

RWANDA POLYTECHNIC

STUDENT HANDBOOK

2018-2019

PART I: GENERAL ACADEMIC REGULATIONS

SECTION ONE

A: INTRODUCTION REMARKS

Regulations stipulated in this document are legal and constitute academic statutes governing Rwanda Polytechnic diploma and Advanced diploma programmes. Rwanda Polytechnic Academic Senate is currently the highest academic organ of Rwanda Polytechnic.

B: ABBREVIATIONS

CA: Continuous Assessment and consists of quizzes, take-home assignments, case studies, laboratory practice, short tests and field/project work reports where applicable.

CAT: Continuous Assessment Test.

GPA: Grade Point Average.

HoD: Head of Department

ICT: Information Communication Technology

INC: Incomplete.

IPRC: Integrated Polytechnic Regional Center

MIS: Management Information System.

TSS: Technical Secondary School

ID: Identity Card

MPA: Marks Percentage Average

N/A: Not Applicable

RP: Rwanda Polytechnic

C: DEFINITIONS

Candidate: A student who is registered and qualifies to sit for examinations.

Coursework: Lectures, tutorials, practice (labs & workshops) and continuous assessment.

Dismissal: Permanent de-registration from studies in a programme.

Institution: In this document, institution is used to mean the Integrated Polytechnic Regional College.

Examination: Timed evaluation

Main Examination: Examination held at the end of each regular semester.

Academic Board: Shall mean the IPRC Academic Board

Academic Senate: Shall mean the RP Academic board

Programme: The totality of subjects offered towards the award of a diploma or advanced diploma Certificate.

Module Leader: The person responsible for managing the implementation of teaching and assessment activities related to any particular programme, and is normally the Head of Department.

Repeating: Attending and being examined in all failed modules prescribed for the particular study year.

Special Examination: Examination given as an alternative for students who failed to attend the main examination for reasons acceptable by the college.

Module: Any unit offered in a programme that has a unique identification code and title.

Programme Specification: A validated document that gives details of the learning outcomes, curriculum, mode of delivery, available resources, qualifications framework, regulations governing the award of any programme.

Cheating: In an examination, cheating means using or attempting to use unauthorized

materials, getting examination questions or marking scheme in advance, doing an examination for someone else, assisting or being assisted by another person during an examination, exchanging documents or any materials, copying from another student's script, talking with another student, sharing electronic devices (calculators), using mobile phones in an attempt to gain unfair advantage, scribbling on one's body, giving his/her student ID to someone else to use, or using a forged student or examination ID.

Harassment: A repeated offensive behavior that appears to a reasonable observer to intentionally target a specific person. The purpose is to make the targeted person feel threatened, intimidated, undermined, frightened or discouraged.

Corruption: An improbity or decay in the decision-making process in which a decision-maker consents to deviate or demands deviation from the criterion which should rule his or her decision-making, in exchange for a reward or for the promise or expectation of a reward. While these motive influencing his or her decision-making cannot be part of the justification of the decision.

Advanced Diploma/ Diploma /Certificate: An official document offered by the College to testify that an academic qualification was awarded to a student who successfully completed an Advanced Diploma or diploma programme.

Unauthorized materials: Anything that is not allowed in an examination room, whether relevant or not to the examination in question. Being found with unauthorized materials in an examination room, will be treated as cheating.

Vocational Training: A short period training programme designed to provide people with technical and hands on skills of quicker employment.

D: PROGRAMME OFFERED AT RP

1. Advanced Diploma Programme
2. Diploma Programme
3. Short course
4. TVET school

These regulations concern only Diploma and Advanced Diploma Program

SECTION TWO: ADMISSION AND REGISTRATION REQUIREMENTS

A: ADMISSION PROCEDURES

Article 1:

RP is open to any person fulfilling the admission requirements. RP admits full- time students, visiting students and exchange students.

Article 2:

A full-time student is the one who registers for all modules of the programme in general and sits for examinations of all modules in order to be awarded an Advanced Diploma or Diploma.

Article 3:

The status of a visiting student is recognized to any person that registers for modules but does not sit for examinations of these modules in order to be awarded a Diploma or Advanced Diploma.

Article 4:

An exchange student is the one who registers for Modules within an exchange programme institutions and sits for examinations of these modules.

Article 5:

Candidates qualified for admission at RP shall have an Advanced General or technical Certificate of Secondary Education, with at least two relevant principal passes permitting entry to higher education, or a qualification or other evidence of ability to study on the

programme which is considered equivalent by REB for General advanced secondary school or WDA for Advanced technical secondary school. Applicants must also demonstrate sufficient competence in English to study at Higher Education level. Individual programmes may set requirements above the minimum level.

Article 6:

Students who have completed their secondary school outside Rwanda and who wish to join RP must first submit their certificate to REB or WDA in order to have equivalent qualification to ensure that they are of standards consistent with RP requirements.

Article 7:

Departmental admission requirements are prescribed by each Department, which may include admission criteria. Prospective students must meet Departmental admission requirements as stipulated by the respective Institution Program Specifications and Prospectus. For admission into respective programs the required subjects read and passed at Senior Six of advanced general or Technical Secondary School level refer to departmental admission requirements manual.

Article 8:

The aggregates to be considered should be decided by the admission board according to the received applications.

Article 9:

The students having different combinations as mentioned in the departmental admission requirement manual, their application should be accepted through RP admission board after analyzing their performance and choice. However, applicants shall be re-oriented to other programs depending on other admission criteria regardless of their choice.

B: REGISTRATION PROCEDURES

Article 10:

Registration shall be done prior to the beginning of the 1st semester of each academic year.

Article 11:

All students are required to pay all approved fees as a precondition for registration.

Article 12:

The refundable caution money (against loss of or damage to RP college on property) shall be paid once by all students seeking registration for the 1st time.

Article 13:

Registration shall be done before the beginning of each academic year for all students over a specified and communicated period.

Article 14:

Request for Late registration applications are submitted in writing to the Registrar who appraises their eligibility basing on supporting documents.

Article 15:

No application should be accepted after five working days after the start of the academic year. No student will be allowed to register after five working days after commencement of lectures.

Article 16:

In such cases (Art 14 & 15), there shall be a mandatory penalty amounting to fifteen thousand Rwandan Francs (15,000RwF).

Article 17:

Students requesting entry with credit transferred from another Higher Education Institution must do so by two months before the beginning of the program for which entry is sought. The request should be sought through Deputy Vice Chancellor Academic Services and a copy to the principal of a specified college.

Article 18:

No student shall be allowed to register for more than one program at the same time.

Article 19:

All registered students are expected to conform fully to RP regulations.

Article 20:

No student will be allowed to change courses or programs later than two weeks after the beginning of the 1st semester.

Article 21:

Each student shall register personally and not through a third party or proxy.

Article 22:

A person who is not registered in either one of the program offered by RP as a student shall not be entitled to take part in any activity in the institution as a student. If the above mentioned case is identified, appropriate laws will be considered

Article 23:

The names under which students are registered will be used on all institutions documents given to the student. Any request for changing the name must be supported by legal documents.

Article 24:

Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by RP through the Academic Registrar's office at least three months before the registration period.

Article 25:

All documents required for registration shall be submitted to the registration office together with the completed application form for registration.

Article 26:

Registration shall be made online. At the first registration, each student shall present the following documents online:

- One certified copy of National Examination Certificate or equivalent certificate.
- Copies of report marks for secondary School (S4 – S6)
- Copy of national identity card or passport for foreign students.

- One copy of a medical certificate issued less than three months before the registration date where applicable.
- One colored recent passport size photographs.
- Proof of payment of all charges required for registration.
- Filled student registration form
- Valid medical insurance cover
- One copy of a residence permit for the ongoing academic year for foreign students;

All the above documents used for online registration should be submitted in hard copies within one week after the start of the academic year to the registration office at the respective IPRC.

Article 27:

All students are required to give to college registry Services with telephone number, email, postal and residential addresses, and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him or her

Article 28:

The registration requirements should be the same for both Diploma and Advanced Diploma programmes.

Article 29:

All matters relating to fees such as bank slips shall be deposited to the Directorate of Finance and copy of the payment proof received and signed by the Directorate of Finance will be presented to the registration office attached to other registration documents.

Article 30:

Continuing students will be required to re-register at the beginning of each academic year and they shall provide clearance from the Finance Unit (a receipt) as proof of payment.

Article 31:

Student's registration will be cancelled immediately at any time of the academic year:

- If it will be noticed that he/she submitted falsified information and/or documents at the time of registration and legal action will be taken against the student.
- If it will be noticed that at the time of registration there was violation of registration regulations or student's serious misconduct. In such cases, no re-fund of tuition fees will be given.
- On student's request, if the request is within two weeks from the beginning of the academic year in such a case, only tuition fees paid will be refunded.

Cancellation of registration shall be approved by the Deputy vice chancellor in charge of Training, institutional Development and Research on the recommendation of the IPRC Academic Board

Article 32:

A student's registration may be withdrawn at any time during the academic year by the Deputy vice chancellor in charge of Training, institutional Development and Research in case of absence without permission or justification of more than a month during the academic year on the recommendation of the College Academic Board Such exclusion shall be valid for the very same year and all the results nullified.

Article 33:

Cases of impersonation, falsification of documents or giving false/incomplete information, shall lead to cancellation of registration or withdrawal of any Diploma awarded. Legal action may also be taken by the Institution, against the culprit.

Article 34:

Any student thus de-registered, may appeal the decision and shall address any such appeal to the Deputy vice chancellor in charge of Training, institutional Development and Research clearly stating their grounds for appeal.

The Deputy vice chancellor in charge of Training, institutional Development and

Research shall, after study of the appeal, present the same to the Admission Board for a decision.

C: POSTPONMENT OF STUDIES

Article 35:

Students may be allowed to suspend studies for a maximum of one year and shall be re-admitted into the semester of study where they left off, at the expiry of the postponement period. In the event of a curriculum change during the time of suspension, rejoining students may only join in at the beginning of the 1st Semester of academic year, no matter at what point in the academic year they suspended their studies. If there is a new module introduced into the programme, a student has to take the new module.

Article 36:

Permission to postpone and to resume studies will be considered by the college Deputy Principal of Academics and Training after receiving recommendations from the relevant Departments, on request from a student and on production of satisfactory evidence and documents supporting the request for postponement. Each case shall be considered on its own merit.

Special circumstances for which postponement of studies may be granted include the following:

- Health problems supported by a report from a certified medical practitioner
- Serious or debilitating illness, or handicap which may require time to overcome,
- Social problems such as :
 - Requests for maternity leave,
 - The death or illness of a close relative or sponsor
 - Financial problems leading to inability to continue schooling

Article 37:

A regular student can be allowed to postpone studies any time during an academic year upon justifiable evidence presented.

Article 38:

After suspension, resumption of studies is subject to the recommendation of the Head of Department who shall take into account any change in the curriculum and assess the equivalence between old and new requirements. A student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/ programme. The request for resumption of studies should be done in writing, at the time of registration. Any uncompleted modules will be redone

Article 39:

Only one period of suspension shall be granted and for only one year. The exceptions are requests for maternity leave, debilitating illness/handicap, where medical evidence suggests that a student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances made the request necessary will clearly still be in force in the following year.

Article 40:

Consecutive suspension shall not be granted for chronic or on-going medical conditions. Instead, the Deputy Principal in charge of academics shall consult the student and the college medical officer, or other disability officer, to see what help the Institution can offer to help the student to overcome the effect of condition insofar as ability to study is concerned.

Article 41:

No student may suspend studies for more than two years, nor more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time. Two years of suspension should not be included in the completion period of studies.

D: MIDWAY ADMISSION AND TRANSFER

Article 42:

Applications from students seeking transfers from other institutions of higher learning shall be considered by Deputy vice chancellor in charge of Training, institutional Development and Research on the recommendation of the admission board.

Article 43:

Candidates from other Higher Learning Institutions can transfer to RP if the equivalence of their education level is established by the Admission Board.

The Admission Board may recommend admission of such students on condition that they do compensatory modules such students may have not done in their previous institutions. The number of compensatory modules cannot exceed a third of the module load of the level a candidate is applying to be registered in. He/ She should have covered 50% of the programme he/she wants to join.

However, under special circumstances, the determination of the amount of credits to be awarded, credit point of the programme which a student should join and/or the modules to be covered, or excused, will lie with the department council in consultation with the Deputy Vice Chancellor in Charge of Training, Institutional Development and Research. The admission of transfer of candidates is approved by the Admissions Board in consultation with the department.

Article 44:

Students seeking transfer from other institution must present academic testimonials from their previous institution before being considered for admission.

Article 45:

The Registrar and the Director of Academic Services shall be responsible for all matters relating to the admission and registration of students.

E: STUDENT IDENTITY CARDS

Article 46:

A student identity card and Library card shall be issued respectively by Directorate of Academic Services and library office to each student during the induction week.

Article 47:

For library users from outside of the RP College, the visitors' library card will be issued by Directorate of library and academic resources.

Article 48:

Identity card shall bear the holders photograph, department & Program, academic year and year of study, student's registration number, and the signature of the relevant authority and the stamp of the Institution.

Article 49:

A student's identity card and Library card shall be required for use of the library, admission to lectures, tutorials, practices, laboratories, examinations and other institutional services.

Article 50:

A student who loses his/her student's identity card shall pay 5000 Rwf in order to get a replacement.

Article 51:

Student's identity card shall only be replaced on request by individual student in writing and only if the Institution is convinced of their loss and circumstances of loss.

Article 52:

Students are advised to carry their Institution identity cards with them throughout their period of study at the Institution.

F: MATRICULATION

Article 53:

During induction week, each registered student shall be required to take the following Matriculation Oath at public ceremony, organized by RP and presided over by the RP

authority. All Academic staff and senior members of administrative staff shall be in attendance at this ceremony.

The oath shall be articulated as:

I promise on my honor,

To obey RP authorities over me,

To abide by the rules and regulations of RP,

To keep peace on campus,

To obey the laws of the land,

To study diligently, and in every way possible to advance the aims of RP.

So help me God.

Article 54:

After the oath, each student will enter his/her full name and respective student registration number in the matriculate and append his/her signature next to their respective names.

SECTION THREE:

A. ACADEMIC YEAR

Article 55:

The Academic year shall consist of two semesters, each with a minimum of 12 weeks of teaching, one week of consolidation and two weeks of final examination.

B: CLASS ATTENDANCE AND CONDUCT IN CLASS

Article 56:

A student who has not registered for classes must not attempt to attend classes.

Any attempt by a student to attend classes without having registered shall lead to denial of registration for the concerned student for the entire academic year.

Article 57:

A student's class attendance, practical work/tutorials and examinations shall be mandatory. When a lecture session has started, the lecturer has the right to deny entrance to late students. Likewise, a student will not leave the classroom while the class is in session without the lecturer's consent. In a class lasting more than two hours, there will be allowance for a short break. The use of cell phones during class sessions is strictly prohibited. Disciplinary action will be taken against unruly students and those who disregard the above regulations.

Article 58:

Attendance at lectures, seminars, practical sessions is mandatory. Attendance will be monitored as agreed by the Department. Students who attend less than 85 per cent of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed to sit for the final examination.

Article 59:

Submission of coursework by the due date and attendance at examinations and in course tests is obligatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

Article 60:

Students are expected to participate in all continuous assessments including take home assignments, group discussions, group assignments, assessments, and any other work that may be assigned by the module leader to the students. Not attending any of the

assessments without prior official permission will be treated as an intentional unexcused absence, and will attract a grade of zero.

Article 61:

A request for permission to be absent from any kind of assessment shall be in writing, supported with evidence and addressed to the HoD with a copy to the Director of Students affairs, latest 1 working day before the assessment. If the request is granted, the HoD will immediately give permission to the student in writing, and inform the module leader in writing. Failure to submit the request on time to the office of HOD, the request will be rejected.

C: AUTHORISED ABSENCE/LATE SUBMISSION OF ASSIGNMENTS, AND MITIGATION OF RESULTS

Article 62:

Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Provisional examination dates for modules will be announced at least four weeks in advance. The final timetables and room allocations shall be announced two weeks before the start of the examinations.

Article 63:

Students may make a written request supported with evidence to the Head of Department with a copy to the Director of Students affairs to be absent from teaching sessions or one or more examinations, producing evidence of circumstances that make it impossible for them to attend. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, in the late stages of pregnancy or after recently giving birth, or because of the illness of a dependent or the death of a close relative. Other kinds of reasons may also be given, and the decision will be taken by the Academic Board, on the strength of the evidence that the absence is unavoidable and not likely to recur.

Article 64:

A candidate who fails to attend a required examination, or fails to complete other assessed work by the stated deadline, shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 65:

An application may also be made after failure to attend an examination (but within 5 working days after the examination has been done), and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Deputy Principal in charge of Academics and Trainings.

Article 66:

Students may decide not to apply for leave of absence but may instead apply for mitigation of results, before an examination or within seven days after it, the application should be based on strong and compelling evidence that he/she were not able to perform at his/her normal level by reasons of a medical condition, an accident or another unforeseen event or circumstance. The Deputy Principal of Academic and Training will present the application to the Academic Senate that will determine whether the student appears to have performed at a lower standard than would be expected in the light of his or her other marks.

Article 67:

Students may make a written request to the Head of Department (HoD) to submit coursework late, producing evidence of circumstances that make it impossible for them to hand it in on time. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, the illness or death of a close relative or dependent, in the late stages of pregnancy or after recently giving birth. Other kinds of

reasons may also be given, and the decision will be taken by the Head of Department on the strength of the evidence that the absence is unavoidable and not likely to recur. (In cases likely to recur, a period of suspension may be more appropriate.) Such applications must normally be made before the due date for the work.

Article 68:

Where repeated applications for late submission, absence from examination or mitigation are based on a chronic, on-going medical condition shall be recognized by a medical doctor from government hospital. Instead, the Director of Students Affairs shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.

D: PROGRAMMES OF STUDY

Article 69:

A programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a department Board in order to be eligible for the award of a qualification.

Article 70:

All programmes shall be published, and modules are made available to students. The programme requirements, methods of tuition and assessment shall be published annually before registration starts.

Article 71:

The code/reference, title, level and credit value of the modules to be completed should be clearly indicated and applied.

Article 72:

All programmes of study must be approved by The Academic Senate before they are advertised and before any student may be admitted. The specific requirements approved by the Academic Senate are detailed in a Programme Specification Form which has been scrutinized and approved by a Validation Panel chaired by the Deputy Vice Chancellor in charge of Academics and Training or his/her representative.

Article 73:

The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for successful completion of the programme.

Article 74:

Modules shall normally be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall be the maximum. The increment of 5 credits can be used where necessary.

Article 75:

Where necessary the following skills modules, on which a pass is compulsory for progression/ graduation, shall be included in all diploma and advanced diploma programmes: language; computing and information technology; communication and study skills; personal development planning. These modules do not bear a credit rating and are additional to the programme's academic modules. It is required to be passed but they do not contribute to grade-point averages, distinctions.

Article 76:

Where programme requirements include a substantial period of internship/ industrial training, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and how it contributes the award.

E: MODULES

Article 77:

A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for diploma and advanced diploma programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year. Every module has a unique name (title) and a unique code made up of a three letters department abbreviation and three digits, the first representing the level of the study, last digits represent the module number.

Article 78:

All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved in the module. Levels descriptors are given in the Qualifications Framework.

Article 79:

Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment, and will be identified by separate module code numbers.

Article 80:

There shall be a module description for every module approved by the Academic Senate, which includes the following: Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinized

and approved by RP and shall have been available to the Validation Panel which advised on the approval of the Programme.

Article 81:

Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules.

- A prerequisite is a module for which a student must have obtained credit before undertaking another specified module or modules.
- A co-requisite is a module which a student must take in conjunction with another module or modules within a single level.
- A prohibited combination is a set of two or more modules which may not be taken together within the same programme.

F: ASSESSMENT

Article 82:

By registering, the student agrees to be assessed on the modules being taken, at the time and place set by the Institution and by the methods prescribed, programme and course regulations.

Article 83:

The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any subject shall be appropriate for this purpose.

Article 84:

Modules are assessed by continuous assessment (CA) (including assignments, quizzes, short tests, practical reports, case studies) carried out during the teaching weeks, where grades and feedback are provided before the final examination. The final examination shall be done at the end of the semester/ period, unless otherwise stated.

Article 85:

The grade for a module is made up of the grades for CA and examination, weighted as

approved in the Programme Specification. All CA scores shall be presented as percentage scores. CA shall make up 60% of the module score and the examination is weighed at 40%.

Article 86:

A score of 30% in CA shall be mandatory for the student to be allowed to sit for the final exam.

Article 87:

The pass mark after combining CA and examination in each module is 50%. Candidates scoring below 50% will be deemed to have failed in that module

Final examination shall be compulsory and a student must score a minimum of 25% of the exam is a must for passing.

Article 88:

The CAT weighing shall be specified in the curriculum. Students shall be duly informed by the module leader on how the module will be assessed at the beginning of the semester.

Article 89:

As a general guide, the CA weighing shall consist of two tests, each out of 20%, and quizzes, assignments, and practical laboratory work out of 20%.

Workshop marks weighing

- For CA marks, practical shall have 40%, and theory out of 20%
- Final exam shall be individual practical works out of 40%.

Article 90:

The main examinations will be governed by the Institution's regulations, and shall only be held during periods specified in the academic calendar.

Article 91:

All main examination papers shall be subject to internal and external moderation as prescribed by the Institution's policy.

Article 92:

Overall continuous assessment results (CA) for each course shall be published by the HoD in the twelfth week of teaching of each semester, before students sit for the final examination. No student will be allowed to participate in a CA during or after the final examination.

Article 93:

Continuous assessment has to be taken when they are administered to the whole class. Except under very special circumstances, the Institution will not allow setting and administering special continuous assessment. Missing an assessment without genuine reasons will attract a zero grade.

Article 94:

No member of academic staff shall mark coursework, examine orally or invigilate or mark examination scripts produced by students with whom he or she has a close relationship, nor shall he or she be a member of an Examination Board considering such students. (Where this bars a Dean or a Programme Leader from a particular Board, a substitute shall be appointed by the Dean or Deputy Principal Academic, as appropriate.) Members of staff are required to excuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

Article 95:

A ten-credit module shall normally be assessed by two-hour examination. A twenty credit module shall normally be assessed by a three-hour examination. The assessment burden for modules of other lengths shall be in proportion to their size.

G: THE CONDUCT OF CONTINUOUS ASSESSMENT TESTS (CATs)

Article 96:

Continuous assessment tests (CATs) shall be conducted in accordance with the Institution's examination regulations.

Article 97:

Module leaders with assistance from their respective Heads of the Departments have the responsibility of organizing CATs. Module leaders must ensure that CATs are scheduled in times and venues that do not disrupt the conduct of other classes.

Article 98:

Tests shall be conducted in rooms that have sitting space for each individual to minimize cheating and communication between candidates.

Article 99:

Cellular phones, electronic devices and other illegal materials are not allowed in the room where tests are being conducted.

Article 100:

Regular teaching will continue to take place during the CAT administration period. Students who absent themselves from classes in order to prepare for tests shall be penalized in accordance with the Institution's regulations on class attendance.

Article 101:

For all CATs, written special paper will be provided by the examination office (CAT Booklet). No student will be allowed to bring his/her own writing paper.

Article 102:

All students will be required to have with them their Student Identity Cards during the conduct of CATs. Invigilators for CATs must ensure that all students taking the CAT sign the attendance list.

Article 103:

All regulations regarding the conduct of examination and cheating will also apply to CATs. Students found to have cheated in a CAT will be treated in the same way as cheating in an examination.

H: CONDUCT OF EXAMINATIONS

Article 104:

The Final timetable for examinations will be posted at least two weeks before the first examination is due to take place. It shall be the duty of the candidate to consult the examination timetable, to ascertain the papers to be written each day and to make him/her available at the appointed place at least half an hour before each respective examination is scheduled to begin.

Article 105:

All examination venues shall be out of bound for all unauthorized persons (anyone who is not involved in academic activities and candidate not concerned with the examination to be conducted), during the examination sitting. No student shall enter the Examination Room until he/she is allowed in by the Invigilator.

Article 106:

Candidate shall have all necessary materials required to sit for the examination.

All other belongings must be deposited in place indicated by the chief invigilator.

Article 107:

Invigilators are not responsible to any loss or damage of students' belongings in the examination room.

Article 108:

Students shall arrive in their appropriate examination rooms fifteen (15 minutes) minutes prior to the start of the examination.

Article 109:

Every candidate must enter the examination room with his/her student Identity card and valid financial clearance proof, both of which must be presented on their examination desk before the start of the session and fill in an attendance list which must be verified by an invigilator.

Article 110:

A candidate shall not bring to the Examination Room any unauthorized material, whether or not he/she intends to use it. A candidate who is suspected of hiding unauthorized

material on his/her own may be asked by the invigilator to produce the material and if necessary be subjected to a body search. Refusal to comply with such request shall be deemed to constitute misconduct and will result into the student being stopped from sitting for the specific examination. Such a candidate shall subsequently be subjected to offensive action if the IPRC Academic board is satisfied that he/she contravened the institution's examination regulations.

Article 111:

The Module leader shall be responsible of his/her examination dispatching. Each examination room shall have a chief invigilator supported by other academics as invigilators; module leader should be one of invigilators. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

Article 112:

Talking among candidates or looking at each other's work shall not be permitted in examinations; it is considered as cheating and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

Article 113:

At the beginning of an examination the Chief Invigilator shall remind students of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

Article 114:

No candidate is allowed to enter an examination room after the examination has started.

Article 115:

A candidate who finishes the examination ahead of time may leave the examination room

provided that at least one hour of the time allocated to the examination has elapsed since the start of the examination.

Article 116:

No candidate is allowed to stand up in examination room after the examination has started without an authorization of the invigilator.

Article 117:

A candidate may leave the examination room temporarily for unavoidable circumstance only with the express permission of the Invigilator. In any such event, the Invigilator will be required to satisfy himself that the candidate does not carry out of the examination room, any unauthorized material.

Article 118:

A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Invigilator or an Examination attendant designated by the Chief Invigilator. Upon returning, the candidate must comply with examination regulations.

Article 119:

At the end of each examination, each candidate shall ensure that he/she hands in his/her exam question paper together with his/her answer booklet. The module leader may refuse to mark the examination answer booklet that doesn't have the examination question paper included. Candidates are not allowed to write anything on the examination paper. Such an act will attract disciplinary action.

Article 120:

A candidate should not, in any way, interfere with the stapling of the answer booklets. Any complaints a candidate may have about the answer booklet should be brought to the attention of the Invigilator within 10 minutes after receiving the answer booklet. An answer booklet that has been tampered with shall be regarded as spoilt and will not be marked. Any candidate who hands in a spoilt answer booklet will be subjected to disciplinary action.

Article 121:

A candidate who fails to attend an examination without a satisfactory reason shall be given a zero.

Article 122:

A student who falls sick during the examination period shall inform his/her Head of Department in writing, not more than 2 days of the incidence. If this results in inability to sit for other subjects, a certified Medical Report from a registered medical practitioner should be forwarded to Head of Department with a copy to the Director of Students Affairs not later than one week after examinations. The Institution has the right to make independent verification of the medical report and may take legal action against a practitioner deemed to have issued a false medical report.

Article 123:

A student whose parent/guardian, spouse, child or sibling passes away during an examination period is required to notify his / her Head of department within 24 hours of the receipt of such information, and permission to stay away shall be granted for a period to be determined by his/ her Head of department.

Article 124:

Students who miss examinations for other reasons must submit their cases to the Head of Department at least 5 working days after the examination.

Where the Head of Department is satisfied by the reasons given, he/she shall present them to the academic Board.

Article 125:

During examination the following shall be observed:

- Absolute silence shall be maintained and no communication between candidates shall be permitted.
- A candidate shall not pass or attempt to pass any information or tool from one candidate to another.
- A candidate shall not copy or attempt to copy from another candidate or engage in

any similar activity.

- A candidate shall not disturb or distract any other candidate during an examination.
- Candidates may attract the attention of the invigilator only by raising their hands.
- Smoking, chewing, eating or drinking of beverages are not permitted.
- No candidate shall be allowed to borrow from another candidate, any material or device, such as pen, ruler, calculator, paper.

Article 126:

A candidate shall be stopped from sitting for an examination if he/she:

- Fails to produce his/her Student Identity card and financial clearance proof to the chief invigilator
- Is under suspension or has been dismissed from the College
- Reports to the Examination Room after the examination has started.
- Has less than 30% of the total CA marks.
- Has less than 85% of attendance.

I: EXAMINATION IRREGULARITIES

Article 127:

Examination cheating or malpractice is a grave offence. Anyone found to have cheated or to have been involved in an examination malpractice shall be subjected to disciplinary action.

Article 128:

Cheating of any variety is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level or temporary or permanent exclusion from the Institution. 'Cheating', here, includes (but is not confined to) plagiarism and passing off another's work as the student's own, collusion between students in the production of submissions which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or

observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

Article 129:

Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 130:

Should an invigilator catch a candidate writing answers from prepared notes “illegally” brought into or found in the examination room, the notes as well as the examination answer booklet shall be confiscated for documentary evidence, the incident recorded on the Incident Report Form to be signed by both the Chief Invigilator and the one who caught the candidate if he/she is not one of the invigilators, and a detailed report given to the Head of Department with a copy to the Director of Academic Services’ Office, at most, one day after the incident.

Disciplinary action shall be taken on the student thereafter, following a verdict by the academic board that the particular incidence constituted a breach of Examination Regulations.

Article 131:

The Invigilator or Examiner shall report to the Head of Department or other appropriate authorities as soon as possible any instance of a breach of Examination Regulations. The report signed by the invigilators and the chief invigilator goes to the Head of Department with a copy to the Director of Academic Services.

Article 132:

The academic board shall review all reports received in connection with Examination Cheating or malpractice. On the basis of its review, the board may impose a sanction on any offending candidate including expulsion from the Institution.

Article 133:

Any person who is not an RP College student or staff member who assists or conspires with a student in cheating, or disrupts an on-going examination, RP College shall take action and where necessary report him/her to the police for further action. Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal on recommendation from the Academic Board and may be liable to criminal proceedings.

Article 134:

Students convicted of very serious examination offences shall be dismissed indefinitely from the College and shall further have their examination results cancelled for the examination period during which the offences were committed.

Very serious examination offences include impersonation, attempts to change examination booklets outside the examination room, attempt to exchange examination booklets inside the examination room, fighting or attempt to fight in an examination room, plagiarism, and attempts to obtain examination material outside the prescribed examination schedule and examination room or taking examination booklets outside the examination room, harassment and corruption

Article 135:

Students convicted of serious examination offences shall be suspended from studies for a period of two years and their examination results for the examination period during which the offences were committed cancelled.

Serious examination offences include refusal to be checked by invigilators, leaving an examination room without permission from invigilator, possession of illegal written materials in hard copy, E-form or both intended or not for use in the examination to be or being taken.

Article 136:

Students convicted of less serious examination offences shall have the examination results for the particular subjects nullified, and will thereafter be given chance to retake a module. Less serious examination offences include failure to register attendance in an

examination, failure to present valid student identity Card and/or financial clearance card in the examination room, refusal to occupy an assigned seat, smoking, eating or drinking beverages in the examination room, refusal to stop writing after the invigilator has timed out the examination, verbal communication with any other person in or outside the examination room.

Article 137:

If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Academic Board and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty shall be increased.

Article 138:

If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

Article 139:

When plagiarism is proven for any component of a Project report that has been submitted for assessment, the student shall fail that project and will repeat the project.

Article 140:

Where plagiarism or other cheating is discovered in a project after the award of a diploma or advanced diploma, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the diploma will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Principal

Article 141:

Where draft project or dissertation work is submitted to a supervisor purely for

comment, rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offence has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate, and also the examiners of the final work if he or she is not himself one of them.

Article 142:

A record of any proven charges of cheating, attempted cheating or collusion in cheating related to CA or examinations, and the penalty awarded, shall be held in the student's file and the record shall be produced to the Academic Board in any further cases involving the same student.

Article 143:

In all instances of examination cheating or malpractice, a formal report shall be made to the Academic board as soon as practicable, but not later than 3 weeks from the date of any particular incidence. The Academic Board will then review all such reported cases and may vary the imposed sanctions in accordance with the examination regulations.

J: THE USE OF ELECTRONIC DEVICES IN AN EXAMINATION ROOM

Article 144:

The use of calculators with facilities for storing and retrieving text is not permitted in an examination room. Mobile phones should not be used as calculators.

Article 145:

Portable personal computers, electronic organizers, palm devices, I-pods, I-pad, mobile phones and smart phones are not allowed to be used in the examination room for any reason unless recommended by examiner.

Article 146:

Departments may decide on any particular restriction on the use of electronic devices

depending on the requirements of an examination paper.

K: SPECIAL EXAMINATIONS

Article 147:

Applications for special Continuous Assessment Tests will be accepted by the HoD on very exceptional circumstances whereby students failing to participate in such kind of assessments because of hospitalization, death or any other genuine reasons will have to submit official evidence to the Head of Department.

Any evidence that will be proved to have been forged will result in stern disciplinary action, and the student will not be given any remedial assessment.

Article 148:

A special examination for a module shall be given to students who for satisfactory reasons were permitted before or after examination by the Head of Department not to take the main examination. Application for special examinations shall be addressed to Head of department in writing. HoD will then present them to the academic board for approval.

Article 149:

All special examinations are subject to the same examination conditions as the main examinations, and shall only be administered by the Institute Examination Office according to RP examination procedures.

Article 150:

A special examination is not a right but assistance for the candidate failing to appear in main examinations for reasons accepted by the institution.

Article 151:

A candidate, who misses a special examination for genuine reasons accepted by the Institute, shall be allowed to retake/repeat the module(s) without paying for the particular module(s)

Article 152:

Special examination request shall be done within one week after main examinations end.

L: PROGRESSION**Article 153:**

Module leaders are responsible for uploading students' results online and a signed copy of the results shall be kept by the Head of department and Examinations office.

Heads of Departments are responsible for presenting the results for all the modules in a program to the Academic board, by a time to be specified by the institution. Final approval shall be done by the College Academic Board.

Article 154:

Decisions on student's promotion, repeating a course and discontinuation will be made at the end of each level, after considering the minimum credit accumulation required for a student to move from one level to another.

Article 155:

A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50%.

Article 156:

Remedial teaching and exams shall be given to students who have failed main examinations on following conditions;

- Students shall be required to have passed continuous assessments by at least 50% or 30/60.
- The overall marks of CA and final examination shall be at least 40% (between 40-49%). Students who failed to get overall marks of 40% shall not qualify for

remedial teaching and examinations and shall retake the module(s) in the following year

- Students shall be required to pay 2500 Frw per credit to all remedial modules.
- The minimum number of students for a remedial class to be conducted shall be 10 students for each remedial module.

Article 157:

Where a module has more than one component, students are normally required to pass them all, but students who have failed one component but achieved a grade of at least 45% may be allowed to pass the module provided their overall module average reaches the pass grade.

Article 158:

A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 159:

The minimum credits for progression from Year 1 to Year 2 and Year 2 to Year 3 on all programmes shall be 100 credits at each level for full-time students. Students allowed to progress shall retake any failed modules the next time it is offered and not more than twice. At minimum students should in addition have reached the level of a pass on the test of language competency in English to progress from Year 1 to Year 2; at validation, programmes may set higher requirements for progression. Year 2 to Year 3: a student must have been awarded 220 credits in total, of which at least 100 are at Year 2. Progression from year 2 to year 3 is not allowed if a student still has a failed module in Year 1.

Where stated in the validated Programme Specification, certain modules may be designated 'core', and progression to the next level will not be permitted until these modules have been passed.

Article 160:

Students who re-take the module will have their achievable grade, but their transcripts will show the module as being failed at the first attempt and retrieved when repeated. No module may be retaken or repeated more than twice.

Article 161:

In some modules the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. workshops, laboratory-based modules). Such modules should be designated as 'repeat only' in published module descriptions.

Article 162:

Students who fail retaken modules, or who do not either suspend their registration with permission or failed to retake modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

Article 163:

Students who abandon studies for 2 consecutive years will apply for admission as a new candidate without considering earned modules credits.

Article 164:

A student repeating module shall attend the module repeated in the study group he/she joins, obtain new continuous Assessment and sit for the final examination papers.

Article 165:

A student, who fails to attain progression after repeating the module twice, shall be dismissed from studies.

Article 166:

A student who is dismissed from studies on academic grounds(failure) shall not be allowed back to study in the same program. He/she may however apply for readmission, in another program if he/she meets the admission criteria. Earned credits will be taken into consideration.

Article 167:

A student who for personal reason discontinues studies will, on request, be issued with an official testimonial. However, students who would be discontinued because of disciplinary cases, such as cheating or any other disciplinary case, He/she would be issued a statement of results and an official testimonial and the reason for dismissal/suspension would be shown on his/her statement of results and on his/her official testimonial.

M: EXAMINATION BOARDS**Article 168:**

Each Department shall establish an Examination Board to consider student grades and determine whether students may progress. The Board shall be chaired by the Head of Department (or nominee) and consist of all members of staff on permanent contracts, plus all Module Leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Head , plus a member of the staff of the Academic Quality Assurance Office. The Board shall consider student progression at the end of each Year.

Article 169:

The quorum for such meetings is three quarters of the potential full attendance, and the Head of Department (or his/her nominee) must be present as Chair.

Article 170:

In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favorable to the student shall be taken.

Article 171:

The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

Article 172:

The Minutes of the Department Board shall be passed to the Deputy Principal Academic and Training for onward transmission to and ratification by the IPRC academic board.

N: RELEASE OF RESULTS

Article 173:

Students will normally receive feedback on their grade and performance on Coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same subject, whichever is earlier

Article 174:

Before the Academic Senate approves the examination results, whatever published results will be provisional. Provisional results can only be published after departmental examination board.

An official final examination result is the one that has been approved by the Academic Senate after the examination exercise. Marks awarded for each module will be provisional until confirmed by the Academic Senate. Final examination results shall be released by the Department only after their approval by the Academic Senate.

Article 175:

The Institution shall withhold issuing statements of results to students owing fees to the Institution.

O: APPEALS

Article 176:

There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing with the Head of Department responsible for the Programme within five working days of the mark being published and shall be supported by evidence. The appeal shall be considered by a

committee consisting of the Head of department, the Module leader (or another academic member of the programme team if the Module Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade.

Article 177:

Appeals by students against provisional examination grades should be made to the HoD after publication of provisional results, or to the Chairperson of the academic Senate within five working days of the publication of the academic Senate approved final examination grades. A student will have the right to appeal for a re-mark, provided that he/she pays a non-refundable appeal fee of 5,000 Rwf per examination paper.

Article 178:

The Department shall study the appeals and present it to the IPRC Academic board for final decision. In their investigations, the involved Department may interview the candidate, the invigilator, or the examiners if necessary.

Article 179:

A student who will be proved to have cheated in an examination or to have disrupted an examination will be allowed to appeal in writing to the Chairperson of IPRC Academic board on condition that he/she brings new evidence or information, and the Chairperson of the IPRC Academic board shall deliberate to see if the new evidence were convincing enough to put the item on the IPRC academic board agenda or if he could respond to the student without going through board.

P: CLASSIFICATION OF AWARDS

Article 180:

The marks awarded for each Module may be converted into letter grades, as shown on the RP conversion table below:

Mark/MPA	Letter Grade	Grade Point	GPA	Remark
80 and Above	A	4	3.50-4.00	First Class
70- 79	B	3	2.50-3.49	Second Class Upper Division
60-69	C	2	1.50-2.49	Second Class Lower Division
50-59	D	1	1.00-1.49	Pass
49 and below	E	0	0.00-0.99	Fail

Article 181;

For Transcripts and statement of results, the marks/MPA for each module will be shown and cumulative grade point average both MPA/GPA will be shown.

The system of computing the Marks Percentage Average (MPA) and Grade Point Average (GPA) is defined by the equations:

$$MPA = \frac{\sum_{i=1}^n m_i c_i}{\sum_{i=1}^n c_i}$$

$$GPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where

c_i stands for the credit hours for module I,

m_i -stands for the percentage marks for the module i.

P_i -stands for the grade point score for the module, based on the letter scale A, B, C, D and E which relates to the Percentage marks and Grade point as shown in the table above

Q: ISSUANCE OF ACADEMIC DOCUMENTS

Article 182: Academic documents will be issued by following authority;

- Admission letter: Academic Registrar
- Certificate of attendance: Dean of Academic Programs
- Statement of Results: Head of Departments and Dean of Academic Programs
- Academic Testimonial: Deputy Principal Academics and Training
- Academic Transcript: Director of Academic Services and Deputy Principal
- Diploma/advanced diploma certificates: Academic Registrar and Deputy vice chancellor in charge of Training, institutional Development and Research

R: INDUSTRIAL ATTACHMENT

Article 183:

For each programme in RP, there shall be an industrial attachment period for finalist students as stipulated in the programme specification. For the Diploma and Advanced Diploma programmes, the industrial attachment is 8 weeks.

Article 184:

Industrial Attachment shall be assessed and the grade obtained shall count towards the final diploma or advanced diploma.

Article 185:

A student who is not able to complete the industrial attachment for whatever reasons shall be required to complete his/her attachment at his/her own expense, within the following academic year.

Article 186:

A student must complete and return to the institute, an arrival note signed by the industrial supervisor and IPRC supervisor within two weeks of commencement of Industrial attachment. A student must obtain permission to change his/her allocated industrial attachment place before effecting the change. A student who does not go to the allocated place of industrial attachment will be deemed to have failed

Article 187:

Industrial Attachment reports must be submitted by each student within 10 working days of completing the attachment.

Article 188:

Every submitted industrial attachment report shall be assessed in accordance with the existing departmental rules.

Article 189:

Industrial attachment may only be repeated once and a student who fails the industrial attachment twice shall be discontinued.

S: DIPLOMA/ ADVANCED DIPLOMA PROJECT

Article 190:

The Project shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline.

Article 191:

The project work shall be spread over two semesters of the final year of the diploma and advanced diploma programmes.

Article 192:

Candidates shall identify a project topic in consultation with the proposed supervisor, and then prepare a project proposal within one month before the end of the second semester of the previous year of the final year.

Article 193:

The maximum length for projects and dissertations on taught programmes shall not exceed 6,000 words, not including tables, diagrams and Appendices which contain ancillary material not essential for the argument of the main text .The minimum length shall normally be two thirds (4000 words) of these limits.

Article 194:

The project proposal will thereafter be submitted to the Department for approval.

Article 195:

At the beginning of the first semester, each candidate shall submit a project proposal and work plan and in the middle of the second semester, candidates shall submit progress report of the work done and shall subsequently make oral presentations of the project to a departmental panel of examiners at a date to be set by the Departmental Head.

Article 196:

On receipt of the written project report, the Head of Department shall appoint an internal examiner to examine the report, prepare a schedule for oral presentation and appoint a panel of examiners who then shall conduct an oral presentation to the candidate.

Article 197:

The internal examiner shall on examining the submitted project report, prepare a written report, of which the same shall be submitted to the Head of Department, within a period of two weeks. The departmental panel of examiners shall, through their convener, also submit a written report to the Head of Department.

Article 198:

Both these two reports shall then be forwarded to the student author, who shall then effect any recommendations given under supervision of the project supervisor.

Article 199:

The candidate must complete the project work and submit three copies and one softcopy on CD in editable format of the project report for defense to the Department, through his/her supervisor, at the time stipulated in the academic calendar

Article 200:

The defense for the project and presentation of project work shall be conducted before a panel.

Article 201:

Students are required to make an oral defense of their Project or Dissertation. The defense shall not normally extend beyond half an hour.

Article 202:

The examiners shall normally be the supervisor and two other senior members of the relevant discipline. Chair of the panel of examiners shall not be project supervisor. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

Article 203:

Examinations shall be postponed if the candidate's absence from them is authorized. Where students fail to attend the Project defense without authorization, and retrospective authorization is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. Those failing to attend on the second occasion shall be deemed to have failed.

Article 204:

The candidate must submit two hardcopies and softcopy on CD of the final corrected project report, one to department and one to the library.

Article 205:

The projects will be assessed in accordance with written Institution's rules, which shall also provide guidance on the distribution of marks.

Article 206:

No submission of the project report on the due date stipulated in the academic calendar shall result in award of a 'zero' mark. No extension to the project submission deadline will be accepted.

Article 207:

A candidate who fails in the project will be allowed to do a repeat project and complete it within a period of Eight weeks of the succeeding semester if he/she maintains the same project, for a different project, the repeat will be conducted in the following academic year.

Article 208:

A student who fails an advanced diploma project after repeat shall be awarded a diploma certificate instead of advanced diploma and a student who fails a diploma project after repeat shall be awarded a certificate instead of a diploma certificate

Article 209:

Where more than one candidate is assigned to one project, the contributions of each individual shall be specified and assessed according to the specifications in the original project proposal.

Article 210:

Apart from being in attendance, the student project supervisor shall not help in any way during the oral examination of the student, except where clarification is required on matters that may have limited the student in doing their project.

T: CLEARANCE FORM

Article 211:

After completion of training programme the student shall be required to clear with departments/units / directorates as shown on clearance form before claiming his/her caution money and getting any academic document.

U: REQUIREMENTS FOR GRADUATION AND AWARD OF DIPLOMA AND ADVANCED DIPLOMA

Article 212:

Candidates who fulfill all the requirements for graduation shall be conferred with their diploma or advanced diploma Certificate at an official graduation ceremony

Article 213:

A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

1. Admission to the program
2. Regular enrollment and attendance in the program.

3. Satisfactory performance in the required examinations
4. Discharge of all obligations owed to the College including payment of fees, return of library books and filled clearance form.

Article 214:

Names of candidates who qualify for graduation shall be published in the official graduation book released on the graduation day.

Article 215:

Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Registrar a duly filled clearance form.

Article 216:

RP official graduation gowns and hoods shall be made available to candidates after they have paid a deposit equivalent to the value of the gown and hood of Rwf 60,000. The Cleared graduand will be required to pay 35,000Frw on top of the caution money (25,000Frw) to cater for the total cost of the gown and hood. The gowns and hoods must be returned to the College store within five working days after the graduation ceremony. A fine of Frw 1,000 shall be charged for each extra day of delay in returning the gowns and hoods.

Article 217:

A graduate who loses a certificate shall be required to present to the Registrar, a Police letter confirming the loss. A duplicate certificate shall then be issued to the Graduate on the instruction of the office of the Deputy Vice Chancellor in Charge of Training, Institutional Development and Research, only after payment of a fee of RWF 30,000 (Thirty thousand Rwandan francs).

V: REGULATIONS CONCERNING INTERPRETATION AND REVIEW

Article 218:

The Academic Senate shall be the final authority for the interpretation of these

regulations.

Article 219:

These regulations are subject to be reviewed from time to time as may be determined by the Academic Senate.

SECTION FOUR

**A: RWANDA POLYTECHNIC FEE STRUCTURE FOR DIPLOMA AND
ADVANCED DIPLOMA PROGRAM**

Types of Fees		Government Sponsored (Frw)	Self Sponsored (Frw)	Mode of payment
Application for Admission		5,000	5,000	Upon application
Registration Fees		25,000	25,000	Every Year
Student Identity Card		2,000	2,000	Every Year
Insurance against accident		2,000	2,000	Every Year
Caution money		25,000	25,000	Once in 1 st Year
Tuition		600,000	600,000	Every Year
Personal Protective Equipment (PPE)	Overall	15,000	15,000	Once in 1 st Year
	F&B Attire	20,000	20,000	
	Culinary Arts Attire	25,000	25,000	
	House Keeping Attire	18,000	18,000	
	Front office Attire	35,000	35,000	
	Field Uniforms	26,000	26,000	
	Gum boots	10,000	10,000	
	Lab Overcoat	12,000	12,000	
Occupational Hygiene		4,000	4,000	Every Year
Students' Union Fees		3,000	3,000	Every Year
Contribution to Graduation		10,000	10,000	Once in 3 rd Year
Library Card		1,000	1,000	Every Year

Note: For Government Sponsored students, the Tuition fees shall be obtained from Government Loan Scheme

Modalities for Payment:

- Concerning Personal Protective Equipment, the student should consult respective colleges to determine which fee should be paid.
- Tuition fees can be paid at once or at least in three equal installments with the first installment of 200,000 Frw paid together with registration and operational fees at the beginning of the first Semester. The minimum amount of tuition fees paid before sitting for first semester examinations shall be 300,000 Frw.

- The remaining installment should be paid before sitting for second semester examinations.
- Each student should consult respective colleges to determine the accounts to be used for payments.

NOTE:

Before CATS and examinations period there will be accurate lists of people who have settled payment of the above installments, a list on which students will sign for attendance purpose during these exams. Anyone who does not appear on these lists is not eligible to take any examination. Any students with any repeat modules are required to pay an amount of Frw 5,000 for each credit of a repeated course before start of the semester in which the repeated course(s) is/are, and these concerns all private and Government sponsored students.

All fees paid to IPRC bank accounts (for registration and all other academic payments) are not refundable, except in case of double payment, and other reasonable cases and requests.

B: PAYMENTS FOR OTHER ACADEMIC DOCUMENTS

ITEM	AMOUNT	OBSERVATION
Statement of Results	2,000	Free of charge during the period of one month after results publication.
Certificate of attendance	2,000 Frw	
Duplicate of Academic Testimonial	5,000 Frw	
Duplicate Student ID card	5,000 Frw	
Duplicate Examination ID	2,000 Frw	
Remarking fees	5,000 Frw	

Duplicate of Transcript fees	10,000 Frw	
Duplicate of Diploma and Advanced Diploma Certificate	30,000 Frw	
Correction of errors committed by the Students on academic documents	30,000 Frw	

Note:

Each student seeking for a duplicate of an academic document will present police proof of the loss of the original document

These documents (Transcript, Diploma or Certificate) have to be paid by students who requested them in order to cover all expenses related to their printing because they are expensive and these students have to contribute to these expenses.

C: LIBRARY FEES

Access to the library equipment's is free of charge for all IPRC registered students. However some students fail to bring back different library items and in order to settle this problem of delay, fines are charged to students who fail to bring back on time different library items got from the library and these charges are as follows:

- Thesis: 500 Frw per copy and per day of delay;
- Final year Report: 500 Frw per copy and per day of delay,
- Textbooks: 500 Frw per copy and per day of delay;
- Newspaper/magazine: 500 Frw per copy and per day of delay.

SECTION FIVE: GRADUATION

Students who meet the requirements for graduation after following the appropriate course of study shall be entitled to a certificate or Advanced diploma/ Diploma.

GENERAL STUDENT REGULATIONS AND CODE OF CONDUCT

A. INTRODUCTION

Article1:

These regulations shall apply to all students at the college. The term “student” refers to a person who is enrolled at the polytechnic to pursue an approved course. The rules shall apply to students throughout their period of enrolment at the College, who are expected to comply fully with the rules.

Article 2:

Regulations affecting students shall be revised from time to time by the academic board and in accordance with the statutes of the polytechnic and shall be promulgated by the Principal. In addition to these regulations, each center, department, library, hostels and any other unit of the polytechnic may also issue their own regulations governing the conduct of students within each unit’s respective precincts, provided that such regulations are not inconsistent with these regulations.

Article 3:

Copies of all regulations shall be deposited with the Directorate of Academic Services, The Directorate of Students Affairs and to Heads of Departments. It is a mandatory requirement that each student obtain a copy of these regulations. Ignorance of any regulations or any public notice given out by the polytechnic shall not be accepted as an excuse for any breach of either one of the two.

Article 4:

The operation of these regulations is without prejudice to the laws of the land, which apply to all persons in the college.

Article 5:

The Principal is the Chief Executive of the college and is therefore the final authority on all matters academic and administrative.

Article 6:

Other persons within the college who have special responsibilities under the Principal are the Deputy Principals, Directors, Heads of Departments. It is an offence to disobey any of the management, the academic and the administrative staff in the execution of their duties.

B. RESIDENCE

Article 7:

In consultation with the Students Union, students may be offered accommodation in the college hostels or private facilities acquired for such purposes. Priority will be given to female students, the disabled and other categories of students to be determined by room allocation committee from time to time.

Article 8:

Students that are assigned rooms shall fill and sign-in the “Accommodation Form” available in the Directorate of Students Affairs for the good use and upkeep of property found in the rooms at the beginning of the semester and will be charged for any damage to the property from his/her deposit of caution money. Other damages or loss of any college property whose value exceeds what has been deposited as caution money shall be paid in full.

Article 9:

Caution money shall be validated each start of the academic year for each student to be updated.

Article 10:

Students shall be expected to take good care of hostels and other buildings and furniture therein assigned to them for purposes of accommodation and training.

Article 11:

Furniture or fittings in the residence may not be transferred from any part of the college without prior permission from the Director of Student Affairs.

Article 12:

Other than reading lamps, table fan, radio, record player, television, electric iron, computers, mobile phones, I pads, electronic organizers, palm devices, no other electrical appliances or devices shall be permitted in students' rooms.

Article 13:

No cooking of any sort (frying, roasting, baking, boiling or warming) by use of electricity or other energy source is permitted in student rooms.

Article 14:

Electric lights may not be left on during the day or at night when not needed.

Article 15:

Musical appliances and instruments may be used, provided the music is not be played at noise levels that are a nuisance and of annoyance to any member of the college.

Article 16:

For the avoidance of nuisance and annoyance to other residents, musical instruments may not be played in hostels between 10:00 PM and 6:00 AM.

Article 17:

Students must not entertain visitors in hostels or elsewhere within the college premises between 6:00 PM and 6:00 AM.

Article 18:

Students must vacate during holidays. Once started, the accommodation period cannot be terminated before the end of semester, except in cases of suspension, discontinuation, or other cases that were treated by the accommodation committee.

Article 19:

Two students are not allowed to sleep on a single bed. In case of damage, the owner of the bed will be required to replace it.

Article 20:

Payment for hostels shall be done before service. Any other case shall be considered individually.

C. MEALS

Article 21:

Meals shall be served at prescribed times. All meals shall be taken in the dining hall. Proper table manners shall always be observed.

Article 22:

Smoking is not allowed in the dining hall or at any other place in the college.

Article 23:

Students may not enter the kitchen or remove any equipment outside the dining hall, such as furniture, cutlery and glasses.

Article 24:

Students may not enter the dining hall with their own cutlery and may not bring in any furniture.

Article 25:

Books and other writing or reading materials should not be brought into the dining hall.

Article 26:

The dining hall furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.

Article 27:

Students must use furniture and cutlery provided by the college carefully in order to avoid damage or loss. Each student shall be held individually liable for any loss or damage to college furniture or cutlery.

Article 28:

Students are advised to vacate the dining hall as soon as they finish taking their meals in order to clear the way for routine cleaning of the facilities.

Article 29:

Orderly and decent behavior and language must be adhered to at all times while in the dining hall.

Article 30:

Complaint or criticisms of services at the dining hall shall be made to the Director of Student Affairs through the student leaders.

Article 31:

Students shall subscribe for meals for a minimum of fifteen (15) days to the college restaurant manager for him/her to be able to provide quality service. Every student will be served after presentation of a meal card. In case of misuse or loss of the meal card, the concerned student shall complain to the restaurant manager and the Welfare Officer who will allow the student three days meal for the complaint to be addressed.

Article 32:

Payment for meals shall be made before the service is provided for, and through deductions and bank transfers for students whose living allowances are deposited to college account. In case of

living allowances disbursement delays, students will be allowed to be served until first batch of living allowances disbursement, payments will be done not later than five (5) days after disbursement. Failure to comply, students will not be cleared to sit for semester exams.

D. HEALTH

Article 33:

All new students shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority, and which further must be availed to the Director of Academic Services during registration, and shall then copy the Director of Students Affairs. Students may be required to undergo a further examination by the college medical staff if it is deemed necessary.

Article 34:

All students are required to take medical insurance. Students who do not have medical insurance shall not be registered.

Article 35:

The college is responsible for the provision of first aid care. The college nurse shall issue a transfer report to the hospital. She will also make follow up of the transfer.

Article 36:

All students are required to get insurance against accidents.

Article 37:

A student who for medical reasons is unable to attend classes must communicate this information to the Director of Student Affairs and provide evidence to that extent, who shall then inform the respective Heads of Departments, Wardens and Heads of Departments shall in turn inform the lecturers concerned.

Article 38:

Students must inform the Director of Student Affairs immediately on completing treatment and being declared fit to resume classes, who in turn shall inform the respective Wardens and Heads of Departments. The Heads of Departments shall in turn inform the lecturers concerned.

E. FORMATION OF SOCIETIES AND CLUBS

Article 39:

Students are allowed to form professional, socio-cultural and civic societies or clubs in the college.

Article 40:

No society or club shall be allowed to operate in the polytechnic without first obtaining written authority to do so by the authorities.

Article 41:

Student societies and clubs in the college shall be formed at the request of at least seven interested students. Each such society or club must have a patron drawn from amongst the academic or senior administrative staff in the college as a pre-condition for recognition.

Article 42:

A request to form an association or club shall be submitted to the Director of Student Affairs through the student council and shall be accompanied by the recommendation of the student council and the constitution/by-laws of the proposed society or club. The request shall also clearly identify a proposed patron with the patron's signed letter of consent to serve in this role.

Article 43:

On receipt of such requests, the Director of Student Affairs shall then request the approval from the Principal, through the Corporate Services Division Manager, together with his/her written recommendation.

Article 44:

The proposed professional society or club shall have a mentor being a teaching staff from the related department. On fulfillment of these prerequisites and thereafter the society or club shall be formally promulgated in the polytechnic after written approval has been granted.

Article 45:

Within three months from the date of the promulgation of the society or club, the secretary of the society or club shall deposit the names of persons holding principal offices of the society or club

to the Director of Student Affairs. Thereafter, the Deputy Principal Academics and Training shall be furnished with the names of the societies or clubs a copy of which shall be transmitted to office of the Principal.

F. PUBLIC FUNCTIONS

Article 46:

For the purpose of this section, a public function is one to which persons other than staff and students of the college are invited or entitled to attend including religious activities.

Article 47:

Students who wish to organize any public functions within or outside the campus shall obtain prior permission from the Director of Student Affairs who shall in turn inform the Director of Academic Services, the Corporate Services Division Manager and the Principal.

Article 48:

An application for permission by students to organize such a function shall be accompanied with the following information:

- a. Proposed date and time of the function;
- b. Proposed venue of the function;
- c. Names and descriptions of expected lecturers and speakers.
- d. Performers at the function.
- e. Details of the proposed activities and persons that are expected to participate in the function.

Article 49:

This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function must reach the Director of Student Affairs at least five days before the function takes place. The Director of Student Affairs may impose such other requirements and conditions as may appear to him to be necessary and desirable.

Article 50:

For functions involving use of musical instruments such as a dance, choirs, permission may be given up to 12 mid-night. Extension beyond this time may be given by the Principal and no other authority in the College.

G. PROCESSION AND DEMONSTRATION

Article 51:

Any student or students wishing to organize a procession/demonstration shall seek permission to do so from the college authorities by notifying the Director of Student Affairs in writing with a copy to the Director of Academic Services at least five days before the procession/demonstration is due to begin.

Article 52:

The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s), as well as details concerning participants.

Article 53:

The Director of Student Affairs, in consultation with the Director of Academic Services may prescribe special conditions, limitations or restrictions; as may be considered appropriate in the circumstances.

Article 54:

The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.

Article 55:

The fact that a procession/demonstration is not prohibited in any way implies that the college has either approved of it or is in sympathy with its objectives.

Article 56:

No procession/demonstration shall be held between the hours of 6:00 PM and 6:00 am.

Article 57:

During the procession/demonstration, nothing will be done or said that may occasion violence or cause a breach of peace.

Article 58:

If in the opinion of the Director of Student Affairs, the procession/demonstration is likely to lead to any offence to a person(s) and/or may constitute a breach of peace or cause serious interference with the workings of the college, the Director of Student Affairs shall deny permission for the procession/demonstration and refer the matter to the Principal. The Principal may take such action as he deems necessary in the circumstances.

Article 59:

If any acts of violence and/or breach of regulations occur during a procession/demonstration or other mass action, the organizer(s) shall be held jointly and severally responsible.

Article 60:

No strike or rebellion is allowed under any circumstance and this is in accordance with the law of the land.

Article 61:

For processions/demonstrations outside the college, organizer(s) shall in addition to the foregoing, seek prior permission from the police.

H. CORRESPONDENCE

Article 62:

As an act of good faith and in order to ensure no conflict of interest arises, all official correspondences by students to Government or other official bodies both within and outside the country shall be channeled through the Principal.

Article 63:

No student or group of students may print, publish, disseminate or otherwise circulate any false or fabricated information.

Article 64:

No student, student group or association may circulate information without the names and signatures of the authors.

Article 65:

No student is allowed to use social media in any form of abuse, defamation and discrimination.

I. PUBLICATIONS

Article 66:

The student publication shall pass through the editorial board before being submitted to the Principal for approval.

Article 67:

The Principal will be informed of any intention to produce a student publication within the college and his/her approval in writing shall be obtained prior to any such a publication being done.

Article 68:

A copy of each issue of the publication will be lodged with the Principal and the Director of Student Affairs and the Librarian on the day of publication.

Article 69:

Each issue shall state the name of the editor, membership of the editorial board and the publisher.

Article 70:

Members of the editorial board will be held jointly responsible for the full contents of each issue of the publication.

J. USE OF VEHICLES, MOTORCYCLES AND BICYCLES

Article 71:

Any student who wishes to keep a vehicle, motorcycle or bicycle on campus, hostels or other boarding facilities obtained through the College for use by students must obtain prior permission from the Principal through the Director of Student Affairs.

Article 72:

The college accepts no responsibility for such vehicles, motorcycles or bicycles or for any damage that may occur to them or to their owners, drivers or passengers, or that which may be caused by the vehicles, motorcycles or bicycles. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned. It will be withdrawn if it is abused.

Article 73:

The college does not provide garages for student vehicles. Any parking arrangement for them should be requested through the Student Union and be approved by the Estate manager.

K. COLLECTION OF MONEY

Article 74:

Permission to make general collections of money, other than for club subscriptions or for solidarity in times of joy and grief, cinema shows or parties, must be obtained from the Director of Student Affairs. Students are advised to ask to see the license or other valid documents of authority of any collector who comes either from within or without the college.

Article 75:

Collections for societies, clubs, or for solidarity in times of joy and grief, cinema shows or parties shall adhere strictly to the respective constitutions and their details shall be routinely cleared with the Director of Student Affairs. Copies of these details, duly signed by the officials of each respective body shall after clearance by the Director of Student Affairs be displayed clearly on the campus notice boards.

L. COLLEGE PROPERTY

Article 76:

Every student shall exercise the highest standard of caution in handling college property so as to avoid possible damage.

Article 77:

Any student who willfully or negligently loses or damages college property shall be held fully liable for its recovery, replacement or repair. **Caution money shall be used for this purpose.**

Article 78:

Any college property willingly damaged by unknown or a group of students shall be compensated through collective deduction from the caution money.

Article 79:

No college property of any description shall be taken from its place without the written consent of the head of department concerned, wardens/matron or the Director of Student Affairs. Anyone who will violate this article shall get a warning letter.

M. CONSUMPTION OF NON-PRESCRIBED DRUGS INTOXICATING DRUGS AND ALCOHOL

Article 80:

Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the college for use by students, by the voluntary consumption of intoxicating alcoholic beverages or products shall be held guilty of misdemeanor and shall be suspended by the Student Disciplinary Committee for a period of 2 weeks, without recourse to remedial classes or any classes thus missed. The enforcement of this sanctions shall be notified to the Head of Department.

Article 81:

Any student who forces another student or other students to consume intoxicating alcoholic beverages or products on or outside the campus, hostels or other boarding facilities obtained through the college for use by students, shall also be held guilty of misdemeanor and shall be suspended by the Student Disciplinary Committee for a period of 2 weeks, without recourse to remedial classes or any classes thus missed. The enforcement of this sanctions shall be notified to the Head of Department.

Article 82:

Any student who uses any intoxicating non-prescription drugs within the campus, hostels or other boarding facilities will be solely held responsible and expelled indefinitely from the College.

Article 83:

Any student who forces another student or students to use intoxicating drugs of whatever nature within or outside the campus, hostels or other boarding facilities shall be solely held responsible expelled indefinitely from the college.

Article 84:

No intoxicating drink or non-prescription drugs whatever shall be consumed by students at any party organized on campus, hostels or other boarding facilities by students. Disorderly behavior under the influence of intoxicating drinks or drugs shall lead to a suspension by the Students Disciplinary Committee of two (2) weeks. The concerned student shall also be held fully liable for the repair and replacement of any damaged property as a result of their disorderly behavior. They shall further be held fully liable for any injury caused to any person or creature as a result of their disorderly behavior.

Article 85:

It is an offence for any student or group of students to cultivate, use or peddle narcotics or any other drugs recognized by law to be dangerous and whose cultivation is illegal. Any such activity shall lead to indefinite expulsion from the college and the case shall be reported to the police.

N. DISCIPLINARY PROCEDURE

A. General Disciplinary Offences

Article 86:

Any student against whom criminal proceedings are entered or are pending in court shall automatically be suspended, during the course of the trial. In the event of a court judgment that

finds the student guilty of the criminal charges raised, the student shall be discontinued from the studies.

General Disciplinary Offences Shall Include:

Article 87:

Any student or group of students found guilty of boycotting a class or any other legal academic activity shall be expelled indefinitely from the college.

Article 88:

Any conduct which does or is likely to cause damage or defacement to a person, persons or property within the college, is criminal and shall be referred to the Police for prosecution.

Article 89:

Use of force or striking a fellow student, an officer of the college or any other person at or outside the campus, is criminal and shall be referred to the Police for prosecution.

Article 90:

Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the college, is criminal and shall be referred to the Police for prosecution.

Article 91:

Any act or conduct which is likely to obstruct or frustrate the holding of lectures lawful activities, meetings, functions or other lawful activities authorized by the college shall be referred to the Police for prosecution.

Article 92:

Unauthorized use of or interference with any service, facility, equipment or installation belonging to the college, shall lead to a suspension from studies for a period of two years.

Article 93:

Theft committed within the college will be reported to the police for prosecution. Where a student is charged with and convicted, this will lead to indefinite expulsion of the persons concerned.

Article 94:

Unauthorized possession of a key or keys to any college facility, shall lead to a suspension for a period of two years.

Article 95:

Perpetrating forgery with or without intent to cause loss to any person, college or any other institution whether in cash or otherwise, is criminal and shall be referred to the Police for prosecution.

Article 96:

Knowingly inviting or entertaining a student or students in the whose name or names has or has been posted on any of the college notice boards as having been barred from the premises of the college by a competent authority, shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 97:

Refusal or failure to comply with a lawful order or directive given by any officer of the College acting on his behalf or under an order from any competent organ or officer of the College shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 98:

Refusal or failure to obey any lawful order issued under the college regulations or rules promulgated by a competent organ, shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 99:

Failure or refusal to attend a meeting or function called or authorized by the college or any other competent organ of the college when summoned to do so by way of a proper written notice by such an organ, shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 100:

Refusal or failure to abide by a ruling, decision and/or penalty imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the college.

Article 101:

Inviting outsiders as guest speakers, social entertainers and/or media houses without the permission of the relevant organs of the college shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 102:

Without derogating the right to freedom of assembly of persons as enshrined in the laws of the land, forming and/or establishing unauthorized student groups or being party to groups which are likely to cause disunity and disorder at the college or in the wider community, is criminal and shall be referred to the Police for prosecution.

Article 103:

Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, willful writing of defamatory literature or use of abusive, slanderous, obscene or

threatening language by any student against any other student(s), employee or officer of the college, or persons within the wider community, in the course of performing their duties, is criminal and shall be referred to the Police for prosecution.

Article 104:

Sexual harassment of whatever kind is criminal and shall lead to expulsion of the concerned student and referred to the Police for prosecution.

Article 105:

Rape or indecent assault, is criminal and shall lead to expulsion of the concerned student and referred to the Police for prosecution.

Article 106:

Colleges with TVET program at Level 3 to 5 whose status is considered as Minors, shall sanction all unbecoming relationship with students at college level. College students found guilty of those unbecoming relationship will be suspended for two years.

Article 107:

Mismanagement and/or embezzlement of student organizations, funds and/or of any other organized student society established under the auspices of the student organizations and in accordance with the relevant provisions of the constitution of the student organizations in force are criminal and shall be referred to the Police for prosecution.

M. DRESSING CODE

Article 108:

For preservation of integrity and self-respect, each and every student should respect the dressing code by putting on decent clothing and avoiding the following during curricula activities:

- Leaving out workshop attire: overalls, over coats, aprons.

- Shabby hair
- Body and clothes dirtiness
- Pocket down
- Mini skirt (excessive short)
- Shorts
- Caps/hats during classes and public functions
- Slippers
- Trousers which are torn in (déchirés)
- Headphones/earphones during classes and public functions

For enforcement, security officers will not allow access to the college any one with the above mentioned dressing. Staff in charge of students' welfare will also be responsible for enforcement of tis regulation within the campus. Any appeal will be referred to the Disciplinary Committee.

B. Machinery for Implementation of College Regulations (Regulation enforcement)

Article 109:

All members of the college have the obligation to report to the authorities any infringement of rules, which come to their notice and to check immediately any such breach of regulations whenever they occur. This must however be done with due care not to put one in the way of harm as a result of their action to stop the breach. When in doubt about what action to take, the breach should be reported to a competent authority who then shall take the necessary action.

Article 110:

Breaches of regulations, hostel or other college facilities for use by students shall be reported to the Wardens and the Director of Student Affairs. The latter may then prepare a report on the case and submit this to the Student Disciplinary Committee.

Article 111:

There shall be in each hostel a disciplinary committee which shall include the following:

- a. Students' Welfare Officer as chairperson
- b. Warden
- c. Matron
- d. Two guild council members, one male and one female
- e. Representative of hostel block (s)

The quorum for each hostel Disciplinary Committee shall be arrived at by the presence of the committee chairperson, warden/matron one female member of guild council in the case of female hostels and at least one member from each one of the other categories.

Article 112:

Before any hearing, the chairperson of the relevant Hostel Disciplinary Committee shall write to the concerned student(s) notifying them of the complaint(s) lodged, enumerating the complaint(s) and requesting for a response to the letter within seventy-two (72) hours of its receipt. The Committee shall thereafter hold an inquiry into the complaint(s) but while at all times observing the principles of natural justice will not be obliged to follow the rules of evidence as in a court of law.

Article 113:

The Committee has power to do any or several of the following as long as the academic board is briefed properly of the decisions of the committee

- a. Dismiss the case
- b. Reprimand the student and record such a reprimand
- c. Demand an apology from the student
- d. Demand a refund for the cost of repairs, damage or replacement

e. Recommend to the academic board temporary or permanent removal of the student from the college to be communicated to the student within seven (7) days of conclusion of the hearing

Article 114:

There shall be a Student Disciplinary Committee which shall include the following office bearers:

- a. The Deputy Principal
- b. Corporate Services Division Manager
- c. The Director of Academic Services,
- d. The Director of Student Affairs
- e. Relevant Heads of Departments
- f. Two senior academic members of staff appointed by the Principal
- g. Two students' representatives
- h. Any other relevant person, as decided by the Principal

Article 115:

The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committee. Following the hearing, the committee may take any or several of the following actions which shall be communicated in writing to the student within seven (7) days of the decision being made:

- a. Dismiss the case against the student
- b. Reprimand the student
- c. Demand an apology from the student
- d. Impose a fine not exceeding 25,000 Rwanda francs

- e. Demand the refund of costs of repair of damaged college property or the cost of replacing any lost or destroyed property
- f. Resolve a temporary or permanent removal of the concerned student(s) from the college.

Article 116:

The Principal may consider an appeal against decisions taken by the college Disciplinary Committee and change the verdict.