

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010



Scientia et Lux

GENERAL ACADEMIC REGULATIONS



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LIST OF ABBEVIATIONS

RNQF	: Rwanda National Qualification Framework
HLIs	: Higher Learning Institutions
DVCAR	: Deputy Vice-Chancellor in Charge of Academic Affairs
MINEDUC	: Ministry of Education
INES	: Institut d'Enseignement Supérieur
EPT	: English Proficiency Test





CHAPTER 1: INTRODUCTION

1.1 Philosophical backbone of INES-Ruhengeri

Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri) is a private higher learning institution in Rwanda that opened its doors on 17th November 2003 and was accredited by Ministerial Order N° 005/2010/Mineduc of 16th June 2010. Three complementary pillars motivated the idea of establishing INES-Ruhengeri:

- To build signs of hope in Rwanda that was rising from genocide,
- To contribute to unity and reconciliation and,
- To contribute to sustainable development.

Quality of service delivery along with Christian ethical values are key determinants of the current performance of INES-RUHENGARI in teaching, research and community engagement.

1.2 Motto of INES-Ruhengeri

Besides its general motto, *Scientia et Lux* (Knowledge and light), from the Academic year 2013/2014 until now, INES-Ruhengeri has chosen a secondary motto, serving not only as a galvanizer but also as a marketing and communication tool to the external public: "*Shifting from Paper to people*". This additional precept denotes INES-Ruhengeri's renewed commitment to bridge the gap between theories generally taught in the classroom and the reality on the field of practice. In other words, in its educational activities, the emphasis has shifted from the degrees to the competences to be learnt to students for them to become true professionals. It mostly has its roots in the findings of a research organized in 2008 about the way higher learning institutions respond to the labour market's needs. The result was the existence of a big mismatch between academic graduates and the labour market's needs. From then, the founders of INES-Ruhengeri decided to look for the best university concept that could match with their ambitions. It is in that context that, from 2010, INES-Ruhengeri was embarked on the new orientation of university of applied sciences with the aim of fostering a practical university.

1.3 Vision statement of INES-Ruhengeri

The vision of INES-Ruhengeri is reflected in the following statement:

"Universality in each individual; knowledge in order to unite and better serve the world."



INES-Ruhengeri as a private Institute for Higher Education orients its academic services towards applied sciences. In the vision of INES-Ruhengeri this means that all taught sciences are applied to the population's daily problems, seeking to propose and answer to them.

1.4 Mission statement of INES-Ruhengeri

According to the statutes of INES-Ruhengeri, the mission is expressed as follows: *"To contribute through interactive junction between civil society, private sector and public sector to the national and regional development, by providing specialized university education enhanced by research, in order to create competitive enterprises and well-paid employment."*

INES-Ruhengeri's mission focuses on the relevancy and quality of education and the employability of graduates through collaboration with stakeholders in the whole spectrum of academic services.

1.5 INES-Ruhengeri 'Core qualities

The following core qualities lie at the basis of the current performance of INES-Ruhengeri

<ul style="list-style-type: none"> • Quality • Scientific excellence • Professional consciousness • Flexibility • Innovation • Entrepreneurship • Team spirit • Determination and perseverance • Courage and responsibility 	<ul style="list-style-type: none"> • Collaboration (among staff and with students) • Architectural concept • Accessibility (geographical and financial) • Receptivity to local need • Relation with the Catholic Church • Culture of Transparency • Integration of Social Sciences and Communication
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By highlighting the core values of a Catholic School and the values of INES-Ruhengeri Students as listed below, all partners must profit to them.





1.6 Concept of Applied Sciences

The orientation of Applied Sciences was chosen by INES-Ruhengeri after deep analysis of the situation of labor market and discovering that there was a serious problem of mismatch between university products (graduates) and labor market needs in the region.

The underling question was then on whether Higher Learning Institutions (HLIS) are teaching wrong things or if they are teaching right things in the wrong way. And the answer was found to be that HLIs teaches right things but in a wrong way. Thus INES-Ruhengeri adopted the approach of being an Institute of Applied Sciences.

Being an Institute of Applied Sciences implies that INES-Ruhengeri's academic system and community engagement activities are characterized by:

- (1) Academic programs that are not only tailored to student's professional requirements but are also developed based on real community development needs,
- (2) A more competence-based educational methodology with a focus on integrating theories and practical done at school with professional context generic competences,
- (3) Research activities focusing on applied research in collaboration with the world

CHAPTER 2: GENERAL PROVISIONS

Article 1: Purpose

General Academic Regulations establish guidelines for academic conduct. They promote integrity, set standards, protect student rights, provide dispute resolution, and enhance the learning environment.

Article 2: Applicability

These regulations apply to all programs offered at INES-Ruhengeri, including undergraduate, graduate, and postgraduate programs.

CHAPTER 3: STUDENTS' CATEGORIES

Article 3

INES-Ruhengeri is open to all qualified applicants. It offers full-time and part-time enrollment options. Certain exceptions may apply, such as students pursuing individual modules, repeating



courses, participating in exchange programs, or taking approved study breaks. Additionally, part-time graduate and postgraduate students enrolled in year-long programs with three semesters may be eligible.

A full-time student is one who takes 120 or more credits during the academic year in the case of undergraduate students or 180 or more credits for master's students under the requirement of the programme and as specified by the Rwanda National Qualifications Framework (RNQF) for Higher Learning Institutions (HLIs) and Ministerial Order No. 003/MINEDUC/2021.

A part-time student is a student who has permission to cover the same ground as the full-time student over a longer period takes fewer credits in a given academic year

Article 4

There can be multiple intakes to a maximum of three in an academic year. The first Intake shall take place in September, second in Feb or March and the third at the start of summer session (June-August). This arrangement shall allow for multiple registration for modules throughout the academic year, not less than sixty (60). Generally, September intakes shall conclude in July, while March intakes end in December.

Article 5

Full-time students may also register for part-time programs without affecting their current enrollment status.

CHAPTER 4: ADMISSION AND REGISTRATION

Article 6

INES-Ruhengeri admissions are subordinated to the conditions determined and published by the senate at least every three months before the beginning of the academic year. Details for admission are consigned in the Specific Program Entry Requirements.

Article 7

To be admitted to the first year first year undergraduate programme, the applicants shall have a Certified Advanced General Certificate of Secondary Education with a verage passing marks of 50% for higher education or equivalent qualifications or two principal passes. The applicant shall also demonstrate sufficient competence in English to study at Higher Education level/year





1.

Besides the above-mentioned requirements, INES-Ruhengeri has specific admission requirement defined in the Students' Profile booklet.

Admitted students shall take an English Test. Those who fail must complete a language course before proceeding with their studies.

Article 8

All applications shall individually be submitted online through the INES-Ruhengeri admission portal. Undergraduate applications do not require any application fees. Students from both within and outside the country who apply for admission but do not provide an internationally recognized English proficiency certificate will be given provisional admission. These students will be required to take an English proficiency test. Those who pass the test will be granted full admission. However, those who do not pass will be directed to the Language Center for English language studies. Upon successful completion of the English program at the Language Center, they will receive a certificate, and their final admission will be granted, enabling them to start their academic program.

International students are responsible for obtaining a visa to study in Rwanda, *i.e.*, application and payment. The INES-Ruhengeri office of international relations may provide guidance and recommendations on the visa application process. International students from non-English speaking countries will first study English at the Language Center and obtain a certificate of completion. Only after completing the English program will they be granted final admission to start their academic program.

The following shall be produced at admission services:

- Motivation letter/ application letter
- Secondary school certificate with at least 2 principal passes,
- Equivalence certificate (if obtained abroad),
- Photocopy of identity card/passport, and
- Valid Medical Insurance (for non-nationals).

Graduate and postgraduate applicants must produce the following documents:

- Application letter,



- bachelor's degree/academic transcripts, \
- Photocopy of identity card/passport,
- Valid medical insurance (for non-nationals), and
- a non-refundable admission fee annually determined by the Academic Senate.

Postgraduate applicants may need to attend an interview. Master's applicants need a Bachelor's degree with Honors or equivalent, English proficiency, and compliance with program-specific requirements.

Candidates transferring from other higher education institutions must provide official academic transcripts to INES-Ruhengeri. INES-Ruhengeri will review these transcripts to assess the transferability of credits. Credit transfer is subject to the institution's established policies, which may consider factors such as course equivalency, grades, and academic standing.

Specific requirements may vary depending on the program reference to Article 7 of this Policy.

Article 9

Registration opens at least two months before the academic year and closes two weeks after the start.

Article 10

Upon admission, students shall pay a registration fee that coincides with the first installment of tuition fees. Only the initial registration requires the submission of an admission letter and payment of the fee. Subsequent registrations for level changes or individual courses require only the registration fee payment.

Students are responsible for ensuring the accuracy and completeness of their application and registration information. Any changes must be reported to the Registration and Admission Office.

Students shall notify INES-Ruhengeri of any address changes within seven days. Name changes require legal documentation. Official correspondence sent to the registered address is considered received.

Article 11

A student's registration may be terminated for various reasons, including providing false information, omitting crucial details, violating the university's code of conduct (eg, academic





dishonesty, plagiarism, cheating, harassment), or excessive absence (more than 30 consecutive days) with no valid reasons.

If a student's registration is canceled due to excessive absence, the cancellation will be valid for the current academic year. In this case, all academic results obtained during the year will be nullified.

For other reasons of cancellation, the Academic Senate reviews the case and determines appropriate disciplinary measures, including suspension or expulsion, within 14 working days.

Departments must notify the Faculty within three working days of any misconduct or excessive absence that may warrant registration cancellation. Faculties report the case to the Deputy Vice-Chancellor for Academics and Research within two working days. The Deputy Vice-Chancellor submits the case to the Chairperson of the Academic Senate for a decision within five days. The student is informed of the final decision via a formal letter. Adequate documentation is crucial for the Senate's decision-making process.

Students must adhere to university rules and regulations to avoid registration cancellation and ensure uninterrupted studies.

Article 12

No one can be allowed to follow courses or sit for examinations if she/he is not registered under one of the students' categories mentioned in these regulations.

Students attending classes or examinations without valid registration are in violation of university regulations and may be subject to disciplinary action, including suspension or expulsion. Furthermore, all recorded grades will be invalidated.

If a student is found to be attending classes or examinations without valid registration, disciplinary action should be initiated promptly. This may include warnings, suspension, or expulsion, depending on the severity of the violation. The reporting and decision-making procedures are similar in case of registration cancellation.

Students who observe such instances should report the matter to the department's office.

Article 13

The academic year last for 30 weeks, divided into two semesters of 15-week which includes the time for learning and teaching, revision, consolidation and examinations.



The Academic Senate sets the calendar, published one month before the year starts. The calendar includes teaching periods, revision time, exams, breaks, holidays, and industrial or clinical attachment planning.

Article 14

The above partition of the academic year does not apply to part-time programmes provided as part of the HEIs continuing education activity, or to the other programmes with industrial attachment or clinical year requirements. If some elements must be undertaken outside the 30 weeks when the HEIs are in session, then this shall be specified in the validated programme specification.

Article 15

Special registration for late enrollment should be considered exceptional cases. Students seeking special registration must submit a written request to the DVCAR within 15 days of the registration period's end, explaining the reasons for the delay. DVCAR will decide in consultation with the faculty responsible for the desired program.

Students requesting entry with credit transferred from another HLI must do so by respecting the same conditions of admission to the programme for which entry is sought.

Article 16

Upon successful registration, a student gets card that carries his/her photograph, registration number, full name, faculty, department, program, year of study, valid academic year, signature of DVCAR, and the INES-Ruhengeri seal.

Article 17

A student shall take his/her card whenever s/he goes to the library, to class, to laboratories, to practical work areas, at the entrance, to supervised activities, to industrial attachments, and exams or to offices, as well as s/he requests for any other service from INES-Ruhengeri.

Article 18

All registered students must carry their student identification cards at all times on campus and present them upon request to INES-Ruhengeri officials. Failure to comply may result in penalties. Students who don't withdraw within two weeks of the start of the academic year must pay a fine determined by the Academic Senate. Students who lose their student cards pay an



administrative fee determined by the Academic Senate to obtain a replacement.

CHAPTER 5: STUDENTS' TRANSFER

Article 19

Where programmes are available, in both full time to part-time or from part-time to full-time, students may be permitted to transfer from full-time to part-time or from part-time to full-time according to the modality set by the faculty. However, any such transfers must be approved by the Academic Senate at the end of the academic year.

Article 20

Students seeking to transfer between programs or study modes must obtain written authorization from DVCAR at the beginning of the academic year. This decision will be based on recommendations from the relevant Deans, verification of the student's academic progress, and payment of any outstanding fees. Such transfers must be completed within the first two weeks of the academic year.

Article 21

Full-time and part-time students transitioning to a different study mode are eligible for exemptions from passed modules and coursework. To request an exemption, students shall submit a formal letter to DVCAR, with an endorsement from the relevant Dean. The decision on exemption is communicated to the student within 14 working days.

Article 22

Students with credits earned at other recognized institutions in Rwanda or abroad may apply for credit transfer when joining a program at INES-Ruhengeri. However, transferred credits cannot exceed half of the total credits required for the final degree.

In exceptional cases, the Faculty Council, in consultation with the DVCAR, may determine the number of credits to be awarded, the appropriate entry point into the program, and any modules to be taken or excused.

If a student's transferred credits exceed the half-credit limit, INES-Ruhengeri may negotiate with the previous institution regarding the ownership of the degree to be awarded.

All credit transfers must adhere to the current guidelines set by the regulatory body overseeing



higher education in Rwanda.

CHAPTER 6: SUSPENSION OF REGISTRATION & STUDIES

Article 23

Students seeking a leave of absence during the academic year must submit a written request to the DVCAR. The student must fill out an *ad hoc* form signed by the relevant departments, i.e., the Accounting Department, Head of Department, Director of the Library, Dean of the Faculty, and the Registrar.

To improve efficiency, INES-Ruhengeri must implement a digital process for requesting leaves of absence and communicate the procedure to students.

Leaves of absence are typically granted automatically in cases of serious illness, disability, maternity leave, or the death or illness of a close relative. Other reasons may also be considered, but the Deputy Vice Chancellor assesses the necessity of the leave and the likelihood of the student's return at the beginning of the next academic year.

The DVCAR reviews the request, considering the documentation provided. The decision on leave of absence will be formally communicated to the student within seven working days.

Article 24

Students informing INES-Ruhengeri of their inability to study in the next academic year may suspend their studies without penalty. Upon return, students undergo the normal registration process.

Students who request a suspension of studies within 15 days from the beginning of courses or the academic year will only be required to pay the registration fees. No additional tuition or academic-related fees will be charged.

Students who request suspension after 15 days from the beginning of courses shall be required to pay registration fees and tuition fees proportionate to the time of their suspension request. Upon return, students resume the course paying the remaining tuition fees to complete the remaining courses.

When students abandon their studies without any authorization from INES-Ruhengeri's authority, on his/her return, s/he will be penalized by a payment of 5% of the tuition fees when



abandonment was done within 15 days from the beginning of the academic year. In case the abandon takes place after 15 days from the beginning of the academic year, the students will be obliged to pay the total amount of the tuition fee before his/her admission.

A student who informs INES-Ruhengeri in writing about his/her impossibility to study in the next academic year, s/he will be allowed to suspend without conditions. In case if s/he did not inform, s/he will be penalized by a payment of 5% of the tuition fees plus registration fees of the concerned academic year.

Students may request refunds for circumstances beyond their control or valid legal reasons, prorated based on the study period.

Article 25

Generally, students are granted only one suspension period per year, lasting up to one year. Exceptions may be made for maternity leave, debilitating illnesses or disabilities with a medical prognosis indicating recovery within a year, or circumstances that arise near the end of the academic year and persist into the following year.

Article 26

Students with chronic or ongoing medical conditions that require repeated suspensions should consult with DVCAR and the institution's medical officer or disability services. Together, they determine how INES-Ruhengeri can provide support to help the students manage their condition and continue their studies effectively.

Article 27

Students may not suspend their studies for more than two consecutive years per academic level. To resume studies after a suspension exceeding two years, students must reapply for admission, transferring applicable credits based on current admission requirements.

Article 28

Students who suspend their studies after the academic year begin to retain passing grades and do not repeat assignments or exams. Upon return, they are re-enrolled as determined by the Head of Department, who must communicate the student's re-enrollment point.



CHAPTER 7: LIFE AT THE CAMPUS

Article 29

INES-Ruhengeri offers comprehensive academic experience with a diverse range of teaching methods, including traditional lectures, seminars, small group discussions, and blended learning approaches. Blended learning effectively combines face-to-face instruction with online learning components, providing students with flexibility and personalized learning experiences.

The campus boasts modern facilities and resources designed to support student learning and development, such as well-equipped libraries, computer labs, and recreational areas. Additionally, INES-Ruhengeri provides a variety of support services, including academic advising, counseling, and health services, to assist students in their academic and personal pursuits.

To ensure a positive and conducive learning environment, students are expected to adhere to the university's code of conduct, which outlines expectations for behavior, academic integrity, and respect for others.

Article 30

Students are expected to attend all scheduled classes and submit assignments on time. Failure to adhere to these requirements results in academic penalties. Field studies and group work are integral to the curriculum, requiring active participation and collaboration. Plagiarism is strictly prohibited, and students must maintain academic integrity. Dissertations and theses are subject to rigorous anti-plagiarism checks.

Article 31

Students must arrive promptly for classes and adhere to campus rules and regulations. Respectful behavior towards faculty, staff, and fellow students is essential. INES-Ruhengeri encourages student involvement in extracurricular activities, which can enhance personal and academic growth.

Article 32

INES-Ruhengeri offers academic support services, including tutoring and counseling, to help students in achieving their academic objectives. Students are encouraged to utilize these resources to improve their learning and performance. Campus facilities must be used responsibly, and any damage or vandalism results in disciplinary action, including financial compensation for the costs.



incurred to repair or replace the damaged property.

Article 33

INES-Ruhengeri can offer a variety of scholarships to support serving students and make education more accessible. These scholarships recognize academic excellence, leadership potential, community service, and other outstanding achievements. Students are encouraged to compete fairly and ethically to access academic resources and opportunities.

Article 34

The INES-Ruhengeri library offers a wealth of resources to support students' academic endeavors. The library houses a collection of books, journals, and other print materials, as well as electronic databases and online resources. Students can access these resources for research, study, and coursework. The library staff is available to assist students with finding information and using library services effectively.

Article 35

INES-Ruhengeri provides basic health services to students on campus. INES-Ruhengeri health center offers medical consultations, first aid, and basic treatments. Students can also access health education resources and information on preventive care. In case of serious health issues, INES-Ruhengeri can refer students to external healthcare facilities. Students need to take care of their physical and mental health to ensure academic success and overall well-being.

Article 36

All students, both national and international, must comply with the relevant healthcare requirements. National students should adhere to the national healthcare programs, while international students must provide proof of valid health insurance.

CHAPTER 8: STUDENT'S ORGANIZATIONS

Article 37

INES-Ruhengeri has a Students' Union Committee, headed by the Guild President, which acts as a platform for students to voice their concerns and address various issues. The committee works independently of the INES administration, providing a direct channel for students to communicate their needs and suggestions. The committee's office is open to all students, offering assistance and



support on various matters, such as academic concerns, welfare issues, and social events.

Article 38

INES-Ruhengeri boasts a vibrant student community with a wide range of student organizations catering to diverse interests. Students can find clubs and societies related to academic and professional development, sports and recreational activities, community service, environmental concerns, religious groups, and charitable causes. These organizations provide opportunities for students to engage in extracurricular activities, develop leadership skills, network with peers, and contribute to the university's social and cultural life.

Article 39

INES-Ruhengeri fosters a vibrant student community through various organizations. These organizations provide opportunities for students to engage in extracurricular activities, develop leadership skills, and network with peers. Students can join clubs related to academics, sports, arts, or social causes. Participation in student organizations enhances the overall university experience and contributes to personal and professional growth.

CHAPTER 9: STUDENTS' RESPONSIBILITIES

Article 40

Attendance to lectures, seminars, practical sessions, and other teaching/learning activities is obligatory. Students shall attend all scheduled classes and activities punctually and regularly. Failure to meet the minimum attendance requirements may result in disqualification from examinations or other assessments.

Article 41

INES-Ruhengeri expects students to maintain a high standard of conduct to foster a conducive learning environment.

Students must arrive on time for all classes and remain until the session concludes.

If a student needs to miss a class or leave during a session, they must seek prior authorization from the lecturer or relevant authority.

Bringing items that may disrupt the learning process is forbidden. Specifically, mobile phones should be switched off during all academic activities.





Students should exhibit obedience, politeness, tolerance, integrity, and mutual respect towards faculty and peers.

Article 41

Any member of the university community including students, faculty, or staff members who witness or become aware of student misconduct shall report the case promptly to the Dean of students or any other senior university official.

Upon receiving a report, the university initiates an investigation to gather relevant information and Student Conduct Committee determines disciplinary measures including warnings to suspension or expulsion depending on severity of the misconduct.

A comprehensive policy outlines student conduct expectations, reporting procedures, disciplinary measures, and appeals.

Article 42

Attendance shall be controlled as set forth by the lecturer based on an attendance list that she/he fills in daily and submits to the Department.

Article 43

Students are expected to adhere to appropriate dress standards while on campus. Clothing deemed inappropriate, such as revealing attire, mini-skirts, shorts, ripped pants, or clothing that disrupts the learning environment, is prohibited, and students showing such dress are not allowed to enter the campus.

Excessive phone use, hats, hairstyles, haircuts, tattoos, and slippers may be considered inappropriate in specific academic settings, such as lectures, presentations, or formal examinations. Students who violate these guidelines may be required to discontinue their current coursework and repeat it in the following academic year.

Article 44

Students must follow the prescribed program of teaching. Unauthorized absences exceeding 15% of the allotted module time may fail to achieve module learning outcomes and disqualification from the final examination or other assessment.

Supervised works and industrial attachments must be completed in full, according to the



requirements set by the respective departments.

Coursework must be submitted by the due date, and attendance at examinations and in-course tests is mandatory. Failure to submit coursework or attend assessments results in a mark of zero, unless a valid justification is provided.

Article 45

Due dates for in-course assignments, the proposed content and timetable of the module, and its required learning outcomes must be provided in writing at the beginning of each module. Each module concludes with a formal assessment. Examination dates are announced at the beginning of each module.

Article 46

Failure to pass modules due to outstanding coursework with mitigation or exceptional extensions, or due to the unavailability of a special examination, does not prevent students from progressing within the same academic year.

CHAPTER 10: ACADEMIC CALENDAR

Article 47

The academic calendar at INES-Ruhengeri outlines the terms, holidays, and deadlines for all academic activities. Students must familiarize themselves with the academic calendar to ensure timely completion of coursework and participation in scheduled events. The calendar is available on the university's website and can also be obtained from the Registrar's Office.

Article 48

The Academic Senate at INES-Ruhengeri approves and publishes the academic calendar, which outlines the terms, holidays, and deadlines for all academic activities, one month prior to the beginning of the new academic year.

CHAPTER 11: PROGRAMS OF STUDY

Article 49

A program of study is comprised of a series of modules, each with specific learning outcomes that students must complete to earn a qualification. Some programs may also require students to complete industrial or clinical training, or other components, to meet the examiners' requirements.





Article 50

Academic study is organized into modules based on a declared number of credits. One credit is equated to 10 hours of notional student learning effort. One hour of notional student learning effort is equivalent to 50 minutes. One academic year of full-time study is equivalent to 120 credits for a bachelor's program.

Article 51

The minimum module weight shall typically be 5 credits, with 20 credits representing the maximum. All modules must be taught and assessed in a single year.

Each module's allocated time includes face-to-face and student time. At INES-Ruhengeri, face-to-face time constitutes a maximum of 65% of the module's workload calculated based on the number of students, while student time accounts for a minimum of 35%.

Face-to-face time refers to the time spent by the lecturer with students in classrooms, laboratories, or other supervised settings. Student time is dedicated to independent research and study, which can occur outside the classroom, such as in the library, laboratory, or field.

Article 52

Credit Accumulation for 5 years bachelor's degree is set as follows:

1. Year I: 120 Cr
2. Year II: 240 Cr: (120 Cr of Year 1 + 120 Cr of Year 2)
3. Year III: 360 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3)
4. Year IV: 490 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3 + 130 Cr of Year 4)
5. Year V: 610 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3 + 120 Cr of Year 4 + 120 Cr of Year 5)

Credit Accumulation for 4 years Bachelor's degree is set as follows:

1. Year I: 120 Cr
2. Year II: 240 Cr: (120 Cr of Year 1 + 120 Cr of Year 2)
3. Year III: 360 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3)
4. Year IV: 480 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3 + 120 Cr of Year 4)



Credit accumulation for 3 years advanced diploma is set as follows

1. Year I: 120 Cr
2. Year II: 240 Cr: (120 Cr of Year 1 + 120 Cr of Year 2)
3. Level III: 360 Cr: (120 Cr of Year 1 + 120 Cr of Year 2 + 120 Cr of Year 3)

Article 53

Detailed information regarding programs, modules at each level, prerequisites, registration requirements, tuition fees, and assessment methods is published annually and made available to students.

Article 54

Faculty lecturers, in collaboration with professionals and stakeholders, develop program curricula under the supervision of the Dean. These programs are then reviewed by the Academic Senate and submitted to the regulatory body overseeing higher education in Rwanda for accreditation. The program specifications must clearly define the intended objectives, module content, and the program's scientific research orientation.

Article 55

Each program includes details about the Faculty, Department, module code, timetable, prerequisites, and annual teaching schedule. Module codes are structured with an acronym followed by three digits: the first indicates the level of study, the second denotes the semester, and the third signifies the order within the semester. For example, "LAW823" represents a Module taught in the Department of Law (eighth level), second semester, and third module in that semester's sequence.

Article 56

Program requirements must specify, as applicable, the module code, title, level, credit value, and whether the module is compulsory or optional. Additionally, any other necessary course elements for program completion is indicated.

Article 57

Program requirements may specify core modules that must be passed at each level. Additionally, the requirements may outline other conditions for progression or successful completion of the program.



Article 58

All undergraduate programs must include skills-enhancing modules that are mandatory for progression and graduation. These modules do not carry credit hours and are supplementary to the core academic modules. While passing these modules is required, they do not contribute to grade-point averages, distinctions, or honors classifications.

Article 59

For programs that include a significant period of industrial placement or clinical study, successful completion of this component is a prerequisite for progression and graduation. The program specification indicates whether this component is graded and contributes to grade-point averages, honors classifications, or the award of distinctions.

Article 60

At the start of each module, lecturers must provide students and the Head of Department with a detailed syllabus. This should include required textbooks; module outcomes; prerequisites; indicative content; teaching methods; assessment schedule; practical work schedule (if applicable); assessment weights; timeline module; and student projects (if applicable).

Lecturers must teach the entire module and follow the schedule. If content is not fully covered, they will be notified and must address it before the final exam.

CHAPTER 12: MODULAR LEARNING BASED

Article 61

A module is a cohesive and identifiable unit of learning and teaching with clearly defined learning outcomes. Undergraduate programs offered on a full-time basis typically incorporating modules taught within a single semester. However, certain modules may span two semesters within the same academic year.

Article 62

For each module, a detailed description must be provided. This includes faculty/department; module title, code, and credit value; prerequisites, co-requisites, or prohibited combinations; responsible faculty member(s); semester in which the module is taught; learning outcomes; content overview; teaching and learning strategies; key resources; and assessment methods. This module



description should be reviewed and approved at the faculty level and made available for consideration during the program approval process.

Article 63

Module descriptions outline any prerequisites, co-requisites, or prohibited module combinations. Prerequisites are modules that must be completed before taking a specific module. Co-requisites are modules that must be taken simultaneously. Prohibited combinations identify sets of modules that cannot be taken together within the same program.

Article 64

All modules must be defined by their level and credit value. The module-level indicates the relative complexity, depth of study, and learner autonomy required for successful completion. Level descriptors are provided in the Rwanda National Qualifications Framework.

Article 65

While a module can only be assigned to a single level, there may be instances where some or all of the content can be delivered in common for modules at different levels. In such cases, the modules must be differentiated by separate learning outcomes and assessments. To distinguish these modules, they are assigned unique module code numbers.

Article 66

Each module is assigned a module leader responsible for the following: coordinating module teaching, learning activities, and assessments; ensuring that the module syllabus and learning outcomes align with the overall program outcomes and INES-Ruhengeri's focus on applied sciences; overseeing the review and moderation of all exam questions before administration; and ensuring timely feedback on student assessments.

CHAPTER 13: ASSESSMENT

Article 67

Each unit of the module is assessed separately through continuous assessments and a comprehensive final examination of all units. Practical and supervised work is evaluated based on adherence to the guidelines established by the lecturer and approved by the faculty.



Article 68

The assessment of industrial/clinical attachments is a three-part process.

- A sealed company supervisor's marking report contributes 40% to the final grade.
- The supervising lecturer from the department provides a report worth 30%.
- The written report by the student accounts for the remaining 30% of the assessment.

This comprehensive evaluation ensures that students receive feedback from both academic and industry/clinical supervisors. An *ad hoc* policy regulates industrial/clinical attachments.

Article 69

The assessment system at INES-Ruhengeri is based on the principle of continuous assessments. This means that students are evaluated throughout the course through a variety of methods, including quizzes, assignments, presentations, and laboratory work.

These assessments are graded, and feedback is provided to students seven days (7) before the final examination. Failing to produce marks for continuous assessments, results in administrative sanctions for permanent staff, initiated by the Head of the Department with a formal report to the Management of INES-Ruhengeri.

The final examination is a comprehensive assessment that takes place at the end of the module. It covers the entire course content and contributes significantly to the final grade.

Article 70

Assessments aim to evaluate students' understanding, mastery, and application of module-specific learning outcomes. The assessment methods should be adapted to the nature of the course to ensure accurate measurement of student knowledge and skills.

Article 71

A ten-credit module typically includes a two-hour examination (100 minutes) and one mandatory piece of coursework or two shorter pieces. For a twenty-credit module, a three-hour examination (150 minutes) and two mandatory pieces of coursework are generally required. The assessment burden for modules of other lengths should be proportional to their credit value.

Article 72

The final grade for a module is determined by combining the grades from continuous assessments



and the final examination.

A ten-credit module typically must have at least an invigilated continuous assessment test and final exam. A 20-credit module typically must have at least two invigilated continuous assessment tests and a final exam.

The weightings of these assessments are specified in the program specification. Continuous assessments contribute 60% to the overall module score, while the final examination contributes 40%.

A student without 15% marks in the Final examinations will retake the module.

Article 73

The final exam is mandatory. If it happens that a student misses the final exam without valid reasons, s/he must retake the module and do all assessments.

The final examination is mandatory. Students who miss the final examination without a valid excuse must retake the entire module, including all assessments. Lecturers who fail to administer final exams on time may face administrative sanctions, including written explanations to DVCAR and/or temporary suspension. The Staff Code of Conduct includes specific provisions regarding this matter.

Article 74

The grading system at INES-Ruhengeri is designed to assess student performance throughout the academic year. A general average is calculated at the end of each year based on a 20-point scale.

Article 75

For modules where students have been granted exemptions from examinations, the previously obtained marks are included in the calculation of the general average.

Article 76

The average mark for a student group in each module is calculated by dividing the sum of the final marks obtained by all full-time and part-time students enrolled in the course by the total number of students.

Group work includes the registration numbers of all participating students on the cover page. This ensures accurate attribution and marking while maintaining student anonymity in the grading



process.

Article 77

After written exams, invigilators deposit the examination booklets, which have serial numbers, to the Department for anonymous numbering. These booklets are then given to the lecturer for marking.

Final examination results are communicated to students by the module leader within one month of the exam. A list of final marks is submitted to the Head of Department for publication.

For written examinations, the question papers, marking schemes and marked student copies are archived in the Examination Office for ten years.

The examination process and protocols at INES-Ruhengeri are governed by the institution's Examination Policy. This policy outlines the procedures for conducting examinations, including the administration, invigilation, marking, and appeals processes.

Article 78

The invigilation of exams and coursework assessments, as well as the supervision of field visits, laboratory work, and other student activities, is the responsibility of the lecturers who taught the module. These activities are overseen by the Head of Department and the Dean of the Faculty to ensure consistency and alignment with the academic programs.

Lecturers who teach a module are the primary and Chief Invigilators for their exams. They must be present in the examination room. Other academic staff may assist with invigilation and report any incidents to the primary invigilator. All invigilators must sign the exam report.

Lecturers who do not comply may face administrative sanctions, including written explanations to the Deputy Vice-Chancellor for Academics and Research and/or temporary suspension. The Staff Code of Conduct includes specific provisions regarding this matter.

Article 79

Students are not permitted to access their marked booklets during the assessment period. If a student has concerns about their grade, submit a written complaint to the Head of the Department within five working days of the results' publication. The Head of Department then forwards the complaint to the Dean of the Faculty.



The Dean appoints a remark commission to review the student's complaint and determine if a remark is warranted. If a remark is granted, the revised marks supersede the original marks. No complaint is allowed for the newly granted mark.

Students who lose their assessment booklets but can provide proof of participation in the assessment are allowed to retake the assessment without penalty within one week of the publication of the results.

Lecturers who lose students' assessment booklets may face administrative sanctions, including written explanations to the Deputy Vice-Chancellor for Academics and Research and/or temporary suspension. Such actions may be addressed under relevant provisions of the Staff Code of Conduct.

A remarking fee of 5,000 Rwandan francs for undergraduate and 10,000 Rwandan Francs for Postgraduate applies to all remarking requests.

Article 80

Students typically receive feedback on their grades and performance for continuous assessments within one week of the due date or at least three days before the next related assessment. This timely feedback allows students to identify areas for improvement and make necessary adjustments.

Article 81

The module team, under the supervision of the Head of Department, is responsible for assessing student performance. Lecturers must submit final exam marks to the Head of Department within one month of the exam. Any changes to marks require prior authorization from the Deputy Vice-Chancellor for Academics and Research.

All marks, including continuous assessments (CATs) and final exams, are published on the department's notice board. Students who have concerns about their marks may submit a written appeal to the Head of Department within five working days of the publication. After this deadline, appeals will not be accepted.

Article 82

Academic staff members who have a close personal relationship with students are prohibited from marking coursework, conducting oral examinations, invigilating exams, or serving on examination boards that evaluate those students. If this conflicts with the Dean or Head of Department's



participation on a specific board, a substitute will be appointed by the Dean or Deputy Vice-Chancellor for Academics and Research.

Faculty members must recuse themselves from any assessment or decision-making process where their impartiality may be compromised.

Article 83

Coursework or examinations that contribute more than 25% of the total module marks should be marked anonymously. The Head of Department or Administrative Assistant is responsible for assigning anonymous numbers to answer booklets and removing student identification sheets.

Anonymized booklets are then sent to the lecturer or module team for marking.

All assignments contributing more than 10% to the module score must undergo internal moderation, either through double marking by another academic or by marking a sample of scripts.

Assignments in postgraduate programs or higher, or those contributing more than 20% to the module score, require external moderation by an external examiner.

CHAPTER 14: THE CONDUCT OF EXAMINATIONS

Article 84

Students must present their student identification cards before entering the examination room. Students must display their student identification cards on their desks during examinations and sign the attendance list, verified by the Chief Invigilator. Failure to present the student card or pay required school fees results in the student not being permitted to take examinations.

A list of students eligible to take the exam is published two days before the examination date, allowing students' time to address any financial clearance issues.

Failure to comply with the examination administration procedures, as outlined in the Examination Policy, may result in administrative sanctions for the Chief Invigilator. These sanctions could include written explanations or other disciplinary measures.

Article 85

The coordination of examination administration is the responsibility of the Head of the Department. The module leader serves as the Chief Invigilator for their module, or a substitute appointed by the Head of Department if the module leader is unavailable.



Other invigilators, selected from permanent lecturers, must be appointed by the Head of the Department, at least one week before the exam. Failure to this disposition may result in administrative sanctions for the Head of the Department.

There should be at least one invigilator for every 30 students. No individual is allowed to invigilate an exam alone for more than 30 students. Additional invigilators may be required for larger groups.

Article 86

Before the exam begins, the Chief Invigilator clearly states the allocated time for the assessment, reminds students not to talk or look at each other's work during the exam, and indicates when they can start. Students are informed of the remaining time at the end of each hour, 30 minutes, and 10 minutes before the exam concludes. Once the end of the exam is announced, no students are allowed to continue writing on their answer sheets.

Students with special needs may be granted additional time for examinations or assessments, per the university's Inclusion and Disability Policy.

Article 87

During the examination, candidates must maintain silence and refrain from looking at other students' answer sheets or exchanging materials. Any attempt at cheating constitutes grounds for immediate exclusion from the examination by the Chief Invigilator, who may also initiate disciplinary proceedings, considering the severity of the tentative.

Article 88

Students must begin the examination at the designated time. Those who arrive more than 15 minutes late will not be permitted to enter the examination room. Once the exam has started, no students are allowed to leave the room until the official break time.

Article 89

With the invigilator's permission, a student may be allowed to use a secured restroom during the examination. If the student returns to continue the exam, the invigilator must accompany them.





Article 90

Unless explicitly stated in the module description, students are not permitted to bring any books, papers, calculators with text capabilities, or mobile phones into the examination room. Failure to comply with this rule may be considered cheating and result in disciplinary action.

All mobile phones must be set to silent mode in the examination room. Failure to comply with this rule may result in disciplinary action for involved students.

Article 91

The Invigilation form must be filled out by the Chief Invigilator and signed by all invigilators, following the procedures outlined in the Examination Policy. Each invigilation form must be accompanied by copies of the student attendance list and the examination questionnaire, which are submitted and recorded by the Head of the Department.

Article 92

If possible, the special exam should be scheduled within **one to two weeks after the regular exam** to avoid delays in progression special exams (for students who missed the regular exam due to valid reasons such as illness or emergencies)

Students who missed the regular exam due to valid reasons such as illness or emergencies will be required to take special examinations. Requests for special exams must be submitted within one day of the scheduled examination date, either before or after the exam. To qualify, students must formally request special exams, providing supporting evidence and obtaining approval from the relevant academic authorities. These special exams are usually scheduled within the same academic year to ensure timely progression. However, once the academic year has concluded, special exams are no longer permitted, requiring students to follow reintegration procedures if they wish to complete their studies. Failure to submit the request on time results in a retake of the module.

CHAPTER 15: CHEATING, ATTEMPTED CHEATING, AND COLLUSION

Article 93

In cases of cheating or attempted cheating, there is no room for mitigation. The student is either considered guilty or innocent. There are no intermediate options or arrangements.



Article 94

At INES-Ruhengeri, cheating or any attempt to cheat results in a one-year temporary exclusion for the student involved, as well as any accomplices. If the offense is repeated, the student and accomplices face permanent exclusion. Additionally, all academic marks from that year are voided. Decisions regarding suspension or exclusion are made based on a report from the chief invigilator and are recommended by the Academic Senate. The Vice-Chancellor then issues a written decision.

The exclusion decision is shared with all Higher Learning Institutions, ensuring that students penalized for cheating cannot re-enroll in those institutions. This strict policy applies both to temporary and permanent exclusions, emphasizing the institution's commitment to maintaining academic integrity. Students who are permanently excluded are thus barred from ever enrolling at INES-Ruhengeri, safeguarding the institution's standards and deterring academic dishonesty.

Article 95

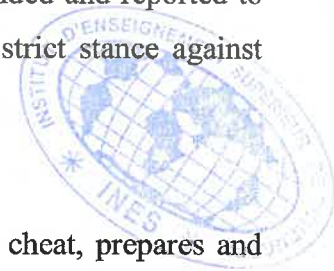
A student who attempts to take an exam or any form of assessment, including on behalf of another student, is permanently excluded from INES-Ruhengeri. Any accomplices face the same sanction. The examiner or invigilator who observes the cheating or attempt must submit a report to the Dean of Faculty within 24 hours, with a copy to the Head of Department.

If the cheater is an external individual assisting a student, they are apprehended and reported to legal authorities for further action. This policy reinforces the institution's strict stance against academic dishonesty and misconduct.

Article 96

The examiner or invigilator, who has noted the cheating or the attempt to cheat, prepares and addresses a report to the Dean of Faculty with a copy to the Head of Department within 24 hours with evidence to support the charge. Evidence shall be depending on the circumstances including the report from the camera, the list of witnesses and their signatures and the material support of cheating.

The examiner or invigilator who observes cheating or an attempt to cheat is required to prepare and submit a report to the Dean of Faculty, with a copy to the Head of Department, within 24 hours. This report must include evidence supporting the charge. The type of evidence varies depending on the circumstances and may include footage from cameras, a list of witnesses with their





signatures, and any physical materials used in the cheating. This process ensures that all accusations are supported by clear, documented proof before further actions are taken.

Article 97

If the Dean is satisfied there is a case to answer, he or she shall send copies of the evidence to the Deputy Vice Chancellor Academics and Research and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have three working days to submit a defense or justification in writing.

If the Dean finds sufficient evidence to warrant further action, the Deputy Vice-Chancellor for Academics and Research and the student will receive copies of the evidence within three working days. The student will be formally requested to provide an explanation of the incident and will have three working days to submit a written defense or justification.

Article 98

The Dean appoints a Faculty Committee that objectively examines the student's defense within three working days of its receipt. Additional investigation, including hearing witnesses or reviewing camera footage, may be requested.

If the Faculty Committee is convinced by the student's defense, a report is immediately communicated to the Deputy Vice-Chancellor for Academics and Research. The Dean of Faculty then informs the students of the decision, invalidating the procedure and confirming innocence. The student is required to take a special exam or CAT at a convenient date during the same academic year.

If the committee finds sufficient evidence of cheating, it recommends a penalty by the Academic Rules and Regulations within one working day. This penalty is confirmed by the Academic Senate within seven working days and communicated to the student in writing by the Vice-Chancellor thereto.

If the established procedures are not followed, the student is considered free of any charges. Additionally, the responsible staff member is subject to administrative sanctions.



Article 99

All dissertations must undergo rigorous anti-plagiarism checks using specialized software tools. If plagiarism is proven in any component of an undergraduate project or a postgraduate thesis submitted for assessment, the student fails that assignment and is required to retake the respective module with a different topic and a different supervisor in the following academic year. The student pays the required fees to retake the course.

If a supervisor fails to adequately guide a student in avoiding plagiarism, he/she is subject to disciplinary sanctions and doesn't receive compensation for supervisory duties.

Article 100

If plagiarism or other cheating is discovered in a project, dissertation, or thesis after the award of a degree, a hearing like an appeal hearing is conducted. In such cases, the student has the right to appeal to a hearing committee appointed and chaired by the Vice Chancellor. This hearing assesses the misconduct in the same way as if it had been detected before the degree was granted.

Every reasonable effort is made to contact the student within six months. If unsuccessful, the hearing proceeds in his/her absence. If the charge of academic misconduct is proven, the degree must be withdrawn with a formal notice to the regulatory body overseeing higher education in Rwanda.

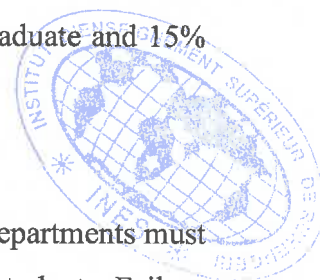
The minimum accepted plagiarism (similarity) percentages are 30% for undergraduate and 15% for postgraduate programs.

Article 101

While the primary responsibility for plagiarism lies with the students, Heads of Departments must ensure that supervisors are fulfilling their duties to properly supervise allocated students. Failure to provide adequate supervision can result in administrative sanctions or non-payment of supervision fees. A detailed record of the supervision process must be attached to the final work before it is presented and submitted.

Article 102

If a draft project, dissertation or thesis is submitted to a supervisor solely for comments and feedback, rather than for formal assessment, and plagiarism (Similarity) or other forms of cheating are suspected, a technical offense has not been committed. However, the supervisor is obliged to





warn the candidate about the potential misconduct. Additionally, if the supervisor is not one of the final panelists, the examiners inform the supervisor of the suspected plagiarism.

Article 103

A record of any proven charges of cheating, attempted cheating, or collusion in cheating, along with the corresponding penalty, is maintained in the student's file. This record is presented to the committee in any future cases involving the same student.

Article 104

Any member of staff of INES-RUHENGARI who will be found accomplice in a student's cheating will be dismissed automatically and without notice, and will thereafter be subject to legal proceedings.

Any INES-Ruhengeri staff member found to be complicit in a student's cheating is subject to administrative and disciplinary sanctions, potentially resulting in legal proceedings.

The DVCAR conveys investigations and appoints a special committee to review the case. The suspected staff member is notified and has the right to present his/her defense. The accused staff member has the right to challenge the accusation by presenting evidence, participating in a hearing, and questioning witnesses. The Committee deliberates on the decision to be communicated to the Academic Senate for final decision. The DVCAR oversees the process to ensure fairness.

Only after this procedure, the case closed and referred to legal authorities if necessary. This strict measure underscores the institution's zero-tolerance policy towards academic misconduct, ensuring that both students and staff are held accountable for their actions.

Article 105

INES-Ruhengeri staff members are strictly forbidden from accepting payment from students for tailoring or ghostwriting their final-year dissertations or theses. These actions are considered unethical and lead to disciplinary action. The implementation of this provision is similar to being complicit in a student's cheating.

CHAPTER 16: RESEARCH PROJECTS, DISSERTATIONS AND THESES

Article 106

Unless otherwise specified in the program documentation, undergraduate projects and master's



dissertations are mandatory components of their respective programs. These must be submitted by the deadline set by the Academic Senate.

Students must submit their proposed research topics and rationales to the Head of Department for early review and guidance during department meetings. The department may suggest alternative research topics to ensure efficient scientific development.

Before starting full-scale dissertation writing, all undergraduate and postgraduate students must write and present a research proposal. The research proposal is mandatory, and students are not allowed to proceed without a successful project proposal defense.

The research proposal provides students with an opportunity to define a research focus and receive early feedback on their research ideas. A well-developed research proposal establishes a clear research plan for the student.

Article 107

Undergraduate projects must involve original research, investigation, compilation, or experimentation that contribute to knowledge in the relevant discipline. Postgraduates' theses are expected to be at the forefront of knowledge in their field unless otherwise specified in the Program Specification. All projects and dissertations must be the student's individual and original work.

Article 108

Students may propose lecturers as their supervisors or co-supervisors. These proposals are considered by the Dean of Faculty, who makes the final decision based on the lecturers' expertise and availability. The Head of Department's recommendations on supervision are taken into account during the supervisors or co-supervisor selection process, which typically occurs at the beginning of the final academic year or towards the end of the preceding year.

The Dean of the Faculty can appoint external supervisors. These are systematically given co-supervisors working on a full-time basis at INES-Ruhengeri.

For postgraduate students, the assignment occurs within one month of starting a one-year program or six months of starting a two-year program. Undergraduate students are expected to develop a work plan with supervisor(s) within two months of the start of the academic year. Postgraduate students establish a work plan with their supervisors within two months of their appointment.





Article 109

In disciplines or fields of study where it is appropriate and specified in the Program Document, a construction, a portfolio, or performance may be accepted in place of a project or dissertation. However, this must be accompanied by a reflective written account that demonstrates the work meets the criteria for the award. The length of this written account should be as specified in the validated Program Specification.

Article 110

Unless otherwise specified in the Program Specification, the maximum lengths for projects and dissertations in taught programs are as follows:

- **Arts/Humanities/Social Sciences:**
 - Undergraduate project: 12,000 words
 - Taught masters programs (MSc/MA/MRes): 20,000 words
 - Taught masters programs (MPhil/MLit): 30,000 words
- **Natural Sciences/Engineering/Mathematics and Technology:**
 - Undergraduate project: 6,000 words
 - Taught masters programs (MSc/MRes): 10,000 words
 - Taught masters programs (MPhil): 15,000 words

These word counts do not include tables, diagrams, and appendices containing ancillary material that is not essential to the main argument. The minimum length for projects and dissertations should typically be two-thirds of the maximum specified limits.

Article 111

Finalist students are required to pay research fees, the amount of which is determined annually by the Academic Senate. Dissertation reports must be accompanied by proof of payment to be considered for presentation.

Article 112

Where it forms the final assessment of a program, no resubmission of an undergraduate project or Masters Dissertations, or extension of time, shall be allowed except when the academic Senate



decides to do so.

Unless approved by the Academic Senate, no resubmissions or extensions are granted for undergraduate projects or Master's dissertations that are the final assessment of a program.

Article 113

Students must publicly defend their dissertations orally before a jury appointed by the Dean of the Faculty. Undergraduate dissertation defenses should generally not exceed 30 minutes. Postgraduate thesis public defense should not exceed 50 minutes. The jury president may allow audience members to ask questions but must maintain the seriousness and academic nature of the defense.

Masters students must publish at least one paper in a recognized journal before graduation.

Article 114

The jury is mandatory composed of the project supervisor/ co-supervisor if any and other three examiners who are members of the relevant discipline. The examiner who is not a supervisor/co-supervisor of the project is appointed as the Chair of the panel of examiners and the other is the Main Reader. The main reader should have the copy of dissertation at least 5 days before defense.

Article 115

The evaluators of the final-year dissertation or thesis do not include the supervisor or co-supervisor. These individuals are not allowed to participate in the final marking. In cases of substantial and irreconcilable disagreement between examiners, the Chair's decision prevails.

Article 116

The Head of the Department plans the workload for presentations one month in advance, specifying the date for each student's presentation. Students must submit their final projects one week before the scheduled presentation date. Failure to comply with these regulations results in penalties for delayed submission, as determined by the Academic Senate.

The project is then given to the main reader for review within four days, after which he/she authorizes the defense. The Main Reader is responsible for producing the signed assessment report. Failure to comply with this requirement results in administrative sanctions and non-payment of assessment fees.



Article 117

The final decisions regarding the date, time, and location of the dissertation defense are determined and announced by the Dean of the Faculty three days before the scheduled defense. The Dean of the Faculty reserves the right to postpone the defense if deemed necessary. Any postponement must be publicized at least one day before the expected date. Failure to comply with these procedures results in administrative sanctions against the Dean.

Article 118

Students are only admitted to the project presentation after completing all required program modules. Additionally, they must have a record of English proficiency in their file. The project report must be signed by both the supervisor and co-supervisor. Students and the supervising team are accountable for the quality of the project.

Article 119

Project marking is based on a 50% written report and a 50% oral presentation. The panelists provide observations and comments to the students after the presentation. The students then work with the Main Reader to make the necessary changes and corrections within two (2) weeks.

Article 120

The student must submit the corrected project to the Main Library within two weeks after the defense. Failure to submit the corrected project within the specified timeframe results in the student not being eligible for graduation.

Students must obtain approval and authorization from the following individuals in this hierarchical order: Main Reader, Supervisor, Chairperson; HoD; Academic Registrar; Director of Library, and DVCAR. Upon approval, digital and hard copies of the dissertation or thesis are submitted to the Main Library with the INES-Ruhengeri official stamp.

Article 121

Undergraduate students who fail the project component of a program are considered to have failed that module. However, depending on the validated Program Specification, they may still be awarded an Ordinary Degree.

Similarly, students in taught master's programs who fail their dissertation may be awarded a Postgraduate Diploma, provided that this option is included in the validated Program Specification



and they meet its learning outcomes.

CHAPTER 17: CONDITIONS FOR PROMOTION

Article 122

Module leaders are responsible for submitting the list of module grades to their respective Heads of the Department. Heads of the Department, in turn, are tasked with presenting the grades for all modules within a program to the Dean of the Faculty. The Dean then presents the grades to the Academic Senate for approval.

Article 123

Marks awarded for each module are considered provisional until confirmed by the Academic Senate.

Article 124

To complete a module, students must demonstrate achievement of the specified learning outcomes. Each module is assessed using a single mark between 0 and 20, reflecting the extent to which the learning outcomes have been met. The passing grade for all undergraduate programs is 10, while postgraduate programs require a passing grade of 12. Supplementary examinations are not permitted under the modular system, although special examinations may be considered in exceptional circumstances.

Article 125

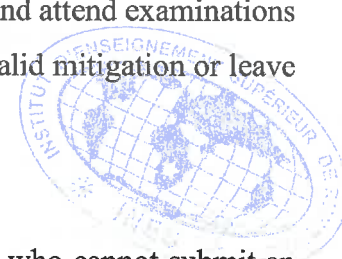
In modules with multiple assignments or units, students must pass all components. However, students who fail one assignment or unit but achieve a grade of at least 45% in the undergraduate program or 55% in the postgraduate program may be eligible to pass the module if their overall module average meets the minimum passing grade.

Article 126

All students are required to submit assignments by the specified deadlines and attend examinations and in-course tests. Failure to do so will result in a mark of zero unless a valid mitigation or leave of absence has been granted.

Article 127

Students who are unable to attend an examination or other assessment, or who cannot submit an





in-course assignment or practical work report by the due date, must notify their department in writing at least 24 hours before or 48 hours after the event, providing evidence of a legitimate reason for their absence or non-submission. Failure to do so will result in a mark of zero, unless a valid mitigation or leave of absence has been granted.

Article 128

In cases of force majeure, such as the death or illness of a first-degree relative, a medical certificate is accepted as justification for absence. However, even in such cases, students are still expected to submit assignments by the designated deadlines and await examinations and in-course tests. There are no intermediate options or arrangements.

Article 129

Students' progress through the academic program based on their performance at each level of study. After students complete 120 credits, the Head of Department convenes a meeting of all permanent department lecturers.

During this meeting, they review student performance and determine which students to retake modules. The list of students and modules to be retaken is then published. To advance to the next year of study, students must meet the following minimum credit requirements:

- **Year 1 to Year 2:** 100 total credits earned in Year 1 (out of 120 credits)
- **Year 2 to Year 3:** 220 total credits earned, including at least 100 at Year 2 (out of 240 credits)
- **Year 3 to Year 4:** 340 total credits earned, including at least 100 at Year 3 (out of 360 credits).
- **Year 4:** a student must have been awarded 480 credits for four years of Bachelor's degree program.
- **Year 4 to Year 5:** a student must have earned 480 at year 4 and 120 in year 5 for five-year Bachelor's degree programs.
- **Year 5:** a student must have been awarded 600 credits for five years Bachelor's degree program

To progress to the final year, students must provide proof of passing the English Proficiency Test



(EPT) with a minimum score of 50%. Additionally, progression to the final level of study is not permitted until the EPT has been completed.

Academic Progression Statuses are used to classify students based on their academic performance and progression through their studies. Here are common terms for academic progression statuses:

- **Promoted**, when the student has successfully completed all required courses and has met the necessary academic criteria to advance to the next academic level or year.
- **Promoted with Retake(s)**, when the student has advanced to the next level but must retake one or more courses in which they did not achieve the required passing grade.
- **Recommended to repeat**, when the student has not met the required academic standards and is advised to repeat the current year or specific courses to improve their academic standing.
- **Dropped Out**, when the student has voluntarily withdrawn from their studies or has been administratively removed due to failure to meet academic or institutional requirements.
- **On Hold**, when the student's academic progression is temporarily halted due to unresolved issues such as incomplete coursework or failure to meet specific requirements.

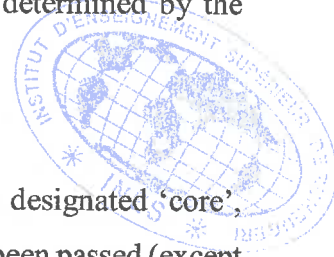
Article 130

Students allowed to progress shall retake any failed modules during the next semester/year. At validation, programs may set additional requirements for progression. Any module to be retaken is subjected to the payment of fees which amount is decided by the Senior Management Committee.

Students permitted to progress to the next year of study must retake any failed modules during the following semester or year. Individual programs may establish additional progression requirements at the validation stage. Retaking a module requires the payment of fees as determined by the Academic Senate.

Article 131

Where stated in the validated Program Specification, certain modules may be designated 'core', and progression to the next level will not be permitted until these modules have been passed (except that part-time students may declare a pattern of module choice which includes some modules from the next level, providing all the module which have not yet been passed from the previous level are also included).





As specified in the Validated Program Specification, certain modules are designated as "Core Modules". These core modules must be passed before students can progress to the next year of study. Part-time students may choose a pattern of modules that includes some from the next year, provided all modules from the previous year that have not yet been passed are also included.

Article 132

Students who are not eligible to progress to the next academic level but have an overall average of at least 10/20 may register as part-time students and repeat the failed modules. However, the maximum achievable grade for repeated modules is a bare pass (10/20).

Students who repeat the entire year are not limited to the minimum passing grade. In such case, the student is exempted from any modules, industrial attachments, or seminars in which he/she earned a grade of 14/20 or higher in the previous year.

In both cases, the student's transcript indicates a failed grade for the initial attempt and a successful grade upon repetition or retaking the year. Students must await the end-of-year deliberation after their academic year, as outlined in the academic calendar.

Article 133

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

For certain modules, such as laboratory-based courses, the nature of the content requires repeating the entire module to retrieve a failing grade. These modules are designated as "repeat only" in the published module descriptions.

Article 134

Students who fail to retake modules, or do not either suspend their registration with permission or retake the failed 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.

Students who fail to pass retaken modules or do not either suspend their registration with permission or retake the failed modules in the following year are not allowed to progress until they pass the failed modules.



However, the Academic Senate has the authority to determine whether a student who fails a retaken module is eligible to progress to the next level of study.

Article 135

Students who fail a retaken module may be required to participate in additional academic support, such as tutoring, workshops, or study groups. If these measures are unsuccessful, the student may be advised to consider transferring to a different program that better aligns with their interests and abilities.

Article 136

For students who fail to meet professional requirements, as outlined in the program specifications for professionally accredited programs, the Faculty typically provides an opportunity to fulfill these requirements to an equivalent standard as the academic components of the program.

Article 137

Where a student's performance concerning professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the program requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the program specification.

If a student fails to meet the professional requirements of a program, other than academic deficiencies, despite being given additional opportunities to do so, but the academic performance warrants it, he/she may be eligible for an alternative academic qualification. However, this alternative qualification does not confer professional status, as outlined and approved in the program's specifications.

Article 138

A student may request to change their intake under certain circumstances. To do so, they must submit a written request to the Deputy Vice Chancellor for Academic Affairs (DVCAR). The student should await a response before enrolling in the desired intake. Please note that this change is only permitted once throughout the entire study program.





CHAPTER 18: TRANSCRIPTS

Article 139

Transcripts must adhere to a standardized format, including INES-Ruhengeri logo, the student's name, student registration number, student ID/passport number, and the academic year. The transcript should list all courses taken, the grades received, and the credits earned for each course. Additionally, the student's cumulative grade point average (GPA) must be prominently displayed.

Article 140

Students can request official transcripts by submitting a written request to the Registrar's Office. A nominal fee may be charged for the issuance of transcripts. Official transcripts must bear the official seal of INES-Ruhengeri and be signed by authorized university officials. Electronic transcripts should be accompanied by a verification code or certificate to ensure authenticity.

Article 141

INES-Ruhengeri maintains a permanent record of student transcripts. Transcripts are stored securely to protect student privacy and confidentiality. Transcripts are issued in English. If a student requires a translated transcript, INES-Ruhengeri can provide a certified translation.

Article 142

Students who have lost their issued transcripts must submit a written request to the Registrar's Office. The request includes the student's name, student ID number, and any other relevant information necessary for verification. A fee may be applicable for the replacement transcript. INES-Ruhengeri processes the request and issues a new transcript within a reasonable timeframe.

The grading scale at INES-Ruhengeri is as follows:

Marks (%)	Marks/20	Weighted GPA Scale		Degree Classification
		Letter	Grade 5	
80-100	16.00-20.00	A (Excellent)	5	First Class Honours
70.00-79.99	14.00-15.99	B+ (Very Good)	4	Upper Second Class Honours
60.00-69.99	12.00-13.99	B (Good)	3	Lower Second Class Honours
50.00-59.99	10.00-11.99	C (Pass)	2	Pass



CHAPTER 19: ACADEMIC AWARDS

Article 143

Students are only eligible for a single qualification upon completion of a program of study. In programs where the validated Program Specification outlines the possibility of intermediate awards, the attainment of a higher award automatically voids any lower awards previously earned.

Article 144

The credit and grades requirements for the award of degrees, diplomas and certificates, the honors classification and the award of distinction where appropriate shall be as specified in the National Qualification framework (NQF) for HLIs. INES-Ruhengeri may provide through its programs, opportunities for students to exit with the following awards according to Rwanda Qualification Framework (pg 40).

Level	General Higher Education	Credits
10	Doctoral	360
9	Masters	180
	Medical Fellowship (Medical subspecialty)	
	Postgraduate Diploma	120
	Postgraduate certificate	60
8	Bachelors	480
7	Advanced Diploma	360
6	Diploma	240

Article 145

For undergraduate programs, all degrees awarded by INES-Ruhengeri are classified into one of the following categories: First Class Honours: 80-100%; Upper Second Class Honours: 70-79%; Lower Second Class Honours: 60-69%; and Pass: 50-59%.

For postgraduate programs, degrees awarded by INES-Ruhengeri are classified into one of the following categories: First Class Honours: 80-100%; Upper Second Class Honours: 70-79%; and Lower Second Class Honours: 60-69%.



Article 146

In the event that a student mistakenly graduates without having successfully completed all the required courses for their program, INES-Ruhengeri has established specific procedures to address this oversight.

If the error is identified before the student officially withdraws their degree, the INES-Ruhengeri mandates that the student complete the missing course(s) within a designated timeframe. This ensures that the student's academic record accurately reflects their qualifications and that they meet the established standards for graduation.

When the discrepancy is discovered after the student has already withdrawn the degree, INES-Ruhengeri reserves the right to revoke the degree. However, the institution may also consider reinstating the degree under certain circumstances. This includes the requirement for the student to complete the missing course(s) within a specified period. Such a resolution is advantageous for the graduate as it allows him/her to retain their academic achievement.

Article 147

Degrees, Diplomas and Certificates inevitably carry a serial number, the seal of INES-Ruhengeri, the Vice Chancellor and Deputy Vice-Chancellor in charge of Academics and the recipient's signatures.

All degrees, diplomas, and certificates awarded by INES-Ruhengeri include a serial number, INES-Ruhengeri seal, the signatures of the Vice Chancellor and Deputy Vice-Chancellor in charge of Academics, and the recipient's signature.

Article 148

In cases where a student has lost the official degree certificate, the INES-Ruhengeri may provide a replacement or duplicate certificate. However, the replacement certificate is marked as such to distinguish them from the original. Students must submit an official request to the Vice-Chancellor, accompanied by an affidavit confirming the loss, and pay a nominal fee determined by the Academic Senate.



CHAPTER 20: FINAL PROVISIONS

Article 149

The current General Academic Regulations take effect on the day of their adoption by the Academic Senate of INES-Ruhengeri.

Article 150

The interpretation and potential modifications of the current regulations are the responsibility of the Academic Senate.

Article 151

Any previous provisions that contradict these regulations are repealed.

Done at INES-Ruhengeri, on 20th February 2025



Dr. MAZARATI Jean Baptiste

Chairperson of INES-Ruhengeri Governing Body

