

**INTERNAL REGULATIONS OF INES-RUHENGERI AS A HIGHER
LEARNING INSTITUTION**

**CHAPTER I. CREATION, VISION, MISSION, PHILOSOPHY, MOTTO,
VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS**

Article 1: Creation

The “Institut d’Enseignement Supérieur de Ruhengeri” (INES-RUHENGERI) is a private Institution of higher learning created by INES-RUHENGERI (a National Non-Governmental Organization) under the auspices of the Catholic Diocese of Ruhengeri in collaboration with other different partners from Civil society. INES-RUHENGERI as NGO, started in 2000 and at that time “association” and got the legal personality on 29/03/2006 by the Ministerial Order N° 55/11 of 29/03/2006; with the new law governing National Non-Governmental Organizations, INES-RUHENGERI reviewed its statutes which were recognized by Rwanda Governance Board on 20/1/2014. INES-RUHENGERI as a Higher Learning Institution opened its doors on 17th November 2003 under the name of “Université Internationale au Rwanda (UNIR)” and has been accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010 and now governed by the law N°01/2017 of 31/01/2017 governing Organization and Functioning of Higher Education in Rwanda, the Presidential Order N°51/01 of 13/7/2010 establishing quality standards in higher learning institutions, the INES-RUHENGERI statutes, the present Internal Regulations, Manual of Procedures, internal rules and regulations for staff “Statut du personnel”, General Academic Regulations of INES-RUHENGERI and students’ discipline procedures.

This idea was triggered by a triple motivation: (1) building signs of hope, (2) contributing to unity and reconciliation and (3) contributing to the country’s sustainable development.

Article 2: Vision

INES-RUHENGERI has the following Vision: Universality in each individual. Knowledge in order to unite and better serve the world.

Article 3: Mission

INES-RUHENGERRI has a mission to contribute through the interactive conjunction 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-RUHENGERRI shall also collaborate to the missions that the Law governing organization and functioning of Higher Learning Institutions in general.

Article 4: Core values

The founders of INES-RUHENGERRI have willed to build a Higher Learning Institution driven by the values of a catholic school. The following are INES-RUHENGERRI core values:

- Excellence;
- Witness of life;
- Supernatural vision;
- Truthfulness;
- Commitment;
- Human Dignity;
- Solidarity;
- Collaboration;
- Cleanliness;
- Value of details.

Article 5: The motto

The motto of INES-RUHENGERRI is “*Scientia et Lux*” (Knowledge and light)

Article 6: Orientation of University of Applied Sciences

As a University of Applied Sciences, INES-RUHENGERRI teaching approach is expected to be profession oriented. This implies that:

- 1° The teaching and learning strategies and methodologies are based on the concept of competence based learning;
- 2° The approach is student centred; students learn to develop professional behaviour, which includes taking professional responsibility and initiatives as well as working independently.

3° All programs have a labour market orientation; programs are reviewed from the perspective of professional graduate profiles, developed by INES and representatives of the labour market. The curricula include interactions with the reality of the professional field, such as internships, field trips and projects. Through these students learn to find appropriate solutions for problems in the professional field.

Article 7: Mandate of INES-RUHENGARI as Higher Learning Institution

INES-RUHENGARI has the following main responsibilities:

- 1° to develop curricula and submit them to the competent authority for approval;
- 2° to offer higher education courses leading to undergraduate, graduate or post-graduate certificates or degrees;
- 3° to carry out and promote research in all scientific and technological disciplines and on different issues at the national, regional and global level;
- 4° to publish and disseminate research results;
- 5° to impart knowledge and skills through e-learning or traditional teaching or both and promote technology for job creation purposes;
- 6° to promote education, Rwandan culture and values;
- 7° to contribute to the resolution of other issues related to national development.

Article 8: Powers of INES-RUHENGARI

INES-RUHENGARI as an Institution of higher learning has the following powers:

- 1° to award degrees or certificates at levels of education it offers in accordance with laws;
- 2° to award certificates to candidates who successfully complete short-time training courses;
- 3° to conclude partnership and cooperation agreements with different organs in charge of education and with other national and foreign institutions of higher learning in accordance with relevant laws and its vision, mission and orientation;
- 4° to award merit titles and awards that recognize exemplary achievements;
- 5° to promote its lecturers, researchers and staff in accordance with relevant laws and its code of academic appointment and promotion.

INES-RUHENGERI has the power to award honorary degrees in accordance with laws governing Higher Learning Institutions.

Article 9: Autonomy of INES-RUHENGERI as an institution of higher learning
INES-RUHENGERI enjoys autonomy in respect of teaching, research, administration and management of human and material resources in accordance with laws related to Higher Learning Institutions and its internal regulations approved by relevant authorities.

CHAPTER II: INES-RUHENGERI ORGANS

Article 10: INES-RUHENGERI organs

INES-RUHENGERI organs are the following:

- 1° The Owner
- 2° The Chancellery;
- 3° Supervising Organ
- 4° The Council of INES-RUHENGERI;
- 5° The Office of the Vice Chancellor;
- 6° The Senior Management Committee;
- 7° The Academic Senate;
- 8° The Faculty Council;
- 9° The Department Council.

Section one: The Owner and his powers

Article 11: The Owner

The Owner of INES-RUHENGERI is a National Non-Governmental Organization for public interest with the same denomination INES-RUHENGERI.

Article 12: The powers of the Owner of INES-RUHENGERI

The powers of the owner are the following:

- 1° To decide on investments for the growth of the institution in the line with its Mission, Vision and orientation upon request of the Council;

2° To decide the establishment of campuses and increase or decrease of the number of Faculties or Research Centres upon request of the Council;

3° To determine the supervising organ of the INES-RUHENGERI as Higher Learning Institution;

4° To appoint and to dismiss members of the Council of INES-RUHENGERI;

5° To appoint and to dismiss members of the Office of the Vice Chancellor of INES-RUHENGERI upon request by the Council;

6° To approve the reports regarding the implementation of the strategic plan, budgets, narrative and financial reports in general assembly as part of the activity of INES Ruhengeri as Local NGO;

7° To read for recognition the reports regarding the agreement with all the technical and financial cooperation with other Higher Learning Institutions and other partners during the meetings approving semester and annual report of INES Ruhengeri as Local NGO;

8° In case of permanent closure of INES-RUHENGERI as an institution of higher learning or its any faculty, its property becomes the private property of the owner after settlement of its liabilities as well as issues in connection with agreements it concluded.

Section 2: The Chancellery

Article 13: Chancellery

The Chancellery of INES-RUHENGERI is made of a Chancellor.

The Chancellor of INES-RUHENGERI is appointed by the owner of INES-RUHENGERI.

Article 14: Responsibilities of the Chancellor

The Chancellor of INES-RUHENGERI is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles.

The Chancellor may also attend other events or meetings when appropriate.

Section 3: The Supervising organ

Article 15: Supervising authority of INES-RUHENGERI as a private institution of higher learning

INES-RUHENGERRI as a private institution of higher learning is supervised by an organ determined by its owner.

The supervising organ is the Office of Legal Representation of INES-RUHENGERRI.

Article 16: Responsibilities of the supervising organ

To accomplish its mission, the supervising organ of INES-RUHENGERRI as a private institution of higher learning shall meet once in three months. Its responsibilities will be determined by its owner and will include the following:

- 1° to follow up that INES-RUHENGERRI is implementing laws relating to higher education in Rwanda;
- 2° to ensure that INES-RUHENGERRI is meeting quality standards;
- 3° to ensure that INES-RUHENGERRI is owning and implementing the orientation of University of Applied Sciences;
- 4° to ensure the internationalization of INES-RUHENGERRI;
- 5° to ensure that the INES-RUHENGERRI strategic plan is implemented;
- 6° to play the role of liaison between INES-RUHENGERRI as an institution of higher learning and the Owner;
- 7° to guarantee synergy among the organs of INES-RUHENGERRI;
- 8° to ensure appropriate implementation of all conventions and memoranda of agreement signed between INES-RUHENGERRI and the Government on one side and on the other side with the national and international partners;
- 9° to ensure appropriate implementation of all conventions signed with all the partner and memoranda of agreement signed between INES-RUHENGERRI and the Catholic Diocese of Ruhengeri in matters relating to educational values, academic programs, teaching and research;
- 10° to advise the Owner on the required investments upon request of the Council;
- 11° to ensure if matters related to the administration and finance are correctly managed according to the internal regulations;
- 12° to propose for the approval by the owner the code of conduct of the Council, the Office of Vice Chancellor and the Senior Management Committee;

13° to ensure if matters related to the code of conduct are implemented by all members of the organs mentioned on the 12 point;

14° to organize the monitoring and the evaluation of implementation of the strategic plan and the performance of the organs and structure in charge of the functioning of INES Ruhengeri;

15° to submit for the approval the annual reports regarding monitoring and evaluation to the Owner;

16° to organize every two months a meeting between all the management organs of INES (Legal Representative, Council and Office of Vice Chancellor) for facilitating the communications and promote the culture of accountability.

Section 4: The Council of INES-RUHENGERRI

Article 17: The Council of INES-RUHENGERRI

The Council is the management and decision making organ of INES-RUHENGERRI. The term of office of its members is four (4) years renewable once and may be determined otherwise by the owner in accordance with the laws.

Some members of the Council hold the membership by virtue of their functions at INES-RUHENGERRI; when they lose their functions they simultaneously lose the membership unless the Owner provides otherwise.

The Council is the organ of monitoring and evaluation of policies and strategies of the organization which have been approved by the Owner concerning academic, administrative and financial matters.

The members of the Council of INES-RUHENGERRI are appointed by the owner. They shall be selected on the basis of their high scientific and intellectual expertise. They must be people of high academic experience and outstanding moral values.

Depending on the matter under discussion, non-permanent members can be invited to attend the Council meetings with a consultative role upon request of the Chairperson and approval of the Owner.

Article 18: Responsibilities of the Council

Responsibilities of the Council of INES-RUHENGERRI are the following:

- 1° to provide the vision of INES-RUHENGERRI;
- 2° to approve the strategic plan and action plan of INES-RUHENGERRI;
- 3° to monitor the implementation of the action plan of INES-RUHENGERRI;
- 4° to approve the internal rules and regulations of INES-RUHENGERRI;
- 5° to approve the annual draft budget of INES-RUHENGERRI before its submission to the owner;
- 6° to submit to the Minister the quarterly and annual activity report;
- 7° to assess the performance of INES-RUHENGERRI;
- 8° to approve the activity and financial report of the previous year and submit them to the Minister;
- 9° to select members of the Office of the Vice Chancellor;
- 10° to approve the appointment and revocation of deans of faculties;
- 11° to approve the appointment, promotion and revocation of administrative staff of the rank of Directors upon request of the Office of the Vice Chancellor before its acceptance by the owner of INES-RUHENGERRI;
- 12° to appoint, promote and revoke the teaching staff and researchers;
- 13° to approve candidates for the award of degrees, certificates of merit and other awards granted by of INES-RUHENGERRI.

Article 19: The responsibilities of the Chairperson of the Council

The Chairperson of the Council of INES-RUHENGERRI has the following responsibilities:

- 1° to follow up the proper management of INES-RUHENGERRI;
- 2° to convene and preside over the meetings of the Council of INES-RUHENGERRI. In case of his/her absence he/she shall be deputized by the Vice-Chairperson;
- 3° to follow up the execution of resolutions and instructions of the Council of INES-RUHENGERRI;
- 4° to submit to the Minister the quarterly and annual report and action plan;
- 5° to deputize for the Chancellor in case of his/her absence;

6° to perform any other duty that may be assigned to him/her by the competent organ.

Article 20: Meetings of the Council of INES-RUHENGERRI

The Council of INES-RUHENGERRI shall meet once in three months.

The Council meeting shall be convened and chaired by the Chairperson or in his/her absence by the Vice-Chairperson. It shall sit and deliberate validly when the quorum of two thirds (2/3) of its effective members is attained.

Decisions of the Council shall be taken by an absolute majority of votes of all effective members present. In case of tie, the Chairperson shall have a casting vote.

Article 21: Sitting allowances for members of the Council of INES-RUHENGERRI

Sitting allowances to be allocated to members of the Council of INES-RUHENGERRI are determined and approved by the Owner.

Section 5: Office of the Vice Chancellor

Article 22: Members of the Office of the Vice Chancellor

Members of the Office of the Vice Chancellor of INES-RUHENGERRI are appointed by its owner upon request by the Council.

Members of the Office of the Vice Chancellor of INES-RUHENGERRI are the following:

The Vice-Chancellor;

The Deputy Vice-Chancellor in charge of Academic Affairs and Research;

The Deputy Vice-Chancellor in Charge of Administration and Finance.

The term of office of members of the Office of the Vice Chancellor is four (4) years renewable once.

The Owner of INES-RUHENGERI may decide and determine any other Deputy Vice-Chancellor upon the request of the Council.

Article 23: Responsibilities of the Office of the Vice Chancellor

The main responsibilities of the Office of the Vice Chancellor are as follows:

- 1° to coordinate daily activities of INES-RUHENGERI;
- 2° to implement instructions and decisions of the Council of INES-RUHENGERI;
- 3° to represent INES-RUHENGERI and publicise its activities;
- 4° to prepare the action plan and the budget proposal of INES-RUHENGERI and submit them to the Council of INES-RUHENGERI for adoption and to the owner for the acceptance.
- 5° to perform any other duty that may be assigned to him/her by the Owner of INES-RUHENGERI.

Article 24: Responsibilities of the Vice Chancellor

The main responsibilities of the Vice Chancellor are as follows:

- 1° to chair and coordinate the daily activities of INES-RUHENGERI;
- 2° to convene and chair meetings of the Office of the Vice Chancellor;
- 3° to coordinate activities and functioning of the management organs of INES-RUHENGERI;
- 4° to implement decisions and instructions of the Council of INES-RUHENGERI;
- 5° to implement the INES-RUHENGERI strategic plan;
- 6° to follow up the performance of the teaching staff, researchers and members of the staff and the management of the property of INES-RUHENGERI;
- 7° to implement the legal provisions governing institutions of higher learning and internal rules and regulations of INES-RUHENGERI;
- 8° to follow up the preparation of the draft budget of INES-RUHENGERI and submit it to the Council of INES-RUHENGERI;

9° to submit to the Council of INES-RUHENGERI activity reports and action plan on a quarterly and annually basis and at any time it is considered necessary before submitting to the owner for acceptance;

10° to sign partnership and cooperation agreements with other institutions of higher learning in the country, in the region or abroad with prior permission by the Owner.

11° to raise funds for the development of INES-RUHENGERI to be approved by the Council in consultation with the Supervising Organ;

12° to preserve and promote a good reputation of INES-RUHENGERI;

13° to execute specific responsibilities assigned to him by his/her employment contract;

14° to perform any other duty associated with the responsibilities of an institution of higher learning.

Article 25: Responsibilities of Deputy Vice Chancellor in Charge of Academic Affairs and Research

Responsibilities of Deputy Vice Chancellor in Charge of Academic Affairs and Research are defined by the Owner and they include the following:

- 1° to coordinate all academic and educational activities and programmes
- 2° to coordinate all activities and programmes related to research and consultancy;
- 3° to prepare meetings of Academic Senate and ensuring the implementation of its decisions;
- 4° to ensure the achievement of objectives of annual plan and strategic plan which are in line with his/her attributions;
- 5° to replace the Vice Chancellor in case of absence or hindrance;
- 6° to execute specific responsibilities assigned to him by his/her employment contract;
- 7° to execute any other activity in its attributions provided by the Vice Chancellor, the Council or the Owner.

Article 26: Responsibilities of Deputy Vice Chancellor in Charge of Administration and Finance

Responsibilities of Deputy Vice Chancellors in Charge of Administration and Finance are defined by the Owner and they include the following:

- 1° to coordinate all activities related to the organization framework of INES-RUHENGERI and staff of INES-Ruhengeri;
- 2° to prepare a draft project of budget of INES-Ruhengeri;
- 3° to ensure annual plan and budget execution;
- 4° to available all data related to income and patrimony of INES-Ruhengeri and conducting a follow up of their use;
- 5° to ensure the achievement of objectives of INES-RUHENGERI strategic plan;
- 6° to execute specific responsibilities assigned to him by his/her employment contract;
- 7° to execute any other activity related to its attributions assigned by the Vice Chancellor, the Council or the Owner of INES-RUHENGERI.

Article 27: Meetings of the Office of the Vice Chancellor

The office of the Vice Chancellor shall meet once a week and every time that circumstances require so.

The Deputy Vice Chancellor in Charge of Administration and Finance is the reporter

The decisions of the Office of the Vice Chancellor shall be communicated to the Owner and to the Chairperson of the Council for consideration and/or for authorization in case it is required for.

Section 6: Academic Senate

Article 28: Academic Senate

The Academic Senate is an organ in charge of teaching, research and education.

Article 29: Responsibilities of the Academic Senate

The main responsibilities of the Academic Senate are as follows:

- 1° to determine guidelines on students' admission, evaluation, recruitment of the teaching staff and researchers as well as their promotion before approval by the Council of INES-RUHENGERI;
- 2° to assess and monitor academic programmes, research and education of INES-RUHENGERI;

- 3° to make decisions regarding students' performance, promotion, repeating or expulsion;
- 4° to submit to the Council of INES-RUHENGERI for approval, the report on the recruitment, promotion, performance evaluation of the teaching staff and researchers or their dismissal;
- 5° to prepare academic programs and teaching methodology and submit them to the Council of INES-RUHENGERI;
- 6° to propose to the Council an academic calendar;
- 7° to propose to the Council scientific and cultural activities;
- 8° to propose to the Council for approval General Academic Regulations;
- 9° to ensure overall discipline in academic matters;
- 10° to submit its activity report to the Council of INES-RUHENGERI.

Article 30: Members to the Academic Senate

Members of the Academic Senate of INES-RUHENGERI are appointed in accordance with the rules of procedure of INES-RUHENGERI.

The Academic Senate shall be comprised of:

- 1° Vice Chancellor, Chairperson,
- 2° Deputy Vice Chancellor in Charge of Academic Affairs and Research, the Secretary;
- 3° Deputy Vice Chancellor in Charge of Administration and Finance;
- 4° Deans of Faculties;
- 5° Director(s) of Quality Assurance and Register
- 6° Directors of Research Centers
- 7° Coordinator/Director of ICT
- 8° Director of Laboratories
- 9° Director of Library
- 10° Heads of Departments
- 11° One Representative of teaching staff elected by his/her peers

12° One Representative of students from every Faculty

Article 31: Meetings of Academic Senate

The Academic Senate shall meet once in three months. The Senate meeting shall be convened and chaired by the Chairperson or in his/her absence by the Vice-Chairperson. It shall sit and deliberate validly when the quorum of two thirds (2/3) of its effective members is attained. Decisions of the Academic Senate shall be taken by an absolute majority of votes of all effective members present. In case of tie, the Chairperson shall have a casting vote.

Article 32: Responsibilities of the Chairperson of the Academic Senate

The main responsibilities of the Chairperson of the Academic Senate are as follows:

- 1° to coordinate all academic, teaching, evaluation, education and research activities;
- 2° to convene and preside over the meetings of the Academic Senate and follow up the implementation of decisions made in the meetings;
- 3° to follow up the determination and implementation of broad guidelines on academic programs, evaluation, education and research and submit them to the Council of INES-RUHENGERI for approval;
- 4° to perform any other duty relating to the Academic Senate.

Section 7: Senior Management Committee

Article 33: Senior Management Committee

The Senior Management Committee is an advisory body to the Office of the Vice Chancellor.

Article 34: Responsibilities of the Senior Management Committee

The Senior Management Committee is in charge of advising the Office of the Vice Chancellor of INES-RUHENGERI on academic affairs, education, planning, financial management, property and administration.

Article 35: Appointment of members of the Senior Management Committee

Members of the Senior Management Committee are appointed in accordance with internal rules and regulations of INES-RUHENGERI.

The Senior Management Committee shall be comprised of:

- 1° Vice Chancellor, Chairperson,
- 2° Deputy Vice Chancellor in Charge of Academic Affairs and Research;
- 3° Deputy Vice Chancellor in Charge of Administration and Finance;
- 4° Deans of Faculties;
- 5° All Directors(s);
- 6° Chaplain;
- 7° Two students (male and female) representing others.

Other persons among the staff of INES-RUHENGERI may be invited for a specific matter.

Article 36: Responsibilities of the Chairperson of the Senior Management Committee

The main responsibilities of the Chairperson of the Senior Management Committee are as follows:

- 1° to convene and preside over meetings of the Senior Management Committee;
- 2° to follow up provision of advice on the draft budget proposal and to discuss it in the Office of the Vice Chancellor before submission to the Council;
- 3° to follow up all issues related to the recruitment, appointment, promotion and dismissal of members of the administrative staff and give his/her opinion thereon;
- 4° to perform any other duty relating to the responsibilities of the institution.

Article 37: Meetings of the Senior Management Committee

The Senior Management Team shall meet once in two months and every time it is required so.

The Senior Management Team shall be convened and chaired by the Chairperson or in his/her absence by the Deputy Vice Chancellor in Charge of Academic Affairs and Research.

Section 8: Faculty Council

Article 38: Faculty Council

The Faculty Council shall be the organ in charge of the coordination and follow -up of activities within the Faculty for the smooth running of the organization. It shall also deal with academic, research and community outreach matters in the Faculty and suggest to the Academic Senate points for improvements.

It shall be composed of the Dean, Vice Dean, Secretary of the Faculty, all fulltime teaching staff of the Faculty and two representatives of students in the Faculty elected annually by their peers.

The Faculty Council shall take deliberation and decisions concerning students' promotion, repeat, or expulsion at the end of every academic year and to submit them to the Academic Senate for approval;

It shall equally ensure discipline and professional ethics within the Faculty..

The Faculty council shall be headed by the Dean of Faculty elected by his/her peers for three (3) years renewable once.

Article 39: Meetings of the Faculty Council

The Faculty Council shall meet once a month. The meeting shall be convened and chaired by the Dean of Faculty or in his/her absence by the Vice-Dean. It shall sit and deliberate validly when the quorum of two thirds (2/3) of its effective members is attained. Decisions of the Faculty Council shall be taken by an absolute majority of votes of all effective members present. In case of tie, the Chairperson shall have a casting vote.

Decision shall be communicated without delay to the Office of the Vice Chancellor for further steps.

Section 9: Department

Article 40: Organization and functioning of the Department

Departments shall be organized under the Faculty in accordance with the law and INES-RUHENGERI internal regulations and rules.

The Department shall be headed by the Head of Department elected by his/her peers for three (3) years renewable once.

CHAPTER III: FINANCE AND ADMINISTRATION

Article 41: Finance

Finances of INES-RUHENGERI are governed by laws regulating finances and INES-RUHENGERI Manuel of Procedures and other related internal rules.

Article 42: Administration

Administration of INES-RUHENGERI will follow internal regulations and Manuel of procedures.

CHAPTER IV: INES-RUHENGERI STAFF

Article 43: Internal regulations and rules for the Management of the Staff

The Staff of INES-RUHENGERI is governed by laws regulating labor in Rwanda, employment contract, internal rules and regulations for staff (*statut du personnel*), INES-RUHENGERI Manual of procedures, Code of Practice for INES-Ruhengeri, Academic Appointment and Promotion Committee, INES RUHENGERI Code of Conduct and different policies in relation with recruitment, staff management and staff development.

CHAPTER V: STUDENTS OF INES-RUHENGERI

Article 44: Student of INES-RUHENGERI

A student of INES-RUHENGERI is any person who is admitted by INES-RUHENGERI Registrar to undertake ordinary academic programmes or special courses offered by the institution.

Article 45: Requirements for admission to INES-RUHENGERI

Requirements for admission to INES-RUHENGERI are determined by the General Academic Regulations of INES-RUHENGERI in accordance with laws governing Higher Education.

Article 46: Obligations and rights of a student

Obligations and rights of a student are determined by the General Academic Regulations of INES-RUHENGERI, the Contract for INES-RUHENGERI Hostel and Students discipline procedures.

CHAPTER VI: FINAL PROVISIONS

Article 47: Force and hierarchy of rules and regulations

These internal regulations are under Statutory Laws, Regulatory Laws and INES-RUHENGERI Statutes but prevail over any other internal regulations and rules of INES-RUHENGERI in matters related to competences, organization and functioning of INES-RUHENGERI as an institute of Higher Learning.

In case of any ambiguity or conflict of terms between the terms of these internal regulations and those of other INES-RUHENGERI internal regulations and rules or policies, the terms of this internal regulation shall prevail unless there is a closely specific rule, regulation or decision for a specific matter in accordance with laws.

Article 48: Application of the rules and regulations

Any member of INES-RUHENGERRI (staff and student) acknowledges having read and agreed to the text of the INES-RUHENGERRI Internal Regulations.

Article 49: Repealing provision

All prior internal regulations and rules contrary to this internal Regulation of INES-RUHENGERRI as an Institution of Higher Learning are repealed.

Article 50: Commencement and modification

These Internal Regulations shall be effective from the date of their approval and signature by the Chairperson of the Council.

The current regulations are susceptible to modification anytime circumstances related to the INES-RUHENGERRI development will oblige.

Done at MUSANZE, on 17.01.2019

Approved and Signed by the Chairperson of the Council of INES-RUHENGERRI



Dr MAZARATI Jean Baptiste
Chairperson of INES-RUHENGERRI Council

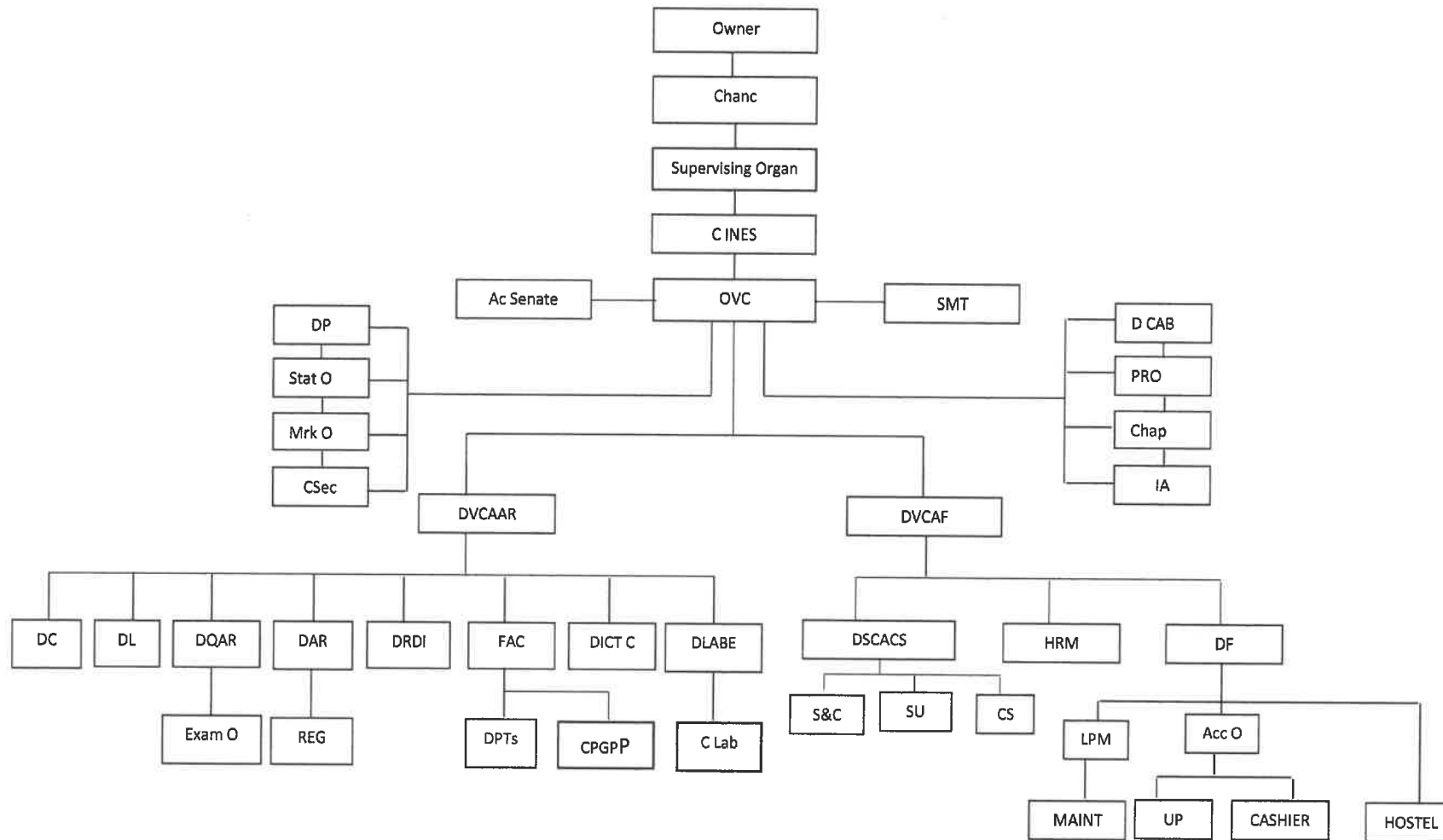
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ORGANIZATIONAL CHART OF INES-RUHENGERI



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ACRONYMS AND ABBREVIATIONS

Acc O	: Accounts Office
Ac Senate	: Academic Senate
C INES	: Council of INES-RUHENGERI
C Lab	: Coordinator of Laboratories
Chanc	: Chancellor
Chap	: Chaplain
CPGP	: Coordinator of Post Graduate Programs
CS	: Community Service
CSec	: Central Secretariat
DC	: Director of Centre
D CAB	: Director of Cabinet
DF	: Directorate of Finance
DL	: Directorate of Library
DLABE	: Directorate of Laboratories Exploitation
DP	: Directorate of Planning
DPTs	: Departments
DQA	: Directorate of Quality Assurance
DAR	: Directorate of Academics and Registration
DRDI	: Directorate of Research Development and Innovation
DSCACS	: Directorate of Students Welfare, Career Advisory and Community Services
DVCAAR	: Deputy Vice Chancellor in charge of Academic Affairs and Research
DVCAF	: Deputy Vice Chancellor of Administration and Finance
Exam O.	: Examinations Officer
FAC	: Faculty
HRM	: Human Resource Manager
IA	: Internal Auditor
DICT	: Directorate of Information, Communication and Technology
Lab Tec	: Laboratories Technicians
LPM	: Logistics, Procurement and Maintenance
OVC	: Office of Vice Chancellor
MAINT	: Maintenance
MRK O.	: Marketing Officer
PRO	: Public Relations Officer
REG	: Registration
S&C	: Sport and Culture
SMT	: Senior Management Team

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Stat O. : Statistics Officer
SU : Students Union
UP : Units of Production

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