



ADDIS ABABA UNIVERSITY



EIWR Student Guide Book

1st Edition

December 2013

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1. Introduction

The Student Operational Guide Book (SOGB) summaries and in some case details AAU – EIWR policies and regulations, and expected standards of student conduct that are applicable to all students of EIWR.

Addis Ababa University is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning and community services. Every member of the University - student, faculty, and staff - makes a commitment to strive for personal and academic integrity; to treat others with dignity and respect; to honor the rights and property of others; to take responsibility for individual and group behavior; and to act as a responsible citizen in a free academic community and in the larger society.

This Student Operational Guide Book is the official statement of EIWR policies and regulations, and expected standards of student conduct that are applicable to all students in line with AAU policies and regulations. Academic units and administrative offices may have additional policies and guidelines that may provide more detailed information.

The primary purpose of policies and regulations, and the articulation of expected standards of student conduct with regards to their education, research and community engagement, is to further the mission of the EIWR and to protect the well-being of the community.

The contents of this manual do not create a contract between any individual and EIWR-AAU. The contents of the manual are subject to change from time to time at the sole discretion of the University - EIWR, and from time to time updated information may be distributed regarding policy and regulation changes. This manual need to be read in conjunction with AAU Student Handbook, October 2013.

2. Academic Calendar

FIRST SEMESTER

2006 AY

Date	Activity
<u>13 September 2013</u>	- Academic Staff Report to Duty
14 – 15	- Registration of Year II and Above Evening Students
16 – 19	- Registration of Year II & Above Non-Clinical Graduate Students - Registration of Year I Non-Clinical Graduate Students - Registration of Year IV & Above - Undergraduate Regular Students - Registration of Year III- Undergraduate Regular Students
16 – 20	- First Round Applications for Readmission Regular and Evening Students for 2nd Semester of 2013/14 AY - Deans submit First Semester Class Schedules to the Registrar
16 – Oct. 4 20	- Period of Re-examination for graduating students - Registrar Report First Semester Class Schedules to the President and AVP - Last Date for Posting Class Schedules for Regular and Evening Programs
21 – 22	- Late Registration of Year II and Above Evening Students
23	- First Semester Classes Begin
23 – 24	- Late Registration for Regular Students
<u>October 2013</u>	
4 – 5	- Add and Drop /Regular and Evening/
<u>November 2013</u>	
4 – 8	- First Round of Applications for Admission to the School of Graduate Studies Opens for Semester II of 2013/14 AY
14	- University Senate Meeting
15	- Last Date for Dropping Courses
25 – 29	- Registration for Make-up Examination - Applications for Advanced Standing into Second Semester of 2013/14 AY - Second Round Applications for Readmission of Regular and Evening Students for 2nd Semester of 2013/14 AY

^ **Separate academic calendar will be prepared for New Regular and Evening (Undergraduate) Students.**

^ **Supplemental examinations shall be administered only to graduating class students.**

<u>December 2013</u>	
4	- Deans Submit First Semester Final Teaching Load Report and Academic Staff Statistics to the Office of the Academic Staff Affairs.
10	- The Office of the Registrar Reports First Semester Enrolment Statistics & Classroom Utilization to the Offices of the President & Academic Vice President. - The Office of the Academic Staff Affairs Reports First Semester Academic Staff List to the Offices of the President & Academic Vice President.
14	- Deans Submit Second Semester 2013/14 AY Course Offerings to the Office of the Registrar. - Deadline for Reporting Second Semester 2013/14 AY Class Schedules
23	- AAU Women's Day
<u>January 2014</u>	
3	- End of First Semester Classes (Regular & Evening)
6 – 10	- Third Round Applications for Readmission of Regular and Evening Students for 2nd Semester of 2013/14 AY
14	- The Registrar Office Distribute Readmission Applications to Deans and Departments/ Program Units
6 – 17	- First Semester Exam Period
13 – 23	- Period of Explanatory Sessions to Students on the Marking and Grading of Exams and Other Graded Exercises
13 – 24	- Period of Application for Remarking of Exam Papers

18 – Feb 14	- Inter- Semester Break/Inter-College Sports
27	- Last Date for Submitting Grades to the College/School Registrar Units
29	- Last Date for Deans and Departments/ Program Units Send Readmission Lists to the Registrar Office
31	- Last Date for Reporting to the Office of the Registrar List of first Semester Graduating Students

NB: First Semester is fifteen (15) weeks

SECOND SEMESTER

Date	Activity
<u>February 2014</u>	
15 – 16	- Registration for Evening Students
17 – 20	- Registration of Year II & Above Non- clinical Graduate Students. - Registration of Year I Non-Clinical Graduate Students - Registration of Year IV & Above Regular Undergraduate Students - Registration of Year III – Regular Students
17 – 21	- First Round Application for Readmission of Regular and Evening Students for First Semester of 2013/14 AY - Deans Submit Second Semester Class Schedules to the Registrar
17 – March 7	- Period of Re-examination for graduating students
22 – 23	- Late Registration for Evening Students
24	- Second Semester Classes Begin - Registrar Report Second Semester Class Schedules to the President and AVP
24 – 25	- Late Registration for Regular Students
<u>March 2014</u>	
5 – 6	- Add and Drop (Regular & Evening)
11	- Deans Submit Second Semester Final Teaching Load Report to the Office of the APSA.
<u>April 2014</u>	
14 – 18	- First Round Reconciliation of the Academic Records of 2014 Prospective Graduates
15	- University Senate Meeting
17	- Last Date for Dropping Courses
<u>May</u>	
1 – 2	- Registration for Make-up Examination
4 – 9	- Second Round Application for Readmission of Regular and Evening Students for First Semester of 2014/15 AY - Applications for Advanced Standing into First Semester of 2014/15
13	- The Office of the Academic Staff Affairs Reports Second Semester Academic Staff List to the Offices of the President & Academic Vice President. - The Office of the Registrar Reports Second Semester Enrolment Statistics & Classroom Utilization to the Offices of the President & Academic Vice President
15	- Deans Submit Second Semester Exam Schedule to the Office of the Registrar.
20	- Departments and /Centers/Schools Submit New Applications of Research Proposals for Funding to Deans.
30	- End of Second Semester Classes (Regular & Evening)
<u>June</u>	
2 – 13	- Second Semester Exam Period
3 – 6	- Third Round Application for Readmission of Regular and Evening Students for First Semester of 2014/15 AY
9 – 18	- Period of Explanatory Sessions to Students on the Marking and Grading of Exams and Other Graded Exercises
9- 19	- Period of Application for Remarking of Exam Papers
10	- The Admission Offices (Undergraduate and Graduate) Distribute Readmission Applications to Deans and Department/Centers/Schools.
19	- Last Date for Submitting Graduating Class Final Grade Results to the College Registrar Units
20	- Non-graduating Students Clear from AAU Campuses

SECOND SEMESTER

Date	Activity
	- All Grades of Non-graduating Classes Reach College Registrar Units - Last Date for Submitting Evening Class Final Grade Results to the College Registrar Units
24	- Academic Commissions Meet to Approve the Graduation of Students
23 - 27	- Departments and /Centers/Schools Screen Graduate Applicants Except for Clinical Disciplines and Applicants from Higher Education Institutions (HEI)
30	- Departments and /Centers/Schools Submit Recommendation on Admissions to the Office of the Registrar (Apart from HEI Applicants)
<u>July</u> 3	- University Senate Meeting
5	- 2014 AAU GRADUATION DAY
7 - 8	- Graduating Students Clear from AAU Campuses

NB: Second Semester is fourteen (14) weeks

SUMMER SEMESTER

Date	Activity
<u>July</u> 9 - 11	- Readmission Applications of Summer Students for 2013/14
9	- Admission & Registration of New Summer Students
10	- Registration of 2002 & 2003 Entry Summer Students
11	- Registration of 2004, 2005 & Other Entry Summer Students
12 - 13	- Registration for Evening Students
14	- Classes Begin (Summer & Evening)
14 - 15	- Add and Drop of Courses
24	- Dropping of Courses
31	- Last Date for Submitting Course Exemptions of Summer students to the College Registrar Units - Registration for Make-up Examination
<u>August</u> 30	- End of Classes (Summer & Evening)
<u>September</u> 5 - 9	- Examination Period (Summer & Evening)
10	- Summer Students Clear from AAU Campuses
13	- Last Date for Submitting Grades to the College Registrar Units

3. Application procedure

All students admission applications to AAU-EIWR is done through AAU Registrar.

The Academic Year in AAU starts in September and ends in June, with exact date posted by the AAU Academic Calendar which is yearly revised and approved by the Senate of AAU in June for the next Academic Year which starts in September (2006 EC. 2013/14 GC).

MSc students who wants to join AAU in Regular Program September should lodge their Application at AAU registrant ahead of time in **April-May**. Applicants should have a copy of their 1st degree and student academic performance report (Registrar approved semester based course taken and corresponding grade report). Government institutions sponsored students should also bring sponsorship letter from competent authority in their institution. Self sponsored students should pay tuition fee for each course registered.

4. Admission Requirement and Tuition Fee

4.1 ADMISSION OF MSc STUDENTS

Admission is governed by the rules set in the AAU Senate legislation and applicants 1st degree program relevance to the MSc program the applicant that applied.

1) MSc and PhD programs in Water Resources Engineering and Management,

The applicant must have a BSc Degree in Civil Engineering, Water Resources Engineering, Hydraulic Engineering, Irrigation Engineering, Water Supply and Sanitary Engineering or its equivalent and meet the admission requirements of the school of Graduate Studies. He/she must also pass the entrance examination administered by the Department. Regarding applicants from other related disciplines, the Graduate Committee (GC), will rule on the eligibility of such candidates

(2) MSc and PhD programs in Water and Health with streams in (a) Water and Public Health and (b) Water and Waste Water Treatment

Water and Wastewater stream – candidates must be holders of BSc degree in Water supply and sanitation, Water supply and Environmental engineering, Chemistry, Chemical Engineering, Civil Engineering, and Water Resource Engineering or its equivalence and meet the admission requirements of the School of Graduate Studies. The applicants must also fulfill the requirement set by EIWR/or pass the entrance examination administered by Institute. On conditional admission a candidate may be required to take appropriate undergraduate bridging courses.



Water and Public Health stream – candidates must be holders of BSc degree in Public Health, Community Health Nursing, Environmental Health, Biology, its equivalence and meet the admission requirements of the School of Graduate Studies. The applicants must also fulfill the requirement set by EIWR/or pass the entrance examination administered by Institute. On conditional admission a candidate may be required to take appropriate undergraduate bridging courses.

Water and Wastewater Treatment stream – candidates must be holders of BSc degree in Water supply and sanitation, Chemistry, Chemical Engineering, Civil Engineering, and Water Resource Engineering or its equivalence and meet the admission requirements of the School of Graduate Studies. The applicants must also pass the entrance examination administered by EIWR. Candidates will be required to develop and submit a concept note.

Water and Public Health Stream – candidates must be holders of BSc degree in Public Health, Environmental Health, Biology, its equivalence and meet the admission requirements of the School of Graduate Studies. The applicants must also pass the entrance examination administered by EIWR. Candidates will be required to develop and submit a concept note.

(3) MSc in Integrated River Basin Management - with focus in Trans-In Boundary Rivers Basin Management and Governance

Applicants to the program should have B.Sc. degree in civil/ environmental/ agricultural engineering, geology, geography, biology, economics, sociology, law, agriculture, or other closely related disciplines with grades of at least CGPA 2.5, and should meet other requirements of the University. He/she must also pass the entrance examination administered by the Department. Regarding applicants from other related disciplines, the Departmental Graduate Committee (DGC), will rule on the eligibility of such candidates.

4.2 ADMISSION TO THE PHD PROGRAM

Admission to the PhD program is dependent on the MSc degree research area and the relevance of the PhD research proposal in solving the country challenges. PhD candidate may apply to EIWR-AAU with initial research proposal possibly identifying his/her advisor. EIWR-AAU will look students educational background (BSc + MSc + and research) and work experience and relevance to decide whether applicant can be provisionally admitted to the program requested. The provisionally admitted PhD student in their first year then will take five courses (30 ECTS) and should pass with minimum Very Good grade and prepare a **PhD Transfer Report** to the EIWR Council and defend his/her thesis proposal in public in the presence of EIWR Graduate Committee (GC) to be formally accepted as PhD students in EIWR before the beginning of the 2nd year 1st semester of their study.

4.2.1 PhD Transfer Report Guidelines

All students are required to submit to EIWR a written PhD Transfer Report, typically of 20-40 pages, on the work to date on which they will then present to their EIWR and which is followed by a mini-Viva during which the EIWR GC members will query and offer constructive critiques on various aspects of the students preliminary research and their PhD research proposal.

The purpose of this **oral examination**, or viva, is to confirm that the student:

- (i) understands the research problem
- (ii) is aware of the associated literature
- (iii) has demonstrated capability to conduct independent research
- (iv) has a realistic research plan and schedule
- (v) is of PhD calibre

The submission of an initial PhD Transfer Report and the subsequent viva is normally at the end of the student's first year of graduate studies and **no later than 18 months** after the date of initial registration. Earlier submission is allowed.

The following is a brief description of some of the components of a transfer report, and should be regarded as guidelines:

Title: Should be exact, concise and clear to attract the intended readers. It should identify the general area of research and contain no secondary details.

Abstract: This is a short summary of research. It should briefly:

- (i) state the research problem and objectives
- (ii) describe the methodology and techniques used in the solution
- (iii) outline the main findings, emphasising the contribution
- (iv) present the main conclusions

An abstract should:

- be limited in length (normally 200-300 words)
- be self-contained (since it may be used for databases and summaries)
- not include unnecessary detail (the place for this is elsewhere)
- be drawn completely from the report

A person reading the abstract should be able to quickly identify the area of research covered by the report and decide whether the work is relevant to their own research/problem.

Introduction: This introduces the research by briefly:

- (i) Giving the context of the research problem (background)
- (ii) Establishing the relevance of the research (rationale) by:

- *reviewing relevant previous research (literature review)*
- *emphasising the importance of the research area*
- *specifying the potential benefits of the research*

(iii) Defining the research problem (problem statement) by one or more of the following:

- *highlighting a gap in the research area*
- *posing a new research problem whose solution is unknown*
- *continuing, by generalising, relaxing assumptions, or furthering, previously developed research*
- *proposing alternative, perhaps simpler, solutions to current research problems*

(iv) Proposing a solution by:

- outlining the steps taken to develop the solution (objectives)
- setting out clearly the assumptions used to obtain the solution
- outlining the aspects of the research area that will not be covered (scope)
- presenting the research methodology
- announcing the main results and contribution
- outlining the structure of the report

A person reading the introduction should be able to situate the research problem, be convinced of its importance, be aware of the problem statement - including any assumptions - and the techniques used in the solution, and should understand the contribution of the report.

Literature Review: This is an evaluation of relevant and significant existing research. It shows the relationships between different work and how it relates to the research problem at hand. It may include a few key publications and survey papers and should:

- demonstrate the importance of the author's research area
- place the author's research in the context of other ongoing research
- emphasise the author's contribution by highlight the shortcomings, unrealistic assumptions or other limitations of existing research
- be organised by ideas and not by authors or publication dates

Sources may include journal articles, books, conference proceedings, corporate reports, internal reports, correspondence, theses, Internet, CD-ROM, newspapers and magazines. Library staff can help you find the relevant material. They are experts in how to do a literature search.

Current Research: This forms the bulk of the report and carries out in detail points 3 and 4 mentioned in the introduction. This part is not necessarily substantial in a transfer report because of time limitations, but should include the student's own contribution. It should include initial research directions and findings, simulation and experimental results and evaluation of existing techniques. The main purpose is to convince the examiner that the student is capable of doing original and significant research work at PhD level.

Research Plan: This is an important part of the transfer report. Examiners understand that the bulk of the student's research contribution occurs in the latter stages of a PhD programme. This section of the report should include a clear statement of the task that remains and give target dates by which specific milestones will be achieved. Use of Gant Char may assist in presentation of research plan.

Conclusions: This section should include

- Short and concise statements about the main findings of the research (conclusions)
- A summary of the specific contributions of the report, including any shortcomings, work which remains to be completed or issues which remain unresolved (contribution)

References: These are closely tied to the literature review and must all be referred to in the report. They are normally organised alphabetically by author surname, or, less frequently, by order of citation in the report.

Appendices: These include any necessary material that may impede the smooth presentation of the report. Examples include computer codes, large tables or figures, tedious or lengthy mathematical proofs, etc.

4.2.2 Consequences of Non-Reporting

It is the responsibility of the student and the PhD supervisor(s) to ensure timely completion of reporting requirements. Where reporting status remains incomplete at the time of the EIWR Council meeting (semi-annually) in **September** and **February** (in the first two week of 1st Semester and 2nd Semester) the student will be deemed to have failed to complete the requirements for the previous Semester of graduate studies and will not be allowed to continue with their graduate program. If exceptional circumstance prevent the completion of your reporting in a timely manner you may seek an exemption from the EIWR Council. Please note that this will only be considered in exceptional cases and normally only on personal or medical grounds. Details of registration and reporting mechanism are given in Section 4.3.

4.3 SEMESTER BASED REGISTRATION FOR RESEARCH (RESEARCH COURSE WORK SCHEME)

MSc student students shall register for research work (Thesis) as a course with grade of Pass/ Fail for one semester following normally one year (2 semesters) course completion. EIWR Research Coordinator and Facilitator (RCF) will assign for a group of (maximum 10-12 students) MSc students and follows their progress weekly over the semester and submit compiled report to the Institute at the end of each month and final report at the end of the semester. Students shall be in this class for more than 75% of the 16 weeks. The format of student progress reporting is attached in Appendix II Form 3.

PhD student shall register for research work (Thesis) as a course with grade of Pass/ Fail in each semester. EIWR Research Coordinator and Facilitator (RCF) will assign for a group of (maximum 10-12 PhD students) and follows their progress weekly over the semester and submit compiled report to the Institute at the end of each month and final report at the end of the semester. Students shall be in this class for more than 75% of the 16 weeks. The format of student progress reporting is attached in Appendix II Form 3.

Semester based PhD student progress is then signed by the RCF and Student advisors and submitted to the EIWR GC to determine whether students performance is satisfactory to continue for the next semester registration.

In case MSc and PhD students need extended field period for field work, this should be approved by advisor and EIWR.

4.4 TUITION FEE

Tuition Fee National are 214 Birr / ECTS.

International

EIWR
Budget Breakdown for International Students
Masters Studies
WREM Program
Currency: USD

No	Budget item	Unit	Qant.	Unit cost	Total cost	Remark
1	Registration fee (40 USD/student)	Student	1	40	40	Unit cost is based on AAU standard
2	Tuition(80/ECTS) (80 USD/ECTS/student)	ECTS	100	80	8000	
3	Research supervision (1000 USD/student)	Year	1	1000	1000	
4	Thesis Examination (400 USD/student)	Student	1	400	400	
5	Research Expenditure (3000 USD/student)	Student	1	3000	3000	
6	Research Topic Identification Workshop (500 USD/student)	Student	1	500	500	
7	International Staff: Progress Research Evaluation (500 USD/student/year)	year	2	500	1000	
8	Seminar	Student	1	100	100	
9	Practical field based Training (Accom.& DSA)	Student	1	500	500	
10	Living Allowance	Months	24	750	18000	
	Total				32540	
11	Project Management (EIWR) (25%)	Student			8135	
	Grand Total/ student				40675	
12	Health Insurance				TD	
13	Two Round Transport(Round trip xxx-ETH)				TD	

5. Facilities, Support in EIWR and AAU

5.1 LIBRARY

Addis Ababa University has major libraries associated with each college / Institute. Student may visit Kennedy Library and other libraries located in the campus of AAiT, College of Health Science, College of Natural Sciences and others.

Addis Ababa University website – hosts important documents, research reports (MSC +PhD) thesis. UConn electronic library is also accessible for EIWR students.

5.2 IT LAB AND PHOTOCOPY SERVICES

There two dedicated IT labs in Akaki campus which are working 24 hours a day and managed by students and IT & Knowledge Management Officer.

IWR will give photocopy machine access to students – for self service - at reasonable price.

5.3 INTERNSHIP, HOUSING ALLOWANCE, RESEARCH FUND SUPPORT

Internship support (to go abroad or in country normally from 1-3 months) is not budgeted in HED-USAID support project. EIWR may give facilitation and minor support students in case they secured placement and the majority of the budget they require for the internship from elsewhere. There is also AAU fund for internship opportunities which you may also be request through EIWR.

Housing Allowance: Housing allowance at EIWR is implemented according to MoE regulation. University staff who are students in EIWR should receive their housing allowance from their host university / institution. The 2013//14 standard payment is housing 1000, minor expenses 500, transport 250 with total 1750 Birr. Non-sponsored EIWR students who joined through HED-USAID-UConn-AAU project will receive their housing allowance from EIWR with a total of 1750 Birr.

Research Fund support: HED-USAID-UConn-AAU project supported students will receive research support from EIWR based on their detail request of field expenses and other consumables and approved by EIWR. The research budget (expenditure) is available to all students upon presenting proposal for budget request as related to students field work, equipment purchase etc (the expenditure upper limit plan is first year 3,000 (proposal write up), 30,000 (after PhD proposal accepted for field work etc) , 15,000 (2nd year), 15000 (3rd year).

Student requiring additional money for research may request EIWR and EIWR look from other sources and from AAU central if application is justified and accepted by EIWR and AAU.

6. PhD and MSc Program Course Listing

6.1 WATER RESOURCES ENGINEERING AND MANAGEMENT

M.Sc. Program

The M.Sc. program comprises 21 credits of core courses, 6 credits of elective specialization courses, 3 credits of general elective courses and 6 credits of Thesis Research for a total of 36 credits. One credit = 2 ECTS.

Core Courses (21 credits)

1. Sustainability & Water Resources (3)
2. Computer Programming (3)
3. Probabilistic Methods in Hydroscience (3)
4. Hydrologic Remote Sensing (3)
5. Surface Water Hydrology (3)
6. Ground Water Hydrology (3)
7. Practicum on Research & Teaching Methods (3)

Elective Specialization Courses (6 credits)

Students can elect to specialize in one of the following three areas: Surface Hydrology, Ground Water Hydrology, and Irrigation. The courses that must be taken for each of these areas are as follows:

Surface Hydrology

- a) Water Resource Systems (3)
- b) Reservoir Sedimentation & Management of Operations (3)

Ground Water Hydrology

- a) Groundwater Modeling (3)
- b) Groundwater Assessment & Management (3)

Irrigation Water Management

- a) Modeling for Irrigation & Drainage (3)
- b) Water Management of Irrigation Systems & Agronomy (3)

General Elective Courses (3 credits)

Finally, all students will need to take one of the following general elective courses:

- a) Water Economics & Governance (3)
- b) Water and Public Health (3)

MSc Thesis Research (6 credits)

All students will conduct research on a topic that will culminate in a Thesis. The duration of the research will be either 2 semesters (Fall and Spring), or a summer and a semester (Spring and Summer or Summer and Fall) for 3 credits each.

PhD Courses

Hydroclimatology [3]
Open Channel Hydraulics [3]
Fluvial Processes & River Mechanics [3]
Geostatistics [3]

6.2 WATER AND HEALTH

6.2.1 M .Sc. program

The M.Sc. program comprises 13 credits of common courses, 9 credits of specialization courses, 6 credits of general elective courses and 6 credits of Thesis Research for a total of **34 credits**.

Water & Waste Water Treatment Stream

Core Courses (14 credits) Common to W&WWT and W&PH Streams

Research and Statistical Methods (3)
Water and Socio-Economics of Health (3)
Environmental Epidemiology (3)
Water Quality Management (3)
Graduate Seminar (1)

W&WWT (9 credits) Specialty Courses

Chemistry and Micro-Biology of Water (3)
Water Treatment (3)
Wastewater Treatment (3)

W&WWT (6 credits) Elective Courses

Environmental and Social Impact Assessment (3)
Environmental Pollutants (3)
Water Quality Modeling (3)
Water Conservation and Reuse (3)

Water & Public Health Stream

Core Courses (14 credits) Common to W&WWT and W&PH Streams

Research and Statistical Methods (3)
Water and Socio-Economics of Health (3)
Environmental Epidemiology (3)
Water Quality Management (3)
Graduate Seminar (1)

W&PH (9 credits) Specialty Courses

Water Associated Diseases (3)
Community and Emergency Water Supply, Hygiene, and Sanitation (3)
Advanced Biostatistics (3)

W&PH (6 credits) Elective Courses

Molecular Environmental Biology (3)
 Environmental Pollutants (3)
 Spatial Analysis (3)
 Climate and Health (3)

6.2.2 PhD in Water and Health

Water & Public Health Stream

Advanced Biostatistics (3)
 Water Associated Diseases (3)
 Advanced Molecular Environmental Biology (3)
 Graduate Seminar I (1.5)
 Graduate Seminar II (1.5)
 Research and Doctoral Dissertation (30)

Water & Waste Water Treatment Stream

Advanced Environmental Statistics (3)
 Advanced Water Treatment (3)
 Advanced Waste Water Treatment (3)
 Graduate Seminar I (1.5)
 Graduate Seminar II (1.5)
 Two elective courses (6)
 Research and Doctoral Dissertation (30)

The requirements to obtain PhD degree are:

Successful completion of at least 5 courses (12);

Successful completion and defense of a doctoral dissertation work (30).

The program is a three year program. Continuous registration is required at the home institution. A candidate who fails to maintain a continuous registration without officially withdrawing from the program will be considered to have dropped out of it.

6.3 INTEGRATED WATER RESOURCES MANAGEMENT

The program is focused on **Trans/in-boundary River Basin Management and Governance**

2-year MSc Courses:

Year 1- Sem I:

Social Research Methods (3)
 Integrated River Basin Management (3)
 GIS/RS (3)
 River Basin Processes (3)

Year 1- Sem II:

River Basin Planning and Allocation (3)
 Transboundary River Basin Issues (3)
 Managing Water Institutions and Reforms (Social Processes) (3)
 Water Resources Economics and Benefit Sharing (3)
 Water and River Basin Governance & Policy Making (3)

Year II- Sem I:

Group work / Project (3)
River Structural works and operations (3)
(Two elective courses to be taken):
EIA, Water Quality and Environmental Engineering (3)
Irrigation & Drainage Planning (3)
Wetland Management & Lakes (3)

Year II- Sem II:

Thesis Research 6 Credit

The M.Sc. program comprises 33 credits compulsory courses, 6 credits elective courses and 6 Credits of Thesis Research with total **45 credits**.

7. Advising basic expectation - Students and Staff

7.1 BASIC EXPECTATIONS

At a minimum, students can expect advising relationships to provide:

- Guidance with ongoing research
- Guidance in planning professional progress and achieving necessary milestones
- Opportunities for and assistance with professional publications and conference presentations
- Letters of reference required for professional opportunities

At a minimum, faculty members can expect advising relationships to provide:

- Opportunities to exchange ideas with intelligent and motivated students.
- Opportunities to collaborate on research projects and publications
- Fulfillment of their professional responsibility to advise and mentor students
- Gratification that they are training a new generation of scholars.

7.2 VARIABLE EXPECTATIONS

Expectations regarding these aspects should be mutually understood throughout the advising relationship. Negotiation of these expectations is often informal, and mutual understanding may well be reached with little discussion. The activities of the advisor and advisee will evolve naturally to meet the changing needs of the student and changing demands of research projects. The important thing is that both parties are aware of what to expect and feel that they can safely raise the issue if expectations are frequently unfulfilled.

7.3 FREQUENCY AND METHOD FOR SCHEDULING ADVISING MEETINGS

Advising meetings should occur roughly one to eight times a month, depending on the current needs of the student and the research project(s) in progress.

How the advisee should prepare for advising meetings: Here are two possibilities.

- a) Advisee should come prepared with ideas, questions, or results to discuss.

- b) Advisee should submit a written draft a few days to a week before the meeting time to give time for advisor to read it and prepare feedback.

How quickly the advisor will return a written draft with comments, and how quickly the student will incorporate the advisor's comments and bring in a new draft: this depends on the size of the document and the proximity of deadlines, however a week for each task is often appropriate. The important thing is to make this turn around time explicit to both parties and then to honor this commitment.

7.4 GETTING WHAT YOU EXPECT: COMMUNICATION

Share your expectations as early as possible. Attempt to clarify your agreements about essential aspects of the relationship. It might be helpful for students to prepare a list of questions and concerns prior to meeting with your advisor.

Communicate concerns or questions to your advisor or advisee as soon as they arise. If you avoid addressing difficulties they are likely to get worse. Usually, difficulties can be worked out; if it appears there is an inherent incompatibility, advisors can be changed through formal request to GC either by the student or advisor.

8. ACADEMIC HONESTY AND PLAGIARISM

It is contrary to justice, academic integrity, and to the spirit of intellectual inquiry to submit another's statements or ideas of work as one's own. To do so is plagiarism or cheating, offenses punishable under the University's disciplinary system. It is to be noted that these offenses undercut the distinctive moral and intellectual character of the University, we take them very seriously.

Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written or electronic source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and page number, or by website and date accessed. Any doubts about what constitutes "use" should be addressed to the instructor.

9. Appendix I- AAU 2013 Revised Senate Legislations Rules Related to Graduate Program

9.1 ARTICLE 76. CLASS ATTENDANCE

76.1. Unless provided otherwise in this Legislation or in a directive to be issued by the Senate or except for modules that are approved in advance and in which earning of credits through examination alone is acceptable, a student is required to attend all lecture, laboratory and practical sessions as well as field work.

76.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 85% attendance shall be required if he is to earn credit in a given module or a course under a module. This, however, may not preclude academic units such as School of Medicine from requiring 100% attendance where such full attendance is academically indispensable. And this may not prevent academic units from excluding certain portions of a module or a course under a module such as laboratory and field experiences considered academically indispensable for the student from the 15% non-attendance provision.

76.3. A student who has missed more than 15% attendance shall be given a grade of incomplete attendance (IA) and be required to provide acceptable reasons for failure to attend in order to cancel the registration for the module and allow him to retake the same. Where a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of his next enrolment in the program.

CHAPTER FOURTEEN ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS

9.2 ARTICLE 91. GENERAL PROVISIONS ON GRADUATE PROGRAM

91.1. Each academic unit may offer programs of study and research leading to the post-graduate certificates, diplomas and degrees.

91.2. The academic units shall function through Department Graduate Committees (DGC) / EIWR AC.

91.3. All University-wide policies, rules and regulations shall *mutatis mutandis* apply to graduate programs.

- 91.4. Academic unit may run joint graduate programs in collaboration with other universities to complement each other for better competency of the graduates. In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.
- 91.5. A minimum academic rank of staff offering modules/courses in the graduate program shall be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC may propose that a lecturer and an assistant professor with merit offer modules/courses, for masters program and for Ph.D. program, respectively. Such proposal shall be approved by the AVP.
- 91.6. Masters program may offer students with option of module work, thesis/project or option of module work with comprehensive examination.
- 91.7. Ph.D. program may be course based dissertation (an arrangement in which course work is not necessarily directly related to the research topic) or non-course based dissertation (where each course is a setting in which the student accomplishes an aspect of his/her research that leads to his/her dissertation).

9.3 ARTICLE 92. GRADING SYSTEM

92.1. Examinations are graded on the following letter grading system, with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.75
[75, 80)	B+	3.50
[70, 75)	B	3.00
[65, 70)	B-	2.75
[60, 65)	C+	2.50
[50, 60)	C	2.00
[40, 50)	D	1.00
< 40	F	0.00

92.2. Thesis or Dissertation evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grade;

Rank	Grading scale in percent	Letter Grade
Excellent	≥ 85	A
Very Good	$75 \leq X < 85$	B ⁺
Good	$60 \leq X < 75$	B
Satisfactory	$50 \leq X < 60$	C ⁺
Fail	< 50	F

92.3. Getting a grade less than 'B' in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00 ('B').

Article 93. Academic Probation and Dismissal

- 93.1. When a candidate is placed on probation he shall be notified by the head of the concerned 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 and what will be the consequence of failure to meet these conditions.
- 93.2. A first year graduate student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the relevant DGC and any such student who had been placed on probation shall be subject to dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.
- 93.3. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the relevant DGC may place the student on final probation if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- 93.4. A graduate student may be put on probation for a second time provided it is ascertained that s/he has successfully come out of the previous probation. However, where a student who had been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, he shall be dismissed.
- 93.5. No candidate subject to dismissal may expect discretionary probation as a matter of right.

9.4 ARTICLE 94. REPEATING MODULES/COURSES

- 94.1. Only courses with grades lower than 'B' may be repeated when the CGPA of the student is less than 3.00 and for Ph.D. student all courses with "C" grades or lower shall be repeated.
- 94.2. A student may with a grade of "C" or lower may allowed to take re-exam, instead of repeating the course with the recommendation of the course instructor and the DGC by assessing the overall performance or special conditions of the student on individual basis.
- 94.3. No course may be repeated or re-examined more than once.
- 94.4. Grades obtained on repeated course shall stand as they are.

9.5 ARTICLE 95. WITHDRAWAL AND READMISSION

- 95.1. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline.
- 95.2. A candidate may be readmitted only when the withdrawal is effected because of one of the following:

95.2.1 If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or

95.2.2 If the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or if the candidate is unable to continue due to other reasons that may constitute *force majeure*.

95.3.A candidate who has been dismissed for academic reason may apply for readmission only once during the whole study period of a given program.

95.4. The College Graduate Program Office shall permit readmission taking into account the availability of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in this Article.

95.5. Withdrawal made with the approval of the concerned College Graduate Program Office does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed three years. The College Graduate Program Office may, however, consider the readmission of a student who has discontinued his study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control.

95.6.No graduate student who has discontinued his study for a period longer than five years may be granted readmission.

9.6 ARTICLE 96. TRANSFER FROM ONE PROGRAM TO ANOTHER

96.1. Without prejudice to other rules and regulations of the University applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:

96.1.1 presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor where applicable; and

96.1.2 satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned DGCs and ACs has been obtained; and

96.1.3 Is not dismissed student; and

96.1.4 Must have completed not more than one fourth of the originally joined program (50% of the course work).

96.2. Transfer of credits shall be determined by the department/school/center receiving the candidate.

9.7 ARTICLE 97. THE GRADUATE THESIS/DISSERTATION

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

- 97.2. The topic for thesis/dissertation work shall be selected in consultation with, and prior approval of, the advisor (s). The selection of the topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit. The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.
- 97.3. The GPO shall issue detailed guidelines on such matters as Thesis/Dissertation preparation, format and deadlines.
- 97.4. The provisions of Article 126 of this Legislation shall apply regarding matters not provided for under sub-articles 97.1-97.3 of this Article.

CHAPTER TWENTY TWO GRADUATE STUDIES

9.8 ARTICLE 116. GENERAL PROVISIONS

- 116.1. The University offers programs of study and research leading to Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Laws (LL.M), Master of Business Administration (MBA), Doctor of Philosophy (Ph.D.) and similar other graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs.
- 116.2. The University may also, as conditions permit, offer such programs of study and research leading to post-graduate and post-doctoral diplomas.
- 116.3. The provisions of sub-article 1 of this Article shall also apply to graduate continuing and distance education programs.
- 116.4. Graduate programs in the regular, continuing and distance shall have equal value as such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Accordingly, graduate continuing and distance education students shall receive quality instruction, advising and administrative services comparable to regular graduate students.
- 116.5. The University may introduce differential payment structure relating to tuition and other fees to be made by graduate continuing and distance education students. The threshold of such payments shall be that paid by regular graduate students per ECTS.
- 116.6. Full-time academic staff shall accept teaching assignments in continuing and distance programs whenever circumstances warrant. Similarly, supporting staff, whether fulltime or part-time, shall accept assignments in such programs beyond their regular hours of work in accordance with the principles and rules of civil service.

- 116.7. The University shall put in place a system of appropriate payment and incentive scheme for work done by academic and support staff beyond their regular hours of work.
- 116.8. All university-wide policies, rules and regulations shall, *mutatis mutandis*, apply to graduate programs run under the auspices of the Office of the AVP.
- 116.9. Graduate programs shall be under the Office of the AVP which shall, for this purpose, function through the OGP, the Office of Continuing and Distance Education, College ACs, Department/School/Center/Graduate Committees (D/S/C/GCs), the Academic Standards and Curriculum Review Committee (ASCRC).

Article 117 Multidisciplinary graduate programs involving several academic units

Multidisciplinary graduate programs involving two or more academic units shall be based on the principle of participatory governance. In particular, chairpersonship of the graduate committee set up for this purpose shall rotate between the hosting and the participating academic units. Details about the governance of multidisciplinary graduate programs run by several academic units shall be prescribed by the Senate.

9.9 ARTICLE 118. DUTIES AND RESPONSIBILITIES OF THE OFFICE OF THE GRADUATE PROGRAMS (OGP)

The OGP shall:

- 118.1. ensure effective implementation of policies laid down by the Senate and the ASCRC with regard to the proper administration of graduate programs; develop policies and guidelines and frameworks on curricular development process of graduate programs and, upon approval, ensure the implementation thereof by academic units;
- 118.2. plan, initiate, coordinate and assist the development of strategic plan for efficient management of existing and expansion graduate program, and opening of new ones on need base and national priorities;
- 118.3. Assemble data on graduate intake capacity and reconcile needs with capacities;
- 118.4. Recommend ways of fostering the development of graduate programs in the University;
- 118.5. Coordinate and facilitate the development of trans and interdisciplinary graduate programs in consultation with concerned colleges, departments, schools and centers;
- 118.6. Collaborate and facilitate internal and external assistance for graduate programs and their research activities;
- 118.7. Ensure standards set are met in graduate program development and implementation;

- 118.8. Collect, process, deploy and disseminate information and data on graduate academic programs;
- 118.9. Monitor the management of graduate programs in colleges and forward recommendations; and
- 118.10. Perform such other duties as may be assigned by the AVP.

9.10 ARTICLE 119 ADMISSION TO GRADUATE STUDIES AND TRANSFER OF GRADUATE STUDENTS

The provisions of Chapter 9 and Article 96 of this Legislation shall govern matters pertaining to admission to graduate studies including special admission and advance standing admission and transfer of students.

9.11 ARTICLE 120. CONDITIONS OF STUDENT SCHOLARSHIP AWARD

- 120.1. The University may grant scholarship to graduate students who meet admission requirements.
- 120.2. Such scholarship scheme shall be based on academic merit and need. Scholarship shall be granted in a competitive and transparent manner.
- 120.3. The University may deploy its scholarship scheme to promote equity without however compromising academic merit. It may also use its scholarship scheme to attract academically meritorious students to certain disciplines.
- 120.4. The concerned University body shall propose uniform scholarship fund raising and administration mechanisms and secure the approval and oversee the implementation thereof.

9.12 ARTICLE 121. ENROLMENT AND REGISTRATION IN GRADUATE STUDIES

- 121.1. A candidate may be admitted to a Ph.D. program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.
- 121.2. A graduate student must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit a readmission application to the Office of the Registrar. The application shall be assessed by the DGCs, endorsed by the AC and approved by the ASCRC on the basis of the rules and regulations in force at the time of readmission.

9.13 ARTICLE 122. PROGRAM OF STUDY

- 122.1. All graduate students including continuing and distance graduate students shall, prior to starting their courses of study, be given diagnostic tests to determine their levels of preparation in the areas of Academic English or Quantitative Methods and/or Computational Skills.
- 122.2. A Ph.D. candidate shall have a supervisor assigned by the DGC. The supervisor shall have a rank of assistant professor or above. The primary responsibility of the supervisor is to assist the student to complete the research area within an agreed time-frame. In particular, it is the responsibility of such supervisor to follow up the progress of the candidate and advise him on areas of specialization and research and provide adequate and timely feedbacks and evaluation of his progress. Where the DGC finds it feasible, it may set up a PhD advisory committee in consultation with the student concerned consisting of three members to be chaired by a principal advisor. The advisory committee shall prepare and conduct a comprehensive qualifying examination within two months after the pre-candidate has completed the course requirements. Where the setting up of a PhD advisory committee is deemed feasible, a scholar from outside the University may be appointed by the DGC as a member of the advisory committee.
- 122.3. The DGC shall present its program of graduate studies to the AC, which, after careful consideration, shall present it to the ASCRC for approval before implementation.
- 122.4. Programs shall be modular with a minimum of 8 hours student daily workload but may or may not be delivered in block teaching. One ECTS shall approximately be equivalent to 25 hours of student workload for theoretically inclined module and 30 hours of student workload for practically inclined module.
- 122.5. In programs where credit points system is retained, one credit hour shall be one lecture hour or three laboratory hours per week per semester. Book reviews, laboratory reports, term papers, etc. shall normally be required for each graduate course.
- 122.6. Delivery of a module shall involve the division of student workload into three components namely interactive teaching-and-learning, self-learning and collaborative learning. The meaning of each of these teaching-learning components and the percentage to be allocated to each shall be as determined in the Policy for Graduate Program of the University.
- 122.7. Student assessment in every module shall consist of continuous assessment and a final comprehensive exam.

9.14 ARTICLE 123. CREDIT REQUIREMENTS AND COURSE LOAD

- 123.1. The total number of ECTS for course/module work in Masters Programs shall be from 59.5 to 70 ECTS for programs requiring thesis work and from 89.5 to 100 ECTS for non-thesis programs.
- 123.2. The minimum number of ECTS in Ph.D. programs requiring coursework shall be 28.

123.3. Departments/schools/centers may administer comprehensive examinations for non-thesis programs as partial fulfillment for graduation.

123.4. Upon the recommendation of their advisors, Master's and Ph.D. students may audit courses.

123.5. The Office of the AVP may in issue guidelines on the modalities of auditing courses.

9.15 ARTICLE 124. DURATION OF STUDY

124.1. The duration for the completion of a Masters program shall range from a minimum of 12 months to a maximum of 18 months.

124.2. The duration for the completion of a Ph.D. or specialty certificate program shall be four years except the case where it can be established that a candidate can complete his Ph.D. or specialty program in three years without compromising University academic standards.

124.3. The duration of sub-specialty certificates shall be between two to three years.

124.4. Extension of the duration of study may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to *force majeure* and where the extension is recommended by the DGC endorsed by AC and approved by ASCRC:

124.4.1. for a Master's degree a maximum of four years;

124.4.2. for a specialty certificate a maximum of five years; and

124.4.3. for a Ph.D. a maximum of six years.

124.5. A candidate shall complete at least 50% of the required duration of study at the University to qualify for graduation.

124.6. Residency requirements for special graduate programs shall be set by guidelines to be issued by ASCRC.

9.16 ARTICLE 125. GRADING SYSTEM AND STATUS

125.1. Examinations are graded as stipulated in chapter thirteen of this Legislation.

125.2. The status and academic achievements of students enrolled in graduate programs shall be governed by the provisions under chapter fourteen of this Legislation.

9.17 ARTICLE 126. THESIS/DISSERTATION

126.1. General Requirements

126.1.1. The general requirements and guidelines on thesis/dissertation are developed for all departments/schools/centers by ASCRC.

126.1.2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree except in a program where it is not required.

126.1.3. Ph.D. dissertation is a requirement for a Ph.D. degree.

126.1.4. A Ph.D. dissertation is not complete unless it constitutes an independent scholarly work inclusive of all scholarly apparatus usual in the discipline. It shall be presented in a form regarded as suitable for examination in the discipline concerned and it shall conform to all other formal requirements of the University for presentation of a dissertation including but not limited to word limits.

126.2. Selection and Approval of Thesis/Dissertation Topic

126.2.1. The candidates involved in the graduate programs shall select topics for their thesis/dissertation in consultation with their advisors.

126.2.2. Thesis/dissertation topic of each candidate shall be recommended by the DGC and approved by the AC as early as possible as, and not later than the time of the candidate's enrolment in the second half of his program.

126.3. Format of Thesis/Dissertation

The thesis/dissertation format shall be in accordance with the guidelines set by the ASCRC.

126.4. Submission of Thesis/Dissertation

126.4.1. No candidate may be permitted to submit a thesis/dissertation in less than one academic year from the date of the first registration except with a special permission of the DGC.

126.4.2. A candidate may submit his thesis/dissertation any time during or after the last semester of his coursework but no later than a year after the completion of coursework with the exception of candidates who are allowed extended time of submission by DGC.

126.5. Procedures for Examination and Submission of Thesis/Dissertation

126.5.1 When a candidate, after conferring with the advisor, gives notice of readiness to submit his thesis, the DGC of the department in which the candidate is enrolled shall designate an examining board and select an external examiner. The external examiner should be selected in good time and obtain a copy of the thesis/dissertation of the candidate at least four weeks before the date set for the defense. The board shall have a minimum of three and a maximum of five members including the advisor who may attend the defense session without the right to take part in grading the Dissertation. Normally internal members of the examining boards shall be drawn from the advisory committee. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense.

126.5.2 Thesis shall be submitted to the department/school/center at least one month before the date of defense.

126.5.3 Dissertation shall be submitted to the department/school/center at least two months before the date of defense.

126.5.4 For a thesis, the DGC may assign external examiner from other universities and institutions in Ethiopia or abroad.

126.5.5 For a dissertation, external examiners must be assigned of which one must be from a reputable university abroad.

126.5.6 Examinations may be conducted through electronic media. The external examiner shall be a full member of the Board.

126.6 Copies of Thesis/Dissertation Required

126.6.2 Sufficient number of hard copies of the thesis/dissertation shall be submitted for defense to the office of the head of the department/school or coordinator of the center including copies to be distributed to each member of the examining board and one copy to be kept in the office of the department chair.

126.6.3 An original copy accompanied by sheets of approval signed by all members of the examining board and four hard copies of the original along with a soft copy shall be submitted to the department/school/center within two weeks after the date of the defense. All the copies shall remain property of the University and as such the University may utilize the same by making, such copies, among others, part of its online database in accordance with the relevant laws of the country.

126.7 Thesis/Dissertation Presentation and Defense

126.7.2 The chairman of the DGC shall announce the thesis/dissertation topic, venue and time of the defense ahead of time and the process of thesis/dissertation presentation and defense shall, unless otherwise required by justifiable circumstances, be open and public.

126.7.3 The person presiding over the thesis/dissertation presentation and defense shall be assigned by the DGC.

126.7.4 After the defense, the examining board decides either to accept or reject the thesis/dissertation.

126.8 Accepted Thesis/Dissertation

126.8.2 Accepted with no change or some minor changes

126.8.3 A thesis/dissertation is accepted if no change or some minor changes are recommended by the board.

126.8.4 Accepted with recommendations of significant changes. A thesis/dissertation having merit may be accepted with recommendations for substantial changes which are to be made to the satisfaction of members of the examining board or its designate. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed. A copy of such recommendations shall be given to the candidate.

126.9 Rejected Thesis/Dissertation

A Thesis/Dissertation shall be rejected if:

- 126.9.2 the work is found by the examining board not to have met the required standards; or
- 126.9.3 the work is judged as plagiarized by the examining board; or
- 126.9.4 the work has been already 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.

126.10 Effect of Rejection

- 126.10.2 The ASCRC may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters candidates whose thesis has been rejected or MPhil or its equivalent to Ph.D. candidates whose dissertation has been rejected.
- 126.10.3 The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

9.18 ARTICLE 127. THE EXTERNAL EXAMINER**127.1. Purpose and Functions**

- 127.1.1. The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other academic institutions in Ethiopia and abroad.
- 127.1.2. As a member of the examination board, the external examiner may participate in assessment processes for the award of degrees; and comment and give advice on course content, balance and structure.

127.2. Selection and Appointment

- 127.2.1. The DGC shall recommend the appointment of particular persons as external examiners.
- 127.2.2. Appointment is made by the concerned head of the academic unit after the recommendation of the DGC is approved by the AC.
- 127.2.3. The department seeking the appointment for an external examiner should submit to the AC, biographical data including academic achievements, publications, and experience;
- 127.2.4. In approving an external examiner, the AC shall ascertain the following:
 - 127.2.4.1. The external examiner shall be one with command of authority in the program of study and in all cases must have an academic rank of at least assistant professor (or equivalent). Exceptions shall be approved by the AC on a case by case basis;
 - 127.2.4.2. An external examiner in general must be external to the college, department and center of the University. Exceptions shall be approved by the AC on a case by case basis when presented to it by the concerned DGC;
 - 127.2.4.3. Former staff of the department concerned cannot be invited to be external examiners before

a lapse of at least two years;

127.2.4.4. The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years;

127.2.4.5. External examiners from outside the higher education system such as from industry and the professions may be appropriate in certain circumstances.

127.3. Participation in Assessment Procedures

127.3.1. An external examiner, as a full member of the relevant board of examiners, shall be present at all examiners' meetings at which significant decisions are to be taken in his area of specialization.

127.3.2. The provisions of sub-Article 121.3.1 shall not be applicable for an examiner through correspondence or via ICT. Physical presence is not required where the examination employs ICT or correspondence.

127.3.3. The views of an external examiner are particularly decisive in the case of disagreement on the mark to be awarded for a particular unit of assessment.

127.3.4. The signature of an external examiner shall be appended to the final results of the candidate as evidence that he accepts the results.

127.3.5. External examiners shall give comments on the assessment process and the schemes for marking

127.4. Reports

127.4.1. External examiners shall make written official reports at the end of their visits which should be available to the concerned department. The report shall include observations on teaching process, course structure and content.

127.4.2. The external examiner shall submit a report to the DGC and AC. The report shall be sent to the AVP and copied to the chairperson of the relevant AC and DGC. The head of the department/school or coordinator of the center shall have the responsibility to ensure that the recommendations are considered and actions are taken.

9.19 ARTICLE 128. GRADUATION

A candidate who fulfils the requirements laid down in this Legislation and whose research, study and examination results are judged to be of sufficient merit shall be recommended by the Office of the Registrar to the Senate for graduation and award of appropriate credentials by the University.

10. Forms

10.1 FORM 1- PHD TRANSFER REPORT EVALUATION TO BE FILLED BY EIWR GC MEMBERS

Where a Transfer Report was presented and defended please complete the following:

- (1) Is the progress at a rate compatible with the proposed completion date? Is the timetable for completion plausible? Indicate the number of months students is ahead/behind schedule for 3-year completion

	+4	+2	0	-3	-6	-12
Mark Consensus with X						

- (2) Is the quality of written work sufficient for PhD, assuming it is sustained? +3 Represents adequate written work; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (3) Does the student have the linguistic resources of the thesis he or she is writing. +3 Represents adequate English communication skills; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (4) Is the student aware of the relevant critical literature on the topic?

+3 Represents adequate knowledge; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (5) Is the scope of the thesis plausible, or would a narrower focus be advisable?

	Plausible	Recommended to narrow	Supervisor to review in one month	GC to review in 2 months
Mark Consensus with X				

- (6) Does the student have the background knowledge to be able to complete the project?

	Yes adequate skill and knowledge	Supervisor to review in one month	GC to review in 2 months
Mark Consensus with X			

- (7) Has the student demonstrated an independent self motivated research? +3 Represents adequate knowledge; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

Final Recommendation by EIWR GC:

	Student Transferred as PhD Researcher	Student should enhance his proposal defend for the last time his work in two months time to be transferred	Recommend student to withdraw from the PhD program
Mark Consensus with X			

10.2 FORM 2- ANNUAL PROGRESS REPORT

Where an Annual Progress Report was presented and defended please complete the following:

- (1) Is the progress at a rate compatible with the proposed completion date? Is the timetable for completion plausible? Indicate the number of months students is ahead/behind schedule for 3-year completion

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (2) Has the student stayed abreast of the relevant research literature on their topics?

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (3) How much is progress in line with the work plan provided at the previous meeting? +3 Represents adequate English communication skills; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

- (4) Is the quality of additional written work, presented at this review, sufficient for PhD? +3 Represents adequate progress; 0 represents series cause for concern

	+5	+4	+3	+2	+1	+0
Mark Consensus with X						

FORM 3- PhD / MSc Student Weekly Progress Report Template

Date -----

Student Name		ID No	
Email		Mobile	
Thesis Title			
Advisor Name		Institution	
Email		Mobile	
RCF*	To be assigned by EIWR		
Email		Mobile	

*Research Coordinator and Facilitator

Progress Assessment Period (week) -----:

No	Task	Achievement to date Regarding the Items Indicated in "NO"	Next week activity (Plan)
1	Clarity of thesis objective and its relationship with problem your are trying to solve		
2	Literature review (list them reviewed literature with key findings about a page)		
3	Data collection / field work (report Plan / work done)		
4	Method selection / (elaborate which method you selected and why)		
5	Data Analysis / Model Building (data quality assessment, what data, method used)		
6	Seminar presentation plan (presentation date and title)		
7	PhD Transfer Report preparation / MSc thesis proposal approval (preparation status)		
8	Manuscript preparation (status and title)		
9	Advisors feedback		
10	Student Remark and signature		

Note that the above template is expandable and you may add additional information as you require.

11	PhD Advisor Remark (weekly - monthly)		Signature and date
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10.4 FORM 4- PHD STUDENT MONTHLY PROGRESS REPORT TEMPLATE (PHD ADVISOR/S)

Student Name		ID No	
Email		Mobile	
Thesis Title			
Advisor Name			
Email		Mobile	
RCF*			
Email		Mobile	

*Research Coordinator and Facilitator

Progress Assessment Period (week) -----: Date -----

No	Task	Achievement to date	Next week activity
1	Clarity of thesis objective and its relationship with problem your are trying to solve		
2	Literature review		
3	Data collection / field work		
4	Method selection		
5	Data Analysis / Model Building		
6	Seminar presentation plan		
7	PhD Transfer Report preparation		
8	Manuscript preparation		
9	Advisors feedback		
10	Student Remark and signature		

11	PhD Advisor Remark (weekly - monthly)		Signature and date
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