Undergraduate Grading System

All undergraduate degree courses and essay works in the ECTS system shall have credit point and grade to be included in the computation of GPA and CGPA/CANG; All undergraduate degree courses and essay works in the credit hour system which may not be credited shall be given "Pass" or "Fail" and excluded from computation of GPA and CGPA/CANG;

The grading in both systems shall be on fixed scale as specified below:

Raw Mark Inter- val-[100%]	Grade Point	Letter Grade	Status Description
[90,100]	4.00	A+	Excellent
[85,90)	4.00	A	
[80,85)	3.75	A-	
[75,80)	3.50	B+	Very Good
[70,75)	3.00	B	
[65,70)	2.75	B ⁻	Good
[60,65)	2.50	C+	
[50,60)	2.00	C	Satisfactory
[45,50)	1.75	C ⁻	Unsatisfactory
[40,45)	1.00	D	Very Poor
[30,40)	0.00	F _x	*Fail
<30	0.00	F	Fail

A student with F_x grade shall take supplementary exam, whereas those who scored 'F' grade should repeat that course. Such supplementary exam grades for F_x shall only constitute 40% of the total assessment (i.e. the other 60% shall be taken from the continuous assessment). However, a student who has scored F_x grade due to disciplinary or cheating case shall not be entitled to supplementary examination, and the F grade shall be maintained.

For evening and weekend programs, the academic status of continuing education student is determined *every other semester*;

For *Kiremt* programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points or 15 credit hours; The academic status of part-time students is determined for every 25-30 ECTS points or 15 credit hours, starting from the first admission date of the students;

Grade report should be issued for semesters in which the status is determined by the SC/IC/DC.

Class Attendance

Every undergraduate degree student shall fulfill a minimum of **85%** attendance in a course;

An undergraduate degree student shall not miss indispensable portions of a course as may be reported by the instructor and decided by the relevant SC/IC/DC or AC.

"NG" (No Grade)

- "NG" grade is given to an undergraduate degree student when any of the following occurs:
- The student has registered for a course but has not attended at all, has less than 85% attendance or has missed indispensable portions of a course such as laboratory/practical sessions, field experiences, etc;
- The student has not taken final examination or equivalent final assessment of a course;
- The student's assessment is not complete due to other reason;

- All “NG” grades shall be managed within the first two weeks of the following semester;
- An undergraduate degree student with “NG” grade shall be required to submit necessary evidence;
- The “NG” grade may be converted to “F” or “I” grade or lead to “course cancellation” (waiver) or replacement by another course/module depending on the case and reason of the student.

“NG - No Attendance at All” and “NG - Incomplete Attendance”

- “NG - No Attendance at All” is given when an undergraduate degree student is registered but not attended at all in a course;
- “NG - Incomplete Attendance” is given when an undergraduate degree student fails to fulfill 85% of attendance or has missed indispensable portions of a course;
- An undergraduate degree student who is given “NG - No Attendance at All” or “NG - Incomplete Attendance” shall be required to provide acceptable reason for his failure to attend;
- When an undergraduate degree student’s “NG - No Attendance at All” or “NG - Incomplete Attendance” is proved to be due to valid reason, the course registration shall be cancelled and the student shall be allowed to take the course afresh;
- When an undergraduate degree student’s “NG - No Attendance at All” or “NG - Incomplete Attendance” is proved to be due to no valid reason, the “NG” shall be converted to “F” grade.

“I” (Incomplete) Grade

- Undergraduate degree students shall remove “I” grades within the first two weeks of the following semester or the readmission semester as stipulated in the Article on make-up examination.
- All “I” grades not removed within the specified period shall be converted to “F” grade.

Make-Up Examination

- Make-up examination shall not be allowed for purpose of raising average grade point;
- Make-up examination shall be allowed to remove an “I” grade by an undergraduate degree student who has been unable to sit for final examination for acceptable reasons;
- An undergraduate degree student who has “I” grade for one or two courses may apply to take make-up examination within the first two weeks of the following semester;
- An undergraduate degree student who has “I” grade for more than two courses shall be forced to withdraw and shall take make-up examination when readmitted;
- Failure to take make-up examination within the specified period shall lead to conversion of the “I” grade to “F”.

Re-sit Examinations

The Academic Commission may allow female students, students from emerging regions, special need and foreign scholarship regular undergraduate degree students in need of affirmative action who are in dismissal status at the second year second semester

or thereafter to re-sit in the final examination of the latest semester course for which they have scored “F”, “D” or “C” grade; The re-sit examination shall be given within the first three weeks of the following semester. The re-sit examination will cover only the final exam and the final grade shall be determined taking into consideration the previous continuous assessment results The grade will be recorded as it is after the re-sit examination.

Course Repeating

- An undergraduate degree student in normal registration shall repeat the course for which he received “F” grade; An undergraduate degree student in readmission registration at year one semester one may repeat the courses for which he received “F” or “D” grade;
- An undergraduate degree student in readmission registration after year one, semester one may repeat the course or essay for which he received “F”, “D” or “C” grade;
- An undergraduate degree course or essay may be repeated only three times;
- The maximum grade to be recorded for repeated undergraduate degree course or essay shall be “C”.
- In cases where the final grade of any repeated course is less than “C”, the grade shall be maintained to the advantage of the student.

Course Adding and Dropping

- Undergraduate degree students in normal registration shall take courses with their batches in accordance with the applicable curriculum breakdown;

- Undergraduate degree students in normal registration facing academic problem may drop courses in consultation with their academic adviser and upon approval by SC/IC/DC. The AC shall be notified of the decision of the SC/IC/DC;
- Undergraduate degree students in normal registration and undergraduate students in readmission registration may add courses when they have to remove an “F”, “D” or “C” grade;
- Undergraduate degree students in normal registration facing academic problem may drop courses in consultation with their academic adviser and upon approval by SC/IC/DC. The AC shall be notified of the decision of the SC/IC/DC; Undergraduate degree students in normal registration and undergraduate students in readmission registration may add courses when they have to remove an “F”, “D” or “C” grade; adding and dropping shall be done without violating course pre-requisite requirements and the permissible maximum semester load;
- Undergraduate degree course adding and dropping shall be done within the first two weeks of a semester;
- Undergraduate degree course adding and dropping shall be done without violating course pre-requisite requirements and the permissible maximum semester load.

Academic Standing of Undergraduate Students

- An undergraduate degree student whose first SGPA is greater than or equal to 1.30 shall be passed to the second semester;
- An undergraduate degree student who at the end of the first year first semester earns a SGPA of 1.00 to 1.29 shall be warned;
- Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action who are at the end of first year first semester shall be warned when they earn a semester SGPA of 0.75 to 1.29;
- An undergraduate degree student who at the end of first year second semester earns a CGPA/CANG of 1.75 to 1.99 shall be warned when his previous status was 'pass' or be placed on first probation in other cases;
- An undergraduate degree student who, at the end of first year second semester, earns a CGPA/CANG of 1.4 to 1.74 may be placed on first probation;
- Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action who are at the end of first year second semester may be placed on first probation when they earn a CGPA/CANG of 1.00 to 1.74;
- An undergraduate degree student who at the end of second year first semester earns a CGPA/CANG of 1.5 to 1.99 may be placed on first probation when his previous status was not probation or

or on second probation when his previous status was first probation;

- Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action who are at the end of second year first semester may be placed on first or second probation as the case may be when they earn a CGPA/CANG of 1.30 to 1.99;
- All undergraduate degree students shall achieve a CGPA/CANG of 2.00 from second year second semester onwards;
- Failure to achieve the preceding sub-Article shall result in dismissal for all students provided that the following shall be done for undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action:
 - programs earn CGPA/CANG of 1.85 to 1.99 shall re-sit the final examinations of the modules of the latest semester of which they have less than "C" grade;
 - Undergraduate degree students from disadvantaged regions, groups, female and foreign scholarship students in need of affirmative action who at the end of the second year second semester earn CGPA/CANG of 1.75 to 1.99 shall re-sit the final examinations of the modules of the stated semester of which they have less than "C" grade;
 - Undergraduate students from disadvantaged regions, groups, female and foreign scholarship students in need of affirmative action who at the end of the first and the second semesters of the third and the subsequent years of their CGPA/CANG of 1.75

female and foreign scholarship students in need of affirmative action who at the end of the first and the second semesters of the third and the subsequent years of their CGPA/CANG of 1.75 to 1.99 shall re-sit the final examinations of the modules of the stated semester of which they have less than “C” grade;

- Undergraduate students from disadvantaged regions, groups, female and foreign scholarship students in need of affirmative action who at the end of the first and the second semesters of the third and the subsequent years of their programs earn CGPA/CANG of 1.85 to 1.99 shall re-sit the final examinations of the modules of the latest semester of which they have less than “C” grade;
- The relevant department council or academic commission shall provide all the necessary advice to students. However, no undergraduate degree student may expect probation as a matter of right since granting probation is a discretionary decision of the department council or academic commission.

Withdrawal

- An undergraduate degree student may withdraw for personal or academic reason upon approval by the relevant SC/IC/DC or AC;
- An undergraduate degree student shall withdraw for personal reason when he faces health problem or force majeure situation and proves this to the relevant SC/IC/DC or AC by medical certificate or written statement acceptable to the SC/IC/DC or AC;
- An undergraduate degree student shall withdraw for personal reason when he faces health problem or force majeure situation and proves this to the relevant SC/IC/DC or AC by medical certificate or written statement acceptable to the SC/IC/DC or AC;

- An undergraduate degree student shall withdraw for academic reason when he is in dismissal status and is not entitled to re-sit final examination;
- An undergraduate degree student who withdraws shall fulfill the proper clearance procedure within one week of occurrence of the problem. Failure to do so shall result in denial of re-admission;
- The relevant SC/IC/DC or AC may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one week period specified in the preceding provision.

Readmission

- A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted;
- A first year student dismissed at the end of the second semester with a CGPA of not less than 1.75 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 may be allowed to repeat modules in which the student scored "<1 (D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor and SC/IC/DC. The AC shall be notified of the approval;

- An undergraduate degree student who withdrew for personal reason shall be re-admitted after a year in the semester he withdrew provided that the withdrawal was due to health problem evidenced by medical certificate or force majeure situation evidenced by written statement acceptable to the relevant SC/IC/DC/AC;
- An undergraduate degree student who withdrew for academic reason shall be re-admitted after a year in the semester he withdrew;
- An undergraduate degree student who applies for readmission shall produce letter of support by his sponsor;

An undergraduate degree student who withdrew for academic

Violations of Examination Regulations

- Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students:
- Getting caught in possession or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted;
- Working on or being found in possession of exam papers other than one's own;
- Exchanging information in the exam hall through oral, symbolic, written, and electronic (holding electronic devices),

or any other means where these are not specifically permitted;

- Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper;
- Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production;
- 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;
- Sitting on an examination in a course for which one has not been registered; Taking an examination by proxy, i.e. through a secondary party;
- Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator;
- Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.
- Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted;

- Evading signature of 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.
- An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.);
- Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall allow the student to continue to work on the exam and report the case to the concerned Academic Unit;
- Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for reporting;
- All pieces of evidences on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the module instructor who in turn shall present to the Academic Unit head in which the student is enrolled;
- The Head of the Academic Unit shall present the case to the SC/IC/DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/IC/DC has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify;
- In the event that the SC/IC/DC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains zero point on the particular examination on which the cheating had occurred. For other disciplinary breaches shown under Article 160 that require measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee;
- Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade the student would earn for the course. Thus, if a student obtains zero points on any exam, a term paper, etc. due to cheating or plagiarism that should not constitute the ground for a grade of "F" or for disqualification in the course as a whole;
- Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Academic Unit head shall warn the student in writing and publicize the case with in the campus;

- A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/DC. Any student who commits such an offence for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the SC/DC and approval by the AVP;
- Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed;
- If all students happen to be enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally.

Course Exemption

- An undergraduate degree student may be exempted from taking course when he has taken equivalent course/module in equivalent program of another recognized higher education institution provided that the following are fulfilled:
- The grade for the equivalent course when the exemption relates to a common course shall be \geq “C”;
- The grade for the equivalent course when the exemption relates to a major or supportive course shall be \geq “B”;
- At least 75% of the contents of the two courses shall be the same;
- The equivalent course shall be a course taken within the last 10 years;
- The exemption shall not exceed 40% of the total credit or ECTS of the relevant undergraduate degree program;

- The exemption shall not exceed 40% of the total credit or ECTS of the relevant undergraduate degree program;
- Applications for course exemption shall be processed by the relevant SC/IC/DC and approved by the AC.

Graduation Requirements of Undergraduate Programs

General 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 CGPA/CANG of 2.00 must be obtained;
- A graduation decision shall be processed by the relevant SC/IC/DC, endorsed by AC and approved by Senate;
- The Registrar shall issue appropriate credential to graduated students upon approval of the graduation by the Senate;
- No "F" grade in any course/module taken for undergraduate program;

Graduation with Distinction, Great Distinction and Very Great Distinction

- An undergraduate degree student who graduates with CGPA/CANG \geq 3.75 and 4.00 shall be awarded “very great distinction”.
- An undergraduate degree student who graduates with CGPA/CANG \geq 3.50 and $<$ 3.75 shall be awarded “great distinction”.
- An undergraduate degree student who graduates with CGPA/CANG \geq 3.25 and $<$ 3.50 shall be awarded “distinction”.

PART TWO

ACADEMIC RULES AND REGULATIONS FOR GRADUATE PROGRAMS

Continuous assessments for Masters and PhD programs are graded on the following letter grading system with corresponding points.

Raw Mark Interval [100 %]	Corresponding fixed Number grades	Corresponding Letter grade
[95,100]	4.0	A⁺
[85, 95)	4.0	A
[80, 85)	3.75	A⁻
[75, 80)	3.50	B⁺
[70, 75)	3.00	B
[65, 70)	2.75	B⁻
[60, 65)	2.50	C⁺
[50, 60)	2.0	C
[40, 50)	1.0	D
<40	0	F

Academic Status of Graduate Students.

- A Masters or PhD student whose first semester SGPA is greater than or equal to 3.00 shall be passed to the second semester;
- At the end of each semester, the SGC/IGC/DGC or CGC shall examine the case of each Masters or PhD student who has failed to maintain the minimum CGPA/CANG requirement of 3.00. At the end of each semester, the SGC/IGC/DGC or CGC shall examine the

case of each Masters or PhD student who has failed to maintain the minimum CGPA/CANG requirement of 3.00. The inquiry shall attempt to determine why the student failed, and whether there is reason to believe the student will meet the required academic standards in the future. A student 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 student can achieve the required academic standard at the time of graduation;

- When a Masters or PhD student is placed on probation, he shall be notified by the head of the academic unit of his status and what is expected of him by way of academic performance in the future, and what restrictions or requirements are stipulated by the probation, including what the consequence of failure to meet these conditions will be;
- A first year first semester Masters or PhD student who earns a first semester SGPA between 2.50 and 3.00 shall be placed on first probation by the relevant SGC/IGC/DGC/CGC; any such student who had been placed on probation shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the second semester.
- A first year first semester Masters or PhD student shall be dismissed without first being put on probation if his first semester SGPA falls below 2.50. However, students from emerging regions, students with special needs, female students and foreign scholarship students in need of affirmative action who, at the end of the first year first semester, earn SGPA between 2.30 and 2.50 shall re-sit the final examination(s) of the module(s) of the stated semester in which they have less than B grade;

- If a Masters or PhD student placed on probation by end of the first year first semester earns a semester SGPA of 3.00 or above during the second semester but his cumulative GPA (CGPA) falls between 2.75 and 3.00, the relevant SGC/IGC/DGC or CGC may place the student on a second probation and the student shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the third semester;
- If the second semester SGPA of the first year second semester student who was not placed on probation by end of the first semester falls above 3.00 and his CGPA/CANG falls between 2.75 and 3.00, the relevant SGC/IGC/DGC may place the student on first probation and the student shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the third semester;
- A Masters or PhD student whose second semester SGPA is above 3.00 and CGPA is below 2.75 and a Masters or PhD student whose both second semester SGPA and CGPA are below 3.00 shall be dismissed. However, Masters students from emerging regions, students with special needs, female and foreign scholarship students in need of affirmative action who at the end of the first year second semester earn a SGPA above 3.00 and a CGPA between 2.50 and 2.75 or a SGPA between 2.00 and 3.00 and a CGPA between 2.75 and 3.00 shall re-sit the final examination (s) of the module (s) of the stated semester of which they have less than B grade;

- A Masters or PhD student who, by end of the second year first semester, fails to attain a CGPA of 3.00 and a student who, by the stated semester, earns a semester SGPA below 2.00 shall be dismissed. There shall be no re-sit examination by end of the second year first semester;
- A final semester Masters student who has successfully completed all the required course modules in the previous semesters with CGPA of 3.00 and above but fails to achieve a CGPA of 3.00 because of problem (s) encountered during the final semester may be allowed by the relevant SGC/IGC/DGC or CGC to re-sit the final examination of the module (s) of the final semester in which he has less than B grade;

Semester Load in the ECTS System

- Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one semester;
- A regular Masters Degree student shall take a minimum of 25 and a maximum of 30 ECTS per semester;
- The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write theses in parallel to seminar or other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the SGC/IGC/DGC or CGC.

- The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write theses in parallel to seminar or other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the SGC/IGC/DGC or CGC.
- A masters degree student in CEPs in the evening and weekend programs shall take a minimum of 14 and a maximum of 18 ECTS. However, when evening and weekend students attend their classes during *Kiremt*, the minimum ECTS shall be 12 ECTS and thA *Masters Degree* student in CEPs in the *Kiremt* program shall take minimum of 20 and a maximum of 22 ECTS;
- A regular PhD student shall take a minimum of 25 and a maximum of 30 ECTS in a semester .

Class Attendance

Every Masters or PhD student shall fulfill a minimum of 85% attendance in a course, thesis or dissertation work.

Every masters degree or PhD student shall not miss indispensable portions of a course, thesis or dissertation work as may be reported by the instructor and decided by the academic commission

“NG” (No Grade), NG - No Attendance at All” and “NG - Incomplete Attendance” and “I” (Incomplete) Grade

The definition and application of “NG” and “I” grades to Masters degree or PhD student shall be as specified in Articles 103, 104 and 105 of this legislation.

Make-Up and Re-sit Examinations

The definition and application of Make-Up and Re-sit examinations in the case of masters degree or PhD programs shall be as specified in Articles 106 and 107 of this Legislation.

Course Repeating

Courses with grades lower than B may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one “C” in masters programs. A master’s student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. Students having two “C+” grades shall also be allowed to graduate as long as their CGPA is not below 3.00. However, a mixture of “C” and “C+” is not allowed; For PhD students, all courses with “C+” grades or lower shall be repeated; Under very special circumstances, the SGC/IGC/DGC/AGC, with the recommendation of the course instructor may allow a student with a grade of “C, C + or B-” to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis; A student may not repeat or take re-exam in a course more than twice unless it is required for graduation; 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; The maximum grade to be recorded for repeated Masters Degree or PhD course shall be “B”; The maximum grade to be recorded for repeated Master’s Thesis or PhD dissertation shall be “VG”.

Course Adding and Dropping

The definition and application of course adding and dropping in the case of masters degree or PhD programs shall be as specified in Articles 109 of this Legislation.

Withdrawal

A masters degree or PhD student may withdraw for personal or academic reason upon recommendation of the Academic Advisor and the approval by the relevant SGC/IGC/DGC or CGC. A masters degree or PhD student shall withdraw for personal reasons when he faces health problem or force majeure situation and proves this to the relevant SGC/IGC/DGC or CGC by medical certificate or written statement acceptable to the department/institute/school council, or college academic commission; A masters degree or PhD student shall withdraw for academic reason when he is in dismissal status and is not entitled to re-sit final examination; A Masters degree or PhD student who withdraws shall fulfill the proper clearance procedure within one month of occurrence of the problem. Failure to do so shall result in denial of re-admission; The relevant SGC/IGC/DGC or CGC may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one month period specified in the preceding provision.

Readmission

A masters degree or PhD student who withdrew for personal reasons shall be re-admitted after a year in the semester he withdrew provided that the withdrawal was due to health problem evidenced by medical certificate or *force majeure* situation evidenced by written statement acceptable to the relevant department/institute/

school council or college academic commission;

A masters degree or PhD student who withdrew for academic reason shall be re-admitted after a year in the semester he withdrew;

A masters degree or PhD student who applies for readmission shall produce letter of support by his/her sponsor;

A masters degree or PhD student who withdrew for academic reason can be readmitted three times at most

Course Exemption

A masters degree or PhD student may be exempted from taking a course when he has taken an equivalent course in an equivalent program of another recognized higher education institution provided that the following are fulfilled:

The grade for the equivalent course shall be \geq "B";

At least 85% of the contents of the two courses shall be the same; The equivalent course shall be a course taken within the last five years; The exemption shall not exceed 20% of the total credit or ECTS of the relevant Masters Degree or PhD program. Applications for course exemption shall be processed by the SGC/IGC/DGC or CGC based on course equivalence list to be approved by Senate of the University.

The Graduate Thesis

General Requirements

A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology;

A thesis shall constitute a partial fulfillment of the requirement for the masters or PhD degree, except in a program where it is not required.

Evaluation:

Based on the results of the open defense and assessment of the thesis by each member of the Board of Examiners, the thesis that is defended shall be evaluated as follows:

Accepted

The Thesis is:-

accepted with no changes, or accepted with minor changes to be made to the satisfaction of the advisor, or Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances, the external examiner may delegate the Board of examiners, or If a thesis/dissertation requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

Rejected

A thesis shall be rejected if:-

- The work does not meet the required standards set by the University;
- The work is plagiarized as judged by the examining Board;
- The work has already been used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the SGS.

Thesis/Dissertation Grading Scale

Rank	(%)*
Excellent	≥ 85
Very Good	$75 \leq X < 85$
Good	$60 \leq X < 75$
Satisfactory	$50 \leq X < 60$
Fail	< 50

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