Addis Continental Institute of Public Health

Student Handbook

Addis Ababa, Ethiopia

June 2015

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1. Introduction

Dear students of ACIPH, Please read thoroughly this student handbook. It contains the key governing principles of ACIPH-Students relationship. We have tried to include the most important points students must know at the beginning of their study at ACIPH. Whenever there are changes we will try to update this handbook as much as possible. However, until amendments are made in this handbook students will be notified about the changes through different communications. Those communications will replace what is stated in this handbook automatically.

Students are strongly advised to communicate with the appropriate office immediately if they have questions about any of the student handbook contents or issues that may not have been addressed in the student handbook.

1.1. About ACIPH

Addis Continental Institute of Public Health (ACIPH) is an independent center of excellence for public health research and training. It was established in mid 2006 by highly qualified health experts to provide technical services and training in major health issues in Africa. The Institute is based in Addis Ababa, Ethiopia.

Vision

ACIPH supports the attainment of healthier life for Africans by establishing and maintaining centers of excellence for health training and strategic health information to enhance the quality of health services and promote evidence based public health practices.

Mission

ACIPH is committed to improving the health of African population by enhancing the implementation capacity organizations dealing in public health and related issues in the government, non-governmental and private sectors through training, research and technical assistance. ACIPH provides short term training, assists in generating strategic information through research, monitoring and evaluation, and establishing routine database systems. ACIPH provides consultancy services in the area of public health training, research and services.

Medium and long term trainings leading to acquiring masters and PhD degrees shall be offered in collaboration with national and international academic institutions. The Institute strives to support organizations in achieving their mission by offering timely need based quality professional services. It focuses on major public health problems of the continent such as reproductive health, HIV/AIDS, Tuberculosis, and Malaria. It deals with emerging and re-emerging public health problems as and when necessary. It provides training and technical assistance in methodological issues such as data management, analysis and report writing based on both quantitative and qualitative research approaches.

Value

ACIPH maintains high ethical and moral standards, respect social norms, and believes in equality and mutual respect. The Institute offers high standard of service to its clients and comfortable working environment for its employees. It strives to support community and public initiatives in advancing public health by actively supporting professional and community organizations striving for a healthier life for Africans.

Main Objectives

Conduct training programs to enhance performance in health services and program management. Support evidence based practice by conducting research and monitoring and evaluation activities. Provide technical support for organizations and/or individuals engaged in collecting, analyzing, and dissemination of health and population data/information. Develop and undertake training programs to support human resource development in the continent.

Range of Services

The Institute can offer any professional/technical services and trainings in the area of public health on demand basis. Some of the activities are:
- Offering short term training: including reproductive health, monitoring and evaluation, research methods, health management, and data management and analysis
- Designing and conducting research: from protocol development to writing report
- Conducting monitoring and evaluation of projects and programs

- Establishing database and supervision
- Organizing and supporting technical workshops
- Training of trainers
- Offering undergraduate and postgraduate courses in the field of public health for colleges and universities
- Development of teaching/learning materials
- Data processing for surveys and related activities
- Conducting needs assessment
- Providing Consultancy services in health development based on request

2. Academic Calendar

1. The Institute shall have a semester based or annual based programs. One-academic year shall consist of two-semesters of sixteen weeks of classes. The Academic Year may start at any month of the year provided there are sufficient numbers of students.
2. The Calendar for each year shall be prepared by the Institute Registrar in consultation with the Deputy Director and approved by the Senate. The Institute Calendar, among other things, shall provide the following: admission, readmission and registration, adding and dropping of courses, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review
3. The calendar is fixed with the exception of force majeure.

3. Academic information

3.1 MPH programs & specialty track

ACIPH is accredited to offer General MPH program and MPH programs with specialty concentration in Public health nutrition, Epidemiology and Biostatistics, Reproductive Health, Monitoring and Evaluation, Health service Management and Health Economics.

3.2 Grading System

3.2.1 Academic achievement shall be graded out of 100% as follows

Grade	out of 100%
A+	90+
A	85-89
A-	80-84
B+	75-79
B	70-74
B-	65-69
C+	60-64
C	55-59
D	50-54
F	<50

3.2.2 Grade points are related to Letter Grades earned for each course according to the following scheme:

Letter Grade	Grade point
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
D	1.00
F	0.00

3.3. Grading Scales

1. Semester grade point averages (SGPA) are determined by dividing grade points earned in a semester by the number of credit hours attended in that semester. Cumulative grade point averages (CGPA) are determined by dividing the sum of grade points totally earned by the total number of credit hours taken.

2. Each student should earn a CGPA of at least 3:00and no more than one C grade at the time of graduation. The required SGPA and CGPA for each semester may vary by the program level. Details shall be provided in each program curricula.

3. In a case where a student does not have full examination records, the instructor shall record "NG" for No grade. All "NG"s shall be changed to one or another of the following.

To an "I" (incomplete) by the Academic commission in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course.

<div align="center">OR</div>

To a "W" (withdrawn) by the Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.

<div align="center">OR</div>

To a "DO" (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by The Institute and the time limit specified in the provisions of sub-article 4.2 hereof or has not produced evidence justifying his failure to sit for the exam(s).

4. Neither "W" nor "DO" shall play any part in the computation of the semester grade point average.

5. A student who obtains a "DO" for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by The Institute to the appropriate academic commission within four weeks after the commencement of the subsequent semester. Failure to do so shall result in an

automatic "F" grade.

6. The modalities of converting "I" grades to other grades shall be as per the procedures set forth under this Legislation.

7. If a student repeats a course in which he earned an "F" or a "D" grade, the initial credit hour and grade shall be ignored in calculating his/her grade point average whether or not there is a change in the grade. The student will also earn a maximum of "B" grade.

8. All required non-credit work shall be recorded with a grade of "P" (Pass) and "F" (Failure), but neither shall be included in the computation of the grade point average. Students with "F" (Failure) should repeat the non-credit work before graduation.

9. A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a letter grade.

3.4. Academic Dismissal, Suspension, Withdrawal & Dropout

1. Academic Dismissal: A student will be dismissed from the program when his/her SGPA/CGPA is below 2.5 or if the senate gas decided the student's dismissal for disciplinary actions.

2. Academic Suspension: will be given by the registrar office and approved by the Academic Commission when the student's SGPA &CGPA is too low to enable the student continue into the next semester. A student with "Academic Suspension" has to apply for re-admission two months before the beginning of the semester s/he desires to join. Admission will be granted only if there is place during the application period.

3. Academic withdrawal: A student can withdraw from the program for various reasons. A student wishing to return to the program has to apply for re-admission two months before the registration date of the semester.
A student will be considered as formally withdrawn only if s/he has filed the withdrawal form at the registrar office and has obtained clearance from various departments.
Re-admission will be given only if there is place at the time of the re-admission request.

4. Academic Drop Out: A student will be considered as a Drop Out is s/he has left the program without notifying the institute at the time or within 6 weeks of the end of the semester. Such student is not eligible for re-admission

4. Attendance

1. A student is required to attend all lectures, laboratory and practical sessions as well as field work of courses except for the courses in which earning of credits through examination alone is accepted.

2. In situations where a student fails to attend all sessions, because of reasons beyond his control, a minimum of 70% attendance shall be required if he is to earn credit in a given course.

3. Departments demanding 100% attendance in a course or in a portion of a course should provide the list of such courses to the Registrar and notify the concerned students in advance.

4. A student who has missed more than 30% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for his failure to attend classes.

   If a student's incomplete attendance is proven to have been for valid reasons, his registration for the course will be cancelled and he shall be permitted to retake the course.

   If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of his next enrolment in the program.

5. General Regulations

1. Attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the Institute.

2. Accept homework, project assignments, practical attachments, laboratory or field tasks and other forms of engagement intended by an instructor or department to create learning opportunities for the student.

3. Do research that would contribute to the professional growth and benefit the society

   by cooperating with the academic department.

4. Seek information, assistance, and necessary guidance according to arrangement of consultation and student advising.

5. Demonstrate honesty and integrity in behavior and performances.

6. Demonstrate self-discipline, respect to others' ideas, tolerance of differences, and non-discrimination.

7. Handle any properties of Institute under possession with responsibility and good care.

8. Reporting to the concerned bodies any willful violation of rules and regulations by any member of Institute community.

9. Respect for elders, instructors, advisors and other members of Institute community.

10. Demonstrate belongingness to the Institute.

11. Abide by the rules and regulations of the Institute

6. Directory of Resources

	West Wing	East Wing
Fourth Floor	Staff Lounge	401 – Hall 6 402 – Hall 5 403 – Facilitation Room
Third Floor	301 – Academic department Secretariat 302 – Academic Advisor Office 303 – Public Health Science(Head) 304 – Public Health Science 305 – Research & Evaluation Department 306 – Hall 4A	307 – Hall 4B 308 – Finance Office
Second Floor	201 – Human resource Office 202 – Directors Office 203 – Meeting Room 204 – Short term training & project office 205 – Visiting Scholars Office	206 – SMMES office 207 – Library
First Floor	101 – Training quality assurance & gender office 102 – Deputy Directors office 103 – Hall 1 104 – Hall 2 105 – Hall 3	106 – Computer Lab 107 – Cashier 108&109 –Business & Management office
Ground Floor	001 – Registrar 002 – Hall 7	003 – Student Corridor and Elevator
Basement	Recreation Zone	

7. Staff Directory

Name	Department/Unit	Phone	Email
Prof. Yemane Berhane	Director	0116390029	yemaneberhane@gmail.com
Prof. Meaza Demissie	Deputy Director	0116390004	meazademissie@gmail.com
Prof. Alemayehu Worku	Academic Advisor	0116390024	alemayehuwy@yahoo.com
Dr. Ayele Zewde	Chief of Party: Malaria project	0116390031	ayelezewdew@gmail.com
Dr. Amare Worku	Public Health Sciences Dep't		adtadesse@gmail.com
Dr.Ewenat G/Hanna	Public Health Sciences Dep't		ewenatgebrehanna@addiscontinental.edu
Dr.Seblewengel Lemma	Research & Evaluation dep't	0116390020	seblewengel@addiscontinental.edu
Honelgn Nahusenay	Research & Evaluation dep't	0116390020	h.nahu2000@gmail.com
Seada Beyan	Academic Coordination	0116390004	seadabeyan@gmail.com
Tigest Shiferaw	Research & Evaluation dep't	0116390021	tigestshiferaw@gmail.com
Hanna Yemane	Short term trainings & Projects Office	0116 300034	hannayemane@addiscontinental.edu.et
Dagmawit Tewahido	Short term trainings & Projects Office	0116 300034	dagmawit.tewahido@gmail.com
Semira Abdelmenan	Data Management	0116 300026	semiramenan@yahoo.com
Hanna Gulema	Research & Evaluation dep't	0116390021	Hannagulema1@gmail.com

Meskerem Teshome	Directors Office	0116390039	aciph@addiscontinental.edu.et
Samson Seged	Business & Development Department	0116390038	businessdev.aciph@gmail.com
Henok Hailu	ICT	0116390024	henohy2@gmail.com
Helina Degefa	Finance Office	0116390035	Finance
Dawit Shiferaw	Library		aciphlibrary@gmail.com
Meskerem W/Michael	Registrar	0116390000	Registrar.aciph@gmail.com

8. ACIPH Student & Gender Affairs

ACIPH Student & Gender Affairs is focused on creating a suitable teaching/ learning environment. The Unit works directly with student representatives and serves as a communication hub between ACIPH & students.

Duties & Responsibilities

1) Addressing & Directing student issues & questions through the responsible department.
2) Provides detailed information and explanations to students via representatives.
3) Ensure gender integration in the day-to-day activities
4) Work closely with registrar
5) Check Course evaluation forms before approval of the director
6) Handle & process Internship request pending approval from the director.
7) Determines and interprets student services needs.
8) Providing assistance to alumni and graduating students

Unit Information

Unit Head: Dr. Ewenat Gebrehanna

Unit Secretariat: Seada Beyan

Unit Members: Dr. Ewenat Gebrehanna

　　　　　　Seada Beyan

　　　　　　Dagmawit Tewahido

　　　　　　Samson Seged

Contact info:　Tel: +251116390004

　　　　　　Email - studentaffairs.aciph@gmail.com

For any more information about ACIPH or updated news on researches, trainings and publications please follow the links below:

- Website : www.addiscontinental.edu.et
- Linkedin : www.linkedin.com/company/addis-continental-institute-of-public-health
- Facebook : www.facebook.com/addiscontinental
- Youtube : www.youtube.com/user/aciphpublichealth
- Twitter : www.twitter.com/aciph1