

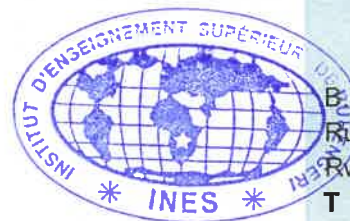
INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHengeri

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



Scientia et Lux

STUDENT REGULATIONS AND DISCIPLINARY PROCEDURES



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Abbreviations

INES-RUHENGARI	: Institut d'Enseignement Supérieur de Ruhengeri
MINEDUC	: Ministry of Education
ISO	: Internal Security Officer
DVCAF	: Deputy Vice-Chancellor Administration and Finance
SCC	: Students' Conduct Committee
SCAC	: Students Conduct Appeals Committee
SDC	: Students' Discipline Committee



1. Introduction

1.1. Philosophical backbone of INES-Ruhengeri

Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri) is a private higher learning institution in Rwanda that opened its doors on 17th November, 2003 and was accredited by Ministerial Order N° 005/2010/Mineduc of 16th June, 2010. Three complementary pillars motivated the idea of establishing INES-Ruhengeri: to build signs of hope in Rwanda that was rising from genocide, to contribute to unity and reconciliation, and to contribute to sustainable development. Quality of service delivery along with Christian ethical values are key determinants of the current performance of INES-Ruhengeri in teaching, research and community engagement.

1.2. Moto of INES-Ruhengeri

Scientia et lux

1.3. Vision statement of INES-Ruhengeri

The vision of INES 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 teaching and learning activities are done in an applied way where students are prepared to resolve the problems of the community. This through a project based learning approach, linking academia and industry, involvement in community outreach, and building professional attitudes among students.

1.4. Mission statement of INES-Ruhengeri

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

INES-Ruhengeri's mission focuses on the relevancy and quality of education and the employability of graduates through collaboration with stakeholders in the whole spectrum of academic services. The mission statement refers to the above-mentioned ambitions of INES-Ruhengeri and guides the Quality Management System (QMS).



1.5. INES-Ruhengeri's 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
- Integration of Social Sciences and Communication

1.6. Strategic objectives

- Offering high-quality education through innovative and performance based curricula, advanced teaching methods, and qualified faculty;
- Fostering a culture of research, knowledge creation, and innovation across all departments;
- Ensuring strong working partnerships with industries including professional bodies to increase job opportunities for graduates;
- Sustaining Institutional growth and financial stability.

1.7. Concept of Applied Sciences

The orientation of Applied Sciences was chosen by INES-Ruhengeri after a 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's 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.

2. Applicability of this code

The code of students' conduct applies to behaviors that take place on campus, at INES-Ruhengeri-sponsored events, and may also apply to off-campus conduct when INES-Ruhengeri authorities or their designee determines that such conduct negatively affects INES-Ruhengeri's interest or image in general. The code can also be applied to cases that seriously affect public order. A substantial INES-Ruhengeri interest is defined to include:

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

The Code of student conduct may be applied to behaviour conducted online, via email or other electronic media. 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-Ruhengeri does not regularly search for this information but may take action if and when such information is brought to the attention of INES-Ruhengeri officials. However, most online speech by students that does not involve INES-Ruhengeri 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 that a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"; Speech posted online about INES-Ruhengeri or its community members that causes a significant on-campus disruption. Cases

should be reported within three months from the time the conduct violation occurred unless reasonable and serious grounds justify an extension of the period.

Though anonymous complaints are permitted, doing so may limit 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 Student Conduct Committee, if necessary.

3. 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 of any kind. Action taken by the Vice Chancellor is final and closes the matter.
- B) A Students' Conduct Committee [Chaired by the DVCAF and composed of the Dean of Students, the academic Registrar, Deans of Faculties or their representatives, the Director in the Office of the Vice-Chancellor and Legal Advisor (DirCab & Legal Advisor), the Director of International relations, one member of the Academic Senate appointed by the Senate, the Guild President, Internal Security Officer (ISO), and the Chaplain] is responsible for administering the student conduct system and ensuring that all student conduct proceedings are carried out in accordance with INES-Ruhengeri policies and procedures. The composition of the committee may be reviewed at the proposal of the Committee or by the decision of the Academic Senate. This Code of Students' Conduct includes two forms of misconduct:
- Non-academic misconduct: non-academic misconduct refers to those forms of prohibited conduct described but not limited to, sub-rules of Section 4.1.
 - Academic misconduct: academic misconduct refers to those forms of prohibited conduct described but not limited to, sub-rules of Section 4.2.

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 assessment; or



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- v. Acting, or assisting another person to act, dishonestly in, or in connection with, an assessment; or
- vi. Any other form of academic dishonesty.
- vii. The General Academic Regulations shall bring precisions for specific academic misbehaviors such as cheating and plagiarism.

4. Prohibited conduct

4.1. Non-academic misconduct:

A student is guilty of non-academic misconduct if she/he:

- 4.1.1. 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;
- 4.1.2. 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;
- 4.1.3. Commits any statutory or common law crime whilst on Institute premises
- 4.1.4. 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;
- 4.1.5. Intentionally or negligently mismanages and/or misappropriates INES-Ruhengeri funds;
- 4.1.6. Brings intoxicating liquor onto the premises of the Institution 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;
- 4.1.7. Brings an illegal dependence-producing drug as defined by Rwandan laws on to the premises of INES-Ruhengeri, 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;
- 4.1.8. 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;
- 4.1.9. Allows or arranges for the aforementioned (as per 4.1.8) to be brought on to or stored on Institute premises;
- 4.1.10. Sexual abuse is prohibited in the premises of INES-Ruhengeri;
- 4.1.11. Acts in a racist manner towards any person whilst on Institute premises;



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- 4.1.12. 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;
- 4.1.13. 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 group of students, or any employee of the Institute, or person invited by the Institute as a guest of the Institute;
- 4.1.14. Without the written permission of the Vice Chancellor uses the name of INES-Ruhengeri, or uses or displays the logo and/or the motto of INES-Ruhengeri;
- 4.1.15. Convenes an assembly of all students or organizing a session of prayers or any other belief or cultural rite outside authorized sites on INES-Ruhengeri premises without obtaining the prior consent of the Vice Chancellor;
- 4.1.16. Knowingly makes a false statement about the Institution or otherwise intentionally provides materially false information to anyone in or outside the Institute about the Institute;
- 4.1.17. Intentionally or negligently tenders or presents to any employee of INES-RUHENGARI 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-Ruhengeri;
- 4.1.18. Accepts or offers a bribe to students, employees or any other official of INES-Ruhengeri;
- 4.1.19. Collects money or offers goods for sale or advertises goods on the premises of INES-Ruhengeri without the permission of the Vice Chancellor;
- 4.1.20. Neglects or refuses to return library material borrowed from INES-Ruhengeri library;
- 4.1.21. Steals goods or services or the Institution's materials;
- 4.1.22. 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:
 - 4.1.23. The good name and reputation of the INES-Ruhengeri is or may be tarnished;
 - 4.1.24. The maintenance of order, discipline and security at INES-Ruhengeri and in the community around INES-Ruhengeri is or may be prejudiced or imperiled;
 - 4.1.25. The process of tuition, research, administration and general Institute activities are or may be prejudiced or imperiled.



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- 4.1.26. Violates 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, Dressing code of INES Ruhengeri,...);
- 4.1.27. Violates laws, regulations and ordinances of Rwanda;
- 4.1.28. Refuses or fails to abide by the ruling, final decision and/or penalty imposed by the disciplinary authority or any other competent authority.
- 4.1.29. 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 on Protection of Intellectual Property, and unless the copyright owner's permission for the reproduction or transmission is obtained;
- 4.1.30. Contravenes the provisions of the Copyright Infringement and Plagiarism Policy of the Institute as it relates to plagiarism;

4.2. Academic misconduct:

With specific regard to assessments, a student is guilty of misconduct if he/she cheats in any Institute examination

- 4.2.1. **For purposes of this rule "examination" includes all assessments of a student's performance organized and/or conducted in the name of the Institute;**
- 4.2.2. Further, for purposes of this rule 'cheating' includes but not limited to:
 - 4.2.2.1. 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;
 - 4.2.2.2. 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;
 - 4.2.2.3. The communication or attempted communication of any information relating to an examination with any other candidate whilst the examination is in progress;
 - 4.2.2.4. 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;
 - 4.2.2.5. The use of a false name, identity number or student number in an examination with an intention to misguide the examiner;



- 4.2.2.6. The submission for examination as one's 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;
- 4.2.2.7. Intentionally or negligently assisting another student to cheat as defined in 4.2.2.2;
- 4.2.2.8. 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.

5. Procedures

5.1. Student's conduct committee

- Disciplinary action will be taken against a student after a full 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 "the Students' Conduct Committee" (SCC) to decide whether the case initially presented is sufficient to call for further investigation or not;
- After investigation, the Chairperson of the Committee, before making a decision or convening a meeting of the Committee to rule on the misconduct, and depending on the gravity of the case, may hold a meeting with two or three members to check the validity and acceptability of the investigation report.

5.2. 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 the Code of Students' Conduct, may draw the matter to the attention of the Chairperson of Students' Conduct Committee (SCC) or a prescribed authority.

5.3. Decisions of the SCC

- 5.3.1. At the conclusion of the evidence, the Committee decides, in light of all the evidence presented, whether or not the student is guilty of the misconduct, as charged.

A finding of guilty will only be returned if:

- 5.3.1.1. The misconduct charged has, in the opinion of the Committee, been proved on a balance of probabilities; or





5.3.1.2. 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 presented in respect of the charge.

5.3.2. If the Committee does not find the student guilty as provided for under rules 5.3.1.1. and 5.3.1.2, the student is acquitted of the charges.

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

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

5.3.5. While making a decision against an accused student, the SCC shall take into account the mitigating and aggravating circumstances.

Mitigating circumstances may include the provocation, the minority of the students (under 18 years), the cooperation in the investigation, pleading guilty and presenting sincere apology.

Aggravating circumstances may include the recidivism, accumulation of confirmed and punished faults, tainting institutional image, attacking public order, and any other circumstances that can be defined by the SCC or by the Senior Management Committee, or by the Academic Senate.

5.4. Record of proceedings

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

5.5. Procedure for hearing in the case of a complaint of misconduct

5.5.1. 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.

5.5.2. Preliminary investigation

5.5.2.1. 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;



- 5.5.2.2. Such person(s) so appointed submits a written report and/or charge sheet to the Chairperson of Students' Conduct Committee (SCC);
- 5.5.2.3. 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;
- 5.5.2.4. For the fault related to cheating, special procedures shall apply as provided for by the General Academic Regulations.

5.5.3. Referral to the Students' Conduct Committee (SCC)

- 5.5.3.1. 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;
- 5.5.3.2. 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.

5.5.4. Notice to the accused student

- 5.5.4.1. 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;
- 5.5.4.2. The Notice under this rule will inform the student:
 - 5.5.4.2.1. 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;
 - 5.5.4.2.2. 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;

- 5.5.5. Of his/her right to answer the charge in writing at least three business days before the hearing; 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; 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.



5.5.6. Service of Notice

5.5.6.1. Service of any written notice to the students may be provided in hard copy or through email, phone, or posting.

The SCC shall appreciate if there is a need of service by a bailiff;

In all cases, if the notice is successfully served, the SCC will proceed even in case the student refuses to appear or reply;

5.5.6.2. 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.

5.5.7. Implementation of findings of the SCC

If the SCC finds an accused student:

5.5.7.1. If found guilty, the student is notified by the Chairperson of the SCC in writing of the finding and the sanction(s) imposed by the SCC. However, in case of temporary exclusion or permanent exclusion, the student is notified by the Vice-Chancellor upon receipt of the report from the SCC and after confirmation of the Academic Senate.

5.5.7.2. If not guilty, the student is notified in writing of the finding of the SCC by the Chairperson.

6. 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 of 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-Ruhengeri 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 according 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.

7. 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.

7.1. 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 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.

7.2. Procedures

- 7.2.1. 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;
- 7.2.2. The appellant furnishes, in writing, detailed grounds for his/her appeal in the Notice of Appeal;



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- 7.2.3. 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;
 - 7.2.4. 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;
 - 7.2.5. 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;
 - 7.2.6. 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;
 - 7.2.7. After considering an appeal the SCAC may:
 - 7.2.7.1. Dismiss the appeal and uphold the decision of the SCC in its entirety or in part;
 - 7.2.7.2. Allow the appeal and set aside the decision of the SCC in its entirety or in part;
 - 7.2.7.3. Amend the decision of the SCC;
 - 7.2.7.4. 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.
 - 7.2.7.5. 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;
 - 7.2.7.6. 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.

8. Reporting and disclosure of findings

- 8.1. 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.
- 8.2. 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 the Senior Management Committee for its information according to the nature of fault.



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

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- 8.3. Final decisions regarding student disciplinary hearings (without disclosing the identity of the student) will be made public by INES-Ruhengeri Vice Chancellor, except where exceptional circumstances apply.

9. Safekeeping of the record of proceedings

- 9.1. All documents and audio recordings related to academic disciplinary matter will be securely stored by the Registrar. And the cases of social / welfare misconduct will be secured and maintained by the Dean of Students/ Directorate of Student Welfare. However, a student is entitled to obtain copies of these documents and recordings at his/her own expense.
- 9.2. Such documents and recordings will be retained by INES-Ruhengeri for a period of five years after the case has been finalized.

10. Amendment of the Code of Students' Conduct

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

11. Commencement of This code

- 11.1. This Code takes effect on the date of its approval by the INES-Ruhengeri Senior Management Committee. 11.2: This Code applies to all students registered at INES-Ruhengeri from its commencement the date.

Done at INES-Ruhengeri, on 20th February 2025

Dr. MAZARATI Jean Baptiste
Chairperson of INES-Ruhengeri Governing Body

