



# INES-RUHENGERI

Institute of Applied Sciences



# STUDENT HANDBOOK

*Musanze, December 2023*





## TABLE OF CONTENT

TABLE OF CONTENT .....	2
I. INTRODUCTION.....	4
I.1 Philosophical backbone of INES-RUHENGERI .....	4
I.2 Moto of INES-RUHENGERI .....	4
I.3 Vision statement of INES-RUHENGERI .....	4
I.4 Mission statement of INES-RUHENGERI .....	4
I.5 INES 'Core qualities .....	5
I.6. Strategic objective.....	6
I.7 Quality principles derived from the vision, mission, strategic objectives and INES qualities	6
I.8 Concept of Applied Sciences .....	6
II. POLICIES.....	8
II.1. DISPLINARY PROCEDURES.....	8
1. Applicability of this code .....	8
2. Authority for Code of students' conduct .....	9
3. Prohibited conduct.....	10
4. Procedures .....	14
4.1 Student's conduct committee .....	14
4.2 Initiation of action relating to breach of conduct .....	14
4.3 Decisions of the SCC.....	14
4.4 Record of proceedings .....	15
4.5 Procedure for hearing in the case of a complaint of misconduct.....	15
4.5.1 Notification of misconduct.....	15
4.5.2 Preliminary investigation.....	15
4.5.3 Referral to the Students 'Conduct Committee (SCC).....	16
4.5.4: Notice to the accused student .....	16
4.5.5 Service of Notice .....	17
4.5.6 Implementation of findings of the SCC.....	17
5. Penalties.....	17
6. Right to appeal.....	19
6.1 Student Conduct Appeals Committee (SCAC) .....	20
6.2 Procedures .....	20
7. Reporting and disclosure of findings.....	21
8. Safekeeping of the record of proceedings .....	22
9. Amendment of the Code of Students' Conduct.....	22
10. Commencement of this code .....	22
II.2. GENERAL ACADEMIC REGULATIONS.....	22
1. General provisions.....	22
2. Students categories .....	23
3. Admission and registration.....	23
4. Transfer.....	28
5. Suspension of registration & studies .....	29
6. Authorized absence/late submission of assignments, and mitigation of results .....	31
7. Programmes of study.....	32
8. Module.....	36
9.Assessment .....	37



10. The conduct of examinations.....	41
11. Cheating.....	43
12. Projects .....	46
13. Conditions for promotion .....	50
14. Examination boards .....	55
15. Academic awards.....	56
16. FINAL PROVISIONS.....	57
II.3. HOSTEL'S CODE OF CONDUCT AND DISCIPLINARY SANCTIONS.....	57
II.4. Sexual Violence and Sexual Harassment Policy.....	60
1. Introduction .....	60
2. Scope .....	60
3. INES-Ruhengeri Commitment .....	61
4. Key Definitions related to sexual violence and sexual harassment.....	62
5. Getting support if you believe you have experienced sexual violence or sexual harassment .	64
6. Getting emotional support .....	65
7. Reporting an incident for action to be taken.....	65
8. Supporting a student or employee who discloses an incident of sexual violence or sexual harassment .....	66
8.1. Training .....	67
8.2. Confidentiality .....	67
8.3. Data recording .....	68
II.4 ADDITION POINTS FOR THE HANDBOOK.....	68
1. For International Students .....	68
2. For Applicants of Civil Engineering .....	69
3. For all Applicants .....	69
4. For the ongoing students .....	70
5. 2023-2024 ACADEMIC CALENDAR OF INES RUHENGERI ACTIVITIES .....	71



## I. INTRODUCTION

### I.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 17<sup>th</sup> November, 2003 and was accredited by Ministerial Order N° 005/2010/Mineduc of 16<sup>th</sup> 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-RUHENGERI in teaching, research and community engagement.

### I.2 Moto of INES-RUHENGERI

Scientia et Lux/shifting from paper to people.

### I.3 Vision statement of INES-RUHENGERI

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

“Universality in every individual;

Knowing in order to 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 daily problems, seeking to propose and answer to them.

### I.4 Mission statement of INES-RUHENGERI

According to the statutes of INES, 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 '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. The mission statement refers to the above-mentioned ambitions of INES and guides the Quality Management System (QMS).

Besides its general motto, *Scientia et Lux*, 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 product*”. This additional precept denotes INES-Ruhengeri’s renewed commitment and strong will to bridge the gap between theories generally taught in the classroom and the reality in the field of practice. In other words, in its educational activities, the emphasis has shifted from the degrees to the competencies to be learned by students for them to become true professionals. It mostly has its roots in the findings of research organized in 2008 about the way higher learning institutions respond to the labor market’s needs. The result was the existence of a big mismatch between academic graduates and the labor market’s needs. From then, the founders of INES-Ruhengeri decided to look for the best university concept that could match their ambitions. It is in that context that, from 2010, INES-Ruhengeri embarked on a new orientation of the University of Applied Sciences to foster a practical university.

### **1.5 INES RUHENGERI’Core qualities**

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

- Quality
- Scientific excellence
- Professional consciousness
- Flexibility
- Innovation
- Entrepreneurship
- Team spirit
- Determination and perseverance
- Courage and responsibility
- Collaboration (among staff and with students)
- Architectural concept
- Accessibility (geographical and financial)
- Receptivity to local need

- Relation with the Catholic Church
- Culture of Transparency
- Excellence
- Witness of life
- Supernatural vision
- Truthfulness
- Commitment
- Human Dignity
- Solidarity
- Collaboration
- Cleanliness
- Value of details

### **I.6. Strategic objective**

- Provide excellent, competitive and practical knowledge
- Educate for creation of employment
- Promote scientific and technological research as well as research for integrated development
- Participate in the opening of the employment market and productive sectors
- Contribute to the complementarities of science and culture
- Contribute to Rwanda's social and economic development through the transfer of appropriate, relevant skills and knowledge according to (inter)national standards.

### **I.7 Quality principles derived from the vision, mission, strategic objectives and INES Ruhengeri qualities**

To enhance INES Ruhengeri capacity to grow and to achieve Degree Awarding Powers. Some quality principles/strategic objectives are defined (strategic plan 2009-2013):

- INES Ruhengeri has qualified, competent and sufficient academic and administrative staff that are permanently employed;
- INES Ruhengeri has sufficient, good quality and well equipped infrastructures;
- The quality of the administrative, financial and academic management of INES Ruhengeri corresponds to standards and norms of HEI in the region.

### **I.8 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 labour market needs in the

region. The underlying question was then on whether Higher Learning Institutions (HLIS) are teaching wrong things or if they are teaching right things in a wrong way. And the answer was found to be that HLIs teach right things but in a wrong way.

It is in trying to find the right way to procure its educational services and especially after consultation with experts from countries already implementing the approach, such as the Kingdom of the Netherlands, Germany and Switzerland, that the new orientation of Applied Sciences was adopted.

This approach was indeed, identified as the right tool to overcome the mismatch between the academia services and the labour market expectations. Before adopting the approach INES Ruhengeri organized several workshops, seminars and consultations. This exercise involves academic and administrative staff, students, professionals, and representatives of professional institutions.

Being an Institute of Applied Sciences implies that INES Ruhengeri 'academic system and community engagement activities are characterized by (1) academic programs that are not only tailored to students 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 of work and (4) close ties with business and industry in contributing to regional development

As an Institute of Applied Sciences INES Ruhengeri, teaching approach is expected to be profession oriented. This implies that:

- The teaching and learning strategies and methodologies are based on the concept of competence-based learning;
- The approach is student centered; students learn to develop professional behavior, which includes taking professional responsibility and initiatives as well as working independently.
- All programs have a labor market orientation; programs are reviewed from the perspective of professional graduate profiles, developed by INES Ruhengeri and representatives of the labor market. The curricula include interactions with the reality of the professional field, such as Industrial



attachments, field trips and projects. Through these students learn to find appropriate solutions for problems in the professional field.

## II. POLICIES

### II.1. DISCIPLINARY PROCEDURES

#### 1. Applicability of this code

The code of students' conduct applies to behaviors that take place on the campus, at INES-RUHENGRI-sponsored events and may also apply off-campus when INES-RUHENGRI authorities or designee determines that the off-campus student conduct affects negatively INES-RUHENGRI interest. A substantial INES-RUHENGRI interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of INES-RUHENGRI;

The Code of student conduct may be applied to behaviour conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. INES-RUHENGRI does not regularly search for this information but may take action if and when such information is brought to the attention of INES-RUHENGRI officials. [However, most online speech by students not involving INES-RUHENGRI networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";



- Speech posted online about the INES-RUHENGERI or its community members that causes a significant on –campus disruption].

There is no time limit on reporting violations of the Code of Students ‘Conduct; however, the longer someone waits to report an offense, the harder it becomes for INES-RUHENGERI officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the INES-RUHENGERI’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Code of Student Conduct Committee if necessary.

## 2. Authority for Code of students’ conduct

- A) Ultimate authority over student conduct is vested in the Vice-Chancellor of INES-RUHENGERI, who may take immediate action at his discretion for any violation of INES-RUHENGERI policies or procedures whatsoever. Action taken by the Vice Chancellor is final and closes the matter.
- B) A Students’ Conduct Committee (Chaired by DVCAF and whose members are the Dean of Students, Deans of Faculties or their representatives, the Director in the Office of the Vice-Chancellor (DirCab), the Director of International relations, one member of Senate elected by Senate, the Guild President, Internal Security Officer (ISO), and the Chaplain) is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with INES-RUHENGERI policies and procedures.
- C) This Code of Students’ Conduct includes 2 forms of misconduct:
  - **Non-academic misconduct:** non-academic misconduct means those forms of prohibited conduct described in sub-rules (3.1), (3.3), (3.4), (3.5).
  - **Academic misconduct:** academic misconduct means those forms of prohibited conduct described in sub-rule (3.2);

This sub-rule includes:

- i. cheating; or
- ii. plagiarism; or



- iii. reproducing in any assessment, or submitting for assessment, the work of another person, whether in whole or in part and whether with or without the knowledge of the other person; or
- iv. failing to comply with INES-RUHENGERI's instructions to students in relation to an assessment; or
- v. acting, or assisting another person to act, dishonestly in, or in connection with, an assessment; or
- vi. any other form of academic dishonesty

### **3. Prohibited conduct**

#### **A. Non-academic misconduct:**

3.1 A student is guilty of misconduct if she/he:

- 3.1.1: Intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the Institute;
- 3.1.2: Refuses or fails to comply with a lawful instruction or request of an employee of the Institute authorized to give such instruction or make such request, or acts contrary to such instruction or request;
- 3.1.3: Commits any statutory or common law crime whilst on Institute premises
- 3.1.4: Intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorization uses any building, furniture or equipment, computer, vehicle, notes, documents or any other thing owned or controlled by INES-RUHENGERI or by any employee of the INES-RUHENGERI, or by any registered student of INES-RUHENGERI;
- 3.1.5: Intentionally or negligently mismanages and/or misappropriates INES-RUHENGERI funds;
- 3.1.6: Brings intoxicating liquor on to the premises of Institute without the consent of the Vice Chancellor (or a person duly authorized by the Vice Chancellor), or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on Institute premises;
- 3.1.7: Brings an illegal dependence-producing drug (as defined in section 1 of the Drugs and Drugs Trafficking Act,1992) on to the premises of INES-

RUHENGRI, or is found to be in possession of such illegal substance or is under the influence of such substance whilst on the premises of the Institute without proper authorization:

- 3.1.8: Brings on to or stores on Institute premises a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device;
  - 3.1.8.1: Allows or arranges for the aforementioned (as per 4.1.8) to be brought on to or stored on Institute premises;
- 3.1.9: Sex abuse is prohibited in the premises of INES-RUHENGRI;
- 3.1.10: Acts in a racist manner towards any person whilst on Institute premises;
- 3.1.11: Commits an indecent act (such as fighting, robbery, getting too drunk etc.) tarnishing the reputation of INES-Ruhengeri whether on INES-Ruhengeri premises or not;
- 3.1.12: Unlawfully expresses, publishes or disseminates in speech, writing, print or other medium any views, beliefs or ideology that would infringe upon the dignity or other human rights of any student or groups of students, or any employee of the Institute, or person invited by the Institute as a guest of the Institute;
- 3.1.13: Without the written permission of the Vice Chancellor uses the name of INES-RUHENGRI, or uses or displays the logo and/or the Moto of INES-RUHENGRI;
- 3.1.14: Convenes an assembly of all students on INES-RUHENGRI premises without obtaining the prior consent of the Vice Chancellor;
- 3.1.15: Knowingly makes a false statement about the Institute or otherwise intentionally provides materially false information to anyone in or outside the Institute about Institute;
- 3.1.16: Intentionally or negligently tenders or presents to any employee of INES-RUHENGRI any document which he or she knows or ought reasonably to know to be false or a forgery and which causes or has the potential to cause prejudice to the administrative, financial or academic interests of INES-RUHENGRI;

- 3.1.17: Accepts or offers a bribe to students, employees or any other official of INES-RUHENGERI;
- 3.1.18: Collects money or offers goods for sale or advertises goods on the premises of INES-RUHENGERI without the permission of the Vice Chancellor;
- 3.1.19: Neglects or refuses to return library material borrowed from INES-RUHENGERI library;
- 3.1.20: Steal goods or services or institute's materials;
- 3.1.21: Behaves in any way that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which:
  - 3.1.21.1: The good name and reputation of the INES-Ruhengeri is or may be tarnished;
  - 3.1.21.2: The maintenance of order, discipline and security at INES-RUHENGERI and in the community around INES-Ruhengeri is or may be prejudiced or imperilled;
  - 3.1.21.3: The process of tuition, research and administration and general Institute activities are or may be prejudiced or imperilled.

### **B. Academic misconduct:**

- 3.2: With specific regard to assessments, a student is guilty of misconduct if he/she cheats in any Institute examination
  - 3.2.1: For purposes of this rule 'examination' includes all assessments of a student's performance organized and/or conducted in the name of Institute;
  - 3.2.2: Further, for purposes of this rule 'cheating' includes:
    - 3.2.2.1: The possession of any unauthorized notes and/or aid(s) in the examination venue after the first answer book or question paper has been made available to students, which may assist the student in the examination;
    - 3.2.2.2: The use or attempted use during an examination of any note or aid, the use of which is not authorized by the examiner or examination officer;

- 3.2.2.3: The communication or attempted communication of any information relating to an examination with any other candidate whilst the examination is in progress;
  - 3.2.2.4: The removal or attempted removal from an examination room of any examination book or writing paper supplied by the Institute for the purposes of answering an examination;
  - 3.2.2.5: The use of a false name, identity number or student number in an examination with an intention to misguide the examiner;
  - 3.2.2.6: The submission for examination as own work any matter that has been copied, reproduced or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student;
  - 3.2.2.7: Intentionally or negligently assisting another student to cheat was defined in 4.2.2.2;
  - 3.2.2.8: The Commission of any other fraudulent or dishonest practice whereby a student, whilst being examined by the Institute, seeks to mislead or deceive the examiner or the examination officer.
- 3.3: Violate other Institute policies already adopted and in implementation (Code of Students' Conduct in INES-RUHENGERI Hostels, INES-RUHENGERI Library policy, INES-RUHENGERI IT Laboratories policy, INES-RUHENGERI Sciences Laboratories Policy,...);
- 3.4: Violate laws, regulations and ordinances of Rwanda;
- 3.5: Refuses or fails to abide with the ruling, final decision and/or penalty made imposed by the disciplinary authority or any other competent authority.
- 3.6: Reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorized in terms of the Law No 31/2009 of 26/10/2009 on protection of intellectual property, and

unless the copyright owner's permission for the reproduction or transmission is obtained;

- 3.7: Contravenes the provisions of the Copyright Infringement and Plagiarism Policy of the Institute as it relates to plagiarism;

## 4. Procedures

### 4.1 Student's conduct committee

- Disciplinary action will be taken against a student after fully investigation;
- The disciplinary decision will be supported by evidence for alleged misconduct, its gravity and the disciplinary record of the student;
- All allegations of misconduct shall be reported in the first instance to the Chairperson of "Students' Conduct Committee"(SCC) to decide whether the case initially presented is sufficient to call for further investigation or not;
- There is an established disciplinary committee which will be consulted for the enforcement of the present regulations. Members of this Committee are nominated by the INES-RUHENGERI Vice Chancellor. Their term of office is two years renewable.

### 4.2 Initiation of action relating to breach of conduct

Any person (the initiator i.e. the party bringing the complaint (student, employee, visitor, guest, legal authority, student organization, other eyewitness, etc.), who considers that a student may have contravened against code of students 'conduct may draw the matter to the attention of the Chairperson of Students 'Conduct Committee (SCC) or a prescribed authority.

### 4.3 Decisions of the SCC

4.3.1: At the conclusion of the evidence, the Committee decides, in light of all the evidence led, whether or not the student is guilty of the misconduct, as charged.

A finding of guilty will only be returned if:

4.3.1.1: The misconduct charged has, in the opinion of the Committee, been proved on a balance of probabilities; or

4.3.1.2: The student has freely and voluntarily admitted guilt and the Committee is satisfied that there is evidence from the accused or from their source to substantiate the



admission. Should the Committee not be satisfied with the evidence presented, it may of its own accord call for further evidence to be led in respect of the charge.

4.3.2: If the Committee does not find the student guilty as provided for under rules 5.3.1.1. and 4.3.1.2, the student is acquitted of the charges.

4.3.3: The decision of the SCC is determined by a majority vote of the members present.

4.3.4: In the event of an equality of votes, the Chairperson of the SCC has a casting vote in addition to his/her ordinary vote.

#### **4.4 Record of proceedings**

The President of the SCC appoints a person to record, in writing, the proceedings of the SCC and all the evidence tendered.

#### **4.5 Procedure for hearing in the case of a complaint of misconduct**

##### **4.5.1 Notification of misconduct**

A student will not be formally charged with misconduct until a written and signed statement containing an accusation, complaint or allegation made against the student has been submitted to the Chairperson of Students' Conduct Committee (SCC) or a person authorized by him/her to receive such complaint, provided that nothing contained herein will prevent the Chairperson of Students 'Conduct Committee (SCC) from laying a complaint of misconduct against a student.

##### **4.5.2 Preliminary investigation**

4.5.2.1: The Chairperson of Students 'Conduct Committee (SCC) appoints one or more persons to conduct a preliminary investigation into an accusation, complaint or allegation brought to his/her attention. The Chairperson of Students 'Conduct Committee (SCC) may, at his/her discretion, conduct the investigation him/herself;

4.5.2.2: Such person(s) so appointed submits a written report and/or charge sheet to the Chairperson of Students 'Conduct Committee (SCC);

4.5.2.3: The person(s) appointed to conduct the preliminary investigation may consult with or obtain information from any person, including the student against whom the accusation, complaint or allegation has been made;



4.5.2.4: For the fault related to cheating, special procedures shall apply as provided for by the General Academic Regulations.

### **4.5.3 Referral to the Students ‘Conduct Committee (SCC)**

4.5.3.1: If the Chairperson of Students’ Conduct Committee (SCC) is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of misconduct and that the misconduct is of a serious nature, he/she drafts a written charge or has such charge drawn up to be heard by the SCC;

4.5.3.2: If the Chairperson of Students’ Conduct Committee (SCC) is of the opinion that an alleged misconduct of a student constitutes a minor contravention of the Code, he may exercise his/her discretion to decide what further steps should be taken in response to the alleged misconduct.

### **4.5.4: Notice to the accused student**

4.5.4.1: When proceedings against a student are instituted in terms of misconduct, the Chairperson of Students’ Conduct (SCC) will give the student concerned not less than 5 days’ notice in writing of the date, time and place of the hearing by the SCC;

4.5.4.2: The Notice under this rule will inform the student:

4.5.4.2.1: That proceedings under the Students’ Conduct Code are to be instituted against him/her and that a copy of the Code is available for inspection in library, in the office of the Chairperson of Students’ Conduct Committee(SCC) or on INES-RUHENGERI website;

4.5.4.2.2: Of the Rule that the student is alleged to have breached and/or the act(s) of misconduct that the student is alleged to have committed.

The Notice must set out the charge with sufficient particularity to enable the student to prepare for his/her defence;

4.5.4.2.3: Of his/her right to answer the charge in writing at least three business days before the hearing;

4.5.4.2.4: Of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by another student, member of the Student Representative Council or an employee of INES-RUHENGERI;



4.5.4.2.5: Of his/her right if he/she is a minor to be assisted by his/her parent or guardian or, at the discretion of the SCC, to be assisted by any other person appointed by such parent or guardian, provided that nothing contained in this Rule renders the conduct of the SCC void if the student is not so assisted on the date set for the hearing.

#### **4.5.5 Service of Notice**

4.5.5.1: Service of any written notice and the furnishing of particulars in terms of this Code will be by prepaid, registered post to the residential address provided either on the most recent application form completed by the student for the purpose of registration or on any letter written notice submitted by the student to INES-RUHENGERI of a change of address;

4.5.5.2: In the case of such service the student will be deemed to have received the Notice and particulars within five days of the date of posting thereof.

#### **4.5.6 Implementation of findings of the SCC**

4.5.6.1: If the SCC finds an accused student:

4.5.6.1.1: Guilty, the student is notified in writing of the finding and the sanction(s) imposed by the SCC. In the Notice, the student is further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed;

4.5.6.1.2: Not guilty, the student is notified in writing of the finding of the SCC.

4.5.6.2: If the student is a minor, no disciplinary measure(s) will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SCC in person.

### **5. Penalties**

The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the character, disciplinary record, and rehabilitative potential as the student respondent.

In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found responsible for a violation of the Code during the stated period, he or she may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.

Sanctions that may be imposed in accordance with this Code include:

1. Censure: An official written reprimand for violation of specified regulations.
2. Disciplinary probation: A period of time in which a student is expected to demonstrate positive behavioural change and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioural changes may be imposed. Violations of the terms of student conduct probation, or any other violation of this Code during the period of disciplinary probation may result in eviction from INES Hostel, suspension or expulsion from INES-RUHENGERI. While on disciplinary probation, the student is not in good disciplinary standing with INES-RUHENGERI.
3. Restitution: Repayment to INES-RUHENGERI or to an affected party for damages accordingly to the nature and gravity of the offence.
4. Denial of Access to Specific Areas: Ban from certain non-academic area(s) for a specified length of time.
5. Eviction from Residence: Termination of the residence agreement in INES-RUHENGERI Hostel and exclusion from visiting within certain or all residential facilities (Main Hall, Classrooms, Library, Laboratories, Player grounds, etc.,) as set forth in the notice of eviction, for a specified period of time. A student who is evicted is not entitled to a refund of room fees. A student who is a freshman or sophomore and is evicted from residence is unable to fulfil residency requirements and may be suspended, upon review.
6. Revocation of Privileges: Restrictions placed on activities and/or use of INES-RUHENGERI services and facilities for a specified period of time.
7. Loss of Registration: Removal of registered student organization status, resulting in revocation of all INES-RUHENGERI privileges for a specified period of time, normally for at least the remainder of the current academic term and no longer than one full calendar year.
8. Suspension by the Senate: Exclusion from classes and other privileges or activities, including access to INES-RUHENGERI premises or INES-RUHENGERI sponsored activities off campus, as set forth in the notice of

suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from INES-RUHENGERI premises for the duration of the suspension.

9. Expulsion from INES-RUHENGERI by the Senate: Termination of student status, and exclusion from INES-RUHENGERI premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from INES-RUHENGERI premises permanently.
10. Discretionary Sanctions: Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to: testimony in favour of positive behavioural change, fines, educational reflection assignments, and participation in alcohol or drug awareness programs, and trainings, counselling and education regarding sexual assault and offenses.

Note: Repeated minor offenses shall be treated as a major offense.

## **6. Right to appeal**

**Appeals are due three business days** from the date of the outcome letter; no late appeals will be accepted. An appeal against a disciplinary action will be treated within a time that does not exceed **10 business days** starting from the date on which the appeal was delivered.

Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity;
- Evidence of mitigating circumstances or facts that could not have been presented at the hearing;
- Evidence of undue severity of sanction
- Evidence of bias on the part of the members of the Students' Conduct Committee (SCC)
- Evidence that the decision of the Students' Conduct Committee (SCC) is arbitrary, undue or excessive and that the evidence does not support the charges.



### **6.1 Student Conduct Appeals Committee (SCAC)**

A new Committee “Students Conduct Appeals Committee” (SCAC) hears appeals in respect of findings from the SCC. Members of this new committee are nominated by the INES-RUHENGERI Rector / Vice Chancellor and no member of SCC will participate in SCAC. Their term of office is two years renewable.

All students have a right to appeal following any disciplinary action.

The SCAC is responsible for the hearing of appeals in respect of the decisions of the SDC whether based on factual findings, matters relating to procedure and/or the sanctions imposed. The SCAC has the power to review, reverse, nullify or replace decisions of the SDC in all respects, and can also order that hearings be start again.

### **6.2 Procedures**

6.2.1: A student who has been found guilty of misconduct may, within three days of being informed of the finding of the SCC, appeal to the SCAC in writing by lodging a written Notice of Appeal with the Chairperson of the SCC, provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her has no right of appeal against such finding, but may still appeal against the sanction;

6.2.2: The appellant furnishes, in writing, detailed grounds for his/her appeal in the Notice of Appeal;

6.2.3: Upon receipt of a Notice of Appeal, a copy of such Notice is forwarded to the Chairperson of the SCC which adjudicated the charge, whereupon the SCC, where necessary, should within a reasonable period compile a reply to the grounds for appeal and submit it to the Chairperson of the SCAC;

6.2.4: When an appeal is lodged against a decision of the SCC in terms of chapter 7, the enforcement of any disciplinary measure imposed by the SCC is deferred by either the SCC or the Registrar, pending the outcome of the appeal;

6.2.5: An appeal will be heard solely on the grounds of the record of the proceedings of the SCC, together with any document(s) and exhibit(s) submitted during the SCC hearing, save where the appeal is based on a material irregularity that is alleged to have occurred in the course of the proceedings but does not appear as such from the record;

6.2.6: For the purposes of an appeal, the appellant or the person assisting him/her or any other person allowed by the SCAC (or the SCC as the case may be) may make written or, with the permission of the SCAC, verbal representations to the SCAC;

6.2.7: After considering an appeal the SCAC may:

6.2.7.1: Dismiss the appeal and uphold the decision of the SCC in its entirety or in part;

6.2.7.2: Allow the appeal and set aside the decision of the SCC in its entirety or in part;

6.2.7.3: Amend the decision of the SCC;

6.2.7.4: Prior to reaching a final decision concerning the appeal, the SCAC may refer any question pertaining to the hearing of the SCC back to the SCC concerned and order that a report be submitted.

6.2.8: The SCAC will not increase any sanction(s) imposed by the SCC unless the SCAC has given the accused student prior reasonable written notice of its intention to do so and has further considered the appellant's written representations, if any, in this regard;

6.2.9: There is no further forum for appeal within INES-RUHENGERI structures after the SCAC.

Note: Charge(s) will be dropped in case the evidence presented is not sufficient.

## **7. Reporting and disclosure of findings**

7.1: If a student in respect of whom the SCC has imposed a sanction fails to exercise his/her right of appeal as set out in chapter 7, the SCC submits a written report on the matter to the President of Academic Senate or to Senior Management Committee of INES-RUHENGERI.

7.2: If a student in respect of whom the SCC has imposed a sanction exercises his/her right of appeal as set out in chapter 7, the SCAC will submit a written report on the matter to Council after disposing of the appeal and, if it deems necessary, to the President of Academic Senate or to Executive Council for its information according to the nature of fault.

7.3: Final decisions in respect of student disciplinary hearings (without identifying the student) will be made public by INES-RUHENGERI Vice Chancellor, save where exceptional circumstances are found to exist.

## **8. Safekeeping of the record of proceedings**

8.1: All documents and tape recordings, pertaining to a disciplinary matter, will be kept in safe custody by the Registrar. A student is, however, entitled to receive copies of such documents and tape recordings at his/her own expense.

8.2: Such documents and tape recordings will be held by the INES-RUHENGERI for a period of five years after a matter has been finalized.

## **9. Amendment of the Code of Students' Conduct**

Amendment of this code requires the approval of the INES-RUHENGERI Executive Council.

## **10. Commencement of this code**

10.1: This Code comes into operation on the date on which it is approved by INES-RUHENGERI Senior Management Committee.

10.2: This Code is the relevant Code for all students registered at INES-RUHENGERI from the date of its commencement.

# **II.2. GENERAL ACADEMIC REGULATIONS**

## **1. General provisions**

### **Article 1: Definition**

The General Academic Regulations of Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri) includes a set of standards with a view to define and determine the students' categories, admission requirements and registration procedures, suspension procedures, regular attendance at classes, the structure of teaching programmes, examination conditions, requirements for promotion, retake modules, repeating a year, failure and the transfer from one programme to another or from other Higher Learning Institution to INES, these regulations also specify standards governing dissertations as well as categories of degrees and certificates awarded by INES-Ruhengeri.

### **Article 2: Applicability**

The regulations hereby apply to all programmes taught at INES-Ruhengeri.





## **2. Students categories**

### **Article 3**

INES-RUHENGERI is open to all persons fulfilling admission requirements. It enrolls full-time students and part-time students. Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits, students who may have taken an approved interruption of studies, or part-time or postgraduate students whose validated programmes run for a calendar year of three semesters.

**A full-time student** is one who takes 120 or more credits of modules during the academic year in case of undergraduate students or 180 credits or more in the case of Masters Students in accordance with requirements of the programme and as specified by the Rwanda National Qualification Framework (RNQF) for HLIs.

**A part-time student** is a student who has permission to cover the same ground as the full-time student over a longer period and so to take 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 the summer session (June-August). This arrangement shall allow for multiple registrations for modules throughout the academic year, not less than sixty credits.

### **Article 5**

A full-time student, in case she/he wishes, can register as a part-time student in another programme too/without prejudice of the application of the ad hoc regulation.

## **3. Admission and registration**

### **Article 6**

The admission at INES-RUHENGERI is subordinated to conditions determined and published by the Senate at least five months before the beginning of the academic year.

**Article 7**

To be admitted to the first year of an undergraduate programme it is necessary to have an Advanced General Certificate of Secondary education with at least two principal passes permitting entry to Higher education or a qualification or other evidence of ability to study on the programme which is considered equivalent. Applicants must also demonstrate sufficient competence in English to study at Higher Education level/year 1.

Besides the above-mentioned requirements for admission at HLI, INES has its own admission requirements defined in students' profile booklet.

**Article 8**

The followings shall be produced at admission services:

- Motivation letter/Application letter;

A certified copy of the secondary studies' certificate/Bachelor degree, secondary studies' last two years' reports/academic transcripts;

- Equivalence if the students' certificates were obtained abroad
- Photocopy of the identification card;
- Passport copy and valid Visa for non- nationals
- Valid medical insurance
- A paying-in-slip of non-refundable admission fee;

Academic proof in case the candidate is coming from another Higher Learning Institutions (HLI).

**Article 9**

To be admitted to a master's programme, it is necessary to have a recognized Bachelor degree with Honours' (Level 8 in the Rwandan qualifications framework) or a qualification deemed equivalent. Applicants must also demonstrate sufficient ability in English. Also, each master's programme may set additional admission requirements.

**Article 10**

Procedures for registration, documents to be produced, entry requirements and fee levels

shall be published at least two months before the beginning of the registration period. Registration is done individually at the registration services of INES-RUHENGERI each academic year before the beginning of teaching.

### **Article 11**

Registration period begins at least two months before the beginning of the academic year for which students request the registration and end two weeks after the beginning of the same academic year.

### **Article 12**

At the first registration, the student, being full-time or part-time, must present the following documents in addition to those provided during admission at registration services:

- Admission letter;
- Two passport-sized photographs;
- Equivalence if the students' certificates were obtained abroad
- Photocopy of the identification card;
- Passport copy and valid Visa for non- nationals
- Valid medical insurance
- A paying-in-slip of non-refundable registration fee;
- Well filled in registration form.
- A paying-in-slip of the first installment of the tuition fees

### **Article 13**

For any other subsequent registration, the student shall provide:

- The paying-in-slip of non-refundable registration fees;
- Two passport-sized photographs
- A paying-in-slip of the first installment of the tuition fees

A student is also to inform the registration services of any change that arose in his/her file.

**Article 14**

Cancellation of the student's registration may occur at any time during the academic year after acknowledgement of a false declaration at registration, a serious omission and student's serious misconduct or else, due to more than 30 successive days' unjustifiable absence at courses during the academic year. The cancellation is announced in a written letter by the Deputy Vice Chancellor for Academics and Research. Such exclusion shall be valid for the very same year in case of unjustifiable absence only and all the results nullified. In other cases, the Academic Senate shall take decisions accordingly.

**Article 15**

The student shall provide to the registration services his/her full address: telephone number, email, person to be contacted in case of emergency, postal and residential addresses to be used in the documents of INES-RUHENGERI and in official correspondences.

Any change of address must be notified within seven days of change. All requests to change names must be supported by legal documentation. Official correspondence sent to the address provided by student will be deemed to have been received by him or her.

**Article 16**

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.

**Article 17**

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

The academic calendar of every year is decided by the Academic Senate and published one month before the beginning of the academic year.

**Article 18**

The above partition of academic year does not apply to part-time programmes provided as part of the HEIs' continuing education activity, or to 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 19**

Special registration should be exceptional. They should be addressed in writing to the Deputy Vice Chancellor for Academics and Research, stating reasons for the lateness, within fifteen days of the end of the Registration Period. The Deputy Vice Chancellor for Academics and Research will decide on the case with the advice of the Faculty responsible for the programme on which registration is sought.

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

### **Article 20**

After registration student gets a card which carries his/her photograph, his/her registration number, his/her names, Faculty, Department, option, level, academic year during which it is valid, the signature of the Deputy Vice Chancellor for Academics and Research and the seal of INES-RUHENGERI.

### **Article 21**

A student shall take his/her student card whenever she/he goes to the library, to class, to laboratories, to practical work, at the entrance, to supervised works, industrial attachment and exams as well as whenever she/he requests for any other service from INES-RUHENGERI.

### **Article 22**

The student's card is compulsory for any registered student in accordance with article 2. Students are required to carry it at all time around the campus and to show it to INES-Ruhengeri's officials whenever asked to. Whoever does not withdraw his/her student's card within two consecutive weeks after the beginning of the activities envisaged by

academic calendar pays a fine whose amount is fixed each year by the Senior Management Committee.

#### **4. Transfer**

##### **Article 23**

Where programmes are available, in both full-time and part-time modes, students may be permitted to transfer from full-time to part-time or from part-time to full-time according to modalities set by the Faculty. Whatever mode, a student must wait for academic senate deliberation at the end of academic year.

##### **Article 24**

The shift from one programme to another or from full-time to part-time shall be permitted after having received a written authorization by the Deputy Vice Chancellor for Academics and Research considering observations from the Dean of the concerned Faculties, and after providing the proof to have paid all arrears of the academic year underway.

The above shifts have to be done at least in the first two weeks of academic year and after verification of student's progression report.

##### **Article 25**

A part-time student who becomes full-time is exempted from all modules for which she/he holds proof of success.

##### **Article 26**

Students who have accumulated credits at one or more approved institutions within Rwanda or outside may apply to have this credit taken into account when joining a programme at INES-Ruhengeri, for as long as the total credits do not exceed  $\frac{1}{2}$  of the total required for the final exit award. However, under special circumstances, the determination of the number of credits to be awarded, the point of the programme which the student should join and/or the modules to be taken or excused will lie with the Faculty Council in consultation with the Deputy Vice Chancellor for Academics and

Research.

In case a student exceeds the  $\frac{1}{2}$  of the total credit required for the final exit award, INES may negotiate with the Higher Learning Institution (HLI) where the student is coming from about the ownership of degree to be awarded.

## **5. Suspension of registration & studies**

### **Article 27**

Every student who, during the year suspends the studies, before asking it in writing, must imperatively withdraw an ad hoc form available at Registration office, fill it and make it signed by accounting, Head of Department, the Director of Library, Dean of Faculty and the Registrar.

The request is addressed to the Deputy Vice Chancellor for Academics and Research who examines its acceptability on the basis of documents provided. Such requests will be granted automatically on provision of medical evidence in case of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependent. Other kinds of reasons may also be given, and the decision will be taken by the Deputy Vice Chancellor for Academics and Research on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next academic year.

### **Article 28**

Additional conditions of studies suspension:

Suspension of studies that is done within 15 days from the beginning of courses a student will be obliged to pay registration fees only;

Suspension of studies that is done after 15 days from the beginning of courses a student will be obliged to pay registration fees and tuition fee according to the period of his/her request of suspension;

When a student abandons the studies without any authorization from INES' authority, at his/her return at INES, she/he will be penalized by a payment of 5% of tuition fee when





abandon was done in 15 first days from the beginning of academic year. In case the abandon takes place after 15 days from the beginning of academic year, student 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, he/she is allowed to suspend without conditions. In case he/she did not inform, she/he will be penalized by a payment of 5% of tuition fees plus registration fees of the concerned academic year.

### **Article 29**

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

### **Article 30**

Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead, the Deputy Vice Chancellor for Academics and Research shall consult with the student and the Institution's medical officer or other disability officer to see what help INES-Ruhengeri can offer to overcome the effect of the condition in so far as ability to study is concerned.

### **Article 31**

No student may suspend studies for more than two years, nor may, there be more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

### **Article 32**



In case of suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments/examinations but will rejoin the programme at an appropriate point to be agreed with the Head of Department.

## **6. Authorized absence/late submission of assignments, and mitigation of results**

### **Article 33**

The student's physical attendance at classes, practical work, supervised works and examinations for the whole allocated time is a must. The student is to necessarily ask the Lecturer an authorization for his/her non-attendance at classes and supervised works.

When a teaching session has started, the student shall not enter or go out without the permission of the lecturer. Likewise, a student should avoid taking with him any tool that can bother the good progress of courses and other works. Mobile phones should be switched off.

### **Article 34(a)**

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

### **Article 34(b)**

All kind of behavior that can bother the good progress of courses and other works such as improper clothing/dress including mini-skirts, shorts, ripped pants, revealing clothes, phone use, hats, hair style, haircut, tattoos, slipper are not permitted. A student caught should be stopped from continuing that module under progress and shall redo it in the next academic year.

### **Article 35**

A student is to follow the programme of teaching as expected. A student whose non-authorized absences reach 15% of the time allocated to a module will be considered as not having achieved the module learning outcomes and has no right to sit for the final examination.



However, the supervised works and industrial attachments must be done in whole according to requirements determined by the respective Faculties.

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

### **Article 36**

Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at least two weeks in advance.

### **Article 37**

Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing within the same academic year.

## **7. Programmes of study**

### **Article 38**

A programme of study consists of a set of modules that include learning outcomes that a student must complete to the satisfaction of the requirements in order to be eligible for the award of a qualification. Certain programmes may also include industrial/clinical training and other elements which a student must complete to the satisfaction of the examiners.

### **Article 39**

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 4-year program and 160 credits for a 3-year program.

#### **Article 40**

The minimum weight of a module shall normally be 5 credits while the 20 credits modules shall be the maximum. All modules shall be taught and assessed at a single level.

Time allocated to each module (module's weight) consists of face to face and student's time.

At INES-Ruhengeri, face to face time is 65% whereas student's time takes 35% of module's workload.

**Face to face** time is considered as the time that lecturer spent with students in classroom, Laboratory or any other supervised work.

**Student's time** is considered as time of research and self-study for students which can take place without the presence of Lecturer and outside classroom (in Library, Lab, and field).

#### **Article 41**

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 Bachelor's degree is set as follows:

1. Year I : 160 Cr
2. Year II : 320 Cr : (160 Cr of Year 1 + 160 Cr of Year 2)
3. Year III : 480 Cr : (160 Cr of Year 1 + 160 Cr of Year 2+160 cr of Year 3)

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. Year III : 360 Cr :( 120 Cr of Year 1 + 120 Cr of Year 2+120 cr of Year 3)



### **Article 42**

Details on programmes, modules at each level, the necessary prerequisites, registration requirements, methods of tuition fees and assessment are published every year and are put at the disposal of students.

### **Article 43**

All teaching modules and programmes must be approved by the Academic Senate before they are advertised and before any student may be admitted. The specific requirements approved by the senate are detailed in a programme specification form which has been scrutinized and approved by a validation panel chaired by the Deputy Vice Chancellor for Academic and Research or his/her representative.

### **Article 44**

On each programme, it is indicated the Faculty, the Department, the module code, the timetable load, the basic prerequisites, and the period on the yearly scheduling of teaching activities.

Codification of module is done as follows:

- Acronym of module name followed by a three digits;
- The first digit represents the level of study;
- The second digit represents the semester in which the module is taught;
- The third digit represents the order of precedence.

### **Article 45**

Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

### **Article 46**

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



#### **Article 47**

The skills enhancing modules, on which a pass is compulsory for progression/graduation, shall be included in all undergraduate programmes. These modules do not bear a credit rating and are additional to the programme's academic modules. It is required that they be passed but they do not contribute to grade-point averages, distinctions or honours classification.

#### **Article 48**

Where programme requirements include a substantial period of industrial placement/clinical study, achieving a pass on this will be a requirement for progression/graduation. The programme specification will declare whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

#### **Article 49**

The programmes of every Faculty are elaborated by its lecturers in collaboration with professional and stakeholders under the supervision of the Dean, then follows the academic senates before submission to Higher Education council for accreditation. They must define the envisaged objectives and determine the content of every module and the scientific research orientation.

#### **Article 50**

At the beginning of every module, the lecturer is to hand in to students and to the Head of Department the syllabus which includes the followings:

- Required textbooks;
- Modules outcomes;
- Module prerequisites;
- Indicative content
- Teaching strategies and methodologies;
- Assessment schedule;
- Practical works schedule (if applicable);

- Weight of the mark allocated to every assessment;
- Module execution procedure in time;
- Students' projects if applicable.

She/he is also meant to teach the whole of the content of the module and to respect the established schedule. If found that the module content is not fully covered, the concerned lecturer should be officially communicated and cover the remaining part before setting an exam.

## **8. Module**

### **Article 51**

A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for undergraduate programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year.

### **Article 52**

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

### **Article 53**

Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited

combination is a set of two or more modules which may not be taken together within the same programme.

#### **Article 54**

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

#### **Article 55**

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

#### **Article 56**

Each Module is assigned a module leader whose roles are to:

- Ensure the coordination of module teaching-learning activities and module assessment;
- Ensure that the module team describes the module syllabus and learning outcomes in relation to the program overall outcomes as well as INES orientation as an Institute of Applied Sciences;
- Ensure that all exam questions are checked and moderated before being administered to the students;
- Ensure that the provision of assessment feedback to students is done on time.

### **9. Assessment**

#### **Article 57**

Every unit of the module is evaluated separately during continuous assessments and all together for the final examination. The assessment of practical and supervised works is done as long as they are carried out according to the guidelines initially determined by





the lecturer and approved by the Faculty.

### **Article 58**

The assessment of industrial/clinical attachment is three-fold:

- Company supervisor's report out of 40%
- Industrial/clinical attachment supervisor's report out of 30%
- The written report marked out of 30%

### **Article 59**

The assessment system lies under the principle of continuous assessments. By continuous assessments, one should understand a set of assessments distributed on the course, laboratory, supervised works or seminars for which the grades and feedback are provided before the final examination. Whereas a final assignment or examination is done at the completion of the module.

### **Article 60**

The aim of every assessment is the appreciation of the degree of reach, mastery and internalization of the learning outcomes specific to every unit and teaching module. The assessment form is adapted to the nature of the course which is to be assessed.

### **Article 61**

A ten-credit module shall normally be assessed by one two-hour examination and one substantial piece of coursework or two shorter pieces of coursework. A twenty-credit module shall normally be assessed by a three-hour examination and two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.

### **Article 62(a)**

The grade for a module is made up of the grades for continuous assessments, weighted as approved in the Programme specification. All assessments, module and programme



marks shall be presented as percentage scores. Continuous assessments shall **make up 50%** of the module score while the final assessment shall **make up 50%** of the module score.

#### **Article 62(b)**

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.

#### **Article 63**

The general average on twenty (20) marks is made at the end of each year of study of the academic year.

#### **Article 64**

For Modules in which the student has been exempted from examinations, the previous marks obtained shall be reconsidered in the calculation of the general average.

#### **Article 65**

The average mark of the students' group, in a given module, is the sum of the final marks obtained by full-time students, as well as part-time students who follow this course, divided by their number.

#### **Article 66 (a)**

Subsequent to written exams, **booklets with serial number** are deposited to the Department by the invigilator for assignment of anonymous numbers and then given to the examiner/Lecturer for marking. The results of final examinations are informed to the students by the module leader not later than one month after each examination. A list of the final marks is submitted to the Head of Department who publishes it. In the case of a written examination, the questionnaire and its marking scheme as well as marked copies of students are submitted to the Examination office and are kept **for ten years**.

#### **Article 66 (b)**

The Exam/CAT invigilation, assessment of the course, field visits, laboratory and other different works of students is the responsibility of lecturers who delivered the module under the supervision of the head of department and the Dean of the Faculty who coordinates assessments to verify their consistency and conformity with the academic programs.

#### **Article 67**

All complaints in relation with the remarking are made by a student in a letter addressed to the Dean of Faculty within one week after the publication of results. The remarking commission must include an expert in the domain and is nominated by the Dean of Faculty. The marks obtained from remarking supersede the initially obtained marks. Any remarking is subjected to the payment of remarking fees of 5,000Rwf by student. In case of student's booklet loss with a proof that he/she did an assessment, the student will have right to re-sit for assessment without penalty within one week after publication of results.

#### **Article 68**

Students will normally receive feedback on their grade and performance on continuous assessment within one week of the due date or at least three days before the next piece of assessed work on the same module, whichever is earlier.

#### **Article 69**

The assessment of the module and the different works of students is the responsibility of the module team under the supervision of the Head of Department who coordinates assessments to verify their consistency and conformity with the academic programmes. Lecturers are requested to submitted marks of the final exam to the Head of Department within one month after the exam. Whenever the lecturer submits marks (soft copy and hard copy) to the Head of Department, he has no right to change the marks without prior authorization from the Deputy Vice Chancellor for Academic and Research, who will judge relevance and veracity of the request. All the marks (CATs and Final exam) are published on the notice board by the Head of Department. After the publication of marks,



students who are not convinced of their marks, have right to appeal in writing to the Department within five working days. After five days of publication of marks, no claim should be accepted.

#### **Article 70**

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

#### **Article 71**

Marking of coursework or examination which counts for more than 25% of the total marks should be anonymous. Head of Department (or the Faculty's secretary) is responsible for giving anonymous number to the answer booklets and the removal of the student's identification sheet which is on the booklet.

After giving anonymous number the Head of Department sends anonymous booklets with the mark sheet to the lecturer (module team) so that they can be marked.

Marks of all assignments contributing more than ten percent to the module score shall be moderated internally, by second marking by another academic or by marking of a sample of scripts to assure the validity of the standard. All assignments at higher education level 4 or higher or any level leading to a specifically validated exit award, and carrying a mark of more than twenty per cent of the module score, shall be moderated by an external examiner.

### **10.The conduct of examinations**

#### **Article 72**



In accordance with the Examination Regulations, a student must present his/her student card before sitting for an examination.

When attending examinations, students must display their student cards on the examination desk before the start of the session and fill in an attendance list which must be verified by an invigilator.

### **Article 73**

The coordination of examinations' administration is under the responsibilities of Faculty. However, the module leader shall be the Chief Invigilator of his or her module (or a substitute nominated by the Head of Department if he or she is unable to be present) supported by other invigilators nominated among permanent Lecturers at least one week before the exam takes place. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

### **Article 74**

Before the exam starts, the Chief invigilator clearly indicates the time allocated to the assessment, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told how long remains at the end of each hour and 30 minutes and 10 minutes before the end of the examination. When she/he declares the end of the exam, no student is any more allowed to continue to write on the answer sheet.

### **Article 75**

During the examination, candidates are to keep quiet. They are not allowed to have a glance at the answer sheet of their classmates or to interchange answer sheets or rough draft. In case the invigilator notes an attempt of cheating they shall be grounds for exclusion from examination by the Chief Invigilator who also has the power to initiate disciplinary proceedings for cheating.

### **Article 76**



Students must start the exam at indicated time; students who arrive after  $\frac{1}{4}$  of time has passed are not allowed to enter the examination room. During that same time, no student is allowed to go out.

#### **Article 77**

By authorization from invigilator, a student can be allowed to go to toilet in order to easy him/her self. In case this student is to come back and continue the exam, the invigilator must accompany him/her.

#### **Article 78**

Except where specified in the module description, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

#### **Article 79**

Three copies of well filled invigilation form by principal invigilator are sent to Academic Directorate, to Department and to Accountant respectively. Each invigilation form should be accompanied with copies of students' attendance list and examination questionnaire.

#### **Article 80**

A student whose absences are either authorized or justified and legally accepted is submitted to special examinations.

### **11.Cheating**

#### **Article 81(a)**

Taking along unauthorized materials to the exam room will be considered as an attempt to cheat. Cheating or any attempt to cheat is given a penalty of one-year temporary exclusion from INES-RUHENGERI and the student's potential accomplices undergo the same sanction. In case of repeated offense/cheating, the cheater and his/her potential accomplices are permanently excluded from INES-RUHENGERI. In addition to exclusion, all marks of the respective year are nullified. In each case, the decision of

suspension or exclusion is recommended by an academic Senate/Sub-Senate up on the chief invigilator's report and pronounced in a written letter by the Vice Chancellor.

The decision of exclusion either temporary or permanent because of cheating is communicated to all Higher Learning Institutions. Furthermore, a student suspended or excluded for cheating by one of the Higher Learning Institutions cannot enroll at INES-RUHENGERI.

#### **Article 81(b)**

A student who will attempt to sit for exam or any form of assessment including on the behalf of another student will be definitely excluded from INES-Ruhengeri and his/her potential accomplice undergo the same sanction. The examiner or invigilator, who has noted the cheating or the attempt to cheat, prepares and addresses a report to the Dean of Faculty within 24 hours. In case the cheater is an external people who may come and work for a student, he/she will be caught and reported to the legal institutions for further actions.

#### **Article 82**

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.

#### **Article 83**

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 for 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.

#### **Article 84**

The Committee shall examine objectively the motives of the defense of the suspected student within 3 - working days following the reception of the defense. The committee may request further investigation including hearing witnesses and checking the camera reports or other means. If the Committee is convinced by the defense of the student, a report shall be immediately communicated to the Deputy Vice Chancellor for academic and Research after what the Dean of Faculty shall reply to the student by invalidating the procedure and confirming innocent the suspected student. The student declared innocent shall have to attend the missed assessment as a special exam/CAT at a convenient date during the same academic year.

If the committee finds enough evidence that the cheating has taken place, it will recommend a penalty in conformity with the provisions of the Academic Rules and Regulations within 1 working day, which penalty shall be confirmed by the Senate/Sub-Senate and communicated to the student in writing by the Vice Chancellor.

#### **Article 85**

If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Deputy Vice Chancellor for Academics and Research and the committee and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty may be increased. He/she must address his/her appeal to the chair of Senate in not more than three working days after the receipt of the decision on his/her case of cheating.

#### **Article 86**

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

#### **Article 87**

When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment and re-take the respective module with a different





topic and supervisor in the next academic year and pay the required fees.

### **Article 88**

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

### **Article 89**

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

### **Article 90**

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

### **Article 91**

Any member of staff of INES-RUHENGERI 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.

## **12. Projects**

### **Article 92**



Except where specified in the programme documentation, undergraduate projects and masters' dissertations are an integral and compulsory part of their programmes. They must be submitted by the time that would be fixed by the academic Senate.

Prior to dissertation full scale writing, every student at undergraduate or postgraduate level will be required to write and present a research proposal. Research Proposal is mandatory and no students will be allowed to continue without a report of her/his research proposal defense. The research proposal will allow the student an opportunity to delineate a research focus and obtain early feedback on the research idea. A well-written research proposal will establish a clear research plan for the student.

### **Article 93**

The undergraduate Project shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline. Masters' dissertations are expected to be at the forefront of knowledge in their discipline or area of practice unless otherwise stated in the Programme Specification, all projects and Dissertations shall be the student's individual and original work.

### **Article 94**

Both Undergraduate and postgraduate students shall be assigned their co-supervisor and supervisor for the Project by the Dean of Faculty at the beginning of their final academic year or the end of the preceding one, and master's students within one month of the start of a one-year programme or six months of the start of a two-year programme. Undergraduate students are expected to have agreed a plan or work with their supervisor(s) within two months of the start of the academic year, and master's students within two months of appointment of supervisors.

### **Article 95**

Where it is appropriate to the discipline or field of study and specified in the Programme Document, a construction or performance may stand in place of a project or dissertation but must be accompanied by a reflexive written account which demonstrates that the

work meets the criteria for the award, of a length specified in the validated Programme Specification.

### **Article 96**

The maximum length for projects and dissertations on taught programmes shall be as follows unless otherwise stated in the Programme Specification:

Arts/Humanities/Social Sciences:

- Undergraduate project : 12,000 words
- Taught masters programmes MSc/MA/MRes: 20,000 words
- Taught masters programmes MPhil/MLit: 30,000 words

Natural Sciences/Engineering/Mathematics and Technology

- Undergraduate project : 6,000 words
- Taught masters programmes MSc/MRes: 10,000 words
- Taught masters programmes MPhil: 15,000 words

*Not including tables, diagrams and appendices which contain ancillary material not essential for the argument of the main text.*

The minimum length shall normally be two thirds of these limits.

### **Article 97**

The finalist students are required to pay research fees whose amount is fixed each academic year by the Senior Management Committee. Any submission of dissertation report which is not accompanied by a proof of payment will not be accepted.

### **Article 98**

Where it forms the final assessment of a programme, 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.

### **Article 99**

The student is required to defend his/her dissertation orally in front of a jury set up by the Faculty. The defense of dissertation is public. The defense shall not normally extend beyond half an hour for undergraduate projects. The president of the jury of examiners reserves the right to authorize the audience to ask questions to the student, but he/she has to ensure that the scientific character of this activity is preserved.

#### **Article 100**

The jury is composed of the project supervisor/ co-supervisor if any and other two examiners who are senior members of the relevant discipline. The examiner who is not a supervisor/co-supervisor of the project shall be the Chair of the panel of examiners and the other shall be the main reader. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

After being submitted to the Faculty, the project is given to the main reader who reads it within four days after which he gives authorization for the defense/oral presentation.

#### **Article 101**

The date, the hour and the place of defense are determined and published by the Dean of the Faculty ten (10) days before the defense. The Faculty reserves the right to postpone the defense in case it is judged necessary. However, this postponement is to be publicized at least two days before the expected date of defense.

The student's absence to the defense of his/her dissertation without prior authorization by the Faculty is given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. If failing to attend on the second occasion he/she shall be deemed to have failed.

#### **Article 102**

The student is admitted to the presentation of the project only after having succeeded all the modules of his/her program and should also have a proof of English Proficiency in his/her file. The project report bears the signature of both supervisor and co-supervisor and both are accountable for project quality.

**Article 103**

The marking of a project is done as follows:

- Written report: 50%
- Oral presentation: 50%

**Article 104**

Undergraduate students who fail the project component of a programme will be deemed to have failed that module; they may be awarded an ordinary degree if this possibility is included in the validated Programme Specification. Similarly, students on taught master's programmes who fail the Dissertation may be awarded a Postgraduate Diploma, if this is included in the validated Programme Specification and if they meet its learning outcomes.

**Article 105**

Within two months after the defense, the student must submit three copies of his/her corrected project to the Head of Department who, in return, sends them to the secretariat of the INES-RUHENGERI for the recording and the forwarding.

**13. Conditions for promotion****Article 106**

Module leaders are responsible for delivering the list of module grades to Heads of Department; the latter are responsible for presenting the grades for all the modules of a programme to the Examination Board, by a time to be specified by the Institution.

**Article 107**

Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners and by Senate.

**Article 108**

A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing

the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on undergraduate programme and 60% on postgraduate ones. No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

### **Article 109**

Where a module has more than one assignment/unit, students are normally required to pass them all, but students who have failed one assignment/unit but achieved a grade of at least 45% in the concerned assignment/unit for undergraduate programmes or 55% for postgraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade.

### **Article 110**

Submission of work by the due date and attendance at examinations and in course tests is mandatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

A student who is to be absent in an examination or any other form of assessment, who fails to submit in-course assignment, practical work report on the due date should notify his/her Department in writing 24 hours before or 48 hours after the examination or any sort of assessment providing evidence of sound reason to be absent or not to submit assignment or practical work report.

In case of force majeure such as a death or sickness of a student's relative, authorization or justification of absence will be acceptable for first degree relatives. The justification acceptable will be a medical certificate.

### **Article 111**

Before progression is allowed, the minimum required for progression is as following:

To progress from:

- Level 1 to level 2: a student must have been awarded 100 credits in total at Level 1.
- Level 2 to level 3: a student must have been awarded 220 credits in total, of

which at least 100 are at level 2.

- Level 3 to Level 4: a student must have been awarded 340 credits in total, of which at least 100 are at Level 3 for five years Bachelor's degree programme
- Level 4 to Level 5: a student must have passed all the modules at level 4.

No student will be permitted to progress from level 2 to 3 until they have passed an English proficiency test prepared and administered by INES-Ruhengeri's Language Center.

**Note:** for students following the new qualification framework, levels are to be replaced by years as follow:

- Students with 4-year Bachelor's Degree: Level 1 corresponds to year 1; level 2 to year 2; level 3 and 4 to year 3 and level 5 to year 4
- Students with 5-year Bachelor's Degree: Level 1 corresponds to year 1; level 2 to year 2; level 3 to year 3, level 4 to year 4 and level 5 to year 5.

### **Article 112**

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

### **Article 113 (a)**

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

### **Article 113 (b)**

The Academic senate has put an English module among the core modules for all programs at INES. However, no progression allowed in the final year without a proof of



English proficiency test (EPT) with a score of 50 % as the minimum. The progression to the last level will not be permitted until EPT has been passed.

#### **Article 114**

Students who are not allowed to progress to the next level will be allowed to register as a part-time student and repeat the modules they have failed, but a bare pass (10/20) will be the maximum grade they can achieve. However, students who re-take the entire year will not have their achievable grade kept at the minimum pass mark. In either case, student's transcripts will show the module as being failed at the first attempt and retrieved when repeated or when the year is re-taken. That student should wait the end-year deliberation at the end of his/her academic year according to the academic calendar.

#### **Article 115**

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

#### **Article 116**

The student who repeats the level can be exempted from any module, industrial attachment or seminar in which she/he obtained marks higher or equal to 14/20 in the previous Level of study.

#### **Article 117**

Students who fail retaken 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.

#### **Article 118**

With the agreement of the Dean, a student required to re-sit or repeat a module may be allowed to choose a substitute module subject to programme requirements and





availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

#### **Article 119**

Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Faculty will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

#### **Article 120**

Where a student's performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme 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 programme specification.

#### **Article 121**

Part-time students shall be permitted to progress to a pattern of study in the next year which includes some modules from the next level when they have achieved at least 80 credits at the previous level, but they must include all the modules which have not yet been passed from the lower level. Part-time students should always take academic advice before committing themselves to a new year's module choices.

#### **Article 122**

The progression of student is done according to the principle of promotion per level of study.

#### **Article 123**

At the end of each semester, the head of Department draws up and publishes, in accordance with the decisions of deliberation, the list of the students and modules to be retaken.



#### **Article 124**

Moreover, the Senate reserves the right to decide on every student who fails a retake module before he can be authorized to progress to the next level of study.

### **14. Examination boards**

#### **Article 125**

Each Faculty shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Dean (or nominee) and consist of all members of staff on permanent contracts, plus all Heads of Departments, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Dean, plus a member of the staff of the Quality Office. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

#### **Article 126**

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

#### **Article 127**

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

#### **Article 128**

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

#### **Article 129**

The Minutes of the Board shall be passed to the Deputy Vice Chancellor for Academics and Research for onward transmission to and ratification by Academic Senate.

#### **Article 130**

After the approval of the decisions of deliberation by the Academic Senate, the Directorate in charge of Academic Affairs establishes the academic transcripts for students.

**15. Academic awards**

**Article 131**

Students may be awarded only one qualification following completion of a programme of study. In programmes who’s validated Programme Specification stipulates that intermediate awards may be made at stages during the programme, each lower award shall be considered as voided by the achievement of a higher one.

**Article 132**

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 programmes, 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 133**

All degrees awarded by INES-RUHENGERI bear necessarily one of the following grades:

1. **First Class:** 80 - 100
2. **Upper Second Class:** 70 - 79



3. **Lower Second Class:** 60 - 69

4. **Pass:** 50 – 59

#### **Article 134**

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.

### **16. FINAL PROVISIONS**

#### **Article 135**

The present General Academic Regulations comes into force the day of its approval by the INES Council following the adoption by the Academic Senate.

#### **Article 136**

The interpretation and possible modifications of the present Regulation come back to the Academic Senate's responsibilities.

#### **Article 137**

The previous provisions contrary to these regulations are abrogated.

### **II.3. HOSTEL'S CODE OF CONDUCT AND DISCIPLINARY SANCTIONS**

#### **Purpose of this code**

A code of conduct functions as an internal document, regulating activities and, particularly, the decision-making process. At the same time, a code is designed to serve the students expectations towards the INES HOSTEL. The preparation of such codes provides the opportunity to review the activities of an INES HOSTEL in the internally.

**This code conduct treats all students equally without any discrimination;**

**Article 1:** At the night hostel closed at 22 pm. You have to be quiet while the students are sleeping. The students who will come late to the hostel after the indicated hours she/he will be sanctioned in the following manner:

1. A student who is arrived late on the hostel without a valid reason; will provide explanation in writing letter to the hostel manager. And explained the reason why his/her late return to the hostel and asked for an apology for not arriving late to the hostel again.
2. A student who is caught in this error more than once will be penalized with a warning letter provided by Campus. If he/she repeats the mistake after the warning letter, he/she will be dismissed from the INES HOSTEL.
3. A student who disturbed others while their sleeping/ rest penalized with a warning letter provided by Campus. If he/she repeats the mistake after the warning letter, he/she will be dismissed from the INES HOSTEL.

**Article 2:** A student hosted by INES Campus is not allowed to have visitors in the hostel either a girl or a boy, and other campus employees are not allowed to enter the INES HOSTEL without the permission of the hostel manager. Students who have engaged in this matter will be sanctioned in the following manner:

1. When the person who brought him/her in is found, she will be punished by dismissal from the Hostel regardless of the contract was signed.
2. When the person who introduce him/her is not revealed, he will be handed over to the security authorities.

**Notice:** No one from outside of INES HOSTEL is allowed to enter within.

**Article 3:** Duration of internship and Holiday. Before leaving on vacation, students must go with all their properties because the institution should be able to repair the rooms before the start the new academic year.

Each student living in INES HOSTEL is responsible for him/her personal effects.

Students are required to hand over the room and toilet keys to the Hostel manager before going to holidays.



Students, who miss or do not submit the room's keys to the hostels manager, have to pay for those missed keys.

**Article 4:** Hostel and student cards are compulsory. While the student who lost his card will have to pay three thousand Rwandan francs to the campus account in order to obtain another card.

**Article 5:** No students is allowed to smoking in the INES Hostel or around.

**Article 6:** No cooking in the hostel or plug Kettle. Allowed only to plug Iron, in the general

Table.

**Article 7:** No food in the hostel, fruits, juice, milk, and alcohol in the hostel.

**Article 8:** No discrimination whatever

**Article 9:** No loud radio or TV in the hostel

**Article 10:** No pressing irons outside the appropriate places

**Article 11:** Washing should be done in the appropriate places

**Article 12:** Toilets should be respected

**Article 13:** No fighting in the hostel

**Article 14:** No weapons or any other dangerous/harmful tools in the hostel

**Article 15:** Respect to the Cleanness is recommended

**Article 16:** Respect to the staff is recommended

**Article 17:** No theft in Hostel

**N.B:** Anyone who does not comply with this code of conduct stated above will be expelled from the hostel, as a result you Dane violations

## **II.4. Sexual Violence and Sexual Harassment Policy**

### **1.Introduction**

INES-Ruhengeri is committed to providing a safe and respectful environment where the whole community is able to study, work and live free from sexual violence and sexual harassment. INES takes any incidents of sexual violence or sexual harassment very seriously and is committed to handling all reports sensitively, effectively and in a timely manner. INES will provide emotional support to students, staff and customers/stakeholders if they have been impacted by sexual violence or sexual harassment and information and advice on how to access help.

### **2.Scope**

This policy applies to all members of INES including current students, employees, contractors, suppliers and visitors. Sexual violence and sexual harassment is not permitted in the INES community and everyone is expected to treat all members of the community with dignity and respect.

This policy provides support and advice in the event of sexual violence or sexual harassment in learning environments, working environments, accommodation, social activities and on and off campus when activities are linked to the INES community such as accommodation, work placements, trips and internships.

INES-Ruhengeri recognizes that individuals whose social and cultural characteristics intersect, e.g. gender, disability, religion and different ethnic groups, are potentially more vulnerable to sexual violence and sexual harassment and may require additional support.

INES-Ruhengeri prioritized 4 key aspects to address these issues:

- 1- Senior leadership
- 2- Institution-wide approach
- 3- Prevention



4- Response

### **3.INES-Ruhengeri Commitment**

INES commits to ensuring the following:

- 1- Creating a culture free from sexual violence and sexual harassment where the whole community will behave with respect and dignity to each other, consent and understanding boundaries are the norm and individuals affected speak up and get help.
- 2- Taking all reasonable steps to meet the statutory obligations to eliminate and prevent sexual violence and sexual harassment, and address any inappropriate behaviors promptly to prevent issues from escalating.
- 3- Providing a physical environment where all departments, facilities and spaces on campus are safe and welcoming.
- 4- Where sexual violence or sexual harassment does occur, everyone knows how to seek help and appropriate support will be provided.
- 5- Handling all allegations of sexual violence and/or sexual harassment seriously and sensitively and investigating them promptly while protecting the individual rights of those involved, including those against whom an allegation has been made.
- 6- Not tolerating any sexual violence or sexual harassment. These behaviors will be treated as a serious disciplinary offence and will be dealt with under INES Disciplinary Policy and Procedures for employees as appropriate
- 7- Making the whole INES community aware of this policy, which behaviors are not acceptable and how individuals are expected to behave.
- 8- Providing awareness sessions and training on what constitutes unacceptable and inappropriate behavior under this policy and how to access appropriate support.
- 9- Reviewing incidents annually by Student Services and / or Human Resources as appropriate to identify any trends that need to be addressed or investigated further.



#### 4.Key Definitions related to sexual violence and sexual harassment

**Sexual violence** is any unwanted or uninvited sexual act or activity e.g. rape, stalking, forced marriage. There are many different types of sexual violence and these can be psychological and / or physical.

**Sexual Harassment** describes a range of words, behaviors and / or conduct of a sexual nature that are unwanted and uninvited. It is often intended to or has the effect of creating an intimidating, degrading, humiliating or offensive impact and is an abuse of personal or institutional power. It is often based on a person's gender rather than sexual desire.

**Consent** is providing express permission for something to happen or agreeing to do something with a full awareness and understanding of the facts and without coercion. The consent must be free. The consent is not valid if obtained or delivered in conditions prohibited by national laws such as lack of age of majority, consent under moral or physical threat, consent under fraud, etc.

#### **Expectations**

All members of INES community must seek consent when their behavior involves interacting with each other in a sexual manner in a social context. This involves agreement by choice and can be withdrawn at any time. It can never be assumed, implied or coerced. If consent is uncertain then any behavior should be stopped. No deviant behavior in this regards.

The code of conduct and will provide for the guidance for employees on relationships and how to avoid any actual or potential conflicts of interest, misuse of authority, or allegations of inappropriate conduct is provided in the Relationships at Work Policy. The code of conduct of staff is limiting the use of consent in matters related to sex in relations between staff and students, and between employee and his/her supervisor to avoid the abuse of authority.



All members of INES community have a responsibility to take action if they observe sexual violence or sexual harassment as long it is safe to do so. It is important to avoid the bystander effect where the presence of others often discourages individuals from intervening. This can potentially normalize these behaviors and make inappropriate behavior more acceptable.

### **Legislation**

This policy recognizes the requirements of the Rwandan regulations which provides protection for everyone from discrimination, and makes it unlawful to harass or discriminate against someone on the grounds of the nine protected characteristics of age, race, religion or belief, sex, sexual orientation, pregnancy & maternity, marriage, disability, and gender. The legislation defines harassment as ‘unwanted conduct’ including that of a sexual nature, which has “the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment”.

Experiences of sexual violence and sexual harassment may intersect with other forms of discrimination and harassment.

Individuals are also protected from harassment not only in relation to themselves as an individual, but also on the grounds that they are associated with someone else with a protected characteristic or that someone perceives wrongly that another person does or does not have a protected characteristic.

Nothing in this policy prevents anyone experiencing sexual violence or sexual harassment from exercising his or her legal rights. INES will engage with external investigations by the police and other enforcement bodies as appropriate and necessary.

### **Disclosure**

No student or employee is under any obligation to disclose any incident of sexual violence or sexual harassment. However, anyone affected is encouraged to get help as soon as possible from either INES authorities or external agencies.



## 5. Getting support if you believe you have experienced sexual violence or sexual harassment

INES encourages you to act promptly and not to feel any sexual violence or sexual harassment is your fault, or that you have to wait until the situation is repeated or exacerbated. INES recognizes that any incident is unacceptable and might be distressing. It is important that you don't feel that you should have to tolerate such behavior and that you have the support of INES to decide if and how you want to take any further action. In addition, it will enable INES to make arrangements and to put support in place if required, including, where possible, measures to protect the personal safety of all involved at all times.

Where it is considered that there is a real threat to the personal safety of any person, this should be reported to Security Officer on 0734366128 or the police on 8855 or immediately.

If you believe you have been subjected to sexual violence or sexual harassment, there are a number of options available to you to get help.

*If you are a student:*

1. Report the incident to Security on 0734366128;
2. Contact the Student Support and Welfare Team either face to face or via phone 0727125298;
3. Call the International Office on 0788494570;
4. Seek advice or discuss the matter with a personal tutor, chaplain or lecturer in your Department and / or anyone else with whom you feel comfortable;
5. Report it via the Report and Support Portal where you can disclose your personal details or make an anonymous report;
6. Call the police on 8855 or in the case of emergency.

*If you are an employee:*

- Report the incident to Security on 0734366128 or to Human Resource Officer (HR) on 0727125196;



- Seek advice or discuss the matter with your direct supervisor or a colleague, or anyone else with whom you feel comfortable; this may include employee representative;
- Report it via the Report and Support Portal where you can disclose your personal details or make an anonymous report;
- Call the police on 8855 in the case of emergency.

If you witness an incident of sexual violence or sexual harassment, you should also be encouraged to report it using the same channels listed above.

### **6. Getting emotional support**

It is important that anyone affected by sexual violence or sexual harassment should seek support as soon as possible. Students and employees can also seek support from external.

### **7. Reporting an incident for action to be taken**

There will be occasions when you will want to report the incident. If you are a student and want to report an incident, you can report it through the report and support portal.

If you are an employee who wants to report an incident, you should raise your concern(s) through INES Discipline Committee or through the Office of the Legal Advisor.

All reports will be taken seriously and will be investigated within the time limits set out in the relevant policy with due consideration to all parties. You will be kept informed by the Office for Student Complaints, Conducts and Appeals or Human Resources as appropriate.

Reporting the incident to the police - there are some incidents of sexual violence or sexual harassment which are so serious that individuals will be liable to prosecution under the law and you may choose to use this channel. These include (but are not limited to) sexual assault, stalking and rape. If you experience such an assault on

campus, INES encourages you to report it to Security immediately call: 0734366128. If off campus you should call 8855.

If a police investigation is commenced, INES will consider whether an internal investigation is required or if already underway whether the internal investigation should be paused whilst the police investigation is undertaken. Adjustments may be required during this time period to protect INES and the individual(s) involved. By way of example only:

1. For students this could include a change of accommodation, suspension of studies, separating the students involved in the learning environment etc and/or removal of a student from campus.
2. For employees, this could include temporary redeployment, amending work duties and/or relocation to a different work location and paid suspension from work.

Full consideration will be given to the facts and circumstances of each particular case when considering how and when investigations should be undertaken, any necessary adjustments and any disciplinary or other sanctions.

## **8.Supporting a student or employee who discloses an incident of sexual violence or sexual harassment**

Disclosing an incident of sexual violence or sexual harassment can be very distressing and the way and to whom an individual chooses to do so will vary depending on a range of factors, including who they feel comfortable with and how sensitive they feel the issue is.

In addition, an employee, another student or a visitor may observe an incident of sexual violence or sexual harassment and be unsure how to intervene. If someone shares an incident of sexual violence and / or harassment that they have experienced, it is best to respond in the following way:

1. Reply in good faith on the basis that they are telling the truth;



2. Do not make any assumptions - there are many myths within society that lead to victim blaming and it is best to listen non-judgmentally;
3. Direct them to specialist services either on or off campus;
4. Do not act without their consent unless the individual or others are still at risk, or they need urgent medical attention.

Key to this meeting will be to reassure the individual that support is available and explain how they can report the incident. The individual should be encouraged to make notes of any incidents so that they can give examples, including any dates and times and details of any witnesses present. Taking photos or screenshots of offensive written or visual material can also be very helpful.

The member of staff should make notes following the meeting of what was discussed with any advice given and any follow up required and email them to the individual. They should keep a copy of the e-mail in a secure location in case it is needed in the future. In addition, they should report it to the Student Support and Welfare Team and / or HR as appropriate who should assess whether there is any action that needs to be taken as a matter of priority. They may also need to inform other relevant staff if appropriate.

### **8.1.Training**

Training for INES employees on responding to disclosures of sexual violence and sexual harassment is highly recommended for all staff and a full day program is delivered by Student Services. It is of vital importance that all employees know how to respond to these difficult sensitive incidents.

### **8.2.Confidentiality**

Information submitted will remain confidential as far as is consistent with other people's rights to know of any allegations made and / or evidence held against them. By reporting an incident, you are giving INES permission to inform other employees / organizations of the incident, investigate the incident and to discuss them with appropriate people. It might also be necessary to provide details of the incident to any

relevant department and to request any relevant information. The person being investigated is normally asked to respond. Where it is necessary to interview witnesses, the importance of confidentiality will be emphasized. It should be explained to everyone involved in the process that any breach of confidentiality may lead to disciplinary action. Where you are not comfortable disclosing details, you will be asked to declare this so that INES can advise to what extent they can investigate the incident.

You should be aware that there are also times when confidentiality will need to be broken under the terms of the Rwandan Law such as in the event of an identified risk to you or where there is a criminal investigation and you may be required to give evidence.

In addition, employees are expected to raise any reports of sexual violence and sexual harassment with the relevant authorities and / or other staff as appropriate and it is important that this is conveyed to the individual.

If the student or employee does wish INES to take action by submitting a complaint, they will need to disclose the identity of the individual they are complaining about.

### **8.3. Data recording**

All sexual violence or sexual harassment incidents which are reported should be recorded, along with any relevant outcome. Any student incident should be forwarded to the Student Services and any employee incident recorded by HR. This data will be reviewed by Student Services and HR annually and any trends monitored and addressed.

## **II.4 ADDITION POINTS FOR THE HANDBOOK**

### **1. For International Students**

- All International Students should pay the total amount of the academic year before he/she start the class
- All International students should have the Valid Study VISA and it should be regular reported to the International affairs office
- All International students should have an insurance



- All International Students should report to the international affairs office where he/she leaves including the name of the Landlord for the security purpose

## **2. For Applicants of Civil Engineering:**

- All students should make sure that the applications are submitted two (2) months before starting the academic year
- Students with TVET background, International Students, Students with D grade in Mathematics and Physics must first sit for Entry Test of Mathematics and Physics
- Those who will pass the entry tests will be automatically admitted in Civil Engineering
- Those who will not pass the tests will first sit for Bridging courses (Mathematics and Physics) for a period of 1 months and a half before the starting of the academic year
- Students who pass Bridging courses will be admitted in Civil Engineering
- Students who fail Bridging courses will not be admitted in Civil Engineering, they may apply in any other department which is related with his or her field of specialization.

## **3. For all Applicants**

- The first course is Computer skills where the students have to be familiar with the following:
  - Using computer
  - Access to Corporate email
  - Access to E-learning system
- After the course of Computer skills, all students must sit for English Placement Test
- After passing the exam of English Placement Test (EPT), The students will sit for Languages course by their respective groups based on the results from EPT
- The students who fail the course of Languages I will automatically join the Language center





**4. For the ongoing students**

Before graduation, all students should make sure that he/she has an English Proficiency Certificate from Language Center.

March 31<sup>st</sup> to August 2024

Month	Tentative Dates	Description	Responsible Organ
<b>PRELIMINARY ACTIVITIES</b>			
<b>July- August 2023</b>	10 <sup>th</sup> July - 11 <sup>th</sup> September 2023	Admission Process for New students for all programs	Registration Office
	21 <sup>st</sup> August -18 <sup>th</sup> September	Registration for all students	Registration and Accounting Offices
	4 <sup>th</sup> August 2023	UMUGANURA Day	N/A
	15 <sup>th</sup> August 2023	Assumption Day	Chaplaincy Office
	23 <sup>rd</sup> August 2023	Academic Meeting: Preparation of the 2023-2024 Academic year	Office of DVCAR & Members
	29 <sup>th</sup> August 2023	Academic Senate to approve deliberations and Closing the Teaching activities	Members
<b>ACTIVITIES OF THE 2023-2024.ACADEMIC YEAR</b>			
<b>FIRST SEMESTER</b>			
<b>September- October 2023</b>	1 <sup>st</sup> September 2023	Starting of the Academic Year	All Organs
	11 <sup>th</sup> September 2023	Receiving New Students for September Intake	Dean of Students and Registration Office
	11 <sup>th</sup> - 15 <sup>th</sup> September 2023	Induction Week for New Students and lectures	Dean of Students and departments
	11 <sup>th</sup> - 29 <sup>th</sup> September 2023	Lectures for the continuing Students	Departments
	18 <sup>th</sup> -22 <sup>nd</sup> September 2023	Lecturers and English Placement Test	DIRPLAN, LC coordinator, DQA & Departments
	25 <sup>th</sup> -29 <sup>th</sup> September 2023	Lectures and English Placement Test	DIRPLAN, LC coordinator, DQA & Departments

4 <sup>th</sup> September 2023	GREATER Week	Project Coordinator
14 <sup>th</sup> September 2023	Academic senate : Preparation of the 15 <sup>th</sup> graduation	Members
19 <sup>th</sup> September 2023	INES Council Meeting : Preparation of the 15 <sup>th</sup> Graduation	OVC and Members
30 <sup>th</sup> September 2023	Concert of Welcoming New Students	Chaplain
2 <sup>nd</sup> October 2023	Publishing the results of the English Placement test	Languages Center Coordinator
10 <sup>th</sup> -27 <sup>th</sup> October 2023	Teaching of Languages I for Year 1 Students in different groups	Languages department: The module will be taught based on the levels of students
2 <sup>nd</sup> -31 <sup>st</sup> October 2023	Lectures, CAT and Final exams for the continuing students	Departments
4 <sup>th</sup> October 2023	Senior Management Committee Meeting: Preparation of the 15 <sup>th</sup> Graduation and 20 <sup>th</sup> Anniversary of INES Ruhengeri	OVC and Members
20 <sup>th</sup> October 2023	15 <sup>th</sup> Graduation	All INES Ruhengeri Community
22 <sup>nd</sup> October 2023	Celebration of the Feast of Saint John Paul II: Holy Mass Celebration	All INES Ruhengeri Community

November- December 2023	24 <sup>th</sup> October 2023	Academic Conference	Architecture department
	1 <sup>st</sup> - 3 <sup>1st</sup> November 2023	Lectures, CAT and Final exams for the continuing students	Departments
	17 <sup>th</sup> November 2023	20 <sup>th</sup> Anniversary of INES Ruhengeri	All INES Ruhengeri Community
	24 <sup>th</sup> November 2023	Academic Meeting	Office of DVCAR & Members
	29 <sup>th</sup> November 2023	Academic Conference	Land Survey department
	1 <sup>st</sup> -23 <sup>rd</sup> December 2023	Lectures, CAT and Final exams for the continuing students	Departments
	16 <sup>th</sup> December 2023	Christmas Concert	Chaplain
	20 <sup>th</sup> December 2023	Academic Conference	Department of Biomedical Laboratory Science
	22 <sup>nd</sup> December 2023 ( 3PM)	STAFF Meeting with OVC	OVC and INES Staff
	25 <sup>th</sup> December 2023	Christmas	CHAPLAIN
January - February 2024	26 <sup>th</sup> December 2023-6 <sup>th</sup> January 2024	Christmas and New Year Holidays	N/A
	8 <sup>th</sup> -31 <sup>st</sup> January 2024	Lectures, CAT and Final exams for the continuing students	Departments

18 <sup>th</sup> January 2024	Academic Meeting	Office of DVCAR & Members
24 <sup>th</sup> January 2023	Academic Conference	Department of Statistics Applied to Economy
31 <sup>st</sup> January 2024	Senior Management Committee Meeting	Members
1 <sup>st</sup> February 2024	National Heroes' Day ( Public Holiday)	N/A
1 <sup>st</sup> -29 <sup>th</sup> February 2024	Lectures, CAT and Final exams for the continuing students	Departments
5 <sup>th</sup> February 2024	Commencement of Class for February Intake Students in Year 1	All Organs
5 <sup>th</sup> February 2024	Receiving New Students for February Intake	Dean of Students and Registration Office
5 <sup>th</sup> -9 <sup>th</sup> February 2024	Induction Week for New Students and Lectures	Dean of Students and departments
12 <sup>th</sup> -29 <sup>th</sup> February 2024	Lectures and English Placement Test for New Students	DIRPLAN, LC coordinator, DQA & Departments
6 <sup>th</sup> February 2024	General Meeting of Students with Vice Chancellor	Guild Council and Dean of Students
9 <sup>th</sup> February 2024	INES Council Meeting	Members
15 <sup>th</sup> February 2024	Intercultural Day 2024	International Office, PR and Dean of Students
		Department of Biotechnologies

	29 <sup>th</sup> February 2024	Academic Meeting	Office of DVCAR & Members
<b>SECOND SEMESTER</b>			
March – April 2024	1 <sup>st</sup> - 30 <sup>th</sup> March 2024	Lectures, Continuous Assessment Tests, practices and exams	Departments
	2 <sup>nd</sup> March 2024	Concert of Welcoming New Students	Chaplain
	7 <sup>th</sup> March 2024	Academic Senate	Members
	20 <sup>th</sup> March 2024	Academic Conference	Department of Computer Science
	28 <sup>th</sup> March 2024	Holy Thursday	Chaplain
	29 <sup>th</sup> March 2024	Good Friday	Chaplain
	30 <sup>th</sup> March 2024	Holy Saturday	Chaplain
	31 <sup>st</sup> March 2024	Easter	N/A
	1 <sup>st</sup> April 2024	Ester Monday	All INES Rubhengeri Community
	28 <sup>th</sup> March- 12 <sup>th</sup> April 2024	EASTER HOLIDAY	Departments
	15 <sup>th</sup> – 30 <sup>th</sup> April 2024	Lectures, Continuous Assessment Tests, practices and exams	All INES Rubhengeri Community
	7 <sup>th</sup> April 2024	Genocide Against Tutsi Memorial Day at International Level	All INES Rubhengeri Community

	22 <sup>nd</sup> -30 <sup>th</sup> April 2024	Voting the Best Employee of the Year	HR
May-June 2024	1 <sup>st</sup> May 2024	International Labor Day and Award of the best employee	OVC, HR and INES Staff
	18 <sup>th</sup> May 2024	Pentecost concert	Chaplain and INES Christian Community
	2 <sup>nd</sup> -31 <sup>st</sup> May 2024	Lectures, Continuous Assessment Tests, practices and exams	Departments
	16 <sup>th</sup> May 2024	Academic Meeting	Office of DVCAR & Members
	22 <sup>nd</sup> May 2024	Academic Conference	Department of Civil Engineering
	23 <sup>rd</sup> May 2024	Genocide Against Tutsi Memorial at INES Ruhengeri ( 2PM)	AERG INDAME, Dean of Students, Guild Council and All INES Ruhengeri Community
	1 <sup>st</sup> -29 <sup>th</sup> June 2024	Lectures, Continuous Assessment Tests, practices and exams	Departments
	12 <sup>th</sup> June 2024	World Science Day	Deans and HoDs
	19 <sup>th</sup> June 2024	Academic Conference	Departments of Statistics Applied to Economy and Applied Economics
	20 <sup>th</sup> June 2024	Senior Management Committee Meeting	Members
28 <sup>th</sup> June 2024	INES Council Meeting	Members	
July-August 2024	29 <sup>th</sup> June 2024	Closing Teaching activities for September Intake 2023	Departments
	1 <sup>st</sup> -12 <sup>th</sup> July 2024	Special Exams for September intake 2023 students	Departments
	10 <sup>th</sup> July- 31 <sup>st</sup> August 2024	Public Defenses for the Final Year Students	Departments
	18 <sup>th</sup> July 2024	Academic Meeting	Office of DVCAR & Members

	24 <sup>th</sup> July 2024	Academic Conference	Departments of Enterprises Management and Law
	20 <sup>th</sup> July 2024	General Assembly of INES Alumni	Dean of Students
	22 <sup>nd</sup> July 2024	Deliberation at department level	HoDs
	29 <sup>th</sup> July 2024	Deliberation at Faculty level	Deans
	8 <sup>th</sup> August 2024	Academic Senate to approve deliberations and Closing the Teaching activities	Members
	21 <sup>st</sup> August 2023	Academic Conference	Department of French English with Education
	2 <sup>nd</sup> August 2024	Umuganura Day	N/A
	15 <sup>th</sup> August 2024	Assumption Day	Chaplain
<b>OTHER EVENTS FOR 2023-2024 ACADEMIC YEAR</b>			
January – March 2024	January – March 2024	Inter-departmental tournament	Dean of Student and Guild Council
May-October 2024	May-October 2024	John Paul II Tournament	Chaplain and Nominated Committee by OVC
October 2024	25 <sup>th</sup> October 2023	16 <sup>th</sup> Graduation	INES COMMUNITY

Done at Musanze

December 2023

**Fr Dr BARIBESHYA Jean Bosco**

**Vice Chancellor**







# ACADEMIC PROGRAMS

## Undergraduate

Architecture  
Civil Engineering  
Water Engineering  
Software Engineering  
Network Engineering  
Industrial Information Technology  
Plant Biotechnology  
Food Biotechnology  
Biomedical Laboratory Sciences  
Land Administration and Management  
Land Survey  
Statistics Applied to Economy  
Entrepreneurship Development and Management;  
Accounting;  
Financial Economics  
International Economics  
Rural Development Economics  
Public Administration and Good Governance  
French and English with Education  
Law (LLB)  
Advanced Diploma in Land Survey  
Information Sciences and Library Management  
Land Administration and Real Estate Management

## Postgraduate

Master of Arts in Microfinance  
Master of Sciences in Taxation  
Master of Arts in Entrepreneurship and SME's Management  
Master of Arts in Cooperative Management  
Master of Laws in Applied Criminal Law  
Master of Science in Biomedical Laboratory Sciences  
Master of Sciences in Software Engineering

## Short courses

Computer Systems Technology  
Computer Applications  
Masonry  
Welding  
Domestic Electricity  
Domestic Plumbing  
Surveying



**P.O. Box 155 Ruhengeri, Rwanda**  
**+250 788903030/32**  
**@INES\_Ruhengeri**  
**info@ines.ac.rw**  
**www.ines.ac.rw**

*Scientia et Lux*