



**Union Vision College**

**STUDENT  
HANDBOOK**

**Addis Ababa,**

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## **Preface**

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

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

As a student of Union vision College, you are expected to: 1) be a responsible member of this community, 2) respect the individual rights of all members of this community, and 3) do nothing that will disrupt the provision of educational services by this institution. You may then expect the same from the faculty, administration, and staff.

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

The college Registrar has a Section for Admissions, Registration, and scheduling for Regular Undergraduate Academic Records Section; for issuing Degree for College-wide student record automation. In each College, there are College Registrar units which will guide students seeking any advice in all academic matters. Each of these offices has specific duties and responsibilities. However, what is common to all is that they are ready to serve the College Community and its Alumni. Come with grace and dignity and you will be received and served and treated respectfully. Your queries can be directed to the relevant section(s).

# CHAPTER ONE: HISTORY OF THE COLLEGE

## 1.1. History

Union vision College is a private college established in 2021 G.C. It was established in response to the rapid and equitable socio-economic development of the country in general and the region in particular.

Union vision College was registered by the Federal Trade Bureau. Union vision College runs various education programs in higher education. After undertaking a needs assessment, Union vision College, and strategic directions the College has decided to launch undergraduate programs in the management (MGMT) and in Accounting and Finance (Acfn).

The college, having the aim of developing people that excel in professional pursuits, demonstrate ethical integrity, and can add value in their professional engagements, will be operating under the curriculum which passed processes of internal as well as external reviews.

## 1.2 Vision, Mission, Values and Objectives

### 1.2.1. Vision

UNION VISION College,(UVC) has the vision of becoming a highly performing, reputable and vibrant, international center of excellence, respected for the range of academic programs it offers in Ethiopia by 2035

### 1.2.2. Mission

UNION VISION College, (UVC) is determined to produce capable and confidence graduates and for their contribution to local and global developments. It poised to a national and international education institute of par-excellence. It has the vision of being a renowned

institute of learning and research in imparting knowledge and skills in different fields in Ethiopia, East Africa and the Middle East. It will provide practical solutions to societal needs of the country by establishing a research center in its campus that will study and solve the country's managerial, finance and various economic problems. UVC is committed to utilize innovative approaches to ensure the continuous enhancement of human resources and in particular the production of qualified professionals who are well prepared to meet national and global development needs.

### **1.2.3. Objectives**

UVC considered itself as an educational institution that has an obligation to contribute its faire share in eradicating the country's problems in trained professionals. Hence, taking into account the fact that there is a scarcity of professionals on the one hand, and a growing demand for well qualified man power;

UVC has the following objectives;

- Providing high quality, all-rounded education through regular mode of delivery at first degree levels;
- Expanding the mode of delivery to extension and regular terms;
- Producing highly trained manpower who can meet industrial demand in the area of agriculture, development and business

### **1.3. Core Values**

Members of UVC shall cherish the following core values: academic freedom; respect of the low; transparency; accountability; love for one's country; dignity; respect for one another and for universal

humanitarian values. They shall also pursue personal and professional integrity; self-development and diligence; take pride in their work; seek to foster inclusiveness and reward competence.

#### **1.4. Academic Organization**

The Union Vision College has been organized based on line and staff structure. The highest and ultimate authority that is affirmed through the general policy-making functions is in the hands of the college president. Under the managing director there are three major offices; the office of the dean of the college, , and the office of Administrative and Finance Head.

The Academic Commission of the college is the main governing body and decides on all major academic matters such as the academic calendar, programs, standards, promotions, academic policies, rules and regulations, and recommendations. Hence this all things shall review and approved by the college Dean.

The senior management of the college shall decide on all major academic and administrative matters related to finance, material production and distribution, administrative policies, rules, and regulations. Moreover, the composition of the senior management shall be; the college president, dean of the college,

The UVC Campus at Addis Ababa Akaki Kality Sub City has rented building to be used for administration and classrooms.

## CHAPTER TWO: ACADEMIC PROGRAMS

Academic programs offered at college are undergraduate programs. Furthermore, the college aspires to provide short-term training.

### 2) Undergraduate Programs (Extension)

- Management,
- Accounting and Finance

#### 2.1. Undergraduate Programs (Regular)

- ◆ Management,
- ◆ Accounting and Finance

##### 2.1.1. Degree Programs

###### *2.1.1.1. Generic students' admission*

The admission criteria for the degree programs are based on the requirements set by the ministry of education. To be enrolled in the college is expected to bring two copies of the Ethiopian General Secondary Certificate Examination (EGSE) and Ethiopian higher education entrance qualification examination (EHEEQE).

###### *2.1.1.2. Advanced students' admission*

Applicants that have a degree from an accredited institution shall be considered as an advanced student. Hence course exemption shall only be conducted for courses that have the same or above the credit hours offered by the college; the applicant must score a minimum of “C” grade in the course. However, the maximum number of credit hours such a student can be exempted is 1/3 of the total credit hours required to complete the program in the college.

The applicant has to submit three copies of his/her degree, student copy, and matriculation result. Moreover, the applicant shall be admitted to the preference of his/her program considering they have met the requirements of the program.

All advanced students' applicants must submit their official transcripts within one month after registration.

### **2.1.2. TVET students**

The admission of TVET student applicants shall be enrolled in the programs of their choice considering they have passed COC; two-year relevant work experience and passing the entrance prepared by the college.

## **2.2. Re-admission to the Undergraduate Programs**

Students who dropout or withdraw officially after earning at least one's credits at the College can request for readmission into the college they withdrew from. They cannot apply to join a different College. Colleges set minimum cut-off GPAs for readmission applications. Applications that meet the minimum cut-off points shall be accepted for consideration.

### **2.2.1. Readmission for students in good academic standing**

- ◆ A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.
- ◆ The applicant is required to provide documented and acceptable justifications for his/her withdrawal.
- ◆ Readmission is subject to the availability of space, facilities, and the necessary budget.
- ◆ When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission.

### **2.2.2. Readmission for academically dismissed students**

- ◆ Students dismissed for academic reasons may be readmitted after at least a semester to repeat courses in which during the semester of readmission, provided it is determined that the projected "C" grades in the course achievement to the required levels. UVC student shall be readmitted in a semester when there are more courses the student is eligible to register for.

- ◆ A dismissed student is given a readmission chance only once in his stay in the College.
- ◆ A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.
- ◆ A first-year student dismissed at the end of the first semester with an SGPA of not less than 1.00 shall be readmitted.
- ◆ A first-year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
- ◆ A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
- ◆ A student who has been dismissed for good due to academic deficiencies will not be readmitted into the program from which he has been dismissed.
- ◆ A dismissed regular student may apply for admission to a different program in the continuing and distance education program.
- ◆ An academically dismissed regular student, if and when readmitted, is subject to the cost-sharing scheme for the semester being repeated.
- ◆ An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.

### **2.2.3. Readmission procedure**

- ◆ Students collect Readmission Application from the Admissions Office of the Registrar at specified times indicated in the Academic Calendar.
- ◆ The completed forms are then returned to the Admission Office of the Registrar.
- ◆ The Office forwards the applications to the appropriate department.
- ◆ The academic commission of the college acts on the application; decisions are

communicated to the Office of the Registrar.

- ◆ The Office of the Registrar informs all concerned applicants whether they have been accepted or rejected

### **2.3. Identification Cards (ID cards)**

A student registering at the College is issued a non-transferable identification card with a unique and permanent registration number. The card, which is a very valuable document and which requires careful handling, is a means to access services and facilities in the College. The registration number often called identification number, which should appear on all student documents is required every time the student requests for any College services. Identification cards are issued to all new students free of charge. It should be renewed each regular, evening semester, and returned to the Registrar Office when the student discontinues his/her studies or graduates. Issuance of ID cards needs one recently taken passport size photograph and grandfather's names written.

## **CHAPTER THREE**

### **REGISTRATION**

After a student is admitted to one of the programs of the college, the next thing to do is register for a set of courses.

This has to be done before attending any class/lecture. The student should go to his/her academic advisor, collect registration slips, fill the required information on the registration slip, get it signed by the advisor, and go to the college registrar office with the duly signed slips. The college registrar then registers the student, renews the ID card, and gives back a copy of the registration slip to the student. A student may be asked to present his/her registration slip by the professor teaching the course or by any of the offices providing student services. For that purpose, the student should keep one copy of the registration slip with him/her. The registrar office indicates the dates on the academic calendar of the college in which a student should register. It is therefore strongly advised that a student regularly consults the academic calendar which will be posted on notice boards of the registrar offices or the college website. Registration has to be done every

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*Union Vision College Website Address WWW. <https://unionvisioncollege.edu.et>*

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semester. However, some colleges can have registration only once in a year. Registration by proxy is not allowed.

### **3.1. Add and Drop**

Add and drop is an action of registering for courses or dropping those courses the student registered for during the normal registration time. It is therefore an opportunity given to the student to correct any oversight during the normal registration period. However, UVC possibilities have to be explored in consultation with and permission by the academic advisor of the student. Add and drops are done on a form prepared for the purpose and the form should be collected from the registrar office. Dates for add and drop are indicated in the academic calendar of the college.

### **3.2. Discontinuing Study**

#### **3.2.1. Dismiss-Repeat**

As indicated in part 3.2, a student may be forced to discontinue his/her study because of academic reasons for at least one semester. One of these academic reasons is-repeat the “dismiss” status of a student. readmission in which a student will be readmitted to repeat the course he/she failed the procedure is described under part 3.2. A student with a “dismiss-repeat” status should formally withdraw from the college.

#### **3.2.2. Dropout**

Students dropping out from the College must consult their academic advisors and explain why they wish to drop out. Students dropping out of the College for inadequate reasons will be denied readmission.

#### **3.2.3. Withdrawal**

Any student who wants to discontinue his study should formally withdraw and complete a Withdrawal Form (or clearance) **within 8 weeks** after the beginning of

the semester. The College does not accept readmission requests if an applicant has not withdrawn properly. A student who discontinued-repeat “his study status dropping out may request for readmission as per the procedures stipulated in part.

### 3.2.4. Clearance

Students should fulfill the proper clearance procedure at the end of each academic year or Union vision College session or upon graduation or when they discontinue their study. Every student must collect the Clearance Form from the College Registrar Office. After properly completing UVC forms and getting them signed by the appropriate offices, the student must submit it to the college registrar office, and keep a copy with him/her. No transcripts, degrees, diplomas, and letters of recommendation will be issued to a person who cannot produce his/her copy of the clearance from every time such services are requested. Moreover, readmissions are processed if and only if a student presents a duly signed clearance.

## CHAPTER FOUR: ACADEMIC MATTERS

### 4.1. Semester load

A student is required to register for a normal load which is measured in terms of the total sum of Credits of the courses he/she registers. The load varies according to the type (regular, extension.) of the program. The detail is found in the following table. More details can be found inside the curriculum of the program to which the student is enrolled.

Semester load (Credit)		Remark
Regular	Extension	Special permissions by the Academic Commission can grant a maximum load of up to 21. Special permissions are possible to
18	12	

		graduating students and to those with a CGPA $\geq$ 3:00
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## 4.2. Class Attendance

A student is required to attend all lectures, laboratory, and practical sessions as well as fieldwork. In situations where a student, because of reasons beyond his/her control, fails to attend all sessions, a minimum of 85% attendance is required if he/she is to earn credit in a given course. However, colleges, such as the CHS, may demand 100% attendance where such full attendance is academically indispensable. A student who has missed more than 15% attendance will be given a grade of IA (Incomplete Attendance) and will be required to provide acceptable reasons for his/her incomplete attendance is proven to have been for valid reasons, his/her registration for the course will be canceled and he/she shall be permitted to do the course afresh. If as reasons that were not valid, the IA grade will be changed to an “F the sixth week of his/her next enrolment in the program.

## 4.3. Graduation Requirements

Students are required to fulfill a minimum set of achievements to graduate (get a degree) from a program. Such requirements can vary from program to program. For specific information, students are advised to consult the specific curriculum in which they are enrolled. However, the following general requirements apply to a first-degree program.

Undergraduate Programs			
Duration of the Program	Total Credit Required		Grade point average GPA
	Minimum	Maximum	
4 years	147	147	CGPA $\geq$ 2.00
5 years	147	147	No F grade in any course

#### 4.4. Student Assessment and the Grading System

Student learning is assessed on a continuous assessment basis in the form of tests, assignments, presentations, etc. to determine the final letter grade earned. Continuous assessment shall account for 50% of the total course grade. The remaining 50% shall be allotted for a final exam conducted at the end of course delivery. Examinations may be oral, written, or practical, depending on the nature of the course. The number, type, and schedule of examinations or tests in a course shall be determined by the instructor and stated on the course outline to be issued to students at the beginning of the course. Letter grades are assigned to the marks earned out of 100% on a fixed scale (criteria referenced grading system). The raw marks out of 100% and their equivalent letter grades are indicated in the following table.

#### The Grading System

The grading system is a five-scale assessment ranging from A to F as presented below:

Raw mark Interval	Corresponding Grade Points	Corresponding letter Grade	Grade Description
[95 – 100]	4.0	A+	Excellent
[85 – 95)	4.0	A	
[80 – 85)	3.75	A-	Very good
[75 – 80)	3.5	B+	

[70 – 75)	3.0	B	Good
[65 – 70)	2.75	B-	
[60 – 65)	2.5	C+	Satisfactory
[50 – 60)	2.0	C	Unsatisfactory
[45 – 50)	1.75	C-	
[40 – 45)	1.0	D	Failure
Below 40	0	F	

Other forms of letters can be assigned to the student. It is given in a case where a student does not have full examination records. All “NG” s shall be changed to one or another of the following before grades are submitted to the Registrar:

- ◆ To an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course. The student should take a makeup exam and convert the “I” to a grade within a year. Failure to do so will result in an “F” to the course; or

- ◆ To a “W” (withdrawn) by the department student who has formally withdrawn from the program within eight weeks after the beginning of the semester. In this case, the registration will be canceled the student will reregister for the course on readmission; or

- ◆ To a “DO” (dropout) by the dean for the program per the withdrawal procedures set forth by the College and the time limit specified above; or has not produced evidence justifying his failure to sit for the examination(s).

Neither “W”, “DO” nor shall “I” play a student who obtains a “DO” refers or shall be a course required to justify the reasons why he failed to comply with the

withdrawal procedures set forth by the College to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

#### **4.5. Semester Academic Achievements and Academic Status**

Students are required to achieve a certain level of score to be promoted to the next semester. This achievement is measured by (1) Semester Grade Point Average (SGPA), and (2) Cumulative Grade Point Average (CGPA). SGPA is calculated by considering only the courses for which the student is registered for the semester. CGPA is calculated by considering all the courses the student accumulated so far. The GPAs are obtained by dividing the sum of all grade points for the courses divided by the total sum of /credits. For example, Course A has 3 credit hours and the student scored C+. The same student is also registered for Course B which has 4 credit hours and the student scored A-. Therefore

$$\text{GPA} = (5*2.5) + (7*3.75) / (5+7) = 3.23$$

After calculating the GPA, the student will be given the following status by his/her dean:

- ◆ Promoted = for a student who is promoted to the next semester. A student who scored  $\text{CGPA} \geq 2.00$  or  $\text{SGPA} \geq 1.75$  is promoted. While for graduate studies minimum CGPA of 3.00 and a maximum of one “C” grade in all courses.
- ◆ Probation (warning) = for a student whose  $\text{CGPA} < 2.00$  or  $\text{SGPA} < 1.75$ ; or for a newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74, or for a newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99. While for graduate student’s academic performance falls below 2.50 in the first semester results or student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC.

◆ Academic Dismissal = this status is given for two consecutive warnings, or Any student who scored three “F’s” or a student who scored more three ”F’s” per semester, or Any student whose semester GPA falls below 1.75 or who fails to maintain a CGPA of 2.00, or A newly admitted student or a student joining the College at advanced level who earns a GPA of less than 1.50 at the end of his first semester, or a newly admitted student or a student joining the College at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed. While for postgraduate students Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) falls below 3.00.

#### **4.6. Administration of Examinations**

A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/centers/schools to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the examination. No student may be admitted into an examination hall 30 minutes after the beginning of the examination and may not be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.

If a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness. Upon conclusion of an examination, the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the office of the chair/head of the department/center/school that offers the course.

#### **4.6.1. Violation of Examination Regulations**

Anyone of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects, or senior essays and the determination of the academic status of students.

- ◆ Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
- ◆ Working on or being found in possession of examination papers other than one's own;
- ◆ Exchanging information in the examination hall in oral, symbolic, written, or any other means, such as mobile phones where these are not specifically permitted;
- ◆ Making use of someone else's work, or parts there of, without acknowledging the same and with deliberate intent to represent such material as one's own;
- ◆ Sitting for an examination in a course for which one has not been registered;
- ◆ Taking an examination by proxy;
- ◆ Submitting a work or works for which it can be established that the work or part thereof is not produced by the student claiming authorship or production;
- ◆ Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
- ◆ Being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the shall; and
- ◆ Engaging in any other activity that is deemed inappropriate to the smooth and fair conduct of the examination.

An invigilator who apprehends a student in the act of cheating in an examination

or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as a detailed and complete note of the incident(s) as possible in a form designed for the purpose. He shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).

Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. The instructor or the invigilator shall, after deciding on the matter, prepare a short report describing the grounds for his decision.

Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behavior will be reported. The invigilator shall collect all evidence on intent to cheat in preparation for his reporting.

Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any of the tests or a term paper due to cheating or plagiarism, that should not constitute a ground for a grade of "F" or disqualification from the course as a whole.

#### **4.6.2. Re-marking of Examinations**

A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper as follows.

- ◆ Any petition for re-marking shall be initiated after the grades are officially released from the department/center/school or the Office of the Registrar;
- ◆ A petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released from the department/center/school or the Office of the Registrar;
- ◆ A petition for re-marking of second-semester grades shall be submitted any time before the registration date of the next academic year; and
- ◆ Any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the academic unit concerned.
- ◆ Petition for Re-marking are entertained in the following manner:
- ◆ Each academic unit shall own the standard application forms to be filled out by students who petition for remarking. Such forms shall require the student to specify the reasons for disputing the grade he has earned;
- ◆ Remarking application forms will be prepared by colleges;
- ◆ Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:
  - ◆ Obtain the grade distribution scale employed by the instructor, and Obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.
- ◆ The chair/head of the department/center/school shall then assign two academic staff, who can make the re-marking impartially. They shall do the remarking separately and report separately to him with a recommended grade;
- ◆ The chair/head of the department/center/school shall then approve an average of the two grades submitted to him;

- ◆ If the remark result is a grade lower than the one previously obtained, the previous grade shall stand;
- ◆ The chair/head of the department/center/school shall: Sign and send the original to the Office of the Registrar; and keep one copy on the department`s/center`s/school`s file.
- ◆ If, at the end of the remarking process, there is a conviction beyond a reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the chair/head of the department/center/school shall take up the matter through proper channels for disciplinary action against the member of staff in question;
- ◆ If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the concerned academic unit exonerating him of the allegations.

#### **4.6.3. Make-up Examinations**

- ◆ A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems, or other accidents, and therefore has an "I" (incomplete) grade in a course may be allowed to sit for a make-up examination in the course.
- ◆ Any such student, or a person representing the student, shall apply for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the chair/head of his academic department/center/school within six weeks after the start of the subsequent semester.
- ◆ Where the AC finds that the student did not have valid reasons for not sitting

for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.

- ◆ Dates for the make-up examination will be announced by the Dean or Head of Department. The date may range from six weeks to a year from the date a decision by AC was made.

- ◆ A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the course is scheduled to be administered.

- ◆ A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the College for Academic Reasons and apply for a make-up examination. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

- ◆ A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue his studies in the subsequent semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00). For UVC a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination is incomplete courses.

- ◆ If a student has less than three "I" grades but is not in good academic standing, he will withdraw and apply for a make-up exam. GPAs will not be calculated and status will not be given for such a student until he takes the make-up examination.

- ◆ Unless otherwise decided by the AD shall be converted to an "F" grade.

#### **4.6.4. Re-examination**

A student may be allowed to take re-examinations for courses he scored D or even C-. However, such opportunities should be decided by the Academic Commission in consultation with the academic advisor of the student. A graduating class student may be allowed for the re-examination of a maximum of two courses. A student may sit for a re-examination of four courses for which the possibility of repeating is non-existent due to program discontinuity. Re-examination may be allowed for a student whose CGPA must be UNV that when an input of a minimum of 2.00 or enables him to qualify for graduation or promotion. The grade obtained for re-exam shall be recorded as it is for the course. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be canceled or retained as soon as his status is determined.

#### **4.6.5. Feedbacks from Examinations**

Exam papers are returned to students after marking and feedbacks have to be given to students on the examinations so that they will learn from their mistakes. Instructors submit grades after students have seen their papers.

#### **4.6.6. Repeating Courses**

A student may repeat a course or several courses to remove academic deficiency by the discretion of the Academic Commission. A student who obtains an “F” grade such course may be repeated more than twice. Students repeating courses register and carry out all activities. A borderline student may be allowed to repeat a course in which the student has may be repeated more than once unless it is a required course for graduation in which case the student may be given a second chance to repeat. A previous grade or grades of “F” or “D” grade. A grade on a repeated course shall be recorded as it is. The initial grades, that is, the grades

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that the students want to change, will be canceled on transcripts and will not be considered in the calculation of SGPA and CGPA. If a student repeating “D” scores an “F”, the “F” is authorized.

#### **4.6.7. Waiver of rules**

Minor academic requirements may be waived by the Academic Affairs Committee (AAC) of the Academic Commission. Each case is studied by the relevant Department Academic Committee (DAC) which forwards its recommendations to the College Academic Commission. The dean of the College forwards a formal request for a waiver along with the academic commission minutes to the AAC. The Committee considers the case and gives the final decision in granting or denying the waiver of the rules. The decision of the ASCRC will be final. The AAC does not entertain direct student petitions for waiver of rules. All requests should be filed at their respective departments.

## **CHAPTER FIVE: TRANSFER OF STUDENTS**

Students may seek transfer from one program to another, from college to another college, and even from college to college. The transfer requests are entertained as follows.

### **5.1. Intra-College**

#### **5.1.1. Regular Programs**

A student may transfer from one department to another department within the same college upon satisfying the following conditions and procedures.

- ◆ Both department transfers shall depend on the availability of space and facilities in the receiving college or department and a transfer applicant shall have grade levels that would normally be required of students for enrolment into the department concerned.
- ◆ The inter-college transfer is only applicable in areas of related disciplines;

- ◆ A student dismissed from his previous department shall be eligible for transfer into another department of the College;
- ◆ Program transfer within departments application forms shall be available at each department of the college to be collected by applicants for transfer upon payment of appropriate fees;
- ◆ A transfer application form must be completed and returned to the concerned college or department within a week after registration;
- ◆ Granting or denying transfer shall be made by a dean of the college upon the recommendation of the receiving department. Accepted transfer requests are subject to final approval by the Registrar;
- ◆ Receiving colleges shall set criteria for selecting students who apply for transfer;
- ◆ A student whose application for transfer has been rejected shall have a right of appeal to the AD whose decision shall be final;
- ◆ The process of transfer shall be completed within two weeks following the commencement of classes;
- ◆ The transfer shall not have the consequence of elongating the stay of a student for more than a year; and
- ◆ The receiving department shall work out the details of the transfer of credits and other technical matters.

### **5.1.2. Continued Education Programs**

Evening students are allowed to transfer from one college to another or from one department of a college to another department of the same college. Evening students may transfer to regular programs if they satisfy the following:

- ◆ The applicants must have accumulated (obtained passing grades) in the evening program in at least half (50%) of the total credits required for graduation as specified academic program; in the

- ◆ The applicant must have at least a CGPA of 2.00 at the time of application;
- ◆ Such a transfer can take place within the same academic departments/program only. Thus, request for change of major and/or minor areas of study cannot be considered;
- ◆ Applications for transfer to the regular program are to be submitted to the concerned academic department by completing forms prepared for this purpose by the Registrar for students who meet the basic criteria as stated above;
- ◆ Applications must be submitted within a maximum of two weeks after the date of semester registration in the Evening program;
- ◆ Academic departments may accept or reject the transfer applications based on the availability of space and facilities. On a competitive basis, decisions (acceptance or rejection) must be approved by the Dean, and the Registrar effects approved transfer cases; and
- ◆ Students transferred from the Evening to regular programs will be subject to the cost-sharing scheme.

## **5.2. Department Change and Transfer of Students**

The transfer of students in regular, extinction accredited institutions may be accepted based upon the college legislation. That is students applying for inter-department transfer should have spent at least one semester in their college of origin and be in good academic standing. Whereas, students applying for inter-college transfer would only be enrolled in the department of their choice if they have taken 36 credit hours, should have spent a year in their college of origin, and be in good academic standing.

## **CHAPTER SIX: STUDENT RIGHTS AND RESPONSIBILITIES**

### **6.1. Guiding Principle of student's rights**

- ◆ Free inquiry of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
- ◆ Enjoy the freedom to learn with appropriate opportunities and conditions in classrooms, campuses, and in the larger community;
- ◆ Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
- ◆ Be free to express orderly their views on issues of institutional policy;
- ◆ Receive protection from any form of discrimination or harassment;
- ◆ Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;

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- ◆ Be evaluated solely on an academic basis consistent with norms provided for by HE Proclamation and Union vision College’s academic standards, and receive redress against capricious evaluation;
- ◆ Participate in a transparent system of performance evaluation of academic staff and academic programs;
- ◆ Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
- ◆ Join the institution's student union vision, which shall be founded on the principle of the college of membership per the pertinent laws to promote and protect their common interests lawfully;
- ◆ Obtain access to facilities of the institution through their union vision per the rules and procedures of Union vision College;
- ◆ Participate, through their union vision or representatives, in the sessions of the institution’s governing bodies per HE Proclamation and directives issued by the GA;
- ◆ Use, under the leadership and guidance of the student union vision and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion, and editorial comments;
- ◆ Union vision College shall have the responsibility to develop and implement rules and procedures that shall safeguard the rights of its students stipulated under this Article. The rules and procedures shall be developed per this article and based on consensus built through the participation of its academic community.

## 6.2. Student Responsibilities

Without prejudice to other provisions of the Higher Education Proclamation and other applicable laws, any student of Union vision College shall have the following responsibilities:

- ◆ attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;
- ◆ maintain standards of academic performance established for each course in which he/ she is enrolled;
- ◆ know and uphold the objectives of higher education and the guiding values of the institution;
- ◆ respect, in the classroom or anywhere in the premises of the institution, the rights of other persons protected by law;
- ◆ observe scrupulously the applicable provisions of this Proclamation and the rules of the institution which are consistent with this Proclamation;
- ◆ interact with academic and other staff and any other student of the institution with due respect to their constitutional rights;
- ◆ refrain from any unlawful act and from any unethical activities;
- ◆ complain and seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;
- ◆ use and handle the properties of the institution with due care and be held accountable for any damage caused to the property of the institution due to intentional or negligent misuse or destruction;
- ◆ Effect payment of fees applicable per the provisions of this Proclamation for services that have been provided by the institution.

## 6.3. Code of Conduct of Students

### 6.3.1. Prohibited Acts include:

- ◆ Physically harming (assaulting, battering, or killing) another member of the College community;
  - ◆ Sexually assaulting or sexually harassing another person;
  - ◆ Bullying, or harassing another person or defaming any member of the Union vision College community;
  - ◆ Possessing, using, or storing fire arms, explosives, or weapons on Union vision College controlled premises or at Union vision College events or programs (unless permitted by the Management
  - ◆ Illegally possessing, using, distributing, manufacturing, or selling alcoholic beverages or drugs;
  - ◆ Stealing, vandalizing, damaging, destroying, or defacing Union vision College property or the property of others;
  - ◆ Obstructing or disrupting classes, research works, or other activities or programs of Union vision College; or obstructing access to Union vision College facilities, property, or programs;
  - ◆ Making, possessing, or using any falsified Union vision College documents or records;
- 
- ◆ A student who has failed to uphold COVID-19 preventive measure(wearing a mask on campus premises and hand sanitizers all the time); for the first-time offense, he/she will be warned verbally and recorded; for the second-time offense he/she will be given a warning in a writing and it will be attached to his/her file

record permanently and For the third time offense he/she will be suspended for the whole semester.

- ◆ Violating policies concerning the use of the library, computers, or other properties of the College.

### **6.3.2. Sanctions**

- ◆ The sanctions for anyone of the VIOLATIONS indicated in Article 94 shall be determined by the Dean of Students and approved by the Campus/Department Student Affairs Committee;

- ◆ Disciplinary hearings shall be conducted by a committee established for the purpose at each department or campus. The membership of such committees shall include the Dean of Students or his representative serving as a chair person; one academic staff member, a student representative, a representative of the campus police as well as a representative of the relevant department administration;

- ◆ A student aggrieved by the decision of the Discipline Committee may appeal to the Dean or an official of the establishment so delegated by the Dean for this purpose. The decision of the Dean or his delegate shall be final.

## **CHAPTER SEVEN: TRANSCRIPT & DEGREE.**

Transcripts are records of students' valuable private and sensitive documents.

Utmost care is taken in their recording, storing, and issuance. The following is a set of regulations governing the issuance of transcripts.

- ◆ No student records are shown or given to a third party without the written consent of the student. The College may make discretionary exceptions to this.

- ◆ No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:

- ◆ The third-party must carry a power of attorney.
- ◆ The third-party does not demand that the transcripts be given to him/her
- ◆ The third-party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the Registrar's Office has misled persons who have no legal claims over the document.

- ◆ The third-party will be required to put his/her thumb impression on the said affidavit.

- ◆ All students who have dropped out, withdrawn, or graduated from the College must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the College.

- ◆ Transcripts given by the Registrar Office are of two kinds: student copy and official copy. Official copies are directly sent to institutions or organizations upon the request and/or the consent of the individual. There is a charge on each of

them. Currently, the following is charged:

Fee type	Description	Rate (Birr)
1. Student ID Car	New	200
	Replacement	300
2.Registration Fee (TVET	for new	350
	For Existing	300
3.Registration Fee (Degree	for new	400
Registration Fee (degree)	For Existing	350
4. Late registration in general	Degree	450
5. Official Transcript	Local	700
	Local Urgent	1000
	Abroad	500
	Abroad Urgent	10,000
6.To whom it may concern Letter( status letter).	Exam Cheating Re-Exam	400
	Letter	50
7.Make up Supplementary Examination	Degree	400
8.Graduation Fee	Temporary ,original, Transcript	4000
9.Temporary Certificate of completion Transcript (per Year trainers )replacement	Degree	2000
10.Grade Complain Fee ( per exam booklet	Degree	100
11.Re-Admission	Degree	350
12.Change of Program from Regular to Extension	Degree	350
13.Document Authentication	Degree	500
14.Penalty after 10. days within the new month started.	Degree	Per day Birr 10
15.School Fee per Cr/Hrs	Degree	210

Transcripts are processed and issued or sent on two bases: regular services and express service. Regular services require three working days to process; express

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service requires one day. In other words, transcript requests regularly will be given or mailed within three days; express requests within one day.

### **7.1. Degree.**

Degree is issued by the registrar office. Following graduation or approval to graduate by each Faculty upon presentation of clearance papers, issued temporary certificates of completion. These are later on replaced by the original degree. The concerned individual has to pay the required charges for the original degrees. Degrees are given to the individual and not to a third party. Degrees not collected in time will be destroyed. No new degrees or will be issued. Degrees is issued when candidates produces clearance of their responsibilities to Union vision College.

### **7.2. Others**

Upon the request by the student, the Registrar's Office issues letters of attendance and other certificates. All UVC letters take longer to prepare than transcripts and there is a charge on each of them.

### **7.3. Tuition and other fees**

All students in the Regular Undergraduate programs are subject to tuition fees. Tuition and other fees shall be decided by the College, and the details will be made available at the Office of the Registrar .

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