Contents

[Academic Calendar 1](#_Toc466629103)

[Duration of Study Programs 1](#_Toc466629104)

[Admission policy and requirements for regular students 1](#_Toc466629105)

[Admission of development agents and technicians 2](#_Toc466629106)

[Admission of Extension Students 2](#_Toc466629107)

[Admission for summer students. 2](#_Toc466629108)

[Illegal Admission 3](#_Toc466629109)

[Enrollment and registration 3](#_Toc466629110)

[Registration 3](#_Toc466629111)

[Medical Examination 4](#_Toc466629112)

[Identification Card 4](#_Toc466629113)

[Placement 4](#_Toc466629114)

[Week Load 5](#_Toc466629115)

[Attendances 5](#_Toc466629116)

[Evaluation 6](#_Toc466629117)

[Assessment Discipline 7](#_Toc466629118)

[Reporting result 7](#_Toc466629119)

[Withdrawal 8](#_Toc466629120)

[Readmission 8](#_Toc466629121)

[Student Transfer 9](#_Toc466629122)

[Intra College 9](#_Toc466629123)

[Inter College 10](#_Toc466629124)

[Graduation 10](#_Toc466629125)

[General requirement for Graduation 10](#_Toc466629126)

[Minimum Hour Requirement for completion 10](#_Toc466629127)

[Completion Failures 10](#_Toc466629128)

[1.21. Clearance 11](#_Toc466629129)

[Access to Student Records 11](#_Toc466629130)

[Class Size 11](#_Toc466629131)

[Teacher- Student Ratio 11](#_Toc466629132)

[Academic Facilities 11](#_Toc466629133)

[Cooperative training and Apprenticeship 12](#_Toc466629134)

[Cooperative training 12](#_Toc466629135)

[Student Services 12](#_Toc466629136)

[Orientation 12](#_Toc466629137)

[Stipend 12](#_Toc466629138)

[Guidance and Counseling 12](#_Toc466629139)

[Student Organizations 13](#_Toc466629140)

[Other Facilities 13](#_Toc466629141)

[1.28. Fee 13](#_Toc466629142)

[2.28.1. For Regular Students 13](#_Toc466629143)

[1. Penalty fee 13](#_Toc466629144)

[2.28.2. For non-Regular Students 13](#_Toc466629145)

**Academic Rules and Regulations**

**ACADEMIC AFFAIRS**

# Academic Calendar

1.1.1. The Academic Calendar of the College consists of two semesters, with 16 working weeks each year.

* + 1. The Academic year shall range between the beginning of September and the end of June. However, the beginning and ending dates of the Academic year may be re-adjusted according to the internal programs of the College.
    2. Students break for vacation for a week by decision of the college and for six weeks at the end of the Academic year.
    3. Completion ceremony can be held at any time of the Academic year when the students complete the proposed modules of the level.

# Duration of Study Programs

* Regular program students will complete their studies according to the level of training they are admitted to the college but not more than 3 years.

# Admission policy and requirements for regular students

* + 1. Grade 10 complete candidates in accordance with the admission requirement set by MOA/ MOE will be admitted.
    2. GPA for the candidate is calculated based on 7 subjects taking English and mathematics as compulsory subjects.
    3. All original and copy documents and 3X3 photograph should be offered for admission.
    4. Candidates who scored “F” grade either in English or in Maths in grade 10 will not be admitted.
    5. Preparatory /grade 11 and12/ students can be admitted with their grade 10 results.
    6. The woreda of each regional state select the trainees according to their needs.
    7. Because of the nature of agricultural profession the physically impaired students shall not selected.
    8. Letter of placement should be presented from woreda that the candidate selected.

# Admission of development agents and technicians

* + 1. Development agents and Technicians who complete grade 10th and pass the entrance examination with minimum requirement GPA 2.00 could be admitted. Compulsory courses are not considered.
    2. All original and copy documents and 3X3 photograph should be offered for admission.
    3. Letter of placement should be presented from woreda, the candidate selected.

# Admission of Extension Students

* + 1. Applicants of 10th grade completed who have the results of 2.00 and above GPA including English and mathematics could be admitted for evening studies.
    2. All original and copy documents and 3X3 photograph should be offered for admission.
    3. Tuition fee shall be decided by college academic commission.

# Admission for summer students.

* + 1. Candidates could be admitted on part time basis to level 1-4 programs provided that they meet the admission requirements set for secondary school leavers, Development Agents and Technicians
    2. All original and copy documents and 3X3 photograph should be offered for admission.
    3. Tuition fee shall be decided by college academic commission

# Illegal Admission

* + 1. Admission by any other means to the College system after withdrawal, dropping out or dismissal is illegal; the discovery of which leads to immediate and automatic dismissal from the College.
    2. Cheating during registration, during evaluation, disturbing the class, using mobile when the class going on, enter the class after the trainer start class, shouting, penknife, etc
    3. Any miss behave in the college campus will result in penalty according to trainees discipline rule and regulation of the college.

# Enrollment and registration

* Registration of students who are accepted by the College takes place on the College campus before the starting of every semester.
* The schedule for registration will be announced by the Office of the Registrar on board or by using mass media before 7 days.
  + 1. Enrollment
* A candidate shall be enrolling for his/her formal studies at the beginning of the Academic year following admission.

# Registration

* + - 1. Every student must register for each module within time limit set by Academic commission in order to keep her/his file active. The registration format should be developed by registrar office of the college,
      2. A student must register in person. Where the student cannot register in person because of some difficult situations, the Academic Dean can grant permission for registration by another person.
      3. Registration takes place for 3 days without penalty at the beginning of each semester, and then for the next 3 days with penalty of Birr 20 for first day, Birr 30 for second day and Birr 40 for third day, unless the Academic Commission gives a special permission students come in the fourth day shall be denied.
      4. The length of lesson hour is 60 minutes and a regular level 1-4 students must normally register for 24-28 hrs/week,
      5. Evening level 1-4 students must normally register for 12-15 hrs/week
      6. Summer level 1-4 students must normally register for 12-15 hrs/week
      7. The difficulty level of the competencies must be considered during prepare time table and student must pass a prerequisite unit of competency that set in logical order.
      8. Registration for competency is done in consultation with a departmental advisor.
      9. Not yet competent students cannot attend the next competency unless they become competent.
      10. Incomplete students with common modules can not register for next module, should be assessed and become complete...

# Medical Examination

* Students should produce medical certificate to prove their fitness for training. But it is not must. Some training requires physical fitness, some are not, therefore the physical fitness of the students decided at college level according to the training it provides.

# Identification Card

Every student after registration is given a non- transferable Identification card.

The Identification Card should be: -

A. Renewed every semester

B. Returned to the registrar upon completion and/or when a student discontinues his/her study

C. Replaced with charges of Birr 25 if lost.

# Placement

* + 1. Regular students are assigned to various departments and specific field of study based on the demands of their respective Regions.
    2. The students must bring the letter of their placement (specific field they assigned for study) from their region or woreda.
    3. If a student is sent without being assigned to any specific field of study the registrar office of the college will decide the field of study that such students should pursue by using chance.
    4. Non- regular students will be assigned based on their choices provided that they meet the criteria set by the respective departments.
    5. If non-regular students fail to compete and meet the criteria set their second, third etc. choices will be considered.

# Week Load

* + 1. The total normal week load for regular level 4 students shall be 24-28 hrs/week, the maximum hours for common modules is 1 hrs/week.
    2. The total normal week load for Evening and summer students shall be 12 – 15 hrs/week.
    3. The normal government weekly work time is 39 hours. In line with this full working time of the Academic staff is also 39 hrs/week,
       1. 24-32 hrs for training /theoretical, practical/, 5 hrs for tutorials and technology transfer and 2 hrs for counseling.
       2. The 70% of allotted hrs for skill (practical) and 30% of allotted hrs for knowledge (theoretical) learning.
       3. Beside this Academic staffs should prepare modules, TTLM.etc.
       4. The begging and ending time of class is decided according to the climate of the areas at which the colleges established.
       5. The full working time of the Academic staff with administrative duties should be 39 hrs/week, 24 for training, 5 hrs for tutorials & tech. transfer, 10 hrs for administrative work.
       6. Any deviation from the normal load may be allowed under special circumstances and with the permission of respective authority of the College.

# Attendances

* + 1. Students should attend all unit competencies for which they have registered. However, with valid reason they may be absent for 3 hrs of one modules classes.
    2. Students who are absent for more than 3 consecutive hrs in any competency should present appropriate reason to the trainer.
    3. If a student is absent for more than 3 hrs of one module class or 2 hrs of the laboratory / demonstration/ session without valid reason he/she will not be allowed to join the next unit of competences.
    4. Absence more than 10% of the time allotted for every module without any reason may deny the trainees from taking any unit of competency and the result is not yet competent..

# Evaluation

* + 1. The trainers must assess the students by using continuous assessment that is more likely to be formative evaluation, process-oriented, informal, internal, learner-involved, and/or self-referenced in nature. It can take the form of daily work (e.g. essays, quizzes, presentation and participation in class), projects/term papers and practical work (e.g. laboratory work, fieldwork, clinical procedures, drawing practice, etc.).
    2. The trainers optionally use Summative evaluation but not more than 30% of the evaluation; the result are also stated in the form of competent and not yet competent.
    3. Trainers are daily assessing the students’ activities with different types of practice that mentioned above within decided time in modules.
    4. Students who do not participate on daily assessment with valid reason must be assessed by all unit of competency under the decision of Academic commission.
    5. Assessment should cover all unit of competency and the result should register on the provided format in the form of COMPETENT or NOT YET COMPETENT.
    6. Student who score not yet competent results shall be given the chance to try 3 (three) times and if he/she does not successfully use the three chances, he/she completely leave the college.
    7. continuous assessment for regular and extension students is the same
    8. The Academic commission of the respective colleges will decide on the case of students, who do not take continuous assessment on different time
    9. Continuous assessment evaluation should include practical activities, cooperative training as well as theoretical learning.
    10. Continuous assessment evaluation may be similar /the same type/ or different type for all students but should be in equal level of difficulties.
    11. Trainers who are teaching the same competency should assess their students privately or commonly.
    12. The assessment results of common modules training are reported in the form of COMPLETE or INCOMPLETE. Trainees who achieve incomplete result should repeat the common module.

# Assessment Discipline

* + 1. Students should demonstrate an authentic capability in face of the different assessment criteria viz. assignments, exercises, quizzes, project work, laboratory work, fieldwork term paper, and so on.
    2. If a student is found cheating in a quiz, test, project work, term paper, assignment, fieldwork, or any individual activities his/her score will be given NOT YET COMPETENT in that particular assessment and for that unit of competency and should repeat it..
    3. Any miss behavior and non ethical activities are strictly forbidden. Misbehave in assessment room will result in disciplinary measure as per trainees’ discipline rules and regulation of the college.

# Reporting result

* + 1. The trainers must register the results of the students on the provided format in the form of competent(C) or not yet competent (NYC) for competencies and complete (Co) or incomplete (IN) for common modules.
    2. Trainers submit results in three copies to the respective department and after approving the department head submits two copies of the result to the registrar office and the registrar office head submit one copy to the students’ record office.
       1. The college record office keeps the students’ result appropriately and issued to the students at their completion time.
       2. Both trainer and trainees must sign agreement on the result before submit it for department and no body can appealing for complain on result.

# Withdrawal

* + 1. A student registered for the College program may withdraw for non Academic reasons. A student who finds it necessary to withdraw from the College must do so officially to maintain good standing and for possible readmission.
    2. Withdrawal is impossible for Academic reasons, because the trainer follow closely each activity of the students and tries to make the students improve until they become too competent.
    3. The Department Head in consultation with the Academic advisor of the student decides whether the student is legible to withdraw. When convinced, the Department Head issues a permission slip to the student. The student then files the permission slip with the registrar and completes withdrawal procedures as outlined by that office. Where it is impossible to do this in person, it must be done by a letter duly signed by the student or a person designated by the student.
    4. A student who withdraws for non- Academic reasons /health/can apply for a readmission. A student may get all the privileges of the regular program provided he/she withdraws within the first two months of the semester in question. A student who withdraws then after will lose all boarding services.
    5. Withdrawals based on valid reasons shall be approved by the respective Department Head, if the withdrawal is requested within 30-60 days after registration. More than 60 days withdrawal decided by college academic commission.

# Readmission

* + 1. Readmission is subject to availability of space and necessary budgetary allocations.
    2. Readmission is possible only to non Academic reasons /birth, serious accidents, health cases, etc. / withdrawal for the same department.
    3. For discipline case, readmission is possible when the students cover his/her all expenses.
    4. Student’s dismissed twice for discipline cases can not apply for readmission.
    5. Students readmit for competency that they do not to be trained before three days the time competency is given.
    6. Readmission must be approved by the respective department heads.
    7. Readmission should be allowed when the module for which the trainees apply is offered.
    8. All non Academic cases of readmission are possible if the previous records of the student fit with the running catalogue. Readmission cases shall be screened and checked by the respective departments.
    9. Readmission is impossible with the phase out competencies and student shall be readmitted for the new competencies.
    10. Readmission Procedures
        1. Applicants collect readmission application forms from the registrar’s office in person or by e-mail
        2. The completed forms are returned to the registrar’s office.
        3. The registrar office notifies the student whether he/she is accepted or rejected.
        4. The student shows the registration sleep for his trainer before starting class.

# Student Transfer

## Intra College

Students may get a chance to be transferred from one department to another department with the approval of the Regional BOA and the Academic Commission. These students must satisfy the following conditions

* + - 1. The request for transfer should be presented not later than ten days after class begins.
      2. Students who meet the minimum admission grade of the intended program where the transfer is geared.
      3. The required transfer must be supported by valid reason and approved by the Academic commission

## Inter College

Inter college transfer request from individual students may not be always accepted. However, students’ requests that are directed through sister colleges could be entertained if it is supported by appropriate reason.

* + - 1. Students who have medical board certificates
      2. Students requesting transfer should present appropriate transcript.
      3. If the college that accepts the application believes that the courses taken are similar in all aspects with the course presently offered.
      4. One transfer can be processed with in three weeks time.

# Graduation

* Students of Agricultural TVET colleges who are said to have successfully completed their studies as per the requirements set will be eligible to receive completion certificate and attend the graduation ceremony when approved by the Academic commission of the college.

## General requirement for Graduation

* + - 1. Students of ATVET colleges should take all competencies assigned for the level and they must be competent in all competencies and apperantship program.
      2. If a candidate fails to complete all competencies of the respective level, he would not be eligible for completion certification of the level. But he/she will be able to get for the competencies he/she cover.
      3. Trainees must be competent in the report they present on apperantship to complete.

# Minimum Hour Requirement for completion

The minimum total hour’s requirement for completion of the level 1-4 training program is as stated on the curriculum /modules/ of the level

## Completion Failures

* Not yet competent student cannot graduate and he/she does not have completion certificate. But by using progressive chart the trainer must make effort until the students become competent.

# 1.21. Clearance

* Students should fill out three copies of the clearance form and obtain the signatures of appropriate department heads indicating that they have returned all college properties. Students can clear in any one of the following case

1. Completion study
2. End of Academic year
3. Withdrawal

# Access to Student Records

* Academic documents issued by the colleges’ respective offices to the students include Transcript and completion certificate. No student records are given and disclosed to a third party without written agreement of the concerned student.

# Class Size

* Agricultural TVET colleges are transfer applicable knowledge and skill in depth to their students during their college stay. To achieve this objective and raise the Academic standard, the optimum class size both for the theoretical and practical classes must be 30-35

# Teacher- Student Ratio

* The lower Teacher: student ratios are beneficial. It will be facilitate the teaching learning process and help students acquire practical knowledge.
* More over, teachers will have the chance to communicate each student easily so that they can make an efficient evaluation.
* Ratio for the ATVET program is proposed to be 1:30 or 1:35

# Academic Facilities

* + 1. Library
* To develop the lectures they have taken in the class students need to have library facilities. The colleges have to establish well-organized libraries in their college with relevant and enough books and current periodical subscriptions. The libraries have to be led by a well trained staff and also be able to give orientation to the new coming students on how to use catalogues and locating reference materials at the beginning of every Academic year. Students should be able to borrow books from the library.
  + 1. Computer Center
* To make students computer literate and help they acquire basic information technology skills all colleges shall include computer training in their curriculum with one (1) hr/week.

# Cooperative training and Apprenticeship

## Cooperative training

* To be skillful, capable, independent and active professional, one has to pass through Cooperative trainings in own field of studies. Therefore, the colleges will train their students with more of practical lessons. Accordingly, most of the courses offered in colleges shall have more practical work.
* The curricula have been designed to give maximum practical works and hence there shall be sufficient place for demonstrations and relevant production farms such as poultry, dairy, sheep, goat, crop production etc.

# Student Services

## Orientation

* All colleges shall organize an orientation program to first year students at the beginning of Academic years to introduce students to the collage atmosphere, history, objectives of the study, course offering, facilities, rules & regulations, discipline etc.

## Stipend

* Stipend allotted by the ministry per month for student shall be given if boarding facilities are not provided.

## Guidance and Counseling

* To solve student’s problems and bring them to normal condition so that they can carry out their trainings with healthier atmosphere, collages have to organize counseling and guidance services. Through these services, students will get assistances when ever they are encountered with academic, personal, family, social, health or other similar problems. For this purpose, colleges should have at preferably least one psychologist or social worker

## Student Organizations

To exercise the students self-governing abilities and actual participation in democratic process colleges have to encourage the formation of student organization. These organizations lead students to coordinate their activities and serve as bridges between students and the college management. They can organize food, discipline, cultural, sports and other extra curricular activity committees. The election of students’ committee members must be in the form of parliamentary type and the student community elects the above student organization committee members. All colleges set their own procedure for election of students committee.

## Other Facilities

* To create good and healthier training atmosphere and to help the students develop their learning ability, colleges shall provide additional facilities like play ground, student lounge where students can refresh and watch TV program. In addition, where conditions allow colleges should organize clinics for first Aid medical services only.

# 1.28. Fee

## 2.28.1. For Regular Students

## 1. Penalty fee

Late registration

* + day one--------------------------------------20 Birr
  + day two-------------------------------------30 Birr
  + day three------------------------------------40 Birr

2. Meal card replacement-----------------------------------------------25 Birr

3. ID card replacement----------------------------------------------- 25 Birr

4. Transcript second copy----------------------------------------------20 Birr

5. Readmission Application forms-------------------------------------4 Birr

6. for completion certificate ---------------------------------------------- Nil?

## 2.28.2. For non-Regular Students

Since the extension program does not have budget students coming to this program are expected to cover all the running costs. The college academic commission shall decide on the fee of the non-regular students.