



BAHIR DAR UNIVERSITY
COLLEGE OF MEDICINE AND HEALTH SCIENCES
STUDENT HANDBOOK

AUGUST, 2024

BAHIR DAR UNIVERSITY, ETHIOPIA

Disclaimer

We have made every effort to ensure the information in this publication is complete, accurate, and relevant. If you notice any errors or omissions in this Handbook, please inform us so we can improve future editions. In case of any disputes regarding the interpretation of the content in this Handbook, the Chief Executive Director of the College of Medicine and Health Sciences will provide clarification. Should there be any conflict between this information and the University Senate Legislation, the latter will prevail.

For any comments or suggestions about this Handbook, please email us at collegehealthscience@gmail.com with the subject line “Student Handbook.” You may also contact the Medical Service, Academic Quality, and Innovation Corporate Director's office of the College of Medicine and Health Sciences.

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Preface

Welcome to the College of Medicine and Health Sciences at Bahir Dar University. This student handbook is designed to serve as a comprehensive guide for all students enrolled in our programs, providing essential information about academic policies, student services, campus life, and the various resources available to support your educational journey.

As a student at the College of Medicine and Health Sciences, you are embarking on a path of rigorous academic study and professional development. Our college is committed to fostering an environment that promotes excellence, integrity, and respect for diversity. We believe that these values are the foundation for creating competent, compassionate healthcare professionals who will make a meaningful impact in Ethiopia and beyond.

This handbook aims to help you navigate your time at Bahir Dar University effectively. Inside, you will find detailed information about our academic programs, rules, regulations, and the support services available to you. It is important that you familiarize yourself with the content of this handbook, as it will guide you in making informed decisions and understanding your rights and responsibilities as a student.

Our faculty, staff, and administration are dedicated to providing you with a supportive learning environment that encourages innovation, critical thinking, and lifelong learning. We encourage you to take full advantage of the opportunities available to you—whether it is participating in research projects, joining student organizations, or engaging with the community through outreach programs.

We are excited to be a part of your academic journey and look forward to seeing the contributions you will make to the field of medicine and health sciences. Remember, your time here is not just about acquiring knowledge but also about growing as a person and a professional. We hope that this handbook will be a valuable resource throughout your time at the College of Medicine and Health Sciences.

We wish you the very best in your studies and are here to support you every step of the way.

Sincerely,

The Chief Executive Director

College of Medicine and Health Sciences

Bahir Dar University, Ethiopia

1. Bahir Dar University and College of Medicine and Health Sciences

1.1. History of Bahir Dar University

Bahir Dar University (BDU) was established by merging two former higher education institutions; namely the Bahir Dar Polytechnic and Bahir Dar Teacher's College. The Bahir Dar Polytechnic Institute, which has transformed itself into Technology and Textile Institute, was established in 1963 under the technical cooperation between the Government of USSR and the Imperial Government of Ethiopia. The institute was a premier institute in producing technicians for the nation. The Bahir Dar Teacher's College, by then known as the Academy of Pedagogy, was established in 1972 by the tripartite agreement of the Imperial Government of Ethiopia, UNESCO, and UNDP and started actual work in the following year under the auspices of the Ministry of Education and Fine Arts. Its general objective was to train multipurpose primary education professionals capable of adopting primary education to rural life and rural development. The two institutions of higher learning were integrated to form the Bahir Dar University following the Council of Ministers regulation no.60/1999GC. The University was inaugurated on May 6, 2000.

Since its establishment in the year 2000, the University has had primary responsibility for teaching undergraduate and postgraduate students in the University to produce middle and high-level professionals for the country and other short-term training which will support the research and community service.

Bahir Dar University by now is among the largest universities in the Federal Democratic Republic of Ethiopia, with more than 50,000 students in its 293 academic programs, 92 undergraduate, 138 masters, and 53 PhD programs, 6 specialties, 4 certificate programs; Bahir Dar University has 26 Academic units. Five Colleges, seven Faculties, seven Schools, five Institutes, one Academy, two Centers. The academic units of the University include College of Sciences, College of Agriculture and Environmental Sciences, College of Medicine and Health Sciences, College of Business and Economics, College of Education and Behavioral Sciences, Bahir Dar Institute of Technology, Ethiopian Institute of Textile and Fashion Technology, Institute of Land Administration, Institute of Disaster Risk Management and Food Security Studies, Faculty of Humanities, Faculty of Social Science, Faculty of Civil and water resource Engineering, Faculty of Mechanical and Industrial Engineering, Faculty of Computing, Faculty of Chemical and Food Processing Engineering, Faculty of Electrical and Computer Engineering, School of Earth Sciences, School of Law, School of Animal Sciences and Veterinary Medicine, School of Fisheries and Wildlife, School of Medicine, School of Nursing and Midwifery, School of Pharmacy, School of Medical Laboratory Science, School of Public Health, Sport Academy, Maritime Training Institute, Bahir

Dar Energy Center and Pedagogy Center. Our academic units are situated in eight campuses in all corners of the Bahir Dar City.

1.2. History of College of Medicine and Health Sciences

College of Medicine and Health Sciences (CoMHS) is one of the academic units in Bahir Dar University which was established in October 2007, and has evolved from a medical school training only medical doctors to a full-fledged college comprising of School of Medicine, School of Nursing and Midwifery, School of Pharmacy, School of Medical laboratory Sciences, and School of Public Health. Currently, the College hosts 50 distinct academic programs: 9 undergraduate and 41 graduate programs (6 PhD, 5 Subspecialty, 12 Specialty, 17 Master & 1 Certificate programs) serving over 2414 students and including 588 academic staff. College of Medicine and Health Sciences comprises two campuses; Tibebe Ghion and Felege Hiwot campus. Tibebe Ghion Campus hosts School of Medicine, School of Nursing and Midwifery, School of Pharmacy, and School of Medical laboratory Sciences while Felege Hiwot Campus hosts School of Public Health and an In-service Training Center. The College is proud to have a 4-story huge library called Dr. Bayle Damtie Library named after one of the former presidents of the University, and a 3-story research center both of which are playing a great role in advancing education and research.

The College of Medicine and Health Sciences at Bahir Dar University is committed to providing high-quality medical and health sciences education. To produce skilled medical and health professionals for both the nation and the global community, the college is investing in enhancing the quality of preservice medical education. This is achieved through hands-on, skill-oriented health science education in its well-equipped skill labs and basic and research laboratories.

The college's skill labs are organized centrally, featuring five dedicated rooms: four for skill practice and one for storage. The central skill lab includes the following rooms: Basic Skill Lab 1, Basic Skill Lab 2, Human Anatomy and Wet Lab, and Advanced Skill Lab. These rooms are well-equipped with high-fidelity models such as the Victoria Model (**Figure 1**), Anatomage Table (**Figure 2**), Laparoscopy Simulation Machine (**Figure 3**), CPR Model (**Figure 7**), Mechanical Ventilator Model, Suturing Model, IV-line insertion model, and smart boards for video visualization. In addition to the central skill lab, the college also has an Anesthesia Simulation Lab, which features a high-fidelity anesthesia simulation model and a pre- and post-procedure briefing room (**Figure 4**).



Figure 1: The high-fidelity Victoria Model simulator for teaching labor and delivery, available in Basic Skill Lab 2 within the central Skill Lab of the College of Medicine and Health Sciences, Bahir Dar University.

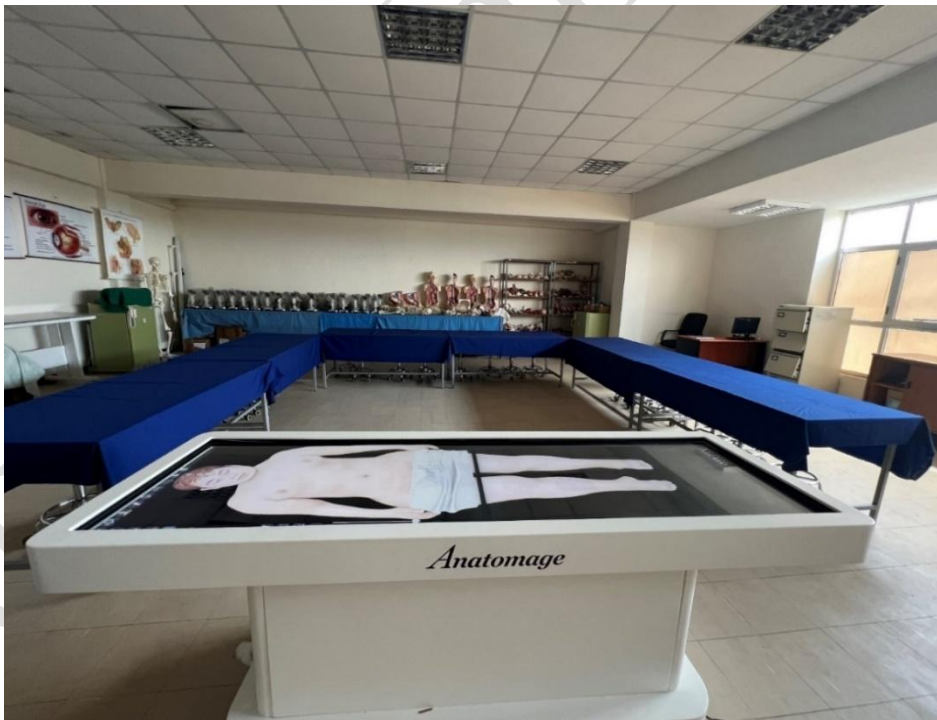


Figure 2: The Anatomage Table, a 3D anatomy platform featuring real human anatomy, available in the Human Anatomy and Wet Lab of the Central Skill Lab at the College of Medicine and Health Sciences, Bahir Dar University.

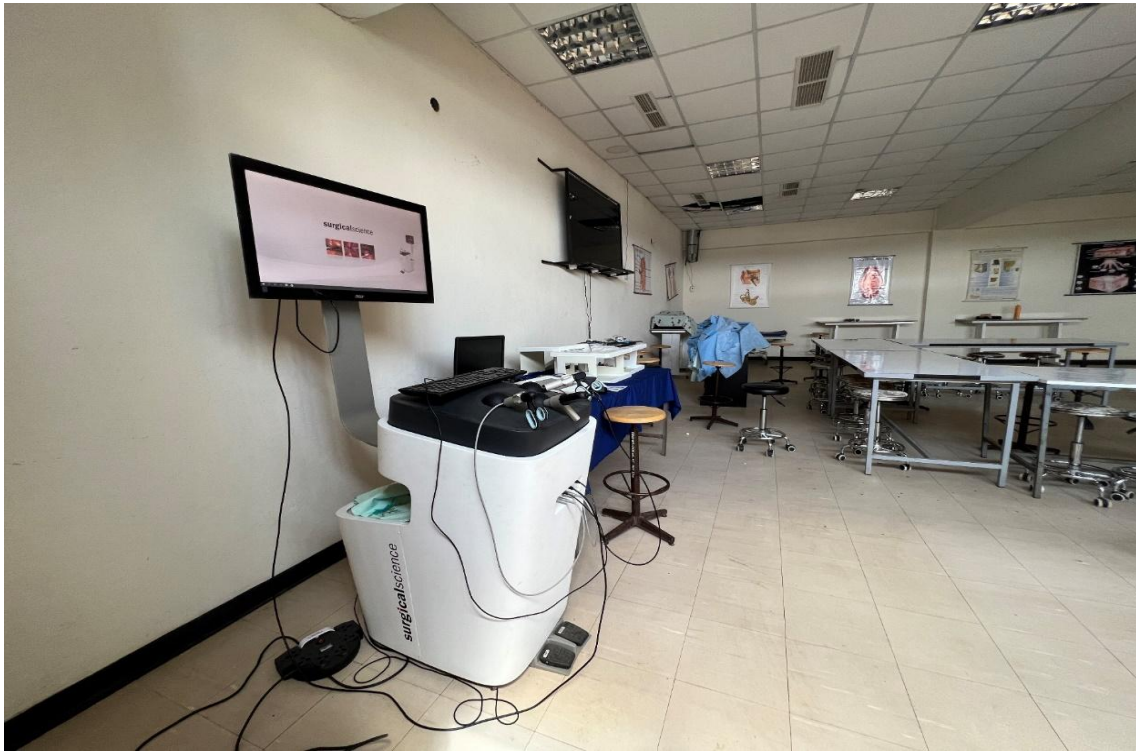


Figure 3: The Laparoscopy Simulation Machine located in the Advanced Skill Lab of the Central Skill Lab at the College of Medicine and Health Sciences, Bahir Dar University.



Figure 4: The Anesthesia Simulation Lab, including a pre- and post-procedure briefing room, is available at the College of Medicine and Health Sciences, Bahir Dar University.



Figure 5: A high-fidelity anesthesia simulation model is available at the College of Medicine and Health Sciences, Bahir Dar University.



Figure 6: Patient models are available in the Basic Skill Lab at the College of Medicine and Health Sciences, Bahir Dar University.



Figure 7: CPR Model available at the College of Medicine and Health Sciences, Bahir Dar University.

According to data from the Ministry of Health-Ethiopia (MoH) for 2021, the College of Medicine and Health Sciences at Bahir Dar University is ranked 3rd out of 20 medical schools in terms of the number of residents (specialty trainees) accepted, following Addis Ababa University-Black Lion Hospital (AAU-BLH) and St. Paul Millennium Medical College, both with 11 specialty programs. It is the second choice for residency training, behind AAU-BLH. Graduates of the College of Medicine and Health Sciences, Bahir Dar University, are ranked 2nd in residency matching (41%) among all public medical schools, following AAU-BLH (48%). Additionally, according to MoH statistics for 2023, the National Certificate of Competency (CoC) pass rates for BDU-CMHS graduates of 2022 are as follows: Comprehensive Nursing (71%), Anesthesia (100%), Midwifery (100%), Medical Laboratory Science (71.9%), Pharmacy (100%), Pediatric and Child Health Nursing (80.8%), Emergency & Critical Care Nursing (100%), and Medicine (76.9%).

The Tibebe Ghion Campus, the College's new main campus, and its major university hospital, Tibebe Ghion Comprehensive Specialized Hospital (TGSH), are equipped with state-of-the-art technology. This facility supports the College's advancements in education, research, and innovation in medical and health sciences. The Tibebe Ghion Specialized Hospital was officially opened on November 10, 2018, by His Excellency Prime Minister Dr. Abiy Ahmed Ali, along with President Isaias Afwerki of Eritrea and President Mohamed Abdullahi Mohamed Formajo of Somalia (**Figure 8**).



Figure 8: His Excellency Prime Minister Dr. Abiy Ahmed Ali, President Isaias Afwerki of Eritrea, and President Mohamed Abdullahi Mohamed Formajo of Somalia inaugurated Tibebe Ghion Specialized Hospital on November 10, 2018.

The hospital features seven main wards, fourteen operating rooms, over 126 clinical service rooms, a medical oxygen plant, twenty intensive care unit (ICU) beds, and a total of over 500 beds. It also includes advanced diagnostic facilities, such as a 128-slice CT scan and a 3T MRI (**Figures 9 and 10**).



Figure 9: The 128-slice CT scan available at Tibebe Ghion Specialized Hospital.



Figure 10: The 3-Tesla Magnetic Resonance Imaging (MRI) machine at Tibebe Ghion Specialized Hospital

Tibebe Ghion Specialized Hospital also features a well-established medical oxygen plant, as shown in Figure 11.



Figure 11: Medical oxygen plant at Tibebe Ghion Specialized Hospital, College of Medicine and Health Sciences, Bahir Dar University.

Tibebe Ghion Specialized Hospital also has a wastewater and potable water treatment plant, as shown in **Figure 12**.



Figure 12: Wastewater and potable water treatment plant at Tibebe Ghion Specialized Hospital.

The hospital, a premier public facility in the Amhara region, is recognized by the Ministry of Health (MoH) as one of the five leading national quality hubs and centers of excellence for Emergency and Critical Care Service Improvement Programs. Located on the outskirts of Bahir Dar city—one of Africa's ten most beautiful cities and a UNESCO Learning City awardee in 2015—the hospital is situated approximately 10 km south of the city center along the route to Adet District and about 23 km from the Blue Nile Falls (locally known as Tis Esat or "Smoke of Fire"), a renowned tourist destination.

The College of Medicine and Health Sciences at Bahir Dar University is a member of the global networks Consortium of Universities for Global Health (CUGH) and the Consortium of New Sub-Saharan African Medical Schools (CONSAMS). Additionally, the college maintains over 35 strategic partnerships worldwide, including organizations such as Operation Eye Sight Universal (Canada), University of Texas Southwestern (USA), ReachAnother Foundation (USA), AO Alliance (Switzerland), Assist International (USA), Rabin Medical Center (Israel), University of Iowa Health Care (USA), Australian Doctors for Africa (ADFA) (Australia), Sign Fracture Care International (USA), Karolinska Institute (Sweden), Elsevier Research for Life (USA), World Telehealth Initiative (WTI) (USA), Linköping University (Sweden), People-to-People (USA), Cure International Hospital-Ethiopia, Children's Surgery

International (USA), Hospice Ethiopia, Human Bridge (Sweden), Institute for Health Care Improvement (IHI) Ethiopia, USAID-Jhpiego-Ethiopia, University of California San Francisco (UCSF), Procter Foundation for Research in Ophthalmology (USA), Bristol University (UK), Congenital Heart Academy (Italy), Universidad DE LEON-Erasmus (Spain), Train and Help Babies (TaHB) Organization (USA), Cornell University (USA), Fraunhofer Institute for Cell Therapy and Immunology (Germany), Hakim Workneh-Melaku Beyan Society (HWMBS) (USA), Armauer Hansen Research Institute (AHRI)-Ethiopia, University of Gezira-Sudan, University of Global Health Equity (UGHE) LTD-Rwanda, Mihret Medical Supply Group (USA), Alemtsehay Breast Cancer Foundation, Hamlin Fistula Center, and World Stroke Organization.



Figure 13: Bahir Dar University International Project Partners around the globe

The college is home to the Tana Research and Diagnostic Center (TRDC), a three-story building designed to facilitate both basic and advanced research and laboratory activities (**Figure 14**). The center aims to become a leading institution for advanced health research, innovation, and training in Africa by 2050. Its mission includes conducting advanced health and health-related research, developing innovative technologies and products, providing reference laboratory and accreditation services, and enhancing capacity-building to transform the healthcare system and improve community well-being. Additionally,

the college operates the Mecha Demographic Surveillance and Field Research Center, located 35 km from Bahir Dar.



Figure 14: Tana Research and Diagnostic Center (TRDC) at the College of Medicine and Health Sciences, Bahir Dar University.





Figure 15: Tibeb Ghion Campus of College of Medicine and Health Sciences, Bahir Dar University

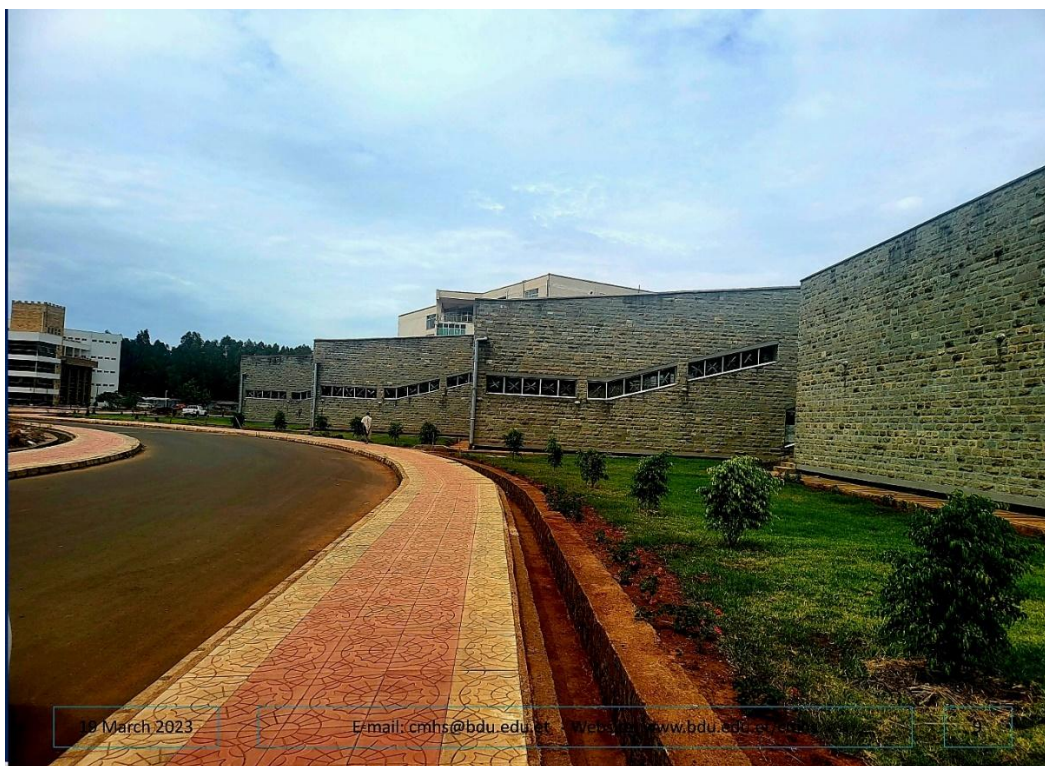


Figure 16: Bird views pictures of Tibeb Ghion campus of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia

2. Mission, Vision, and Core Values of CoMHS

Vision:

CoMHS envisions becoming a leading health institution for academic, research and service excellence in Africa.

Mission:

The mission of CoMHS is to improve the health of the society and the community through evidence-based and innovative health care, competency-based curricula, operation excellence and application of advanced technologies.

Motto:

Dedicated to Excellence, Committed to Care!!!

Core Values:

The guiding values CoMHS promotes and upholds in pursuance of its missions are: Excellence, Internationalization, Customer and community-centeredness, Social and environmental accountability, Ethically sound health services and professional commitment, Compassionate care for staff and clients, and Innovativeness and adaptability to change.

3. Academic Programs in CoMHS

3.1. Undergraduate Programs

1. Degree of Doctor of Medicine (M.D)
2. Bachelor of Science in Anesthesia
3. Bachelor of Science in Physiotherapy
4. Bachelor of Science in Comprehensive Nursing
5. Bachelor of Science in Emergency and Critical Care Nursing
6. Bachelor of Science in Pediatrics and Child Health Nursing
7. Bachelor of Science in Midwifery
8. Bachelor of Science in Medical Laboratory Science
9. Bachelor of Science in Pharmacy

3.2. Graduate Programs

Masters Programs

1. Integrated Clinical and Community Mental Health
2. MSC in Medical Microbiology
3. MSC in Medical Parasitology and Vector Control
4. MSC in Hematology and Immunohematology
5. MSC in Clinical Midwifery
6. MSc in Adult Health Nursing
7. MSC in Surgical Nursing
8. MSC in Medical Nursing

9. MSC in Pediatrics and Child Health Nursing
10. MSC in Pharmacology
11. MPH in Epidemiology
12. MPH in Field Epidemiology
13. MPH in Reproductive Health
14. MPH in Environmental Health
15. MPH in Water Hygiene and Sanitation (WASH)
16. MPH in Human Nutrition
17. MPH in Health System and Project Management
18. MPH in General Public Health
19. MPH in Health Promotion
20. MPH in Health Informatics
21. MPH in Public Health Genomics
22. MPH in Biostatistics

PhD Programs

1. PHD in Public Health
2. PhD in Public Health Nutrition
3. PhD in Environmental Health
4. PhD in Epidemiology
5. PhD in Reproductive Health
6. PhD in Biostatistics

Specialty programs

1. Specialty in General Surgery
2. Specialty in Gynaecology and Obstetrics
3. Specialty in Orthopaedics and Trauma Surgery
4. Specialty in Paediatric and Child Health
5. Specialty in Internal Medicine
6. Specialty in Clinical Radiology and Imaging
7. Speciality in Dermatology and Venereology
8. Speciality in Ear, Nose and Throat (ENT)
9. Speciality in Ophthalmology
10. Speciality in Anaesthesiology and Critical Care

11. Speciality in Psychiatry
12. Speciality in Emergency and Critical Care Medicine

Subspeciality Programs

1. Fellowship in Gynecologic Oncology
2. Fellowship in Urology
3. Fellowship in Pulmonology and Critical Care
4. Fellowship in Urogynecology and Reconstructive Pelvic Surgery
5. Fellowship in Maternal-Fetal Medicine
6. Fellowship in Head and Neck Surgery

3.3. Certificate programs

1. Competent Leadership for Health

4. Admission Requirements of Undergraduate Program

The admission criteria for undergraduate program are based on the University legislation Chapter 11 Article 154(1-9), Article 155, and Article 156:

4.1. General Provisions on Student Admissions

1. Admissions and/or placements to all regular undergraduate programs are processed through the Ministry until such time as the University will be allowed to enroll its students.
2. Admissions to undergraduate programs may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
3. Admissions to all undergraduate continuing and distance education programs shall be processed through the various faculties, in consultation with the University Registrar, by taking into account criteria to be developed by the Academic Standards and Review Committee of the Senate. The criteria shall be developed based on the framework from MoE and/or ETA.
4. Criteria for special admissions to specific programs shall be developed and recommended by the Academic Standards and Review Committee of the Senate and approved by the Senate.
5. The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate.
6. Double enrollments in different regular programs of the University are prohibited.
7. Enrollment (more than once) in the same program is prohibited unless in different admission classification.

8. Anyone found enrolled or attempting to be enrolled in same programs two times shall be disqualified from all the programs.
9. Without prejudice to other provisions of this Article and this legislation and other applicable laws, the University shall admit technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry.

4.2. Admission Requirements

Admission Requirements of students are listed hereunder according to Article 155 of the University Legislation;

1. Full-time Degree Regular Programs

- a) Applicants who completed the preparatory secondary education with a minimum cutoff point set by the Ministry in the Ethiopian Higher Education Entrance Examination (EHEE) will be admitted.
- b) Depending on available spaces, diploma graduates from accredited higher learning institutions and who took bridging courses, when necessary, may be admitted to regular programs.
- c) Placement into regular programs under each faculty shall be decided by the faculties themselves as per the general guidelines provided by the office of Vice President for Academic Affairs.

4.3. Special Admission

Special admissions in order to attract potentially resourceful candidates, special admissions criteria may be employed by some programs. These include consideration of diverse criteria as specified hereunder according to article 156 of the university Legislation.

1. Doctor of Medicine Applicants must:

- a. Have a Bachelor's degree in the field of nursing, public health, biology, chemistry, pharmacy, anesthesia, radiography, animal science and related fields; have a CGPA of 2.75 or equivalent in the undergraduate program successfully pass the entrance examination administered by the College of Medicine and Health Sciences;
- b. Produce evidence of satisfactory service, provided for at least one year, relevant to the field of health; and
- c. Pass interview by the selection committee of the College.

5. Course Structure and Duration for Undergraduate program

Overview of program duration, course load, and progression criteria for each academic program is as follows based on the University Legislation.

5.1. Credit Requirements (Curriculum Load)

The minimum and maximum credit requirements (curriculum load) for each undergraduate program in the College of Medicine and Health Sciences will be determined according to Article 164 of the university legislation, as explicitly stated below:

1. Total load for medicine and Dentistry
 - a) Total load for Medicine old/conventional curriculum: The Minimum -Maximum total Cr. Hrs for this Six years program shall be 208-216 excluding the sixth-year internship load (52 weeks equivalent to 52 Cr. Hrs). So, a total of 260-268 Cr.Hrs.
 - b) Total load for medicine new modular integrated competency-based curriculum: The Minimum - Maximum total CP for the six years new Modular Competency Based Curriculum shall be 370-380 CP (247-257 Cr. Hrs).
2. Total Load during the study duration for all other BSc programs other than Medicine and Dentistry;
 - a) The Minimum – Maximum total load during study duration for all two and half years (five semesters) post basic BSc programs shall be 86 – 107 Cr. Hrs. (143 – 176 CP).
 - b) The Minimum – Maximum total load during study duration for all three years (six semesters) BSc programs shall be 109 – 120 Cr. Hrs. (180 – 200 CP).
 - c) The Minimum – Maximum total load during study duration for all three and half years (seven semesters) BSc programs shall be 125 – 140 Cr. Hrs. (210 – 250 CP).
 - d) The Minimum – Maximum total load during study duration for all four years (eight semesters) BSc programs shall be 145 – 165 Cr. Hrs. (240 – 280 CP).
 - e) The Minimum – Maximum total load during study duration for all five years (ten semesters) BSc programs shall be 182 – 217 Cr. Hrs. (300 – 360 CP).
3. The proportion of time (lectures, laboratory/practical works, tutorials, home study, etc.) allotted for a particular course/module shall be determined by the department offering that course/module endorsed by AC and finally approved by the Senate.

5.2. Semester Load

The semester load for undergraduate students in the College of Medicine and Health Sciences will be regulated according to Article 165 of the university legislation, as detailed below:

1. Regular Program/online program

- a) Semester/year load for Medicine old/conventional curriculum: The Minimum -Maximum Cr. Hrs per semester for undergraduate Medicine conventional curriculum shall be Minimum 15-

Maximum and normal 25 Cr. Hrs, and Minimum Maximum Cr. Hrs per year for this curriculum shall be minimum 38-Maximum and normal 55 Cr. Hrs unless prescribed in the curriculum.

- b) Semester/year load for Medicine new Modular integrated Competency Based curriculum: The Minimum -Maximum CP per year for the new integrated Modular Competency Based Curriculum shall be 40-90CP (26-55 Cr. Hrs).
- c) Semester/year load for all BSc programs under college of medicine and health sciences: The Minimum – Maximum load for all BSc programs under college of medicine and health sciences, BDU other than Medicine and dentistry shall be 15–27 Cr. Hrs (25 – 43 CP) per semester and 30 – 54 Cr. Hrs (50 – 86 CP) per year respectively.

2. Special Semester Load

- a) Students can decide the number of courses they could take in consultation with the course chairs and their academic advisors.
- b) A student may be allowed to take a maximum load, with deviation from the normal semester load specified in the curriculum, provided that he:
 - i. Is in his year of graduation CANG of 2.25 and above; or
 - ii. Secures a CANG or CGPA of 2.50 and above upon completion of an equivalent course work corresponding to one academic year;
- c) A student with justifiable reason may take underload by the decision of AC.
- d) The AC shall determine such cases that warrant consideration for allowing a student to take special semester load.

5.3. Duration of Study and Validity of Courses

The duration of study and the validity of courses for undergraduate students in the College of Medicine and Health Sciences will be established according to Article 166 of the university legislation, as outlined below:

1. Students enrolled in the University shall pursue programs of study for which the duration of study, maximum lengths of stay in programs and validity of courses are determined as follows:
 - a) The maximum length of time students may stay in such programs shall not, under any circumstances, exceed twice the normal duration of study depending on the curriculum.
2. A student who fails to complete any studies within the maximum length of time permitted shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.
3. In extraordinary cases the Senate may extend a validity period.

6. Academic Policies and Procedures for Undergraduate Programs

6.1. Attendance and Participation

Students are expected to attend all scheduled classes, labs, and clinical sessions. Attendance records are maintained, and students must adhere to the university's attendance policy to remain in good academic standing according to the University legislation Article 170.

General Provisions on Teaching-Learning

The general Provisions on Teaching-Learning is listed below according to the university legislation Article 170 as follows;

1. Students shall attend 85% of the instructional time.
2. Instructors shall attend each allotted class, but in cases when there are justified causes, organize make up classes for missed ones.
3. Class size for lectures may range, depending on the nature of the course and classroom conditions as provided in Article 113 of this legislation.
4. Small groups shall be organized for seminars, tutorials, presentations, group work, a question and reflection session, etc.
5. In every course, lectures could not exceed 60% of the instructional time. The remaining time shall be allocated to seminars, cases, group work, presentations, a question and reflection session, etc.
6. The proportion of time to be given to lectures, laboratory works, tutorials, exercises, seminars, projects, etc., shall be determined for each course as per the requirement of the respective curriculum.
7. Teaching and learning practices of the University must promote imaginative, independent and active learning.
8. For any course provided in the University, there shall be a course guidebook prepared by the chair and his course team and submitted to the Department head for approval. No class shall be conducted without providing a course guidebook. Failure to do so would constitute a breach of academic responsibility.
9. Course guidebooks shall indicate the basic reference materials to be read under each chapter, assessment and evaluation mechanisms, information on assignments, submission dates, distribution of points/marks among various types of exams and other works in percentage terms, exam dates, question and answer sessions, presentation dates, contact information, and other related pedagogical matters.

10. Depending on the nature of the course, as many of the following activities as possible must be incorporated: seminar, case studies, book reviews, projects, article review, field visits, internship, presentations, and others as may be found as necessary.
11. Course material indicated in the course guidebook must be available in adequate number in the library. Course chairs and his course team should ensure availability.

6.2. Grading Policies and Status Description

The grading system at Bahir Dar University follows a fixed scale according to Article 177 in the University Legislation, with associated grade points. Detailed criteria for grading are provided bellow.

I. Grading Policies for all undergraduate programs

Grading scale for Medicine and Health Science Undergraduate programs is based on Grading Policies and Status (CMHS) (R. No: **ሜዲ/10561/14-4**, Date: 07/06/2014 E.C) which is presented in **Table 1**.

Table 1: Grading scale for all Undergraduate programs in College of Medicine and Health Sciences, Bahir Dar University.

Raw Mark Interval (100%)	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description
[90, 100]	4.0	A ⁺	Excellent
[85, 90)	4.0	A	
[80, 85)	3.75	A ⁻	Very Good
[75, 80)	3.50	B ⁺	
[70, 75)	3.00	B	Good
[65, 70)	2.75	B ⁻	
[60, 65)	2.00	C	Satisfactory
[50, 60)	1.00	D	Unsatisfactory
<50	0	F	Fail
Courses Pass/Fail grades			
≥60		“P” (Pass)	
<60		“F” (Fail)	

II. Status Description for Undergraduate Student

The academic status of the undergraduate student will be determined according to Article 183 of the University Legislation as follows;

1. General Provisions

- a) At the end of each semester, the academic program/ department shall check the status of all students who shall be registered for the next semester.
- b) A student with a good stand can pass to the next semester and can graduate if he/she didn't score "F" in any course.
- c) Student who has warning or pass status shall take sup-exam but those academically dismissed students shall not be entitled to taking sup-exam grades and shall repeat the course.
- d) Any consecutive warning leads to academic dismissal.
- e) Academic dismissal for the second time leads to complete dismissal.
- f) Status will be determined for a student who has less than or equal to two "I's".
- g) If the number of I's, where the status is determined, is more than two, the student shall be forced withdrawal.
- h) The total CP of the two "I" s shall not exceed 15 CP. If the CP for the two "I" courses is greater than 15, the student shall be forced to withdraw.
- i) If a student repeats a course, whether there is a change in the grade or not, only the new grade and credit hour will be considered in determining the status.
- j) After readmission if the calculated SANG/CANG is ≥ 1.75 for first year first semester and CANG/SANG is ≥ 2.00 for first year second semester and above the student can pass to next semester, otherwise the student status shall be Complete Dismissal.
- k) A student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to complete dismissal.
- l) A student who is subject to academic dismissal cannot claim probation as a matter of right.
- m) If a course/s with Pass/Fail grade is taken alone, the immediate previous status of the student shall be considered.
- n) A student, who is registered for under-load with remaining courses to be taken, status shall be determined in the following semester when fulfills normal load.
- o) A student, who took under-load and left with no other remaining course to be taken, status shall be determined at any time.
- p) A student, who took all the courses in his curriculum and has deficiency course/s for graduation, his status shall be determined based on CANG only.

2. Regular/Distance Program

A cut- off SANG/SGPA and or a CANG/CGPA for status determination of all Students shall be as follows:

a) First Year First Semester Students

- i. A student whose first semester SANG is greater than or equal to 1.75 can pass to second semester.
- ii. A student whose first semester SANG is greater than or equal to 1.5 and less than 1.75 shall be warned and can pass to second semester.
- iii. A student who, at the end of the first semester, scores an SGPA/SANG of greater than or equal to 1.00 and less than 1.50 shall be academically dismissed.
- iv. A readmitted first year first semester student who score SANG of 1.75 and above shall be promoted to the second semester. However, if the student fails to achieve 1.75 or above shall be completely dismissed.
- v. Accordingly, therefore, the status of First Year students in the first semester is determined as in the following **Table 2**:

Table 2: Status matrix of First Year students in the first semester

Year	Semester	SGPA	CGPA	Previous Status (ADC)	Final Status
I	I	[1.75, 4.00]	[1.75, 4.00]	ANY	P
		[1.50, 1.75)	[1.50, 1.75)	NO	W
				YES	CD
		[1.00, 1.50)	[1.00, 1.50)	NO	ADR
				YES	CD
		[0.00, 1.00)	[0.00, 1.00)	ANY	CD

b) First Year Second Semester and Above Students

- i. If a student, who has been put on pass/warning during the first semester, fails to maintain an SGPA/SANG of 1.75 and/or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to academic dismissal unless put on probation at the discretion of the Academic Council.
- ii. Any first year second semester and above readmitted students who score CANG of 2.00 and above shall be promoted to the next semester. However, if the student fails to achieve 2.00 or above shall be completely dismissed.
- iii. Accordingly, therefore, the status of the above-mentioned students is decided as in **Table 3**.

Table 3: Students status determination matrix

Year	Semester	SGPA/SANG	CGPA/CANG	Immediate Previous Status	Any Previous (ADR/PRO)	Final Status
I	II	[1.75, 4.00]	[2.00, 4.00]	ANY	ANY	P
				P	ANY	W
			[1.75, 2.00)	W	NO	ADR
				ADR/PRO	YES	CD
			[0.00, 1.75)	ANY	ANY	CD
		[1.00, 1.75)	[2.00, 4.00]	P	ANY	W
				W	NO	ADR
					YES	CD
				ADR/PRO	ANY	CD
			[1.75, 2.00)	P	NO	ADR
					YES	CD
				W	NO	ADR
					YES	CD
				ADR/PRO	ANY	CD
			[0.00, 1.75)	ANY	ANY	CD
		[0.00, 1.00)	ANY	ANY	ANY	CD
≥ 2	ANY	[1.75, 4.00]	[2.00, 4.00]	ANY	ANY	P
				P	ANY	W
			[1.75, 2.00)	W	NO	ADR
					YES	CD
				ADR/PRO	ANY	CD
			[0.00, 1.75)	ANY	ANY	CD
		[1.00, 1.75)	[2.00, 4.00]	P	ANY	W
				W	NO	W
					YES	CD
				ADR/PRO	ANY	CD
			[1.75, 2.00)	P	NO	W
					YES	CD
				W	NO	ADR
					YES	CD
				ADR/PRO	ANY	CD
			[0.00, 1.75)	ANY	ANY	CD
		[0.00, 1.00)	ANY	ANY	ANY	CD

3. Special Status Determination issues for Medicine and Health Sciences

a) GPA Based Status Determination

- i. The provisions governing GPA status determination of undergraduate programs shall be applicable to Medicine and health Science.

- ii. Pre-Medicine Shall be considered as Year-I, Semester -I
 - iii. Pre-clinical-I(PC-I) and above shall be considered as Year-2 and above
 - iv. For undergraduate student, other than medicine, under the college with year based/mixed curricula for the first year it should be considered the same way and that the first status should be considered as Year -I, Semester-I and the next status shall be considered as Year-II and above. And for semester-based curricula, the status determination will be governed by the university undergraduate status determination.
 - v. In addition to this status shall be determined by letter grade
- b) Undergraduate Medicine and Dentistry Letter Grade Status Determination
- i. Pass mark for any student of Medicine for any course/module is “C”
 - ii. Any Pre-Medicine and Pre-Clinical Medicine student whose status is promoted (Pass or Warning) and scores
 - A. “F” in any of major pre-clinical courses/modules shall repeat the year to take the failed course. After repeating, If the student scores below pass mark, he will be given third last chance to sit for supplementary examination if he/she scored “D”. if the student scores, below pass grade after third chance Supplementary examination/ course repeat including the first registration, he/she will be dismissed for good.
 - B. Any student of medicine at Pre-Medicine and Pre-Clinical years is allowed to sit for supplementary examination in the following cases;
 - If he/she scores “D” for three minor/common courses.
 - If he/she scores “D” in One major course and in minor/common course
 - If he/she scores “D” in one major course
 - If he/she scores “D” in one major course and “F” in one minor/common courses, he will sit for supplementary exam for the course scored “D”
 - If a student fails after supplementary examination for only minor courses, he/she shall add the courses failed whenever convenient. However, if there is any major course among the courses failed, the student will repeat a year.
 - C. Any student of medicine at Pre-Medicine and Pre-Clinical years shall repeat the year for the courses failed in the following cases;
 - If he/she scores below pass mark (below “C”) for more than three any courses
 - If he/she scores below pass mark (below “C” for two or more major courses

- If he/she scores “D” in one major and below passe mark (below “C”) in two or more minor/common courses
 - If he /she scores “F” in any one major courses
- D. One “D” in major courses/modules shall sit for supplementary examination and if a student fails in the supplementary examination, he/she repeats the year to take the failed course. But if the student fails to achieve pass grade (“C” or better) after repeating the course, he/she shall be dismissed for good
- E. Any student with two or more “D” in major courses shall repeat the year to take the failed course and then;
- If the student scores “D” grade in only one of the courses among the repeated courses and passes the rest, he/she shall sit for supplementary examination for the failed course but if the student still fails to score pass grade, he/she shall be dismissed for good. (Three chances total including the first registration).
 - But if the student fails to pass in two or more of the major courses after the first-year repeat, he/she will be given one last chance to repeat a year, and will be dismissed for good if he/she fails to achieve pass grade in any of the courses after the second time year repeat (Three chances including the first registration).
- F. Any Pre-Medicine and Pre-Clinical student of Medicine shall be allowed to seat for supplementary examination for a maximum of three minor or two (one major one minor) courses per academic years
- i. Any Clinical Medicine student whose status is promoted (Pass or Warning) and scores
- Any C-I student who scored one or more grades “<C” in major courses shall repeat the course/s and not pass to C-II
 - Any C-II student who scored one or two grades “<C” in qualification examination of major courses shall repeat for the same duration for each course/s and shall not pass to internship.
 - Any C-II student who scored three or more grades “<C” in qualification examination of major courses shall repeat all the attachment of the year irrespective of the grades scored and not pass to internship.
 - Any clinical student who scored one or two “D” in any minor courses/modules will be allowed to take supplementary /remedial exam. If he/she fails after remedial, he/she will be required to add the course/attachment whenever convenient.

- Any student clinical who scores three or more “D” in any minor/common courses/modules shall be required to repeat the year for the failed attachments.
 - Any clinical student who scored one or two “F” in any minor courses/modules will be allowed to promote if the GPA allows him/her to promote and the course/s scored “F” shall be added whenever convenient before joining internship.
- ii. Any C-I student who scored one or more grades “<C” in major courses shall repeat the year to take the failed course/s. But if the student fails after repeating the major course, he/she will be given another last chance to repeat the year for the courses failed (third chance including the first registration).
 - iii. Any clinical year, warning year repeat status, student who fails to achieve pass grade in any major course, will repeat a year again. If a student scores “D” in one or two minor courses, he/she shall sit for supplementary examination.
 - iv. Any medicine student shall have pass grade in all of the courses/modules before joining internship.
 - v. Any medicine student in internship attachment who scored below satisfactory result (C grade) based on the Ministry of Health evaluation from for any of the attachments shall repeat the same duration of attachment for the attachments he failed.
 - vi. Pre-Clinical year major Courses shall be Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, and Pathology
 - vii. Clinical year major Courses shall be Internal Medicine, Surgery, Pediatrics, Gyn/OBs, emergency medicine and SPH
 - viii. Clinical year minor courses Orthopedics, Psychiatry, Dentistry, Radiology, ENT, Dermatology, Anesthesiology and Critical Care, Forensic Medicine, and Ophthalmology.
- c) All other BSc Programs under college of medicine and health sciences
- i. Any student of Health Sciences with scores less than the minimum pass grade for more than three of any courses shall repeat the year. i.e. Supp-exam is allowed for at most three courses in a single year/semester.
 - ii. Any student of Health Sciences with grade “< C” for three or more core courses shall repeat the year. i.e. Sup-exam is allowed for maximum of two core/major courses.
 - iii. After repeating a year, if the student fails in any of the courses repeated again, he/she will be given one more chance (third chance including the first registration) to either repeat the year or take supplementary examination based on provisions/rules for supplementary examination

and year repeat under this legislation. Failure in any course after the third chance will lead to dismissal for good/complete dismissal.

- iv. Any student of Health Sciences on professional practice/ clinical practice/attachment/ clerkship with grade “< C” for one or more course/s/ shall not be allowed to sit for supplementary examination; he/she should repeat the same duration of practice/attachment/clerkship whenever convenient, provided that the issue of pre-requisite doesn’t prohibit him to pass to the next semester/year.
 - v. Supplementary examination for all Other BSc programs students under college of Medicine and health sciences shall be allowed in the following circumstances for students who scored “D” in any courses, and based on the following combination: -
 - A. “D” in up to two core courses
 - B. “D” in Up to three basic/common courses
 - C. “D” in one core course and “D” in two basic/common courses
 - vi. If a student fails to achieve pass grade after supplementary examination (minimum of “C” for core and basic courses and minimum of “D” grade for any courses, he/she will repeat the course/courses whenever convenient provided that the student’s CGPA still allows him to promote to the next semester/year and the issue of prerequisite is taken into account.
- d) All Medicine and Health Sciences
- i. For all undergraduate students of College of Medicine and Health Sciences (Medicine, dentistry and all other BSc programs) there will be no “Status” change due to remedial/supplementary examination. However, in calculating the cumulative GPA for the next semester/year, the grade obtained after supplementary examination shall be considered as part of the previous result.
 - ii. For students with year repeat status, if the cumulative GPA of the students puts them in the warning status, the warning status should be recorded / maintained. In calculating the CGPA after year repeat, the grade point obtained while on warning status will be considered as previous grade point.
 - iii. Any student of Medicine and Health Sciences (in undergraduate and postgraduate programs) with “Warning” or “Probation” status can add up courses unless the semester load exceeds the normal load.

- iv. Any Medicine and Health Sciences student who shall take the supplementary examination to continue next semester but not willing to take the exam, the course shall be graded as F after registration.

Supplementary Exam

Supplementary exam will be given according to Article 184 of the University Legislation as follows:

1. A student can sit for sup-exam for if he can continue to the next semester after status determination is made.
2. The Department Head, on behalf of the DC, shall determine and notify sup-examinees, set and announce dates of sup-examinations to students and Academic Staff within two days after beginning of the semester.
3. A student shall take supplementary exam within a week after the beginning of the semester;
4. The course/module instructor shall submit grades of students through the available electronic system within two days of the examination dates.
5. All grades scored in sup exams shall be submitted as they are.
6. A student must sit re(sup)-exam within a week time after the beginning of the next semester (after the beginning of the next semester during the first tutorial period for distance students).

Make-up Examinations

Make-up examination is given according to the university legislation Article 185 as follows:

1. Makeup examinations shall not be allowed for the purpose of raising grade point averages.
2. A student who is unable to sit for a final examination for reasons beyond his control, such as hospitalization or accidents and, as a result, has got an “I” grade for a course is allowed to take a make-up examination.
3. Any non-graduating student or a person representing the student shall submit in writing valid and documented reasons for failing to take on the final examination on the schedule to the respective course chair or department head before the beginning of the subsequent semester.
4. Make up exam results for those students, with less than three “I” s and who are able to continue their studies, shall be calculated together with the semester grade in which they took the makeup exams. However, the CP/Cr. Hrs of those make up exams should not be used to determine the maximum load of that semester.
5. A student with “I” grade/s who managed to continue their studies shall take makeup exam/s by the subsequent academic year during the final examination period of the course/s.

6. A student who has more than two “I” grades during status determination shall withdraw from the University for Academic Reasons and apply for make-up exam. No Semester Average Number Grade (SANG) and Cumulative Average Letter Grade (CALG) shall be calculated and no academic status shall be determined for such student until the results of makeup examination are known. Such student shall take make-up examination by the subsequent academic year during the final examination period of the courses. His continuous assessment results shall be maintained and added to the final exam.
7. Make up results for forced withdrawal students shall be recorded together with the other grades in the previous immediate semester.
8. If an “I” grade is not removed within a year, as per the provisions of this article, it shall be converted to an “F” grade and included to next semester for status determination.
9. A student who removed an “I” grade but scored “D” shall take sup exam for health sciences students.

Re-marking of Examinations

Remarking of Examination will be managed according to Article 186 of the university Legislation as follows:

1. When an instructor believes that he made mistake/s in submitting the grade/s for the course/s he taught, he can apply for remarking within three working days after the subsequent semester registration (if the course not blocked course). **(Currently, in the SIMS the maximum Re-marking time is 2weeks after Dean Approval.)**
2. A student who is aggrieved by the marks he had obtained in a course may petition for remarking of his exam paper by filling remarking application form within three working days after the subsequent semester registration.
3. Course chair or department head shall process the remarking request from Instructors/Students.
4. Remarking should be made within a week after the application of remarking is requested by the student
5. Upon receipt of the petition for re-making, the course chair or department head;
 - a) Inform and obtain the necessary documents from the instructor such as answer keys, sample papers written by other students in the section to which the petitioning student belongs.
 - b) Obtain the grade distribution scale employed, if appropriate.
 - c) Require receipt for the deposit of the fee for remarking.

- d) Form a committee of three staff members who shall do the remarking and submit the final remarked grade.
- e) Submit the remarked grade through SIMS.
- 6. The Dean may approve the grades submitted.
- 7. If the re-marked result is a grade lower or higher than the one previously obtained, the latter grade shall stand.
- 8. If, at the end of the re-marking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately harming the students academically, the Dean shall take up the matter through proper channels for disciplinary action against the member of staff in question.
- 9. There shall not be re-marking for supplementary examination.

Withdrawal and Readmission

Withdrawal and Readmission of student is managed according to the university legislation Article 187 as follows:

1. Withdrawal

- a) In consultation with their academic advisors, students can withdraw from the University.
- b) A student who wants to withdraw shall complete withdrawal form and submit to respective AU registrar.
- c) The respective registrar shall complete the withdrawal process through existing electronic system.
- d) Official documents shall not be issued to a person who cannot submit his copy of the clearance form to the registrar.
- e) If a student withdraws after he has attended 85% or more, he shall be allowed to sit make up exam for both block-based and semester-based courses if the student gets readmitted in the next academic year. Otherwise, the student shall take the course afresh.

2. Readmission

- a) Students withdrawing from the University without adequate reasons as medical, legal and serious social cases will not be readmitted.
- b) The University does not accept readmission requests if an applicant has not withdrawn properly through existing electronic system.
- c) Re-admission of students in good academic standing
 - i. A student who, for reasons beyond control, withdrawn may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the

- program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student withdrawn. However, a student who has 85% attendance shall be readmitted before two weeks to the final exam.
- ii. Notwithstanding the provisions of sub-Article “3(a)” of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
3. Re-admission of academically dismissed students
- a) A student may be readmitted provided the following are fulfilled:
 - i. Space is available in the program and there exists a likelihood that the student will raise his grade point to the required level after removing any deficiencies which should not take more than one year; and
 - ii. 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.
 - b) The student may apply for immediate re-admission after status determination if the deficiency courses are available.
 - c) Academically dismissed student, upon readmission, shall take a number of courses in which he scored the least grades to be removed.
 - d) The number of CP/Cr. Hr that any readmitted student takes because of academic reason shall not exceed the maximum CP/Cr. Hr of the program in a semester.
 - e) A student academically dismissed because of CANG/SANG, upon readmission, shall pass to fulfill the minimum CANG or immediate SANG respectively.
 - f) Readmission for academically dismissed students is possible only once.
 - g) Any forced withdrawn student because of course/s with Fail grade shall be readmitted with the previous immediate status.
 - h) A student shall be readmitted with the same curriculum at which he has withdrawn.

Graduation Requirements

The graduation requirement is hereunder according to Article 188 of the University Legislation as follows:

1. All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied.
2. A candidate is required to have a minimum CGPA of 2.00 to be eligible for graduation.
3. A candidate shall not graduate with an “F” or Fail grade in any course.

4. Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".
5. Minimum C grade for all undergraduate Medicine and Health Sciences courses/modules and Pass all internship attachments

Graduation with Distinction and Great Distinction

The following shall constitute the requirements for academic distinction upon graduation based on Article 189 of the university legislation.

1. 1. A student who, upon completion of the requirements for the Bachelor's degree, has a CGPA of 3.75 or better shall graduate with Great Distinction.
2. A student who, upon completion of the requirements for the bachelor's degree, has a CGPA between 3.25 (inclusive) and 3.75 (exclusive) shall graduate with Distinction.

The Bahir Dar University Medal

The Medal prize will be awarded accordingly based on Article 190 of the university legislation;

1. The University Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each faculty. The student should score a minimum CGPA of 3.25.
2. The academic council of each faculty shall, each year, recommend to the Senate outstanding students for the latter's approval.
3. Unless there is recorded evidence of academic disciplinary problems, the student with the highest CGPA shall be awarded.
4. Extension or summer students transferred to regular program must have taken more than 30% of the courses to compete with regular students.
5. When there are two students with similar CGPA, the faculty commission could consider character, gender, and involvement in extracurricular activities as to nominate the winner.

6.3. Examination Rules

Students must adhere to all examination rules, including showing up on time, presenting valid identification, and following invigilators' instructions. Cheating or any form of academic dishonesty during examinations is strictly prohibited and will result in disciplinary action according to the University Legislation **Article 171, 174, 175, and 176.**

General Provisions on Assessment and Evaluation

Assessment shall be seen as a process of supporting students' learning rather than just a means to decide academic status and graduation of students. To this end, the following should be observed:

1. Assessment for a given course shall be made out of hundred by adding the marks obtained from assignments, Lab and lecture components. Tutorial sessions shall be used as capacitating sessions to clarify vague concepts either through presentation, group discussion and problem-solving using worksheets or any other method as deemed necessary or relevant for the course.
2. For a course having only tutorial, project, holistic exam or internship component on the curriculum or for any components which had been interpreted as tutorial in the existing curricula (like seminar courses), assessment results for such courses shall be recorded as it is without specifying any additional interpretations.
3. Continuous assessment in the form of quiz/tests, reports, assignments, practical exam, presentations, etc. should be made for every module/course which shall account for 25% of the total mark for the module/course. The remaining 75% shall be allotted to exam, of which 50% shall be allotted for final exam and 25% shall be allotted for midterm exam. Mid and final exams shall cover all the major chapters/units of the course covered. However, taking the nature of the course into account the Dean, in consultation with the department head, can modify the mid and final exam.
4. In the distance program, performance is evaluated based on continuous assessment and a final exam. There will be two assignments accounting for 40% of the total grade while the final exam is taken out of 60%.
5. For a course having both lecture and lab components, there shall be at least one assessment for practical/Lab component. However, the assessment shall be based on the proportion of lecture and lab hours.
6. Except for internship and holistic exams, seminar, project courses, and senior essay, the variety of the continuous assessment (quiz/tests, reports, assignments, practical exam, course project, presentations, etc.) for a given module/course shall be at least three for each course and the value of one continuous assessment shall not exceed 10 point/marks.
7. Standard exams shall be prepared by the respective chair and his team members and evaluated by the exam and assessment committee of the respective programs.
8. Some disciplines such as Medicine can set out their own guidelines for assessment.
9. Instructors shall provide timely feedback to all students' work in written or oral form.
10. The chair of the course system ensures that students are given feedback in each of the course assessments.

11. Mid-exam and final exam dates for semester-based courses shall be decided by the academic calendar.
12. Students must complete each of the tasks set for the course.
13. In agreement with the course chair and assistants, students may be allowed to have diverse activities to fulfill course requirements. Choice of what they have to do for a certain course can be left for the students.
14. Senior level students (third year and above) undergraduate students shall be involved in oral examinations that demand reflection, analysis and summarization.
15. Students are supposed to have full examination records. If a student fails to attend quiz or mid exam for invalid reason, the result of the student shall be recorded as zero. However, if a student fails to attend the final exam or to work on term paper/project for invalid reason, the instructor shall record “NG”.

Administration of Examinations

Exam administration will be as follows according to Article 174 of the university legislation.

1. Class Attendance

- a) A student is required to attend all lecture, laboratory and practical sessions as well as field works.
- b) In a situation where reasons beyond his control, a minimum of 85% attendance is tolerated for the lecture/tutorial sessions; some programs may demand 100% attendance where such full attendance is academically indispensable.
- c) A student who has missed more than 15% attendance shall be given a grade of NG (No Grade) by the instructor and be required to provide acceptable reasons for failure to attend classes.
- d) If a student's incomplete attendance is proven to have been for valid reasons, his previous registration for the course shall be cancelled and permitted to retake the course afresh.
- e) If a student's incomplete attendance was due to reasons that were not valid, the NG grade shall be changed to an “F”. In case of valid reason(s), even if a student is under-load, he shall be registered for the next semester.

2. Mid-term and Final Semester Examinations

- a) Mid and final exams schedules for semester-based courses have to be indicated in the academic calendar of the University.
- b) Department heads of each AU has to prepare exam schedule before a month and submit to the Dean.

- c) A list of candidates sitting in an examination shall be prepared in advance of the examination by course chairs to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the examination.
- d) Students shall not be admitted into an examination hall 30 minutes after the beginning of the examination.
- e) Students shall not be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet unless forced to do so.
- f) In the event that 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.
- g) 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 Course Chair that offers the course.
- h) Staff assigned as invigilators shall avail to the exam hall or room before 30 minutes. Failure to do so would be equated with breaching academic responsibilities.
- i) If a student fails to seat for final exam or have results for term paper and a project not completed, the instructor shall record “NG” for No Grade. “NG” shall be changed to one of the followings within a week after the beginning of the consequent semester:
 - i. To an “I” (incomplete) by the AC for a student when who:
 - a) Fulfills the minimum required attendance; and
 - b) Has taken all assessments except final examination; and
 - c) Has valid reasons such as illness or extenuating or extraordinary circumstances.
 - ii. To an “F” by the AC when there is no valid reason
 - iii. “Cancelled” by the AC for a student who
 - a. Has valid reasons such as illness or extenuating or extraordinary circumstances; but
 - b. Does not fulfill the minimum required attendance; or
 - c. Has not taken all assessments except final examination;
- j) An “I” grade means that a student can take a makeup exam for that course.
- k) A “Cancelled” course means that the student can take that course as afresh.
- l) “I” shall not play any part in the computation of the semester average number grade.

Holistic, Comprehensive, Externship and Exit Examination

Holistic, Holistic, Comprehensive, Externship and Exit Examination will be given according to Article 175 of the university legislation

1. Without prejudice to the continuous assessments, Students shall sit for Comprehensive /periodic/holistic and/or exit exams.
2. A student who registered for holistic course shall sit for the exam at two weeks after registration.
3. Students shall be registered for holistic exam upon completion of the modules that may be required by the program.
4. Externship shall be rated as Pass with the result of 60% and above, or Fail status otherwise.
5. Holistic exam shall be prerequisite for the internship and other course taken after the exam.
6. Students shall sit for exit exam upon completion of all mandatory courses/modules that may be required by the program.
7. Exit/holistic exam, if any, should be identified with course title & code.
8. For those programs in which there is no national exit exam, Comprehensive /periodic/holistic/exit exams shall be set by the University Academic Standard and Curriculum Review Committee and endorsed by the senate. Detailed guidelines shall be prepared by AQSCRC.
9. The grade point of holistic/exit/ Comprehensive exam should not be included in the computation of either semester or cumulative status of student.
10. The grade point of holistic exam should be included in the computation of either semester or cumulative status of student as per the curriculum.
11. The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.
12. The Comprehensive exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the Comprehensive exam shall be determined by respective AUs.
13. Holistic /Exit/ Comprehensive exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
14. A student, who failed the exit exam, can sit for the exit exam till the end of the validity period of the program stated in the curriculum. If he failed to achieve a pass mark within the validity period, the student shall be completely dismissed for good.
15. A student, who failed the holistic exam, can sit for the exam for the third time (Excluding the first registration). If he fails for the fourth time, the student shall be completely dismissed.

16. Graduating class students of all other health science shall take comprehensive examination by registering before two weeks of the end of the year/semester and the grade for Comprehensive exam is encoded as “Pass” if the student scores ≥ 60 and “Fail” otherwise. A student who fails the comprehensive examination shall repeat attachment for 3 – 4 months as of the recommendation of the respective AU.
17. All health science students who have pre-internship examination shall register it before two weeks of the end of the year/semester and the grade for pre-internship is encoded as “Pass” if the student scores ≥ 60 and “Fail” otherwise. A student who fails the Pre-internship examination shall repeat attachment for 3 Months.

Violation of Examination Regulations

Students Violation of Examination regulation will be managed according to Article 176 of the University Legislation.

1. Types of violations

- a) Any one of the following shall be interpreted as an act of violation of 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 on the determination of the academic status of students.
- i. Copying from pieces of paper or any other source of information such as mobiles, tabs, laptops etc. brought into an examination hall where such material is not specifically permitted.
 - ii. Working on being found in possession of examination papers other than one's own.
 - iii. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - iv. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - v. Exchanging information in the examination hall in oral, symbolic, written, electronic (holding electronic devices) or any other means where these are not specifically permitted.
 - vi. Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
 - vii. Sitting for an examination in a course for which one has not been registered.
 - viii. Taking an examination by proxy, i.e. through a secondary party.

- ix. 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.
- x. Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator.
- xi. Being caught in the act of avoiding signing attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- xii. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- xiii. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

2. Actions to be taken

- a) 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 detailed and complete a note of the incident(s) as possible in a form designed for the purpose. S/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).
- b) 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. However, the decision to dismiss the student from the exam shall be made if the invigilator believes that the misbehavior of the student disturbs the exam session. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
- c) Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination but shall be told that his behavior will be reported.
- d) All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the respective course chair and Department head.

- e) The course chair shall make decision on the case (that the student be given „F“ grade in the course) and report the measure to the Department head. In doing so, the course chair shall look in to previous disciplinary records of the student and if the student is found to have committed similar violations in the past, the case shall be referred to the Department head.
- f) Department head shall pass the case to the Dean of the AU immediately upon receipt from the course chair.
- g) The Dean shall present the case to the student discipline committee/academic council which shall make decision on the matter. The committee/council has the authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
- h) In the event that the committee/academic council finds a clear case of cheating, disciplinary measures shall be taken as provided by the University code of conduct.
- i) If a student who has been reported
 - i. For a cheating case, the Dean of the AU shall warn the student in writing and publicize; or
 - ii. For two cheating cases, he shall be suspended for one academic year and he who commits such an offence; or
 - iii. For more than two cheating cases shall be dismissed from the program.
 - iv. These measures shall be decided by the academic council of the AU.
- j) Where an incident of cheating in examination involves more than one student the following procedure shall be followed.
 - i. If all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.
 - ii. If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the Dean of the AU in which he is a student and the provisions of this Article shall apply.
- k) The decisions of the academic council/committee on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the Dean of the AU.

6.4. Student Registration

Semester Registration

Semester registration will be done based on Article 179 of the university legislation as follows:

A. Normal Registration

1. Every undergraduate student must register at the beginning of each semester or year (for year-based programs), as per the academic calendar of the university, in order to keep enrollment active.

2. A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to be dropped out. If such a student wishes to resume studies, the student must apply for readmission as per the criteria for readmission.
3. A student who has promoted/ warning status shall be registered for courses till the next status determination.

B. Supplementary Exam Registration

All students for all admission classification who qualify for supplementary examination shall register as per the academic calendar of the university. Supplementary examination in case of medicine and health sciences shall be governed under Article 183 (5)(c) (v).

C. Make-up Exam Registration

1. A graduating student within the final semester with I's because of final examination in less than three courses for valid reasons shall be allowed to register for make-up examination within a week of the following semester for all admission classification.
2. All non-graduating students in all admission classification with I's because of final examination and who qualified to continue their studies shall register for makeup exams before a month of the final exam period of the course.

D. Registration with Penalty

A student who fails to register with the normal semester period shall be penalized and register within two working days after the normal registration period. *Otherwise, specifically wrote penalty day(s) in the actual annual/semester calendar.*

Adding and Dropping courses

Course adding and dropping will be allowed according to Article 181 of the University Legislation as follows:

1. With the permission of the academic advisor, following the prerequisite of the courses, taking into account the semester load of the student, and other relevant procedures, students can add and drop courses within the specified time, as per the University calendar, in each semester.
2. The student and the Advisor/recorder take full responsibility for any decision on adding and dropping courses.
3. A student can add as many courses as necessary until reaching the maximum limit set for a semester load.
4. Any student can add a maximum of two courses from other programs in the University until reaching the maximum CP/Cr. Hrs set for a semester. However,

- a) The AC should approve and endorsed by AQSCRC the relevance of the course to the program he is studying and the student should be in the first class with distinction or above.
 - b) Such grades shall not be computed for status determination.
 - c) The courses should be clearly indicated in the student copy that they are from another program.
5. The minimum and maximum semester load shall not be compromised by dropping and adding of courses respectively.

Course Waiver

Course waiving will be allowed according to the following principles of Article 181 of the University Legislation as follows:

- 1. Waiver request shall be initiated at the department level. Academic Advisors should identify students with academic problems for whom wavier of some rules is required and recommend the same to the DC/SC.
- 2. The Dean's office of an AU shall screen and sort out requests from departments, recommend possibilities and present the recommendation to the AC of the academic unit and approved by AQSCRC concerned for discussion.
- 3. A student, who fulfills the minimum credit requirement for graduation, may request for a course waiver if
 - a) He is not in a position to take the course because of disability; or
 - b) He did not get the course or its equivalent in the University;
- 4. A disabled student, who did not fulfill the minimum credit requirement for graduation because of a course waiver, shall take substituting course.
- 5. Course waiver issues, in case of disability, shall be decided by AQSCRC otherwise the University Senate.

7. Admission Requirements of Graduate Program

7.1. General Provisions on Admission

General provisions on admission will be conducted in accordance with Chapter 11, Article 194 of the university legislation, as outlined below:

- 1. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- 2. The application shall be assessed by the AUGC approved by the AC on the basis of the rules and regulations in force at the time of admission.

3. The academic unit shall assure that the PhD applicant has got a supervisor before admission.
4. The academic unit shall assure that the Master's applicants will have supervisors before admission.
5. Application for admission into the graduate program is normally processed depending on the academic calendar.
6. The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations and upon approval by the AUGC. These may be of general application or may pertain to specific programs of graduate studies.
7. The minimum intake of a Master's program shall be five students for regular and ten for continuing education programs (evening, summer and distance).

7.2. Admission Requirements

Admission requirements for graduate students are outlined below, in accordance with Article 193 of the university legislation:

1. Academic Requirements:

- a) An applicant for admission to a Master's program must have a Bachelors' degree from an accredited institution of higher learning.
- b) An applicant for admission to a PhD program must have a Master's degree from an accredited institution of higher learning.
- c) A Master's applicant shall score at least 50%, if applicable; to pass an entrance examination (written, Oral, and/or other exam types) whereas the minimum pass mark in college of medicine and Health sciences shall be 60%. However foreign applicants may not sit for entrance examination unless forced to do so.
- d) Foreign applicants may, in lieu of sitting for entrance examination, submit the results of GRE/TOEFL/IELTS or equivalent language proficiency examination for applicants whose undergraduate medium of instruction is not English.
- e) Academic units shall require PhD applicants to present preliminary PhD research theme or synopsis.
- f) Office of the AVP shall prepare a guideline for Postgraduate admission.

2. Non-Academic Requirements:

- b) Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate restrictions such as age limits subject to the approval of the AUGC.
- c) Academic units may set appropriate work experience requirements after obtaining the Bachelor's degree subject to the approval of the AUGC.

- d) The candidate must produce a minimum of two letters of recommendation from previous instructors, employers or professional associations.
- e) Academic units may also require letter of sponsorship.

7.3. Special Admissions

Special student admissions for undergraduates will be conducted in accordance with Article 194 of the university legislation, as detailed below:

Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take bridge courses which will be determined by the DC and approved AC.

1. The duration of the student's stay in the University as a special student shall be determined by the department/academic unit concerned, but shall not exceed one academic year.
2. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student.
3. The performance of the student in the prescribed undergraduate/graduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation in his graduate studies. The student shall claim for grade report.
4. The registrar office shall record separately the results of the examinations in the prescribed undergraduate/graduate courses.
5. Such a student must obtain a CGPA of 2.00 for each bridging course in the undergraduate courses taken to qualify for MA/MSc program and a CGPA of 3.00 and no grade below "B" for each post graduate course taken to qualify for the PhD program.
6. A special student who has satisfactorily completed the prescribed undergraduate/graduate courses shall be granted regular graduate student status.

8. Academic Policies and Procedures for Graduate Programs

8.1. Teaching and Learning Policies

Teaching and learning policies of graduate programs in the college according to Article 205 of the University Legislation includes;

1. A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
2. Except for extenuating circumstances, students are required to maintain a minimum of 85% attendance to earn credit in the given course.
3. A student who has missed more than 15% attendance shall be given a grade of NG (No Grade) by the instructor and be required to provide acceptable reasons for failure to attend classes.

4. If a student's incomplete attendance is proven to have been for valid reasons, course registration will be canceled and the student shall be allowed to retake the course by the AC. If a student's incomplete attendance was due to reasons that were not valid, the NG grade shall be changed to an "F".

8.2. Assessment and Evaluation

The assessment evaluation of graduate programs in College of Medicine and Health Sciences according to Article 206 of the university legislation includes;

1. Assessment for a given course shall be made out of hundred by adding the marks obtained from different modes of assessments.
2. Some disciplines can set out their own guidelines for assessment and shall be approved by the Senate.
3. Students must complete each of the tasks set for the course.
4. Thesis/Dissertation shall be rated as provided in this Legislation.
5. Each course in the graduate program must involve at least three article/book/chapter reviews, one mini-research paper/project work and presentation, oral exam; final exam not more than 40% shall normally be required for assessing each course.
6. Review, one mini-research paper/project work and presentation, and oral examination shall be account 25%, 25%, and 10% respectively.

8.3. Administration of Final Examinations

Provisions governing final exam administration of undergraduate students shall be applicable to post graduate students as stated in Article 207 of the University Legislation.

8.4. Make-up Exam Period

Provisions governing the make-up exam regulation of undergraduate students shall be applicable to post graduate students as stated in Article 208 of the University Legislation.

8.5. Violation of Examination Regulations

Provisions governing the violation of exam regulation of undergraduate students shall be applicable to post graduate students as stated in Article 209 of the University Legislation.

8.6. Grading Scale

The grading scale for post graduate student will be as stated here under based on the university legislation of Article 210.

Table 4: Grading Scale of Graduate Studies in College of Medicine and Health Sciences

Raw Mark Interval (100%)	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description
[90, 100]	4.0	A ⁺	Excellent
[85, 90)	4.0	A	
[80, 85)	3.75	A ⁻	Very Good
[75, 80)	3.50	B ⁺	
[70, 75)	3.00	B	Good
[65, 70)	2.75	B ⁻	
[60, 65)	2.00	C	Satisfactory
[50, 60)	1.00	D	Unsatisfactory
<50	0	F	Fail
Courses Pass/Fail grades			
≥60		“P” (Pass)	
<60		“F” (Fail)	

8.7. Graduate Students’ Academic Status Determination

The status of a postgraduate student will be determined according to Article 211 of the university's legislation outlined below.

1. General Provision

- Status will be calculated per semester/Term, module and cumulative grade.
- Students’ status description for all graduate programs (regular, Extension, Weekend, summer and distance) and all type of curriculum (conventional and modular) shall be determined based on CGPA/CANG intervals.
- If a student registered for a Pass/Fail grade course/s and/or thesis alone scores a Fail grade, the immediate previous status shall be considered.

2. Regular/Distance

- The status of regular Master’s Students shall be determined at the end of every semester regardless of the number of courses and loads.
- Students’ status for regular graduate programs shall be determined based on CGPA/CANG intervals as in the following **Table 5**.

Table 5: Status Determination of Regular Graduate Studies

Year/batch	Semester	CGPA/CANG	Immediate Previous CGPA Status	Is there any previous ADR	Final Status
1	I	[3:00; 4:00]	ANY	ANY	P
		[2:50; 3:00)	NO	NO	W
			ADR	YES	CD
		[2:00; 2:50)	NO	NO	ADR
			ADR	YES	CD
		[0:00; 2:00)	ANY	ANY	CD
	II	[3:00; 4:00]	ANY	ANY	P
		[2:50; 3:00)	P	NO	ADR → PRO
				Yes	CD
			W	NO	ADR
				YES	CD
			ADR	ANY	CD
		[0:00; 2:5)	ANY	ANY	CD
≥2	I and II	[3:0; 4:0]	P	ANY	P
		[2:75; 3:00)	P	NO	ADR → PRO
				YES	CD
			PRO	Any	CD
			ADR	YES	CD
		[0:00; 2:75)	ANY	ANY	CD

3. Status determination for all Medicine and health science Year based Graduate students, except Medicine Specialty

Table 6: Status Determination of all Regular Medicine and Health Science Year based

Year	Semester	CGPA/CANG	Previous CGPA Status	Any Previous ADR	Final Status
1	Year-based	[3:00; 4:00]	ANY	ANY	P
		[2:50; 3:00)	ANY	NO	ADR → PRO
			ANY	YES	CD
			ADR	YES	CD
		[0:00; 2:5)	ANY	ANY	CD
≥2	I and II or Year-based	[3:0; 4:0]	P	ANY	P
		[2:75; 3:00)	P	NO	ADR
				YES	CD
			PRO	ANY	CD
			ADR	YES	CD
		[0:00; 2:75)	ANY	ANY	CD

4. Status determination for Medical Specialty/Sub-Specialty

Table 7: Status Determination of all Regular Specialty/Sub-Specialty

Year	Semester	CGPA/CANG	Immediate Previous CGPA Status	Any previous ADR	Final Status
1	Year-based	[3:00; 4:00]	ANY	ANY	P
		[2:75; 3:00)	NO	NO	W
			ADR	YES	CD
		[2:00; 2:75)	NO	NO	ADR
			ADR	YES	CD
≥ 2	Year-based	[0:00; 2:00)	ANY	ANY	CD
		[3:0; 4:0]	P	ANY	P
		[2:75; 3:00)	P	NO	W
		[2:75; 3:00)	W	NO	ADR
			P	YES	CD
			ADR	YES	CD
		[2:50; 2:75)	P	NO	ADR
			W	ANY	CD
			ADR	ANY	CD
		[0:00; 2:50)	ANY	ANY	CD

- a) Graduating class residents who fail their qualification/Final Year/ exams may repeat additional 3 to 6 months of training in the department depending on their performance for a maximum of two terms;
- b) Any specialty/Sub-specialty student with promoted status who fails (below B grade) in one or more major course shall repeat the year for the course failed. But if the student fails any of the repeated courses, he/she will be dismissed for good.
- c) The CGPA based status determination for semester based postgraduate programs and extension postgraduate programs of College of Medicine and Health Sciences shall be governed by the rules for other PG programs of Bahir Dar University.
- d) For college of medicine and health sciences postgraduate programs students can register course/s with “Thesis” up until the maximum load allotted for the semester/year. However, a student will be allowed to defend the Thesis if he/she scores a pass grade (“B”) for any of the courses

8.8. Academic Probation and Dismissal

Academic probation and dismissal will be governed by Article 212 of the university legislation as follows:

1. Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the required level of academic achievement.
2. At the end of each semester the AC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
3. To the extent that inquiry into the cases of probation indicates, the AC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.
4. When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.

5. Any first-year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 will be placed on warning and any such student shall be subject to complete dismissal if the student fails to achieve a semester GPA between 2.50 and 3.00 in the next semester and CGPA less than 2.50.
6. Any first-year graduate student who achieves a first semester GPA (SGPA) between 2.00 and 2.50 and CGPA above 3.00 shall be placed on warning.
7. Any first-year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 will be placed on warning and any such student shall be subject to Academic dismissal if the student fails to achieve a semester GPA and CGPA between 2.50 and 3.00 in the next semester.
8. If a student who had been placed on warning for the first time and achieves a CGPA between 2.50 and 3.00, shall be subject to Academic dismissal. However, the AC may place the student on probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
9. If a student, who has been placed on probation/readmission, fails to achieve a CGPA of 3.00 shall be subject to complete dismissal.
10. No provision of probation/readmission for a second time.
11. A second year and above student whose cumulative GPA below 2.75 shall be completely dismissed.
12. A second year and above student, whose previous status is pass and achieves a CGPA between 2.75 (2.75 included) and 3.00 shall be academically dismissed.
13. Two academic dismissals lead to complete dismissal.
14. A candidate, who is subject to Academic dismissal, shall not expect discretionary probation as a matter of right.

8.9. Make-up Examinations

The make-up examinations for graduate programs in the College of Medicine and Health Sciences will be conducted in accordance with Article 213 of the university legislation

1. Make up exam results for those students with one “I” and who are able to continue their studies shall be calculated together with the semester grade in which they took the makeup exams. However, the CP of those make up exams should not be used to determine the maximum load of that semester.
2. A student who has one “I” grade during status determination can promote to next semester after status determination. The SANG and CALG shall be calculated excluding the course with “I” grade.
3. A student who has more than one “I” grades during status determination shall be placed in forced withdrawal for Academic Reasons. For such students, the make-up results shall be recorded together with the other grades in the previous immediate semester.

4. If an “I” grade is not removed within a year, as per the provisions of this article, it shall be converted to an “F” grade and included to next semester for status determination.
5. Other relevant provisions, related to “I” grades for undergraduate students shall apply for this article.

8.10. Re-marking of Examinations

The provisions governing the re-marking regulations for undergraduate students shall also apply to postgraduate students in the College of Medicine and Health Sciences, as stated in Article 214 of the university legislation

8.11. Withdrawal and Readmission

The provisions governing the withdrawal and readmission regulations for undergraduate students will also apply to postgraduate students in the College of Medicine and Health Sciences, as outlined in Article 215 of the university legislation.

8.12. General Requirements of Thesis/Dissertation

The general requirements for theses and dissertations for graduate program students in the College of Medicine and Health Sciences will be implemented according to Article 216 of the university legislation as follows:

1. A thesis shall constitute an individual’s effort in academic pursuits to identify and analyze problems by applying sound methodology.
2. A thesis shall constitute fulfillment/ partial fulfillment of the requirement for the Master’s, MPhil or PhD Degree, except in a program where it is not required.
3. The general requirements and guidelines on thesis shall be developed for all academic units by CGS while specific guidelines may be developed by the AUGC of the respective academic units. Approval of the guidelines shall be made by AQSCRC and AC, respectively.
4. A PhD candidate is expected to publish articles in reputable journals from the result of the thesis work.
5. A PhD thesis may be submitted in the form of a monograph or a series of published articles.

8.13. Selection and Approval of Thesis/Dissertation

The selection and approval of Thesis/Dissertations for graduate students in the College of Medicine and Health Sciences will be based on Article 217 of the university legislation, as outlined below:

1. Topic Selection

- a) The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor/s. The selection of thesis 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.

- b) The topic of the thesis of each candidate shall be approved by the AUGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

2. Format of Thesis/Dissertation

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

3. Submission of Thesis/Dissertation

A candidate shall submit a Master's thesis/PhD dissertation within the normal curriculum duration unless and otherwise the extension is decided by the AC. However, this extension shall not in any case exceed the validity period.

8.14. Advisor-ship

Advisorship for graduate program students in the College of Medicine and Health Sciences will be conducted according to Article 218 of the university legislation, as outlined below:

The Chair Holder normally recommends the selected thesis advisor(s) to the SC/DC. The thesis advisor(s) shall be:

1. A full-time academic unit member with the academic rank of Assistant Professor and above for Master's Program and Associate Professor and above having PhD Degree for PhD in the required area of specialization. OR
2. A person(s) outside of the University in the required area of specialization with a PhD degree or MD/DVM with specialty who will be able to submit a letter of commitment in advising the student. In such cases, it will be mandatory to have a co-advisor(s) from the University.
3. The optimum number of students that an instructor can advise shall be determined by a guideline issued by the University Senate.
4. During the process of advisor selection, the interest of both advisor and advisee shall be considered unless other force majeure.

8.15. Procedures for Examination and Submission

The procedures for examination and submission for postgraduate students in the College of Medicine and Health Sciences will follow Article 219 of the university legislation, as detailed below:

1. When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the AUGC shall appoint an examining Board and select an external examiner in Ethiopia and/or abroad.
2. Master's thesis shall be submitted to AUGC at least five weeks before the date of defense. The external examiner should be decided with sufficient time to obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense.

3. PhD thesis shall be submitted to the AUGC at least two months before the date of defense. The external examiner should be decided with sufficient time to obtain a copy of the thesis/dissertation of the candidate at least six weeks before the date set for the defense.
4. Thesis submission and defense sessions shall be included in the academic calendar of the University.
5. Examinations may be conducted through electronic media.
6. The board of examiners may decide whether the thesis can be accepted for defense.

8.16. Copies of Thesis/Dissertation Required

Copies of Thesis/Dissertations by postgraduate students in the College of Medicine and Health Sciences that are required to be submitted to the relevant offices within the university or college will be in accordance with Article 220 of the university legislation as outlined below;

1. The number of hard copies of the thesis/dissertation to be submitted for defense to the office of the department head shall be four. The candidate shall submit soft copy of the thesis/dissertation to the department head.
2. The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the AUGC. The AUGC should delegate the internal examiner and the advisor to deliberate on the thesis, who then shall submit their recommendations to the department head.
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 within the time limit set by the examining board and it will be verified by the AUGC.
4. All the copies shall remain property of the University.

8.17. Selection and Appointments of Examiners

The selection and appointment of examiners for thesis and dissertation evaluations will be conducted in accordance with Article 221 of the university legislation, as detailed below:

1. The AUGC shall appoint an examining Board and select an external examiner in Ethiopia and/or abroad.
2. The board of examiner shall have a minimum of three and a maximum of five members.
3. An internal examiner and a chair person, as members of the examining Board, shall be drawn from among professors of the University.
4. All members of the examining Board will comment on all aspects of the thesis.

5. For a PhD thesis, external examiners must be assigned of which one shall be from a reputable University abroad. Exceptions shall be approved by the school of graduate studies on a case by case basis when presented to it by the concerned AU.
6. The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and secondly, that the assessment system is fair.
7. At least one external examiner is required for each student thesis.
 - a) Appointment shall be made by the head of the department after the recommendation of the AUGC.
 - b) In appointing examiners, the department head shall ascertain the following:
 - i. Only persons of seniority and experience who are able to command authority are appointed and, in all cases, must have an academic rank of at least Assistant Professor (or equivalent) for Master's and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the SC/DC on a case-by-case basis when presented to it by the concerned AUGC.
 - ii. An external examiner in general must be external to the University. iii. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
8. One external examiner should not be assigned per program for more than two for PhD and five for Master's theses at a time.
9. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.
10. Participation in Assessment Procedures
 - a) The cumulative assessment result of all examiners shall be taken on the evaluation/rating of a particular thesis/dissertation.
 - b) In case of Medicine the views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
 - c) The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.
11. Reports
 - a) Examiners shall submit written confidential reports about the thesis to the department ahead and/or after the defense.

- b) External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- c) The head shall instruct the AUGC to take action with respect to the comments. The head has the responsibility to see if the recommendations are considered and the proper measures are taken.

8.18. Thesis Evaluation and Rating

The evaluation of Thesis/Dissertations for postgraduate students in the College of Medicine and Health Sciences will be carried out according to Article 222 of the university legislation, as outlined below:

1. Presentation/Defense

- a) The head of the department shall announce the thesis/dissertation topic, venue and time of the defense at least a week before the date of defense.
- b) The process of thesis/dissertation presentation and defense shall, unless otherwise required by justifiable circumstances, be open and public.
- c) After defense, the board of examiner shall decide to accept or reject.

1. Evaluation

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

a) Accepted

- i. Accepted with no or minor changes to be made to the satisfaction of the supervisor, or
- ii. If a thesis requires major changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

b) Rejected

- i. The work does not meet the required standards; or
- ii. The work is plagiarized as judged by the examining Board; or
- iii. 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.

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

2. Thesis Grading

- a) A Thesis that is defended and accepted may be rated “Excellent”, “Very Good”, “Good” or “Satisfactory” which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected thesis shall be rated “Fail”.

Table 8: Thesis Grading for College of Medicine and Health Sciences Graduate Students

Rank	(%)1	Equivalent Grade
Excellent	≥ 90	A+
	$85 \leq X < 90$	A
Very Good	$80 \leq X < 85$	B+
Good	$70 \leq X < 80$	B
Fail	< 70	F

3. Final Thesis

The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DC. The DC should deliberate on the thesis and submit its recommendations to the SC/DC. Then the academic unit will accept five copies of the typed final thesis, both in electronic and hard copy, from the candidate and it will be verified by the DC.

8.19. Graduation and Award of Credentials

The graduation and awarding of credentials for postgraduate students will be carried out in accordance with Article 223 of the university legislation, as detailed below:

1. A candidate who fulfills the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of AC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.
2. The AGC may approve guidelines providing safe exit points to Master’s candidates who are unable to do/pass their thesis research projects through awarding postgraduate diploma.
3. The AGC may approve guidelines providing safe exit points to PhD candidates who are unable to pass their dissertation research projects through awarding MPhil.

4. To complete a program and graduate, a candidate needs to obtain a minimum CANG/CGPA of 3.00 and a maximum of one “C” grade or two “C+” for Master’s, however one C and one C+ shall not be allowed and no less than “B” grades for PhD.
5. For Medicine and Health Sciences Minimum B grade for all postgraduate course/modules and Good result in thesis/dissertation
6. PhD candidates, who are expected to submit a thesis/dissertation with Monograph based, shall not graduate without publishing at least one article in a reputable journal. However, a candidate who joins research based shall have two publications.
7. In the case of article-based thesis, three articles published in a reputable journal shall be required.

9. Student Services

The student service is led by the office of Dean of Student and Student Service which are supportive department units in the College of Medicine and Health Sciences. They have been institutionalized under the office of Chief Administrative and Business Director and Campus Managing Director of the college. The office is working on activities listed in the university legislation Article 232. The office is facilitating different services for the student like:

9.1. Food service Unit

This unit is responsible for providing fresh meals three times a day to undergraduate students in the regular program. It also offers special meals to students with health conditions, as recommended by health professionals, and to those with specific dietary requirements. The unit places a strong emphasis on quality, cleanliness, and timely service to ensure students are healthy and able to focus on their studies. The staff members are highly qualified and dedicated, treating the students with care by ensuring they are well-fed. University and college officials, along with student union representatives, consistently monitor the service and provide guidance as needed.

Currently, the budget allocated for cafeteria services is 25 birr per student per day. Students who prefer not to use the university cafeteria (non-cafe students) have the option to receive their meal budget on a monthly basis and eat at other nearby private cafeterias, either on or off campus.



Figure 17: Student Cafeteria Service Building and its staffs of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia.

9.2. Dormitory Service units

The College of Medicine and Health Sciences at Bahir Dar University offers comprehensive dormitory services designed to provide a comfortable and supportive living environment for students. Accommodation is managed based on gender and specific needs, ensuring that all students are housed appropriately. Freshman students are assigned to dormitories alphabetically, while other students are grouped by department to foster a positive academic atmosphere. Students with valid reasons, such as health issues or disabilities, may request a dormitory change, subject to the approval of the Student Service Director.

The dormitories are well-equipped with essential amenities, including individualized beds, shelves, chairs, tables, mattresses, and pillows, along with electrical lighting and socket facilities. Each floor of the dormitory buildings has two shared shower and restroom facilities. Additionally, there are common cloth washing basins and drying poles located in the yard near each dormitory building, providing convenient access for all residents.

To maintain a supportive living environment, proctors are assigned to each dormitory block based on gender. These proctors treat students like family and address any issues related to dormitory life. Alongside the proctors, block and floor masters—students who live in the building and are selected by their peers—work with security guards to ensure a safe and peaceful atmosphere in and around the dormitories. Together, these teams act as guardians, providing care and fostering a secure living environment for all students.



Figure 18: Female Students Residency building at Tibeb Ghion campus of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia



Figure 19: Male Students Residency building at Tibeb Ghion campus of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia.

9.3. Medical Service unit

The College of Medicine and Health Sciences at Bahir Dar University is committed to ensuring the health and well-being of its undergraduate students by offering both preventive and curative medical services. These services are provided through the Tibeb Ghion Specialized Hospital, a teaching hospital affiliated with the college that offers comprehensive tertiary medical care.

Students have access to a wide range of medical services, including routine check-ups, specialized treatments, and emergency care. The hospital is equipped with state-of-the-art facilities and staffed by experienced medical professionals who are dedicated to providing high-quality care. Additionally, a 24-hour ambulance service is available to transport students to the hospital in case of emergencies, ensuring they receive timely medical attention whenever needed.

By providing these extensive medical services, the College of Medicine and Health Sciences ensures that students are well-supported in maintaining their health, allowing them to focus on their studies and excel academically.



Figure 20: Tibeb Ghion Specialized Hospital of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia.



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GHION AMBULANCE

Figure 21: Ghion Ambulance which gives 24 hrs. service in Tibeb Ghion Specialized hospital of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia.

9.4. Sport and Recreational Unit

The College of Medicine and Health Sciences at Bahir Dar University offers a comprehensive package of sports and recreational services designed to enhance the well-being and enjoyment of its students. This unit is dedicated to organizing and coordinating various entertainment and sporting activities that cater to a wide range of interests and promote a balanced lifestyle.

For leisure and relaxation, students have access to television and DSTV services, providing a variety of channels for news, sports, and entertainment. There are also numerous playing materials available, including equipment for table tennis and a variety of recreational materials like balls. Additionally, the college offers designated fields for physical exercise, encouraging students to engage in sports and stay physically active.

The unit also manages several amenities on campus to further support student life. Lounges are available for non-cafeteria students to relax and socialize. There are also shops and a beauty salon on campus, providing convenient access to personal care services. The head of this unit oversees all these services, ensuring they are well-maintained and meet the diverse needs of the student body.

Through these sports and recreational services, the College of Medicine and Health Sciences fosters a vibrant campus life where students can unwind, socialize, and engage in healthy activities, contributing to their overall well-being and enhancing their university experience.

9.5. Guidance and Counseling Unit

The College of Medicine and Health Sciences at Bahir Dar University provides comprehensive guidance and counseling services to support students in managing their psychological well-being. This unit is

specifically designed to help students address any immediate psychological challenges they may encounter during their time at the university. The services offered include individual and confidential counseling sessions to address personal and exceptional psychological issues. Additionally, the unit organizes training sessions and shares helpful tips aimed at equipping students with the skills to cope with and overcome the psychological problems they may face.

The primary goal of these services is to empower students to manage stress, build resilience, and develop effective coping strategies, helping them thrive both academically and personally. Each campus has a dedicated guidance and counseling office that provides these essential services, ensuring that all students have access to the support they need to achieve success in their academic journey and beyond.

9.6. Library and Learning Resources

The College of Medicine and Health Sciences at Bahir Dar University offers an extensive library service to support the academic and research needs of its students. The library, known as Dr. Bayle Damtie Library—named in honor of one of the former presidents of Bahir Dar University—is a four-story facility that serves as a central resource for learning and study.

Dr. Bayle Damtie Library is well-equipped with up-to-date reference books, research articles, and both national and international guidelines, providing students with access to a wealth of knowledge across various fields of medicine and health sciences. The library also offers a selection of magazines that keep students informed on the latest developments and trends in the medical field.

In addition to its vast collection of print materials, the library is equipped with computers and Wi-Fi internet access, allowing students to conduct online research, access digital resources, and complete their coursework in a quiet and conducive environment. The library is designed to cater to the diverse needs of students, providing a range of resources and facilities to support their academic growth and professional development.



Figure 22: Dr. Bayle Damtie Library at Tibebe Ghion Campus of College of Medicine and Health Sciences, Bahir Dar University, Ethiopia.

9.7. Academic Advising:

Academic advisors are available to help students plan their courses, understand program requirements, and provide guidance on academic challenges. The Duties and Responsibilities of Academic Advisors /Mentors are listed below based on Article 45 of the University Legislation

Duties and Responsibilities of Academic Advisors /Mentors

1. Interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
2. Follow up the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
3. Help students develop personal academic goals or learning plans and facilitate their progress towards their goals;
4. Advise those students who express a desire or need (e.g. students with academic difficulties) for individual attention and shall help them in their learning process.
5. Register students for course and advice on matters of add/drop based on the calendar.
6. Provide relevant evidence to course chairs on students' academic problems and support provisions;
7. Act as learning consultants to their assigned group. In this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;

8. Whenever necessary, these advisors shall make networks with other AU members and help students to meet their learning and developmental needs.
9. Help students choose minors, electives, and specializations in their areas of study;
10. Whenever there is change of advisors there should be proper handover of students' record. All documents relating to a student are maintained in strictest confidence.
11. Students should feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.

9.8. Career Services

The Career Services office provides resources, workshops, and guidance to help students prepare for their future careers, including resume writing, interview preparation, and job search strategies.

10. Code of Conduct and Disciplinary Procedures

10.1. Rights and Responsibilities of Students

The student Rights and Responsibilities shall be based on the university Legislation Article 231 listed below;

1. Without prejudice to the provisions of the Proclamation and other applicable laws, students shall have the right to:
 - a) Free inquiry in pursuit of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
 - b) Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
 - c) Be free to express orderly their views on issues of University policy;
 - d) Receive legal protection from any form of discrimination or harassment;
 - e) Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
 - f) Be evaluated solely on academic basis consistent with norms provided for by the Proclamation and the University's academic standards, and receive redress against capricious evaluation;
 - g) Participate in a transparent system of performance evaluation of academic staff and academic programs;
 - h) 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;

- i) Join the University's student union, which shall be founded on the principle of universality of membership in accordance with the pertinent laws so as to promote and protect lawfully their common interests;
 - j) Obtain access to facilities of the University through their union in accordance with the rules and procedures of the University;
 - k) Participate, through their union or representatives, in the sessions of the University's governing bodies in accordance with the provisions of the Proclamation, the provisions of this legislation and directives that may be issued by the Board;
 - l) Use, under the leadership and guidance of the student union 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;
 - m) Benefit from the cost-sharing system and receive guidance and counseling services in accordance with the Proclamation.
2. Without prejudice to the provisions of the Proclamation and other applicable laws, any student of the University shall have the responsibilities to:
- a) Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;
 - b) Maintain standards of academic performance established for each course in which he is enrolled;
 - c) Know and uphold the objectives of higher education and the guiding values and objectives of the University;
 - d) Respect, in classroom or anywhere in the premises of the University, the rights of other persons protected by law;
 - e) Observe the applicable provisions of the Proclamation and the rules of this Legislation;
 - f) Interact with academic and other staff and any other student of the University with due respect to their Constitutional and other statutory rights;
 - g) Refrain from any unlawful act and from any unethical activities;
 - h) Remonstrate and seek to redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all University level avenues of redress;
 - i) Use and handle the properties of the University with due care and be held accountable for any damage caused intentionally or negligently;

- j) Effect payment of fees applicable in accordance with the internal administrative rules of the University.
3. Preparation and amendment of the code of conduct governing students' behavior and appropriate disciplinary procedures shall be the responsibility of the Dean of Students Office upon approval of the Senate.
4. Administration of students' behavior and appropriate disciplinary measures shall be governed by Student Discipline Directive

10.2. Disciplinary Actions and Procedures

The student disciplinary actions and procedures will be based on the university Legislation Article 238 239, and Ethiopian Higher Education Institution Student Disciplinary Rule and Regulations “የከፍተኛ ትምህርት ተቋማት ተማሪዎች የዲ.ሲ.አ.ን መመሪያ ቁጥር ሳክት.ሚ./002/2012”

Policy Premises on Student Discipline

Policy Premises on student Discipline will be based on the University Legislation Article 238 as follows:

1. Self-Discipline

As a community, which strives always towards the ideal of a community of scholars, a community of men of integrity, the University relies as far as possible upon a system of self-discipline founded upon mutual trust and respect to govern relationships among its members.

2. Limits of Jurisdiction

The University has no desire to regulate the lives of its students except in so far as they affect other members of the University Community. Therefore, except when a student is convicted by a competent court of a criminal offense which clearly demonstrates that he is unfit to be a member of an academic community, acts committed off University premises and not connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action.

3. Student Participation in Disciplinary Matters

Students as well as other members of the University shall participate extensively at all stages of the disciplinary process. Responsibility for the oversight of discipline is vested in the President and the Senate.

4. Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student, or a staff member to report to the appropriate authority any facts within his knowledge, which would appear to show disciplinary breach or violation.

5. Primary Responsibility of Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the code of conduct of students shall rest within AU's.

Prohibited Acts on Student Discipline

The prohibited acts concerning student discipline are outlined below in accordance with Article 239 of the University Legislation. However, this list is not exhaustive; it also includes those specified in the Ethiopian Higher Education Institution Student Disciplinary Rules and Regulations, “የከፍተኛ ትምህርት ተቋማት ተማሪዎች የዲሲፕሊን መመሪያ ቁጥር ሳክት-ሚ/002/2012”.





Without prejudice to other provisions of this Legislation and/ or the Proclamation, the following acts are prohibited and constitute grounds for disciplinary action:

1. Dishonest conduct such as cheating, plagiarism or lying about some important matters to other members of the University.
2. Disorderly conduct, assault, the threat of such conduct, or incitement of students for various unlawful acts based on race, ethnicity, religion, or other factors thereto.
3. Conviction of a student by a competent court, which clearly demonstrates that he is unfit to be a member of the academic community.
4. Dissemination, whether by oral or written means, of defamatory material concerning any other member of the academic community.
5. Consistent, continued and calculated offensive behavior towards any other member of the academic community.
6. Theft, misappropriation or willful neglect of university property or of the property of another member of the University Community.
7. Staying in the University for more than three days after dismissal, for whatever reasons.
8. Allowing dismissed or other individuals reside in one's dormitories.
9. Not to clean one's dormitories and showing lack uncooperativeness for the dorm mates during cleaning the dormitories.
10. Serious breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria, housing, and other regulations.
11. Initiation, organization, or promotion of any student meetings or demonstrations, without prior permission from the respective Dean and or Dean of Students, which is likely to result in general disruption, or affect scheduled classes or other normal faculty and/or University programs.

12. The use of mass force to interfere with any normal or legitimate activity of the University or any group of members therein. Specific measures for violations of any one of the offences provided for in this Article shall be prescribed by the Code of Conduct of Students. The Dean of Students is responsible for the preparation of a detailed Code of Conduct of Students.
13. With the approval of the Senate, the Academic Councils of the various faculties may issue additional rules consistent with this Legislation to add to or elaborate on the provisions contained in this Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as disciplinary breach or violation.

11. Contact College of Medicine and Health Sciences

11.1. Media Outlets of College of Medicine and Health Sciences to Follow

- Facebook:  <https://lnkd.in/eh64W4Rx>
- Telegram:  https://lnkd.in/eVJnCR_b
- Twitter:  <https://lnkd.in/e5RvbqHX>
- LinkedIn:  <https://lnkd.in/eDMmTGsw>
- Website: <https://lnkd.in/eWxxMRAK>

11.2. Contact address of College of Medicine and Health Sciences

College Of Medicine and Health Sciences

Bahir Dar University

Bahir Dar, Ethiopia

Phone: - +251-582-9 99275

P.o.box:- 79

e-mail:- collegehealthscience@gmail.com