



Registrar Working Manual

College of Medicine and Health Sciences
Bahir Dar University

Prepared by: Office of the Registrar

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Introduction

The Office of the Registrar plays a vital role at the heart of the University's academic life. It is the place where students begin and complete their academic journey from registration to graduation. The office ensures that every student's academic record is accurate, secure, and properly managed.

This working manual is designed to guide the activities of the Registrar's Office. It explains how key processes such as student registration, grade management, academic record keeping, and graduation clearance should be handled. The manual also helps ensure that all registrar services are provided in a fair, consistent, and transparent manner across the college and University. By following this manual, staff will have a clear understanding of their roles, responsibilities, and the procedures that support students, academic staff, and administrators. It also helps maintain harmony between the University's internal rules and the national higher education regulations.

Mission

The Registrar Office promotes academic excellence by ensuring efficient, transparent, and technology-driven management of student records and academic services. It is committed to supporting data-driven decision-making, outcome-based education, and strong quality assurance practices to enhance institutional effectiveness and student success.

Vision

To be a leading center of academic service excellence, innovation, transparency, and technology-driven management that empowers data-informed decisions and fosters a culture of quality and student success.

Values and responsibility of the registrar office

- Keeping student academic records accurate, confidential, and up to date;
- Supporting teaching and learning through effective academic administration;
- Providing clear information and guidance to students and staff;
- Promoting fairness, transparency, and continuous improvement in all registrar operations.

Aim of the Registrar Working Manual

The purpose of this manual is to:

- Provide clear guidance for all registrar staff and stakeholders;
- Create a consistent way of managing academic information and services;
- Strengthen communication and collaboration within the College and University;
- Support good decision-making and accountability;

- Ensure that all activities in the Registrar's Office align with the University's policies and national higher education standards.

1. Duties and Responsibilities of the College of Medicine and Health Sciences registrar

1.1 Duties and Responsibilities and alumni office

The College Registrar shall have a registrar and alumni management office lead by one and 3 assistant registrars and other support staff. Assistant registrar means registrars at school levels in the College of Medicine and Health Sciences to assist the performance of Associate registrar activities.

- Prepares and submits the academic calendar of the college to the Directors Academic Forum and the College Senate Mandate;
- Ensures the implementation of the academic calendar of the college and the University;
- Develops and releases communication and advertising of programs of the College and the University;
- Develops and maintains Alumni information and database system;
- Prepares and issues original degrees;
- Ensures the implementation of SIMS (student information management system) in all programs;
- Designs and releases different working formats;
- Supervises recruitment, selection, and registration of students;
- Notifies admission of students;
- Develops systems to ensure easy access to students' academic records;
- Facilitates the mobilization, generation and diversification and intelligent use of limited resources to support the activities of the college and its units;
- Facilitates graduation;
- Follows up the provision of academic advising and consulting services for students;
- Ensures the communication of students' academic progress every semester;
- Prepares the College's and the University's quarterly statistical abstract;
- Makes sure that students have fulfilled financial and other requirements for registration and graduation;
- Documents approved curricula;
- Authenticates academic records;
- Provides certificates, official transcript, medium of instruction, and To Whom It May Concern Letters in line with the College, the University and Federal government guidelines, directives, circulars, rules, regulations, etc.;
- Presents the declaration of students' graduation during graduation ceremony and;

- Undertakes other tasks assigned.

1.2 Duties and Responsibilities of the Assistant Registrars

The assistant registrar is jointly accountable to the college Associate Registrar and director of the respective ISEDs (Integrated Service-Education Directorate) and he/she shall have the following duties and responsibilities:

- Develops and maintains business unit's information and database system;
- Designs and releases application forms;
- Issues student identification cards.
- Selects, recruits and registers students to program courses, and trainings;
- Collects organizes, and ensures easy access to students' academic and research records;
- Identifies and gathers relevant business unit information from outside and internal sources;
- Provides personal and group advising and consulting services on academic and related issues;
- Ensures seamless networking and communication with course system teams in the collection and organization of students' academic records;
- Decides on students' academic status in consultation with the academic advisors;
- Communicates students their academic progress in every academic calendar;
- Implements their roles in SIMS accordingly;
- Facilitates the mobilization, generation and diversification and intelligent use of limited resources to support the activities of the college and its unit.
- Executes other tasks given by the college.

2. Academic rules and regulations for undergraduate programs

Academic Calendar

- The programs of Medicine and Health Sciences may have annual and/or semester course offerings.
- The Academic Calendar should include, among other things: Meetings of the Senate; application, admission, readmission and registration; adding and dropping of courses/modules, examination periods, staff reporting dates, submission of course guidebooks by course chairs to the department heads, curriculum days and related activities beginning and end of semesters, tutorial time for distance/summer; inter-semester breaks and inter-collegiate sports, application of research and teaching material proposals, annual conferences, instructor evaluation weeks, final thesis submissions and open defense dates, staff and student meetings; research week; science and technology day and/or University inauguration day; students' graduation day.
- The academic calendar shall be from Hamle 1 to Sene 30

- The academic calendar for each year shall be prepared by the Office of Associate registrar in consultation with the Academic Corporate Director for Health Sciences Education and Services/ Health Sciences Education Deputy Corporate Director and other concerned bodies and approved by the Senate before academic calendar begins.
- The calendar may be amended when the need arises.

3. Student Admissions, Transfer and Related Matters

Student admission practices for the program

According to the Federal Democratic Republic of Ethiopia education policy, secondary education contains secondary school 1st cycle (9th and 10th grades) and secondary school 2nd cycle (11th and 12th grades). In the second cycle education, also called pre- university program, there are two streams: social science and natural science streams. Students who join the natural science stream take extensive freshman course join to medicine program.

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

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 the students. Admissions to undergraduate programs may also be granted to students completing their secondary or academic achievements that shall be determined by the Ministry. Admissions to all undergraduate continuing and distance education programs shall be processed through the various school, 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(Ministry of Education) and/or ETA (Education and Training Authority).

The criteria and processes of student selection and admission

Admission Requirements of students are listed here under according to Article 155 of the University Legislation. 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. Placement into regular programs under each school shall be decided by the school themselves as per the general guidelines provided by the office of Vice President for Academic Affairs/College Chief Executive Director. In addition to grade 12 higher institution entrance exam, students took the following freshman courses in semester I & II to be enrolled.

Doctor of Medicine Applicants must: 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 (Cumulative Grade Point Average) of 2.75 or equivalent in the undergraduate program successfully pass the entrance examination administered by the College of Medicine

and Health Sciences. Produce evidence of satisfactory service, provided for at least one year, relevant to the field of health; and Pass interview by the selection committee of the College. It is responsible to assign students who passed the entrance exam.

3.4 Inter - University Transfer

General Principles

- Admission on the basis of inter-University transfer shall be granted in a transparent manner.
- Inter-University transfer applies only as between the University and another public higher education institutions.
- Applications for transfer shall be considered exceptionally and on the basis of availability of space, facilities and provided that the applicant student has obtained grades that would normally be required of students for enrollment in the programs concerned.
- A student can only be transferred to a program that is similar to his enrollment in his previous institution.
- The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing. Students with F, NG, I or Dropout grades will not be transferred.
- Application for transfer to a university is accepted only if the applicant is free from any disciplinary records in his previous University.
- Transfer may be permitted only when there are convincing reasons such as health problems supported by evidence from hospital boards and legal institutions. That is, students with learning difficulties may be granted transfer when there is a convincing reason that the student will get a better learning environment as a result of the transfer.
- Transfer of students shall be processed through the Office of Registrar and Alumni Management Directorate in close consultation with Office of AVP/ College Chief Executive Director and the respective school's Directors. Information on academic status of applicants of Bahir Dar University students should be gathered from the school registrar.
- A student dismissed from his previous institution shall not be eligible for transfer.
- Exchange of institution between or among students shall only be allowed when the respective universities agree on the transfer.
- The applicant student shall produce, from the institution of origin, a letter that proves the consent of his institution and one which testifies that the applicant has no academic problem.
- The applicant has to present a letter of clearance and withdrawal from his previous institution after his transfer is accepted or endorsed.
- Transfer will be made at every academic semester before the end of the registration period

Procedure of Transfer

- The Office of the Executive Director for Academic Affairs shall request Directors for the available space in all years of study for accommodating students to be transferred, and compile intake capacity of every department.
- A student wishing to transfer will be required to fill in a Transfer Application Form which shall be available at the associate registrar/ school registrars.
- The form must be completed and returned to the Office of the Executive Director for Academic Affairs during the registration week for the semester into which enrollment is required.
- Documents to be deposited along with the application for transfer include:
 - Copy of the Original transcript;
 - Authentic and relevant evidence for transfer, approval letter of transfer from his previous institution and
 - Document that shows his academic status and results.
- Upon receipt of the application, the Office of the Executive Director for Academic Affairs shall consult the school Directors and Directors of Students Office for availability of space. The Executive Director shall give decision promptly.
- The Directors shall inform the decision to the applicant student and the school Registrar. Copy of the decision shall be communicated to the Office of the Vice President for Academic Affairs and the Office of AVP/ College Chief Executive Director shall write a letter to the respective University of the applicant.
- The AVP (academic vice president)/ College Chief Executive Director shall forward the student's letter of acceptance and his academic documents to the University Registrar Office.
- A student whose application for transfer has been rejected may appeal, within a maximum of eight days, to the Office of the Vice President for Academic Affairs /College Chief Executive Director whose decision shall be final

Transfer of Credits

- The academic Council of the relevant school shall determine the transferable credits earned in other public institutions of higher education
- The receiving school registrar office shall work out the details of transfer of credits and other technical matters in consultation with the Directors.
- The Department heads in consultation with the course chairs decides which credits/courses shall be transferred in light of the program's curriculum.
- The applicant student may be required to submit authentic course outlines/Guidebooks from his previous University for the courses he wants to be transferred.

Intra-University Transfer

Inter- Academic Units

- I. A student may transfer from one AU to another AU (inter-AU) upon satisfying the following conditions and procedures.
- Inter-AU transfers shall depend on availability of space and facilities in the receiving AU or program and a transfer applicant shall have grade levels that would normally be required of students for enrollment into the program concerned.
 - Inter- AU transfer is only applicable in areas of related streams.
 - A student dismissed from his previous department shall not be eligible for transfer into another AU or department of the University.
 - Inter- AU transfer application forms shall be available at each School registrar's office of the University to be collected by applicants for transfer.
 - A transfer application form must be completed and returned to the concerned school within a week after registration.
 - Granting or denying transfer shall be made by mutual agreement of the two AUs in consultation with Executive Academic Affairs office and then the University Registrar shall execute the transfer.
 - Consideration shall be given to the normal class size of the University and the applicant's academic record to manage the courses in the requested program
 - School registrar shall be consulted for presence of spaces and other administrative issues before enacting the transfer.
 - Receiving AUs may set criteria for selecting students who apply for transfer.
 - A student whose application for transfer has been rejected may appeal, within a maximum of five days, to the Office of AVP / College Chief Executive Director whose decision shall be final.
 - The process of transfer shall be completed within a week following the commencement of classes.
 - Transfer shall not have the consequence of elongating the stay of a student for more than a year.
 - The receiving Au's registrar shall work out the details of transfer of credits and other technical matters in consultation with the Directors. The Directors in consultation with the course chairs/department heads decides which credits/courses shall be transferred in the light of the program's curriculum.

- II. The applicant student may be required to submit authentic course outlines/guidebooks from his previous AU for the courses he wants to be transferred.
- III. Students shall be responsible for all the consequences that such transfers may entail.

Inter curriculum transfer within the same field of study

- a. A student who completed two-thirds (2/3) and above credit of the previous curriculum, he may complete with the curriculum he registered.
- b. If he has taken less than two-thirds (2/3) credit of the curriculum, he may transfer to the new curriculum.
- c. Transfer shall be made for a student with good standing status.

Inter Admission Classification (Type) Transfer

- Applicants must have accumulated 75% of the total credits required for graduation.
- Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total students enrolled in the batch of the program of study.
- Transfer shall take place within the same programs only.
- Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
- Applications shall be submitted before registration in the program and the transfer should be completed within a week before beginning of classes.
- Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant AC and forward to the Registrar.

4. Rules on Course Organization and Management

General Provisions on Courses

- While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two semesters
- All courses offered in the college of medicine and health sciences shall be reviewed by the course chairs, his course team and students at least once in a year.
- The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

4.1 Major, Supportive and Common Courses

- Major, supportive and common courses shall be determined by the curriculum of each field of study

Elective Courses

- Each academic unit is required to provide its students who have opportunities to take a certain number of elective courses/modules. In case the number of students who prefer to take an elective course is smaller than the number of students who choose to take another elective course the former, for the purpose of managing course delivery, shall be made to take the one elected by the majority
- The proportion of electives to be taken should be recommended by DC (department council), endorsed by AC (academic council) and approved by AQSCRC (Academic Standards and Curriculum Review Committee).

Phased-Out Courses

- Students who have taken and passed phased-out courses in the University are not required to take the equivalent new courses upon readmission into the program.
- Students who have scored “F”s in phased-out courses shall be required to remove their ‘F’s by taking equivalent courses as decided by the Academic Council of the AU in which they are enrolled.
- If equivalent courses are not found for those phased-out courses in the University, upon the decision of respective AU council, the courses and the results shall be discarded and students will take substituting courses.
- Providing the equivalent course in time shall be the responsibility of the academic units in consultation with the registrar office.
- When a course replaces two other courses with the failed grade/s, grade/s to be removed, the grade earned in the substitute course shall replace the failed grade/s in the previous course/s.
- When two or more courses replace a course with failed grade, grade to be removed, among the substituting courses, the course with higher credit shall replace it.

5. Credit Requirements (Curriculum Load)

- The minimum total credit points for three years Bachelors program shall be 180 CP or 109 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 180 CP/109 credit hours, unless prescribed in the catalogue.
- The minimum total credit points for four years Bachelors program shall be 240 CP or 145 credit hours while the maximum shall be based on university specific program which

will add up to 10 CP or 6 credit hours to the 240 CP/145 credit hours, unless prescribed in the catalogue.

- The minimum total credit points for five years Bachelors program shall 300 CP or 182 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 300 CP/182 credit hours, unless prescribed in the catalogue.
- The minimum total credit points for six years bachelor program shall be 360 CP or 240 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 360 CP/240 credit hours, unless prescribed in the catalogue.
- The Credit requirement/load of the regular program shall be taken as a base for determining the loads for other modes of delivery (Extension).
- The minimum total credit points for a seven-semester bachelor program shall be 180 CP or 109 credit hours while the maximum shall be based on university specific program which will add up to 10 CP/6 credit hours to the 180 CP/109 credit hours, unless prescribed in the catalogue.
- The minimum total credit points for a nine-semester bachelor program shall be 240 CP or 145 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 240 CP/145 credit hours, unless prescribed in the catalogue.
- The minimum total credit points for an eleven-semester bachelor program shall be 300 CP or 182 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 300 CP/182 credit hours, unless prescribed in the catalogue.
- The minimum total credit points for a thirteen-semester bachelor program shall be 360 CP or 240 credit hours while the maximum shall be based on university specific program which will add up to 10 CP or 6 credit hours to the 360 CP/240 credit hours, unless prescribed in the catalogue.
- Medicine and Dentistry:
 1. 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 Hrs.
 2. Total load for Medicine new modular integrated curriculum: The minimum – maximum total CP for the six years for the new modular integrated medicine curriculum shall be 370 – 385 CP (247 – 257 Cr. Hrs).

3. Total Load during the study duration for all other BSc programs other than Medicine and Dentistry;
- 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).
 - 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).
 - 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).
 - 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).
 - The Minimum – Maximum total load during study duration for all five years (ten semester BSc programs shall be 182 – 217 Cr. Hrs. (300 – 360 CP).

6. Semester Load

- A minimum credit point (CP) or credit hours (Cr. Hr.) for full-time regular students shall be 25 or 15 per semester, respectively. The maximum load shall not exceed 35 CPs or 22 Cr. Hrs. unless otherwise stated in the catalogue
- The normal load for part time students in a semester is 10-15 CP or 6- 9 Cr. Hrs. and it may exceed up to 20 CP/12 Cr. Hrs. depending on the work load.
- 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 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.
- Semester/year load for Medicine new modular integrated curriculum: The minimum–maximum CP per year for the new integrated modular medicine curriculum shall be 40–90 CP (26–55Cr. Hrs)
- 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.
 - **Special Semester Load**
- Students can decide the number of courses they could take in consultation with the course chairs and their academic advisors.
- A student with justifiable reason may take underload by the decision of AC
- The AC shall determine such cases that warrant consideration for allowing a student to take special semester load.

7. Duration of Study and Validity of Courses

- The maximum length of time students may stay in such programs shall not, under a circumstance, exceed twice the normal duration of study depending on the curriculum.
- A student who fails to complete any studies within the maximum length of time permitted shall be canceled from that program. However, the student will be certified for the modules or courses successfully finished.
- In extraordinary cases the BDU Senate may extend a validity period.

8. Grading Policies and Status Description

The grading policies for all undergraduate programs in the College of Medicine and Health Sciences shall be as follows:

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
$90 \leq x \leq 100$	4.0	A+	Excellent
$85 \leq x < 90$	4.0	A	Excellent
$80 \leq x < 85$	3.75	A-	Very good
$75 \leq x < 80$	3.5	B+	Very good
$70 \leq x < 75$	3.0	B	Good
$65 \leq x < 70$	2.75	B-	Good
$60 \leq x < 65$	2.0	C	Satisfactory
$50 \leq x < 60$	1.0	D	Unsatisfactory
< 50	0	F	Fail
Course pass /fail grades			
>60			“P” (Pass)
<60			“F” (Fail)

Description

- “Excellent” refers to outstanding performance and only a few minor errors
- “Very good” refers to above the average standard, but with some errors
- “Good” refers to good, solid overall performance, but with some noticeable errors
- “Satisfactory” refers to an acceptable performance, but with quite obvious shortcomings
- “Unsatisfactory” refers to an unacceptable performance that falls a little short of the minimum requirements
- “Very poor” refers to an unacceptable performance that falls far short of the minimum requirements
- “Fail” (F) refers to an unacceptable performance which requires considerable future work

8.2. Description of the Grading System

- For any course having lecture, laboratory/practical and tutorial, raw mark evaluation shall be treated from 100%.
- Semester Average Number Grade (SANG) and Cumulative Average Number Grade(CANG) shall be determined at the end of each semester and year, for semester and year-based programs respectively.
- The final number grade of a module is obtained by dividing the number grades of individual courses with its weight mean of CP/CrHrs given for each course in that module.
- Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
- In cases where a student does not have full examination records, the instructor shall record” NG” for No grade. All” NG” s shall be changed based on the provisions provided in Art.173(6) BDU’s legislation.
- If a student repeats a course, the initial credit point and grade shall appear on the transcript, but be ignored in calculating the semester grade point (SGPA/SANG) whether or not there is a change in the grade.
- All required non-credit work shall be recorded with a grade of” P” (Pass) and” F” (Fail).
- Courses with” P” (Pass)/” F” (Fail) grades, with/without credit, shall not be included in the computation of SGPA/SANG.
- A double asterisk (**) shall be entered in place of a letter grade, where a course is in progress and no work has been completed in a semester.
 - Status Description
- Status will be calculated for semester, year, module and cumulative grade. Student’s status description shall be determined based on CGPA/CANG intervals.

10. Semester Registration

Normal Registration

- 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
- 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.
- A student who has promoted/ warning status shall be registered for courses till the next status determination.

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 BDU legislation article 172 (5).

Make-up Exam Registration

- 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.
- 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.

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.

11. Adding and Dropping Courses

- 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.
- The student and the Advisor/recorder take full responsibility for any decision on adding and dropping courses.

- A student can add as many courses as necessary until reaching the maximum limit set for a semester load.
- 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,
- The AC should approve and endorsed by AQSCRC (Academic Standards and Curriculum Review Committee) the relevance of the course to the program he is studying and the student should be in the first class with distinction or above.
- Such grades shall not be computed for status determination.
- The courses should be clearly indicated in the student copy that they are from another program
- The minimum and maximum semester load shall not be compromised by dropping and adding of courses respectively.

11.1 Course Repeat and Allergic

- A student who failed to present valid reasons for not completing 85% of the course requirements shall repeat a course.
- A student can repeat “D” grade/s not for more than twice to remove the student’s academic deficiency for graduation.
- A student who obtains an “F” grade in a course may repeat the course in consultation with his/her academic advisor. However, if the student does not remove an “F” grade after repeating for the third time after the first registration the AC shall recommend an equivalent course for being course allergic.
- A student shall be allowed to register for course allergic only once, except for supplementary exam.
- If a student who scores a grade of “F” for any equivalent course (for course allergic), he shall be completely dismissed, but if he scores an Fx, he shall be allowed to sit for supplementary exam. However, if he scores “F” grade in the supplementary exam he took, he shall be completely dismissed.
- If a student repeating a course based on an original grade of “F” or “D” grade scores an “F”, the last “F” grade shall be final. Previous grade or grades of “F”, or “D” should be shown as canceled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
- A Student who repeats courses in which he scored “F” grades must register for the course and carry out all academic activities pertaining to the course.

11.2 Course Waiver

- The course waiver will be implemented as per BDU legislation.

12. Academic Status Determination

General Provisions

- 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.
- A student with a good stand can pass to the next semester and can graduate if he/she did not score “F” in any course.
- Status for regular students shall be determined at end of every academic semester/year.
- Any consecutive warning leads to academic dismissal.
- Academic dismissal for the second time leads to complete dismissal. Status will be determined for a student who has less than or equal to two “I” s. If the number of “I” s, where the status is determined, is more than two, the student shall be forced withdrawal.
- 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.
- 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.
- After readmission if the calculated SANG/CANG is $\geq 1:75$ for first year first semester and CANG/SANG is $\geq 2:00$ for first year second semester and above the student can pass to next semester, otherwise the student status shall be Complete Dismissal.
- A student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to complete dismissal.
- A student who is subject to academic dismissal cannot claim probation as a matter of right.
- If a course/s with Pass/Fail grade is taken alone, the immediate previous status of the student shall be considered.
- 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.
- A student, who took under-load and left with no other remaining course to be taken, status shall be determined at any time.
- 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.

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

Table 3: Students Status Determination Matrix for First Year Second Semester and Above Students

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
			[1.75, 2.00)	P	ANY	W
				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	CD	
≥ 2	ANY	[1.75, 4.00]	[2.00, 4.00]	ANY	ANY	P
			[1.75, 2.00)	P	ANY	W
				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	CD			

12.1 GPA Based Status Determination

- The provisions governing GPA status determination of undergraduate programs shall be applicable to medicine and health science.
- Pre-Medicine Shall be considered as Year-I, Semester-I

- Pre-clinical-I (PC-I) and above shall be considered as year-2 and Above
- For undergraduate students, 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.
- In addition to this status shall be determined by letter grade.

13. Letter Grade Status Determination

Undergraduate Medicine and Dentistry

- Pass mark for any student of Medicine for any course/module is “C”.
 - Any Pre-Medicine and Pre-Clinical Medicine student whose status is promoted (Pass or warning) and scores
 - “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.
- A. Any student of medicine at Pre-medicine and Preclinical 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.
- B. Any student of medicine at Pre-medicine and Preclinical 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 pass-mark (below “C”) in two or more minor/common courses
 - If he/she scores “F” in any one major course
- C. 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.

D. 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).

E. Any Pre-medicine and preclinical 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 year.

F. 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 attachments 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 course/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.

G. 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).

- H. 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.
- I. Any medicine student shall have pass grade in all of the courses/modules before joining internship.
 - ii. Any Medicine student in internship attachment who scored below satisfactory result (C grade) based on the Ministry of Health evaluation form for any of the attachments shall repeat the same duration of attachment for the attachments he failed.
 - iii. Pre-Clinical year major Courses shall be Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, and Pathology.
 - iv. Clinical year major Courses shall be Internal Medicine, surgery, Pediatrics, Gyn/OBs, emergency medicine and SPH.
 - v. Clinical year minor course Orthopedics, Psychiatry, Dentistry, Radiology, ENT, Dermatology, anesthesiology and critical care, Forensic Medicine and Ophthalmology.

13.2 All other BSc Programs under College of Medicine and Health Sciences

- 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.
- Any student of Health Sciences with grade "< C" for three or more core courses shall repeat the year. i.e. Supp-exam is allowed for maximum of two core/major courses.
- 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.
- 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 prerequisite doesn’t prohibit him to pass to the next semester/year.
- 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: -
 - “D” in up to two core courses
 - “D” in Up to three basic/common courses

- “D” in one core course and “D” in two basic/common courses.
- 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.

14 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.

14.1 Supplementary Exam

- A student can sit for sup-exam for Fx if he can continue to the next semester after status determination is made.
- A student is eligible to sit for sup-exam for only one Fx in a semester and/or three in his stay.
- If a student with more than one Fx in a semester, the DC shall decide the course for sup-exam upon the request of the student in consultation with his advisor.
- The remaining or registered but not taken for whatsoever reason, Fx graded course/s, shall be converted as F grades by the respective registrar immediately at the end of the exam date.
- 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.
- A student with Fx shall take supplementary exam within a week after the beginning of the semester;

- The course/module instructor shall submit grades of students through the available electronic system within two days of the examination dates.
- All grades scored in sup exams shall be submitted as they are.
- Sup exam result shall not change the preceding status of a student; however, the result shall be considered for the calculation of CANG.
- If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination.
- A previous “Fx” grade shall be shown as canceled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SALG and CANG/CALG in the reporting period.
- A student who scored “Fx” 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).
- A student who removed an “I” grade but scored Fx shall take sup exam.

14.2 Make-up Examinations

- Makeup examinations shall not be allowed for the purpose of raising grade point averages.
- 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.
- 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.
- 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.
- 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.
- A student who has more than two “I” grades during status determination shall withdraw from the University for Academic Reasons and apply for makeup 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.

- Make up results for forced withdrawal students shall be recorded together with the other grades in the previous immediate semester.
- 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.

14.3 Remarking of Examinations

- When an instructor believes that he made mistake/s in submitting the grade/s for the course/she taught, he can apply for remarking within three working days after the subsequent semester registration.
- 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.
- Course chair or department head shall process the remarking request from instructors /Students.
- Remarking should be made within a week after the application of remarking is requested by the student.
- Upon receipt of the petition for re-making, the course chair or department head:
- 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.
- Obtain the grade distribution scale employed, if appropriate.
- Require receipt for the deposit of the fee for remarking
- Form a committee of three staff members who shall do the remarking and submit the final remarked grade.
- Submit the remarked grade through SIMS.
- The Directors may approve the grades submitted.
- If the re-marked result is a grade lower or higher than the one previously obtained, the latter grade shall stand.
- 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 Directors shall take up the matter through proper channels for disciplinary action against the member of staff in question.
- There shall not be re-marking for supplementary examination.

15. Withdrawal and Readmission

Withdrawal

- In consultation with their academic advisors, students can withdraw from the University.
- A student who wants to withdraw shall complete withdrawal form and submit to respective school registrar.
- The respective registrar shall complete the withdrawal process through existing electronic system.
- Official documents shall not be issued to a person who cannot submit his copy of the clearance form to the registrar.
- 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.

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 enrollment, 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 2(c)i of this Article 189 of BDU legislation, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.

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.

16 Graduation Requirements

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

- The College Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from the college graduates. The student should score a minimum CGPA of 3.25.

- The academic council of each school shall, each year, recommend to the senate mandate outstanding students for the latter's approval.
- Unless there is recorded evidence of academic disciplinary problems, the student with the highest CGPA in the college shall be awarded.
- When there are two students with similar CGPA, the school commission could consider character, gender, and involvement in extracurricular activities as to nominate the winner.

17 Academic Rules and Regulations for Graduate Programs

General Provisions

General Provisions on Admission

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

18 Admission Requirements Graduate Programs

Academic Requirements:

- An applicant for admission to a Master's program must have a Bachelors' degree from an accredited institution of higher learning.
- An applicant for admission to a PhD program must have a Master's degree from an accredited institution of higher learning.
- A Master's applicant shall score at least 60%. However foreign applicants may not sit for entrance examination unless forced to do so.

- 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.
- Academic units shall require PhD applicants to present preliminary PhD research theme or synopsis.

Non-Academic Requirements

- 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.
- Academic units may set appropriate work experience requirements after obtaining the Bachelor's degree subject to the approval of the AUGC.
- The candidate must produce a minimum of two letters of recommendation from previous instructors, employers or professional associations.
- Academic units may also require letter of sponsorship.

Special Admissions

- 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.
- 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.
- A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student.
- 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.
- The registrar office shall record separately the results of the examinations in the prescribed undergraduate/graduate courses.
- Such a student must obtain a CGPA of 2.00 for each bridging course in the undergraduate courses taken to qualify for MPH/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.
- A special student who has satisfactorily completed the prescribed undergraduate/graduate courses shall be granted regular graduate student status.

19 General Provision Graduate Student Transfer

- The Office of graduate studies may issue guidelines on the modalities of inter- and intra-University transfers of students enrolled in graduate studies.

- Qualified persons may apply for transfer, which is determined by the concerned AUGC, if applicants have successfully completed a minimum of a semester of study in a similar graduate program in another institution and met the special requirements of the program they are applying to.
- Upon transfer of such a student, the AUGC shall determine the courses from which the student is to be exempted.

Transfer from Another University

- Students transfer from other universities shall be allowed when:
- The curriculum is the same
- The admission criteria are fulfilled
- They have promoted status with removed (if any) NG, I, F, D, C- or any other grade below pass mark
- There is a space in the requested field of study
- There is a letter of request from the other universities
- load taken is not more than 1/3rd of the total load

Transfer from One Program to Another

1. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled:
 - The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
 - The candidate must present an application stating convincing reason(s) for requesting the transfer.
 - The candidate must have completed not more than the originally joined program (25% of the course work).
2. Without prejudice to other rules and regulations of the University applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled:
 - The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
 - The approval of the concerned academic units and ACs must be obtained.
 - Dismissed students shall not be allowed to transfer.
3. Transfer of credits will be determined by the department receiving the candidate.

20 Registration in Graduate Study Programs

General Provision

- The Academic units may provisionally register candidates, but such cases must be presented within four weeks for approval by the AC followed by official registration if the admission is approved.
- A student shall complete all courses and secure promoted status of the program before registering for thesis work.
- A candidate may be admitted to a PhD program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.
- A student who has promoted/ warning status shall be registered for courses until the next status determination.

Normal Registration

- A student must register at the beginning of each semester in order to keep enrollment active.
- A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to have dropped out.

Sup Registration: - No supplementary exam registration shall be given to postgraduate students.

Make-up Registration: -Make up exam registration shall be governed by article 169 (C) of BDU legislation.

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.

21 Adding and Dropping Courses

- With the permission of the academic advisor, taking into account the semester load of the student, and other relevant procedures, students can add and drop courses indicated on their original class registration schedule as per the University academic calendar each semester.
- All add and drop forms must be submitted to the academic unit registrar office on time.
- The student, recorder and the advisor shall take full responsibility for any decision on adding and dropping courses.
- The minimum and maximum semester load shall not be compromised by dropping and adding of courses respectively.

22 Course Repeat and Course Allergic

- In all types of curriculums and admission classification, only courses with grades lower than 'B' may be repeated.
- For all types of curriculums and admission classification, grades obtained on repeated course shall stand as they are.
- The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.
- Courses with "B-" grades or lower may be repeated when the CGPA of the student is less than 3.00 and all courses with "D" grades or lower shall be repeated.
- For PGD and PGC program student's course repeat shall be governed by undergraduate rules.
- For a PhD student all courses with "C" grades or lower shall be repeated.
- A student should not repeat or take re-exam a single course more than three times, if he is unable to score a pass grade, he will be complete dismissal.
- No course allergic for post graduate programs.
- Any repeated course grade shall be shown as canceled on transcript to indicate that the course has been repeated and the new grade (indicated by *) shall be included in computation of the SANG and CANG in the reporting period.
- A Student who fails in his final year thesis/project shall be allowed to register for a new project/ thesis to be completed during the subsequent semester. However, his grade on the
- course shall be recorded as it is. But if he fails for the second time, he shall be completely dismissed.
- **Waiver Cases:** - No waiver in post graduate programs.

23 Programs of Study

- The AUGC shall present its program of graduate studies to the AC, which, after careful consideration, shall present it to the Academic Standards and Curriculum Review Committee and the Senate for approval before implementation.
- PhD programs may have "coursework and research" or "research only" options.
- A candidate shall be responsible to a supervisor who may be assisted by a co-advisor(s) and/or an advisory committee for the student if and when required.
- The instructor, supervisor and/or the program advisory committee shall be assigned by the DC and approved by AUGC.

24 Credit Requirements (Curriculum and Semester Load)

Curriculum Load

- The curriculum shall accord credits for all coursework and thesis. One credit hour shall be one lecture hour or three laboratory hours per week.
- All Master's and PhD programs under college of medicine and health sciences:
 - A total of 12-15 credit hours or 120 to 150 CP shall be allotted to PhD Dissertation unless and otherwise prescribed in the course catalogue
 - For all two years Master's programs under college of medicine and health sciences including thesis load and "DTTP" (developmental team training program) shall be 36–57. Hrs. (150– 190 CP).
 - For all three-year Master's programs under College of Medicine and health sciences including thesis load and "DTTP" (developmental team training program) shall be 48–75Hrs.
 - The Load for "DTTP" shall be 3 Cr. Hrs. (30 CP) and this load will be consumed to calculate CGPA of a student.
 - Medical specialty/sub specialty programs
- Specialty: The Minimum – Maximum load for all programs under college of medicine and health sciences, BDU, shall be 24–48 Cr. Hrs. (60–30 CP) per Year.
 - Specialty: The Minimum – Maximum total load for three years Program shall be 110–140 Cr. Hrs. (250–335 CP).
 - Specialty: The Minimum – Maximum total load for four years Program shall be 150–176 Cr. Hrs. (330–390 CP).
 - Specialty: The Minimum – Maximum total load for five years Program shall be 185-224 Cr. Hrs. (410–490 CP).
 - Sub-Specialty: The Minimum–Maximum load for all programs under college of medicine and health sciences, BDU, shall be 24–48 Cr. Hrs. (60 – 120 CP) per year.
 - Sub-Specialty: The Minimum – Maximum total load for one year Program shall be 24-48 Cr. Hrs. (60 – 120 CP).
 - Sub-Specialty: The Minimum – Maximum total load for two years Program shall be 60-84 Cr. Hrs. (130 – 190 CP).
 - Sub-Specialty: The Minimum – Maximum total load for three years Program shall be 110 – 140 Cr. Hrs. (250–310 CP).
 - Any medical specialty or sub-specialty graduate student shall have a thesis load of at least 03 Cr. Hrs. (30 CP)

Semester load

Regular/Online

- A total of 6 to 12 credit hours or 30 – 35 CP per semester shall normally be regarded as full load for full time PhD candidate.
- There shall be two semesters in each academic year except for year based programs.
- All regular Master's Programs under college of medicine and health sciences: Semester/year load for regular programs: The Minimum–Maximum load shall be 12–20 Cr. Hrs. (30–47 CP) per semester and 24–40 Cr. Hrs. (60–94 CP) per year respectively.

Extension

- One academic year have three terms (or three semesters).
- All extension Master's programs under college of medicine and health sciences: Semester/year load for programs: The Minimum–Maximum load shall be 6–12 Cr. Hrs (15–30 CP) per semester and 4–8 Cr. Hrs. (10 – 20 CP) per summer semester respectively.

25 Duration of Study and Validity Period

- The validity period of each program for all admission classifications shall be twice of the normal duration stated in the curriculum.

Second Degree Programs

- The normal duration for the completion of a regular Master's program shall be two years.
- In the regular program no Master's candidate may anticipate finishing a program in less than one and a half academic year.
- Normal duration for the completion of the program for Extension shall be three years;
- In the summer, evening, and distance programs no Master's candidate may anticipate finishing in less than two and a half academic years.
- Extension of the duration of study may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to force majeure and where the extension is recommended by the DC and endorsed by academic council. But the extension for all modalities should not be more than twice the normal duration.
- Residency requirements for special graduate programs shall be set by guidelines to be issued by AUGC/AC.

Third Degree Programs

- The normal duration for the completion of a PhD program and specialty certificate in the field of Medicine shall range from three to four years.
- No PhD candidate may anticipate finishing a program in less than two academic years.

- Extension of the duration of study may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to force majeure and where the extension is recommended by the AUGC (academic unit graduate council) and endorsed by academic council. But the extension for all modalities should not be more than twice the normal duration.
- Residency requirements for special graduate programs shall be set by guidelines to be issued by AUGC/AC.

26 Assessment and Grading Policies the Graduate Programs

- Postgraduate grading scale for all College of Medicine and Health Sciences shall be governed by its undergraduate grading scale.

Grading Scale

As per undergraduate grading scale.

Graduate Students' Academic Status Determination

General Provision

- Status will be calculated per semester/Term, module and cumulative grade.
- Students' status description for all graduate programs (regular and Extension) 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.

Regular/Distance

- a. The status of regular Master's Students shall be determined at the end of every semester regardless of the number of courses and loads.
1. Status determination for all Medicine and health science Year based Graduate students, except Medicine Specialty

Table 4: 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
		[2:00; 2:50)	ADR	YES	CD
			ANY	ANY	CD
		[3:0; 4:0]	P	ANY	P

>= 2	I and II or Year based	[2:75; 3:00)	P	NO	ADR
				YES	CD
			PRO	ANY	CD
			ADR	YES	CD
		[0:00; 2:75)	ANY	ANY	CD

Status determination for Medical Specialty/Sub-Specialty

Table 5: Status Determination of all Regular Specialty/Sub-Specialty

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)	NO	NO	W
			ADR	YES	CD
		[2:00; 2:75)	NO	NO	ADR
			ADR	YES	CD
		[0:00; 2:00]	ANY	ANY	CD
>= 2	Year based	[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; 2:75)	ANY	ANY	CD

- 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;
- 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.
- 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.

- 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

Extension

- The status of Extension graduate Students shall be determined at the end of every semester regardless of the number of courses and loads.
- Students’ status for Extension graduate programs shall be determined based on CGPA/CANG intervals as in the following Table 3

Table 6: Status Determination of all Extension Graduate Studies

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

26 Academic Probation and Dismissal

- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- If a student, who has been placed on probation/readmission, fails to achieve a CGPA of 3.00 shall be subject to complete dismissal.
- No provision of probation/readmission for a second time.

- A second year and above student whose cumulative GPA below 2.75 shall be completely dismissed.
- 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.
- Two academic dismissals lead to complete dismissal.
- A candidate, who is subject to Academic dismissal, shall not expect discretionary probation as a matter of right.

Make-up Examinations

- 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.
- 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.
- 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.
- 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.

Re-marking of Examinations

Provisions governing the re-marking regulation of undergraduate students shall be applicable to post graduate students.

27 Withdrawal and Readmission graduate students.

Provisions governing the withdrawal and readmission regulation of undergraduate students shall be applicable to post graduate students.

29 Thesis Grading

- 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.
- A rejected thesis shall be rated “Fail”.
- ❖ Thesis Grading for College of Medicine and Health Sciences Graduate Students

Table 7: Thesis grading of College of Medicine and Health Sciences

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

30 Graduation and Award of Credentials

- 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.
- 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.
- The AGC may approve guidelines providing safe exit points to PhD candidates who are unable to pass their dissertation research projects through awarding MPhil.
- To complete a program and graduate, a candidate needs to obtain a minimum CANG/CGPA of 3.00 and Minimum B grade for all postgraduate course/modules and good result in thesis/dissertation
- PhD candidates, who are expected to submit a thesis/dissertation with Monograph based, journal. However, a candidate who joins research based shall have two publications.
- In the case of article-based thesis, three articles published in a reputable journal shall be required.

31 Rights and Responsibilities of Students

- As per Article 233 of the Bahir Dar University Senate Legislation, the rights and responsibilities shall be as follows:

Students right

1. Without prejudice to the provisions of the Proclamation and other applicable laws, students shall have the right to:
 - Free inquiry in pursuit of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
 - Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
 - Be free to express orderly their views on issues of University policy;
 - Receive legal protection from any form of discrimination or harassment;
 - Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;

- 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;
- Participate in a transparent system of performance evaluation of academic staff and academic programs;
- Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
- Join the 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;
- Obtain access to facilities of the University through their union in accordance with the rules and procedures of the University;
- 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;
- 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;
- Benefit from the cost-sharing system and receive guidance and counseling services in accordance with the Proclamation.

Student responsibilities

2. Without prejudice to the provisions of the Proclamation and other applicable laws, any student of the University shall have the responsibilities to:
 - Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;
 - Maintain standards of academic performance established for each course in which he is enrolled;
 - Know and uphold the objectives of higher education and the guiding values and objectives of the University;
 - Respect, in classroom or anywhere in the premises of the University, the rights of other persons protected by law;
 - Observe the applicable provisions of the Proclamation and the rules of this Legislation;
 - Interact with academic and other staff and any other student of the University with due respect to their Constitutional and other statutory rights;
 - Refrain from any unlawful act and from any unethical activities;

- 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;
- Use and handle the properties of the University with due care and be held accountable for any damage caused intentionally or negligently;
- Effect payment of fees applicable in accordance with the internal administrative rules of the University.
- Preparation and amendment of the code of conduct governing students' behavior and appropriate disciplinary procedures shall be the responsibility of the Directors of Students Office upon approval of the Senate.
- Administration of students' behavior and appropriate disciplinary measures shall be governed by Student Discipline Directive

32. Payments for Registrar Services

All payments for registrar services shall be made in accordance with the payment guidelines of Bahir Dar University and the College of Medicine and Health Sciences.

33. Implementation and Enforcement

This Registrar working Manual is prepared in accordance with the Bahir Dar University Senate Legislation and shall serve as the governing document for all registrar-related activities within the College of Medicine and Health Sciences. Any other registrar rules and regulations not specifically mentioned herein shall be implemented in accordance with Bahir Dar University Senate Legislation.