Council of Ministers Regulation No. 120/2006

Adama University Establishing Council of Ministers Regulation Charter

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PART ONE

GENERAL

1. Short Title

This Charter may be cited as the "Adama University Establishing Council of Ministers Regulation Charter No. 120/2006".

2. Definitions

In this Charter unless the context requires otherwise:


2. "Region" means a region provided under Article 47(1)(4) of the Constitution of the Federal Democratic Republic of Ethiopia.

3. Establishment and Accountability

1. There is hereby established the University of Adama (herein after referred to as “the University”) as an autonomous higher education institution having its own legal personality.

2. The University shall comprise the following institutions, faculties and schools.
   (a) Faculty of Technical Teacher Education
   (b) Faculty of Business Teacher Education
   (c) Faculty of Computer and Informatics Technology Teacher Education
   (d) Other faculties, colleges, schools and/or institutes to be established by the Board and the Ministry.

3) The university shall be accountable to the Ministry of Education.

4. Objectives

The University shall have the following objectives:

1. Provides skilled manpower in quantity and quality which understands clearly his/her constitutional responsibility that will serve the country in different professions.

2. Expands higher education services that are free from any discrimination on grounds of race, religion, sex, politics and other similar grounds.

3. Lays down problem solving educational and research institutions upon undergraduate and postgraduate programs.

4. Provides higher education and community services that are compatible with the needs and development of the country.

5. Lays down an institutional system that ensures transparency and accountability of the institution.

6. Ensure the participation of all those concerned bodies in administration decision making, creates a culture of respect, tolerance and living together among people.

8. Provides consultancy and training services on the basis of fees.

5. Power and Duties

The University shall have the following powers and duties:

1. to establish and run faculties, colleges and other educational and research institutions upon approval of the board and implement undergraduate and postgraduate programs.

2. to confer academic certificates, diplomas, degrees and other academic awards, and to confer academic titles and medals for those who have made immense contributions.

3. to undertake relevant studies and research that contributes to the development of the country:
6. **Autonomy and Accountability**

1) Subject to internal regulations of the Board and provisions of other laws, the University shall have administrative autonomy and accountability in the following:

(a) implement the administration of personnel, employment, promotion and other matters of the university staff according to the principle of Civil Service;

(b) administer finance, allocate and utilize budget to its internal units on the basis of Financial Law of Ethiopia;

(c) curriculum review and development in line with national guidelines and international standards;

(d) formulating research strategy and executing the same on the principles of transparency and accountability;

(e) determining internal organization on the principles of the Civil Services;

(f) establishing relations with different bodies including local and foreign sister universities, research institutions, and other organizations having similar objectives;

(g) establishing income generating enterprise and use the earned-incomes:

2. Subject to limitations provided by other laws, the university shall have academic and research freedom to search for truth, cultivate and advance knowledge, and disseminate the same.

3. The University shall have accountability; in particular, with respect to:

(a) ensuring that all educational and research programs are compatible with the country’s strategies and policies.

(b) to organize and conduct seminars, workshops and symposia;

(c) to establish relations with different bodies including local and foreign sister universities, research institutions, and other organizations having similar objectives;

(d) to provide appropriate consultancy, special training and other services to the community. Local governments and the federal government at large;

(e) to establish and publish academic journals and newsletters;

(f) to enter into contracts;

(g) to sue and be sued in its own name;

(h) to levy appropriately for the services it is providing;

(i) to establish and administer income generation enterprise and income fund;

(j) to own property.

(k) to carry out such other activities as are necessary for the attainment of its objectives;
7. Information Exchange

1. The University shall exchange information with private and public institution as well as other bodies as per the internal regulations of the board.
2. The university has the duty, upon request, to assist to have access thereto.
3. Research and studies documents shall be made available to all students, researchers and other beneficiaries of the University.
4. The university shall hold information on students who have entered into cost sharing agreement. It shall transfer the list and all relevant information about graduating students to the Ministry and Ministry of Revenue.

8. Studies and Research

1. Particulars on organization necessary to conduct a research work shall be provided in accordance with internal regulation of the university and is based on the following requirements:

   (a) the research is led by the Academic and Research Vice Present.
   (b) the University may open Research Institutes when it finds necessary.
   (c) the University shall solicit and allocate sufficient fund for research and study it conducts and utilizes it for the purpose intended.
   (d) the University may employ researchers and their assistants by joint appointmentship.
   (e) the University may undertake research with relevant organizations cooperatively.

2. research and studies projects, their selection, budget utilization and resource ownership as well as implementation of the same shall be transparent and accountable.
PART THREE
POLICY OF THE UNIVERSITY AND EXECUTIVE BODIES

9. The University Board
The University Board shall be established on the basis of the Higher Education Proclamation Number 351/2003 paragraph 34:

1. The Board shall have a chairperson and members appointed by the Ministry.

2. The Board shall have members consisting of:
   (a) Representative of the Ministry of Education (one)................. member
   (b) Representative of the Federal Government (one)................. member
   (c) Representative of Regional Government (three).................. members
   (d) A renowned and meritorious person (one).......................... member
   (e) Other stakeholders as determined by the Board (two).............. members
   (f) President of the university member and secretary

3. Members assigned by the Board shall have positive contributions to development and shall be beneficiaries of the service rendered by the university.

4. The board shall have duties and responsibilities given to it in the Proclamation.

10. The University Senate
The Senate shall be accountable to the University president and have the following members:

(a) President of the University Chairperson
(b) Vice-Presidents of the University Members
(c) Academic Program’s Officer Member
(d) Vice-Presidents of the University Members
(e) Other stakeholders as determined by the Board
(f) Registrar of the University
(g) Head Librarian of the University
(h) President of the University
(i) Academic Staff’s Representatives of Colleges
(j) Two Students’ Representatives of Academic Fields
(k) Head or Representative of Gender Mainstreaming Office
(l) Head of Research and Publication

11. Powers and Duties of the Senate
Subject to the provisions of the Proclamation, the Senate shall have the following powers and duties:

1. to implement directives issued by the Board.

2. to set criteria for admission of students, determination of academic standards and graduation, and regulate disciplinary matters, to examine and decide on petitions relating to same.

3. to determine the general standards and directions for conducting of examinations.

4. to issue specific directives on the basis of law and policies drawn up by the Board particularly on student administration, academic matters, procedure for selection of academic heads, employment of academic staff, promotion, fringe benefits, discipline and salary.
5. to propose promotion of professorship to the Board;
6. to award academic promotion of assistant and associate professorships;
7. to examine and approve the employment of academic staff of the University;
8. to issue its own meeting procedures;
9. subject to the condition where the president may call a meeting where he deems necessary to have at least one meeting each quarter.
10. to delegate its duties to other university bodies and standing or ad-hoc committees;
11. to perform such other activities, as may be assigned to it by the Board.

12. President and Vice-Presidents of the University
1. The candidate presidents of the university shall have commendable academic and managerial ability as well as ethics.
2. There shall be three vice presidents of the university accountable to the president;
3. The term of office of the University president and vice-presidents shall be five years;
4. The University president shall have duties and responsibilities as provided in the Proclamation.

13. Powers and duties of Vice Presidents of the University
1. In addition to the duties stated in the Proclamation; the University Academic and Research Vice-President shall:
   (a) direct and supervise the activities of the University organs accountable to it upon implementation of the decisions and directives issued by the Board and Senate;
   (b) plan, lead and supervise academic activities of the University in its faculties, institutes, schools and continuing education programs;
   (c) plan, lead and supervise research and studies activities;
   (d) lead and supervise the library, registrar and other university organs accountable to it;
   (e) solicit national and international links and partnerships, and follow their implementation;
   (f) report on activity performance, budget allocation and utilization and other activities of the units under it, to the president;
   (g) carry out such other activities which may be specifically entrusted to it by the Board, the Senate or the President;
2. The University Administrative Vice-President shall:
   (a) consult and assist the president regarding the powers and duties of the University;
   (b) direct and supervise the activities of the university organs accountable to it;
(b) Plan, Direct and supervise the university services, financial, administrative and support services

(d) implement the decisions and directives issued by the Board, or Senate

(e) solicit and administer national and international partnerships to improve the administrative and management capacity of the institution

(f) report on activity performance, budget allocation and utilization and other activities of the units under it to the president.

(g) undertake other duties given to him/her by the Board, the senate or the President.

3. The University Business and Development Vice President shall

(a) consult and assist the president regarding the powers and duties of the university;

(b) direct and supervise the activities of the university organs accountable to him/her

(c) implement the decisions and directives issued by the Board, or Senate,

(d) plan, direct and supervise entrepreneurial enterprises, and business units of the university, and create an entrepreneurial culture

(e) plan, programme, direct and supervise new ventures and developments in the university, and outsourcing of facilities and services,

(f) plan, programme and manage capital investments of the university that are related to new developments and expansions

(g) direct, lead and supervise the implementation of agreements and projects related to its domain with other organizations.

(h) actively solicit national and international links & partnerships, and execute the same;

(i) report on activity performance, budget allocation and utilization and other activities of the units under it, to the president.

(j) prepare and submit business and strategic plans.

(k) undertake other duties given to him/her by the Board, the Senate or the President.

14. Academic Commission

1) Each faculty, college, institute or school shall have an Academic Commission accountable to the Dean.

2) The academic commission shall have the following members:
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<td>(a) Deans of the faculty, college, school or institute</td>
<td>(b) Vice-deans of faculty, college, school, or institute, if any</td>
<td>(c) Head of each department</td>
<td>(d) One students' representative</td>
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<td>(e) One representative of the academic staffs</td>
<td>(f) Faculty continuing education coordinator</td>
<td>Members</td>
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<td>(g) Appropriate members to be assigned by the commission</td>
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3. subject to directives of the senate, the academic commission shall have the following powers and duties;

(a) plan activities, prepare and allocate budget within the faculty, college, institute or school and follow the implementation of the same;

(b) submit for approval, by the senate, curricula of training and educational programs of the institution;

(c) set criteria for students, related to educational and disciplinary matters, with due consideration to directives of the senate;

(d) recommend to the senate honorary degree awards and education related prizes;

(e) examine and determine the award of the academic promotions of lecturers, assistant lecturers, graduate assistants and technical assistants, as per the internal regulations of the Senate.

(f) recommend to the Senate the award of the academic promotions of assistant and associate professorship;

(g) examine the employment of the academic staff; and decide on cases of scholarship, research and sabbatical leaves;

(h) issue its own meeting procedures and internal regulations;

(i) perform such other activities as may be assigned to him/her by the president and the senate.

15. Department Assembly

1) each department in the University shall have its own department Assembly.

2) Every Department Assembly shall be composed of all fulltime academic staff members of the department and shall be chaired by the head of the department.

3) A Department assembly shall have the following powers and duties;

(a) to submit recommendations to the academic Commission on the programs of studies necessary for obtaining certificates, diplomas or degrees offered by the department courses and execute same;

(b) prepare the annual plan, budget and reports of the department;

(c) monitor the financial and personnel management of the department;

(d) conduct teachers' and students' appraisal and evaluation. examine complaints thereof,
16. Internal Autonomy of Organs of the University

1) The establishment and function of the various main organs of the university described in Article 3 Sub-Article 2 of this charter shall be determined by organizational structure to be approved by the Board;

2) Each faculty, institute, school and/or college may have a cost center status.

3) Each cost center shall prepare its own action plan, budget, determine the usage of budget and resources and prepare report;

17. Management and Leadership Appointment

A candidate for different positions available in different organs of the university shall meet the following criteria:

a) managerial, administrative and leadership competence;

b) demonstrated ability to effectively participate in all the academic, research and community services of the university;

c) demonstrated results and good conduct;

d) preparedness and commitment for ability to practice and inculcate democratic values.

PART FOUR

STAFF AND STUDENTS OF THE UNIVERSITY

18. The University Staff

1) The university shall have staff as provided in the Proclamation

2) The university may employ a staff of another institution, government or private entities in form of a joint appointment ship.

3) The joint appointment ship is effected upon agreement between the respective employing organization, as well as the consent of the individual:

4) The joint appointee shall be considered as a full time academic staff enjoying all the rights and duties provided in the laws.

5) Duties and responsibilities of university staff shall be as provided in the Proclamation.

19. Admission of students

1) Without prejudice to the provisions of this charter and other relevant laws regarding the requirements of admission of students, the University shall:

a) be open to all qualified citizens of Ethiopia and without any discrimination.
b) Admit, for undergraduate studies, who have completed Ethiopian preparatory level school education or foreign high school education that has equivalent level as determined by the Ministry and those who satisfy entrance qualifications assessment of the University;

c) May admit students with diploma (12 + 2 and 10 + 3) as advanced students in its undergraduate programs.

d) Admit, for post graduate studies, students who have completed their undergraduate studies and satisfy entrance qualifications set by the University;

e) Determine special admission procedures, for female students, students from developing regions, adults and experienced students.

2) All students shall fulfill the requirements as provided in the principles of cost sharing.

3) The University shall design an assessment mechanism that enables it to evaluate the ability and level of knowledge as well as skills of its students.

4) The methods of assessment designed in accordance with Web-Article 3 of this Article shall be based on the content of course or training offered to the student and based on continuous assessment.

5) The method of assessment may be oral, written, practical or any other form to be decided by the senate;

6) The university shall return or notify transparently the results and examination papers to students.

**PART FIVE**

**INCOME GENERATION AND FUND**

20. Establishment of Enterprise and its units

An enterprise, accountable to the university Business and Development Vice-president, having the following units is hereby established;

(a) The consultancy service
(b) The production service
(c) The projects service
(d) The information technology service
(e) Other services to be established by the university

**Source of Income**

Without prejudice to the income sources of the enterprise provided by the Proclamation

1) Income generated from income generating units of the university before the coming into effect of this Charter, shall be income of the enterprise.
2) Income generating units of the university established before the coming into force of this charter shall be under the enterprise.

22. Powers and Duties of the Enterprise

In addition to requirements such as acquiring license, in accordance with relevant laws the enterprise has the following powers and duties;

1) Give consultancy and training services;
2) Give production and technical support services;
23. Management of the Enterprise

The general management of the enterprise, its structure, capital, the election of its managers and other relevant issues shall be decided by the board.


The Enterprise, shall, within three months after the end of its fiscal year, submit to the board the financial and activity report of the enterprise.

25. Establishment of the Fund

A fund is hereby established having aim and source of income as provided by the Proclamation.

26. Organs of the Fund

1) The Fund shall have:

(a) Fund administration board (herein referred to as the "Fund Board");

(b) Secretariat;

2) The Fund Board shall be accountable to the president of the university.

27. Members of the Fund Board

1) The Fund Board shall have members assigned by the president of the university

2) The term of the board shall be two years

3) In case of reduction of the numbers of members due to any reason, a new member shall be appointed.

28. Duties and Responsibilities of the Fund Board

The board shall have the following duties and responsibilities:

1) Follow up the implementation of the aims of the fund and issue the necessary directives for the execution of the same;

2) Examine reports submitted by the secretariat on their intended purposes and approve it;

3) Ensure that the income of the fund are duly collected;

4) Prepare and review of project documents, designs and studies;

5) Provide Internet cafes and computer centers;

6) Lease equipment and materials;

7) Own property

29. Meetings of the Fund

The time for convening of the meetings of the board and voting procedure in the meetings shall be determined by rules and procedures issued by the fund board.
30. Powers and duties of the secretariat

The secretariat shall have the following powers and duties:

1) prepare annual budgets; activity and financial reports and submit those for the approval to the fund board;

2) examine projects prepared and assisted by the fund; and allow the fund for the implementation of the same in accordance with the directives issued by the board;

3) study additional ways and sources of the finance to be used for the fund;

4) keep minutes, reports and working papers of the fund board; follow up the appropriate implementation of directives issued by the fund board;

5) execute other duties provided by the board.

31. Powers and duties of director of the secretariat of the fund

The director of the secretariat of the fund shall be accountable to the fund board on matters related to the fund and implement powers and duties of the secretariat provided under article 30 of this charter.

PART SIX

MISCELLANEOUS

Inapplicable Laws

Any regulations or directives inconsistent with the provisions of this charter shall not be applicable.

Transfer of Rights and Duties

The rights and duties of the institute known as Nazareth Technical Teachers Education College before the coming into force of this charter is hereby transferred to the Adama University.

34. Effective Date

This Charter shall enter into force on the date of its publication in the Federal Negarit Gazeta.

Done in Addis Ababa, this 23rd Day of January, 2006

Meles Zenawi

PRIME MINISTER OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA