

# Oda Bultum University



## STUDENT CODE OF CONDUCT

## Preamble

## **II. LIST OF PARTICIPANT COMMITTEE**

This draft has been developed and compiled by a committee composed of:

- |                         |           |
|-------------------------|-----------|
| 1. Mr. Sisay Lemma      | Chairman  |
| 2. Mr. Alemayehu Beyene | member    |
| 3. Mr. Kabtamu Nigussie | member    |
| 4. Mr. Nigatu Nemomsa   | member    |
| 5. Mr. Ayalineh Dejene  | Secretary |

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## **PREAMBLE**

WHEREAS, the mission and vision of Oda Bultum University are producing competent and disciplined graduates through delivering quality education and nurturing superior personality; conducting innovative research; and delivering demand driven community service; to be one of the top ranked local universities and recognized in eastern Africa by 2035 G.C.

WHEREAS, without prejudice to merit based criteria, Oda Bultum University is committed to equal treatment of all individuals regardless of sex, ethnic or national origin, age, disability ancestry, socio-economic group, religious or political beliefs and any other similar grounds;

WHEREAS, the missions and vision of Oda Bultum University can be achieved only if its members can live and work beside each other in conditions which permit peace and freedom within a framework of respect for the rights of others;

WHEREAS, it is the responsibility of Oda Bultum University to protect these essential values from disruption and to deal with certain behaviors which are incompatible with the above standards and therefore unacceptable in the university community;

WHEREAS, as a means of realizing this purpose, Oda Bultum University has found it necessary to have an upgraded and comprehensive document governing behaviors of students in their interaction with the University and its community without unnecessarily limiting the freedom of expression and action which members of the University enjoy as citizens within the law or without infringing the privacy of the individual;

WHEREAS, it is necessary to provide for clear provisions establishing various organs of student disciplinary body in hierarchy with their power, composition and working procedures protecting the right to natural justice and arriving at effective decisions;  
NOW, THEREFORE, pursuant to Chapter 2 of article 7.14 of the Oda Bultum University Senate Legislation, the Oda Bultum Student Code of Conduct 2016 is hereby proclaimed as follows:

## **V. SECTION I: GENERAL**

### **Art 1. Short title:**

This code of conduct may be cited as the “Oda Bultum University Student Code of Conduct 2016”

### **Art 2. Gender reference**

Unless the context requires otherwise, provisions of this Code of Conduct set out in the masculine gender shall also apply to the feminine gender:

### **Art 3. Definitions**

In this code, unless the context otherwise requires:

- (1) “University” means Oda Bultum University;
- (2) “Student” includes all persons taking courses at the university, both full-time and part-time, pursuing undergraduate, graduate, continuing education, summer, distance learning, professional or extension studies as well as those who attend short term trainings and/or courses at the University;
- (3) “Student Organization” means any number of students joined together in the pursuit of a common purpose, which is in support of the mission, goals, and values of the University and that has been recognized by the concerned body of the university.

- (4) Student union of the entire students of the University duly established under the rules of the university;
- (5) “College member” means any person employed or hired or invited by the university to conduct classroom, laboratory, practicum, research and field activities. In certain situations, a person may be both a “student” and a “faculty member”;
- (6) “Employee” means any person working at the University as a permanent and/or temporary worker;
- (7) “Student Club and association ” means union of Students joined together in the pursuit of a common purpose, which is in support of the mission, goals and values of the University and that has been recognized by the Student Association;
- (8) “University official” includes any person employed by the university who performs assigned administrative or professional responsibilities;
- (9) “Visitor” refers to a person who is invited into the university premises by a student or any other member or the university community;
- (10) “Member of the University community” includes any person who is a student, faculty member, university official or any other person employed by the University and his family members; persons who are not officially enrolled for a particular semester but who have a continuing relationship with the University. This includes, but is not limited to persons and their staff who have rented rooms or buildings of the University to do business such as shopping, beauty salons, barber, lounges, restaurants etc. A person’s status in a particular situation may be determined from the surrounding facts by the Student Disciplinary Hearing Committee;
- (11) “University property” means property under ownership or possession or under the control or use of the University and, all campus facilities whether utilized or leased by the University or a campus auxiliary organization;
- (12) “University related activity” means any event sponsored by, coordinated by, or directly affecting the University’s regular functions;
- (13) “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks);

- (14)“Complaint” means written statements, on appropriate university prescribed forms or on any other forms, alleging that the students Code of Conduct or any other published rule and regulation applicable to students at the university has been violated;
- (15)“Complainant” means any person who submits an allegation that a student or student organization violated the Student Code of Conduct;
- (16)“Respondent” means a student or student organization against whom a complaint has been filed under the Student Code of Conduct;
- (17)“Person” means any physical or legal person;
- (18)“Witness” means a person who testifies before a discipline body;
- (19)“Child” means any human being under the full age of 18;
- (20)“President” means the President (or acting president) of the University or any person or persons nominated to act on his behalf for purposes of managing the entire University;
21. “Vice President” means vice president for Academic and Research Affairs or vice president for Administrative and Student affairs of the University. i.e., however concerning implementation of sanction,
- ✓ Vice president for Academic and Research Affairs has a duty to enforce Academic offences decided by colleges Academic dishonesty committee and
  - ✓ Vice president for Administrative and Student affairs has a duty to enforce Non Academic offences rendered by disciplinary hearing committee
22. “Senate” means the highest decision making body of the University;
23. “Student Conduct Administrator” means a University official authorized on a case – by –case basis by the Students Service Director to preview and organize cases of violation of the Student Code of Conduct for presenting them before student Discipline bodies for appropriate sanctions;
24. “Students Service Director s” is the person appointed by the President of the University to be responsible for the administration of the Student Code of Conduct and student services;
25. “Health” means physical or mental well –being;
26. “workday” means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or public or religious holiday;
27. “Shall” is used in the imperative sense;
28. “May” is used in the permissive sense;

29. “Due process of law” means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures including the right to receive due notification and the right to be heard and defend oneself against an allegation;
30. “Disciplinary Body” means any person or person authorized by the president or Vice\_ President of the University to investigate violations of the Code of Conduct and may include the student Disciplinary Hearing. Committee, the Student Disciplinary Advisory Committee, staff Disciplinary Hearing Committee, Student Conduct Administrator, and Appellate Boards established by the office of President as deemed necessary;
31. “Appellate Board” mean any persons authorized by the President of the University to consider the appeal of a student about a Student Disciplinary Hearing Committee’s decision that a student has violated the student Code. Conduct;
32. “Student Disciplinary Hearing Committee (SDHC)” means a committee constituted by the President for the task of investigating serious cases of violation of the student Code of conduct and for imposing sanctions;
33. “Student Disciplinary Advisory Committee (SDAC)” means a committee set up by the Students Service Director to conduct investigations into student misconduct that would not normally lead to suspension or expulsion and to impose sanctions upon the misconducts and/or to determine whether or not a complaint has merit and/or can be disposed of by mutual consent of the persons involved on a basis acceptable under this Code of Conduct;
34. “Academic Dishonesty Investigation Committee (ADIC)” means a committee set up by the Office of the Vice-President for Academics and Research to conduct investigations into violations of the Student Code of Conduct pertinent to cheating in examinations and/or other academic dishonesty;
35. “Misconduct” means the improper interference with the functioning of the University or those who work or study or reside in the University; or action which otherwise damages or is likely to damage the University, or its good name or reputation contrary to the rules laid down in this code of conduct;
36. “Blackmailing” obtaining or trying to obtain benefits or advantages by threatening to make known unpleasant facts about a person or group of

persons or extorting or trying to extort advantages or benefits in return for not disclosing discreditable information or a secret etc.

#### **Art. 4. Scope of application**

- (1) The student code of Conduct shall apply to conduct that occurs on University premises; at University sponsored activities, and to off campus conduct that adversely affects the University Community and/or the pursuit of its objectives. The Student Disciplinary Advisory Committee shall decide whether this Code of Conduct shall be applied to conduct occurring off campus, on a case –by-case basis;
- (2) This code of conduct shall be applicable to conduct of a student from the time of admission through the actual awarding of a degree/certificate, even though conduct may occur before classes begin or after classes end as well as during the academic year and during periods between semesters of actual enrolment if the prohibited act is committed in place specified under sub Art. 1 of these articles.
- (3) The Student Code shall apply to a student’s conduct even if the student withdraws form the University after committing the misconduct.

#### **Art. 5. Discipline authority**

- (1) The rules and regulations pertaining to the Student code of Conduct shall be enforced by the Office of the Students Service Director s;
- (2) The office of the Students Service Director shall develop policies for the administration of the Discipline system and procedural rules for the hearings that are consistent with the provisions of the Student Code of Conduct;
- (3) The Vice-President of Academic and Research Affair shall determine the composition of Academic Dishonesty Investigation Committees;
- (4) The President shall determine the composition of the Student Disciplinary Hearing Committee and appellate boards;
- (5) The Students Service Director shall determine the composition of the Student Disciplinary Advisory Committee.

## VI. SECTION II: CODE OF CONDUCT

### 1. CHAPTER ONE: DISRESPECT

#### 1.1. Disrespect for Oneself

provision	Content	Sanction	Remark
<b>Art. 6</b>	<b>Possession of alcohol</b> (1) Producing ( making) , smuggling, distributing or selling alcoholic beverages on University premises	Suspension for not less than one (2) year and confiscation of the alcohol	A financial penalty shall be imposed upon readmission not more than 500birr.
	(2) Entering University premises drunk or intoxicated with alcohol It must be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves or the community	Warning + making Representations to family or guardian +community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 or this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 7</b>	<b>Possession and use of addictive drugs/substances</b> (1) Possessing, using, smuggling, distributing, and/or selling drugs such as marijuana	Suspension for not less than two (2) years	A financial penalty shall be imposed upon readmission not more than 1000birr

	(cannabis), anabolic steroids, hashish, cocaine etc on University premises or being in the presence of such events knowingly (exception: this does not include drugs prescribed by a physician)		
	(2) Possessing using, smuggling, distributing, and/or selling the leaves of khat ( <i>Catha edulis</i> ) on University premises	Warning + making representations to family or guardian + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 8</b>	<p><b>Indecency</b></p> <p>(1) Dressing in a manner that is distracting to others or that interferes with the orderly process of instruction.</p> <p>Examples: clothing that exposes the upper thigh; shorts that are shorter than mid-thigh; bare midriffs; see-through garments; clothing exposing bosom, too tight and/or too short garments revealing erotic or sexual body parts; bare chest; clothing which is not worn appropriately, is not properly fastened, or has</p>	Warning + advising/counseling	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	tears that are indecent; clothing with offensive or picture,.		
	(2) Clothing, jewellery, buttons, haircuts, or other items of markings which are suggestive, revealing, or indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or disdains others on the basis of ethnicity, linguistic and/or religious differences or for any other reasons	Warning and advising /counseling	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
	(3) Untidy clothing, uncut and unhygienic hair	Warning and advising /counseling	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Having any form of consensual sex with any person in classrooms, in dormitories, in staff or other employee's residences, in bushes, or in any other places on the premises of the University	Suspension for not less than one (1) year	A financial penalty shall be imposed upon readmission not more 200birr
	(5) Begging, collecting, and/or soliciting for	Warning and	Without prejudice to the provisions

	food or for money from other students, employees of the University, staff residences, passers-by, strangers etc and/or selling the food for any purpose	community service for not less than twenty (20) hours	Under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Engaging in sexual misconduct with staff or a non-staff member of the university working or residing in the university premises.	Warning and Counseling /advising	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion`
	(7) Engaging in paid or unpaid sex in bars, brothels, military camps etc, and/or acting as a pimp to predispose other students to such illicit sexual activities	Dismissal for good	
	(8) Caressing and/or kissing a person in a public place	First written Warning	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Attempted or actual sexual activity or	Dismissal for good	

	behavior with same sex		
<b>Art. 9</b>	Suicide Attempting to commit suicide	Advising/counseling and/or making representations to family or guardian	Repeating this misconduct or committing any other offence may lead to a penalty and professional counseling must be included

### 1.2. Disrespect for Others

<b>Provision</b>	<b>Content</b>	<b>Sanction</b>	<b>Remark</b>
<b>Art.10</b>	<b>Insult/intimidation/harassment</b> (1) Verbally abusing, slandering, threatening, or harassing a student intentionally or recklessly	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of Conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Verbally abusing, slandering, threatening, or harassing a staff member or any other employee of the University intentionally or recklessly	Suspension for not less than one (1) year	A financial penalty not more than 200birr may be imposed upon readmission
	(3) Acting in a manner so as to create in the mind of another person a reasonable fear	Suspension for not less than one (1) year	A financial penalty not less than 200 may be imposed upon readmission

	that such a person will be killed, stabbed, cut, wounded or physically injured		
	(4) Engaging in harassment of a student or student group based on ethnicity, gender, religious affiliation, political belief, ability, race, etc	Suspension for not less than one (1) year	
	(5) Engaging in harassment of a student or student group based on sport activities	Warning and community service for not less than thirty (30) hours: or suspension for not less than one (1) year depending up on the gravity of the offence and/or its consequences	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Harassing a faculty member or an employee of the University based on ethnic origin, gender, religious affiliation, political beliefs, ability, race etc	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(7) Without derogating the right to freedom of expression, writing of defamatory literature, and uttering insults or obscene	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission

	language by any student or group of students against any other student or group of students any other student or group of students' ethnic origin, language or tradition, religious affiliation, gender, and political belief		
	(8) Without derogating the right to freedom of expression, writing of defamatory literature, and uttering insults or obscene language by any student or group of students against any other student or group of students having no reference to attributes listed in article 10(7)	Warning and community service for sixty (60) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Without derogating the right to freedom of expression, writing of defamatory literature, and uttering insults or obscene language by any student or group of students against any employee or official of the University, or against the University, government or any civil leader	Suspension for not more than one (1) year	A financial penalty not more than 200birr may be imposed upon readmission
	(10) Verbally abusing and/or ridiculing or making mockery of a disabled student or a	Suspension for not less than two (2) year	A financial penalty not less than 200birr shall be imposed upon readmission

	disabled employee of the University		
	(11) Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule, or endangerment whether intentionally, for fun, or by consent.	Warning and advice /consolation, community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(12) Making anonymous telephone calls and upsetting, harassing, intimidation, and insulting a student	Warning and community service for not less than forty (40) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(13) Making anonymous or impersonated telephone calls and upsetting, harassing, intimidating, and insulting a faculty member, and electronic communication medias and technologies and official or any other employee of the University	Suspension for not less than one (1) year	A financial penalty not less 200birr may be imposed upon readmission
	(14) Name- calling, slandering scoffing at, teasing, gossiping about, character assassination etc of a person	Warning+ community service for not less than forty (40) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or

			committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art.11</b>	<b>Disdaining and mockery of religions, ethnicity, nationality, language etc</b>  (1) Defiling religions of others. This includes but is not limited to abusing, burning and/or defacing holy books, scriptures, religious symbols; preventing the solemnization of, or disturbing, scoffing at an authorized religious ceremony, or office, profaning a place, image or object used for religious ceremonies	Dismissal for good	Readmission into the University is impossible
	(2) Abusing religions, languages, cultures, ethnicity etc of others verbally or in writing	Suspension for not less than one (1) year	A financial penalty not less 200birr shall be imposed upon readmission
	(3) Offensive comments intent on harming; this includes but is not limited to ethnic slur, derogatory comments about ethnicity, language, tradition, nationality, religion etc	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(4) Vandalism or graffiti that is hate motivated or conveys an ethnic, religious, linguistic,	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission

	cultural etc hatred or otherwise hateful message		
	(5) Reflecting adversely on persons due to ethnicity, language, religion, creed, political beliefs etc	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
<b>Art. 12</b>	<b>Use of force against employees</b>		
	(1) Threatening an employee of the university while performing his duty	Suspension for not less than two (2) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(2) Physically attacking an employee of the university while performing his duty	Suspension for not less than two (2) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(3) Bullying students of the University either individually or as part of a group. Bullying is defined as any repeated negative behavior intended to frighten, intimidate, or cause harm. This may include, but is not limited to, verbal, non-verbal or written threats of physical harm.	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension or expulsion
	(4) Bullying employees or officials or any other member of the University community either individually or as part of a group	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
<b>Art. 13</b>	<b>Criminal acts against a person/persons</b>	Warning and	Without prejudice to the provisions

	<p>Committing violent criminal acts</p> <p>(1) Willful injury, minor: no medical care required</p>	<p>community service for not less than thirty (30) hours + compensation in cash not more than 100 Birr</p>	<p>under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension or expulsion</p>
	<p>(2) Willful injury, serious: medical care required, not amounting to conditions listed in sub article (3) of this article</p>	<p>Suspension for not less than one (1) year + obligation to bear medical expenses required to treat the injury and/or replace lost body part + compensation as determined by the discipline body</p>	<p>A financial penalty not less than 200birr shall be imposed upon readmission</p>
	<p>(3) Maiming or disfiguring or battering or shooting: life-threatening injuries, damaged body organs, broken bones etc; visual impairment: serious medical attention required</p>	<p>Dismissal for good reporting the case to the police</p>	<p>Readmission into the University is impossible</p>
	<p>(4) Attempting to kill (stabbing, shooting etc) or killing a person/persons</p>	<p>Dismissal for good and reporting the case to</p>	<p>Readmission into the University is impossible</p>

		the police	
	(5) Abducting a person/persons	Suspension for not less than two (2) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(6) Restraining or confining or false imprisoning of a person/persons	Warning and community service for not less than thirty (30) hours. In serious cases, suspension for not less than one (1) year	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension or expulsion A financial penalty shall be imposed upon readmission
	7)Blackmailing	Warning and community service for sixty (60) hours or suspension for not more than one (1) year depending on the gravity of the misconduct and/ or the consequences	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion. A financial penalty shall be imposed upon readmission
	8)extortion (using violence or grave threat against a person to obtain for oneself or the procure for a third party unjustifiable benefit in money or	Suspension for not less than two (2) years	A financial penalty not less than 500birr shall be imposed upon readmission

	property)		
	(9) Unauthorized entry into residences or places of work of a faculty member or any other employee of the university and harassing and/ or intimidating and/ or insulting him or any of his family members for any motives such as expressing one's disappointment or anger over a low academic grade earned etc	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	10) unauthorized entry into residences or places of work of a faculty member or any other employee of the university and physically attacking him or any of his family members for any motives such as expressing one's disappointment or anger over a low academic grade earned etc	Suspension for not less than two(2) years + covering of expenses of medical care + compensation as determined by the discipline body	A financial penalty not less than 500birr shall be imposed upon readmission
	11) Mutual Combat( fighting)	Warning and community service for sixty (60) hours; in serious cases such as when an injury is inflicted upon one or the other party,	Except in cases of self- defense or defending others or protection of property from imminent and serious dangers, any students engaged in mutual combat shall be punished accordingly, it is necessary for any student to immediately retreat, if

		suspension for not less than one (1) year + compensation in cash	possible, from any use or threat of force. Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to suspension or expulsion
<b>Art.14</b>	<b>Crimes against health and public safety.</b> 1) Possessing, or selling fire arms, other dangerous weapons, or incendiary or explosive devices. The type of weapons should be divided in to three categories (a, b &c).		
	a) Processing, selling Fire arms and explosives or incendiary devices” sanction	Expulsion plus reporting the matter to police.	
	a) Processing or selling of dagger, bayonet, switchable knife, razer with upgradeable blade, arrow, spear, club, mencha or any other instrument designed to be used as weapon “	suspension for not less than two years”	A financial penalty not less than 500birr shall be imposed upon readmission
	a) Processing, or selling of any metal pipe, metal bar or rod, sling, kitchen knife and any other similar material that can	Suspension for not less than one year”.	A financial penalty not less than 200birr shall be imposed upon readmission

	potentially be used as weapon.”		
	2) Making false threats with the intention of causing panic among the community such as false bomb threats or fire threats etc.	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	3) Arson: internationally setting fire on university property or the property of (a) member (s) of the university community or the irresponsible use of fire	Dismissal for good and report to police	Arson refers to the act of maliciously setting fire on one’s property or that of another person’s with the intention of causing collective injury to persons or property.
	4)Negligent or irresponsible use of fire.	Suspension for not less than one year plus compensation for the damage.	
	5) unauthorized entry into residences of employees of the university	Warning and community service for not less than sixty (60) hours, or suspension for not less than one (1) year if the motive is to cause harm of any type	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Intentionally transmitting serious and communicable diseases such as	Dismissal for good + reporting the case to	Readmission into the university is impossible

	HIV/AIDS, Tuberculosis, STDs etc.”	the police	
<b>Art. 15</b>	<b>Conspiracy</b> 1) Conspiring with any other person or persons for the purposes of theft, robbery, rape, killing etc.	Suspension for not less than two(2) year	A financial penalty not less than 500birr shall be imposed upon readmission
	2) Denying that one has borrowed someone’s money or failing to return the money owed to the lender and/ or denying that someone has placed articles, money, cell phones etc in someone’s entrusted property or money to a third party	Warning and community service for not less than thirty not less than thirty (3) hours + restitution if the case is serious, or suspension for not less than one (1) year + restitution if the case is serious	
<b>Art. 16</b>	<b>Sexual offences</b> Sexually harassing students or any other member of the university community 1) Sexually motivated unwanted touching such as patting, pinching, hugging or brushing against the body or cloth of an opposite sex or cornering	First Written Warning and community service not for less than fifty (15) hours”	Without prejudice to the provisions under article 99-102 of this code of conduct, mandatory professional counseling and guidance repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	2) unwanted and explicit or implicit requests to	Warning and	Without prejudice to the provisions

	engage in sexual activities such as, sending sexually explicit letters, notes, e-mail or telephone messages for sexual motives	community service for not less than thirty (30) hours	under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence any lead to a more sever penalty, or suspension, or expulsion
	3) Rape	Dismissal for good	Readmission into the university is impossible
	4) compelling a person of either sex through violence or grave intimidation or after rendering her incapable of resistance to submit to an act corresponding to a sexual act or other indecent act	Suspension for not less one years	A financial penalty not less 200birr may be imposed upon readmission
	5) Acting on one's own words or writings or by any other means in relation to another person's sex life or sexual activities in a way as to make the person detestable, contemptible or ridiculous and to jeopardize his credit, this reputation or his future	Suspension for not less than one(1) year	A financial penalty not less than 200birr may be imposed upon readmission
	6) indecent exposure of sexual body parts targeting someone	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension,

			or expulsion
	7)unwelcome references, irritating nicknames, ridiculing, belittling remarks about a person's gender, anatomy or a person's clothing	Written Warning and community service for sixty (60) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	8) Obscene Gestures Having Sexual	Warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	9) Sexually abusing children of either sex(child molestation )	Dismissal for good and reporting to the case to the police	Readmission into the university is impossible
	10) Authorized or unauthorized entry into faculty members' or other employees' residences and sexually abusing children and/or having consensual or non-consensual sexual affair and/ or sexual intercourse with children, maids or any other member of the family	Dismissal for good and reporting the case to the police	Readmission into the university is impossible

	11) Necking and/or strolling and/or hanging around with an opposite sex on the premises of the university after 11:00 pm local time	Written Warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 17</b>	<b>Imposition/agitation/provocation</b> 1) imposition of one's religious, political, or cultural beliefs on others	Suspension not for less than one year	A financial penalty not less than 200birr shall be imposed upon readmission
	2) possessing or wearing or sporting garments, caps, rings, etc featuring emblem or identity of any past and present Ethiopian political parties	Warning, confiscation + community service for not less than 15 hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	3) Without derogating the right to freedom of expression, expressing one's political and/or religious opinions and/or beliefs in a manner that provokes a reasonable person to engage in violent acts jeopardizing general peace and security	Suspension for not less than one(1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	4) Without derogating the right to freedom of expression, expressing one's political and/or	Suspension for not less than two (2) years	A financial penalty not less than 500birr shall be imposed upon readmission

	religious opinions and/or beliefs in manner that provokes a reasonable person to engage in violent acts jeopardizing general peace and security, and thereby resulting in violence		
Art.18	<p><b>Misconduct during sporting activities/ any film or TV/theatrical shows</b></p> <p>1) misbehaving and verbally abusing referees, umpires, members of opposite teams’ players, spectators’, and/or members of organizing committees during intra mural, extra mural, intercollegiate, friendly, etc tournaments/ matches. This applies also to misconduct before, during or after the tournaments or matches</p>	Warning and community services for not less than thirty (30)	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	2) Physically attacking referees, umpires, members of opposite teams’ players, spectators and/or members of organizing committees during tournaments/matches such as intra mural, extra mural intercollegiate, and friendly sporting activities. This applies also to unwelcome behaviors before, during or after the matches	Suspension for not less than one (1) year plus obligation to medical expenses required and/or to treat the injury and/or replace the lost body part	A financial penalty not less than 200birr may be imposed upon readmission where the attack results in serious injury or there is a need for medical care, more serious sanction shall be imposed and all costs and expense shall also covered by the offender”
	3) Verbally abusing spectators and/or disrupting watching TV programmes or violently fanning	Warning and community service for	Without prejudice to the provisions under article 99-102 of this code of

	opposing teams in matches being broadcast on TV and/or other media	not less than thirty (30) hours	conduct, repeating this misconduct or committing any other offence may lead to a more sever penalty, or suspension, or expulsion
	4) Physically abusing or attacking spectators during watching TV programmes or during fanning opposing teams in matches being broadcast on TV and/or other media	Suspension for not less than one(1) year	A financial penalty not less than 200birr may be imposed upon readmission
	5) reserving TV room seats by one’s dormitory or other chairs or removing arranged seats from such rooms	Warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	6. Failure to return sport and equipment borrowed from the university	Restitution + suspension not less than one year	A financial penalty not less than 200birr may be imposed upon readmission
<b>Art. 19</b>	<b>Involving in suicide</b> 1) Inciting a person to commit suicide	Suspension for not less than (1) year	Inciting is punishable only if the incited person has at least attempted the suicide. A financial penalty not less than 200birr shall be imposed upon readmission

	2) Knowingly helping another person to commit suicide	Dismissal for good and report to police	
<b>Art. 20</b>	<b>Use of addictive substances/tobacco</b> Smoking tobacco or using of any addictive substance in student lounges, classrooms, cafeteria, dormitory, library or in any other buildings of the university or in any other public place or in any other places designated by the university as non smoking areas	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or expulsion
<b>Art. 21`</b>	<b>Encroaching on personal privacy/ disturbing the safety and peace of others</b> 1) videotaping, audio taping, cell phone taping or photographing and/ or displaying the image and/ or voice of members of the university community without permission	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	2) Selling class note or handout or being paid for taking class notes receiving handout without permission of the instructor”	Warning and a fine not exceeding 200 birr	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	3) a) Singing and/or dancing boisterously on	Warning + community	Without prejudice to the provisions

	restricted areas of the university premises (library, class room etc) stimulated by drunkenness or with the intention to disturb normal functioning of others or the university at large.	service for not less than sixty (60) hours	under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	b) “Without prejudice the rights of visually impaired or persons with proved and documented difficult to write or take notes, audio tapping or video tapping the instructor in the class room while he/she is lecturing”	Suspension for not less than one year”	A financial penalty not less than 200birr may be imposed upon readmission
	4) a) Singing and/ or dancing boisterously on university premises stimulated by the desire to celebrate religious occasions or festivals thereby disturbing normal functioning of others of the university at large.	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	b) Any Visually impaired or persons with proved and documented disability or anyone who is permitted to audio tape and video tape class lectures, transfer, display or sell the audio or video tapped lecture to the third party or use in any other means	suspension for not less than one year	A financial penalty not less than 200birr may be imposed upon readmission

	without permission”		
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### 1.3. Disrespect for property

Provision	Content	Sanction	Remark
<b>Art. 22</b>	<b>Unauthorized use of /entry</b> 1) Engaging in an unauthorized entry into, use of, or occupancy of a person’s or the university’s facilities, or properties; or unauthorized possession, duplication, or use of keys to any person’s or university’s buildings or unauthorized entry into and use of university buildings	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	2) unauthorized use of or interference with, any technical, electrical or other services or installation of the university	Warning and a fine as determined by concerned authority + restitution in case of damage	The fine shall be determined based on the type of damage caused on the material. Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to more severe penalty, or suspension, or expulsion
	3) Entry into gardens, lawns, or any other	Warning and community	Without prejudice to the provisions

	places of preservation of natural or manmade resources and/ or abusing the properties such as cutting flowers, mowing grasses etc	service for not less than thirty (30) hours	under article 99-102 of this code of conduct. repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	4) knowingly possessing of stolen property or unauthorized possession of university property or property of a member of the university community	Suspension for not less than one (1) year + confiscation	A financial penalty not less than 200birr may be imposed upon readmission
	5) Playing games in inappropriate and/or in unauthorized sports fields such as playing soccer in a basketball field or in a volley ball pitch and vice- versa	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
<b>Art. 23</b>	<b>Misuse/damage</b> 1) Maliciously defacing ( by writing graffiti) the university's property and/ or destroying a wall, blackboards, gate, fence, post or any other property of the university in such or in any other ways	Warning and community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	2) Misusing of, damage to, destruction of	Fine and/ or in serious cases	Without prejudice to the provisions

	institutional, group, or private property, including library materials, computers, or computerized information, etc negligently or intentionally	suspension for not less than one (1) year. Fine is fixed as determined by the office in charge of keeping and maintaining the materials and/or computers	under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	3) Destroying property of the university such as window glasses, doors, tables, street lamps chairs, private or public cars, motor biker, etc negligently or intentionally	Suspension for not less than one (1) year + restitution of damaged property; or warning + community services for not less than thirty (30) hours if the damage is minor	A financial penalty not less than 200birr shall be imposed upon readmission
	4) Unlawfully removing authorized notices, information, advertisements, from notice boards	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	5) Theft and/or other abuse of computer facilities and resources, including but not limited to: 1) unauthorized entry into a file to	Suspension for not less than one (1) year + restitution of the stolen material	A financial penalty not less than 200birr shall be imposed upon readmission

	use, read, or change the contents, or for any other purpose; unauthorized transfer of a file, 3) use of computing facilities and resources to interfere with the work of others, 4) use of computing facilities and resources to send obscene or abusive messages		
	6) Losing one's meal card or ID card accidentally or recklessly	A fine, as determined by the office of the Students Service Director s or the office of the registrar, respectively	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 24</b>	<b>Criminal acts against property</b> 1) Theft ( stealing any property from any person or the university)	Restitution + warning; in serious cases, suspension for not less than one (1) year+ restitution	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	2) Aggravated theft ( stealing sacred or religious objects or objects of scientific, artistic, or historical value from any place)	Restitution + suspension for not less than two (2) years; in serious cases expulsion	A financial penalty not less than 500birr shall be imposed upon readmission
	3) Arson ( this refers to the act of maliciously	Compensation + suspension	A financial penalty not less than

	setting fire on one's property or that of another person's or that of the university with the intention of causing collective injury to persons or property)	for not less than three (3) years or expulsion depending up on the gravity of the consequences	800birr shall be imposed upon readmission
	4) Reckless setting of fire on university property	Compensation + suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	5) Robbery ( attempting to take away or taking away someone's property through violence or grave intimidation)	suspension for at least two (2)years	A financial penalty not less than 400birr shall be imposed upon readmission

#### 1.4. Disrespect for Authority

Provision	Content	Sanction	Remark
<b>Art. 25</b>	<b>Participation in mobs/strikes/ ganging up</b> 1) For reasons of ethnic, religious, and linguistic affinity towards a student found violating this code of conduct, mobbing or ganging up on food service staff, security personnel, dormitory staff, members or leaders of student associations or student clubs, or any university officials while they are trying to prevent the student from	For the ringleaders, suspension for not less than one (1) year; for other participants, warning + community service for not less than sixty (60) hours	A financial penalty not less than 200birr may be imposed upon readmission for suspension.

	violating the code of conduct		
	2) Inciting students to confront each other or clash against each other based on ethnic, linguistic, religious, or regional differences. Participating in such clashes or confrontations	Suspension for not less than two (2) years	Based on the gravity of the case, if the offence bring the an intended result dismissal for good may be imposed.
	3) Staging hunger strikes on the premises of the university for religious, ethnic, political, cultural or related motives	Warning + community service for not less than sixty (60) hours for the ring leaders	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	4) Instigating or inciting students to boycott classes without exhausting all administrative remedies or for non academic and non justifiable and non attainable matter	Suspension for not less than one year	
	5) Participating in an incited boycott of classes without exhausting all administrative remedies or for non academic and non justifiable and non attainable matter.	Warning + community services for not less than sixty (60) hours.	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	6) Coercing other students to participate in incited class boycotts and/ or insulting, harassing, intimidating, and physically attacking them for expressing their unwillingness to participate in such activities	Suspension for not less than two (2) year	A financial penalty not less than 500birr may be imposed upon readmission
	7) Conspiring to participate or participating in unlawful demonstration or assembly	Warning + community service for not less than sixty( 60), or suspension for not less than two years for ringleader	
	8) Entering lounges, recreation centers, swimming pools etc meant for staff use only and/ or impairing the normal functioning of such centers	Community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more server penalty, or suspension, or expulsion
<b>Art. 26</b>	<b>Organizing legally/ morally offensive shows</b> 1) Organizing or staging any show of politically, religiously, ethnically, and morally offending theatres, films, etc	Suspension for not less than one (1) years +confiscation of the materials	A financial penalty not less than 200birr may be imposed upon readmission

	2)staging, transferring, disseminating, displaying or showing pornographic material, films etc	Suspension not less than one year	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 27</b>	<b>Unauthorized collection and embezzlement of money/ abusing power or responsibility</b> 1) Mismanaging and/ or embezzling funds of student organizations and/ or any other recognized student society established in accordance with the university's rules and regulations and with the relevant provisions of the student organization's constitution	Suspension for not less than one (1) year + restitution of the embezzled/misused/ misused money + denial of the right to serve as an officer of any student organization	A financial penalty not less than 200birr may be imposed upon readmission
	2) Collecting or charging money from any student or student groups without prior permission of the concerned organ of the university, namely, Students Service Directors	Confiscation of the collected money + suspension for one (1) year	This does not include money collected for emergency purposes for needy students, etc A financial penalty not less than 200birr may be imposed upon readmission
	3) committing misconduct while being a leader of	Permanent exclusion from	A financial penalty not less than

	<p>a student organization such as through corrupting power, embezzling the student organization's fund or any other fund collected in the name of students; defamation of officials of the university and /or other leader of student organizations: slandering and/or initiating false proceedings against individuals, officials or employees of the university etc</p>	<p>leadership and/ or executive membership or from any committee membership of the student organization or any other student body + suspension for not less than one (1) year</p>	<p>200birr may be imposed upon readmission</p>
	<p>4) Collecting money as a service charge in the name of a student association or any other student organization from persons who provide various shopping services to students by renting university's buildings or rooms. And using the money for one's own benefit</p>	<p>Suspension for not less than one (1) year + restitution of the money + denial of the right to serve as an officer of any student organization</p>	<p>A financial penalty not less than 200birr shall be imposed upon readmission</p>
	<p>5) overcharging and/ or conspiring to overcharge and/ or exploiting students while facilitating transport or other services in the name of any student association or organization; embezzling money obtained through facilitating such services in the name of the association or the organization; obstructing the normal functioning of the transport or any other service through other</p>	<p>Suspension for not less than one (1) year + restitution of the money + denial of the right to serve as an officer or as an executive member of any student organization + reporting the misdeed to</p>	<p>A financial penalty not less than 200birr may be imposed upon readmission</p>

	misconducts	the police	
	6) committing any punishable misconduct while being a member of the executive or coordinating committee of the student association or clubs	Permanent exclusion from membership of the committee or from membership of any other committee of a student organization + sanction appropriate for the misconduct as stipulated in this code of conduct	A financial penalty not less than 200birr may be imposed upon readmission. Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	7) collecting money or articles from employees of the university for any purpose with justifiable or unjustifiable reasons without prior notification of the Students Service Director s	Warning + community services for not less than twenty (20) hours + restitution of collected money or articles	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
<b>Art.28</b>	<b>Transferring Furniture/ items</b> Transferring equipment, furniture or other fittings from any part of university buildings without prior permission of concerned authorities	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

<b>Art. 29</b>	<b>Violating sanitary norms</b> 1) Littering on university premises	warning + community service for not less thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	2) urinating or defecating on university premises other than in places meant for that purpose and/ or inappropriate use or abuse of toilets and bathrooms	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	3) Urinating in bathrooms	Warning + community service for not less than sixty(60) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 30</b>	<b>Unauthorized posting and/ or damaging of notices</b> 1) Putting up notices without prior approval by	Warning + community service for not less than twenty (30) hours	Exceptions: authentic messages and notices regarding lost and found things may be put up without prior permission without prejudice to the

	concerned authority		provisions under article 99-102 of this code of conduct repeating this misconduct or committing any other offence may lead to or suspension or expulsion
	2) putting up notices for announcing meetings, concerts, film shows etc without getting prior approval from the students' association and final approval from the Students Service Director s	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct repeating this misconduct or committing any other offence may lead to suspension or expulsion
	3) Putting up notices that incite violence or disrupt the peaceful functioning of the university	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission.
	(4) Unauthorized removal of/tearing off or defacing of official notices	Warning + community service for not less than forty (40) hours	without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 31</b>	<b>Failure to appear before an authority/committee</b> (1) Failure or refusal to attend a meeting called or	Warning + community service for not less than thirty (30) hours	This does not apply when the respondent has justifiable cause Without prejudice to the provisions

	authorized by Student Disciplinary Hearing Committee or any other disciplinary body or competent organ of the University when summoned to do so by a proper written notice by such authority or organ		under article 99-102 of this code of conduct, repeating  this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Failure to appear before the Students Service Director s or his nominee when officially instructed to do so	Warning + community service for not less than thirty (30) hours	This does not apply when the respondent has justifiable cause. Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
<b>Art. 32</b>	<b>Disobeying rules and instructions</b>  (1) Failing to comply with reasonable directions of university employees acting in the performance of their duties. This includes, but is not limited to, Academic staff, Campus Security personnel, Dormitory staff, health centre service staff	Warning + community service for not less than thirty (30) hours.	Without prejudice to the provisions. under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.

	or Food Service staff.		
	2. Refusing to show or surrender University identification upon request by any concerned University employees or student union members or any other concerning and authorized student organization acting in the performance of their duties.	Warning + community service for not less than sixty (60) hours. If the consequences are serious, suspension for not less than 1 year.	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	3. Committing any act that may bring the university into disrepute or that damages the good name or reputation of the university anywhere	Warning + community service for not less than forty (40) hours. If the consequences are serious, suspension for not less than 1 year.	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions	Warning + community service for not less than forty (40) hours	
	5. Failing to comply with a directive to disperse by university officials, law enforcement or emergency personnel	Warning + community service for not less than sixty (60) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or

			suspensions, or expulsion
	6. Intimidating impeding, hindering or obstructing a university official, law enforcement or emergency personnel in the professional personnel in the performance of their duties	Suspension not less than one (1) year(s)	A financial penalty not less than 200birr may be imposed upon readmission.
	7. Refusing to uncover one's veil and show one's face to a woman searcher, or to a female instructor, or to any other female person authorized by a male instructor or by a male searcher or guard when required to know the facial identity of the veiled person at the gates of the university's campuses, libraries, caferias, dormitories, classrooms, exam halls etc	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 33</b>	<b>Violating curfews</b> (1) Coming late into the university's premises by breaking night curfews.	Written warning and Community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Coming late into the University's premises	Warning + community	Without prejudice to the provisions

	by breaking night curfews and making uproar at the gate and/or on the premises of the University or sneaking or trying to sneak into the University premises jumping over the fence	service for not less than sixty (60) hours. In case of physical attack on security personnel (guards), suspension for not less than one (1) year	under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 34</b>	<b>Disguising</b> Disguising oneself in a clothing, hairstyle, masks and/or in any other appearances in a manner that deceives or terrifies others	Written Warning + community services for not less than thirty (30) hours. If harm is done to a person or persons, suspension for not less than one (1) year	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

## 2. CHAPTER TWO: DISHONESTY

### 2.1. Non-Academic dishonesty

Provision	Content	Sanction	Remark
<b>Art. 35</b>	<b>Forgery</b> (1) Engaging in forgery and/or alteration of university records, documents, stamps, a person's signature, or any instruments of identification etc	Suspension for not less than one (1) year depending up on the gravity of the misconduct	A financial penalty not less than 200birr shall be imposed upon readmission
	(2) Use of forged documents, signatures, stamps, or any instruments of identification etc	Suspension for not less than one (1) year depending up on gravity of the misconduct	A financial penalty not less than 200birr shall be imposed upon readmission
	(3) Intentionally using forged money or any other fake material to get any services in lounges, recreation centers etc on university premises	Dismissal for good and report to police	Readmission into the University is impossible
	(4) Using forged documents to get admission into any study programme of the university; using forged identification and/or qualification to register and as a result, pursuing a study programme	Dismissal for good + reporting the case to the police and to the Ministry of Education + revocation of the degree or certificate awarded if the misdeed is known later after completion of the study	Readmission into the University is impossible

<b>Art. 36</b>	<b>Fraud/attempted fraud</b>  (1) Securing financial assistance (aid) through fraud	Withdrawal of the privilege of getting the benefit + warning + Restitution of the money obtained through such means fraud + Fine	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Attempting to get financial assistance by fraud	Warning + community service not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Intentionally transferring one's ID card, meal card, library pocket etc to another person	suspension for not less than one (1) year if the transfer is to a stranger or to a suspended or dismissed student; Warning + community service	A financial penalty not less than 200birr may be imposed upon readmission

	(4) Illegally possessing, using or destroying another Student's Dormitory keys, ID card, Meal Card, Library Pocket, etc., to get any student services	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
<b>Art. 37</b>	<b>Deception/trickery</b> (1) Knowingly furnishing false identification to the university. Misrepresentation of identification about oneself or others when providing information to a university official acting in the performance of his duties. This includes possessing identification that falsely gives information about a person such as an altered ID card or a meal card etc	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(2) Falsely claiming and trying to act as if one represents a certain group of students or impersonating a member of the student association or any student organization or any student	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	(3) Trying to pretend or pretending to be ill and taking drugs from the student health centre, repeatedly, and/or abusing or selling them	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(4) Falsely claiming that one has lost one's ID card or meal card and securing new second or more ID cards and meal cards or any identity cards issued by the university	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(5) Misrepresenting the university and/or any official or a student organization or any authorized body of the university	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
<b>Art. 38</b>	<b>Failure to report an offence</b> Failure to report an incident of damage or theft etc of a university property or failure to report any serious wrongdoing when one has actually witnessed it	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

## **2.2. Academic Dishonesty**

Cheating is the use of inappropriate and unacknowledged materials, information, or study aid in any academic exercise. More specifically, in academic, cheating is defined as deceiving or misrepresenting in a manner that creates a false impression of student performance in a class. Cheating includes, but is not limited to, copying another's work in whole or in part, passing off another's work as one's own, plagiarism, fostering cheating, conspiring to cheat, or other tricks and devices which create a misimpression about a student's performance, including other academically dishonest conducts which are described below. A teacher may reasonably conclude that a student is cheating if, during an exam, the student is seen looking at another student's paper. Fostering Cheating: A student who intentionally allows his/her paper to be copied is cheating as much as the student doing the copying. Such individuals shall be sanctioned the same as the person doing the copying. Students are responsible for the security of their own papers. Plagiarism: Plagiarism is a form of cheating whereby a student attempts to pass off someone else's written work as his or her own. Plagiarism includes, but is not limited to, copying directly from a source when writing a report without providing credit through footnotes. In general, academic Dishonesty is a corrosive force in the academic life of a university. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act; Histories of institutions demonstrate that such responses will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty members alike.

Academic Dishonesty or cheating includes but is not limited to the following misconducts:

Provision	Content	Sanction	Remark
<b>Art. 39</b>	<b>Very serious cheating</b> (1) Impersonating someone or getting someone impersonates oneself in writing an examination, assignment etc. Both the impersonator and the individual impersonated are subject to a penalty	Awarding of a zero (0) mark in the affected assignment or examination + suspension for not less than one (1) year. If, however, the impersonation is done purposely by arranging strangers (a person or persons who are not student of the University), expulsion shall be imposed in addition to reporting the case to the police	A financial penalty not less than 200birr may be imposed upon readmission Readmission into the University is impossible in case of expulsion
	(2) Intentionally damaging the academic work or efforts of another student	Suspension for not less than two (2) years	A financial penalty not less than 500birr shall be imposed upon readmission
	(3) Writing an examination or completing an assignment for another person, or permitting another person to write an examination or to complete an assignment for oneself	Awarding of a zero (0) mark in the affected assignment or examination and community service for not less than forty(40) hours.	A financial penalty not less than 200birr may be imposed upon readmission
	(4) Attempting to gain or gaining	Awarding of a zero (0) mark in the affected	A financial penalty not less

	an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose	assignment or examination + suspension for not less than one (1) year	than 200birr may be imposed upon readmission
	(5) Managing to get hold of an exam paper before it is administered through stealing, bribery or by any act of offering, giving, receiving, or soliciting etc	Awarding of a zero (0) mark in the affected assignment or examination + suspension for not less than one (1) year. Whenever the circumstance so requires, the affected examination may be cancelled and new examination may be administered.	A financial penalty not less than 200birr may be imposed upon readmission
	(6) Obtaining or attempting to obtain in a fraudulent manner any material relating to a student's academic work. Such actions include, but are not limited to theft of examination through collusion with a university employee	Awarding of a zero (0) mark in the affected assignment or examination + suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(7) Disobeying, challenging, verbally abusing, or threatening	Awarding of a zero (0) mark in the affected assignment or examination + suspension	A financial penalty not less than 200birr shall be imposed

	an invigilator while he is invigilating and/or is trying to prevent cheating or an attempted cheating in the examination	for not less than one (1) year	upon readmission
	(8) Sneaking out of an exam hall with one's exam paper; disappearing with one's or somebody else's or somebody else's marked or unmarked exam paper	Awarding of a zero (0) mark in the affected assignment or examination + suspension for not less than one (1) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(9) Theft of another student's examination	Awarding of a zero (0) mark in the affected assignment or examination + suspension for not less than one (1) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(10) Earning a degree/certificate in a fraudulent way	Suspension for not less than one (1) year and the case shall be reported to the police	A financial penalty not less than 200birr shall be imposed upon readmission
	(11) Securing admission into the university through forged document	Dismissal for good	The University shall not accept any reapplication and the case shall be reported to MOE

<b>Art. 40</b>	<b>Serious cheating</b>  (1) Copying from someone else's test or examination paper or observing the work of other students during any examination	Awarding of a zero (0) mark for mid exam and "F" grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Using materials or equipment during a test or examination or other academic evaluation, which have not been authorized by the instructor, such as crib notes, calculator, cell phone, notebooks, tape recorder etc	Awarding of a zero (0) mark for mid exam and "F" grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Submitting identical or similar copies of a completed take home examination or assignment	Awarding of a zero (0) mark for mid exam and "F" grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence

			may lead to a more severe penalty, or suspension, or expulsion
	(4) Marking or submitting an examination or evaluation material in a manner designed to deceive the grading system	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Intentionally submitting data, which have been altered or contrived	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Giving unauthorized assistance to another or others during a test or evaluation, including	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination +	Without prejudice to the provisions under article 99-102 of this code of conduct,

	allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals or any other way.	warning	repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Permitting one's academic work to be presented as the work of another	Awarding of a zero (0) mark for mid exam and "F" grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(8) Intentionally propagating rumours that an examination has been stolen or given to a certain student with the intention of causing panic among students who are going to take the exam	Warning + a community service for not less than 40 hours. In serious cases, suspension for not less than one (1) year	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Tampering with written		Without prejudice to the

	answers when the instructor has returned marked exam papers to students with the intention of showing them the marks they obtained. This includes but is not limited to changed or altering marks on exam papers, or grades on grade report forms or on transcripts.	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination + warning	provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(10) Leaving an exam room pretending to be ill after just reading the exam paper	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(11) Writing and/or using crib notes on hands, thighs, one's garments, tissue papers, ID cards, permitted materials,	Awarding of a zero (0) mark for mid exam and “F” grade for final exam in the affected assignment or examination + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or

	walls, tables and chairs aimed at cheating in an examination.		committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(12) Submitting of material that has been prepared by another individual (s) in whole or part for academic evaluation as one's own without acknowledging the source	Awarding of a zero (0) mark for mid exam and "F" grade for final exam in the affected assignment or examination + warning	
<b>Art. 41</b>	<b>Less serious cheating</b> (1) Writing an exam by entering a room to which one has not been assigned unless permitted by the instructor or invigilator	Deducting the marks obtained in the exam by one third (1/3) or two third (2/3) at the discretion of the Faculty's/Department's academic dishonesty investigation committee	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
	(2) Failing to stop writing an exam when told to do so after the time gives out	Deducting the marks obtained in the exam by one third (1/3) or two third (2/3) at the discretion of the Faculty's/Department's academic	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or

		dishonesty investigation committee + Warning	committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Writing answers on a separate piece of paper other than on that allowed for the particular exam	Deducting the marks obtained in the exam by one third (1/3) or two third (2/3) at the discretion of the Faculty's/Department's academic dishonesty investigation committee + Warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Stealing and/or hiding and/or secretly taking away an extra copy or copies of an exam paper during an examination session	Deducting the marks obtained in the exam by one third (1/3) or two third (2/3) at the discretion of the Faculty's/Department's academic dishonesty investigation committee + warning	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

### 3. CHAPTER THREE: DISOBEYANCE OF RULES/REGULATIONS OF SERVICE GIVING SECTIONS

#### 3.1. Disobey Rules and Regulations of the Library, Classroom & laboratory

Provision	Content	Sanction	Remark
Art. 42	<p><b>Engaging in disturbances/ disruptions</b></p> <p>(1) Engaging in conduct that disrupts or interferes with normal operation of the library, or disturbs library staff and library users. Such conduct includes creation of unreasonable noise, loud or boisterous behavior or talking individually or collectively</p>	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Whistling, singing or making any other noise in the library	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Disturbing others because of offensive body odor, shoe odor,	Advising/counseling	Without prejudice to the provisions under article 99-102 of this code of

	too strong perfume, chewing gum with disturbing noise, wearing shoes having banging or squeaking or squealing sound		conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Switching off lights in the library and/or selected reading room purposely with the intention of disturbing the library users	Warning + community service for not less than thirty (30) hours. If there are dangerous consequences such as loss of books through stealing or physical fighting among users, a sanction of suspension for not less than one (1) year may be imposed	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 43</b>	<b>Violence/threat</b> (1) The use of abusive or threatening language or gestures against library staff on duty	Warning + community service for not less than sixty (60) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Coercing students not to enter or exit the library individually or in a group	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(3) Disobeying instructions given by library staff in the	Warning + community service for not less than sixty (60) hours	Without prejudice to the provisions under article 99-102 of this code of

	performance of their duties		conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Physically fighting in classrooms or in the library or in laboratories	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(5) Sneaking out or into the library through windows except when there is emergency	Suspension for not less than two (2) year	A financial penalty not less than 500birr shall be imposed upon readmission
	(6) Sneaking out or into the library through prohibited gates or doors unless there is emergency	Warning + community service for not less than twenty (20) hours	
<b>Art. 44</b>	<b>Engaging in theft/damage /mutilation of property</b> (1) Using library, classroom or laboratory materials, equipment, furniture, fixtures or buildings in a destructive, abusive or potentially damaging manner inconsistent	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission

	with the customary use thereof		
	(2) defacing and/or damaging tables, chairs, blackboards, walls etc intentionally or recklessly	Suspension for not less than one (1) year and replace the cost of property	A financial penalty not less than 200birr may be imposed upon readmission
	(3) Hiding, misplacing and/or writing on materials of the library such as books, journals or any other library, classroom or laboratory materials	Warning + community service for not less than Thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Mutilating or destroying, tearing off pages of books, journals or any other library, class room or laboratory material	Suspension for one (1) year + restitution	A financial penalty not less than 200birr shall be imposed upon readmission
	(5) Stealing library materials such as books, journals etc	Suspension for one (1) year + restitution of the stolen material and report to police	A financial penalty not less than 200birr shall be imposed upon readmission
	(6) Losing library books, journals, and other materials	Restitution of the lost book or journal or other material in values equivalent to three (3) times the original current	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct

		price of the book or journal or other material	or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 45</b>	<b>Prohibited activities</b>	Advising/counseling	Repeated acts may lead to a warning and/or a community services
	(1) Sleeping in the library or in a classroom or in a laboratory		
	(2) use of any personal electronic equipment, including mobile phones, tablets, radios, CD players, etc. in the library or in the class room or in the laboratory that distract others except for educational purpose	Community services for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Moving library furniture from one place to another without getting prior permission from persons in charge of the library	Community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Entering library buildings or classrooms with bare chest, bare midriffs, clothing	Warning + community service for not less than twenty (20) hours	The restriction does not include caps worn as a religious symbol, caps for medical reasons. Without

	<p>exposing bosom, too tight and/or too short garments revealing erotic or sexual body parts, uncut and unhygienic hair wearing caps, flip-flops (backless, often rubber foam shoes held to the foot at the big toe by means of a thong), cotton shawl, towel, scarf, blankets, overall, overcoat, etc</p>		<p>prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more sever penalty, or suspension, or expulsion</p>
	<p>(5) Soliciting, petitioning or distributing written materials or canvassing on library or classroom premises for any purpose. Such conduct extends to any soliciting, petitioning, distributing or canvassing outside of library or classroom premises in such a manner as to impede access to or egress from a library or classroom facilities</p>	<p>Warning + community service for not less than twenty (20) hours</p>	<p>Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>

	(6) Reserving or occupying library seats for oneself or for another person by placing exercise books, books, handouts, calculators, cell phones, garments etc on tables and chairs	Warning and community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Continuing using a long-loan book or journal without officially extending the loan	Fine as per determined by the library administration + community services for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(8) Refusing or failure to return short-loan books, journals etc on time	Fine as per determined by the library administration + community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Using internet or other computer facilities for more time than one is allowed	Fine as per determined by the library administration + community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this

			misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
(10) Refusing to be searched while exiting the library	Loss of the privilege to use the library for fifteen (15) consecutive days + community service for not less than 20 hours		Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
(11) Disobeying the instruction of a class or a laboratory instructor to refrain from wearing clothing or garments and/or disorderly. Uncut, and unsanitary hair that interferes with the orderly instruction	Warning + eviction from the class, laboratory etc by the instructor		Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
(12) Removing chairs, tables, etc from classrooms and using them outdoors	Warning		Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any

			other offence may lead to a more severe penalty, or suspension, or expulsion
	(13) Sitting adjacent to walls or doors of any rooms (offices) of a building and/or writing graffiti or subject matters notes on them	Warning + covering the cost of painting the abused walls or doors + community service for not more than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(14) Entering and/or using toilets to be used by opposite sexes	Warning + Community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art.46</b>	<b>Creating unhygienic condition in the library</b> Littering on library premises such as sticking chewing gums onto tables, chairs, floor, throwing tissue	Community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more

	paper, paper etc on the library premises		severe penalty, or suspension, or expulsion
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### 3.2. Disobeying Dormitory Rules and Regulations

Provision	Content	Sanction	Remark
<b>Art. 47</b>	<b>Creating unhygienic conditions in the dormitory</b>  (1) Failing to maintain/keep the order and cleanliness of dormitory rooms and fixture materials in a dormitory	Warning + obligation to clean the dorm as per the dorm schedule for three consecutive turn personally or fine not exceeding 100 birr and community service not less than 30 hours, If all dorm mates are more or less equally responsible for the mess.  Where such offence is repeated, written warning + 30 hour community service + fine not less than one hundred birr	Without prejudice to the provisions under article 99-102 of this Code of conduct, ‘Depending on the circumstance the he/she/they may sent to profession guidance and counseling center/office’ specially for those who repeatedly fail to keep their dorm clean
	(2) Placing one’s bed and belongings untidy in a way that bothers others	Warning + Community service for not less than 15 hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

<p>(3) Disposing of waste in dormitories or in dormitory corridors inappropriately</p>	<p>Warning + Community service for not less than 20 hours</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>
<p>(4) Failing to discharge one's responsibility to clean dormitory</p>	<p>Removal of the mattress and pillow being used by the offending student for one week + community service for not less than 20 hours</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>
<p>(5) Washing one's face, feet, and/or hands in rooms, and corridors or dumping water in rooms or corridors</p>	<p>Warning + community service for not less than twenty (20) hours</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>
<p>(6) Throwing, pouring, or dropping</p>	<p>Warning + community service for not</p>	<p>Without prejudice to the provisions</p>

	anything (including food, remnants of food, water, etc) from windows	less than twenty (20) hours	under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Disposing waster in lavatories and/or sinks	Warning + community service for not less than twenty (20) hours	
	(8) Bringing sandwiched food or 'injera' with or without stew ('wot')into dormitory from student cafeteria, Inn or any other restaurant without permission	Warning + Community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Disturbing others through shoe and body odor	Mandatory professional counseling and guidance + community service not less than 15 hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	(10) Dirtying dormitory rooms by depositing wastes of torn paper, rotting food, fruit and/or vegetables etc	Warning + obligation to clean the dorm as per the dorm schedule for three consecutive turn personally or fine not exceeding 100 birr and community service not less than 20 hours, If all dorm mates are more or less equally responsible for the mess.	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 48</b>	<b>Using illegal substances</b>		
	(1) Possessing and/or chewing the leaves of khat in dormitories	Warning + community service for not less than 30 (thirty) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Possessing, making or drinking alcohol in dormitory	Suspension for not less than two (2) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(3) Coming into University premises or dormitory drunk and/or intoxicated with alcohol and/or drugs.	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more

			severe penalty, or suspension, or expulsion
	(4) Possessing and/or consuming drugs such as cocaine, 'hashish', 'shisha' etc in dormitories	Suspension for not less than two (2) years	
<b>Art. 49</b>	<b>Prohibited acts</b> (1) Using sinks for washing clothes, feet, sweeper, socks, plates, shoes etc	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Washing clothes, hands, feet or taking bath in dormitory bedrooms	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Sharing a bed with another person/persons	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code

			of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Moving chairs, beds, mattresses, pillows etc from one dormitory to another	Warning + community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Removing mattresses and/or pillows from beds and using them on the floor	Warning + community service for not less than forty (40) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Entering or exiting dormitory through a window when there is no emergency	Suspension not less than one year	

<p>(7) Chatting or singing or exchanging lewd words or expressions with any person in adjacent or opposite dormitories or making erotic posturing to others through window, doors etc</p>	<p>Warning + community service for not less than thirty (30) hours</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>
<p>(8) Making mirror reflections against other students in adjacent or opposite dormitories or using binoculars to observe the private activities of other persons in dormitories or in other houses or places</p>	<p>Warning + community service for not less than thirty (30) hours</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion</p>
<p>(9) Terrifying other students by fabricating and spreading rumors that one has seen scary creatures or ghosts such as cannibal, vampire, monster, etc in dormitories or on any other premises of the University.</p>	<p>Warning + community service for not less than sixty (60) hours. If harm is done to anyone, suspension for not less than one (1) year.</p>	<p>Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to or suspension, or expulsion</p>
<p>(10) Staying in a dormitory with a</p>	<p>Warning + community service for not</p>	<p>Without prejudice to the provisions</p>

	child or children, wife, husband, or other relatives	less than forty(40) hours	under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(11) Cooking food, making tea or coffee, using any small ovens, heaters cookers; ironing clothes etc in dormitories	Warning + confiscation + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(12) Possession and used of any cooking or cooling appliances and electric devices in dormitories. Musical appliances and instruments such as record player, radio, computer etc may be used if music shall not be played at noise levels that are a nuisance and annoyance to	Warning + confiscation+ community service for not less than forty (40) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	others. Use of TV, screened VCD, and screened DVD etc in dormitories is prohibited. This excludes the use of ventilators without damaging the integrity of the room and/or the building		
<b>Art.50</b>	<b>Disobeying rules and regulations</b> (1) Failure to vacate dormitory when dismissed for academic reasons or when suspended or dismissed or expelled due to disciplinary sanctions or after officially withdrawing from formally finishing exit procedures	Withdrawal of the privilege to be readmitted in case of academic dismissal and official withdrawal; doubling of sanction imposed in case of disciplinary misconduct; reporting to the police in case of those who have been dismissed for good for academic reasons, and those who were expelled for who were expelled for disciplinary reasons	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Changing one's dormitory without permission	Community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or

			expulsion
	(3) Failure to have clearance of University property at the end of each academic year, after official withdrawal, and/or after a disciplinary sanction leading to suspension or expulsion	Fine amounting to two hundred(200) birr + forced clearance	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Failure to return and/or abusing or misusing borrowed wears and goods of the university, Graduation gown, any fixed asset given persons with disability, or any other students when required at anytime'	For lost of graduation gowns and other goods, 'paying double the price of the current value of the graduation gowns or the goods.  But if the graduation gown or goods is abused or misused, restitution + paying current price of the graduation gown or goods	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Not responding to invitation made by proctors or proctor supervisors such as staying away from taking summons by replaced the word by a call	Warning + community service for not less than 30 (thirty) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or

			expulsion
<b>Art. 51</b>	<b>Harboring person/persons</b> (1) Harboring and or feeding in one's dormitory a student or students who have been dismissed, suspended or expelled for academic failure or for reasons of disciplinary measures or those who have withdrawn officially from the university	Suspension for not less than one (1) year	A financial penalty for not less than 200birr shall be imposed upon readmission
	(2) Harboring strangers in dormitories without any notice to authority	Suspension for not less than one (1) year if it is determined that the stranger is innocuous; but suspension for not less than two (2) years if the stranger is a criminal or a suspected or wanted criminal and report to the police	A financial penalty not less than 200birr shall be imposed upon readmission for one year suspension and A financial penalty not less than 500birr shall be imposed upon readmission in case of two year suspension
	(3) Hosting and/or harbouring visiting students from the same University campus in dormitories without prior notice	Community service for not less than fifteen (30) hours to both the host and the visitor	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any

	to the dormitory supervisor of to the Students Service Director s		other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Hosting and/or harbouring visiting students from other campuses of the University in dormitories without prior notice to the dormitory supervisor or to the Students Service Director s	Warning + community service for not less than thirty (30) hours to both the host and the visitor	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 52</b>	<b>Creating noises/disturbances</b> (1) Creating disturbance by blaring music, movies and/or radio talks in dormitories.	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Making noise in a way that disturbs others such as shouting, knocking, etc	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more

			severe penalty, or suspension, or expulsion
	(3) Making prayers in groups or in private in dormitories or dormitory corridors or on roofs of buildings in such a way that others are disturbed	Warning + community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 53</b>	<b>Illegal activities</b>		
	(1) Playing or to cause playing any kind of gambling or wagering in dormitories or on other premises of the University	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Making commercial selling or doing business in dormitories or on any other University premises such as leasing cell phones, owning laundry, photography, play station etc	Warning + fine amounting not less than two hundred (200) Birr and confiscation of the item	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or

	without authorization from the concerned organ of the university		expulsion
	(3) Deceiving students into doing silly activities such as selling them university property; charging them money for services that the university provides; persuading them to go to inappropriate places to inquire for information or to inquire wrong information etc	Warning + community service for not less than twenty (20) hours; Suspension for not less than one (1) year for giving university property to someone in exchange for money	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Behaving depreciatively towards one's friends, dorm mates; classmates or abusing, browbeating, aggressing one's friends, dorm mates, classmates etc	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Damaging dorm materials such as pillows, mattresses, chairs, light bulbs, cupboards etc	Warning + Removal of mattress and pillow of the offender for one week + community service for not less than	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this

		twenty (200 hours + restitution of the damaged property. In serious cases, such as cutting out sponge of mattresses or pillows for the purpose of wiping shoes or for any other purposes; damaging glass windows purposely etc shall result in suspension for not less than 1 (one) year and restitution of the damaged property	misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Bringing illegal or immoral published material, non-published materials & any other materials to dorms or producing such materials in dormitory	warning + confiscation+ community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Hanging signs or acronyms of any political party in a dormitory or in any other buildings of the University	Warning + community service for not less than sixty (60) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more

			severe penalty, or suspension, or expulsion
<b>Art. 54</b>	<b>Possessing dangerous materials/weapons</b> (1) Keeping or having incendiary devices, explosives, knives, dagger, penknife, machete, 'mencha', sling, club, metal rod or any other injuring materials etc	Suspension for not less than one (1) year for dangerous weapon other than guns and explosives; expulsion for possessing guns, explosives, and incendiary devices	A financial penalty not less than 200birr shall be imposed upon readmission
	(2) Using fire, possessing flame materials or high-heat producing devices, lamps, stoves, charcoal etc; improper use of candles, use of incense etc	Warning + community service for not less than thirty (30) hours + confiscation	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Setting fire in dormitories due to reckless use of candles	Warning + community service for not less than thirty (30) hours + restitution of destroyed property	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more

			severe penalty, or suspension, or expulsion
<b>Art. 55</b>	<b>Engaging in forbidden activities</b>		
	(1) Congregating at a place for the purpose of demonstrating or protesting against any decision of the university or any other matter without getting permission from the university's administration	Warning + community service for not less than sixty (60) hours; suspension for not less than one (1) year for the ringleaders	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Organizing and/or joining any kind of activity without getting permission and in such a manner against rules and regulations of the university; to boisterously protest any decision of administration, and arousing students to protest against the administration regarding the decision	Warning + community service for not less than sixty (60) hours	
(3) Staging strikes, carrying posters and/or publications or acting in	Suspension for not less than one (1)	A financial penalty not less than 200birr shall be imposed upon	

	similar ways to harm the feeling of national unity and entirety		readmission
(4)	Assisting and joining activities, which are helpful to illegal organizations	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
(5)	Instigating members of the surrounding community to participate in any student conflicts that might occur among students on university premises	Dismissal for good	
(6)	Door-to-door sales or solicitation such as collecting petitions etc without permission from the office of Students Service Director s	Warning + community service for twenty (20) hours. If the consequence of the petition poses a danger to the functioning of the university or to the peace and order of the community, suspension for not less than one (1) year	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
(7)	Organizing and/or joining any political meetings without getting permission from authority	Warning + community service for not less than sixty (60) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any

			other offence may lead to a more severe penalty, or suspension, or expulsion
	(8) Entering and/or using opposite sex's toilet rooms, bathrooms etc	Warning + community service for not less than forty (40) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 56</b>	<b>Irresponsibility</b>	Warning + Community service for fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(1) Leaving taps open and/or neglecting to turn them off at any time; leaving electric bulbs burning and/or neglecting to switch them off during day time		
	(2) Staying in a dormitory being pregnant	Professional counseling and guidance and making representation to the family".	
	(3) Inviting and entertaining opposite sex into one's	Suspension not for less than one(1) year	A financial penalty not less than 200birr may be imposed upon

	dormitory room		readmission
	(4) Forcefully entering into an opposite sex's dormitory	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(5) Willfully or through invitation, entering into an opposite sex's dormitory if there is no emergency	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(6) Entering others' dormitories without knocking at the door and getting permission and/or without the knowledge of dorm dwellers	Warning + advising/counseling	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 57</b>	<b>Defacing/damaging/vandalism</b> (1) Tampering with/removing of switches, sockets, and electric bulbs and power cords	Warning + restitution	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

	(2) Stretching power cables from fluorescent or any other type of light for the purpose of making sockets	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Fixing nails, drawings, pictures, on walls and cupboards	Community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Defacing dormitory walls with chalks or inks, with the purpose of posting notice etc	Community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion

### 3.3. Disobeying Rules and Regulations of the Cafeteria/Health Centre/Lounge

Provision	Content	Sanction	Remark
<b>Art. 58</b>	<b>Violence/destruction</b> (1) Tipping food over onto the dining table or onto any place and/or inciting others to do so as a sign of protest for any reason; throwing food in the cafeteria, or engaging in other disruptive behavior in the dining hall	Warning + community service for sixty (60) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Stirring up riots, unruly behaviors in the dining hall or any other places for any reason. Participating in such riots or strikes	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(3) Verbally abusing and/or threatening a cafeteria worker while he is on duty	Warning + community service for sixty (60) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Physically attacking a cafeteria	Suspension for not less than one (1)	A financial penalty not less than

	worker while he is on duty	year	200birr shall be imposed upon readmission
<b>Art. 59</b>	<b>Disobeying rules and regulations</b> (1) Failing to return plates, cups, cutlery and other utensils that one has used for a meal	Community service for not less than twenty (20) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Jumping queues while waiting for meal services	Community service for not less than fifteen (15) hours or warning at the discretion of the office of the Students Service Director s	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(3) Entering cafeteria kitchens except student representatives without permission from the Students Service Director s or Head of the cafeteria	Warning	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(4) Entering the student cafeteria wearing overcoats, overalls,	Eviction from the dining hall + community service for not less than	Without prejudice to the provisions under article 99-102 of this Code of

	towels, blankets, shawls, flip-flops, tight clothes that reveal body parts, hats (other than the ones used as a religious symbol); entering the student cafeteria with uncut and unsanitary hairs etc	fifteen (15) hours or warning at the discretion of the office of the Students Service Director s	conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(5) Taking sandwiched food or ‘injera’ or ‘injera’ with stew or ‘wot’ out of the student cafeteria without permission	Community service for not less than fifteen (15) hours or warning, at the discretion of the office of the Students Service Director s	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(6) Removing any equipment and/or utensils from the cafeteria, lounges, inns etc such as cups, glasses, bottles, cutlery, etc	Warning + community service for thirty (30) hours + restitution of the removed material	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Taking into the cafeteria food/meals originating from other sources such as	Warning + community service for thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct

	restaurants, Inns, etc		or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(8) Washing hands under taps and/or on plates in the dining hall	Warning + community service for thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Spitting anywhere in the dining hall	Warning + community service for fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(10) Knocking violently at the door of the cafeteria	Warning + Community service for fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(11) Mishandling and/or misusing	Warning + community service for	Without prejudice to the provisions

	utensils	fifteen (15) hours + restitution in case of damage	under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(12) Entering health centre, lounges, cafeteria, inns etc intoxicated with alcohol and/or causing disturbances	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(13) Entering the health centre accompanying or assisting a patient, and harassing the workers through demanding treatment or drugs for the patient through self-prescribing regardless knowing the results of the diagnosis	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this Code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
<b>Art. 60</b>	<b>Cheating/forgery/asking ransom</b> (1) Cheating in getting food services such as pretending to	Warning + community service for not less than fifteen (15) hours or warning, at the discretion of the	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct

	be ill and trying to get food prepared for patients etc	Students Service Director s	or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(2) Transferring one's meal card and/or ID card and/or any service identity paper to another student; getting, or trying to get any student service using another student's meal card or ID card or any other service identity card.	Warning + community service for thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
	(3) Stealing someone's identity card such as meal cards etc and negotiating with the owner for money to return them	Suspension for not less than 1 (one) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(4) Conspiring with other persons to keep another student's ID card, meal card etc for ransom in cash or in kind or for any other benefit	Suspension for not less than 1(one) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(5) Keeping another student's lost and found ID card, meal card	Suspension for not less than 1 (one) year	A financial penalty not less than 200birr shall be imposed upon

	etc for a ransom to be paid in cash or in kind or for any other benefit		readmission
	(6) Failing to return another student's lost and found meal card, ID card etc in a reasonable period of time (at most 48 hours)	Warning + community service for thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion.
	(7) Continuing using food services by cheating when one is no longer a student, including when one has been dismissed or suspended due to academic or disciplinary reasons or after officially withdrawing from the university	Withdrawing the right for readmission + reporting the case to police + representation to family or guardian	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension or expulsion.
	(8) Pilfering/stealing food in the cafeteria	Warning + community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty,

			or suspension, or expulsion
	(9) Getting food services or eating one's meal in a dining hall to which one is not assigned	Advising/counseling	Repeated acts may lead to severe penalties
	(10) Forging numbers, photographs and/or identity marks on meal cards and/ID cards for getting food services or any other benefits by cheating; attempting and/or insisting to get food services showing meal cards that are torn apart or with detached photographs or with incoherent numbers	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(11) Unmannerly eating of one's meal in the cafeteria such as standing and eating while there is sufficient seat; shouting	Advising/counseling	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence

	while eating; continuing occupying cafeteria seats after finishing eating one's meal		may lead to a more severe penalty, or suspension, or expulsion
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#### 4. CHAPTER FOUR: OFFENCES AGAINST THE UNIVERSITY'S JUSTICE SYSTEM

Provision	Content	Sanction	Remark
<b>Art. 61</b>	<b>Offences against the university justice system</b>		
	(6) Disruption or interference with the orderly conduct of a judicial proceeding	Warning + community service of not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(7) Attempting to discourage an individual's participation in, or use of, a university judicial system	Warning + community service for not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(8) Attempting to influence the impartiality of a member of a	Warning + community service of not less than fifteen (15) hours	Without prejudice to the provisions under article 99-102 of this code of

	judicial body prior to and/or during the course of a judicial proceeding		conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(9) Harassment (verbal or physical) and/or intimidation of a member of a discipline body, or witnesses or complainants prior to, during, and/or after a disciplinary proceeding. This includes, but is not limited to getting verbal or written or physical warnings issued by politically or militarily influential external officials or any other individuals against a university official or any member of the disciplinary hearing committee, or against witnesses with the intention	Suspension for not less than one (1) year and/or doubling of the deserved sanction to be imposed for the major misconduct committed according to the provisions in this code of conduct	A financial penalty not less than 200birr shall be imposed upon readmission And financial penalty shall be increased proportionally if the punishment increased

	of getting sanctions imposed reversed outside the disciplinary system of the university or with the intention of thwarting imposition of a deserved disciplinary sanction		
	(10) Influencing or attempting to influence another person to commit an abuse of a university judicial system	Warning + community service not less than thirty(30)hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(11) Failure to comply with sanctions imposed by a discipline body and/or failure to comply in the time frame given	Doubling of the sanction already imposed and reporting to the police in case of expulsion	Refusal to comply with a sanction imposed may lead to a more severe penalty, or suspension, or expulsion or to withdrawal of the right to be readmitted
	(12) Violating disciplinary probation	Suspension for not less than one (1) year	A financial penalty not less than 200birr shall be imposed upon readmission
	(13) Falsifying, distorting	Suspension for not less than one (1)	A financial penalty not less than 200birr may be imposed upon

	or misrepresenting information before a discipline body or hearing, or knowingly initiating a false complaint	year	readmission
	(14) Using student services without signing a cost-sharing agreement or payment	Warning + counseling/advising	
	(15) Giving information in order to mislead the university administration	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission
	(16) Failure to appear before a disciplinary hearing without justifiable reasons	Warning + community service for not less than thirty (30) hours	Without prejudice to the provisions under article 99-102 of this code of conduct, repeating this misconduct or committing any other offence may lead to a more severe penalty, or suspension, or expulsion
	(17) Giving false testimony before a discipline body	Suspension for not less than one (1) year	A financial penalty not less than 200birr may be imposed upon readmission

**5. CHAPTER FIVE: SPECIAL PROVISIONS APPLICABLE TO GRADUATING CLASSES**

Provision	Content	Converted sanction	Remark
<p><b>Art. 62</b></p>	<p><b>Graduating classes</b>                      For the purpose of this specific chapter, “graduating class” particularly means students who are awaiting graduating (convocation) after completing all academic requirements for the award of degrees/certificates or those who are about to leave campus after attending convocation. However, sometimes, considering the circumstances of the case and the proceeding, the term may also apply to any student who has committed misconduct any time during his final year of study.</p>		
<p><b>Art. 63</b></p>	<p><b>Type of misconduct committed</b>                      (1) Misconduct that will lead to a warning and imposition of a community service</p>	<p>Delaying of conferring a degree/certificate shall be for two (3) to six (6) months</p>	
	<p>(2) If the misconduct leads to only written warning</p>	<p>Delaying of conferring a degree/certificate for two months.”</p>	

	(3) If the misconduct leads to a community service of 30 or above hours,	Delaying of conferring a degree/certificate for one month.”	
	(4) Misconduct that will lead to suspension for not less than one (1) year	Delaying of conferring a degree/certificate shall be for six (6) months up to one (1) year	
	(5) Misconduct that will lead to suspension of not less than two years	Delaying of conferring a degree/certificate shall be for one (1) to two (2) years	
	(6) Misconduct that will lead to expulsion	Delaying of conferring a degree/certificate shall be for two (2) to three (3) years	

## **VII. SECTION III: DISCIPLINARY ACTIONS AND PROCEDURES**

### **6. CHAPTER SIX: DISCIPLINARY ACTIONS**

#### **6.1 Actions Against Wrongdoers**

Sanctions and measures provided in this code of conduct shall be imposed in accordance with the spirit of the code of conduct in order to achieve its purpose. Sanctions shall be determined according to the degree of individual guilt, taking in to account the dangerous disposition of the wrongdoer, his antecedents, motives and purposes as well as the gravity of the misconduct and manner and circumstances of its commission. Students who engage in alleged violations of the student code of conduct may also face civil or criminal charges. Any action or decision involving the student in a legal proceeding does not free him from being accountable for his misdeeds in accordance with this code of conduct or vice-versa. The university will decide whether to proceed with action against the wrongdoer, before, after, or simultaneously with the legal proceeding. The disciplinary sanctions listed below may be used separately or in combination with one another.

#### **Art. 64. Fines:**

- Fine is a sanction that can be ordered mainly in relation to financial misconducts and it will range from one hundred Birr to one thousand.
- The discipline committee shall have the decision upon the circumstances of the case to convert fines into community service and vice versa whichever is considered more appropriate to meet objectives of this code of conduct.
- The committee may have discretion to convert a fine of not more than 200 Birr to a comparable amount of community service if the student cannot afford to pay the fine and a request to this has been filed by the student
- **Fine punishment:** the committee noticed the gap concerning enforcement of fine punishments and decided the following
  - ✓ If fine punishment is imposed as a means of compensation, it shall be paid to the victim in the presence of witnesses and in front of the dean of students or code of conduct administrator and it should be documented but

- ✓ If fine punishment is imposed as a means of punishing the wrong doer, such fine punishment shall be deposited to the student charity club account.

**Art. 65. Restitution/compensation:**

- Restitution and compensation shall be treated differently and separately and therefore
- there shall be no maximum limit for restitution/expenses, provided that genuine and reasonable evidence showing the amount of cost/property damage etc. is presented
- Compensation shall be paid up to a maximum of 5000 Birr which will be for both moral damage or physical endured by the victim of a disciplinary misconduct which will be decided upon the discretion of the discipline committee depending upon the amount of damage.

**Art. 66. Warning:** The sanction is given in writing as a final precautionary notice to a student who has committed misconduct which may not lead immediately to suspension or expulsion, thereby informing him that further misconduct shall not be tolerated. This action is recorded in the Students Service Director s' office and remains part of the student's discipline record.

Art 66(1) will be **Oral Warning: it** is given a preliminary precautionary notice to a student who has committed a minor disciplinary infraction that does not automatically lead to written warning

Art 66 (2) will be **written Warning: is** a warning communicated to the wrongdoer student in written form which informs the student that further misconduct will not be tolerated. It could also use to aggravate the sanction and the Student Service Directorate shall keep written warnings in a separate record.

**Art. 67. Withdrawal of rights and privileges:** a student committing misconduct against another student or any other member of the university community or against property of the university or that of a student or any other member of the university community may be denied his rights and privileges for a designated period of time such as being deprived of the right to use dormitory facilities and/or the right to dine in the cafeteria and/or the right to use the library etc for a specified period of time. This action is recorded in the Students Service Director s' Office and remains part of the student's discipline record.

**Art. 68. Advising/counseling:** when the discipline body deems it necessary, a student who has violated the code of conduct may be given advice and/or counseling for his rehabilitation or development. These referrals shall be recorded in the student's discipline file in the Students Service Director s' office.

**Art. 69. Community services:** a student who has violated the student code of conduct may be assigned to work for a specific period of time in the student cafeteria, in fields, or in offices or in other places. The duration for a community service shall not be lower than fifteen (15) hours and shall not exceed sixty (60) hours. During the hours of the assigned work, the student is required to wear an overcoat, an overall or any other garment found appropriate with a written phrase that reads "penalized for breaching the student code of conduct". This action is recorded in the Students Service Director s' office and remains part of the student's discipline record.

**Art. 70. Probation:** disciplinary probation is a formal notice to the wrongdoer that the activity in question is unacceptable and that, if continued or if other inappropriate behavior follows, more severe action may be taken, including possible suspension or expulsion from the university. When the wrongdoer has no previous disciplinary records and does not appear dangerous, and where the misconduct is of simple nature, which is punishable with fines, a disciplinary warning, or deprivation of services or withdrawal of privileges, the discipline body, after convicting the wrongdoer, may place him on probation where it is of the opinion that such a decision will lead to reform the wrongdoer. During probation, the student continues enjoying all the rights and privileges of a student except as the Student Disciplinary Committee may specifically stipulate. Probation may include denial of the right to serve as an officer of a student organization or a student club and association or exclusion from membership of such student organizations. This action is recorded in the Students Service Director s' Office and remains part of the student's discipline record.

**Art. 71. Suspension:** suspension from the university involves the exclusion of the student from participating in any academic or other activity of the university for a specified period. Written notification of the decision will be provided to the student. Suspension shall be for a minimum of one (1) year and for a maximum of three (3) years. Suspended students must apply for readmission and may need to comply with certain conditions upon readmission such as payment of a readmission fee. This action is recorded in the Students Service Director s; Office and

remains part of the student's discipline record. In addition, a copy of the written notice of the sanction imposed on the accused student that he has violated the University policies or regulations will be placed in his educational record.

- (1) A student, against whom a sanction of suspension has been imposed during any semester when a final examination period of not more than 30 workdays remain, shall be to complete attending the remaining portions of the courses and to take the examinations. He is then suspended to start serving his sanction.
- (2) However, a student against whom a sanction of suspension has been imposed during any other time of the semester shall be immediately suspended and readmitted after exactly completing the duration of the sanction to start attending the courses of the semester he has interrupted in the previous year. If, however, disruptions or rearrangements in course offering or class and/or exam schedules have occurred, he may be given special make up examinations.

**Art. 72. Dismissal for Good:** Dismissal for good is the most serious university disciplinary action and involves the permanent exclusion of the student from the university. A student who has been expelled automatically forfeits all rights and privileges as a student in the university. Ordinarily, the university will not consider a re-application or re-admission. Written notification of this decision will be provided to the student. A copy of the written notice of the sanction imposed on the accused student that he is violating or has violated University policies or regulations will be placed in his educational record.

**Art. 73. Rewarding a "0" mark:** a student who has committed misconduct of a serious cheating in any examination, assignments, or any type of assessment shall be given a "0" mark for that particular examination or assessment. A written warning shall be additionally given to the student. This action is recorded in the Students Service Director s' Office and remains part of the student's discipline record.

**Art. 74. Deducting marks/grades:** a student who has committed misconduct of less serious cheating in an examination shall have his marks/grade deducted by one third or by a half of the marks/grade he earned in that particular examination at the discretion of the concerned discipline body. A written warning shall be additionally given to the student.

**Art. 75. Rewarding a “0” mark and suspension:** a student who has committed misconduct of very serious cheating in an examination shall be given a “0” mark and additionally suspended for one (1) year. A copy of the written notice of the sanction imposed on the accused student that he has violated University policies or regulations will be placed in his educational record.

**Art. 76. Postponement of conferring of degrees or withdrawing the right to participate in convocation** – a student who commits any misconduct while awaiting graduation (convocation) or after completing all academic requirements for the award of a degree/certificate or after attending convocation shall have his degree/certificate withheld or his right to participate in convocation denied. The duration of withholding the degree shall depend up on the gravity of the misconduct. The minimum duration for delaying conferring degrees/certificates shall be 3 months.

**Art. 77. Revocation of admission and/or degree or certificate:** the Student Disciplinary Committee may revoke admission to the University for fraud, misrepresentation, or other violation of University standards in an accused student’s application for admission; or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Art. 78. Making representations to parents/guardians:** Students who often commit misconduct of indecency such as drunkenness, involving in paid/unpaid sex, use of drugs etc shall be reported to their parents or guardians.

**Art. 79. Denial of the right for readmission:** a student who has committed a misconduct leading to suspension, and is also dismissed due to poor academic performance after committing the misconduct, may be denied the right to be readmitted.

**Art. 80. Confiscation:** illegal or forbidden possessions may be taken away from a person. This action is recorded in the Students Service Director s Office and remains part of the student’s discipline record.

## **6.2. Interim suspension**

**Art. 81.** The president of the University may suspend a student, pending a hearing if, in the Students Service Director s’ or Student Conduct Administrator’s, or his nominee’s judgment, the

student's presence on campus constitutes a danger to self or others, or the alleged offence is of a heinous nature.

**Art. 82.** The student shall be placed under the protective custody of woreda or zone police. The university shall strictly follow the case and make sure that no physical or psychological injuries will be inflicted upon the student. The custody shall end after the hearing is completed and a decision is reached.

**Art. 83.** Every effort will be made to schedule a hearing within five (5) workdays after the suspension. The decision on the case shall be reached 10 days from the start of the hearing unless special circumstances require more time.

**Art. 84.** When required, the university shall inform the student community through the student association about the whereabouts and conditions of the student.

**Art. 85.** During an interim suspension, the accused student shall have the right to get food and medical services from the university.

## **7. CHAPTER SEVEN: DISCIPLINE PROCEDURES**

### **7.1. Filing a Complaint**

**Art. 86.** Any member of the university community may file a complaint against a student or organization suspected of violating this Code.

### **7.2. Content of a complaint**

A complaint shall be in writing and consist of the following elements:

- (1) Name and address of the complaint and the suspect:
- (2) Date (s) and time (s) of the incident:
- (3) Brief description of the specific incident:
- (4) Name and address of the witness (s) (if any);and
- (5) Any other necessary information upon which the compliant is based

### **Art. 87. Period of Limitation**

Complaints should be submitted as soon as possible after the event has taken place, preferably within 7 workdays but not more than 30 workdays after the incident has taken place, however,

the Students Service Director s or any higher official of the university may launch an investigation into any serious violation of the Code of conduct discovered later regardless of when the incident occurred.

### **7.3. Composition and Jurisdiction of the Student Disciplinary Advisory Committee (SDAC)**

**Art. 88.** The SDAC is a committee that investigates alleged violations of the Student Code of Conduct, which would not normally lead to suspension or expulsion, and imposes sanctions according to the provisions given in the student code of conduct. The committee shall also determine whether or not a complaint has merit and/or can be disposed of by mutual consent of the persons involved on a basis acceptable under this code of conduct. The committee shall be composed of the Students Service Directors, Assistant Students Service Director s, the Student Conduct Administrator, the Assistant Dean for female students' affairs, and dormitory supervisor or his nominee. The Students Service Director s shall chair the committee. The secretary of the committee shall be the Student Conduct Administrator. The decision of the committee shall be by majority vote. A quorum is the chairperson (Students Service Director s), and one member of the committee. In case of a tie, the decision supported by the chairperson shall be implemented.

**Art. 89.** The committee shall refer serious violations of the Code of Conduct that it believes will lead to suspension or expulsion to the Student Disciplinary Hearing Committee (SDHC). The committee reserves the right to reject a complaint where it feels that the compliant is out of the scope of the code of conduct or when it feels that the complaint is trivial.

**Art. 90.** The student conduct administrator, in consultation with the Students Service Director s, shall process complaints of violations of the student code of conduct and present them to SDAC and/or SDHC for investigation and decision.

### **7.4. First Instance Proceeding**

**Art. 91** Respondents not subject to suspension or expulsion shall be summoned before the student disciplinary advisory committee (SDAC).

**Art. 92.** The procedure in first instance proceeding:

- (1) The student shall be given a written notice of the complaint at least three (3) days prior to the disciplinary hearing. The notice shall include the date, time and venue of the meeting, and shall be accompanied by a copy of the statement of the compliant.

- (2) The student shall have a reasonable access to the complaint file prior to and during the disciplinary hearing.
- (3) The student shall have an opportunity to respond to the complaint and defend himself by presenting relevant and necessary witnesses or any other evidence. As much as possible the language of the proceeding in every disciplinary committee should be in a language understood by the students involved in the proceedings.
- (4) The respondent shall have the right to present his response in writing.
- (5) The student shall be given a written notice of the decision(s).
- (6) The student shall have the right to be present and question witnesses called against him. However, if the committee believes that questioning witnesses by the respondent bears any danger, it may avoid this process at its own discretion.
- (7) If the SDAC believes that a student has received proper notice but willfully refused to attend the hearing, the case may be considered and a decision reached in the absence of the student.
- (8) A complainant must participate in the disciplinary meeting or hearing and present relevant information.

**Art. 93.** General principles for reaching a decision:

The standard for disciplinary decision making at all level of the student code of conduct process shall be made on the basis of conclusive evidence that the accused student violated the student code.

**Art. 94.** Decision of the committee upon admission:

The committee shall impose sanctions according to the provisions given in the student code of conduct if the student does admit the allegation of violation of the code of conduct or if the violation shall not lead to suspension or expulsion. The student shall express his consent to abide by the sanction by signing on a form prepared for this purpose. The student shall be notified of the decision by the Students Service Director s for implementing the sanction.

**Art. 95.** Discretionary power of the committee:

The student disciplinary advisory committee may decide at any time to take no further action on a complaint of misconduct if, in his or their judgment,

- (1) The evidence provided by the complainant is insufficient.
- (2) The subject matter of the complaint is trivial.
- (3) The complaint is frivolous, vexatious, or not made in good faith, or
- (4) The complaint falls outside the scope of this Code of Conduct.

## **7.5. Higher Level Proceedings**

### **7.5.1 Composition and Jurisdiction of the Student Disciplinary Hearing Committee (SDHC)**

**Art. 96.** The SDHC shall be composed of the chairperson (the Students Service Director s), the student conduct administrator, any four (4) full-time faculty members represented from any faculty (or from any other highest academic division), two (2) full-time students (two from the student association, one male and one female), one (1) member from guidance and counseling office, one (1) member from the office of guards and security, and one (1) representative from the gender office. Members shall be appointed for a term of two (2) years and may be reappointed. A quorum is attendance of at least 50% of the committee members.

- (1) The Students Service Director s or his nominee shall chair all SDHC hearings but does not vote. However, he shall vote when there is a tie.
- (2) The student conduct administrator or his nominee is responsible for coordinating hearings and assigning complaints, and shall serve as secretary of the committee.
- (3) The vice president for Administrative and Student Affairs may remove a member of the SDHC and appoints another in his place when the member has failed or refused to perform his duties or left the University for any Reason.
- (4) The appointment to SDHC is a personal responsibility and shall not be delegated to another person with the exception of representatives from student union.
- (5) An SDHC member shall remove himself from the membership of the committee hearing the case in circumstances where there is conflict of interest.
- (6) The chairman of SDHC may decide to remove a member of SDHC from attending the proceeding if a complaint is presented against him on the basis of conflict of interest from any concerned body and there is a reasonable ground for the allegation.

**Art. 97.** Jurisdiction of the SDHC

- (1) The SDHC shall have first instance jurisdiction to hear misconducts that may lead to suspension or expulsion.
- (2) It shall have the power to investigate cases which have been heard and decided by SDAC but the decisions of which have not been accepted by the respondents or the complainants.

**Art. 98. SDHC hearing procedure**

SDHC hearings will follow the following procedures:

- (1) The student shall be given a written notice of the complaint at least seven (7) days prior to the disciplinary hearing except in flagrant and emergency case. The notice shall include the date time and venue of the hearing, and shall be accompanied by a copy of statement of the compliant.
- (2) The student shall have a reasonable access to the complaint file prior to and during the disciplinary hearing.
- (3) The respondent shall have the right to present his response in writing.
- (4) The student shall be given a written notice of the decision (s).
- (5) If the student disciplinary hearing committee proves that a student has willfully refused to attend the hearing, the case may be considered and a decision reached in the absence of the student. If there is medical evidence from a medical board that the student is suffering from a mental or physical illness or mental instability, the SDHC may suspend or terminate the proceeding if it is felt appropriate to do so. If it appears or is known to the SDHC that the student in question is or has been suffering from a mental or physical illness or mental instability, the proceedings may be adjourned for preparation of medical evidence.
- (6) On a date specified by the student conduct administrator or his nominee, the complainant and respondent will submit to the Students Service Directors or nominee a list of witnesses or any other evidence relevant for the hearing.
- (7) The student shall have the right to be present and question witnesses called against him.
- (8) Witnesses, or the complainant and respondent, may be excluded from the hearing during the testimony of other witnesses.

- (9) The chairperson shall exercise control over the proceedings. Any person disrupting a hearing or who fails to abide by the decisions of the chairperson may be excluded from the hearing.
- (10) The complainant, respondent, and the SDHC may examine the evidence presented any may question all witnesses.
- (11) A respondent may speak on his own behalf; however, he will not be forced to speak against himself and his silence may not amount to acceptance of the allegation presented against him.
- (12) If the SDHC finds that the respondent is responsible under the code of conduct, supplemental deliberation will immediately follow to determine the appropriate sanction (s). Recommendations by the SDHC shall be by majority vote or the decision supported by the vote of the chair person in case of a tie. A member shall have the right to voice his dissenting opinion, and up on request such dissenting opinion shall be reduced in to writing in the minute of the deliberation
- (13) Within three (3) to five (5) workdays of the hearing, the SDHC's decision will be forwarded in writing to the vice-president accompanied by minutes of the deliberations.
- (14) Within three (3) to five (5) workdays of receipt of the decision of the committee, the vice-president shall approve the decision of the SDHC and notify the student in writing about the sanction imposed on him, and make copies of the notification to the offices of the registrar, Students Service Directors, assistant dean for female students' affairs, guards and security, dormitory services, cafeteria, and to the student's faculty, department and the student association.

## **8. CHAPTER EIGHT: DETERMINATION OF SANCTIONS**

### **8.1 Aggravating Circumstances**

#### **Art. 99. Grounds of aggravation**

The following shall be grounds on which the disciplinary body may stiffen the penalty in accordance with articles 99-102 of this code:

- (1) When the wrongdoer acted with perfidy, with a base motive such as envy, hatred, or with deliberate intent to injure or do wrong, or with special perversity or cruelty:
- (2) When he abuses his power, function or the confidence or authority vested on him;

- (3) When he is particularly dangerous on account of his antecedents, the habitual (recidivist) nature of his misconduct or the means, time, place and circumstances of perpetration of the misconduct (in particular if he acted by night or under cover of darkness or disturbances or disaster by using weapons or dangerous instruments);
- (4) When he acted in pursuance of a criminal agreement together with others or as a member of a gang organized to commit crimes and more particularly as chief, organizer, or ringleader.
- (5) When he intentionally committed the wrongdoing against a victim deserving special protection by reason of his minor age, state of health, position, in particular a superior or an official of the university;
- (6) Where he committed two or more crimes concurrently.

**Art. 100. Rules governing aggravation**

- (1) Where the misconduct committed is punishable with a community service of not less than fifteen (15) hours, in case of aggravation, the committee shall increase the sanction up to thirty (30) hours;
- (2) Where the misconduct committed is punishable with a community service of not less than twenty (20) hours, in case of aggravation, the committee shall increase the sanction up to forty (40) hours;
- (3) Where the misconduct committed is punishable with a community service of not less than thirty (30) hours, in case of aggravation, the committee shall increase the sanction up to sixty (60) hours;
- (4) Where the misconduct committed is punishable with a warning, in case of aggravation, the committee shall impose a sanction of suspension for not more than one (1) year;
- (5) Where the misconduct committed is punishable with a warning and a community service of not less than sixty (60) hours, in case of aggravation, the committee shall impose a sanction of suspension for not more than one (1) year;
- (6) Where the misconduct is punishable with a fine, in case of aggravation, the committee may increase the sanction through doubling the fine ordered for the specific misconduct;
- (7) Where the misconduct is punishable with suspension not exceeding one (1) year, in case of aggravation, the committee shall increase the sanction up to two (2) years;

- (8) Where the misconduct is punishable with suspension not exceeding two (2) years, in case of aggravation, the committee shall increase the sanction up to three (3) years;
- (9) Where the misconduct committed is punishable with withholding of a degree/certificate for not less than three (3) months, in case of aggravation, the committee may increase the sanction up to six (6) months;
- (10) Where the misconduct committed is punishable with withholding of a degree/certificate for not less than six (6) months, in case of aggravation, the committee may increase the time of withholding of the degree/certificate up to one (1) year;
- (11) Where the misconduct committed is punishable with withholding of degree/certificate for not less than one year, in case of aggravation, the committee may increase the sanction up to two (2) years.

**Art. 101. Aggravation in case of recidivism**

- (1) When a student commits a fresh misconduct punishable with a warning and/or a community service within one semester of serving a previous sanction, the committee may impose a sanction of suspension on him.
- (2) When a student commits a fresh misconduct punishable with suspension within one semester of serving a previous sanction, the committee may impose a sanction of expulsion on him.
- (3) When a student commits a fresh misconduct punishable with a fine of more than one hundred (100) birr within one semester of serving a previous sanction, the committee may impose a sanction of suspension for not more than one year.

**Art. 102. Rules governing aggravation in case of concurrence**

In case where a person committed two or more misconducts together or one after the other (successively), the committee shall increase the sanction as follows:

- (1) In a case where two or more concurrent misconducts punishable with a community service of less than sixty (60) hours are committed, the committee may impose a community service adding up all the hours as far as the sum does not exceed sixty (60) hours. However, if the sum goes beyond sixty (60) hours, the committee shall impose a community service of only sixty (60) hours and a warning.

- (2) However, in the case provided under sub article 1, if the sum of the hours of community services which goes beyond 60 hours is cumulative with a warning, the committee shall impose suspension for not less than one year.
- (3) In a case of concurrence between two or more misconducts punishable with a fine, the committee may impose a sanction for each and then add them up.
- (4) In a case of concurrence between a sanction entailing a community service and a fine, the committee shall impose both together.
- (5) In case where two or more misconducts entailing suspension are committed, the committee shall impose a sanction for each of them separately and sum up. However, if the sum goes beyond three (3) years, the committee shall impose expulsion.

## **8.2. Mitigating Circumstances**

### **Art. 103 Grounds for mitigation**

The following shall be grounds on which the disciplinary body may reduce the sanction only in cases of suspension or expulsion.

- (1) If the wrongdoer is previously of good conduct (to be ascertained from the previous record of the student ) and committed the act without second thought;
- (2) Where the act of the wrongdoer was prompted by honorable and disinterested motives or any lawful causes;
- (3) Where the wrongdoer committed the act under the apprehension of grave threat or fear, which does not necessarily amount to legitimate defense;
- (4) Where the wrongdoer committed the act because of serious provocation from the victim, or the wrongdoer is in a serious physical or mental distress at the time of the act;
- (5) Where the wrongdoer has manifested a sincere repentance for his act immediately after committing the act by performing such deeds as assisting the victim in all possible and reasonable ways; recognizing his fault and reporting to concerned authority of the university; trying to repair the wrong inflicted upon the victim in all possible and reasonable manner;
- (6) Where a student fails to report a violation of the student Code of Conduct to a concerned university authority, or offers assistance to the wrongdoer to enable him escape punishment or makes a false statement or supplies false information or disposition due to

near consanguine or affinity relationship or special close ties of affection or justifiable fear.

#### **Art. 104. Rules governing mitigation**

The discipline body may mitigate/change sanction in accordance with the following guidelines:

- (1) In case of dismissal for good, the committee may change the sanction to suspension for not less than three (3) years provided that the wrongdoer can prove existence of the grounds of mitigation stated under article 103, sub-articles 1,2, and 5 cumulatively and at least one of any other grounds listed under article 103.
- (2) In case of suspension for not less than three (3) years, the committee may reduce the sanction to suspension for not less than two (2) years provided that the wrongdoer can prove existence of the grounds of mitigation stated under article 103, sub-articles 1,2 and 5 cumulatively.
- (3) In case of suspension for not less than two (2) years, the committee may reduce the sanction to suspension for not less than one (1) year provided that the wrongdoer can prove existence of the grounds of mitigation stated under article 103, sub-articles 1,2, and 5 cumulatively.
- (4) In case of suspension for not less than one (1) year, the committee may change the sanction to a warning and a community service for not less than sixty (60) hours provided that the wrongdoer can prove existence of the grounds of mitigation stated under article 103, sub-articles 1,2, and 5 cumulatively and at least one of any other grounds listed under article 103.
- (5) Where the misconduct is punishable with a fine, in case of mitigation, the committee may reduce the sanction to the extent of halving the fine fixed for the specific misconduct provided that the wrongdoer can prove the existence of any two of the mitigating grounds listed under article 103.

### **9. CHAPTER NINE: SPECIAL PROCEEDINGS**

#### **Art. 105. Handling cases of academic dishonesty**

- Academic Dishonesty Investigation Committee (ADIC) should be established at college level and shall be composed of three (as the case may be) department heads from the college, one academic staff representative to be nominated by the dean and one student representative from student union.
- The college ADIC shall hear cases of serious cheatings and less serious cheatings and submits recommendation to the AC for final approval. On this matters the decision of the AC shall be final and non-appealable.
- The AC may delegate Department level adhoc committees to hear cases of less serious cheatings .The adhoc committee shall follow standard procedure and its decisions may be appealed to the college AC
- There should also be a central ADIC that will hear very serious cases that leads to suspension and hears appeals from college ADIC which will established by the Academic Vice president's office,
- Central ADIC shall have seven members composed of three representatives from three different colleges of the university, a representative from office of the Registrar, one student representative from student union, one representative from the gender Directorate and one person with legal background.
- The representative from the registrar shall chair the committee and the legal expert shall serve as the secretary of the committee.
- The central ADIC shall follow the hearing procedures stated under Art.99 for SDHC.
- Consider renaming the title of Art 99 to reflect the common use of this procedure by both the Central ADIC and SDHC, or devise an article that uses the concepts stated under Art 99 for central ADIC mutatis mutandis.

**Art 106. Student Disciplinary Appellate Board (SDAB)**

- There shall be established a Student Disciplinary Appellate Board with three members composed of the Assistant of the President of the University, The Director for legal Services and Director for Ethics and Anti-Corruption Directorate.

**Art. 107. Cases to be handles by the senate**

In emergency situations, when a large-scale violation of the student code of conduct is committed such as when political or religious student riots break out, in which properties are destroyed and injuries are inflicted upon students and/or other members of the university community, the senate of the university shall investigate the violation of the code of conduct and impose sanctions on wrongdoers, in such investigations, regional and/or federal police as well as security personnel of the university may assist the senate.

## **10. CHAPTER TEN: APPEAL AND ITS PROCEEDINGS**

### **10.1 Right to Appeal**

**Art. 108.** A complainant or a respondent may file an appeal against a sanction imposed or a decision reached by the SDHC (formal disposition). Only sanctions imposed because of a higher-level hearing may be appealed. Appeals shall be made only against suspension or dismissal for good.

#### **Art. 109. Form and period of Appeal**

1. Appeal shall be to the office of the president within five (5) working days of the applicant's or respondent's receipt of the decision rendered by the SDHC or CADIC and approved by the concerned vice President's office;
2. The appeal shall be in writing stating the ground(s) of appeal. The memorandum of appeal must include a statement showing why the appeal has merit;
3. An applicant or respondent may appeal out of time if he is permitted by the appeal board by showing a good cause for the delay;
4. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appeal officer (the president).

### **10.2 Grounds for Appeal**

#### **Art. 110 Appeal must be made only on the following basis:**

Except where it is based on the discovery of new evidence, an appeal shall be limited to review the record of the initial hearing and supporting documents for one or more of the following purposes:

- (1) To determine whether the original hearing was conducted fairly in light of the charges and presented evidence, and in conformity with prescribed procedures.
- (2) To determine whether the decision reached was based on sufficient information to establish that a violation occurred.
- (3) To determine whether the sanction(s) were appropriate for the violation of the student code of conduct that the student was found to have committed.

- (4) To consider new evidence, sufficient to alter a decision, or whether relevant facts were not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- (5) A new evidence may be a ground of appeal and presented before the appeal officer only if
  - (a) It is decisive to alter the previous decision that had been reached by the SDHC and;
  - (b) It was not within the knowledge of the appellant after exercising due diligence
- (6) Upon appeal, the appeal officer (the President) shall reject the appeal if it does not meet any of the grounds stated under sub-articles 1,2,3,4, and 5 of this article. However, if the appeal meets any of the grounds enumerated under sub-articles 1,2,3,4, and 5 of this article, the appeal officer (the president) may disapprove, modify or mitigate the original findings, determination and/or sanctions. The president will transmit his decision in writing within ten (10) workdays, to the student, the vice president, the Students Service Directors, student conduct administrator, the registrar, and to the student's department and faculty.

#### **Art. 111. Proceeding on Appeal**

1. Up on receipt of the appeal the president shall immediately forward the memorandum of appeal to the SDAB;
2. Upon receipt of the memorandum of appeal, the SDAB shall review the appeal document and decide if the case has merit for appeal in light of the grounds of appeal stated under sub articles (1-5) of Art111. The SDAB shall reject the appeal if it does not meet any one of the grounds stated under sub articles 1-5 of Art 111. However, if the appeal meets any of the above mentioned grounds it shall began its investigation
3. If the SDAB finds that the appeal has merit, it shall order presentation of copies of the minute and all attached evidences in the proceedings of the SDHC and CADIC for further investigation or review;
4. A personal meeting with the applicant or respondent filing the appeal will be at the discretion of the SDAB;
5. In investigating the matter or reviewing the documents, the SDAB can require presentation of additional evidence or it can require explanation from the SDHC or CADIC.

### **Art 112: Recommendation of the SDAB**

1. After thorough investigation of the matter and review of all relevant documents and evidences, the SDAB may recommend to confirm, reverse or vary decisions of the SDAC or the CADIC;
2. The SDAB may also recommend remanding the case to the SDHC or the CADIC where the SDHC or the CADIC has omitted to frame or consider any issue or to determine and question of fact, which appears to the SDAB essential to the right decision of the case upon the merits. In such cases the SDAB may if necessary frame issues and refer the same for hearing to the SDHC or the CADIC and shall direct these organs to take additional evidence required;
3. The SDAB shall reach decision and submit its recommendation in writing to the president of the University within a maximum of seven (7) working days from the day of its receipt of the appeal; unless special circumstances require more time which should be permitted by the president in writing;

### **Art 113: Decision of the President**

1. Based on the recommendation of the SDAB the President of the University shall give his final decision in writing within three (3) working days from the day of receipt of the recommendation and shall communicate the same to the student, the relevant Vice President(s), the Student Service Directorate , the Registrar, the student's department and college;
  2. The decision of the president upon the appeal shall be final and binding on the matter.
- The old Art 112: Implementation of Sanction shall be amended as follows:
- ✓ The title of the provision shall be “Enforcement of sanctions”
    1. A sanction shall begin to have effect 72 hours after...
    2. However if circumstances require, the concerned vice president in consultation with the president and Student Service directorate may enforce the sanction partly or fully during the appeal process....

## **CHAPTER 11: MISCELLANEOUS PROVISIONS**

### **Art 114: Interpretation of the Code**

1. Any question of interpretation of the provisions of this Student Code of Conduct shall be referred to an *Adhoc* Committee consisting of Five (5) members composed of the three members of the SDAB, one representative from the requesting organ and one legal expert assigned by college of law for the purpose;
2. The SDHC or the CADIC may forward any question of interpretation of the provisions of this code they come across in the course of their proceeding to the adhoc interpretation committee in writing. The SDHC or the CADIC shall suspend its proceeding until final decision is reached by the committee;
3. The adhoc interpretation committee shall reach a decision on the issue within ten (10) working days of the receipt of the request for interpretation. The interpretations of the adhoc committee shall be final and binding.

**Art 115: Amendment or Revision of the Code**

1. This code of conduct may be amended or revised at any time deemed necessary upon initiation from the office of the President, the Academic Vice President, the Administrative and Student Affairs Vice President, College Deans, the Student Service Directorate and the Student Union;
2. The proposal for amendment or revision shall be submitted to the Senate of the university. If the proposal is supported by majority vote, the senate shall commission the amendment or revision of this code.

**Art. 116. Effective date**

This code of conduct shall come into force as of \_\_\_\_\_ 2016.

Done at Chiro this \_\_\_\_\_ day of \_\_\_\_\_ 2016

Chairperson of the University’s Senate

Chiro