

# HiLCoE

School of Computer Science and Technology

**Prospectus**  
**for**  
**Graduate**  
**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

It is a pleasure to welcome you to this evergreen field of studies. Opportunities are tremendous with attractive reward for every effort you put to know and implement the science and technology you learn. **HiLCoE** is there for the purpose of transferring knowledge of IT with the help of education, research & development (ER&D) to realize your dreams of becoming partner and contributor to the development of the country. A commitment to excellence, coupled with continuous improvement, will result in **HiLCoE** being recognized as an innovative, dynamic, and exciting community to learn, research, teach and work with.

Your choice to join this pioneer and center of excellence is the most valuable decision you ever made for your career as an IT professional. Thus you are becoming not only a part with a group of dynamic people with leading edge ideas in the world of computing education but also to the industry where you practice hands on action what you learn theoretically.

In this prospectus you will find most of the essential information regarding academic rules and regulations, curricula, financial matters and disciplinary issues that will facilitate your stay at **HiLCoE** and beyond. Further information is available upon request from the information desk and at [www.hilcoe.net](http://www.hilcoe.net) to help you make the right decision for you.

We wish you good luck in your endeavours.

## 2. Introduction

**HiLCoE**, one of the first higher education institutions in the country, was established in July 1997. It is a specialized Computer Science and Technology College that adheres to computing and quality of education. It is now widely accepted that **HiLCoE** prepared



students to become industry and academic leaders who can apply technology and computer science principles across a wide variety of fields. It always gives opportunity for the citizens to be superior in qualification and best fitting to this competitive world of knowledge economy.

The two pioneer Masters Degree programmes offered on top of the B.Sc. Degree in Computer Science programme are **MSc. Degree in Computer Science** and **MSc. Degree in Software Engineering**. 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.

The curricula are designed and keep on reviewing to inculcate the essence of science and technology to fill the gap and inspire the students' vision to be a choice for world class quality education, applied research and housing off-shore software development. The curriculum is the foundation which is delivered through applying appropriate methods, tools, techniques and principles with hands on action project. The research work is given prominence by forming a dedicated unit to coordinate the tasks, provide templates and guidance starting from proposal writing till final thesis documentation.

Its underlying philosophy is to focus on the scientific and engineering foundations which is hoped to ensure that graduates remain productive with the pace of technology and business agility. The maturity attained as a result of long years of the knowledge base services has come to the level of huge database of scientific findings, best practices and case studies that touches several spectrum and paradigm. To this effect, **HiLCoE** Journal of Computer Science and Technology (HJCST) is peer-reviewed bi-annual media publishing articles to disseminate and preserve the research outcomes of research students and scholar-practitioners.

In addition to its educational activities, the college's sister company, **HiLCoE** I-Tech Consult Plc, undertakes consultancy, applied research work and organize tailor-made courses. As a practitioner for industrial clients **HiLCoE** has already completed a number of successful projects. This exposure is tremendously important for the quality of education as it involves academic staff and students in a variety of capacities which are thought to give them invaluable experience in software industry.

# Research @HiLCoE

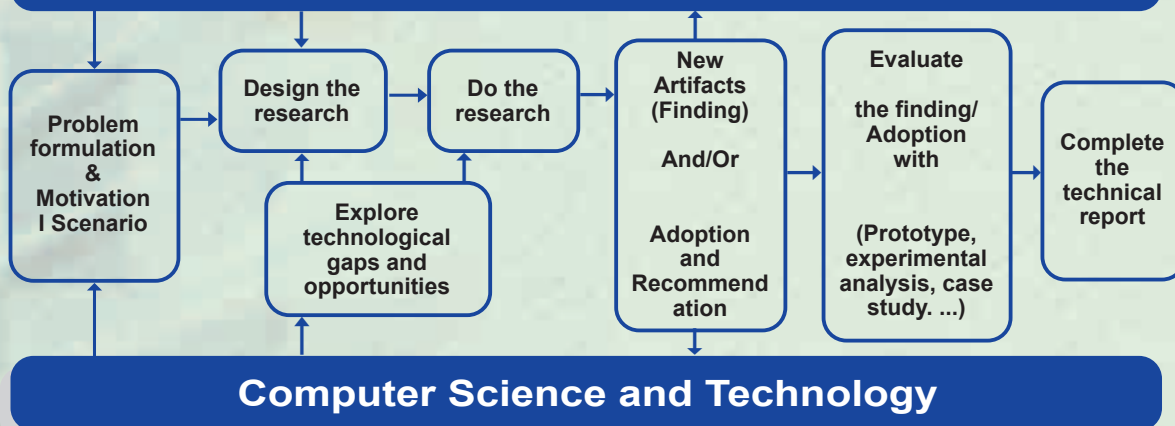


## Graduate Programme Research Office

### The Research Process at HiLCoE



#### Real World Application, Context and Environment



### **3. Academic Calendar**

At **HiLCoE**, the academic calendar is divided into three terms of twelve weeks each as follows:

*Autumn Term:                      October – January*  
*Winter Term:                      January – April*  
*Spring Term:                      May – August*

A term end-to-end 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.

### **4. Academic Programmes**

The two masters programmes commenced are targeted to fill the gap of human resource needs for the development of the country at large. The programmes are designed to produce graduates who can fill the gap as educators, policy and academic advisors, researchers in the industry and academia environment and IT specialists.





## 5. Master of Science in Software Engineering (MSSE)

Software Engineering is about systematic production and maintenance of software products that involves not only the technical aspects of building software systems but also the collaboration required of programming teams and the alignment of software solutions with organizational vision and strategies.



The objective of the Master of Science in Software Engineering programme is to produce graduates who have a broad and detailed knowledge in software engineering techniques, methodologies and tools. The programme focuses on specialised and advanced topics in software engineering and related fields. This programme combines the disciplines of design, quality, programming, usability and management so that students can ensure the delivery of reliable software to increasingly large, complex and international end markets.

Graduates of this programme would ideally be capable of participating in medium to large scale industrial software development projects as system engineers, System Analysts, software architects, designers, senior programmers and team leaders. They would also be able to undertake a career in tertiary level education or conduct research in software engineering should they wish.

This programme is aimed at students who have already had first degree in computing or first degree in any discipline and a postgraduate diploma in computing or pass bridging courses. On top of this, applicants with a significant level of knowledge and experience in computing are recommended strongly.

## **5.1. Admission Requirements to the MSSE**

The MSSE is intended for students with computing undergraduate degree or postgraduate diploma, or first degree in any discipline with experience in the software industry. Particularly the following requirements must be fulfilled:

- A first. degree in computer science and related fields like Information Science/Systems, Software Engineering and Computer Engineering from an accredited institution.

OR

- A first. degree in any discipline

AND

- A postgraduate diploma in computer science

OR

- Passed bridging courses



Applicants will sit for Entrance Exam before they can be accepted to join the programme.

## **5.2. Graduation Requirements**

### **5.2.1. Course Requirements**

The programme features 24 credit hours of compulsory courses, and 14 credit hours of elective courses. Therefore the minimum number of credit hours for graduation is 38 excluding the bridging courses in cases of provisional admission to the Masters Programme. Lists of compulsory and elective courses are given below.

**Compulsory Courses (24 Cr Hrs):**

Students must take and pass all of the following courses to graduate from the programme:

<b>Code</b>	<b>Course Title</b>	<b>Pre-Requisites</b>	<b>Credit Hrs</b>
SE601	Research Methodology	-	4
SE651	Requirements Engineering	-	4
SE687	Information Systems Security	SE651	4
SE752	Software Project Management	SE651	4
SE754	Software Architecture & Construction	SE651, SE752	4
SE774	Software Testing and Usability	SE651, SE752	4
<b>TOTAL CREDIT HOURS</b>			<b>24</b>

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

**Elective Courses (16 Cr Hrs):**

Students must take and pass a minimum of 16 credit hours of courses from the following list to graduate from the programme:

<b>Code</b>	<b>Course Title</b>	<b>Pre- Requisites</b>	<b>Credit Hrs</b>
CS624	Advanced Data Structures and Algorithm Analysis	-	4
CS625	Web Technology	-	4
CS653	Industrial project	SE65 I	3
CS662	Advanced Computer Networks	-	4
SE705	Seminar	SE60 I	2
CS744	Database Technology	-	4
CS758	Formal Software Specification	-	4
SE759	Advanced Application Project	-	5
CS764	Distributed Computing	-	4
SE775	Human-Computer Interaction /HCI	SE752	4
SE776	Software Engineering of web applications	-	4
CS784	Multimedia Systems	-	4
SE787	Systems Thinking	SE65 I	4
SE799	Research Project	All	9
SE800	Thesis	All	9

### 5.2.2. Cumulative Grade Point Requirements

To graduate from the programme, students must pass every compulsory course, and at least 14 credit hours of elective courses with a cumulative grade point average of at least 2.5. A pass grade for a course is considered to be A, B+, B, C+ or C.

### 5.3. Curriculum Schedule

	Term I	Term II	Term III
<b>Year I</b>	<ul style="list-style-type: none"> <li>• <i>Research Methodology</i></li> <li>• <i>Requirements Engineering</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Software Project Management</i></li> <li>• <i>Information Systems Security</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Elective 1</i></li> <li>• <i>Software Testing &amp; Usability</i></li> </ul>
<b>Year II</b>	<p><b>Term I</b></p> <ul style="list-style-type: none"> <li>• <i>Elective 2</i></li> <li>• <i>Software Architecture &amp; Construction</i></li> </ul>	<p><b>Term II</b></p> <ul style="list-style-type: none"> <li>• <i>Elective 3 &amp; Elective 4 (Advanced Application Project)</i></li> </ul> <p>- (OR)-</p> <ul style="list-style-type: none"> <li>• <i>Research Project / Thesis</i></li> </ul>	

Note that FOUR CREDIT HOURS course in a Term system (12 weeks that makes it 4\*12 = 48) is equivalent to 3 CREDIT HOURS in a Semester system (16 weeks that makes it 3\*16 = 48).

## **6. Master of Science in Computer Science (MSCS)**

The Master of Science in Computer Science Programme provides intensive preparation in the concepts and techniques related to the programming, design, and application of computing systems. The programme requires students to take a broad spectrum of courses, while simultaneously allowing for emphasis in desired areas of specialization.



The MSCS offers students a solid ground in the essential aspects of computer science and prepares students for advancement in technical careers of IT related positions and responsibilities or for further study at the doctoral level.

Graduates of the programme should have a professional and ethical attitude towards their work, possess good leadership qualities, and be diligent and responsible in completing assigned tasks. They should also possess a high level of understanding in a wide range of subjects in the field of computer science and have a good knowledge of the latest developments in the field.

The programme is aimed at students who have already graduated with a first degree in any discipline on top of upgrading the existing computer science and related fields graduates to computer science Masters. Non-computing degree holders should possess a high level of aptitude for computing and **HiLCoE** has designed bridging courses to this endeavour.

## 6.1. Admission Requirements to the MSCS

The programme is organized to admit students from various academic backgrounds. Bridging courses are primarily intended for first degree graduates from any discipline, although graduates with computing background from other universities whose curricula are significantly different from **HiLCoE**'s undergraduate curriculum may also join. Moreover those applicants who wish to reinforce their undergraduate studies with the bridging courses provided may also find this a good place to start. No exam is required to be admitted into MSCS after passing bridging courses. Particularly the following requirement must be fulfilled:

- A first degree in computer science or minor in computing and related fields like Information Science/Systems, software Engineering and Computer Engineering from an accredited institution.

OR

- A first degree in any discipline

AND

- A postgraduate diploma in computer science

OR

- Passed bridging courses

Applicants will sit for Entrance Exam before they can be accepted to join the programme.

## 6.2. Graduation Requirements

### 6.2.1. Course Requirements

The programme features compulsory courses of 24 credit hours and 14 credit hours of elective courses are required. Therefore the minimum number of credit hours for graduation is 38 excluding the bridging courses in cases of provisional admission to the Masters Programme. Lists of compulsory (core) and elective courses are given below.

**Compulsory Courses (24 Cr Hrs):**

Students must take and pass all of the following courses to graduate from the programme:

<b>Core courses (24 Cr Hrs)</b>			
<b>Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit Hrs</b>
CS601	Research Methodology	-	4
CS652	Requirements Specification and Design	-	4
CS662	Advanced Computer Networks	-	4
CS687	Information Systems Security	CS652	4
CS744	Database Technology	-	4
CS753	IT Project Management	CS652	4
<b>TOTAL CREDIT HOURS</b>			<b>24</b>

**Elective Courses (14 Cr Hrs):**

Students both must take and pass a minimum of 16 credit hours of courses from the following list to graduate from the programme:

<b>Code</b>	<b>Course Title</b>	<b>Pre- Requisites</b>	<b>Credit Hrs</b>
CS625	Web Technology	-	4
CS704	Seminar	CS601	2
CS706	Embedded Systems	CS744	4
CS724	Natural Language Processing	-	4



CS725	Parallel Processing	CS662	4
CS759	Advanced Applications Project	CS744	5
CS765	Pervasive Computing	CS662	4
CS784	Multimedia Systems	-	4
CS785	Advanced Information Retrieval	CS744	4
SE787	Systems Thinking	CS652	4
CS788	Artificial Intelligence	CS744	4
CS789	Business Intelligence & Data Mining	CS652	4
CS799	Research Project	ALL	9
CS800	Thesis	ALL	9



### 6.2.2. Cumulative Grade Point Requirements

To graduate from the programme, students must pass every compulsory course, and at least allocated credit hours of respective track elective courses with a cumulative grade point average of at least 2.5. A pass grade for a course is considered to be A, B+, B, C+ or C.

### 6.3. Curriculum Schedule

	Term I	Term II	Term III
<b>Year I</b>	<ul style="list-style-type: none"> <li>• <i>Research Methodology</i></li> <li>• <i>Requirements Specification and Design</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Information Systems Security</i></li> <li>• <i>Advanced Computer Networks</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Database Technology</i></li> <li>• <i>Elective I</i></li> </ul>
	Term I	Term II	
<b>Year II</b>	<ul style="list-style-type: none"> <li>• <i>IT Project Management</i></li> <li>• <i>Elective 2</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Elective 3 &amp; Elective 4 (Advanced Application Project)</i></li> </ul>	<ul style="list-style-type: none"> <li>- (OR)-</li> <li>• <i>Research Project/Thesis</i></li> </ul>

Note that FOUR CREDIT HOURS course in a Term system (12 weeks that makes it  $4 \times 12 = 48$ ) is equivalent to 3 CREDIT HOURS in a Semester system (16 weeks that makes it  $3 \times 16 = 48$ ).

## 7. Bridging Courses

Applicants with a high level of aptitude in computing but have non-IT academic background and/or industry experience are welcome to provisional Masters Programme admission in MSCS or MSSE. The bridging scheme is, therefore, designed in order to qualify applicants upon successful completion to join either MSCS or MSSE regular programmes.

<b>Bridging courses (25 Cr Hrs)</b>				
<b>Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit Hrs</b>	<b>Contact Hrs</b>
CS510	Information Systems	-	4	6
CS530	Problem solving with programming I	-	4	6
CS531	Problem solving with programming II	-	4	6
CS532	Object Oriented Programming and Design	CS531	4	6
CS551	Data Structures and Algorithm Analysis	CS531	4	6
CS552	Database Management Systems	CS530	4	4
CS563	Fundamentals of Operating Systems and Networking	CE551	4	6
CS600	Software Engineering Project	All	6	2Hrs-Seminar
<b>TOTAL CREDIT HOURS</b>			<b>34</b>	

## 7.1. Curriculum Schedule

	<b>Term I</b>	<b>Term II</b>	<b>Term III</b>
<b>Year I</b>	<ul style="list-style-type: none"> <li>• <i>Information Systems</i></li> <li>• <i>Problem solving with programming I</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Problem solving with programming II</i></li> <li>• <i>DBMS</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>OOPD</i></li> <li>• <i>Data Structure &amp; Algorithm Analysis</i></li> </ul>
	<b>Term IV</b>		
<b>Year II</b>	<ul style="list-style-type: none"> <li>• <i>Fundamentals of OS and Networking</i></li> <li>• <i>Software Engineering Project</i></li> </ul>		

## 8. Entrance Exam

Entrance Exam is considered to be used as a placement input to the respective programme to MSCS and MSSE whenever required. Placement assessment (oral in the form of interview or written entrance exam) is mandatory to graduate programme applicants. The assessment is intended to make sure that applicants maintain the basic understanding and skills of computing from their undergraduate studies. In addition, it is believed that while applicants are preparing for the exam, they will make themselves ready for the masters programmes both psychologically and in terms of fundamental skills and knowledge. Applicants can re-sit for the exam if it is required of them to improve a previous result or alternatively, the bridging courses provided can be taken to reinforce their undergraduate studies.

The result obtained from the placement exam is valid for two years. However, the minimum passing mark might vary from entry to entry which will be decided by their respective programme office.

## 9. Duration of Study

Under normal circumstance the duration for each programme takes as per the course breakdown shown in section 6.3 and 7.3. Apart from the actual duration of a programme stated in the curriculum schedule, 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 programmes.

Programme	Duration (Years)	Remark
MSCS	2 to 4	With Bridging Courses
	2 to 3	Direct Admission
MSSE	2 to 4	With Bridging Courses
	2 to 3	Direct Admission

## 10. Admission Procedure

Admission is open for Ethiopians as well as international or overseas students that could be granted on competitive basis. Apart from the stated requirements for admissions into the different study programmes, Special Criteria for Admission may also be set when deemed necessary, through entrance exams, interviews or by reviewing merits already attained. The college 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.

Applicants seeking admission should collect from the college the “Application Form For Graduate Programme”. The completed form shall be returned to the Admission Office together with the following items:

- Certified copies of previous credentials (Degree and Transcript).

- A letter of motivation written by the applicant. The letter should describe the applicant's justification to pursue further education, his/her readiness and the like (less than 300 words).
- Two 2 X 3 recent photos (of the last six month) of the applicant.

Note that apply for admission doesn't guarantee acceptance.

## **11. Provisional Admission**

An applicant for **HiLCoE** Graduate Programme may be granted a provisional admission if, after having submitted copies of the official documents, the applicant could not submit the official documents for verification due to valid reasons. The provisional admission will be changed into a regular admission if the student is submits the official documents within the first three academic terms. The student will have to sign a separate agreement governing the rules and regulations of the provisional admission.

After having granted provisional admission, if a student fails to submit the required official documents, the provisional admission will be cancelled and the student will no more be allowed to register. **HiLCoE** may issue a certificate to the student mentioning the list of courses for which the student attended at least 75% of the sessions. This certificate is entitled "Certificate of Attendance".

## **12. Registration**

- Registration for new students takes place at the place and date specified when acceptance is notified.
- 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.

## 13. Dropping Courses

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

## 14. 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 Council decides that there is merit in permitting a repeat.
- Courses in which a student obtained an “F” may be repeated by registering for the course. However, no such course may be taken more than twice.
- A borderline student who scored “C” 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 “C” grade is only a privilege the Academic Council may grant and not necessarily a right a student may claim.
- Students repeating courses for which they obtained low grades should register for the course and carry out all procedures pertaining to the completion of courses.
- A maximum grade of “B” shall be awarded and recorded for each course at re-assessment. If the student scores the same or lower grade, this grade shall be the final grade.

## 15. Admission Transfer

In principle transfer of students within **HiLCoE**'s programmes is allowed if admission transfer procedure is completed. A student must satisfy the minimum admission requirements stated in their respective programmes. In addition, all of the following course transfer rules are enforced as part of the admission process for those applicants who didn't complete the programme and exemption would be considered for those applicants who have already completed one of the programmes.

- Course transfer requests are processed during application for admission transfer provided that the applicant has completed the form made available for this purpose and submitted all relevant academic documents.
- A maximum of 30% of the total credit hours of a programme to be admitted to can be exempted.
- Exemption of course exhaustively granted mainly from core courses.
- Grades of transferred courses will be counted in computing CGPA. Whereas when it is exemption they can be listed in a student's transcript without counted in computing GPA.
- Research Project/Thesis work transfer or/and exemption cannot be granted.
- All transfer or/and exemption shall be approved by the Academic Programme Council.

## **16. 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.
- If a student misses three consecutive lecture hours/classes or its equivalent s/he is automatically given RC.
- A student who has 75% attendance but failed to take the final examination will be given "RA" (Repeat Assessment). However, RA pending for three terms will be converted to "RC" (Repeat Course).
- Moreover, RC is given to a student 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".

## **17. Clearing Incomplete Cases**

- To remove incomplete cases (RC, RA) and/or to remove "F" or "C", a student must formally register during registration time and strictly take continuous assessments (tests, mid term exam, assignments and final examination) of the course of the current term. Attendance is mandatory except for RA students.
- RA might be allowed twice for the course if the duration doesn't exceed three terms since s/he has attended the class. In this case RA will be converted automatically into RC.



- 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 an alternative course as per the decision of the Academic Council.
- A student may be allowed to repeat a course(s) in which s/he scored a “C” once.
- A student who is permitted to repeat assessment or a course must meet all requirements for the course, unless the Academic Council decides to waive these requirements.
- A maximum grade of “B” 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 exam (course) in which s/he obtained “F” or “C”, 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.

## 18. 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, effort appreciations, etc., and final written examinations.
- 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. 40-50% of marking goes for student’s achievement in continuous assessment like tests, assignments, student presentations, attendance at seminars, research papers, term project and laboratory work. The rest 50-60% scores will be for the final written examination in each course.
- In case of final Research Project / Thesis of a programme, the evaluation will be done by a group that consists of the supervisor, external and internal examiners. The weighting distribution will be based on the demonstration on the dissertation and the application package or system developed. For further details check research project/thesis guideline.
- 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 coordinator office as required.
- **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	Good	3.0
5	C+	Satisfactory	2.5
6	C	Fair	2.0
7	D	Poor	1.0
8	F	Fail	0.0

## 19. 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 the grade point average set for that term, they may be forced to reduce their course load, and/or register only for re-sit and/or make up and their name will be put on the Academic Probation List. They are then expected to achieve the required cumulative grade point average (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. In the same token not allowed to get admission to any other programme of the college.

## 20. Quitting Enrolment

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

## 21. Readmission

1. Student's 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 readmitted.

## 22. Graduation

- Students will not be allowed to graduate unless they achieve the cumulative grade point average 2.5 or above 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 2.5 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” or/and “D” grade in any course.
- A student will be awarded one official academic credential (student copy) after completing final clearance requirements.
- Students who are forced to withdraw might be issued Certificate for completion of bridging courses (see 8.0 and 8.1) and clearing two more core courses with minimum CGPA 2.0 and senior project (CS599) with no “F” in any course.

## **23. Awards**

1. *Master of Science in Software Engineering*
2. *Master of Science in Computer Science*

## **24. 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.
- 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.

## **25. Refunds**

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

- 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.

## **26. 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
- Placement Exam
- Repeat Course
- Re-exam
- Repeat Assessment
- Assessment/Auditing
- Auditing
- Late registration
- Re-grading
- Transcript
- Readmission
- Graduation
- Registration
- Reassessment/Examination
- Service Request Card
- Degree/Certificate/Letter
- Admission Transfer
- Others

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

### **27.1. Guidance and Counselling Service**

Students, especially newly admitted students, shall be well-informed 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.

### **27.2. Student Rights**

Students shall have the following rights.

- No discrimination shall be made among students on the basis of nationality, gender, religion, colour and physical disabilities.
- Students should be allowed to forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities.
- Students should be allowed to use libraries, laboratories and other facilities according to the regulations set by the college.
- Students should be allowed to participate in clubs organised on the basis of age, gender, educational and research related fields, etc. under the umbrella of the college.
- Students should be allowed to bring evidence and complaints against cases they are accused of.
- Students should 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.
- Students can apply for a re-evaluation of an examination paper on the basis of the regulations of the college.
- Students can obtain an official document verifying the completion of the programme of the college.
- Students can acquire administrative support, guidance and counselling services in cases of academic or personal problems.
- Students can participate in co-curricular activities.

### 27.3. Student Responsibilities

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

- Fulfil all necessary requirements based on the programme set for every course through lectures, workshops, practical courses, etc.
- Complete all assignments, home works, field works, examinations, practical works, etc. given by the teacher according to schedule.
- Fulfil the necessary requirements of the college before normal classes start.
- Take the advice from their academic advisor, administrators, faculty and staff of the college.
- A student is responsible for a proper handling and utilisation of all educational materials and other properties of the college.
- Respect the orders and advice of the administration.
- Refrain from use of any addictive substances and backward traditional practices.
- Respect the rights of others.
- Report to the appropriate authority about facts within his knowledge, which would appear to violate the code of conduct.
- Replace lost or damaged materials for which he/she has signed.
- Participate in all types of promotional activities when required for the betterment of the college.
- Keep her/his Service Request Card (SRC) and show or return it to the authorities on request.
- Not allowed to keep materials intended to be shared.
- Respect the rules and regulations regarding cafeteria, library, laboratories and classrooms.
- Protect all college property and contribute towards the beautification of the college campuses.
- Refrain from offending other members of the college through unacceptable dressing styles, ways of expression and other gestures.
- Return all the property of the college and obtains official clearance before leaving the campus at the time of withdrawal or graduation.
- Report upon the request of a concerned authority of the college.

## 27.4. Breach of Code of Conduct

The following are considered to be disciplinary offences by the college:

- Misappropriation or destruction of materials and property of the college or the community.
- Breach of any regulation issued by the authorities of the college.
- Continuous failure to attend regularly scheduled classes, laboratory sessions or other normal college programs.
- The spread or dissemination through oral or written means of defamatory material concerning the college or the members of the college community.
- Disorderly behaviour, assault (verbal or physical) or incitement thereto.
- Dishonest conduct such as theft or lying.
- Disrupting regularly scheduled and legal education processes as an individual or a group.
- Unauthorized initiation, organization or promotion of any political students meeting or demonstration.
- Posting and distributing of unauthorised or illegal pamphlets and other written materials.
- Failure to observe laboratory rules such as installing games, pornographic material and other non-ethical software on lab computers and using them.
- Communicating with or copying from another student in an examination.
- Knowingly allowing another student to copy your own work during an examination
- Bringing unauthorized material into the examination room with the intention of using it during the examination.
- Plagiarism must be avoided and source of help for any work be it assignment, project, thesis should be specified.
- Failure to use reading materials and resources in a proper manner (e.g. removing some pages, writing on them, hiding them).
- Writing on tables, walls, chairs, bulletin boards, and other equipment of the college and tearing off notices from bulletin boards.
- Removing or altering information posted on bulletin boards; posting abusive, racist, sexist or defamatory material to the electronic discussion forums of the college.
- Possession or hiding of dangerous weapons such as knives, firearms, etc. in the college campus.
- Unethical relations with the opposite sex; sexual harassment, sexual assault, attempting to rape or fighting.



- Insulting and attempting to assault students, or other members of the college community.
- Intake of edibles and drinks in side the labs and in the class rooms.
- Intoxication, the use of “chat”, using or smoking cigarettes, alcohol and other addictive substances within the compound of the college.
- Curfew violation, using unauthorised entrances such as jumping over fences.

## 27.5. Disciplinary Actions

Punishment for any of the above offences will be decided by the Programme Office, and may include any of the following measures:

- For repeated minor offences, students shall be made to conduct self-criticism.
- Students shall be given warnings verbally or in a written form.
- The name of the student and the disciplinary measure taken shall be officially posted on bulletin boards.
- Students shall be made to replace materials damaged or lost or pay the estimated cost.
- Students shall be barred from libraries, free lab services and/or other services for a period of time depending of the level of violation.
- Students shall be suspended for one academic year.
- Students shall be permanently dismissed from the college for repeated and serious offences such as cheating, collaboration on assessments, theft, assault and disrupting the teaching-learning process in the college. Students dismissed because of such misdeeds will never be readmitted to the college.
- The programme office shall penalize students for violation of additional rules issued by the college.
- The programme office decision on any disciplinary action is final and binding.

### 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.

# HiLCoE Journal of Computer Science and Technology

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**HiLCoE**

School of Computer Science and Technology

## 28. HiLCoE Journal of Computer Science and Technology

### Editorial Board of HJCST

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## **Primary Objectives – HJCST Bi-annual Journal**

- ▶ To serve as a forum for the advancement of computer science and technology.
- ▶ To contribute to a rapid information and knowledge exchange between researchers and stakeholders in computer science and technology.
- ▶ To serve as a forum for postgraduate students in computer science and technology to publish their thesis/ research project results.
- ▶ To share best practices and case studies from the practitioners in the industry that can be a source of new research ideas.



## **29. Contact**

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# HILCOE

**The school of your dreams!**

School of Computer Science & Technology



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