

LeDeG Midwifery College



Legislation

April 2017

Addis Ababa, Ethiopia

Table of content

SECTION ONE: INTRODUCTION	3
1. BACKGROUND	3
2. VISION OF THE COLLEGE	4
3. MISSION OF THE COLLEGE	4
4. VALUES OF THE COLLEGE	4
5. STRATEGIC OBJECTIVES	5
SECTION TWO: POLICY MAKING AND EXECUTIVE ORGANS	5
ARTICLE 1. THE BOARD OF DIRECTORS	5
1.1. MEMBERSHIP	5
1.2. AUTHORITIES AND FUNCTIONS.....	5
ARTICLE 2. OVERSIGHT COMMITTEE	6
2.1. MEMBERS	6
2.2. AUTHORITIES AND ROLES.....	6
ARTICLE 3. THE EXECUTIVE COMMITTEE	7
3.1. MEMBERSHIP	7
3.2. DUTIES AND RESPONSIBILITIES OF MEMBERS OF EXECUTIVE COMMITTEE	7
SECTION THREE: ACADEMIC STAFF AFFAIRS	12
ARTICLE 1: RIGHTS, DUTIES AND RESPONSIBILITIES OF AN ACADEMIC STAFF	12
ARTICLE 2. APPRAISAL OF ACADEMIC STAFF	13
ARTICLE 3. ACADEMIC STAFF APPOINTMENT	14
3.1. CRITERIA FOR APPOINTMENT OF ACADEMIC STAFF.	14
ARTICLE 4. ACADEMIC RANKS AND PROMOTIONS	14
ARTICLE 5. SEMESTER COURSE LOAD FOR INSTRUCTOR	15
ARTICLE 6. ACADEMIC RELATED LEAVES	16
ARTICLE 7. NON-ACADEMIC LEAVES	16
ARTICLE 8. LEDEG COLLEGE PROPERTY CLEARANCE (PLEASE REFER TO HR MANUAL)	16
SECTION FOUR: ACADEMIC POLICIES AND PROCEDURES	17
ARTICLE 1. ACADEMIC CALENDAR	17
ARTICLE 2. ADMISSION	17
ARTICLE 3. ORIENTATION	17
ARTICLE 4. REGISTRATION	18
ARTICLE 5. SEMESTER COURSE LOAD FOR STUDENTS	19
ARTICLE 6. ACADEMIC WARNING, PROBATION AND DISMISSAL	19
ARTICLE 7. WITHDRAWAL	20
ARTICLE 8. READMISSION	20
ARTICLE 9: GRADUATION REQUIREMENT	21
SECTION FIVE: STUDENT AFFAIRS	21
ARTICLE 1. STUDENT RIGHTS AND RESPONSIBILITIES	21

Section one: Introduction

1. Background

Although showcasing some progress, Sub-Saharan Africa region continues to confront tremendous challenges across various sectors: economic, health and education. Not only does the region have the highest mortality rate in the world for children under age five (more than 16 times the average for developed regions) but it is also the only region where both the number of live births and the under-five population are expected to rise substantially over the next two decades.

The health workforce to population ratio needed to support and care for women and newborns, especially pregnancy, labor and postnatal care is below World Health Organization (WHO)'s minimum threshold in Sub-Saharan Africa at 2.3 doctors, nurses, and midwives per 1,000 people. Investing in midwifery education, with deployment to community-based services, could yield a 16-fold return on investment in terms of lives saved and costs of caesarean sections avoided, and is a “best buy” in primary health care.

The World Bank estimates that maternal deaths would decrease by 75 per cent, if coverage of key interventions rose to 99 per cent. Equally, WHO has recently concluded that almost half of all perinatal deaths could be prevented with skilled care at birth. Properly trained and supported, midwives at the community level can deliver many of the interventions needed to address maternal health.

Likewise, most neonatal deaths are preventable. The best possible way of reducing neonatal mortality is through greater investment in maternal care during the first 24 hours after birth, particularly in labor and delivery care and other high-impact interventions. Access to a skilled birth package would simply reduce neonatal mortality by 20-30%.

The International Confederation of Midwives (ICM) defines midwifery as the health services and health workforce needed to support and care for women and newborns, including sexual and reproductive health and especially pregnancy, labor and postnatal care. The number of midwives in Ethiopia is 6,925 in 2012, an increase of more than 400% compared to 2008 (1,379 midwives). However, only 32% of the needs are met, based on the number of pregnancies a year. Therefore, the Ethiopian Federal Ministry of Health, in his “Human Resource for Health Strategy 2009 – 2020”, has targeted the number of 8,635 midwives by 2015, and 9,866 by 2020. In 2013, 7,944 midwives were counted according to the MOH Human Resource Information System (HRIS) data, reaching closer to the 2015 target. Increasing the training opportunities is a first step towards the achievement of this target together with the development of incentives ensuring that the midwives stay in the country, especially in remote areas.

In 2012, there were 2,520 midwifery graduates in Ethiopia, representing 36% of the current midwives workforce in the country. They graduated from 46 training institutions across the country, an increase of 84% from 2008 figures (25 training institutions). 32 percent of the students were being trained at the degree level while the rest are being trained at the diploma level. 93% of students are enrolled in government training institutions, only 7% in private institutions

Although there has been a considerable increase in the number of training, there are still some challenges such as overcrowded classrooms, poor learning materials, poor infrastructure and non-conducive setting of the training center. Thus, concerns around the quality of pre-service education remains to be a critical gap to be addressed. Rural and hard-to-reach areas of Ethiopia are highly affected.

This document describes the legislation of LeDeG midwifery school which will be established as a social enterprise in Addis Ababa in order to increase the number of skilled midwives in Ethiopia and contribute to the reduction of maternal and infant mortality.

2. Vision of the College

To become a center of Excellence of high quality standard midwifery Education

3. Mission of the College

The school is committed to provide the highest quality midwifery education, supported by highly qualified and motivated staff, for future midwives to become competent, ethical and compassionate care providers and lifetime partners to women.

4. Values of the College

The core values are:

- Academic excellence
- Continuous improvement of services
- Innovation with ethics
- Integrity, accountability and transparency
- Care
- Diversity and mutual respect

- Gender sensitivity or equality
- Customer service

5. Strategic Objectives

The school wishes to attain the following objectives in the next few years

- Train 100 midwives in 4 years at Bachelor of Science level
- Upgrade 100 nurses or midwives with diploma in 2 years and 3 months
- To train 100 midwives with elearning in continued education starting 2021/22
- Sponsor the training of girls from the rural area with 100% of the net income of the college .

Section Two: Policy Making and Executive Organs

Article 1. The Board of Directors

1.1. Membership

The Board of Directors will have 5 senior External members, the CEO and founder will be a full member of the Board and the Dean of the school will be an Ex officio member and the secretary of the Board and the student Representative will also attend some sessions.

1.2. Authorities and Functions

The Board shall guide and ensure the accomplishment of the following tasks:

- Ensuring that ,vision, mission and values of LeDeG Midwifery College are respected
- .Approving policies that govern the Midwifery College
- Approving the Annual strategic plan and budget

- .Review the annual financial and audit reports
- . Approve the recruitment and appraisal proposed of the Dean as proposed by CEO
- .Ensure that the college's organization is adequate to the achieve its objectives
- introducing diverse and sustainable income generation means
- Nominating additional Board Members when necessary
- Attend to other areas on which the Chief Executive officer/Dean of the LeDeG Midwifery College seek advice and professional assistance.
- The Board will be led by its Chairperson who will ensure that it fulfills its responsibilities and who will conduct Board members appraisal annually.
- The Dean of the college will be the secretary of the Board and will present a report at every meeting
- The Board will meet every 3 months and Board members will receive a small honorarium.

Article 2. Oversight committee

2.1. Members

The Oversight committee shall consist of the following members:

- The CEO and Founder
- The Dean

2.2 Authorities and Roles

- Being accountable to the Board of Directors through the Dean provide strong professional and moral Leadership
- Oversee the growth and development of College and review existing policies and review new ones in light of new development.
- Oversee all matters pertaining to public relations ,fund raising, expansion and growth of the college
- Review major decisions on staffing or management of the college taken by the Executive committee.

- The committee will meet every week

Article 3. The Executive Committee

3.1. Membership

The Executive Committee shall consist of the following:

1. The Dean of the Midwifery College
2. The Operational Manager of the College
3. Head of academic Departments
4. The Administration and Finance manager
5. The Registrar

The Executive Committee shall have the following Authority and Functions.

- Lead and manage the college according to policies approved by Board.
- Ensure that all policies, guidelines of the college are implemented
- Ensure adequate organization structure to achieve college's objectives.
- Ensure that the annual strategic plan and budget are developed on time and implemented.
- Report regularly to the oversight committee through the Dean about the decisions and actions taken by the Executive Committee.
- Refer issues/matters that need the attention and directives of the Board of Directors through the oversight committee
- This committee will meet every week

3.2. Duties and Responsibilities of members of Executive Committee

3.2.1. The Dean of LeDeG Midwifery College

- The Dean of LeDeG Midwifery College shall be accountable to the Board of Directors through the CEO and shall have the following Duties and responsibilities.
- Supervise, guide and administer the overall activities and performance of LeDeG Midwifery College

- Follow up and ensure the implementation of decisions and directives of the Board of Directors
- Oversee the recruitment of academic and administrative staff
- Serve as a chairperson of the Executive Committee of the Midwifery College
- Handle all matters related to external relations
- Sign all academic agreements with the third parties on behalf LeDeG Midwifery College
- Oversee all financial matters related to college fees, controlling bank accounts.
- Engage in teaching for not more than three hours
- Delegate part or all of his/her authority

3.2.2. The Operations Manager of the College

The Operations Manager shall report to the Dean of LeDeG Midwifery College and shall have the following Duties and responsibilities:

- Serve as a member of the executive committee
- Advise the Dean on all administrative and operational issues
- Facilitate the development of the annual plan and budget of the college and present to executive committee
- Ensure that all administrative and operational issues of the college are implemented according to plan
- Chair the Human Resource committee and ensure the timely recruitment and deployment of all academic and administrative staff and make sure that the HR regulations are respected.
- Ensure that annual activity and financial plan are implemented according to the plan.

- Ensure that all head of department have submitted all teachers appraisal on time
- Ensure that Audit is conducted and reports are prepared on time.
- Supervise and appraise the Administration and financial manager and the librarian
- Oversee the premises and the security of the college are according to norms and regulation.
- Submit periodic report to the Dean of the College as required
- Engage in teaching for not more than 3 credit hours.
- Perform such other duties as requested by the Dean.

3.2.3 The Head of academic staff affairs

The Head of Academic Departments shall be accountable to the Dean of LeDeG Midwifery College and shall have the following duties and responsibilities:

- Support and advise the Dean of the College on all academic affairs
- Serve as member of the Executive Committee of the college
- Chairs the Academic Committee of the college
- Facilitate the annual plan and budget of the Academic departments
- Facilitate the revision and development of the curriculum of the college in consultation with academic committee and the Dean
- Ensure course outlines, plans, manuals, for all the courses offered during any one semester are reproduced and made available to students before the commencement of classes
- Make sure that instructors conduct their classes and take attendances as of the first day regardless of the number of students present
- Correct repeated and frequent absenteeism and late coming to meetings
- Enforce that all instructors give the same number of assessments as determined by the department, and furthermore give immediate feedback to their students

- Ensure that all instructors have posted convenient consultation hours for their students
- Enforce results of final examinations are submitted to Head of Department at least a day before the due date
- Permit make-up examinations only to students who can produce convincing evidence such as medical certificates
- Ensure that instructors return records of semester grades and of the academic status of each student of the department
- Make sure that staff files with academic performance evaluation and the like for each instructor are properly kept
- Participate in the Human resource committee as technical person and make sure that proper recruitment, evaluation selection and recommendation is made with objectivity of new staff members; and evaluation of instructors performance recommendation and/or termination of contracts as well as instructors" promotion , and research leaves are properly executed
- Make sure that instructors submit the results of their continuous assessments to the head of the department twice a semester
- Ensure that the library is functioning according to departments and students need
- Conduct classes
- Participate in all committee such as research, quality assurance and academic committee
- Appraise the performance of staff under his supervision
- Facilitate and coordinate the link between different programs
- Perform such other duties as directed by the Dean of the College.

3.2.4. The Registrar of the College

The registrar of the college is accountable to the Dean of the college and shall have the following duties and responsibilities

- Plan, coordinate and direct the activities of the office of the registrar
- Participate in the meeting of Executive Committees

- Act as secretary for admission and placement committees
- Follow -up the proper implementation of academic rules and regulations
- Assist in the preparation of college catalogue
- Issue student identification cards, transcript and other academic documents
- Prepare the necessary forms for registration, schedule registrations and control the registration process.
- Record grades and keep student's records
- Prepare list of students recommended for graduation and present the list to the office of the Dean
- Prepare the academic calendar
- Prepare class and examination schedules in collaboration with departments
- Perform such other duties assigned to him/her by the Dean, and Department heads.

Article 3.2. 5. The Administration and Finance Manager

The Administration and Finance manger of the college is accountable to the Operations manager and shall have the following duties and responsibilities

- Be responsible for the general administration and finances of the college
- Be a member of the executive committee
- Ensure the development of an annual budget
- Ensure transparency and accountability of the financial management of the college
- Prepare regular financial report
- Facilitate the work of Annual Audit
- Facilitate timely recruitment , deployment and appraisal of all staff
- Be a member of the Human resource committee
- Supervise and appraise all administrative and financial staff
- Perform such other duties as directed to him/her by the operations manager.

Section Three: Academic Staff

Article 1: Rights, Duties and Responsibilities of an Academic Staff

The academic staff member is a person engaged to teach, undertake scholarly work and conduct research as permanent or part time member of the LeDeG Midwifery College.

- Teach following accepted professional principles, including professional responsibility and intellectual rigor with regard to standards and methods of teaching
- Carry out research in accordance with their professional responsibility and subject to nationally and internationally recognized and professional rigor, scientific inquiry and research ethics.
- Participate actively and play respectable role in curriculum review and development, enhancement and/or enrichment of syllabi, course plans, course manuals, etc for the courses offered by the college 1.4. Devote one-self to transmission or transfer of own full knowledge and skills to the students, in which the knowledge and skills and the delivery methods are continuously updated at least by keeping abreast with the literature of the relevant disciplines as well as in light of ones own practical experiences
- Council, assist and guide the students that the staff teaches in accordance with the mission and objectives of the college as well as with the objectives and guiding principles of higher education
- Make arrangements with the librarian to reserve essential reference books or materials for the course/s he/she offers. he/she also recommend reference books that need to be acquired for the courses the college offers
- Prepare teaching materials and other supplementary materials for the courses he/she offers
- Participate actively in setting evaluation criteria for standardizing tests, assignments, projects etc for the various courses of the college
- Teach and render other institutional services in accordance with the regulation of the college
- Treat his/her students equally irrespective of age, sex, nationality, personal bias etc.
- Never miss classes unless he/she faces serious problems beyond his/her control

- Arrange make-up classes to compensate for the classes he/she has missed due to such problem as indicated in 1.11 above
- Inform the department head of his/her absence ahead of time whenever possible
- Actively participate in departmental meetings, workshops, seminars etc. Avoid unethical personal relationships with students and colleagues
- Respect the HR regulation signed at the beginning of employment
- Teach all the course materials specified in the course plan; and
- Perform such other duties assigned to him/her by the head of the department, and dean

Article 2. Appraisal of Academic Staff

The following procedures will be applied to appraise Teaching Effectiveness

Appraisal by Department

Head of department shall employ the following methods for appraising the overall teaching effectiveness of instructors in their respective courses

- Study and instructor's administrative records from his/her files
- Observe his/her teaching at least twice in a semester
- Appraise his/her willingness to cooperate and support instructional programs and to take the initiative in participating in various research projects and committee assignments
- Request the instructor to produce all necessary documents related to the course he/she teaches whenever the instructor's teaching is challenged either by students or the department
- Appraisal by Students

Students shall evaluate instructors using rating forms that consists of appropriate and relevant items regarding the instructor and his/her teaching effectiveness. An interview with selected students or with a whole section may also be conducted in the event that an instructor's teaching is seriously challenged by more than half of the students in a class.

- Reporting Appraisal Results

The following rating will be used in reporting the overall results for the evaluation of an instructor

Out standing -----	4.5 - 5.00
Excellent -----	4.0 - 4.4
Very Good -----	3.5 - 3.9
Good -----	3.00 - 3.49
Below Standard-----	Below 3

N.B. Any Instructor who earns an evaluation rating of 3.4 and below is subject to warning.

Article 3. Academic Staff Appointment

3.1. Criteria for Appointment of Academic staff.

The following are the essential elements and guidelines for evaluating capacity and performance of academic staff.

- 3.1.1. Experiences and qualifications
- 3.1.2. Knowledge of subject matter
- 3.1.3. Skills in presentation and class manage
- 3.1.4. Ability to stimulate youthful minds
- 3.1.5. Enthusiastic devotion to teaching and punctuality
- 3.1.6. Capacity for cooperation
- 3.1.7. Interest and participation to undertake Research initiatives
- 3.1.8. Quality of research works and creativity

Article 4. Academic Ranks and Promotions

The following are the recognized academic ranks in the college

4.1. Graduate Assistant

A candidate who has graduated from a university or college with a Bachelor's degree with at least CGPA of 3.00.

4.2. Graduate Assistant II

A candidate who has graduated from university or college with qualifications of a Bachelor's degree and with at least a CGPA of 2.75; or a bachelor's degree with one year of effective service as Graduate Assistant I.

4.3. Assistant Lecturer

A candidate with a BSc, Degree and has two years experiences as Graduate Assistant II

4.4. Lecturer

A candidate with a MA, MSc. or its equivalent from an accredited university in the required field

4.5. Assistant Professor

A candidate with a PhD degree or its equivalent in the required field and/or who already holds the rank of Assistant Professor and can produce all the necessary affidavits upon request. An accredited institution of higher learning must have given the rank.

4.6. Associate Professor

A candidate with PhD degree or its equivalent in the required field and who has served as Assistant Professor for at least for years and who has published at least two articles in a reputable journal(s).

4.7. Professor

A candidate with PhD degree or its equivalent in the required field and who has served as Associate Professor for at least four years and has published at least four articles in a reputable journal(s), or two books or two teaching materials.

Article 5. Semester Course Load for Instructor

5.1. The normal teaching load that an academic staff can carry is 15 lecture hours per week (not more than 12 hours in the regular day and 3 hours in the evening). However, in undergraduate degree program he/she may teach six additional hours with the approval of the department head.

5.2. In an event that an academic staff member wishes to teach additional lecture hours, he/she shall file an application with the head of the department and should get his/ her approval. The department head can also request the cooperation of the staff to take additional classes for which he/she shall be remunerated.

5.3. The normal teaching load of heads of departments shall be nine lecture hours per week in the undergraduate program.

5.4. The normal teaching load of dean of the college and assistant/Head of academic departments, operational manager shall not exceed three lecture hours per week during day time.

Article 6. Academic Related Leaves

LeDeG Midwifery College will start to provide research leave for up to ~~3 months~~-with pay if necessary for full time academic staff. A full time instructor may be eligible for a research leave of 3 months provided that:

6.1. The academic staff has served the college for a period of at least five years as a full time instructor and has not, during that period, taken any research leave,

6.2. He/she shall present to his/her department head a program of research, related to his/her academic field, designed to improve his/her capacities as an instructor and scholar. The department head shall set up a committee which will study the research proposal and make recommendations.

6.3 The research leave shall be granted with full pay, except when outside resources are available in lieu of the LeDeG Midwifery College, in which event there shall be a pro-rata reduction in pay..

6.4. Application for research leaves must be submitted by an instructor seeking research leave, to his/her department head a year in advance of the start of the leave. The head of the department in consultation with the dean and operation manager of the college, shall process the leave application for approval by the Chief executive Director of the college.

6.5. Only one deserving person during any one academic year shall be granted research leave with the approval of the Chief Executive Officer of the college.

6.6. The department head in consultation with the dean and operation manager will follow up closely the progress of the research.

Article 7. Non-Academic Leaves

All leaves are governed by the Human Resource policy and procedures manual of the LeDeG Midwifery College.

Article 8. LeDeG College Property Clearance (please refer to HR manual)

LeDeG Midwifery College property clearance shall be required for:

8.1. All contract employees at the end of the contract period

8.2. All non-contract employees including tenured staff at the end of their services; and

8.3. All those going on sabbatical and study leave.

8.4. The final salary of all the above three categories of persons shall be paid after they have presented duly signed clearance by the relevant units of the LeDeG Midwifery College

Section Four: Academic Policies and Procedures

Article 1. Academic Calendar

1.1. The academic calendar of the LeDeG Midwifery College consists of two semesters each lasting 16 weeks, including time of final examinations and one keremt session of two months duration (8 weeks)also including time for final examinations.

1.2. The academic calendar shall include all major events and holidays in any academic year.

Article 2. Admission

All enquiries concerning admission to LeDeG Midwifery College shall be forwarded to the Registrar Office of the college

2.1. The office of the registrar shall send all applicants that meet the minimum requirements set by the office of the registrar.

2.2. All applicants must satisfy the LeDeG Midwifery College's and Ministry of Education's requirements to qualify for admission,

2.3. All applicants are required to produce all necessary documents to the office of the registrar.

Article 3. Orientation

Orientation on the following major areas will given to all new students. The office of the registrar will organize an orientation program for each batch of the incoming students on the major areas stated below.

3.1. The LeDeG Midwifery history and development, vision, mission, values and organizational structure,

3.2. The various fields of study the relevant heads of departments

3.3. Registration, admission and graduation requirements by the office of the registrar

3.3. Library services, rules and regulations and facilities by the librarian

3.4. Student services, facilities, rights and responsibilities by the Dean and Operational Manager of the college

Article 4. Registration

New students

4.1. Applicants who secure admission to the LeDeG Midwifery College shall register on the date specified by the office the registrar.

4.2. Student must register in person. In an event a student cannot be present in person during registration, permission to register by proxy must be obtained from the concerned Dean or head of academic department of the college

4.3. A student cannot attend classes without completing registration formalities.

4.5. Paying Students must produce cash receipt indicating the amount of money they have paid for the courses they will take in each semester of the academic year

4.6. Student shall complete the appropriate course registration forms specifying the course titles, course numbers, periods, class rooms, sections etc.

4.7. Student shall present completed forms in triplicate to their academic advisor and get his/her signature

4.8. Student shall then take the forms to the registration desk and get the registrar seal on the forms filled in triplicate and submit one of the forms to the office of the registrar, on to his/her department and should keep one with her/him.

4.9. The registration would be incomplete if a student misses any one of the above stages in the registration process

4.10. All sponsored students should go through the same process without payment

Registration of all other students;

4.10. The office of the registrar shall issue grade reports for the semester and submit them to the respective departments at least a day before the registration

4.11. A student shall collect his/her grade report from his/her respective departments by presenting a valid ID card

4.12. A student shall complete the registration slip in triplicate consisting of the courses that he/she will take in that particular semester

4.13. Then paying students pay for the courses listed in the registration slip and present the cash receipt along with the forms to his/her academic advisor and get his/her signature

4.14. Finally paying students take the forms to the office of the registrar to get the seal. The registration process shall be considered incomplete without the seal of the registrar.

4.15 Sponsored students will go through the same process without payment

Article 5. Semester Course Load for Students

5.1. The maximum semester course load for regular student shall be 18 credit hours (minimum 15 hours)

5.2. The head of academic department shall decide the lower limit in consideration of the student's academic caliber and personal problems

5.2. The head of academic department shall also handle all special cases as regards semester course load.

Article 6. Academic Warning, Probation and Dismissal

6.1. Academic Warning

Academic warning is a provision given to help a first year student obtain the minimum pass grade to progress to the next semester

6.1.1. A first year first semester student will be given a warning if his/her semester GPA is 1.75 to 1.99, inclusive

6.1.2. A first year second semester student who had been put on warning in the first semester will continue to be put on strict warning if his/her CGPA is from 1.75 to 1.99, inclusive

6.2. Academic Probation

Academic probation is a discretionary decision to allow students failing to meet the required standards to continue their studies. The purpose of probation is to permit the academic rehabilitation of the students, probation can only be granted by considering the circumstances of each student individually. To benefit from probation there should be

reason to believe that the student can raise his/her grade to the required level of achievement.

6.2.1. Academic probation is not a right but a privilege given by the college

6.3. Academic Dismissal

6.3.1. Academic dismissal is a decision to disallow academic pursuit in the college.

6.3.2. Violation of other regulations of the college may result in dismissal.

Article 7. Withdrawal

7.1. Any student can withdraw for academic or non-academic reasons. However, she/he must do so officially to maintain good standing and eligibility for possible readmission. He/she can apply for withdrawal up to 30 days before final examinations.

7.2. The department head, in collaboration with the academic advisor of the students, decides whether the student is eligible to withdraw. When convinced, the department head issues a permission slip to the student. The student then files the permission slip with the registrar and completes the withdrawal procedures as outlined by that office. Where it is impossible to do this in person, it must be done by a letter duly signed by the student or by the person, designated by the student.

7.3. A student who withdraws can apply for readmission

7.4. Withdrawals based on valid reasons shall be approved by:

7.4.1. The concerned department head, if the withdrawal is requested within 30 days after registration

7.4.2. The head of academic departments, if the withdrawal is requested 30 days after registration but not more than 60 days. In both cases, there will be no reimbursement of fees paid.

Article 8. Readmission

8.1. Readmission concerns a student who has discontinued his/her education and has officially withdrawn from the college and wishes to continue his/her studies

8.2. A student shall have completed at least one semester prior to his/her withdrawal to apply for readmission

8.3. A first year, first semester student who has discontinued his/her education without taking the final exam cannot apply for readmission

- 8.4. Readmission is possible any time after the date of withdrawal
- 8.5. The Dean must approve readmission cases and send it to the registrar's office
- 8.6. A student who wishes to be readmitted shall file an application to the registrar and shall complete the form designed for requesting readmission
- 8.7. The office of the registrar shall report to the department the names of the students who are readmitted
- 8.8. The readmitted student shall register according to schedule set by the registrar.

Article 9: Graduation Requirement

In order to graduate from LeDeG Midwifery College with a BSC degree a student must have:

- 9.1. Achieve a minimum CGPA of 2.0 in the degree program.
- 9.2. Remove all "F" grades
- 9.3. Obtain a minimum grade of "C" in his/her final year senior essay or research project.
- 9.4. Taken all required courses offered by the college
- 9.5. Accumulate a minimum total of 142 credit hours for the 4 years programs

Section Five: Student Affairs

Article 1. Student Rights and Responsibilities

- 1.1. Students at the LeDeG Midwifery College have the rights to express their own views, but must also accord the rights to others, freedom of religion and assembly
- 1.2. Students have the right to be treated with dignity, regardless of age, color, disability, marital status, race and religion
- 1.3. Students have the right put forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities
- 1.4. Have the rights to use libraries and other facilities according to the regulations set by the college

1.5. Participate in clubs and research related activities organized under the umbrella of the college

1.6. Participate in committees such as food, housing, discipline, recreation, health services, through the coordination of the head of Academic Departments and Operational Manager

1.7. Be evaluated on the basis of their performance and ability without any discrimination

1.8. Apply for a re-evaluation of an examination paper in accordance with the regulation of the college

1.9. Receive administrative support, guidance, and counseling services in cases of academic or personal problems

1.10. Students' behavior at the college should be consistent with the values of the college

1.11. Student have to obey LeDeG Midwifery College rules and regulations Ref Students hand book) and the laws of the country

Students Affair Representative

- Students will elect one representative who will raise all their complaints and need to the management of the college
- The student representative will be part of the academic committee for academic issues and will have regular meetings with the Operations manager for administrative issues
- If the student representative thinks that his complaints were not adequately addressed at the above two levels he/she can take the issues to the oversight committee and the Board as he will be allowed to seat in the Board to present his report.