

# HiLCoE

School of Computer Science and Technology

**Prospectus**

for

**Undergraduate**

**Programme**

HiLos/2018

# **Consultancy and Industry Link**

**Cyber Security Consultancy: Firewall, SIEM, IDS/IPS, SOC, Incident Management, File Integrity Management, Data Leak Prevention, Network Security, Database Security, Email Security, Digital Forensics, Vulnerability Management, Penetration Testing**

**Security Compliance: PCI DSS, ISO 2700x, NIST**

**Products Consulting: Splunk, LogRhythm, Vormetric, Palo Alto, Checkpoint, Cisco, F5, Encase, FTA Imager, Tripwire, McAfee, ForeScout**

**Short Term Trainings: CISSP, CEH, CISM, IDS/IPS, Network Security, SIEM, File Integrity, Windows Security, Linux Security, Database Security, Email Security, Web Application Security, Cryptography, Firewall, IDS/IPS, Digital Forensics, Vulnerability Management, Incident Management.**

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# 1. Welcome to HiLCoE

We are delighted to welcome you and to assure you that your choice to join this pioneer and the best place of learning in the country is a very important decision you ever made for your career to be IT professional. Thus you are becoming not only a part with a group of dynamic people with leading edge ideas in the world of education but also to the industry where you practice what you learn theoretically.

**HiLCoE** is a specialized computer science and technology college and has always placed great emphasis on delivering high-quality education and producing graduates with a good practical knowledge of computing in a wide variety of areas. The college currently runs **BSc. Degree in Computer Science** and MSc. Degree programmes in Computer Science and Software Engineering and has so far graduated more than 4000 students from all the programmes. The Bridging Scheme of Computer Science courses is designed in order to qualify non-IT related bachelor degree graduate applicants to join the Master's programme. MSc in Information and Computer Security, MBI - Master of Business Informatics and **BSc. in Information Systems** are in progress to be launched.

It is widely accepted these days that the potential contribution of ICT to development is great and often under-exploited in developing countries. The gains in efficiency due to ICT systems that would enable businesses to compete more effectively in the global marketplace are often not delivered due to lack of relevant high-quality ICT systems and lack of human resources to exploit such systems. Therefore educational institutions specializing in ICT have a crucial role to play in facilitating national development.

**HiLCoE**, in its two decades of excellence in ICT Education R&D, has earned a reputation for producing high-quality graduates with the ability to apply their knowledge to practical situations.

In this prospectus you will find most of the essential information regarding financial issues, academic rules and regulations and others that will facilitate your stay at **HiLCoE** and beyond. Further information is available upon request from the information desk to help you make the right decision for you.

We wish you good luck in your endeavors.

Thank you.



## 2. Academic Year

The academic year is divided into three terms as follows:

- Autumn Term* : *September - January*
- Winter Term* : *January – April*
- Spring Term* : *May – August*

A term has 16 weeks with the following breakdown:

- 1<sup>st</sup> week : Registration
- 2<sup>nd</sup> – 13<sup>th</sup> week : Class
- 14<sup>th</sup> – 15<sup>th</sup> week : Examination
- 16<sup>th</sup> week : Term Break

**The week of registration is the commencement of the term.**

Note: Summer Term (a crash term) can be announced by the college on availability of resources and on academic schedule convenience.

## 3. Academic Programme

### B.Sc. Degree in Computer Science

This programme is composed of general education, supportive and computer science courses all selected to meet the current needs of the ICT industry and to ensure academic parity and build up students' confidence & flexibility.

The curricula are designed to prepare students to specialize in a diverse range of areas of computer science with the opportunity to further advance their career in fields such as information science and mathematical science, and to give them the





broad skills essential to all areas related to science and technology.

Admission is available both in day-time and evening programmes. The B.Sc. programme falls within two categories:

The first category is at advanced standing level. Applicants eligible for admission at this level are graduates with diploma/degree in any field or diploma in computer science from accredited university/college. Exemptions could be requested, for the courses taken and mark obtained before joining **HiLCoE**, during application for admission by completing the form made available for this purpose.

The second category of applicants eligible for the regular B.Sc programme is those students who passed The Ethiopian Higher Education

Entrance Certificate Examination or its equivalent and fulfill the formal requirements set by the Ministry of Education.

In line with the new education policy the programme takes four years for day-time students, enrolled in the regular programme.

Graduates of this programme are expected to be well-regarded to identify the challenges/opportunities of ICT. In this connection, graduates can work in several computer related jobs/positions, particularly as application developers (programmers) and system and network administrators, and serve as graduate and/or research assistants in higher education institutions.

## 4. Curriculum for the B.Sc. Program in Computer Science

### 4.1. Course Requirements

#### 4.1.1. Computer Courses – Compulsory

Compulsory (95 Cr. Hr.)			*CS - Computer Service	
Course Code*	Course Title	Credit Hour	Hours / Week	
			Lecture	Tutorial / Lab
CS211	ICT Fundamentals	5	4	2
CS221	Computer Programming I	5	4	2
CS222	Computer Programming II	5	4	2
CS223	Windows Programming	5	4	2
CS224	Object Oriented Programming	5	4	2
CS262	Introduction to UNIX	3	2	2
CS301	Logic Design	4	4	-
CS302	Computer Organization & Assembly Lang. Prog.	5	4	2
CS321	Data Structures & Algorithms Analysis	5	4	2
CS322	Web Design & Development I	5	4	2
CS323	Web Design & Development II	4	4	-
CS341	Database Management Systems	5	4	2
CS342	Database Programming and Administration	5	4	2
CS343	Systems Analysis & Design	4	4	-
CS363	Operating Systems	4	4	-



CS446	Object Oriented Software Engineering	4	4	-
CS461	Computer Networks	5	4	2
CS465	Network Administration	4	3	2
CS485	Information Retrieval	4	4	-
CS486	Computer Systems Security	5	4	2
CS500	Industrial Project	6	Supervised Project	

#### 4.1.2. Computer Courses - Electives

Electives (44 - 48 Cr. Hr.)				
Course Code	Course Title	Credit Hour	Hours / Week	
			Lecture	Tutorial / Lab
CS329	Web Technologies	4	4	-
CS216	Information & Society	4	4	-
CS326	Python Programming	4	4	-
CS362	Unix Systems Administration	5	4	2
CS415	Focusing Areas in ICT	2	2	-
CS427	Compiler Design	4	4	-
CS443	Advanced Database Systems	4	4	-
CS445	Database Administration	4	4	-
CS447	Data Mining	4	4	-
CS448	Software Testing	4	4	-

CS465	Network Administration	3	2	2
CS466	Distributed Systems	5	4	2
CS467	Parallel Processing	4	4	-
CS468	Mobile Application	4	4	-
CS481	IT Research Methods	4	4	-
CS483	E-Learning Methodology	4	4	-
CS487	Simulation and Modeling	4	4	-
CS488	Artificial Intelligence	4	4	-
CS489	Computer Graphics	4	4	-
CS490	Enterprise Systems	5	4	2
CS491	E-Business Models	4	4	-
CS492	IT Service Management	4	4	-
CS493	Information System Strategy & Management	4	4	-
CS494	Telecom Management	4	4	-
CS495	IT Project Management	4	4	-
CS496	Computer Vision & Image Processing	4	4	-
CS497	Geographic Information Systems	5	4	2
CS498	Advanced GIS & Remote Sensing	5	4	2

### 4.1.3. Supportive Courses

Supportive Compulsory (28 Cr. Hr.)			*CC - Common Course	
Course Code*	Course Title	Credit Hour	Lecture	Tutorial / Lab
CC230	Calculus I	4	4	-
CC232	Calculus II	4	4	-
CC251	Sophomore English	4	4	-
CC233	Fundamental Concepts of Algebra	4	4	-
CC234	Statistics and Probability	4	4	-
CC250	Basic Writing Skills	4	4	-
CC272	Accounting Principles I	4	4	-
CC273	Accounting Principles II	4	4	-
Supportive Elective				
CC330	Linear Algebra	4	4	-
CC335	Numerical Analysis	4	4	-
CC351	Technical Report Writing	4	4	-
CC399	Entrepreneurship	4	4	-
CC431	Linear Mathematical Programming	4	4	-
CC432	Discrete Mathematical Programming	4	4	-
CC495	Research Methods	4	4	-

General Studies				
CC394	Civic Education	4	4	-
CC396	Introduction to Logic	4	4	-
CC435	Introduction to Economics	4	4	-
CC477	Educational Psychology	4	4	-

#### 4.1.4. Summary of Courses to be taken

Summary of Courses to take	Credit Hr. (Term basis)	Credit Hr. (Semester basis)
Computer Compulsory	95	72
Computer Elective	44-48	33-36
Supportive Compulsory	28	21
Supportive Elective + General Studies	20-24	15-18
<b>Total</b>	<b>187-195</b>	<b>140-146</b>

Note: 1 Credit Term hour is 0.75 Credit Semester hour.

## 4.2. Suggested Schedule

### 4.2.1. Course Breakdown for Daytime Classes

Year I	Term I		Term II		Term III	
	Course Title	Cr.	Course Title	Cr.	Course Title	Cr.
	Calculus I	4	Calculus II	4	Fund. Concepts of Algebra	4
	Basic Writing Skills	4	Technical Report Writing	4	Numerical Analysis	4
	ICT Fundamentals	5	Introduction to UNIX	3	Database Management Systems	5
	Computer Programming I	5	Computer Programming II	5	Object Oriented Programming	5
Year II	Term I		Term II		Term III	
	Course Title	Cr.	Course Title	Cr.	Course Title	Cr.
	Statistics & Probability	4	Linear Mathematical Prog.	4	Accounting Principles I	4
	Python Programming / Compulsory Elective	5	Web Design & Dev. I	5	IT Research Methods	4
	Windows Programming	5	Logic Design	4	Computer Org. & Assembly Prog.	5
	Database Progr. & Admin.	4	Data Structures & Algo. Analysis	5	Systems Analysis & Design	4
Year III	Term I		Term II		Term III	
	Course Title	Cr.	Course Title	Cr.	Course Title	Cr.
	Accounting Principles II	4	Discrete Mathematical Prog.	4	Entrepreneurship	4
	Telecom Management	4	Unix Systems Administration	5	Network Administration	3
	Operating Systems	5	Computer Networks	5	Mobile Applications or GIS	5
	Web Design & Dev. II	4	Web Technologies	4	Artificial Intelligence	4
Year IV	Term I		Term II		Term III	
	Course Title	Cr.	Course Title	Cr.	Course Title	Cr.
	Supportive Elective	4	Focusing Areas in ICT	2	Industrial Project	6
	Computer Graphics or Remote Sensing	4/5	IT Project Management	4		
	Object Oriented Software Eng.	4	Computer Systems Security	5		
	Information Retrieval	4				

## 5. Admission Procedure

Admission is open for Ethiopians as well as international students, both in the daytime and evening division. Apart from the stated requirements for admissions into the different study programmes, Special Criteria for Admission may also be set by the Academic Council when deemed necessary, through entrance exams, interviews or by reviewing merits already attained. The Academic Programme Council determines the number of students who may be admitted to each study programme in each entry according to the college's available resources.

The final selection for admission is usually made on a competitive basis and according to the number of places available.

To help the Academic Programme Council assess the applications made for admission to the college, each applicant is required to submit the following to the Admissions Office:

1. A completed application form obtained from the Office
2. Certified copies of original documents (diploma/degree, transcript, academic testimonials/ references/ recommendations or any documents that could be used as an evidence of an academic attainment).
3. Two 2 X 3 size pictures (less than six months)

Note that apply for admission doesn't guarantee acceptance.

## 6. First Term Students

### Only for First Year Students

First year students are those who have just joined and have not yet completed at least three terms credit. Apart from the detailed regulations stated in this document, the following rules are selectively applied for the first year students.

Registration:

- ⇒ Registration of new students takes place at the place and date specified when acceptance is notified to a student before the commencement of the first term.
- ⇒ A first term student should register for all courses allocated for the batch at the time of admission.

**Course/Exam Drop:**

- ⇒ First year students cannot drop courses made ready for them unless they have exemption from a course(s) – (See Course Exemption) or recommended by the Advisor or Academic Coordinator. Exempted students may be allowed to add courses.
- ⇒ First year students should take all exams according to an official schedule. No dropping of exam is allowed.

**Re-Assessment:**

- ⇒ A maximum grade of “B” for first year courses shall be awarded as per the approval of the Academic Coordinator and recorded for each course at re-assessment. If the student scores the same or lower grade, this grade shall be the final grade.

**Refund:**

- ⇒ A refund of 75% of the term fee will be made if a student formally withdraws one week before the commencement of term.
- ⇒ A student who fails to formally withdraw within the given period can not claim for refund and s/he will be required to reapply as a new applicant.

## 7. Duration Of Study

Apart from the actual duration of a programme stated in the academic programme, there is a maximum allowable period for each programme to be completed unless and otherwise waived by the college case by case. The following table summarize the study range along with the academic programmes.

Academic Programme	Division	Duration (Years)
B.Sc. Degree	Day Time	4
	Evening	6

## 8. Registration

- ⇒ Registration of students beyond the first term of their first year takes place on the dates specified in the Academic Calendar of every term.
- ⇒ Registration for a course is done in consultation and with approval of academic advisors.
- ⇒ A student must fill in all necessary information in the official registration slip of the college.
- ⇒ Registration is completed when the official registration seal of the office is placed on the fully accomplished registration slip. A student cannot attend class without completing registration formalities.

## 9. Dropping Courses

- ⇒ Dropping of courses including final term senior project may be done before or within the first two weeks from the commencement of the term.
- ⇒ If a student drops a course or a senior project after the period allocated, s/he shall be assigned an “F” grade.
- ⇒ Any course or/and senior project drop is liable to financial consequences. (See refund)
- ⇒ All dropped course or/and senior project must be approved by the Academics Programme Council.

## 10. Repeating Courses

- ⇒ The opportunity to repeat courses due to academic deficiency (whether a single course or several courses) is not the right of a student but rather a privilege that is given if and when the Academic Programme Council decides that there is merit in permitting a repeat.
- ⇒ Courses in which a student obtained an “F” may be repeated. However, no such course may be taken more than twice.
- ⇒ A borderline student who scored “D” is allowed to repeat but no such course may be repeated more than once unless it is a requisite course for graduation, in which case the student may be given a second chance. Repeating



a course with “D” grade is only a privilege the Academic Programme Council may grant and not necessarily a right a student may claim.

- ⇒ Students repeating courses for which they obtained low grades should register for re-assessment and carry out all procedures pertaining to the completion of courses.

## 11. Adding and Dropping Examinations

- ⇒ A student has the right to drop final examinations, but must submit the request in the 11th week of the term by filling in the form prepared for this purpose. The exam drop request will be accepted and approved if the student has fulfilled sufficient class/lab attendance of the course. However, a student must sit at least for one final examination of a course (of current or previous terms) per term.
- ⇒ A student must register for assessment(s) that s/he plans to take during registration time just as course registration. Depending on their academic status, students could be forced to register only for assessment(s).

## 12. Course Exemption

Course exemption requests are processed during application for admission provided that the applicant has completed the form made available for this purpose and submitted all relevant academic documents. Applicants are required to enclose all the necessary documents or testimonials like course description, duration of the course and the time s/he has taken the course, Grade report from the college s/he has attended.

- ⇒ Exemption is allowed for a course(s) with grade “C” and above from an accredited institute. However, the Academic Programme Council may ask the applicant to sit for an assessment exam of a course(s) in order to decide on the exemption status.
- ⇒ A maximum of 30% of the total credit hours of a programme followed can be exempted.
- ⇒ A student applying for exemption should attach attested copy of course outline/course description from institute s/he attended previously.
- ⇒ Course exemption is possible only if there is similarity between the content of the course offered at **HiLCoE** and the ones taken elsewhere.

- ⇒ Grades of exempted courses will not be counted in computing GPA with **HiLCoE** grades. But they can be listed in a student's transcript.
- ⇒ Courses taken in another institute after a student is admitted to **HiLCoE** and courses taken before five years will not be considered for exemption.
- ⇒ If the previous institute uses a different grading system/scale, the Academic Programme Council will decide on whether or not exemption can be granted.
- ⇒ All exemptions shall be approved by the Academic Programme Council.

### 13. Incomplete Cases

- ⇒ A student registered for any course should attend all classes. But a 25% absence, which is not a right, may be tolerated provided that there is a convincing reason (which must be supported by valid documents or evidences) to be absent.
- ⇒ A student who has 75% attendance but failed to:
  - Take final examination without formally dropping will be given "RA" (Repeat Assessment) to the student. However, RA pending for three consecutive terms will be converted to RC.
- ⇒ "RC" (Repeat Course) is given to a student automatically who has registered for a course, but has less than 75% attendance. This student must register and attend the course again in order to remove the "RC".

### 14. Clearing Incomplete Cases

- ⇒ To remove incomplete cases (NE, RA) and/or to remove "F" or "D, a student must formally register for assessment(s) or course(s) during registration time and strictly take assessments (tests, mid term exam, assignments and final examination) of the course of the current term.
- ⇒ A student must remove all "F"s . If a student scores an "F" for a second time in the same course, s/he may be forced to register and take the course again.
- ⇒ A student may be allowed for a re-assessment or to repeat a course(s) in which s/he scored a "D" once.

- ⇒ A student who is permitted to repeat a course must meet all requirements for the course, unless the Academic Programme Council decides to waive these requirements
- ⇒ A maximum grade of “C” shall be awarded and recorded for a course(s) taken at re-assessment. If the student scores the same or lower grade, the final grade shall be the final recorded grade.
- ⇒ If a student repeats an assessment (course) in which s/he obtained “F” or “D”, the grade and hours taken the first time are not considered in computing the GPA and CGPA. If students repeat examinations (or repeat course) wishing to improve their average, the last mark they score will be counted in the cumulative average regardless of whether the last mark is higher or lower.

## 15. Academic Performance

- ⇒ Instructors with the guidance of the respective programme coordinators determine the evaluation and grade weighting of a student’s performance based on continuous assessment. The evaluation of a student’s work may include tests, mid term exams, assignments, project defence, effort appreciations and final written examination.
- ⇒ In case of final senior projects of a programme, the evaluation will be done by a group that consists of the advisor, external and internal examiners. The weighting distribution will be based on the demonstration on the dissertation and the application package or system developed.
- ⇒ A student’s performance is assessed in each registered course according to the following scale. 100 is the maximum a student may score in any course. 30 - 40% of marking goes for student’s achievement in tests, assignments, research, project and laboratory work. The rest 60 - 70% scores will be for the final written exam in each course.
- ⇒ **HiLCoE** uses letter-grading system for courses. The highest point for a course taught at **HiLCoE** is 4.0. **HiLCoE** adopts the following grading system.

No.	Symbol	Grade	Points
1	A+	Excellent +	4.0
2	A	Excellent	4.0
3	B+	Very Good +	3.5
4	B	Very Good	3.0
5	C+	Good +	2.5
6	C	Good	2.0
7	D	Poor	1.0
8	F	Fail	0.0

- ⇒ All final subject grades (detailed & summarized) will be submitted to the Registrar Office and communicated to students after approval of the same by the programme coordinator.
- ⇒ The final examination answer sheets of students should be kept for a period of one term after the issuance of results for students.
- ⇒ Complaint for any grade obtained should be made in writing within seven days after the issuance of grades. The re-grading request will be seen by an ad hoc committee formed by the programme office as required.

## 16. Academic Warning, Probation and Termination

At the end of each term, pursuant to the procedures fixed by the Academic Programme Council, the status of each student is examined. If his/her academic performance is found to be low, a student may be placed on warning or probation and will be advised by the academic advisors and coordinators on what is to be done and what consequences may follow. Such a student will be advised and cautioned to work hard and get back on to the normal academic track.

- ⇒ If students achieve less than a grade point average set for that term, they may be forced to reduce their course load, and/or register only for re-assessment and their name will be put on the “Academic Probation List”. They are then expected to achieve the required CGPA in the following term.
- ⇒ If they fail to do so, a stronger academic decision will be issued to them instructing them to reduce further their course load. Their names will remain on the “Academic Probation List”.
- ⇒ If they again fail to achieve the required CGPA, a third probationary note may be issued forcing them to reduce to the minimum credit hours allowed. After all these, if a student cannot improve her/his academic status, s/he could be forced to terminate the programme.
- ⇒ Students subject to terminations for academic reasons will not be allowed to proceed with their enrolment.

## 17. Quitting Enrolment

Students who may seek to quit their studies once and for all must fulfil the proper clearance procedures. Failure to do so will possibly result in barring readmission or denial of treatment as ex-students for any services.

## 18. Readmission

1. Students who disappeared for two or more consecutive terms or officially dropped out, withdrew after earning at least one term credit at **HiLCoE** may request readmission.
2. A student terminated for academic reasons is not allowed for readmission.
3. Readmission applicants have to get their readmission applications filed and approved two terms before the start of the term they intend to be re-admitted.

## 19. Graduation

- ⇒ Students will not be allowed to graduate unless they achieve the cumulative grade point average 2.0 or above (both in Major course GPA and CGPA) even if they have passed all courses assigned for the programme they are studying for.
- ⇒ Students who may not achieve the required cumulative grade point average 2.0 upon completion of graduation requirements must repeat a number of courses in their study plan so that they can bring their cumulative average up to the level required for graduation. This should be in consultation with their academic advisors.
- ⇒ A candidate shall not graduate with an “F” grade in any course.
- ⇒ A student will be awarded one official academic credential (student copy) after completing final clearance requirements.

## 20. Awards

1. B.Sc Degree in Computer Science
2. Certificate of Attendance
  - ⇒ This is an award for a student,
    - a. Who has been admitted by the special criteria admission and successfully completed the requirements of a programme.
    - b. Who has been admitted by the standard admission criteria set by the Ministry of Education and has taken all courses of the programme, but does not fulfill graduation requirements.

## 21. Tuition Fees

- ⇒ Term tuition fees must be paid in full
- ⇒ The tuition fee paid will be postponed to the next term in the event of forced withdrawal by the college.

- ⇒ The total tuition fee anticipated for a batch will remain the same within the normal study duration of the batch. However,
- ⇒ Tuition fee adjustments will be made if a student takes longer than the normal study duration from her/his batch.
- ⇒ The college could make up to 20% increment of tuition fees.
- ⇒ Tuition fees may not be transferred in lieu of other fees.

## 22. Refunds

- ⇒ A refund of 75% of the term fee will be made if a student formally withdraws (drops course/s) within the first week of term.
- ⇒ A refund of 50% of the term fee will be made if a student formally withdraws (drops course/s) within the second week of the term.
- ⇒ If a student drops course/s after the due period, the fees he/she paid will not be refunded.
- ⇒ Fees paid in excess will be transferred to the next term.
- ⇒ If a student is dismissed from the college for disciplinary reasons, no fees will be refunded.

## 23. Miscellaneous Fees

The following activities and services are subject to nominal fees depending on the decision of the college administration. Detailed financial information is available up on request.

- ⇒ Application
- ⇒ Late registration
- ⇒ Re-grading
- ⇒ Transcript
- ⇒ Readmission
- ⇒ Graduation

- ⇒ Registration
- ⇒ Re-assessment and Assessment
- ⇒ Service Request Card
- ⇒ Degree/Diploma/Certificate
- ⇒ Course Exemption
- ⇒ Others

## **24. Student Services, Rights, Responsibilities and Code of Conduct**

### **24.1. Guidance and Counselling Service**

Students, especially newly admitted students, shall be oriented about the college's social life, problems related to examinations and academic performance, psychological and personal problems, as well as how to solve other problems by contacting the Academic Vice President, Academic programme coordinators, Resource planning & management office, Research, Development & Publications office, Quality Assurance Office and other academic staff members.

### **24.2. Student Rights**

Students shall have the following rights.

- a. No discrimination shall be made among students on the basis of nationality, gender, religion, color and physical disabilities.
- b. Forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities.
- c. Use libraries, laboratories and other facilities according to the regulations set by the college.
- d. Participate in clubs organized on the basis of age, gender, educational and research related fields, etc. under the umbrella of the college.
- e. Bring evidence and complaints against cases they are accused of.



- f. Be evaluated on the basis of their academic performance and ability without any discrimination and obtain a copy of their grades at the end of the academic term.
- g. Apply for a re-evaluation of an examination paper on the basis of the regulations of the college.
- h. Obtain an official document verifying the completion of the programme of the college.
- i. Acquire administrative support, guidance and counselling service in cases of academic or personal problems.
- j. Participate in co-curricular activities.

### 24.3. Student Responsibilities

A student of **HiLCoE** will bear the following responsibilities.

- a. Fulfill all the necessary requirement based on the programme set for every course through lectures, workshops, practical courses, etc.
- b. Complete all assignments, homework's, field works, examinations, practical works, etc. given by the teacher according to schedule.
- c. Fulfill the necessary requirements of the college before normal classes start.
- d. Take the advice from the academic advisor, administrators, faculty and staff of the college.
- e. A student is responsible for a proper handling and utilization of all educational materials and other properties of the college.
- f. Respect the orders and advice of the administration.
- g. Refrain from use of any addictive substances and backward traditional practices.
- h. Respect the rights of others.
- i. Report to the appropriate authority about facts within his knowledge, which would appear to violate the code of conduct.
- j. Replace lost or damaged materials for which he/she has signed.
- k. Participate in all types of promotional activities when required for the betterment of the college.
- l. Keep her/his Service Request Card (SRC) and show or return it to the authorities on request.
- m. Not allowed to keep materials intended to be shared.

- n. Respect the rules and regulations regarding cafeteria, library, laboratories and classrooms.
- o. Protect all college property and contribute towards the beautification of the college campuses.
- p. Refrain from offending other members of the college through unacceptable dressing styles, ways of expression and other gestures.
- q. Return all the property of the college and obtains official clearance before leaving the campus at the time of withdrawal or graduation.
- r. Report upon the request of a concerned authority of the college.

#### **24.4. Breach of Code of Conduct (Misconduct)**

The following are some of the activities that could be considered as misconduct.

- a. Misappropriation or destruction of materials and property of the college or the community.
- b. Breach of any regulation issued by the authorities of the college.
- c. Continuous failure to attend regularly scheduled classes laboratory sessions or other normal college programs.
- d. The spread or dissemination through oral or written means a defamatory material concerning the college or the members of the college community.
- e. Disorderly behavior, assault (verbal or physical) or incitement thereto.
- f. Dishonest conduct such as theft, cheating or lying.
- g. Cheating in exams, plagiarism and related offenses.
- h. Disrupting regularly scheduled and legal education processes as an individual or a group.
- i. Unauthorized initiation, organization or promotion of any political students meeting or demonstration.
- j. Posting and distributing an authorized and illegal pamphlets and other written materials.
- k. Failure to observe laboratory rules such as installing games, pornographies and other non-ethical software on lab computers and using of them.
- l. Failure to use the reading materials and resources in a proper manner (e.g. removing some pages, writing on them, hiding them).
- m. Writing on tables, walls, chairs, bulletin boards, and other equipment of the college and tearing off notices from bulletin boards.

- n. Possession or hiding of dangerous weapons such as knives, firearms, etc. in the college campus.
- o. Unethical relation with opposite sexes; attempting to rape or fighting.
- p. Intoxication, the use of “chat”, using or smoking cigarettes, alcohol and other addictive substances within the compound of the college.
- q. Curfew violation, using unauthorized entrances such as jumping over fences.
- r. Removing or altering information posted on bulletin boards.
- s. Insulting and attempting to assault students, or other members of the college community.
- t. Cheating of any sort, in examinations, copying assignments, senior project or submitting others work in your name is absolutely forbidden. Cheating cases may result in attaining zero and/or ‘F’ in that particular test or examination. Cheating cases may cause dismissal from the college.

## 24.5. Disciplinary Actions

The Disciplinary Committee will decide on penalties to be considered for the violations indicated above. Some of the penalties are as follows:

- a. For repeated minor offenses, students shall be made to conduct self-criticism.
- b. Students shall be given warning verbally or in a written form.
- c. Officially post on bulletin boards the name of the student and the disciplinary measure taken.
- d. Students shall be made to replace materials damaged or lost or pay the estimated cost.
- e. Students shall be barred from libraries, free lab services and/or other services for some time depending of the level of violation.
- f. Students shall be suspended for one academic year.
- g. Students shall be dismissed for good from the college for repeated and serious offenses such as theft, assault and disrupting the teaching-learning process in the college. Students dismissed because of such misdeeds will never be readmitted to the college.
- h. The Disciplinary Committee shall penalize students for violation of additional rules issued by the college.

## 25. HiLCoE Journal of Computer Science and Technology

### Editorial Board of HJCST

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**Note:**

- ⇒ The information in this prospectus is subject to revision and change when deemed necessary. Students are, therefore, advised to keep abreast with the latest changes in rules and regulations of the college.
- ⇒ A student would be assumed to have agreed and asserted to these rules and regulations of the college and to alterations, which may hereinafter be made by the college.

## **26. Contact**

All applications, correspondence and enquiries should be addressed to:

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# HILCoE

**The school of your dreams!**

School of Computer Science & Technology



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