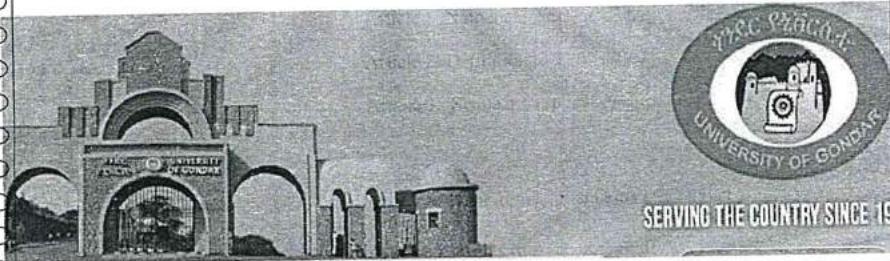


University of Gondar



ACADEMIC STAFF CODE OF CONDUCT

May, 2013

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Preamble

WHEREAS, teaching, researching and/or providing community services in a university require a high standard of personal as well as professional ethics and responsibility;

WHEREAS, a clear provision of substantive code of conduct for the academic staff and the corresponding procedural mechanisms of enforcement is of vital importance for the protection of the rights of the academic staff and the academic environment from arbitrariness;

WHEREAS, the legal regime governing the academic staff in our university do not provide specific codes of conduct required from such staff along with the corresponding implications of failure to adhere thereto and the procedures to be followed in handling disciplinary cases;

WHEREAS, the absence of clearly stated ethical and professional standards as well as disciplinary procedures for the academic staff resulted in inconsistent and at times unpredictable disciplinary decision making process concerning the academic staff in our University;

WHEREAS, the Higher Education Proclamation No. 650/2009 of the Federal Democratic Republic of Ethiopia obliges Ethiopian Higher Learning Institutions to formulate and implement rules and procedures of discipline of academic staff;

WHEREAS, the Senate Legislation of our University reiterates the necessary pledge to conform university practices to the Higher Education Proclamation;

THEREFORE, this Academic Staff Code of Conduct of University of Gondar is prepared and proclaimed by the University Senate as follows:

Chapter One: General Provision

Article 1: Nomenclature

This Code can be cited as Code of Conduct for UoG Academic Staff.

Article 2: Definition of Terms

Unless the context specifically requires otherwise, the following terms shall refer to the respective meanings ascribed to them in the following paragraphs:

- **Academic Community** shall mean all students and academic staff of the University;
- **Academic Staff Disciplinary Proceeding Adjudication Committee**, hereinafter ASDPAC, shall mean a committee established in the University of Gondar to hear issues related to staff conduct and disciplinary breaches.
- **Academic staff** shall mean members of the University employed and engaged in teaching, conducting research and/or rendering community services.
- **Academic Unit Council** shall mean the council of each college/faculty/school established under Article 137 of this Legislation;
- **Academic Unit** shall mean College, Faculty, School, Institute, Department, or Unit of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.
- **Academic year** shall mean duration within a year which normally consists of two semesters of four months each and shall be determined by the University academic calendar.
- **Administrative Support Staff** shall mean all employees of the University other than the academic and technical staffs.
- **Authority to act** shall mean authority to make decisions independently;
- **Autonomy** shall mean self rule, fully informed decision; A state of having right of thought, intention and action when making decision;



- **Beneficence** shall mean requirement for a procedure or decision be provided with the intent of doing good for the patient involved, considering the individual circumstances of all patients, and strive for net benefit;
- **Blame**- the blame for something that has happened;
- **Board** shall mean the Board of the University whose power and composition are stated under Article 44 and 45 of the Higher Education Proclamation, No. 650/2009
- **Center** shall mean a unit that is directly attached to the University for defined purpose.
- **Characteristic** shall mean characteristic of somebody or something. E.g. *Honesty*
- **College** shall mean a unit that has at least eight degree offering departments including post graduate programs.
- **College/Faculty/School**, hereinafter C/F/S, shall mean the college, all faculties and schools in the University of Gondar.
- **Confidentiality**- Private and secret, anything carried out or revealed in connection with ones profession shall be kept private and secret unless law requires otherwise.
- **Continuing education** shall mean all instructions offered outside the regular full-time program through formal and non-formal means such as evening programs, summer in-service programs, distance education, correspondence and radio programs as well as seminars and workshops to working adults and those who, for various reasons, are not enrolled in the regular programs.
- **Dean** shall mean dean of colleges, faculties or solo schools.
- **Department** shall mean a unit within college/faculty/school that enrolls students, offers courses, awards degree, conducts research and provides community service
- **Director** shall mean the executive manager of an institute or University offices.



- **Effectiveness** shall mean producing favorable impression: successful, especially in producing a strong or favorable impression on people;
- **Essential property**- an essential identifying nature or character of somebody or something;
- **Excellence**- the highest or finest
- **Faculty** shall mean a unit in the University that has four degree offering departments including post graduate programs.
- **Fiscal year** shall mean the fiscal year of the country (Hamle 1 to Sene 30).
- **Freedom** shall mean a state in which somebody is able to act and live as he or she chooses, without being subject to any undue restraints or restrictions; the right to speak or act without restriction, interference, or fear ; the state of being unaffected by, or not subject to, something unpleasant or unwanted;
- **Head** shall mean head of departments, schools within colleges/faculties, or of any other equivalent units.
- **Higher Education Institutions**, hereinafter HEIs, shall mean all legally established and licensed tertiary education providers in Ethiopia.
- **Hospital** shall mean the University of Gondar Teaching Hospital entrusted with teaching, research and community services and shall be accountable to the Dean of the College of Medical and Health Sciences.
- **Institute** shall mean a unit within the University which primarily conducts research and renders community services in addition to offering at least one degree program.
- **Justice** shall mean Fairness; the moral obligation to act on the basis of fair adjudication between competing claims;
- **Module** shall mean a set of courses with in a program. A set of modules would enable one to finish a program of study and graduate thereof.

- o **Non-Maleficence** shall mean Requirement that a procedure or decision does not harm the patient involved or others in society;
- o **Outstanding feature** shall mean a feature or respect in which somebody or something is superior and outstanding;
- o **President** shall mean the President of the University;
- o **Proclamation** shall mean refers to the Higher Education Proclamation No. 650/2009 of the Federal Democratic Republic of Ethiopia.
- o **Proclamation** shall mean the Higher Education Proclamation, No. 650/2009;
- o **Program** shall mean a set of modules in the undergraduate and graduate study disciplines;
- o **Quality** shall mean the general standard or grade of something;
- o **Ready for action** shall mean fully equipped and ready for assigned action;
- o **Registrar** shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records
- o **Responsibility/Accountability** shall mean the state, fact, or position of being accountable to somebody or for something, to be responsible for: somebody or something for which a person or organization is responsible;
- o **School** shall mean a unit of the University or college that has at least three degree offering departments including post graduate programs or that offers specific training (like law and vet-medicine) regardless of the number of degree program.
- o **Senate legislation** shall mean the Senate legislation of University of Gondar in force. **Senate** shall mean the Senate of the University whose power and

composition are stated under Article 49 and 50 of the Higher Education Proclamation, No. 650/2009

- o **Staff** shall mean the academic, administrative support and/or technical staff of the University;
- o **Student** shall mean any person admitted and registered at the University in the regular, continuing education or any other program.
- o **Superiority** shall mean the quality or state of being outstanding and superior;
- o **Technical staff** shall mean non-administrative personnel employed to support the teaching-learning, research and community Service processes and non-academic professional medical personnel employed in a teaching hospital.
- o **Unit** shall mean a section of college/faculty/school without a program of its own but offers courses not owned by other departments by its instructors, who shall not be less than three.
- o **University Community** shall mean staff and students of the university.
- o **University** shall mean the University of Gondar;
- o **Vice President for Academics**, hereinafter VPA, shall mean the Office of the Vice President for Academics.

Article 3: Scope of Application

This Code is applicable to all academic staff designated as such pursuant to Article 2(3) of the Higher Education Proclamation No.650/2009, herein under referred as the Proclamation.



Chapter two: Basic Ethical standards, Duties, and Responsibilities of Academic staff

Article 4: Basic Ethical Standards of Conduct

In addition to particular ethical standards provided in this Code of Conduct, the following standards shall be taken as ethical standards and observance shall be the duty of all academic staff of the University:

- a. Integrity
- b. Honesty
- c. Transparency
- d. Fairness
- e. Equality
- f. Accountability
- g. Pursuit of truth
- h. Serving the public
- i. Respect
- j. Professionalism
- k. Responsiveness
- l. Confidentiality
- m. Efficiency and economy
- n. Independence
- o. Exemplariness
- p. Diligence and care

Article 5: Rights of Academic Staff

Without prejudice to the rights and freedoms recognized by the Proclamation, every academic staff is entitled to

- a. pursue truth on the basis of the academic freedom he/she enjoys
- b. carry out research and consultancy services in accordance with the policy motives of the University
- c. based on internal directives, develop his/her personal career through short, medium and long term trainings
- d. based on merit and length of service, promotion to a commensurate academic rank
- d. benefit from transparent, fair and equitable resource allocation, remuneration and benefits conditioned up on government policies and general economic performance of the country
- e. participate in the preparation and formulation of policies, strategies, laws and curricula of the University
- f. take study and research leave in accordance with the Senate Legislation
- g. comment on the quality and appropriateness of the teaching-learning process
- h. know what is kept in his/her personal file and have access to the same at any time
- i. demand the confidential maintenance of his/her personal file and pieces of information kept therein
- j. get sufficient protection for himself/herself and his/her personal property while in the domains of the University
- k. elect and be elected for academic posts requiring election
- l. get protection from administrative reprisals and prosecution for views expressed in classes and other university forums so far as they are not aimed at imposing one's religious convictions and political ideologies on students



m. due process of law in times of disciplinary proceedings or decisions involving him/her personally

Article 6: Responsibilities of Academic Staff

Unless otherwise provided in this Code of Conduct and the Proclamation, every academic staff shall have the following responsibilities in addition to those provided in the Senate Legislation and the Proclamation:

- a. conduct classes, laboratory and field works as are appropriate to courses he/she is assigned to teach
- b. support students in the teaching-learning process, including students with special needs
- c. render academic guidance, counseling and community service
- d. devote full time to the University and refrain from other employment activities unrelated to his/her basic employment that unreasonably limit the proper performance of responsibilities
- e. abstain from imposing his/her political views and religious beliefs on students while in the teaching-learning process
- f. renounce violence as a source of meeting his/her objectives
- g. refrain from inflammatory and hate speeches
- h. avoid unwarranted intimate and sexual relations with students specially under the pretext of favoring students on their overall achievement and class performance
- i. serve the University for the contractual term after returning from trainings fully or partly sponsored by the University
- j. respect students and members of the University Community
- k. respect cultural, ethnic and religious differences

- l. assess students regularly and constructively
- m. avoid conflict of interest and on the event of one give precedence to the interests of the University and the public
- n. act as positive role model for students and the community at large
- o. actively discourage any form of discrimination and harassment at the workplace
- p. reduce wastage and improper use of University property
- q. report perceived misconduct to the appropriate organ



Chapter three: Acts, Categories and Degrees of Disciplinary Breaches

Article 7: Acts of Disciplinary Breaches

(1) Without prejudice to the acts considered as disciplinary breaches by the Senate Legislation and the Revised Federal Civil Service Proclamation, the following acts in sub-article (2) shall be deemed to be disciplinary breaches.

(2) Lists of disciplinary breaches

- missing classes without reasonable justifications
- sexually harassing students
- discriminating between and among students on the basis of sex, religious beliefs, ethnicity, political stance or any other status
- coming to work under the influence of alcohol or any other intoxicating substance
- failure to declare any conflict of interest in advance while he/she has sufficient knowledge of the matter
- failure to submit grades and assessment outcomes at the required time
- systemic and consistent refusal to undertake tasks assigned to him/her by his/her immediate supervisor
- intentional delaying of tasks
- disturbing the work and the workplace
- aggressiveness and violent behavior at the workplace
- acts of theft, deceit, misrepresentation and deliberate misappropriation of University property
- taking bribes or any other advances in return for doing or not doing a particular assignment

- abuse of power

Article 8: Degree of Disciplinary Breaches

(1) The following general principles shall be considered as general presumptions upon which the degree of disciplinary breaches and categorizations has been made.

(a) The objective of categorization of disciplinary breaches into major and minor is to help disciplinary tribunals decide the appropriate penalties in case of disobedience.

(b) This shall not deprive them a reasonable discretion in such a determination since a gross breach of a minor code of conduct may make the category major and the vice versa.

(c) Subjective considerations of cases based on the circumstances shall always be done especially not to impose undue penalties just for reasons of technicality.

(d) The corresponding penalties shall therefore be imposed based on the gravity or otherwise of the matter at hand.

(2) The following lists of degrees of disciplinary breaches are organized and summarized in the tables below on the basis of particular items that range from sub-article (3) to (15) which encompass disciplinary breaches on teaching and learning, on student-staff relationships, on personality and behaviour, on property utilization, on leadership and guidance, on obedience and discharge of duty with their categorizations as major or minor, respectively.



(3) On teaching and learning

No.	Type of disciplinary breach	Category
1	Missing classes without reasonable justifications	Minor
2	Unauthorized or non consented extra classes or skipping of course content with an intention of early finish	Minor
3	Major alteration of a given course	Major
4	Significant intrusion of unrelated content to a given course	Major
5	Denial of access to instructions and course outlines for students	Minor
6	Failure to use available appropriate teaching materials	Minor
7	Failure to use appropriate teaching method when feasible	Minor
8	Un-agreed or non informed alteration of examination schedules	Minor
9	Delay in preparing or submitting questions for exam	Minor
10	Failure to submit grades and assessment outcomes at the required time	Minor
11	Evaluation of students' work by criteria not directly related to performance	Major
12	Leaking of exam questions before delivery	Major
13	Negligence to report cheating of exams by students	Major
14	Denial of explanation on students' results and grades when requested by responsible body	Major

15	Speaking irritating words to some group of students reflecting religion, ethnicity, gender ...	Major
16	Insulting student/s in a classroom	Minor
17	Intimidating student / group of students while teaching or in the university premises or elsewhere	Major
18	Fighting or physically attacking a student in a classroom	Major
19	Harassing or mistreating student/s while teaching	Major
20	Participating in deliberate disruption, interference or intimidation in a classroom	Major
21	Discriminating student participation during teaching	Major
22	Insulting a disabled student	Major
23	Not paying due attention to students with any disability	Minor
24	Display / exposure of items or words offensive to certain group of students	Major
25	Failure to report continuous assessment plan to the appropriate body within the required time.	Minor
26	Failure to report total continuous assessment result to the appropriate body before the commencement of final exam.	Minor
27	Administering final examination without the approval of exam committee.	Major
28	Failure to consider reasonable comments given by the exam	Minor



	committee.	
29	Failure to submit exam questions with model answers/solutions when requested by the appropriate body.	Minor
30	Delay or absence, without good cause and prior notice, from invigilation or thesis defense.	Major
31	Failure to finish thesis advising in due time without good cause.	Major
32	Failure to give thesis feedback to advisees within reasonable time.	Minor
33	Failure to give thesis advising after willingly assuming the responsibility.	Major
34	Intentional procurement of undue payment.	Major
35	Conducting invigilation by unauthorized person.	Major
36	Failure to conduct joint classes or advising when assigned to do so.	Major
37	Academic Dishonesty & Plagiarism	Major

1. Breaches Related to Research & Community Service		
No.	Type of disciplinary breach	Category
1	Failure to make presentation, after winning research grant, on University annual research conference.	Major

2	Failure to take part in University annual research conference and other seminars.	Minor
3	Failure to submit financial and physical progress report of research or community service projects when requested within reasonable time.	Major
4	Delay to submit financial and physical progress report of research or community service projects when requested within reasonable time.	Minor
5	Failure to engage group members into research and community service projects.	Major
6	Failure to settle research or community service finance in due time.	Major
7	Failure to carry out legally determined research or community service projects.	Minor
8	Falsifying research results	Major
9	False use of research money or funds	Major
10	Abuse of research funds or money	Major



(4) On Student / Staff Relationship

No.	Type of disciplinary breach	Category
1	Discriminating between and among students on the basis of sex, religious beliefs, ethnicity, political stance or any other status	Major
2	Incitement of others to participate in disruption, interference or intimidation in a classroom	Major
3	Disrespecting seniors and other department members intellectual comments and opinion	Minor
4	Verbally abusing, insulting or harassing a staff member in a workplace, Disrespect for opinions from staff members	Minor
5	Evaluating competence of department member by unrelated criteria or non reflective to performance	Major

(5) On personality and Behavior

No.	Type of disciplinary breach	Category
1	Presence under the influence of alcohol or any other intoxicating substance	Minor
2	Drinking alcohol, smoking or chewing chat in classroom	Major
3	Drinking alcohol, smoking or chewing chat during working hours	Major

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4	Drinking alcohol, smoking or chewing chat in the university premises or in the office	Major
5	Attending class with post-effects and or smell of alcohol	Minor
6	Gambling in a work place or University premises	Major
7	Unhygienic or unacceptable personality appearances during teaching	Minor
8	Sexually provoking style of dressing	Minor
9	Hearing of music or religious songs which may be sensitive to others in a working place or university premises without earphone	Minor
10	Disseminating discord among staff members through baseless gossip	Major
11	Lying for personal benefit or intentional harm	Major
12	Disturbing, the work and the workplace	Major
13	Aggressiveness and violent behavior at the workplace	Major

(6) On Property Utilization

No.	Type of disciplinary breach	Category
1	Unauthorized use of university resources or facility for personal, commercial, political or religious purpose (including computers, supplies, stationery, vehicles...)	Major

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2	Improper or irresponsible use of teaching or office property leading to damage or loss	Major
3	Use of university resources for personal benefit at commercial scale	Major
4	Use of office computers for playing games, religious or political displays and songs	Minor
5	Unauthorized use of university facility to recruit or gather students or staff for political or religious groups	Major
6	Abuse of office supplies and stationery	Minor
7	False use of research money	Major
8	Abuse of research funds	Major

(7) On Leadership and guidance

No.	Type of disciplinary breach	Category
1	Abuse of power	Major
2	Use of position or powers to cause harm for personal reason	Major
3	Use of position or powers to for sexual, religious, ethnic or political relations	Major
4	Use of power or position to deny one's right and privileges Unequal distribution of workload among staff members	Major

(8) On Obedience and discharge of duty

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No.	Type of disciplinary breach	Category
1	Unjustifiable, systemic refusal to accept assignments	Minor
2	Intentional delaying of tasks	Minor
3	Failure / Negligence to discharge or perform assigned duties	Minor
4	Failure to execute assignment given by the department head	Minor
5	Significant delay in attending classes and department activities	Minor
6	Unauthorized or non notified leave or absence from duty	Minor
7	Unjustified and repeated absence from work place	Minor
8	Wasting time during tea breaks	Minor
9	Non respect for punctuality of office / work hours	Minor
10	Disappearing from duty	Major
11	Significant failure to adhere, without legitimate reason, to the rules of the University	Major
12	Undue and unexcused delay in evaluating students	Major
13	Refusing to show up on calls by department head or official's offices	Minor

(9) On Other Breaches

No.	Type of disciplinary breach	Category
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1	Sexually harassing students	Major
2	Failure to declare any conflict of interest in advance while he/she has sufficient knowledge of the matter	Minor
3	Acts of theft, deceit, and deliberate misappropriation of University property	Major
4	Taking bribes or any other advances in return for doing or not doing a particular assignment	Major
5	Violation of university policy	Major
6	Incitement of others to disobey university rules	Major
7	Any act of discrimination based on religious, ethnic, gender, political and other basis	Major
8	Disrespect for patients' right and autonomy	Major
9	Mistreating patients or other customers while giving service	Minor
10	Falsifying research results	Major
11	Locking oneself in the office, class or demonstration room for romantic affairs	Major
12	Unauthorized representation of the university or department	Minor
13	Failing to report any serious incident	Major
14	Imposing religious, political or cultural beliefs on others	Major
15	Video or audio taping or photographing students, staff or patients for display without permission	Major

16	Preparing and distributing sensitive materials relating to politics, ethnicity, religion or culture	Major
17	Revealing confidential department / university matters	Major
18	Forging a document	Major
19	Deliberate withholding of vital information or message	Major
20	Committing or attempt to commit rape	Major
21	Intimidating or attempting to kill or killing someone	Major

(10) On Teaching and Learning

No	Type of Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Missing classes without reasonable justifications	Minor	Reproach	Written warning	A month's salary
2	Unauthorized or non consented extra classes or skipping of course content with an intention of early finish	Minor	Reproach	Written warning	A month's salary
3	Major alteration of a given course	Major	Written warning	A month's salary	Delay promotion
4	Significant intrusion of unrelated content to a given course	Major	Written warning	A month's salary	Delay promotion
5	Denial of access to instructions and course outlines for students	Minor	Reproach	Written warning	A month's salary
6	Failure to use available appropriate teaching materials	Minor	Reproach	Written warning	A month's salary



7	Failure to use appropriate teaching method when feasible	Minor	Reproach	Written warning	A month's salary
8	Un-agreed or non informed alteration of examination schedules	Minor	Reproach	Written warning	A month's salary
9	Delay in preparing or submitting exam questions	Minor	Reproach	Written warning	A month's salary
10	Failure to submit grades and assessment outcomes at the required time	Minor	Reproach	Written warning	A month's salary
11	Evaluation of students' work by criteria not directly related to performance	Major	A month's salary	Delay promotion	Dismissal
12	Leaking of exam questions before delivery either intentionally or through manifest gross negligence	Major	Dismissal		
13	Negligence to report cheating of exams by students	Major	A month's salary	Delay promotion	Dismissal
14	Denial of explanation on students' results and grades when requested by responsible body	Major	A month's salary	Delay promotion	Dismissal
15	Speaking irritating words to some group of students reflecting religion, ethnicity, gender ...	Major	Two month's salary	Dismissal	
16	Insulting student/s in a classroom	Minor	Reproach	Written warning	A month's salary Delay promotion
17	Intimidating student / group of students while teaching or in the university premises or elsewhere	Major	A month's salary	Delay promotion	Dismissal
18	Fighting or physically attacking a student in a classroom	Major	A month's salary	Delay promotion	Dismissal
19	Harassing or mistreating student/s while teaching	Major	A month's salary	Delay promotion	Dismissal
20	Participating in deliberate disruption,	Major	A month's	Delay	Dismissal

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	interference or intimidation in a classroom		salary	promotion	
21	Discriminating student participation during teaching	Major	A month's salary	Delay promotion	Dismissal
22	Insulting a disabled student	Major	A month's salary	Delay promotion	Dismissal
23	Not paying due attention to students with any disability	Minor	Reproach	Written warning	A month's salary Delay promotion
24	Display / exposure of items or words offensive to certain group of students	Major	Delay promotion	Dismissal	
25	Academic Dishonesty & Plagiarism	Major	Delay Promotion	Dismissal	
25	Failure to report continuous assessment plan to the appropriate body within the required time.	Minor	Reproach	Written warning	A month's salary Delay promotion
26	Failure to report total continuous assessment result to the appropriate body before the commencement of final exam.	Minor	Reproach	Written warning	A month's salary Delay promotion
27	Administering final examination without the approval of exam committee.	Major	A month's salary	Delay promotion	Dismissal
28	Failure to consider reasonable comments given by the exam committee.	Minor	Reproach	Written warning	A month's salary Delay promotion

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29	Failure to submit exam questions with model answers/solutions when requested by the appropriate body.	Minor	Reproach	Written warning	A month's salary Delay promotion
30	Delay or absence, without good cause and prior notice, from invigilation or thesis defense.	Major	A month's salary	Delay promotion	Dismissal
31	Failure to finish thesis advising in due time without good cause.	Major	A month's salary	Delay promotion	Dismissal
32	Failure to give thesis feedback to advisees within reasonable time.	Minor	Reproach	Written warning	A month's salary Delay promotion
33	Failure to give thesis advising after willingly assuming the responsibility.	Major	A month's salary	Delay promotion	Dismissal
34	Intentional procurement of undue payment.	Major	A month's salary	Delay promotion	Dismissal
35	Conducting invigilation by unauthorized person.	Major	A month's salary	Delay promotion	Dismissal
36	Failure to conduct joint classes or advising when assigned to do so.	Major	A month's salary	Delay promotion	Dismissal



(11) On Student / Staff Relationship

No.	Type of Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Discriminating between and among students on the basis of sex, religious beliefs, ethnicity, political stance or any other status	Major	Final written warning	Dismissal	
2	Incitement of others to participate in disruption, interference or intimidation in a classroom	Major	A month's salary	Delay promotion	Dismissal
4	Verbally abusing, insulting or harassing a staff member in a workplace, Manifest disrespect for opinions from staff members disrupting the working environment	Minor	Reproach	Written warning	A month's salary/ Delay promotion
5	Evaluating competence of department member by unrelated criteria or non reflective to performance	Major	A month's salary	Delay promotion	Dismissal

(12) On personality and Behavior

No.	Type of Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Presence under the influence of alcohol or any other intoxicating substance	Minor	Reproach	Written warning	A month's salary
2	Drinking alcohol, smoking or chewing chat in classroom	Major	A month's salary	Delay promotion	Dismissal
3	Drinking alcohol, smoking or chewing chat during working hours	Major	A month's salary	Delay promotion	Dismissal
4	Drinking alcohol, smoking or chewing chat in prohibited areas including class rooms,	Minor	Reproach	Written warning	Delay promotion

	laboratories, office, clinics, library and others.				
5	Attending class with post-effects and or smell of alcohol	Minor	Reproach	Written warning	A month's salary
6	Gambling in a work place or University premises	Major	A month's salary	Delay promotion	Dismissal
7	Unhygienic or unacceptable personality appearances during teaching	Minor	Reproach	Written warning	A month's salary
8	Manifest sexually provoking style of dressing	Minor	Reproach	Written warning	A month's salary
9	Hearing of music or religious songs which may be sensitive to others in a working place or university premises without earphone	Minor	Reproach	Written warning	A month's salary/ Delay promotion
10	Disseminating discord among staff members through baseless gossip	Major	Final Written warning	Delay promotion	Dismissal
11	Lying for personal benefit or intentional harm	Major	Final Written warning	Delay promotion	Dismissal
12	Disturbing, the work and the workplace	Major	Final Written warning	Delay promotion	Dismissal
13	Aggressiveness and violent behavior at the workplace	Major	Final Written warning	Delay promotion	Dismissal

(13) On Property utilization



No.	Type Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Unauthorized use of university resources or facility for personal, commercial, political or religious purpose (including computers, supplies, stationery, vehicles...)	Major	A month's salary	Delay promotion	Dismissal
2	Improper or irresponsible use of teaching or office property leading to damage or loss	Major	A month's salary	Delay promotion	Dismissal
3	Use of university resources for personal benefit at commercial scale	Major	A month's salary	Delay promotion	Dismissal
4	Use of office computers for playing games, religious or political displays and songs	Minor	Reproach	Written warning	A month's salary Delay promotion
5	Unauthorized use of university facility to recruit or gather students or staff for political or religious groups	Major	Final Written warning	Delay promotion	Dismissal
6	Abuse of office supplies and stationery	Minor	Reproach	Written warning	A month's salary Delay promotion
7	False use of research and community service grants	Major	Deny research grant	Delay promotion	Dismissal
8	Abuse of research and community	Major	Deny	Delay	Dismissal

	service grants		research grant	promotion	
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(14) On Leadership and guidance

No.	Type of Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Abuse of power	Major	Final Written warning	Demotion	Dismissal
2	Use of position or powers to cause harm for personal reason	Major	Final Written warning	Demotion	Dismissal
3	Use of position or powers to for sexual, religious, ethnic or political relations	Major	Demotion	Dismissal	
4	Use of power or position to deny one's right and privileges	Major	Final Written warning	Demotion	Dismissal
5	Failing to take measures within reasonable period despite the existence of a disciplinary breach	Major	Final Written warning	Demotion	
6	False accusation of an academic staff	Major	Final Written warning	Demotion	

(15) On Obedience and discharge of duty

No.	Type of Disciplinary Breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Unjustifiable, systemic refusal to accept assignments	Minor	Reproach	Written warning	A month's salary/ Delay promotion
2	Intentional delaying of tasks	Minor	Reproach	Written warning	A month's salary/ Delay promotion
3	Failure / Negligence to discharge or perform assigned duties	Minor	Reproach	Written warning	A month's salary/ Delay promotion
4	Failure to execute assignment given by the department head	Minor	Reproach	Written warning	A month's salary/ Delay promotion
5	Significant delay in attending classes and department activities	Minor	Reproach	Written warning	A month's salary/ Delay promotion
6	Unauthorized or non notified leave or absence from duty	Minor	Reproach	Written warning	A month's salary/ Delay promotion
7	Unjustified and repeated absence from work place	Minor	Reproach	Written warning	A month's salary/ Delay promotion



9	Non respect for punctuality of office / work hours	Minor	Reproach	Written warning	A month's salary/ Delay promotion
10	Disappearing from duty	Major	Final Written warning	Delay promotion	Dismissal
11	Significant failure to adhere, without legitimate reason, to the rules of the University	Major	Final Written warning	Delay promotion	Dismissal
12	Undue and unexcused delay in evaluating students	Major	Final Written warning	Delay promotion	Dismissal
13	Refusing to show up on calls by department head or official's offices	Minor	Reproach	Written warning	A month's salary Delay promotion

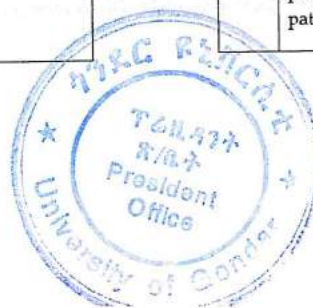
(16) On Other Disciplinary Breaches

No.	Type of disciplinary breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Sexually harassing students	Major	Dismissal		
2	Failure to declare any conflict of interest in advance while he/she has sufficient knowledge of the matter	Minor	Reproach	Written warning	A month's salary Delay promotion
3	Acts of theft, deceit, and deliberate misappropriation of University property	Major	Final Written warning	Delay promotion	Dismissal
4	Taking bribes or any other advances in return for doing or not doing a particular assignment	Major	Dismissal		

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5	Violation of university internal rules and regulations	Major	Final Written warning	A month's salary	Delay promotion
6	Incitement of others to disobey university rules and regulations	Major	Final Written warning	A month's salary	Delay promotion
7	Any act of discrimination based on religious, ethnic, gender, political and other basis	Major	A month's salary	Delay promotion	Dismissal
8	Disrespect for clients' right and autonomy	Minor	Reproach	Written warning	A month's salary
9	Mistreating customers while giving service	Minor	Reproach	Written warning	A month's salary
10	Falsifying research results	Major	Delay promotion	Demotion	Dismissal
11	Locking oneself in the office, class or demonstration room for romantic affairs	Major	Final Written warning	Dismissal	
12	Unauthorized representation of the university or department	Minor	A month's salary	Delay promotion	Dismissal
13	Failing to report any serious incident/accident	Major	Delay promotion	Dismissal	
14	Imposing religious, political or cultural beliefs on others	Major	Final Written warning	Dismissal	
15	Video or audio taping or photographing students, staff or patients for display without permission	Major	A month's salary	Delay promotion	Dismissal

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16	Preparing and distributing inflammatory materials relating to politics, ethnicity, religion or culture with an intent to incite violence or organizing groups or attacking legitimate organs	Major	Final Written warning	Dismissal	
17	Revealing confidential department / university matters designated as such	Major	Final Written warning	Dismissal	
18	Forging a document	Major	Final Written warning	Dismissal	
19	Deliberate withholding of vital information or message	Major	A month's salary	Delay promotion	Dismissal
20	Committing or attempt to commit rape related with university duties	Major	Dismissal		
21	Intimidating or attempting to kill or killing someone	Major	Dismissal		
22	Other Criminal acts specified in the FDRE Criminal code	Major	Depending on the case		

16.2. Breaches Related to Research & Community Service					
No.	Type of disciplinary breach	Category	1 st Incidence	2 nd Incidence	3 rd Incidence
1	Failure to make presentation, after winning research grant, on University annual research conference.	Major	A month's salary	Delay promotion	Dismissal

2	Failure to take part in University annual research conference and other seminars.	Minor	Reproach	Written warning	A month's salary Delay promotion
3	Failure to submit financial and physical progress report of research or community service projects when requested within reasonable time.	Major	A month's salary	Delay promotion	Dismissal
4	Delay to submit financial and physical progress report of research or community service projects when requested within reasonable time.	Minor	Reproach	Written warning	A month's salary Delay promotion
5	Failure to engage group members into research and community service projects.	Major	A month's salary	Delay promotion	Dismissal
6	Failure to settle research or community service finance in due time.	Major	A month's salary	Delay promotion	Dismissal
7	Failure to carry out legally determined research or community service projects.	Minor	Reproach	Written warning	A month's salary Delay promotion
8	Falsifying research results	Major	A month's salary	Delay promotion	Dismissal



9	False use of research money or funds	Major	A month's salary	Delay promotion	Dismissal
10	Abuse of research funds or money	Major	A month's salary	Delay promotion	Dismissal

(17) The competent disciplinary tribunal may take the existence of multiple offences (major/minor) by one staff as a ground to impose severe penalties.

BOOK II

Chapter One. Consolidated Rules Of Procedure

SECTION I: Setting Motion, Safeguards And Proceedings

Sub-section I: Rules on the institution of fresh disciplinary proceeding and hearings

Article 9: General Principles

- (1) All forms of disciplinary proceedings involving an academic staff shall be based only on the rules and procedures as well as principles envisaged under this part.
- (2) All fresh disciplinary proceedings shall be instituted before the appropriate discipline committee with jurisdiction subject to the fulfillment of the relevant compulsory conditions stipulated under this Code of Conduct.

Article 10: Initiation of Case, form of charge and discontinuance of charge

- (1) The victim, the department head, the dean or any person with a vested interest shall initiate a disciplinary proceeding on an academic staff.
- (2) The disciplinary charge shall be amended at any time before judgment either at the request of the complainant or the Committee. When a motion for amendment is submitted by the complainant, the Committee shall make the necessary evaluation and can either allow or deny the motion.
- (3) The charge shall be discontinued upon the death or termination of employment of the accused.

Article 11: Service of Charge



- (1) The charge shall indicate the place, time and date of hearing.
- (2) The charge shall be served to the person of the accused, to a legal representative or in the absence of the two other forms of notice which the Committee deems appropriate shall be employed.

Article 12: Statement of defense

Once a disciplinary case is initiated and a charge is instituted, an academic staff has the right to defend in accordance with the following procedures:

- (1) He/she has to give his/her opinion about the case instituted against him/her, within ten consecutive days, specifying whether he/she admits or denies the allegation;
- (2) If the tenth consecutive day is not a working day, the statement of defense shall be produced on the next working day;
- (3) He/she may come up with a written statement of defense addressed to the concerned disciplinary committee with a copy to his/her department specifying how he/she claims not to be responsible for the alleged breach of discipline;
- (4) If the accused, after being duly served of the charges, fails to appear on the date of hearing, he loses his right to defend himself.
- (5) If a written statement of defense is produced, he/she has to specifically reply whether to admit or deny the allegation;
- (6) The statement of defense has to be signed by the academic staff producing the same;



(7) The statement of defense shall also include all relevant evidences supporting the arguments by the defendant;

(8) When the statement of defense is only presented orally, it has to be recorded by the concerned disciplinary committee;

Article 13: Production of Evidence

- (1) Once the statement of defense is produced, witnesses, if any, named by the concerned academic staff will be summoned by the concerned discipline committee;
- (2) Everyone who is a staff of the University has duty to appear as a witness when summoned by a discipline committee;
- (3) The accused shall examine his/her witnesses to ascertain his innocence;
- (4) The organ initiating the case as well as members of the disciplinary committee can also examine the defense witnesses to avail the truth;
- (5) When the accused failed to appear at the arranged date for the examination of his defense witnesses, without good cause, he/she shall loose his/her right to examine his witnesses to defend him/her.
- (6) Documentary evidences adduced by the accused shall be authenticated by chairperson of the respective disciplinary committee;

Article 14: Primary Resolution of Disciplinary Proceedings and its Effects

- (1) After duly following all the necessary procedures of hearing, the Committee shall reach timely at a specific resolution regarding the outcome of the proceeding.

(2) The Committee can either acquit or find the accused guilty solely on the basis of the law and the relevant facts of the case. The recommendation shall state the alleged breaches, the particular penalties imposed, the measures to be taken and the effective date of execution.

(3) Once a resolution is reached, the Committee shall forward its recommendation to the Academic or Research & Community Service Vice President or the dean, as the case may be.

(4) The Academic or Research & Community Service Vice President or the dean, as the case may be, may endorse, remand or amend the recommendation of the Committee.

(a) If endorsed, the recommendation shall be effective forthwith.

(b) If amended, the Academic or Research & Community Service Vice President or the dean, as the case may be, shall give strong justification for doing so.

(c) If remanded, the Committee shall review the case and make the necessary evaluations and forward its finding to the Academic or Research & Community Service Vice President or the dean. Remand shall not be made twice for a given case.

(5) Any party dissatisfied with the decision of the Committee endorsed by the Academic or Research & Community Service Vice President or the dean may lodge an appeal to the appropriate organ within the timeframe stipulated under this Code of Conduct.

(6) A fresh suit shall not be instituted against any person on grounds already considered and resolved by the Committee.



Sub-section II. Jurisdictional Framework of Disciplinary Proceeding Adjudication Committee

Article 15: Establishment

(1) A two layer Disciplinary Proceeding Adjudication Committee with the object of entertaining cases that involve the academic staff in the event of acts of breaches and violation pertaining to the various standards of good conduct and rights and liabilities accompanying the lists of wrongdoings and corresponding penalties as governed by this Code is hereby established.

(2) Pursuant to the jurisdictional rules set out under the subsequent

provisions of this section, there are two levels of functional Disciplinary Proceeding Adjudication Committees established on permanent basis as the only appropriate bodies holding specific powers and responsibilities as entrusted under this Code. These are the various adjudication bodies called Academic Staff Disciplinary Proceeding Adjudication Committee acting at the lower level and one central adjudication body called the University Academic Staff Disciplinary Proceeding Adjudication Committee at the higher level.

Article 16: Jurisdiction

(1) The College/Faculty/School Academic Staff Disciplinary Proceeding Adjudication Committee (C/F/S/ ASDPAC) is competent over cases of academic staff parties on all lists of wrongdoings or breaches categorized as wrongdoings in this Code of Conduct.

(2) The University Academic Staff Disciplinary Proceeding Adjudication Committee (herein after referred as UASDC) shall have exclusive functional jurisdiction over all wrongdoings or breaches categorized as inter-faculty or inter-department where the

exercise of its powers and responsibilities are determined in the following provisions. The UASDC shall have appellate jurisdiction over the decisions of College/Faculty/School Academic Staff Disciplinary Proceeding Adjudication Committee.

Article 17: Organization, Structure, Composition and Powers & Responsibilities of C/F/S/ASDPAC

- (1) The C/F/S/ASDPAC is established at colleges, faculties and schools and is directly accountable to the deans of the respective colleges, faculties or schools.
- (2) The C/F/S/ASDPAC consists of six permanent members appointed by the Academic Unit Council of whom the five serve with voting capacity including the Chair Person and one Secretary acting as a non-voter. The merit, good conduct and exemplariness of the person shall be the governing principles while selecting candidates for membership to the C/F/S/ASDPAC.
- (3) The C/F/S/ASDPAC shall undertake its activities as set out under this code impartially and independently without any form of interference or influence from any of the organs of the university in implementing the functional jurisdiction vested upon it.
- (4) The term of office, removal, withdrawal, substitution and decision making procedure of the C/F/S/ASDPAC shall be as stipulated for the UASDC in this Code of Conduct.



- (5) The C/F/S/ASDPAC shall have all the powers conferred on the UASDC with regard to the calling and hearing of witness investigation of evidence, amendment and withdrawal of charges.

Article 18: Organization and Structure of UASDC

- (1) The UASDC is organized centrally and is directly accountable to the Academic Vice President, in cases of academic misconduct or for Research & Community Service Vice President of the University concerning decisions on breaches involving research and community services.
- (2) The UASDC consists of six permanent members appointed by the Academic Vice President and Research & Community Service Vice President jointly of whom the five serve as voting capacity including the Chair Person and one Secretary acting as a non-voter.
- (3) The UASDC shall have its own permanent office with all the necessary facilities and budget provided by the administration of the University.
- (4) The UASDC shall undertake its activities as set out under this code impartially and independently without any form of interferences or influence from any of the organs of the university in implementing the functional jurisdiction vested upon it.

Article 19: Composition of the UASDC and Tenure

- (1) All members of the UASDC shall be composed from the university's academic staffs with good conduct of manner, merits and reputation from among the various professional backgrounds on the basis of proportional representation that reflects and protects the multiple interests across the university academic institutions.

(2) The composition of the members shall be on the following manner with due respect to the general language used above:

(3) Two acting as Chair Person and the Secretary jointly appointed directly by the Academic Vice President and Research & Community Service Vice President with the necessary knowledge and experience of laws or legal profession background;

(4) One representative nominated by the Deans' Council upon the approval by the Academic Vice President;

(5) One representative forwarded by Teachers Association of the University academic community;

(6) One representative nominated/assigned by the Educational Quality & Audit Directorate; and

(7) One representative nominated/assigned by the Research & Community Service Vice President;

(8) All the members appointed accordingly shall serve on permanent basis with the tenure of two years terms unless the context would have forced on the grounds of disqualification demanding the valid withdrawal before the end of the two year period of time. The term of office of members shall not be renewed.

(9) The order of disqualification of members shall only be made by the Academic Vice President and Research & Community Service Vice President on the ground of a breach of the code of conduct or any other wrong doing committed by any of the member upon the recommendation given by the representing bodies, or the committee or by the Academic Vice

President or Research & Community Service Vice President by his own motion.

Article 20: Removal, Withdrawal and Substitution of Members

(1) No member of the Committee shall sit in any case where:

(a) He is related to one of the parties by consanguinity or by affinity;

(b) The dispute relates to a case in which one of the parties is a person for whom he acted as tutor, legal representative or agent;

(c) He has previously acted in some capacity in connection with the case or the subject matter of the dispute;

(d) He has dispute with one of the parties or the representatives thereof;

(e) There are sufficient reasons, other than those specified under sub-Article 2.5.1.1-2.5.1.4 hereof, to conclude that injustice may be done.

(2) The member shall withdraw forthwith upon knowledge of the existence of one of the conditions listed above. The Committee shall decide over the appropriateness or otherwise of the decision of the committee member.

(3) A party to a disciplinary proceeding may apply in writing before trial for the removal of a committee member if one of the conditions listed under sub article 4.2.4.1 of this Code appears to be evident.

(a). If the Committee is convinced that the conditions of removal exist, it shall automatically decide to remove the member from sitting in the committee proceedings. Another ad hoc member shall be substituted



under such circumstances, provided the sitting members are lesser than three in number.

(b). If the Committee finds that the application for removal is unacceptable, it shall make its decision for the rejection of the application forthwith.

Article 21: Meeting and Decision Making Rules

(1) The UASDC shall meet at least once in every two weeks unless exceptional situations demand conducting extraordinary session.

(2) The Committee shall always strive to reach decision based on mutual consensus among the members. However, failure to ensure such shall lead to undergoing votes and pass decision based on simple majority principle.

(3). In case of a tie, the Chairperson's vote shall be decisive.

Article 22: Power and Functions of the UASDC

(1). The UASDC shall generally ensure the overall observance and proper implementation of the code of conduct across the activities in the University.

(2) It shall carry out the following specific powers and responsibilities as part of its primary function:

(a) Up on the referral by the Academic Vice President or Research & Community Service Vice President in cases involving research and community services, adjudicate cases in its first instance capacity breaches whenever the parties involved and the case are an inter faculty or department nature;

(b) Hearing and investigating all kinds of appeals from the decision of C/F/S/ASDPAC and resolve the case by submitting or forwarding its finding and recommendation for final approval to the Academic Vice President or Research & Community Service Vice President when research and community service issues are involved;

(c) Calling and examining witnesses and conducting the hearings proactively;

(d) Ordering the production of any kind of evidence, either documentary or expertise, necessary for the just disposal and resolution of cases;

(e). Deciding on the appropriateness of appeals lodged before it;

(f) Determining and ordering the allowance or rejection of amendments of charges instituted; and

(g) Discharging any other additional powers and duties vested upon it by the Academic Vice President

SECTION II. RULES ON EFFECTS OF PRIMARY DISCIPLINARY DECISIONS (PRONOUNCEMENTS)

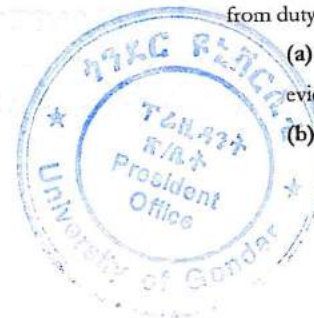
Section I. Procedure for Disciplinary Suspension of accused

Article 23: Grounds for Suspension Actions by the Committee

(1) Any academic staff who commits grave disciplinary offence will be suspended from duty if it is presumed that:

(a) he may obstruct the investigation by concealing, damaging or destroying evidence related to the alleged offence; or

(b) he may commit additional offence on the property of the university; or



(c) the alleged offence is so grave as to demoralize other academic staffs or negatively affect the public trust towards the academic staffs in general;

(d) the disciplinary offence may lead to dismissal

(2) An academic staff can be suspended from duty and may not get his salary according to Sub article (1) of this article only for a maximum period of not exceeding one month.

(3) The decision given in accordance with Sub article (2) of this Article shall be notified to the academic staff in writing, with the grounds and duration of his suspension signed by the Academic Vice President or Research & Community Service Vice President in research and community services cases.

(4) Unless a decision of dismissal is rendered against a suspended academic staff, the salary withheld at the time of suspension shall be paid to him without interest.

(5) The suspension of an academic staff shall not deprive him of other rights and duties that are not affected by the suspension.

Article 24: Procedure on Suspension Actions by the Committee

(1) Duty to Inform and responsible organ

The Vice president for academic, research and community service shall inform to the president of the university the action of disciplinary suspension recommended by the UASDC, with its ground in writing within 10 days of the occurrence of the ground for suspension.

(2) Determination by the President of the University

(a) The President of the University shall determine the existence of a good cause for suspension within 10 days after receipt of the written information pursuant to this Code of Conduct.

(b) Where to the President of the University finds that there is no good cause for suspension it shall order the resumption of the work and payment for the days on which the academic staff was suspended.

(c) The decision of the President of the University in this regard shall be final.

(3) Effect of Confirmation or Authorization of Suspension

Where to the President of the University confirms or proves the existence of good causes for suspension, it shall fix the duration of the suspension, provided, however, that the duration shall not exceed a maximum of 30 days.

(4) Effects of Expiry of the Period of Suspension

The academic staff shall report for work on the working day following the date of expiry of suspension; and the University shall reinstate the academic staff who so reports for work.

Sub-section II: Rules on the Right to Appeal Hearings, Procedures and Final Disposition of Disciplinary Proceeding

Article 25: General provision

(1) An academic staff who is not satisfied with the decision of the C/F/S/ASDPAC may appeal to the Academic Vice President or Research & Community Service Vice President whose decision is final.

(2) An academic staff who is not satisfied with the recommendation of UASDC approved by the academic the Academic Vice President or Research & Community Service Vice President may appeal to the Office of the President whose decision is final.

Article 26: Grounds of Appeal

An academic staff may consider the following grounds of appeal



(1) Dismissal of case for reasons of period of limitation

(2) If he has grievance as to the final response given at the level of the faculty C/F/S/ASDPAC approved by the dean and the UASDC, approved by the the Academic Vice President or Research & Community Service Vice President.

(3) If there is any fundamental error of law as well as fact which could subvert the principle of free, fair and independent justice.

Article 27: Motion of Appeal Hearing

(1) Where an academic staff appeals against a decision, he may submit a notice of appeal to the respective office of the faculty or the Academic Vice President or Research & Community Service Vice President, as the case may be, to provide 'him' with a copy of records of the committee.

(2) The above respective offices shall give to the academic staff the requested copy within five working days from the date of receipt of the notice of appeal.

Article 28: Appeal Procedure and Period of Appeal

(1) Any appeal to be submitted by an academic staff shall clearly indicate the grounds of the appeal and the redress sought.

(2) Any appeal to be made in accordance with the grounds stipulated in this code of conduct shall be barred unless submitted within 30 days from the date the decision is communicated to the academic staff in writing.

(3) The period of limitation stated in the preceding sub article will be extended up to three months if there is force majeure on the side of the academic staff.

(4) Any appeal brought by the academic staff in accordance with this provision shall be instituted in the form prescribed as 'Memorandum of Appeal'.

Article 29: Memorandum of Appeal

(1) A memorandum of appeal shall be signed by the appellant and shall contain the following:

- (a) the name and address of the appellant;
- (b) the name of the respondent office;
- (c) the grounds of appeal;
- (d) the redress sought;
- (e) the list of evidence attached

(2) A memorandum of appeal to be submitted by more than one appellant shall be signed by all of them or by their representatives.

Article 30: Rejection of Appeal

Where the Office of the President or the Academic Vice President or Research & Community Service Vice President, as the case may be, upon examining the memorandum of appeal, finds it that the ground of appeal does not fall within the coverage of Article 2 of the code of conduct, it shall reject the appeal without calling on the respondent office of the university to appear.

Article 31: Admission of Appeal



(1) Where the Office of the President or the Academic Vice President or Research & Community Service Vice President, upon examining the memorandum of appeal, is satisfied with the ground of appeal, it shall fix a day for hearing the appeal and communicate to both parties.

(2) A copy of the memorandum of appeal shall be served on the respondent office of the university and it shall be summoned to appear and reply in writing on the day fixed for the hearing.

Article 32: Presence of Parties.

(1) The Office of the President or the Academic Vice President or Research & Community Service Vice President shall hear the appeal in the presence of the parties.

(2) notwithstanding the provisions of Sub-Article (1) of this Article:

(a) the hearing of the appeal shall proceed in the absence of the respondent office if it fails to appear on the day of the hearing;

(b) the appeal shall be struck out if the appellant fails to appear on the day of the hearing.

(3) The respondent office may, where it is Unable to appear at a hearing on justifiable grounds, apply to the office of president or the academic research and community service vice president of the university to set aside an order or a decision given in its absence within ten days from the date it became aware of the order of decision.

(4) The appellant may, where he is unable to appear to a hearing on justifiable grounds, apply to the concerned body within ten days from the session of such grounds, to restore the appeal.

Article 33: Preliminary Objection

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(1) The respondent office may submit a preliminary objection requesting the Office of the President or the Academic Vice President or Research & Community Service Vice President to reject the appeal on any of the following grounds

(a) where the case is not appealable in accordance with period of limitation

(b) where the case has previously been rejected or decided by the office the president or the academic research and community service vice president of the university.

(2) Before proceeding with the hearing of the appeal, the office of the president or academic research and community service vice president of the university shall decide on the preliminary objection.

(3) No preliminary objection may be admitted after the commencement of the hearing of the appeal.

Article 34: Reply and Counter-reply

(1) The respondent university offices' reply to an appeal shall be signed by the concerned official or by a duly authorized person and shall contain the following:

(a) the names and addresses of the appellant and the respondent office;

(b) the grounds of defense;

(c) the list of evidence attached;

(d) the names and addresses of witnesses, if any.

(2) Every allegation of fact in a memorandum of appeal, if not denied specifically or impliedly in the reply, shall be taken to be admitted.

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- (3) The appellant shall be given an opportunity to counter reply.

Article 35: Amendment of Memorandum of Appeal and Reply

(1) The Committee may, where it finds it necessary to reach at a proper decision, allow the amendment of a memorandum of appeal or reply at any time before judgment.

(2) Where an amendment of a memorandum of appeal or a reply is filed, the other party shall be invited to reply or counter-reply as the case may be.

Article 36: Withdrawal of Appeal

(1) The appellant may, at any time before judgment, withdraw his appeal by notifying the concerned body in writing.

(2) An academic staff who has withdrawn an appeal shall be precluded from lodging a fresh appeal in respect of the same cause of action.

Article 37: Summoning and Examination of Witnesses

(1) Where the witnesses of any of the parties are working in the respondent office, the Committee may, without issuing summons to each of them, communicate its order through the office.

(2) Where a witness other than those working in the respondent office is summoned by the concerned body, the party calling the witness shall be responsible to serve the summons.

(3) The examination of witnesses shall be heard in the presence of both parties

Article 38: Additional Evidence

The Committee may, on its own motion, order the production or appearance of additional evidence or witnesses, where it deems if necessary to reach at a proper decision.

SECTION III- Final Disposition Of Disciplinary Proceedings And Execution Of Matters

Article 39: Judgment

(1) The Committee shall give its judgment upon examining the pleadings and evidence of the parties and considering this Code of Conduct as well as other relevant legislations.

(2) Where the appeal is against the decision of the respondent university office, the office the president or the academic research and community service vice president of the university may affirm or reverse the decision or vary it in favor of the appellant.

(3) Any judgment of the Committee shall be passed by a majority vote. The opinion of a dissenting member shall be included as part of decision of the Committee.

(4) Copies of the decision shall be given to the parties.

Article 40: Execution

(1) Where the Office the President or the Academic Vice President or Research & Community Service Vice President, as the case may be, of the University gives judgment in favor of the appellant, the respondent office shall forthwith execute the decision within fifteen working days from the date of the decision.

(2) Where the Office the President or the Academic Vice President or Research & Community Service Vice President, as the case may be, upon receiving the complaints



of the appellant, believes that the execution of its judgment has been delayed on unjustifiable grounds, it shall hold the concerned office accountable.

Article 41: Commutation and Communication

(1) The Recommendation of the Committee, when approved by the Academic Vice President or Research & Community Service Vice President, as the case may be, shall be part of the personal file of the academic staff for the duration of three years, in case of major breaches and one year for minor breaches.

(2) The decision of the Committee, when approved by the Academic Vice President or Research & Community Service Vice President, as the case may be, or the dean as the case may be, may be communicated to the University Community. If the need for communication arises, the Committee shall designate the appropriate means of communication.

(3) An academic staff may get commutation and reduction of punishment on good time credit grounds. The President of the University in consultation with the Academic Vice President or Research & Community Service Vice President, as the case may be, shall have the power to commute and reduce punishments.

Article 42: Period of Limitation

(1) A disciplinary action for minor breaches shall be instituted within one month of the knowledge of the breach thereof.

(2) A disciplinary action for major breaches shall be instituted within six months of knowledge of the breach thereof.

(3) An official of the University who, while having full knowledge of the commission of a disciplinary breach, fails to institute a disciplinary action shall be responsible as per this Code of Conduct.

Article 43: Pending Cases

This Code shall apply prospectively and pending cases shall remain to be entertained as per previously operative laws.

Article 44: Interpretation

This Code of Conduct shall be interpreted in good faith.

Article 45: Publication and Dissemination

The University shall take all the necessary measures to make this Code of Conduct accessible to the University Community.

Article 46: Effective Date

This Code of Conduct shall come into force as of [THE DATE OF APPROVAL] per the approval of the Senate.

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