

Skills for a better destiny

STUDENT HANDBOOK

December 2021



VISION

To provide quality education that complies with applicable standards through vocational education that enables beneficiaries to acquire skills required to create jobs and compete in the labour market.

MISSION

- i. To prepare technical and vocational education curricula for their use at various technical and vocational training levels and submit them to the competent authority for approval.
- ii. To offer technical and vocational courses leading to certificate or diploma.
- iii. To provide science and technology based technical and vocational training as well as education which enable the beneficiary to create jobs for personal development and contribute to national development.
- iv. To carry out and promote research and technology in technical and vocational fields and disseminate their findings to foster national development.
- v. To participate in the discovery, exchange, and preservation of knowledge in technical and vocational field.
- vi. To promote education, culture, and Rwandan values.
- vii. To impart knowledge required to provide technical and vocational education and apprenticeship training.
- viii. To offer in-service training to practitioners in various fields to develop their technical and vocational skills.

- ix. To coordinate programmers and activities aimed at developing teaching and research staff within institutions of technical and vocational education, upgrade their knowledge and skills capacities and improve their management.
- x. To contribute to finding solutions to other problems related to national development.
- xi. To cooperate and collaborate with other national, regional or international institutions with similar mission in order to achieve its mission.

MOTTO

“Skills for a better destiny”

FOREWORD



Welcome to Rwanda Polytechnic (RP).

Welcome to Rwanda Polytechnic (RP).

RP is a public Polytechnic established in May 2017 with the vision of providing quality education that complies with international standards through technical and vocational education and training (TVET) that enables the beneficiary to acquire skills required to create jobs and compete in the labor market.

RP is made up of eight Integrated Polytechnic Regional Colleges (IPRCs), at least one IPRC in each province and the City of Kigali, plus the Rwanda TVET Trainer Institute which is dedicated to training the teachers and instructors both in educational institutions and industry to deliver on high standards hands-on skills development through a competency-based training and assessment program.

RP is determined to create an environment and community where young people flourish through a competency-based teaching and assessment; an industrial or work apprenticeship program, and an active entrepreneurship system involving producing real products for the “Made in Rwanda” market in our well-equipped workshops and business incubation centres. We want the profile of a Rwanda Polytechnic graduate to be defined by a high work ethic, professionalism, good citizenship and aspiring to the highest standards.

If you are a prospective student or a parent investigating the possibilities for your son or daughter, or a potential employer in the private sector, or an international potential partner, I welcome you to peruse our evolving website, which we shall continue to adapt to our local needs and to

regional and global perspectives. I am excited about the possibilities, notwithstanding the challenges; I know that there is a lot of goodwill from all our stakeholders, because a lot is at stake for the development of our economy as we enter the digital era. It is important to note that the acquired knowledge and skills do not stand alone to define a competent student, right attitude, cultural and moral values, discipline, integrity and professionalism are also crucial for a competent student who we expect to change and uphold the image of TVET.

The RP students should utilize these rules and regulations as a guide to smoothly achieve their educational goals.

Dr. James GASHUMBA

Vice Chancellor

Rwanda Polytechnic

RWANDA POLYTECHNIC SENIOR MANAGEMENT MEMBERS



Dr. James GASHUMBA
Vice Chancellor



Dr. MUCYO Sylvie
Deputy Vice Chancellor in
Charge of Training, Institutional
Development & Research



Dr. Aimable NSABIMANA
Deputy Vice Chancellor in
charge of Administration and
Finance

PRINCIPALS OF IPRCS



CSP David KABUYE
Principal
IPRC GISHARI



Lt. Col. Dr. Barnabe TWABAGIRA
Principal
IPRC HUYE



Dominique INGABIRE
Principal
IPRC KARONGI



Eng. Diogène MULINDAHABI
Principal
IPRC KIGALI



Mr. Richard NASASIRA
Principal
IPRC KITABI



Eng. Emile ABAYISENGA
Principal
IPRC MUSANZE



Dipl. Eng. Ephrem MUSONERA
Principal
IPRC NGOMA



Eng. MUTABAZI Rita Clémence
Principal
IPRC TUMBA

OFFICE OF THE REGISTRAR ADMISSIONS AND TRAINING MANAGEMENT



Dr. NIMPANO Desire
Ag. Registrar

LOCATION OF IPRCS



Further administrative and academic information of each IPRC can be found via the Rwanda Polytechnic website by CTRL Click to follow link below: www.rp.ac.rw

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PART I: GENERAL ACADEMIC REGULATIONS

INTRODUCTORY REMARKS

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

SECTION ONE: ABBREVIATIONS AND DEFINITIONS

A. ABBREVIATIONS

- CA:** Continuous Assessment
- CAT:** Continuous Assessment Test.
- CBA:** Competence Based Assessment
- CBT:** Competence Based Training
- CGPA:** Cumulative Grade Point Average
- GPA:** Grade Point Average.
- HoD:** Head of Department
- ICT:** Information Communication Technology
- ID:** Identity Card
- INC:** Incomplete.

- IPRC:** Integrated Polytechnic Regional College
- MIS:** Management Information System.
- MPA:** Marks Percentage Average
- N/A:** Not Applicable
- RP:** Rwanda Polytechnic
- RTQF:** Rwanda TVET Qualification Framework
- TSS:** Technical Secondary School
- TVET:** Technical Vocational and Educational Training

B. DEFINITIONS

Academic College Board: Shall mean the IPRC Academic Board composed by Principal as Chair, Deputy Principal of Academics and Training, Division Manager and Corporate, Director of Quality Assurance, Director of Academic Services as Secretary, Director of Student Affairs, Director of Career guidance, Head of Departments, representative of students (Guild President and Minister of education), trainer representing others at college level in RP Senate. Academic Record officer, Examination and timetable officer as invitees especially for matters related to results but not permanent members.

Admission Board: Shall mean the RP Admission Board which is made by Registrar, Directors of Academic Services, Admission, and registration officers from RP colleges

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

Assessment: Timed evaluation; Measuring the progress of student learning

Assessor: The person responsible for supervising the conduct of the assessment

Candidate: A student who is registered and qualified to sit for assessments.

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

Chronogram: A calendar of modules sequence

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

Competency: A combination of skills, abilities, and knowledge needed to perform a specific task

Competence: Ability to apply learning outcomes adequately in a defined context (education, work, personal or professional development)

Competent: A trainee who has required competences as per assessment guidelines

Continuous Assessment: Consists of quizzes, take-home assignments, case studies, laboratory/workshop practice, short tests, and field/project work reports where applicable. It also consists of an assessment conducted in the middle of a module of over 5 credits in CBT/CBA program

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

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

Evidence: Proof of having passed assessments

Formative assessment: assessment conducted at the end of learning outcomes

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

Integrated Situation: An assessment that combines parts from different learning units to make one consistent paper. It can be done in workshops or as a presentation in front of a panel or in any other ways set and approved by the Institution

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

Main Assessment: Assessment held at the end of each module.

Mid-way Admission: A student admitted with earned credits from other higher learning institution

Module Leader: The person responsible for managing the implementation of teaching and assessment activities related to any module.

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

Pass mark: Minimum mark to pass a module

Portfolio: A systematic and purposeful collection of the evidence which reflect the success, performance, and efforts of the students in one or more areas over a period

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

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

Regular Student: A student who attends classes regularly.

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

Reassessment: repeated assessment

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

Sub-Admission Committee: Shall mean College Admission Committee made by Deputy Principal of Academics and Trainings, Director of Academic Services, Admission and Registration officer and HoDs

Summative Assessment: assessment done at the end of the module

Students Disciplinary Committee: Composed by Deputy Principal of Academics and Trainings, Director of Student Affairs, Director of Academic Services, Legal Advisor, HoD where the student is attending, guild president and Director of Administration and Finance

RP Academic Senate: Shall mean the RP highest academic organ established by the presidential order

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

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

C. PROGRAMME OFFERED AT RP

1. Advanced Diploma Programme
2. Diploma Programme
3. Other TVET levels and tailored short courses

Note: These regulations concern only Diploma and Advanced Diploma Program.

SECTION TWO: ADMISSION AND REGISTRATION REQUIREMENTS

A. ADMISSION PROCEDURES

Article 1: RP is open to any person fulfilling the admission requirements. RP admits full- time students, visiting students and exchange students

Article 2: A full-time student is the one who registers for all modules of the programme in general and sits for assessments of all modules to be awarded an Advanced Diploma or Diploma.

Article 3: The status of a visiting student is recognized to any person that registers for modules but does not sit for assessments of these modules to be awarded a Diploma or Advanced Diploma. The visiting student will pay registration fees plus 70% of current credit price times the number of credits of the module

Article 4: An exchange student is the one who registers for Modules within an exchange programme between institutions and sits for assessments of these modules. The student pays 100% of the current credit price times the number of credits of the module.

Article 5: Candidates qualified for admission at RP shall have an Advanced General or Technical Certificate of Secondary Education, with at least two relevant principal passes permitting entry to higher education.

Article 6: Students who have completed their secondary school outside Rwanda and who wish to join RP must present to the registration office the equivalent qualification provided by a Rwandan competent authority to ensure that they are of standards consistent with RP requirements.

Article 7: Applications for admission from international students will be analyzed and approved by the RP admission board. If judged necessary by the RP admission board, it shall request for recommendation from the competent authority in providing qualification equivalence to ensure the qualification of international students are of required standards

Article 8: Eligibility to admission requirements are prescribed in the table below by each program/option and may include other admission criteria.

AGRICULTURAL ENGINEERING DEPARTMENT

Options	Codes	Combination/Trade
Agri-Mechanization Technology	TL7AGM	Agri-Mechanization
		Crop production
		Physics - Chemistry - Biology (PCB)
		Physics - Chemistry - Mathematics (PCM)
		Physics - Economics - Mathematics (PEM)
		Mathematics- Chemistry- Biology (MCB)
Crop Production	TL7AGP	Crop production
		Mathematics- Chemistry- Biology (MCB)
		Biology - Chemistry - Geography (BCG)
		Physics - Chemistry - Biology (PCB)
Irrigation and Drainage Technology	TL7IDT	Irrigation and drainage
		Plumbing
		Mathematics - Physics - Geography (MPG)
		Mathematics- Chemistry- Biology (MCB)
		Physics - Chemistry - Mathematics (PCM)
		Physics - Chemistry - Biology (PCB)
		Physics - Economics - Mathematics (PEM)

Options	Codes	Combination/Trade
Food Processing	TL7FOP	Food processing
		Crop production
		Mathematics- Chemistry- Biology (MCB)
		Physics - Chemistry - Biology (PCB)
		Biology - Chemistry - Geography (BCG)
Horticulture Technology	TL7HOT	Horticulture
		Crop production
		Forestry
		Physics - Chemistry - Biology (PCB)
		Biology - Chemistry - Geography (BCG)
		Mathematics- Chemistry- Biology (MCB)

CIVIL ENGINEERING DEPARTMENT

Options	Codes	Combination/Trade
Construction Technology	TL7COT	Road Construction
		Masonry
		Interior Design
		Carpentry
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)

Options	Codes	Combination/Trade
Quantity surveying	TL7QUS	Surveying
		Masonry
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
		Mathematics- Chemistry- Biology (MCB)
Land Surveying	TL7ESU	Surveying
		Road Construction
		Masonry
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
Highway Engineering	TL7HWE	Road Construction
		Masonry
		Surveying
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
Mathematics- Chemistry- Biology (MCB)		

Options	Codes	Combination/Trade
Water and Sanitation Technology	TL7WAS	Irrigation and drainage
		Plumbing
		Masonry
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics- Chemistry- Biology (MCB)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
Railway infrastructure engineering	TRL7RIE	Road construction
		Masonry
		Surveying
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Options	Codes	Combination/Trade
Electrical Technology	TL7ELT	Electronic Services
		Industrial Electricity
		Hydropower
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
		Mathematics- Economy- Computer (MEC)

Options	Codes	Combination/Trade
Electronics and Telecommunications Technology	TL7ETT	Telecommunication
		Electronic Services
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics- Economy- Computer (MEC)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
Biomedical Equipment Technology	TL7BME	Telecommunication
		Electronic Services
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics- Economy- Computer (MEC)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
Electrical Automation	TL7EAT	Electronics and Telecommunication (ETL)
		Industrial Electrical (MEL)
		Hydropower Energy
		Solar Energy
		Computer Electronics (CEL)
		Production Technology
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Biology (MPB)
		Mathematics- Physics-Geography (MPG)
		Physics- Economics-Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)

Options	Codes	Combination/Trade
Renewable Energy Technology	TL7REN	Solar Energy
		Methane gas
		Peat Energy
		Hydropower
		Geothermal Energy
		Industrial Electricity
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
Mathematics-Physics-Biology (MPB)		

HOSPITALITY MANAGEMENT DEPARTMENT

Options	Codes	Combination/Trade
Hospitality Management with option of Food and Beverage	TL7FBM	F&B Services
		Culinary arts
Hospitality Management with option of Room Division	TL7RDM	House keeping
		Front office operations
		F&B Services
		Culinary arts
		Tourism
		Business Services
		History-Economy-Geography (HEG)
		English- French- Kinyarwanda (EFK)
		English- Kiswahili- Kinyarwanda (EKK)
		Literature-Economics-Geography (LEG)
Culinary Arts	TL6CUL	F&B Services
		Culinary arts

ICT DEPARTMENT

Options	Codes	Combination/Trade
Information Technology	TL7ITE	Multimedia
		Networking
		Software Development
		Electronic Services
		Telecommunication
		Mathematics- Economy- Computer (MEC)
		Mathematics- Physics- Computer (MPC)
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
eCommerce	TL7ECO	Networking
		Software Development
		Computer Applications
		ICT
		Mathematics- Computer- Economy- (MCE)
		Mathematics- Economics- Geography (MEG)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
Physics- Chemistry- Mathematics (PCM)		

CREATIVE ART DEPARTMENT

Options	Codes	Combination/Trade
Film Making and TV Production	TL7FTV	Graphic Arts
		Mathematics- Economy- Computer (MEC)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
		Multimedia
		Music
		Physics- Chemistry- Mathematics (PCM)
		Physics- Economics- Mathematics (PEM)
		Software Development
		Telecommunication
Graphic Design and Animation	TL7GDA	Graphic Arts
		Mathematics- Economy- Computer (MEC)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
		Multimedia
		Music
		Physics- Chemistry- Mathematics (PCM)
		Physics- Economics- Mathematics (PEM)
		Software Development
		Telecommunication
Fashion Design	TL7FAD	Tailoring
		Graphic Arts
		All combinations of General Education

MECHANICAL ENGINEERING DEPARTMENT

Options	Codes	Combination/Trade
Automobile Technology	TL7AUT	Auto Electricity and Electronics Systems
		Auto Transmission and control Systems Technology
		Physics- Economics- Mathematics (PEM)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
Production and Manufacturing Technology	TL7MAT	Physics- Chemistry- Mathematics (PCM)
		Production Technology
		Welding Technology
		Casting Technology
		Physics- Economics- Mathematics (PEM)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Economy- Computer (MEC)
		Mathematics- Chemistry- Biology (MCB)
Air Conditioning and Refrigeration Technology	TL7HVA	Electronic Services
		Physics- Economics- Mathematics (PEM)
		Mathematics- Physics- Computer (MPC)
		Mathematics- Physics- Geography (MPG)
		Mathematics- Economy- Computer (MEC)
		Physics- Chemistry- Mathematics (PCM)

Options	Codes	Combination/Trade
Aircraft Maintenance Technology	TL7AM	Electronic Services
		Industrial electricity
		Hydropower
		Production Technology
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
Mechatronics Technology	TL7MET	Mathematics-Physics-Biology (MPB)
		Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Mathematics- Physics- Geography (MPG)
		Mathematics-Physics-Computer (MPC)
		Mathematics-Physics-Biology (MPB)
		Electronic Services
		Industrial Electricity
Production Technology		

MINING ENGINEERING DEPARTMENT

Options	Codes	Combination/Trade
Mining Technology	TL7MNG	Physics- Economics- Mathematics (PEM)
		Physics- Chemistry- Mathematics (PCM)
		Physics- Chemistry- Biology (PCB)
		Mathematics- Physics- Geography (MPG)
		Mathematics- Economics- Geography (MEG)
		Mathematics- Chemistry- Biology (MCB)
		Mathematics- Physics- Computer (MPC)

NATURE CONSERVATION DEPARTMENT

Options	Codes	Combination/Trade
Wildlife and Conservation Technologies	TL7WCT	Forestry
		Animal health
		Mathematics-Chemistry-Biology (MCB)
		Physics-Chemistry-Biology (PCB)
		Biology-Chemistry-Geography (BCG)
		Biology-Economics-Geography (BEG)
		Mathematics -Economics -Geography (MEG)
		History-Economics-Geography (HEG)
Literature-Economics-Geography (LEG)		

TOURISM DEPARTMENT

Options	Codes	Combination/Trade
Tourism and Destination Management	TL7TDM	Tourism
		Biology-Economics-Geography (BEG)
		History-Economics-Geography (HEG)
		History-Economics-Literature (HEL)
		English- French- Kinyarwanda (EFK)
		English- Kiswahili- Kinyarwanda (EKK)
Literature-Economics-Geography (LEG)		
Tours and Travel Management	TL7TTM	Tourism
		Biology-Economics-Geography (BEG)
		History-Economics-Geography (HEG)
		History-Economics-Literature (HEL)
		English- French- Kinyarwanda (EFK)
		English- Kiswahili- Kinyarwanda (EKK)
Literature-Economics-Geography (LEG)		

FORESTRY DEPARTMENT

Options	Codes	Combination/Trade
Forest Resources Management	TL7FRM	Forestry
		Physics - Chemistry - Biology (PCB)
		Physics - Chemistry - Mathematics (PCM)
		Mathematics- Chemistry- Biology (MCB)
		Biology - Chemistry - Geography (BCG)
Forest Engineering and Wood Technology	TL7FWT	Carpentry
		Forestry
		Physics - Chemistry - Biology (PCB)
		Physics - Chemistry - Mathematics (PCM)
		Physics - Economics - Mathematics (PEM)
		Mathematics- Chemistry- Biology (MCB)
		Biology - Chemistry - Geography (BCG)
		Mathematics- Physics- Computer (MPC)

VETERINARY TECHNOLOGY DEPARTMENT

Options	Codes	Combination/Trade
Animal Health	TL7VET	Animal health
		Physics - Chemistry - Biology (PCB)
		Biology - Chemistry - Geography (BCG)
		Mathematics- Chemistry- Biology (MCB)

TRANSPORT AND LOGISTICS

Options	Codes	Combination/Trade
Logistics and supply Chain Management	TL7LCM	Mathematics- Economics- Geography(MEG)
		Literature - Economics-Geography (LEG)
		Accounting (ACC)
		History - Economics - Geography (HEG)

Options	Codes	Combination/Trade
Airline and Airport Management	TL7AAM	Mathematics- Economics- Geography(MEG)
		Literature – Economics-Geography (LEG)
		Accounting (ACC)
		History – Economics – Geography (HEG)
		Mathematics-Economics-Computer (MEC)

Note:

1. For applicants from TVET education, principal passes in two core modules will be considered, for admission. Courses like Entrepreneurship and Technical Languages will not be considered as core modules for admission points in engineering programs
2. Courses like entrepreneurship and technical languages can be considered in non-STEM or non-engineering programs where applicable.
3. For applicants from advanced General secondary education, a minimum of two Principal passes of core courses (STEM courses for applicants in engineering diploma/advanced diploma trades) relevant to the program in which they applied for will be considered for admission.
4. For applicants from both General Secondary Education and TVET, guidelines from HEC regarding principal passes and minimum aggregates (16 for applicants from TVET, and 18 for applicants from General education) will be applied during admission process
5. Prospective students must meet admission requirements as stipulated by the respective Program Specifications
6. Students from TVET level 5 are eligible to admission only in diploma and advanced diploma programs

of the same field. Only students from STEM general education are eligible for admission in engineering trades at diploma/advanced diploma

7. Any student from General education who completed secondary education can be enrolled in Fashion Design if he proves talent as per the department's judgement and meet admission criteria set in point 4 of this article.
8. Any student from General education who completed secondary education can be enrolled in non-Engineering/STEM trades at diploma/advanced diploma if he/ she meets admission criteria set in point 4 of this article and the admission board in consultation with department finds his/her application file relevant to the program
9. Applicants who studied other courses different from combinations mentioned above (or mature candidates) and candidates with special background can apply for different RP programs. In such a case, the sub-admission committee at college level shall analyze courses studied by the applicant and make a recommendation to the Admission Board for approval once they find him/her suitable to the program.

NB: The aggregates to be considered during admission shall be decided by the RP admission board according to the quantity of received applications and available places. The aggregates cannot be less than the ones indicated in point 4

Article 9: Admission will be cancelled if after, it is discovered that criteria and procedures have not been respected. The person in charge of admission will be held responsible

Article 10: Applicants shall be re-oriented to other programs depending on the admission criteria regardless of their choice.

Article 11: RP shall announce to prospective private and public sponsored students when to apply

B. REGISTRATION PROCEDURES

Article 12: Registration shall be done prior to the beginning of the 1st semester of each academic year.

Article 13: All students are required to pay all approved fees as a precondition for registration.

Article 14: Registration shall be done according to the published annual academic calendar. All students will be required to present at the campus their respective proof of registration. No student is allowed to enter classes without being registered.

Article 15: No application should be accepted after the start of the academic year. No student will be allowed to register after five working days after commencement of lectures.

Article 16: Request for Late registration applications are submitted in writing to the Registrar who appraises their eligibility based on supporting documents.

Article 17: In such cases (Art 13 & 14), there shall be a mandatory penalty amounting to fifteen thousand Rwandan Francs (15,000 RwF)

Article 18: The special late registration will be considered by the Academic Registrar after consulting the concerned colleges.

Article 19: For mid-way admission, students from CBT/CBA system requesting entry with credit transferred from another Higher Education Institution must do so by two months before the beginning of the program for which entry is sought. The request should be sought through the Deputy Vice Chancellor in charge of Training, Institutional Development

and Research (DVC-TIDR) and a copy to the Principal of a specified College.

- Article 20:** No student shall be allowed to register for more than one program at the same time.
- Article 21:** All registered students are expected to conform fully to RP regulations.
- Article 22:** No student will be allowed to change courses or programs later than two weeks after the beginning of the 1st semester.
- Article 23:** Each student shall register personally and not through a third party or proxy.
- Article 24:** A person who is not registered in either one of the programs offered by RP as a student shall not be entitled to take part in any activity in the institution as a student. If the above-mentioned case is identified, appropriate laws will be considered.
- Article 25:** The names under which students are registered will be used on all institution's documents given to the student. Any request for changing the name must be supported by legal documents and a student will be admitted only if names on secondary school certificates or equivalence are matching with names on the National Identification or passport for foreign students.
- Article 26:** Procedures for registration, documents to be produced, entry requirements and fee's structure shall be published by RP through the Academic Registrar's office at least three months before the registration period.
- Article 27:** Registration shall be made online. At the first registration, each student shall present the following documents online:

1. One certified copy of the National Assessment Certificate or equivalent certificate.
2. Copy of national identity card or passport for foreign students.
3. One colored recent passport size photograph.
4. Proof of payment of all charges required for registration.
5. Admission letter
6. Filled online student registration form.
7. One copy of a residence permits for the ongoing academic year for foreign students.

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

Article 28: All students are required to give to College Registry Services with telephone number, email, postal, parent or guardian contact and residential addresses, and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him or her.

Article 29: The registration requirements should be the same for both Diploma and Advanced Diploma programmes.

Article 30: All matters relating to registration fees are processed through an online platform. After successful registration, students will present the copy for proof of payment to the finance department for filing.

Article 31: Continuing students will be required to re-register online at the beginning of each academic year and they shall

provide to their respective college the proof of registration generated by the system. Students who fail to register the following academic year will be considered to have absconded (abandoned) studies and shall apply for re-admission with earned credit or completed modules and provide evidence that made him/her not to register.

Article 32: Student's registration will be cancelled immediately at any time of the academic year:

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

Cancellation of registration shall be assessed by Sub-Admission Committee and approved by the Principal of the college and inform RP in writing.

Article 33: A student's registration may be withdrawn at any time during the academic year by the Principal in case of absence without permission or justification of more than a month during the academic year on the recommendation of the Sub-Admission Committee and College Academic Board. Such exclusion shall be valid for the very same year and all the results nullified.

Article 34: Cases of impersonation, falsification of documents or giving false/incomplete information, shall lead to cancellation of registration or withdrawal of any Diploma awarded. Legal action may also be taken by the Institution, against the culprit.

Article 35: Any student thus de-registered, may appeal the decision and shall address any such appeal to the Principal clearly stating their grounds for appeal. The Principal shall, after study of the appeal, present the same to the RP Admission Board for a decision.

Article 36: Private students can register online for one or more modules depending on financial capacity. They shall write to the Principal a motivation letter, afterward the Sub-Admission Committee will analyze the request and make a recommendation. Tuition fees will be referring to the RP fees structure.

C. POSTPONEMENT OF STUDIES

Article 37: Students may be allowed to suspend studies for a maximum of two years and shall be re-admitted into the semester of study where they left off, at the expiry of the postponement period. In the event of a curriculum change during the time of suspension, rejoining students may only join in at the beginning of the 1st Semester of the academic year, no matter at what point in the academic year they suspended their studies. If there is a new module introduced into the programme, a student shall take the new module. A maximum suspension period will be limited to two years

Article 38: Permission to postpone and to resume studies will be considered by the college Principal after receiving recommendations from the Deputy Principal of Academics and Training on request from a student and on production of satisfactory evidence and documents supporting the request for postponement. Each case shall be considered on its own merit.

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

1. Health problems supported by a report from a certified medical practitioner

2. Serious or debilitating illness, or handicap which may require time to overcome,
3. Social problems such as
 - a. *Requests for maternity leave,*
 - b. *The death or illness of a close relative or sponsor*
 - c. *Financial problems leading to inability to continue schooling*

Article 39: A regular student can be allowed to postpone studies any time during an academic year upon justifiable evidence presented, except during the assessment period.

Article 40: After suspension, resumption of studies is subject to their commendation of the Head of Department who shall consider any change in the curriculum and assess the equivalence between old and new requirements. A student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/programme. The request for resumption of studies should be done in writing to the Principal, 2 weeks before the registration. Any uncompleted modules will be redone

Article 41: Consecutive suspension shall not be granted to a student for chronic or on-going medical conditions. Instead, the Deputy Principal in charge of academics and Training shall consult the student and the college medical officer, or other disability officer, to see what help the Institution can offer to help the student to overcome the effect of the condition insofar as ability to study is concerned.

Article 42: No student may suspend studies for more than two years, nor more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time. Two years of suspension should not be included in the completion period of studies.

D. MIDWAY ADMISSION AND TRANSFER

- Article 43:** Applications from students seeking transfers from other institutions of higher learning shall be considered by the Deputy vice chancellor in charge of Training, institutional Development and Research on the recommendation of the admission board. If the student is from non-CBT/CBA system, the application will be assessed to determine if she/he fulfills all the required minimum competences
- Article 44:** Candidates from other Higher Learning Institutions can transfer to RP if the equivalence of their education level is established through a committee and forwarded to the Admission Board. The Admission Board may recommend admission of such students on condition that they do compensatory modules, which the students may have not done in their previous institutions. The number of compensatory modules cannot exceed a third of the module load of the level a candidate is applying to be registered in He /She should have covered 50% of the programme he/she wants to join. However, under special circumstances, the committee can consult the concerned department to determine the credits to be awarded, credit point of the programme which a student should join and/or the modules to be covered or exempted. After the Board considerations' the report will be submitted to the Deputy Vice Chancellor in Charge of Training, Institutional Development and Research for further approval.
- Article 45:** Students seeking transfer from other institution must present academic testimonials from their previous institution before being considered for admission. Within Rwanda Polytechnic colleges, transfer request shall be addressed to the Deputy Vice Chancellor in Charge of Training, Institutional Development and Research through Principals of respective colleges and for exceptional circumstances.

Article 46: The Registrar and the Director of Academic Services shall facilitate in all matters relating to the admission and registration of students.

E. STUDENT IDENTITY CARDS

Article 47: A student identity card and Library card shall be issued respectively by the Director of Academic Services and the Director of Library of the respective college. The validity of a card is one academic year. In case of issuing delay, Students will be given a temporally document by the same Directorate.

Article 48: For library users from outside of the RP College, the visitors' library card will be issued by the Director of Library subject to paying relevant fees.

Article 49: Identity card shall bear the holders photograph, department & Program, academic year and year of study, student's registration number, and the signature of the relevant authority and the stamp of the Institution.

Article 50: A student's identity card and Library card shall be required to use the library, admission to lectures, tutorials, practices, laboratories, assessments, and other institutional services.

Article 51: A student who loses his/her student's identity and library card shall pay five thousand Rwandan francs (5000 Rwf) to get a replacement.

Article 52: Student's identity card shall only be replaced on request by individual student in writing and only if the Institution is convinced of their loss and circumstances of loss.

Article 53: Students are advised to carry their Institution identity cards with them throughout their period of study at the Institution.

F. MATRICULATION

Article 54: During induction week, each registered student shall be required to take the following Matriculation Oath at a public ceremony, organized by RP and presided over by the RP authority. All Academic staff and senior members of administrative staff shall attend this ceremony.

The oath shall be articulated as:

*I promise on my honor,
To obey RP authorities over me,
To abide by the rules and regulations of RP,
To keep peace on campus,
To obey the laws of the land,
To study diligently, and in every way possible to advance
the aims of RP.
So help me God.*

Article 55: After the oath, each student will enter his/her full name and respective student registration number in the matriculate and append his/her signature next to their respective names. The paper shall be filed in the student file.

SECTION THREE: ACADEMIC YEAR, MODULES, ASSESSMENTS, PROGRAM OF STUDY, AWARDS

A. ACADEMIC YEAR

Article 56: The Academic year shall consist of two semesters, each with a minimum of 15 weeks (This includes Training and assessment). Academic calendar shall be published by RP at least 2 weeks before starting of academic year. The academic calendar shall be harmonized with CBT/CBA Chronograms,

and it shall be published by RP two weeks before the start of the academic year

Article 57: For CBT/CBA program, RP shall provide chronograms for all programmes two weeks before starting of academic year

B. CLASS ATTENDANCE AND CONDUCT IN CLASS

Article 58: A student who has not registered for classes shall not be allowed to attend classes.

Article 59: A student's class attendance, practical work/tutorials and assessments shall be mandatory. When a lecture session has started, the lecturer has the right to deny entrance to late students. Likewise, a student will not leave the class venue while the class is in session without the lecturer's consent. Training time and breaks will be specified on training timetable. The use of cell phones during class sessions is strictly prohibited. Disciplinary action will be taken against unruly students and those who disregard the above regulations.

Article 60: Attendance at lectures, seminars, and practical sessions is mandatory. Attendance will be monitored as agreed by the Department. Students who attend less than 85 per cent of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed to take summative assessment.

Article 61: Student's attendance to official extra curricula public and civic lectures is mandatory. If the activity is related to a module in the programs of study, the attendance shall be added to the one of the module to which the activity is linked. Students shall add the extra curricula activities in their portfolio

Article 62: Submission of assignments/projects by the due date and attendance at assessments and in course tests is obligatory.

Non-submission or non-attendance will lead to a mark of zero for the assignment or assessment unless adequately justified.

Article 63: Students are expected to participate in all continuous assessments including take home assignments, group discussions, group assignments, formative assessments, and any other work that may be assigned by the module leader to the students. Not attending any of the assessments without prior official permission will be treated as an intentional unexcused absence and will attract a grade of zero.

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

Article 64: A request for permission to be absent from any kind of assessment shall be in writing, supported with evidence and addressed to the HoD, through the Directorate of Students Affairs, latest 1 working day before the assessment. If the request is granted, the HoD will immediately give permission to the student in writing and inform the module leader in writing. Failure to submit the request on time to the office of HOD, the request will be rejected.

Article 65: Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Provisional assessment dates for modules will be announced at least two weeks in advance. The final timetables and venue allocations shall be announced at least one week before the start of the summative assessment.

Article 66: Students may make a written request supported with evidence to the Head of Department through the Director of Students affairs to be absent from training sessions or one or more assessment, producing evidence of circumstances that make it impossible for them to attend. Such requests will be granted automatically, on provision of medical evidence, in cases of

debilitating illness or handicap which may require time to overcome, in the latest ages of pregnancy or after recently giving birth, or because of the illness of a dependent or the death of a close relative. Other kinds of reasons may also be given, and the decision will be taken by the College Academic Board, on the strength of the evidence that the absence is unavoidable and not likely to recur. The academic board will judge the weight of missed assessments and absence, and it will decide whether the student can be given special assessments, retake, remedial or another alternative among those proposed in this handbook

Article 67: The evidence for missing training sessions, assessments should be submitted to HoD at least one working day before the day of missed training sessions or within five working days after that day.

Article 68: A candidate who fails to attend a required assessment or fails to complete other assessed work by the stated deadline, shall be deemed to have failed and shall be awarded a mark of zero for that assessment, unless leave of absence has been allowed in the light of the student's circumstances.

Article 69: An application may also be made after failure to attend an assessment (continuous /summative) within 5 working days after the assessment was done, and must additionally explain, with evidence, why it was not possible to make the application before the date of the assessment. Otherwise for exceptional cases the applications later shall be addressed to Deputy Principal in charge of Academics and Trainings. All requests for special exams/summative assessments shall be approved by College Academic board, on the recommendation of HoD.

Article 70: Students may make a written request to the HoD through Director of Students Affaires for late submission of course work, producing evidence of circumstances that make it impossible for them to hand it in on time. Such requests will

be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, the illness or death of a close relative or dependent, in the late stages of pregnancy or after recently giving birth. Other kinds of reasons may also be given, and the decision will be taken by the Head of Department on the strength of the evidence that the absence is unavoidable and not likely to recur. (In cases likely to recur, a period of suspension may be more appropriate.) Such applications must normally be made before the due date for the work.

Article 71: Where repeated applications for late submission, absence from assessment or mitigation are based on a chronic, on-going medical condition shall be recognized by a medical doctor from government hospital. Instead, the Director of Students Affairs shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition in so far as ability to study and deliver coursework is concerned.

D. PROGRAMMES OF STUDY

Article 72: A programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a department Board to be eligible for the award of a qualification.

Article 73: All programmes shall be published and made available to students. The programme requirements, methods of tuition and assessment shall be published annually before registration starts.

Article 74: The code/reference, title, level, and credit value of the learning units (modules) to be completed should be clearly indicated and applied.

- Article 75:** All programmes of study must be approved by the RP academic senate and accredited by regulatory body before they are advertised and before any student may be admitted.
- Article 76:** The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for its successful completion.
- Article 77:** Modules shall normally be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 3 credits while the 20-credit modules shall be the maximum, with exception of Industrial Attachment modules that can weight more than 20 credits.
- Article 78:** Where the programme requirements include a substantial period of internship/industrial attachment / training. The industrial attachment shall be considered as other modules and assessed for related competencies.

E. MODULES

- Article 79:** A module can comprise different learning units with coherent and identifiable learning outcomes. Modules provided for diploma (level 6) and advanced diploma (level 7) programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year. Every module has a unique name (title) and a unique code
- Article 80:** 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. Level's descriptors are given in the REQF
- Article 81:** Only one level may be assigned to a module, although there may be occasions when it may be possible for some

or all 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 82: There shall be a module description for every module approved by the RP academic senate, which includes the following: Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment as prescribed in the curriculum

Article 83: Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules.

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

Article 84: Wearing uniforms or attires and personal protective equipment (PPE) during practice as required by the respective lab or workshop is mandatory. A student who fails to comply with it shall be refused access to lab or workshops

F. ASSESSMENT

Article 85: By registering, the student agrees to be assessed on the modules being taken, at the time and place set by the Institution and by the methods prescribed, programme and course regulations, unless they are visiting students

Article 86: The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any subject shall be appropriate for this purpose.

Article 87: Modules are assessed by Formative Assessment (including assignments, quizzes, short tests, practical reports, and case studies) carried out during the teaching weeks, where grades and feedback are provided before the Summative assessment. The summative assessment shall be done at the end of the module/semester/ period depending on the program, chronogram, and calendar. Assessment methods for each training domain is shown in the table below.

Assessment methods

Learning Domain	Assessment Method
Knowledge	Formative and summative assessment
Practical Skills	Project Work and Practical assignment
Communication Skills	Presentation and Teamwork
Critical Thinking and Problem-Solving Skills	Teamwork and Case Study
Social Skills and Responsibilities	Teamwork and Case Study
Lifelong Learning and Information	Assignment and Presentation
Management Skills	Teamwork, Planning practical and projects,
Entrepreneurial Skills	Case Study, Project Work and Teamwork
Ethics, Professionalism and Morals	Project Work and Practical
Teamwork and Leadership Skills	Teamwork

Learning Domain	Assessment Method
Attitude	Teamwork, Practical, presentation

Article 88: The grade for a module is made up of the grades for continuous and summative assessment weighted as approved in the Assessment Guidelines. All Formative assessment, Continuous assessment and summative assessment scores shall be presented as percentage scores as detailed in the Assessment Guidelines

Article 89: In CBT/CBA program, a score of 70% in each formative assessment is compulsory for student to be allowed to sit for summative assessment, this marks are not considered in total marks of the module.

Article 90: for CBT/CBA program, the unit / module pass is 50%, a candidate must score at least 25% of Continuous Assessment, and at least 50% of End of Module assessment (summative) as detailed below:

Contribution of Assessments to Overall Module result for CBT/CBA Programs

Assessment form	Types of test	Type of Assessment and Its Contribution	Method of test administration
Quiz	Written / Oral Assessment	<ul style="list-style-type: none"> • Formative Assessment 0%. • Continuous Assessment (50% for module with > 5credits and 20% for module with <= 5 Credits) 	Questions prepared and evaluated by Trainer
Test			
Presentation	Performance Assessment		
Assignment			
Group Discussions			
Practical			

Assessment form	Types of test	Type of Assessment and Its Contribution	Method of test administration
Practice or Integrated situation and theory test	Performance and Written Assessment	Summative Assessment (50% for module with > 5 credits and 80% for module with <= 5 Credits)	Questions prepared by module leader, and be moderated by a team of 3 assessors. The performance assessment to be administered and evaluated by a panel of at least 3 assessors.

Module weight distribution for CBT/CBA program

Credits	Modules with <= 5 Credits	Modules with > 5 Credits
Assessment form	Assignments, End of Module Summative assessment	1 CAT, Assignments, End of Module Summative assessment
Continuous assessment	20% for assignments	50% Continuous Assessment (20% practice or integrated situation, 20% theory, 10% Assignments)
Summative assessment	80% End Module summative Assessment (practice or integrated situation 50% and theory 30%)	50% End Module Summative Assessment (practice or integrated situation 30% and theory 20%). Integrated situation is given to students before the assessment is due to take place as per RP CBA guidelines.

Article 91: For skills and knowledge-based curriculum, the pass mark is 50% with at least 50% in CA and 25% in End of Module assessment/Final examination. Continuous assessment is made by Assignment 20%, CAT 40%

Module weight distribution for skills and knowledge-based curriculum

Assessment form	Types of assessment	Percentage	Method of assessment administration
Quiz	Written assessment	Continuous assessment 60%	Questions are prepared by a module leader
Test			
Presentation	Performance assessment		
Group discussion			
Practical work			
Practical and theory test	Performance and written assessment	Final exam 40%	Questions are prepared by module leader and moderated by assigned team of assessors

Note: The moderation report will be validated by the Directorate of Quality Assurance before the summative assessment.

Article 92: Formative assessments shall be done at the end of each learning unit, with a question(s) for each learning outcome. Students shall be duly informed by the module leader on how the module will be assessed at the beginning of the said module. All evidence related to assessments shall be presented in trainee's portfolio.

Article 93: The main/summative assessment will be governed by the RP's regulations and shall only be held during periods specified in the chronograms and academic calendar, and timetables approved by Deputy Principal Academics and Training

Article 94: All main /summative assessment papers shall be subject to internal and external moderation as prescribed by RP's guidelines. The assessment panel for summative assessments shall consist of the module trainer and two external assessors (external to the module or institution).

- Article 95:** Formative assessment and Continuous Assessments for each course shall be published before students sit for the summative assessment/exams as per Academic Calendar and chronogram.
- Article 96:** Formative assessment shall be administered by trainer himself during the training period. Before the Summative assessment take place, the module leader shall submit to HoD the list of students with their performances in formative assessment, indicating who is eligible to sit for summative assessment. The HoD shall submit the list to DAQA.
- Article 97:** In case of circumstances where special decision is required to a student with close relationship with a staff, the staff member should not be a member of a decision panel.
- Article 98:** Summative assessment for a module of up to ten-credit shall normally be assessed in not more than two-hours. A twenty-credit module shall normally be assessed in three-hour. The assessment burden for modules of other lengths shall be in proportion to their size.
- Article 99:** In CBT/CBT, HoD will assign class tutors to each class. The latter will support students in portfolio building, and it will be done all along the year.
- Article 100:** The verification of student's portfolio will not be a requirement to sit for summative assessment. The portfolio shall be a set of evidences of all training and extra curricula activities. A complete portfolio shall be part of the requirement to be promoted to the next year or level and also to graduate for students in CBT/CBA program. The institution will verify the progress of portfolio building regularly along the academic year, and the report shall be presented by the Directorate of Academic Quality Assurance to the college academic board. At the end of the year, a student shall have a well built and complete portfolio.

G. THE CONDUCT OF FORMATIVE ASSESSMENT

Article 101: Formative assessment shall be conducted in accordance with the RP's assessment regulations.

Article 102: Module leaders with assistance from their respective Heads of the Departments have the responsibility of organizing formative assessment. Module leaders must ensure that formative assessment is scheduled in times and venues that do not disrupt the conduct of other classes.

Article 103: Tests shall be conducted in working spaces that allow everyone to carry out assessment without being influenced by others (cheating) and observe health and safety requirements.

Article 104: Cellular phones, electronic devices and other illegal materials are not allowed in the venue where assessment is being conducted.

Article 105: Students' absenteeism from classes without known reason is illegal and shall be penalized in accordance with the RP's regulations on class attendance, available in this handbook.

Article 106: All students will be required to have with them their Student Identity Cards in all academic activities.

Article 107: All regulations regarding the conduct of assessment and cheating will also apply to formative assessment. Students found to have cheated in a formative assessment will be treated in the same way as cheating in a summative assessment.

Article 108: Reassessment for formative assessment will be conducted by the module leader during the period when the module will be still ongoing. No reassessment of formative assessment will be done after start of summative assessment of the same semester.

Article 109: Students can be reassessed in formative assessment only one time.

H. CONDUCT OF SUMMATIVE AND CONTINUOUS ASSESSMENTS

Article 110: For skills and knowledge-based curriculum, the final timetable for exams /summative assessment approved by Deputy Principal Academics and Training will be posted at least one week before the first assessment is due to take place. It shall be the duty of the candidate to consult the summative assessment timetable, to ascertain the papers to be written each day and to make him/her available at the appointed place at least half an hour before each respective assessment is scheduled to begin. All assessors shall arrive at the assessment venues at least thirty minutes before it is due to commence. All assessment venues shall be out of bound for all unauthorized persons (anyone who is not involved in academic activities and candidate not concerned with the assessment to be conducted), No student shall enter the assessment venues until he/she is allowed in by the Assessors.

Article 111: For CBT/CBA program, the summative assessment for each module will be conducted at the end of each module delivery as per chronogram, and timetable approved by Deputy Principal Academics and Training. All other conditions are the same as stipulated in the article preceding this one.

Article 112: Candidate shall have all necessary materials required to take the Assessment.

Article 113: All other belongings must be deposited in place indicated by the chief assessor.

Article 114: Assessors are not responsible to any loss or damage of students' belongings in the assessment venues.

- Article 115:** Students shall arrive in their appropriate assessment venues Seats, fifteen (15 minutes) prior to the start of the assessment.
- Article 116:** Every candidate must enter the assessment venue with his/her student Identity card and valid financial clearance proof, both of which must be presented on their assessment desk before the start of the session, sign in an attendance list when start exam, sign out at the end of assessment and when booklet is submitted to assessor, assessor shall check that each student who signs the assessment attendance list bears the correct student ID card.
- Article 117:** The assessors shall not allow any students whose names do not appear on the assessment attendance lists to sit for the assessment. Students must not enter their names or ID card numbers by hand. In case of any doubt about the student's status the designed staff in the DAS/registrar's office shall be contacted for clarification. The chief assessor shall be the module leader and the chief assessor shall be responsible for all activities happening in the assessment venue, other arrangements must be approved by DAS
- Article 118:** A candidate shall not bring to the Assessment Venue any unauthorized material, whether he/she intends to use it. A candidate who is suspected of hiding unauthorized material on his/her own may be asked by the assessor to produce the material and if necessary be subjected to a body search. Refusal to comply with such request shall be deemed to constitute misconduct and will result into the student being stopped from sitting for the specific assessment. Such a candidate shall subsequently be subjected to offensive action if the College Academic board is satisfied that he/she contravened the institution's assessment regulations.
- Article 119:** The Module leader shall be responsible of his/her assessment dispatching. Each assessment venue shall have a chief assessor supported by other assessors; module leader should be one of

assessors. The assessment panel shall consist of a minimum of three assessors.

- Article 120:** Talking among candidates or looking at each other's work shall not be permitted in assessments; it is considered as cheating and shall be grounds for exclusion from the assessment by the Chief Assessor, who also has the power to initiate disciplinary proceedings for cheating.
- Article 121:** At the beginning of an assessment the Chief Assessor shall remind students of the duration of the assessment, warn them that they may not talk to each other or look at each other's work during the assessment and tell them when they may start. Students shall be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the assessment. When the Chief Assessor announces the end of the assessment, all assessment activities shall stop.
- Article 122:** No candidate shall enter an assessment venue after the assessment has started.
- Article 123:** A candidate who finishes the assessment ahead of time may leave the assessment venue provided that at least one hour of the time allocated to the assessment has elapsed since the start of the assessment.
- Article 124:** In assessment that requires candidate to sit down, no candidate shall stand up in assessment venue after the assessment has started without an authorization of the assessor.
- Article 125:** A candidate may leave the assessment venue temporarily for unavoidable circumstance only with the express permission of the Assessor. In any such event, the Assessor will be required to satisfy himself that the candidate does not carry out of the assessment venue, any unauthorized material.

Article 126: A candidate who is allowed to leave the Assessment Venue temporarily will be accompanied while outside the assessment venue by an Assessor or an Assessment attendant designated by the Chief Assessor. Upon returning, the candidate must comply with assessment regulations.

Article 127: At the end of each assessment, each candidate shall ensure that he/she hands his/her work to the chief assessor.

Article 128: For assessment that requires the use of writing booklet, a candidate should not, in any way, interfere with answer booklets before seating in the examination room. Any complaints a candidate may have about the answer booklet should be brought to the attention of the Assessor within 10 minutes after receiving the answer booklet. An answer booklet that has been tampered with shall be regarded as spoilt and will not be marked. Any candidate who hands in a spoilt answer booklet will be subjected to disciplinary action as cheating or document forging case

Article 129: A candidate who fails to attend an assessment without a satisfactory reason shall be given a zero.

Article 130: A student who falls sick during the assessment period shall inform his/her Head of Department in writing, not more than 2 days of the incident. If this results in inability to sit for other subjects, a certified Medical Report from a registered medical practitioner should be forwarded to Head of Department with a copy to the Director of Students Affairs not later than one week after assessments. The Institution has the right to make independent verification of the medical report and may take legal action against a practitioner deemed to have issued a false medical report.

Article 131: A student whose parent/guardian, spouse, child, or sibling passes away during an assessment period is required to notify his / her Head of department within 24 hours of the receipt of

such information, and permission to stay away shall be granted for a period to be determined by his/ her Head of department.

Article 132: For assessment that requires many students to sit in one room for assessment the following shall be observed:

1. Absolute silence shall be maintained and no communication between candidates shall be permitted.
2. A candidate shall not pass or attempt to pass any information or tool from one candidate to another.
3. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
4. A candidate shall not disturb or distract any other candidate during an assessment.
5. Candidates may attract the attention of the assessor only by raising their hands.
6. Smoking, chewing, eating or drinking of beverages are not permitted.
7. No candidate shall be allowed to borrow from another candidate, any material or device, such as pen, ruler, calculator, paper.

Article 133: A candidate shall be stopped from sitting for an assessment if he/she:

1. Fails to produce his/her Student Identity card and financial clearance proof to the chief assessor
2. Is under suspension or has been dismissed from the College
3. Report to the Assessment Venue after the assessment has started.
4. Has less than 70% of marks in each formative assessment(CBT/CBA)
5. Has less than 85% of attendance.

Article 134: A candidate who fails to attend a required assessment or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that assignment or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 135: Remedial teaching and exams shall be given to students who have failed main examinations/summative assessment on the following conditions:

1. A department can receive requests and assess whether to offer or not to offer the remedial teaching and exams/summative assessments thereafter transfer recommendation to the College Academic board which will take a final decision
2. Students shall be required to have passed CA by at least 50% or 30/60 for students under skills and knowledge-based curriculum and 25/50 (module of >5 credits) or 10/20 (module with ≤ 5 credits) for students under CBT/CBA program.
3. Students shall be required to have passed final exam/summative assessment by at least 25% or 10/40 for skills and knowledge-based curriculum and 12.5/50 (module of >5 credits) or 20/80 (module with ≤ 5 credits) for CBT/CBA program.
4. The overall marks of CA and final examination/summative assessment shall be at least 40% (between 40-49%). Students who failed to get overall marks of 40% shall not qualify for remedial teaching and examinations/summative assessment and shall retake the module(s) in the following year for students under skills -knowledge based program
5. The overall marks of CA and final examination/summative assessment shall be at least 37.5% (between 37.5-49%) for modules with credits >5 and

for module with credits <5 shall be at least 30 % (30-49%). Students who failed to get overall marks of 37.5% shall not qualify for remedial teaching and examinations/summative assessment and shall retake the module(s) in the following year for students under CBT/CBA program

6. After approval by College Academic board, each concerned students shall be required to pay 2500Rfw per credit to all remedial modules.
7. A student shall attend the remedial teaching at least 85%
8. Remedial teaching and assessment will be scheduled as per the academic calendar
9. The results of remedial exams shall replace the previous exams results, otherwise the student will remain with his/her initial results.

Article 136: For skills -Knowledge based programs CAT will be done as per the academic calendar, the timetable will be prepared by Directorate of Academic Services in Consultation with HoD, Chief of promotion and Module leader. Summative assessment conduction regulations will also be applied for CAT

Article 137: For CBT/CBA program, CA will be scheduled in the middle of the module and will cover learning outcomes learned so far. Basing on the program chronogram, the timetable will be prepared by Directorate of Academic Services in Consultation with HoD, Chief of promotion and Module leader.

Article 138: There won't be reassessment of Continuous and Summative Assessments apart from stipulated in articles of this chapter.

I. ASSESSMENT IRREGULARITIES

Article 139: Assessment cheating or malpractice is a grave offence. Anyone found to have cheated or to have been involved in an assessment malpractice shall be subjected to disciplinary action.

Article 140: For any assessment, cheating of any variety is a serious disciplinary offence and may render the student liable to fail an assignment or assessment, failing a module, failing a Level or temporary or permanent exclusion from the Institution. Deceitful conduct during an assessment includes but is not limited to the following:

1. Copying another's work, or in any way exchanging information with a fellow examinee.
2. Having access to any unauthorized material (aid, tool or device) not specifically permitted in the assessment.
3. Having access to any means of communication, book, dictionary, text, notes or other information medium (programmable calculator, smart phone, etc.) unless specifically listed on the cover of the assessment paper as permitted.
4. Leaving the assessment venue without the expressed permission of module leader or assessor.
5. Plagiarism (copying of another person's ideas, text or other creative work, and presenting it as one's own, without permission).
6. The impersonation of a candidate by another in an assessment.
7. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

Article 141: Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 142: For written assessment, should an assessor catch a candidate writing answers from prepared notes “illegally” brought into or found in the assessment venue, the notes as well as the assessment answer booklet shall be confiscated for documentary evidence, the incident recorded on the Incident Report Form to be signed by both the Chief Assessor and the one who caught the candidate if he/she is not one of the assessors, and a detailed report given to the Director of Academic Services’ Office, at most, one day after the incident with a copy to the Head of Department. Disciplinary action shall be taken on the student thereafter, following a verdict by the academic board that the particular incidence constituted a breach of Assessment Regulations.

Article 143: The Assessor shall report to the Director of Academic Services’ Office or other appropriate authorities immediately after the end of assessment any instance of a breach of Assessment Regulations. The report signed by the assessors and the chief assessor goes to the Director of Academic Services with a copy to the Head of Department.

Article 144: The college academic board shall review all reports received in connection with Assessment Cheating or malpractice. On the basis of its review, the board may impose a sanction on any offending candidate including expulsion from the Institution.

Article 145: Any person who is not an RP College student or staff member who assists or conspires with a student in cheating, or disrupts an on-going assessment, RP College shall take action and where necessary report him/her to the police for further action. Any member of staff proved to be complicit in a student’s cheating shall be liable to summary dismissal on recommendation from the Academic Board and may be liable to criminal proceedings.

Article 146: Any staff member who will witness a cheating case and ignore to report it as prescribed in this handbook, will be considered

as partner in crime and will be subjected to disciplinary sanctions as per prescribed by law governing public servant and Education law. Depending on the seriousness of the cheating, the staff shall be reported to police station.

Article 147: Students convicted of very serious assessment offences shall be dismissed in definitely from the College and shall further have their assessment results cancelled for the assessment period during which the offences were committed. Very serious assessment offences include:

1. Impersonation:
2. Attempts to change assessment booklets inside or outside the assessment venue,
3. Fighting or attempt to fight in an assessment venue
4. Plagiarism, and attempts to obtain assessment material outside the prescribed assessment schedule and assessment venue
5. Taking assessment booklets outside the assessment venue,
6. Harassment
7. Corruption
8. Dishonest/disrespect of student to the staff invigilating or supervising assessments

Article 148: Students convicted of serious assessment offences shall be suspended from studies for a period of two years and their assessment results for the assessment period during which the offences were committed cancelled. Serious assessment offences include refusal to be checked by assessors, leaving an assessment venue without permission from assessor, possession of illegal written materials in hard copy, E-form or both intended or not for use in the assessment to be or being taken.

Article 149: Students convicted of less serious assessment offences shall have the assessment results for the subjects nullified and will thereafter be given chance to retake a module. Less serious assessment offences include failure to register attendance in an assessment, failure to present valid student identity Card and/or financial clearance card in the assessment venue, refusal to occupy an assigned seat, smoking, eating or drinking beverages in the assessment venue, refusal to stop writing after the assessor has timed out the assessment, verbal communication with any other person in or outside the assessment venue.

Article 150: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Academic Board and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing, then the recommended penalty shall be increased.

Article 151: If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

Article 152: When plagiarism is proven for any component of a Project report that has been submitted for assessment, the student shall fail that project and will repeat the project.

Article 153: Where plagiarism or other cheating is discovered in a project after the award of a diploma or advanced diploma, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the diploma will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Principal

Article 154: Where draft project or dissertation work is submitted to a supervisor purely for comment, rather than for the award of

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

Article 155: A record of any proven charges of cheating, attempted cheating or collusion in cheating related to assessments, and the penalty awarded, shall be held in the student's file and the record shall be produced to the Academic Board in any further cases involving the same student.

Article 156: In all instances of assessment cheating or malpractice, a formal report shall be made to the Academic board as soon as practicable. The Academic Board will then review all such reported cases and may vary the imposed sanctions in accordance with the assessment regulations.

J. THE USE OF ELECTRONIC DEVICES IN AN ASSESSMENT VENUE

Article 157: The use of calculators with facilities for storing and retrieving text is not permitted in an assessment venue. Mobile phones should not be used as calculators

Article 158: Portable personal computers, electronic organizers, palm devices, I-pods, I-pad, mobile phones and smart phones are not allowed to be used in the assessment venue for any reason unless recommended by examiner.

Article 159: Departments may decide on any restriction on the use of electronic devices depending on the requirements of an assessment paper.

K. ONLINE TEACHING AND ASSESSMENT

Article 160: RP e-Learning platform can be used in training and assessment by the module leader and students. The module leader shall prior be sure that students can access the e-Learning platform

Article 161: A module leader who is teaching online will prior inform the Head of Department which module that will be taught and or assessed online. HoD will then communicate the information to the Directorate of Academic Services.

Article 162: The use of Microsoft Teams or other online means in teaching and assessment is allowed. However before undertaking such initiatives, the module leader shall make seek and get approval of the Directorate of Academic Services through the Department.

L. RESULTS, SPECIAL ASSESSMENTS AND PROGRESSION

Article 163: Applications for special formative assessment will be accepted by the HoD on very exceptional circumstances whereby students failing to participate in such kind of assessments because of hospitalization, death or any other genuine reasons will have to submit official evidence to the Head of Department. Any evidence that will be proved to have been forged will result in stern disciplinary action, and the student will not be given any special assessment.

Article 164: A special summative assessment for a module shall be given to students who for factory reasons were permitted before or after assessment by the Head of Department not to take the main assessment. Application for special assessments shall be addressed to Head of department in writing. HoD will then present them to the academic board for approval.

Article 165: All special assessments are subject to the same assessment conditions as the main assessments and shall only be

administered by the Institute Assessment Office according to RP assessment procedures.

- Article 166:** Candidate who misses summative assessment during the normal assessment period shall do the assessment during any scheduled summative assessment within one year.
- Article 167:** Special assessment request shall be done within one week after main/summative assessments.
- Article 168:** Module leaders are responsible for uploading and submitting students' results online after the Departmental Board approves them provisionally and signed copies of the results shall be kept by the Head of department. Heads of Departments are responsible for presenting the results for all the modules in a program to the college Academic board for deliberation and approval then a signed copy will be submitted to the Directorate of Academic Services for record purpose, that shall be reported to RP academic senate for final approval, by a time to be specified by the academic calendar.
- Article 169:** Decisions on student's promotion, repeating a course and discontinuation will be made at the end of each year/level, after successfully evaluating criteria for promotion, repeating and discontinuation as per programme descriptions.
- Article 170:** 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 modules shall be in accordance to RP assessment guidelines.
- Article 171:** A candidate who fails to attend a required assessment or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that assignment or assessment, unless mitigation or

leave of absence has been allowed in the light of the student's circumstances.

Article 172: A student who fails modules equivalent to thirty (30) credits or more, will not progress to the next year or level progression within diploma and advanced diploma program. A student shall be graduate for level 6 or 7 only after having successfully passed all modules.

Article 173: A student who fails a module shall be eligible to retake it upon payment of fees set by RP. The student will not be obliged to retake the formative assessment only if the reason of failing the module is not having failed the formative assessment. In all cases, they will retake all other assessments. The student will be allowed to repeat the module only twice.

Article 174: Students who repeat a year, will also repeat all assessments in the modules they are repeating.

Article 175: Students who re-take the module will have their achievable grade, but their transcripts will show the module as being failed at the first attempt and retrieved when repeated.

1. No assessment of the module will be conducted more than three times in an academic year.
2. The second assessment will be done within the following academic year; third assessment will be done within the next academic year after the second attempt.

Article 176: Students who abandon studies for 2 consecutive years will apply for admission as a new candidate without considering earned modules credits in the semester, year/level from which he /she abandoned

Article 177: A student, who fails to attain progression after repeating the module twice, shall be dismissed from the programme.

Article 178: A student who is dismissed from the programme on academic grounds (failure) shall not be allowed back to study in the same programme. He/she may however apply for readmission, in another programme if he/she meets the admission criteria. Earned credits will be taken into consideration.

Article 179: A student who for personal reason discontinues studies will, on request, be issued with an official testimonial. However, students who would be discontinued because of disciplinary cases, such as cheating or any other disciplinary case, He/she would be issued a statement of results and an official testimonial and the reason for dismissal/ suspension would be shown on his/her statement of results and on his/her official testimonial.

Article 180: In both level 6 and level 7, a student cannot do a module that requires a prerequisite if he / she did not attend the prerequisite module.

M. ASSESSMENT BOARDS

Article 181: Each Department shall establish an Assessment Board to consider student grades and recommend to the College Academic Board the progression status of students. The department Board shall be chaired by the Head of Department (or nominee) and consist of all members of staff on permanent contracts, plus all Module Leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the HoD, plus a member of the staff of the Academic Quality Assurance Office. The Board shall consider student results at the end of each semester and their progression at the end of each Year

Article 182: The quorum for such meetings is three quarters of the potential full attendance, and the Head of Department (or his/her nominee) must be present as Chair.

Article 183: In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favorable to the student shall be taken.

Article 184: The details of the departmental Board's deliberations or Academic Board remain confidential and shall not be conveyed to any student or other person outside the Academic Board until deliberations are approved.

Article 185: The Minutes of the Department Board shall be passed to the Deputy Principal Academic and Training for onward transmission to and ratification by the College academic board.

Article 186: The College Academic Board shall meet as per the academic calendar and time to time whenever necessary to approve the students results of semesters and the year from Department board's deliberations.

N. RELEASE OF RESULTS

Article 187: Students will normally receive feedback on their grade and performance on Coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same subject, whichever is earlier.

Article 188: Before the RP academic Senate approves the semester assessment results, whatever published results will be provisional.

1. Provisional results can only be published after College Academic board.
2. An official assessment result is the one that has been approved by the College Academic Board after the assessment exercise. Final marks report from Academic boards shall be validated by the RP academic senate.

Article 189: The Institution shall withhold issuing statements of results to students owing fees to the Institution.

O. APPEALS

Article 190: There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing to the Head of Department responsible for the Programme within five working days of the mark being published and shall be supported by evidence. The students who wish to claim examination marks will be given their examination paper after payment of a non-refundable fee of five thousand Rwandan francs (5000Rwfs) per examination paper. The appeal shall be considered by a committee consisting of the Head of department, the Module leader and one other academic member with relevant knowledge, and this committee shall change or confirm the grade.

Article 191: For written assessment, appeals by students against provisional assessment grades should be made to the HoD after publication of provisional results, within five working days of the publication of the academic approved summative assessment grades. If students are not satisfied by the department feedback, they can appeal to the chairperson of the College Academic board, within three working days after the feedback of department or in case the department has not provided a feedback within ten working days after reception of the claim

Article 192: The Department shall study the appeals of written assessment and present it to the college Academic board for final decision. In their investigations, the involved Department may interview the candidate, the assessor, or the examiners if necessary.

Article 193: A student who will be proved to have cheated in any assessment or to have disrupted an assessment will be allowed to appeal in writing to the Chairperson of college Academic board on condition that he/she brings new evidence or information, and the Chairperson of the college Academic Board shall deliberate to see if the new evidence were convincing enough to put the item on the college academic board agenda or if he could respond to the student without going through board.

Article 194: The RP Academic Senate will approve results at the end of each semester, and at the end of the year, after the College Academic Boards have provisionally approved them. The RP Academic Senate shall take place anytime it is found to be necessary.

P. CLASSIFICATION OF AWARDS

Article 195: The marks awarded for each Module may be converted into letter grades, as shown on the RP conversion tables below:

Grade awards

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

Article 196: For Transcripts and statement of results, the marks/MPA for each module will be shown and cumulative grade point average both MPA/GPA will be shown. The system of computing the Marks Percentage Average (MPA) and Grade Point Average (GPA) is defined by the equations:

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

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

Where:

c_i -stands for the credit hours for module I,

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

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

Q. ISSUANCE OF ACADEMIC DOCUMENTS

Article 197: All academic documents shall originate from the Directorate of Academic Services and Approved by the Deputy Principal of Academics and Training. Advanced Diploma/Diploma certificates shall be issued by RP. The format of all those academic documents, shall be the same for all colleges, designed and approved under the office of Deputy Vice Chancellor of in charge of Training, Institutional Development and Research

R. INDUSTRIAL ATTACHMENT

Article 198: For each programme in RP, there shall be an industrial attachment period for finalist students as stipulated in the programme specification. For the Diploma and Advanced Diploma programmes, the industrial attachment is minimum nine (9) weeks.

Article 199: Industrial Attachment shall be assessed, and the grade obtained shall count towards the final diploma or advanced diploma award

Article 200: A student who is not able to complete the industrial attachment for whatever reasons shall be required to complete his/her attachment at his/her own expense, within the following academic year at his own expenses. The student will have to register and do the module as retake.

Article 201: A student must complete and return to the institute, an arrival note signed by the industrial supervisor and IPRC supervisor within two weeks of commencement of Industrial attachment. A student must obtain permission to change his/her allocated industrial attachment place before effecting the change. A student who does not go to the allocated place of industrial attachment will be deemed to have failed

Article 202: Industrial Attachment reports must be submitted by each student within 10 working days after ending the attachment.

Article 203: Every submitted industrial attachment report shall be assessed in accordance with the existing departmental rules.

Article 204: Industrial attachment may only be repeated once and a student who fails the industrial attachment twice shall be discontinued.

S. DIPLOMA / ADVANCED DIPLOMA PROJECT

Article 205: The Project shall consist of original research, investigation, compilation, or experimentation, making some contribution to knowledge and skills in the relevant discipline.

Article 206: The project work shall be spread over two semesters of the final year of the diploma and advanced diploma programmes, and in line with the respective curriculums

Article 207: Candidates shall identify a project topic in consultation with the proposed supervisor, and then prepare a project proposal within one month before the end of the second semester of the previous year of the final year.

Article 208: The maximum length for projects and dissertations on taught programmes shall not exceed 6,000 words, not including tables, diagrams and Appendices which contain ancillary material not essential for the argument of the main text. The minimum length shall normally be two thirds (4000 words) of these limits.

Article 209: The project proposal will thereafter be submitted to the Department for approval.

Article 210: At the beginning of the first semester, each candidate shall submit a project proposal and work plan and at the start of the second semester, candidates shall submit progress report of the work done and shall subsequently make oral presentations of the project to a departmental panel of examiners at a date to be set by the Departmental Head.

Article 211: On receipt of the written project report, the Head of Department shall appoint an internal examiner to examine the report, prepare a schedule for oral presentation and appoint a panel of examiners who then shall conduct an oral presentation to the candidate.

- Article 212:** After the oral presentation, the examiner together with panel members will prepare a report and submit it to the HoD within one week.
- Article 213:** Upon receipt of the report, HoD shall then be forward it to the student author, who shall then carry out any recommendations given under supervision of the project supervisor.
- Article 214:** The candidate must complete the project work and submit three copies and one softcopy on CD in editable format of the Department for defense, through his/her supervisor, at the time stipulated in the academic calendar
- Article 215:** The defense for the project and presentation of project work shall be conducted before a panel made by minimum three trainers including the supervisor
- Article 216:** Students are required to make an oral defense of their Project or Dissertation. The defense shall not normally extend beyond half an hour.
- Article 217:** The examiners shall normally be the supervisor and two other senior members of the relevant discipline. Chair of the panel of examiners shall not be project supervisor. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.
- Article 218:** Assessments shall be postponed if the candidate's absence from them is authorized. Where students fail to attend the Project defense without authorization, and retrospective authorization is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the assessment or later than two months from it. Those failing to attend on the second occasion shall be deemed to have failed.
- Article 219:** The candidate must submit two hardcopies for endorsement and a softcopy on CD of the final corrected project report, one

for the student and one kept in the library. The submission shall be done not later than two weeks after defense. Failing to submit the corrected project report will lead to cancellation of marks given to the project.

Article 220: The projects will be assessed in accordance with written Institution's rules, which shall also provide guidance on the distribution of marks.

Article 221: No submission of the project report on the due date stipulated in the academic calendar shall result in award of a 'zero' mark. No extension to the project submission deadline will be accepted unless decided by the college academic board

Article 222: A candidate who fails in the project will be allowed to do a repeat project and complete it within a period of Eight (8) weeks of the succeeding semester in the following academic year and that for only if he/she maintains the same project, for a different project, the repeat will be conducted in the whole following academic year. The student shall undergo registration procedure to be given the authorization to finish the project in that academic year.

Article 223: A student who fails an advanced diploma project after repeat shall be awarded a diploma certificate instead of advanced diploma and a student who fails a diploma project after repeat shall be awarded a certificate instead of a diploma certificate by RP

Article 224: Where more than one candidate is assigned to one project, the contributions of everyone shall be specified and assessed according to the specifications in the original project proposal.

Article 225: Plagiarism in diploma or advanced diploma final project is prohibited. If it is done, the project will be rejected, and the student author will be given zero in the module.

Article 226: Apart from being in attendance, the student project supervisor shall not help in any way during the oral assessment of the student, except where clarification is required on matters that may have limited the student in doing their project.

T. CLEARANCE FORM

Article 227: After completion of training programme, the student shall be required to clear with departments/units / directorates as shown on clearance form before claiming to appear on the graduation list, his/her caution money and getting any academic document. However, a student who graduated will not have to clear again to collect degrees, transcript, and caution money. If the college judge it necessary, they will show a copy of the original clearance form filled before the graduation. However, student who didn't graduate for other reason, will be required a clearance form to be given academic document or caution money

Article 228: The provision of academic document while the student is still under training will be done after clearing with all department/units/directorates as shown on clearance.

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

Article 229: Candidates who fulfill all the requirements for graduation shall be conferred with their diploma or advanced diploma Certificate at an official graduation ceremony

Article 230: A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

1. Admission to the program
2. Regular enrollment and attendance in the program.
3. Satisfactory performance in the required assessments

4. Having well filled personal files, containing all required documents at the admission time
5. Having well filled and verified portfolios for the entire diploma or advanced diploma duration period for students under CBT/CBA program
6. Discharge of all obligations owed to the College including payment of fees, return of library books and filled clearance form.

Article 231: Names of candidates who qualify for graduation shall be published in the official graduation book released on the graduation day. Publication will be done in award classification and order

Article 232: Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Registrar a copy of duly filled clearance form.

Article 233: RP official graduation gowns and hoods shall be made available to candidates after they have paid contribution fee to graduation and ten thousand Rwandan francs (10,000 Rwf) for cleaning gowns. The latter and hoods must be returned to the College store within five working days after the graduation ceremony. A fine of one thousand Rwandan francs (1,000 Rwf) shall be charged for each extra day of delay in returning the gowns and hoods. In case of loss or damage of the gown, the student will pay sixty thousand Rwandan francs (60,000 Rwf).

Article 234: A graduate who loses or contributes to errors in his/her Diploma/Advanced Diploma certificate shall be required to present to the Registrar, a Police letter confirming the loss. A duplicate certificate shall then be issued to the Graduate on the instruction of the office of the Deputy Vice Chancellor in Charge of Training, Institutional Development and Research,

only after payment of a fee of Thirty thousand Rwandan francs (30,000 Rwf).

Article 235: Graduates shall withdraw their degree / certificate within one year after their release. Those who will not collect their degrees within that period, will be charged a fee of twenty thousand Rwandan francs (20,000 Rfws).

Article 236: Students who will not be able to collect their degree, academic transcript, or statement of results by themselves, will provide a notified procuration to another person who will collect those documents on their behalf.

V. REGULATIONS CONCERNING INTERPRETATION AND REVIEW

Article 237: The RP Academic Senate shall be the final authority for the interpretation of these regulations.

Article 238: These regulations are subject to be reviewed from time to time as may be determined by the RP Academic Senate.

SECTION FOUR: FEES STRUCTURE AND ACADEMIC RECORD RETENTION GUIDELINES

A. RWANDA POLYTECHNIC FEE STRUCTURE FOR DIPLOMA AND ADVANCED DIPLOMA PROGRAM

Article 239: All fees paid shall be in conformity with the guidelines in the following tables

Fees structure

Types of fees	Government sponsored (Frws)	Self-Sponsored (Frws)	Mode of Payment
Application for Admission	5,000	5,000	Upon Application
Registration fees	50,000	50,000	Continuing students pay 25,000 every year, 50,000 are paid only in first year
Students Identity Card	2,000	2,000	Every Year
Insurance Against Accident	2,000	2,000	Every Year
Tuition Fees	-	600,000	Every Year for Nationals
Retake - repeat fees per one credit	5,000	5,000	Before starting the module
Students' Union Fee	3,000	3,000	Every Year
Contribution to Graduation	10,000	10,000	Once in 3 rd Year

Note:

1. Other uniform and attire fees detailed in the table below will be paid at college level and may change due to changes in the market prices; in case of change, the college will communicate the changes through official channels.
2. At the beginning of the year, shall be published by the college a list of mandatory PPE for each program, the corresponding cost and where to pay it.

Uniform and other attire fees

Item type	Government sponsored (Frws)	Self-Sponsored (Frws)	Mode of Payment
Overall	15,000	15,000	Once in 1 st Year
F&B Attire	20,000	20,000	
Culinary Arts Attire	25,000	25,000	
House Keeping Attire	18,000	18,000	
Front Office Attire	35,000	35,000	
Field Uniforms	26,000	26,000	
Gum boots	10,000	10,000	
Lab overcoat	12,000	12,000	
Additional PPE for Engineering programs	15000	15000	

NB: The fees in the table above may change depending on the variation of prices on market

Article 240: For Government Sponsored students, the Tuition fees shall be obtained from Government Loan Scheme

Modalities for Payment:

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

4. Each student should consult respective colleges to determine the accounts to be used for payments.
5. Before CATS and assessments period there will be accurate lists of students who have settled payment of the above installments, and a list on which students will sign for attendance purpose during these exams. Any one who does not appear on these lists is not eligible to take any assessment. Any students with any repeat modules are required to pay an amount of Frw 5,000 for each credit of a repeated course before start of the semester in which the repeated course(s) is/are, and these concerns all private and Government sponsored students.
6. All fees paid to IPRC bank accounts (for registration and all other academic payments) are not refundable, except in case of double payment, and other reasonable cases and requests.

B. PAYMENTS FOR OTHER ACADEMIC DOCUMENTS

Article 241: Payment of other academic document shall be done as per the following guidelines.

Fees for academic documents

Item	Amount (Frw)	Observation
Statement of Results	2,000	Free of charge during the period of one month after results publication.
To Whom	2,000	Free of charge in case student ID card has not yet been issued
Duplicate of Academic Testimonial	5,000	NA
Duplicate Student ID/library card	5,000	NA
Duplicate Assessment ID	2,000	NA

Item	Amount (Frw)	Observation
Remarking fees	5,000	NA
Duplicate of Transcript	10,000	NA
Duplicate of Diploma and Advanced Diploma Certificate	30,000	NA
Correction of errors committed by the Students on academic documents (Diploma/Advanced Diploma)	30,000	NA

Note: Each student seeking for a duplicate of Academic Testimonial, Transcript and Diploma/Advanced Certificate will present police proof of the loss of the original document.

C. LIBRARY FEES

Article 242: Access to the library equipment's is free of charge for all IPRC registered students. However, some students fail to bring back different library items. Fines are charged to students who fail to bring back on time different library items and these charges are as follows:

1. Thesis: 500 Frw per copy and per day of delay.
2. Final year Report: 500 Frw per copy and per day of delay,
3. Textbooks: 500 Frw per copy and per day of delay.
4. Newspaper/magazine: 500 Frw per copy and per day of delay.

Article 243: The loss of a library item shall be paid the equivalent current cost of the item. The minimum amount to be paid for any item will not be less than ten thousand Rwandan francs (10,000 Rfws). The request to pay will be made by Directorate of Library with copy to Directorate of Finance and Directorate of academic service

Article 244: The return of library items is due within 10 working days after the day of borrowing the item. After that period, fines will start to be applied till the next 10 working days. Failure to return back the item to the library within those 20 working days, the item will be considered as lost and **article 243** will be applied.

D. APPROVAL AND RETENTION OF ACADEMIC DOCUMENTS

Article 245: All academic documents issued to RP students shall be harmonized and approved by the same authority(ies) at the different colleges. Approved templates are provided in the Annex.

Academic documents approval

TYPE OF DOCUMENT	APPROVAL
Statement of Results	Prepared by DAS, Approved by DPAT
To Whom	Signed by DPAT
Transcript	Prepared by DAS, Approved by Principal
Academic Testimonial	Signed by Principal
Recommendation Letter	Signed by DPAT
English Language Proficiency	Signed by DPAT
Advanced Diploma/Diploma Certificate	DVC TIDR,VC RP

Article 246: The documentation and archiving of student data are critical to ensure the accuracy, privacy, and integrity of student records. It is the responsibility of concerned offices/unit to ensure appropriate use, storage, retention, and destruction of student records in accordance with established records management practices consistent with these guidelines.

Article 247: The list of students' documents and data with the time of retention is highlighted in the table below.

Documents time retention

Official Record	Minimum time of retention	Official Repository
Applications for Admission for Students who are registered	3 years after graduation	Office of Registrar-RP/ DAS-IPRC
Lists of admitted, suspended, expelled students and those who abandoned	Permanent	Office of Registrar-RP/ DAS-IPRC
Graduation records (lists of graduation, graduation booklets)	Permanent	Registrar-RP/ Academic records Office-IPRC
Course Documentation (student's test papers, examination answer booklets, portfolio)	3 years after graduation	Office of Timetables and Examinations-IPRC/ CBA verifier
Departmental Grade Books (logbooks, Project pre-defence and final defence marks reports, Industrial Attachment reports and students' attendance reports, copies of draft reports for final year projects)	3 years after graduation Permanent for Final Project Reports	Departments-IPRC/ Library
Notification letters for academic suspension, resumption of studies or dismissal, recommendation letters, To Whom It may concern	Permanent	Registrar-RP/DAS-IPRC
Minutes of meetings departmental boards, academic boards and academic senate	Permanent	Department/DPAT/ DVC TIDR respectively
Minutes of any kind related to academic's decisions	Permanent	Concerned Office, Unit, department in charge of the meeting
Records pertaining to student academic grievances	Permanent	Directorate of Student Affairs Unit
Student's admission and registration records.	Permanent (electronic) 3 Years after course completion (Hard copy)	Registrar-RP/ Admissions and Registration office-IPRC
Student Transcripts & Certificates, and results records	Permanent	Academic Records Office-IPRC

Article 248: Management and retention of records must meet legal standards, preserve Rwanda Polytechnic history, and ensure that redundant, outdated, and useless records are destroyed using secured protocols

Article 249: Administrative offices/units are designated as official repositories and have the responsibility for meeting records management standards to ensure all academic records are securely stored and/or destroyed

Article 250: The protection of security and privacy of student information housed in each of the administrative offices/units must have the highest priority in both the maintenance and destruction of records.

Article 251: The guidelines are limited to only academic documents and records defined within this handbook.

Article 252: Departments, offices or units should maintain/keep academic records in a manner that provides.

1. Access for department and staff to carry out normal job responsibilities, and
2. Reasonable protection against misuse, misplacement, loss, destruction, damage, or theft.

Article 253: Records may be maintained in hardcopy or electronic/imaged format.

Article 254: College records must be always stored on College premises or in a college approved venue.

Article 255: Departments, offices, or units should document official records loaned to other departments or individuals, by describing the record, loan date, return date, borrowing department, individual, and signature of the borrower.

Article 256: Academic records (regardless of the storage medium) can be disposed off upon reaching the minimum retention period stated in this policy, provided the department/office or unit does not need the records for future administrative, legal, research/historical, or fiscal purposes

Article 257: The head of department/unit (or designee) is responsible for performing, an annual review to determine the value or usefulness of departmental records. During this review, the department head (or designee) should identify and designate for disposal (destruction) the records with elapsed retention periods that are no longer useful.

Article 258: The department/unit head is responsible for authorizing the disposal of records. When authorized, shred records containing sensitive and/or confidential information and dispose of shredded material properly. Do not discard documents containing sensitive or confidential information in the trash that are not shredded.

SECTION FIVE: GRADUATION

Article 259: Students who meet the requirements for graduation after following the appropriate course of study shall be entitled to a certificate or Advanced diploma/ Diploma.

GENERAL STUDENT REGULATIONS AND CODE OF CONDUCT

A. INTRODUCTION

This section is concerning students' general regulations and code of conduct which must be adhered to. The regulations shall help to develop a well-ordered social system within the student body and set up activities that help in the intellectual, physical and social advancement of students.

Each RP college strives to improve learning environment for students by offering variety of services, including but not limited to, accommodation, restaurant services, student's health clinic, games and sporting facilities, counselling and carrier guidance, clubs and societies, disability liaison, peer support and mentoring programs, catering for female special needs, etc. Students are required to preserve, keep safe all facilities for the sustainability of agreeable learning environment.

Article 260: These regulations shall apply to all students at the college. The term "student" refers to a person who is enrolled at the polytechnic to pursue an approved course. The rules shall apply to students throughout their period of enrolment at the College, who are expected to comply fully with the rules.

Article 261: Regulations affecting students shall be revised from time to time by the Academic board and in accordance with the statutes of the polytechnic and shall be promulgated by the Principal. In addition to these regulations, each center, department, library, hostels and any other unit of the polytechnic may also issue their own regulations governing the conduct of students within each unit's respective precincts, provided that such regulations are not inconsistent with these regulations. (By laws)

Article 262: Copies of all regulations shall be deposited with the Directorate of Academic Services, The Directorate of Students Affairs and

to Heads of Departments. It is a mandatory requirement that each student obtain a copy of these regulations. Ignorance of any regulations or any public notice given out by the polytechnic shall not be accepted as an excuse for any breach of either one of the two.

Article 263: The operation of these regulations is without prejudice to the laws of the land, which apply to all persons in the college.

Article 264: The Principal is the Chief Executive of the College and is therefore the final authority on all matters academic and administrative.

Article 265: Other persons within the college who have special responsibilities under the Principal are the Deputy Principal, Corporate and Division Manager, Directors, Heads of Departments. It is an offence to disobey any of the management, the academic and the administrative staff in the execution of their duties.

B. RESIDENCE

Article 266: In collaboration with the Students Union, students may be offered accommodation in the college hostels or private facilities acquired for such purposes. The hostels management committee lead by the directorate of students' affairs establishes criteria that are to be followed while considering requests from applicants. However, priority will be given to female students, students with disabilities, those who excellently performed in class, and other categories of students to be determined by hostels management committee from time to time.

Article 267: Students that are assigned rooms shall fill and sign-in the "Accommodation Form" available in the Directorate of Students Affairs for the good use and upkeep of property found in the rooms at the beginning of the semester and will be charged to fully pay for any damage to the property.

Students who will be found staying in room no allocated to them, will be held responsible of any damage

- Article 268:** It is forbidden to host over the night visitors, friends, or family in hostels. Only the students allocated to the room will be allowed to sleep in the room. Those who will fail to comply with this article, will be charged a fee of thirty thousand Rwandan francs (30,000 Rwfs). If the student fails repeatedly (more than three time), he/she will be ejected from the school hostel. In special cases, they must get a written permission of Warden.
- Article 269:** Students shall be expected to take good care of hostels and other buildings and furniture therein assigned to them for purposes of accommodation and training.
- Article 270:** Furniture or fittings in the residence shall not be transferred from any part of the college without prior permission from the Director of Student Affairs.
- Article 271:** Other than reading lamps, table fan, radio, record player, television, electric iron, computers, mobile phones, I-pads, electronic organizers, palm devices, no other electrical appliances or devices shall be permitted in students' rooms.
- Article 272:** No cooking of any sort (frying, roasting, baking, boiling, or warming) by use of electricity or other energy source is permitted in student rooms.
- Article 273:** Electric lights may not be left on during the day or at night when not needed.
- Article 274:** Musical appliances and instruments may be used, provided the music is not played at noise levels that are a nuisance and of annoyance to any member of the college.

- Article 275:** For the avoidance of nuisance and annoyance to other residents, musical instruments may not be played in hostels between 10:00 PM and 6:00 AM.
- Article 276:** Students must not entertain visitors in hostels or elsewhere within the college premises between 6:00 PM and 6:00 AM.
- Article 277:** Students must vacate hostels at the end of the academic year and submit the room key to the designated office. Once started, the accommodation period cannot be terminated before the end of academic year, except in cases of suspension, discontinuation, or other cases that were treated by the accommodation committee. In any case a student fails to submit the room key, he/she will be obliged to pay the cost incurred by the room key replacement.
- Article 278:** Two students are not allowed to sleep on a single bed. If they are caught sleeping on same bed, the owner of the bed will pay a fine of thirty thousand Rwandan francs (30,000 Rwf). If he/she is caught three time, he will be expelled from the hostel and no reimbursement of prepaid fees will happen.
- Article 279:** Payment for hostels shall be done before service, the proof for payment will be submitted to the directorate of students' affairs. Any other case shall be considered individually. In case of an epidemic threat or any other force majeure, accommodation plan shall be reviewed accordingly.
- Article 280:** No secret or uncommunicated meetings are allowed to take place in hostels. In case there is need for such meetings, the concerned students will be required to get a written permission of Warden.

C. MEALS

Article 281: Meals shall be served at prescribed times. All meals shall be taken in the dining hall. Proper table manners shall always be observed. Guild council will ensure that no abuse of manners is practiced in the Dining hall. If a student goes contrary to the statement here above, he/she will be suspended for two days from the same restaurant, when the case is repeated by the same student, he/she will be expelled completely from the same restaurant for the rest of the academic year and will not be reimbursed the amount paid to the service provider

Article 282: Smoking is not allowed in the dining hall or at any other place in the college.

Article 283: Students may not enter the kitchen or remove any equipment outside the dining hall, such as furniture, cutlery, and glasses.

Article 284: Students may enter the dining hall with their own cutlery and may bring in some missing furniture.

Article 285: Books and other writing or reading materials should not be brought into the dining hall.

Article 286: The dining hall furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided, unless the permission has been sought for.

Article 287: Students must use furniture and cutlery provided by the college carefully in order to avoid damage or loss. Each student shall be held individually liable for any loss or damage to college furniture or cutlery for its replacement

Article 288: Students are advised to vacate the dining hall as soon as they finish taking their meals and in case they eat by shifts, in order to clear the way for routine cleaning of the facilities.

Article 289: Orderly and decent behavior and language shall always be adhered to while in the dining hall. In case of any epidemic eruption, spacing of tables and sitting arrangements shall be respected to avoid the spread.

Article 290: Complaint or criticisms of services at the dining hall shall be made to the Director of Student Affairs through the guild council. Restaurant service provider should be warned at least three time in writing in case of poor-quality services provided to students before terminating the contract.

Article 291: Students shall subscribe for meals for a minimum of fifteen (15) days to the college restaurant manager for him/her to be able to provide quality service. Every student will be served after presentation of a meal card. In case of misuse or loss of the meal card, the concerned student shall complain to the restaurant manager and the Welfare Officer who will allow the student three days meal for the complaint to be addressed.

Article 292: Payment for meals shall be made before the service is provided for, and through deductions and bank transfers for students whose living allowances are deposited to college account. In case of living allowances disbursement delays, students will be allowed to be served until first batch of living allowances disbursement, payments will be done not later than five (5) days after disbursement. Failure to comply, students will not be cleared to sit for semester exams.

D. HEALTH

Article 293: All new students shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority, and which further must be availed to the Director of Academic Services during registration and shall then copy the Director of Students Affairs. Students may be required to undergo a

further examination by the college medical staff if it is deemed necessary.

Article 294: All students are required to take medical insurance. Students who do not have medical insurance shall not be registered.

Article 295: The college is responsible for the provision of first aid care. The college nurse shall issue a transfer report to the hospital. He/She will also make follow up of the transfer. During epidemics or at any other time, students are obliged to follow all health instructions and regulations as communicated by the college authorities to prevent epidemics.

Article 296: All students are required to get insurance against accidents.

Article 297: A student who for medical reasons is unable to attend classes must communicate this information to the Director of Student Affairs and provide evidence to that extent, who shall then inform the respective Heads of Departments, Wardens and Heads of Departments shall in turn inform the lecturers concerned.

Article 298: Students must inform the Director of Student Affairs immediately on completing treatment and being declared fit to resume classes, who in turn shall inform the respective Wardens and Heads of Departments. The Heads of Departments shall in turn inform the lecturers concerned.

Article 299: The death of RP student will imply the support of his respective college and guild council. The college will provide transport for staff and students who will participate in funerals and flowers to put on the grave. The college shall contribute one hundred Rwandan Francs (100,000 Rwf) to the family, to support the funerals ceremony. If a student dies at school, in addition to what is provided above in this article, the college shall provide transportation of the body from college to home

E. FORMATION OF SOCIETIES AND CLUBS

Article 300: The RP Student Union is led by Guild Council. The structure, the election guidelines and procedures, the functions of Guild Councils of Students Union at college, shall be approved by RP.

Article 301: Students are allowed to form professional, socio-cultural, and civic societies or clubs in the college. No society or club shall be allowed to operate in the polytechnic without first obtaining written authority to do so by the authorities.

Article 302: Student societies and clubs in the college shall be formed at the request of at least seven interested students. Each such society or club must have a patron drawn from amongst the academic or senior administrative staff in the college as a pre-condition for recognition.

Article 303: A request to form an association or club shall be submitted to the Director of Student Affairs through the student council and shall be accompanied by the recommendation of the student council and the constitution/by-laws of the proposed society or club. The request shall also clearly identify a proposed patron with the patron's signed letter of consent to serve in this role.

Article 304: On receipt of such requests, the Director of Student Affairs shall then request the approval from the Principal, through the Corporate Services Division Manager, together with his/her written recommendation.

Article 305: The proposed professional society or club shall have a mentor being a teaching staff from the related department. On fulfillment of these prerequisites and thereafter the society or club shall be formally promulgated in the polytechnic after written approval has been granted.

Article 306: Within three months from the date of the promulgation of the society or club, the secretary of the society or club shall deposit the names of persons holding principal offices of the society or club to the Director of Student Affairs. Thereafter, the Corporate Services Division Manager shall be furnished with the names of the societies or clubs a copy of which shall be transmitted to office of the Principal.

Article 307: Societies or clubs shall be self-funding and those formed by the Guild Council shall be supported through the Guild Council. However, in case societies or clubs are to perform a college activity, then the college will fund the related activities.

F. PUBLIC FUNCTIONS

Article 308: For this section, a public function is one to which persons other than staff and students at the college are invited or entitled to attend including religious activities. Public lectures, coaching activities (e.g., firefighting demos), pitching of start-ups, to mention but the few, will be a mandatory to be attended. Failure to comply will attract penalties of disciplinary nature and article 64 may be applied

Article 309: Students who wish to organize any public functions within or outside the campus shall obtain prior permission from the Director of Student Affairs who shall in turn inform the Director of Academic Service, the Corporate Services Division Manager and the Principal.

Article 310: An application for permission by students to organize such a function shall be accompanied with the following information:

1. Proposed date and time of the function;
2. Proposed venue of the function;
3. Names and descriptions of expected lecturers and speakers.
4. Performers at the function.

5. Details of the proposed activities and persons that are expected to participate in the function.

Article 311: This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function must reach the Director of Student Affairs at least five days before the function takes place. The Director of Student Affairs may impose such other requirements and conditions as may appear to him/her to be necessary and desirable.

Article 312: For functions involving use of musical instruments such as a dance, choirs, permission may be given up to 12 mid-night. Extension beyond this time may be given by the Principal and no other authority in the College.

G. PROCESSION AND DEMONSTRATION

Article 313: No strike or rebellion is allowed under any circumstance, and this is in accordance with the public law of the country.

Article 314: Any student or students wishing to organize a procession/ demonstration within the campus shall seek permission to do so from the college authorities by notifying the Director of Student Affairs in writing with a copy to the Director of Academic Services/Principal at least five days before the procession / demonstration is due to begin.

Article 315: The notification shall state the purpose of the procession/ demonstration and the name(s) of the organizer(s), as well as details concerning participants.

Article 316: The Director of Student Affairs, in consultation with the Director of Academic Services / may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.

Article 317: The procession / demonstration outside the campus, with State security approval, will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.

Article 318: The fact that a procession / demonstration is not prohibited in any way implies that the college has either approved of it or is in sympathy with its objectives.

Article 319: No procession/demonstration shall be held between the hours of 6:00 pm and 6:00 am.

Article 320: During the procession / demonstration, nothing will be done or said that may occasion violence or cause a breach of peace.

Article 321: If in the opinion of the Director of Student Affairs, the procession/demonstration is likely to lead to any offence to a person(s) and / or may constitute a breach of peace or cause serious interference with the workings of the college, the Director of Student Affairs shall deny permission for the procession / demonstration and refer the matter to the Principal. The Principal may take such action as he deems necessary in the circumstances.

Article 322: If any acts of violence and/or breach of regulations occur during a procession / demonstration or other mass action, the organizer(s) shall be held jointly and severally responsible.

Article 323: For processions/demonstrations outside the college, organizer(s) shall in addition to the foregoing, seek prior permission from the police.

H. CORRESPONDENCE

Article 324: As an act of good faith and to ensure no conflict of interest arises, all official correspondences by students to Government or other official bodies both within and outside the country

shall be channeled through the Principal. If the opposite happens, students will be taken responsible of any problem that may arise from that action

Article 325: No student or group of students may print, publish, disseminate, or otherwise circulate any false or fabricated information. Publications must be endorsed by the directorate of student affairs.

Article 326: No student, student group or association may circulate information without the names and signatures of the authors.

Article 327: No student is allowed to use social media with abusive intention in any form, such as defamation, discrimination etc. Failure to abide to this regulation, sanctions will be imposed to the concerned person.

I. PUBLICATIONS

Article 328: The student publication shall pass through the Public Relation Office of the college from the Guild Council before being submitted to the Principal for approval.

Article 329: The Principal will be informed of any intention to produce a student publication within the college and his/her approval in writing shall be obtained prior to any such a publication being done. Each publication shall state the name of the editor and publisher and an approval of the institution.

Article 330: A copy of each issue of the publication will be lodged with the Principal and the Director of Student Affairs and the Librarian on the day of publication.

Article 331: If a publication is made without complying the above articles, the author, editor and publisher will be held jointly responsible for the full contents of each issue of the publication.

J. USE OF VEHICLES, MOTORCYCLES AND BICYCLES

Article 332: Any student who wishes to keep a vehicle, motorcycle or bicycle on campus, hostels or other boarding facilities obtained through the College for use by students must obtain prior permission from the Principal through the Director of Student Affairs.

Article 333: The College accepts no responsibility for such vehicles, motorcycles or bicycles or for any damage that may occur to them or to their owners, drivers or passengers, or that which may be caused by the vehicles, motorcycles or bicycles. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned. It will be withdrawn if it is abused.

Article 334: The college does not provide garages for student vehicles. Any parking arrangement for them should be requested through the Student Union and be approved by the Estate Manager.

K. COLLECTION OF MONEY

Article 335: Permission to make general collections of money, other than for club subscriptions or for solidarity in times of joy and grief, cinema shows or parties, must be obtained from the Director of Student Affairs. Students are advised to ask to see the license or other valid documents of authority of any collector who comes either from within or without the college.

Article 336: Collections for societies, clubs, or for solidarity in times of joy and grief, cinema shows, or parties shall adhere strictly to the respective constitutions and their details shall be routinely cleared with the Director of Student Affairs. Copies of these details, duly signed by the officials of each respective body, shall after clearance by the Director of Student Affairs be displayed clearly on the campus notice boards.

L. COLLEGE PROPERTY

Article 337: Every student shall exercise the highest standard of caution in handling college property to avoid possible damage.

Article 338: Any student / group of students who willfully or negligently loses or damages college property shall be held fully liable for its recovery, replacement, or repair.

Article 339: No college property of any description shall be taken from its place without the written consent of the head of department concerned, wardens/matron or the Director of Student Affairs. Anyone who will violate this article shall get a warning letter.

Article 340: After successful clearance students who have paid caution money will be refunded their money.

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

Article 341: Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the college for use by students, by the voluntary consumption of intoxicating alcoholic beverages or products shall be held guilty of misdemeanor and shall be suspended by the Student Disciplinary Committee for a period of 2 weeks, without recourse to remedial classes or any classes thus missed. The enforcement of these sanctions shall be notified to the Head of Department, DAS and Director of Quality Assurance.

Article 342: Any student who uses or caught with any intoxicating non-prescription drugs within the campus, hostels or other boarding facilities will be solely held responsible and expelled indefinitely from the College.

Article 343: Any student who forces another student or students to use intoxicating drugs of whatever nature within or outside the

campus, hostels or other boarding facilities shall be solely held responsible and expelled indefinitely from the college.

Article 344: No intoxicating drink or non-prescription drugs whatever shall be consumed by students at any party organized on campus, hostels or other boarding facilities by students. Disorderly behavior under the influence of intoxicating drinks or drugs shall lead to a suspension by the Students Disciplinary Committee of two (2) weeks. The concerned student shall also be held fully liable for the repair and replacement of any damaged property as a result of their disorderly behavior. They shall further be held fully liable for any injury caused to any person or creature as a result of their disorderly behavior. If the case is serious, the student shall be reported to police and suspended for one month.

Article 345: It is an offence for any student or group of students to cultivate, use or peddle narcotics or any other drugs recognized by law to be dangerous and whose cultivation is illegal. Any such activity shall lead to indefinite expulsion from the college and the case shall be reported to the police.

N. DISCIPLINARY PROCEDURE

A. GENERAL DISCIPLINARY OFFENCES

Article 346: Any student against whom criminal proceedings are entered or are pending in court shall automatically be suspended, during the course of the trial. If the event of a court judgment finds the student guilty of the criminal charges raised, the student shall be discontinued from the studies. Classes or assessments missed by the students during all that process will not be justified and not provided in special assessments.

B. GENERAL DISCIPLINARY OFFENCES SHALL INCLUDE:

Article 347: Any student or group of students found guilty of boycotting a class or any other legal academic activity shall be expelled indefinitely from the college.

Article 348: Any conduct which does or is likely to cause damage or defacement to a person, persons or property within the college and in the neighborhood of the college, is criminal and shall be referred to the Police for prosecution, and the disciplinary committee shall also analyze the case, depending on the seriousness of the issue following punishment can be considered: suspension from one month to two years, fines to pay damaged property.

Article 349: Use of force or striking a fellow student, an officer of the college or any other person at or outside the campus, is criminal and action shall be taken as per the **article 346**.

Article 350: Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the college, is criminal and action shall be taken as per the **article 346**.

Article 351: Any act or conduct which is likely to obstruct or frustrate the holding of lectures lawful activities, meetings, functions or other lawful activities authorized by the college is illegal and action shall be taken as per the **article 346**.

Article 352: Unauthorized use of or interference with any service, facility, equipment or installation belonging to the college, shall lead to a suspension from studies for a period of two years.

Article 353: Theft committed within the college or outside the college will be reported to the police for prosecution. Where a student is charged with and convicted, this will lead to indefinite expulsion of the persons concerned.

Article 354: Unauthorized possession of a key or keys to any college facility, shall lead to a suspension for a period of two years.

Article 355: Perpetrating forgery with or without intent to cause loss to any person, college or any other institution whether in cash or otherwise, is criminal and action shall be taken as per the **article 346**

Article 356: Knowingly inviting or entertaining a student or students in the college's premise whose name or names has or have been posted on any of the college notice boards as having been barred from the premises of the college by a competent authority, shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records, sanction shall be taken if the students repeat it, among them, expulsion from hostels.

Article 357: Refusal or failure to comply with a lawful order or directive given by any officer of the College acting on his behalf or under an order from any competent organ or officer of the College shall warrant the issuing of a warning letter which shall be duly entered in the particular student's records.

Article 358: Refusal or failure to obey any lawful order issued under the college regulations or rules promulgated by a competent organ, shall warrant the issuing of a warning letter which shall be duly entered in the concerned student's records.

Article 359: Failure or refusal to attend a meeting or function called or authorized by the college or any other competent organ of the college when summoned to do so by way of a proper written notice by such an organ, shall warrant the issuing of a warning letter which shall be duly entered in the student's records.

Article 360: Refusal or failure to abide by a ruling, decision and/or penalty imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the college.

Article 361: Inviting outsiders as guest speakers, social entertainers and/or media houses without the permission of the relevant organs of the college shall warrant the issuing of a warning letter which shall be duly entered in the concerned student's records.

Article 362: If misconduct in **article 354, 355, 356, 357 and 359** are repeated by the same student or group of student, the disciplinary committee shall take sanction among them suspension from one to six months depending on the seriousness of the case and classes or assessment provided during the suspension time will not be given as specials classes or assessment

Article 363: Without derogating the right to freedom of assembly of persons as enshrined in the laws of the land, forming and/or establishing unauthorized student groups or being party to groups which are likely to cause disunity and disorder at the college or in the wider community, is criminal and action shall be taken as per the **article 346**

Article 364: Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, willful writing of defamatory literature or use of abusive, slanderous, obscene or threatening language by any student against any other student(s), employee or officer of the college, or persons within the wider community, in the course of performing their duties, is criminal and action shall be taken as per the **article 346**

Article 365: Romantic relationship between students and trainers is prohibited. If a student is a spouse or fiancée of an academic staff, he/she shall declare it to the Directorate of Students Affairs.

Article 366: If a student is harassed sexually or in any other way by an administration or academic staff, he/she shall report it to one of the following persons: Principal, Deputy Principal of Academics and Training, Corporate and Division Manager or in the Directorate of Students Affairs so that lawful measures can be taken towards the concerned staff

Article 367: Sexual harassment of whatever kind is criminal and shall lead to expulsion of the concerned student and referred to the Police for prosecution.

Article 368: Rape or indecent assault is criminal and shall lead to expulsion of the concerned student and referred to the Police for prosecution.

Article 369: Colleges with TVET program at Level 3 to 5 whose status is considered as Minors, shall sanction all unbecoming relationship with students at college level. College students found guilty of those unbecoming relationship will be suspended for two years.

Article 370: Mismanagement and/or embezzlement of student organizations, funds and/or of any other organized student society established under the auspices of the student organizations and in accordance with the relevant provisions of the constitution of the student organizations in force are criminal and action shall be taken as per the **article 346**.

O. DRESSING CODE

Article 371: For preservation of integrity and self-respect and respect towards others, each student should respect the dressing code by putting on decent clothing and avoiding the following during curricula activities:

1. Leaving out workshop attire: overalls, over coats, aprons.
2. Shabby and dirty hairs
3. Body and clothes dirtiness
4. Pocket down
5. Mini skirt (excessively short)
6. Excessively short Shorts
7. Caps/hats during classes and public functions

8. Slippers
9. Trousers which are torn in (déchirés)
10. Headphones/earphones during classes and public functions

Article 372: For enforcement, security officers will not allow access to the college any one with the above-mentioned dressing (in article 369). Staff in charge of students' welfare will also be responsible for enforcement of this regulation within the campus. Any appeal will be referred to the Disciplinary Committee.

P. MACHINERY FOR IMPLEMENTATION OF COLLEGE REGULATIONS (REGULATION ENFORCEMENT)

Article 373: All members of the college have the obligation to report to the authorities any infringement of rules, which come to their notice and to check immediately any such breach of regulations whenever they occur. This must however be done with due care not to put one in the way of harm as a result of their action to stop the breach. When in doubt about what action to take, the breach should be reported to a competent authority who then shall take the necessary action.

Article 374: Breaches of regulations, hostel or other college facilities for use by students shall be reported to the Wardens and the Director of Student Affairs. The latter may then prepare a report on the case and submit this to the Student Disciplinary Committee.

Article 375: There shall be in each hostel a disciplinary committee which shall include the following:

1. Students' Welfare Officer as chairperson
2. Warden
3. Matron
4. Two guild council members, one male and one female

5. Representative of hostel block (s)

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

Article 376: Before any hearing, the chairperson of the relevant Hostel Disciplinary Committee shall write to the concerned student(s) notifying them of the complaint(s) lodged, enumerating the complaint(s) and requesting for a response to the letter within seventy-two (72) hours of its receipt. The Committee shall thereafter always hold an inquiry into the complaint(s) but while observing the principles of natural justice will not be obliged to follow the rules of evidence as in a court of law.

Article 377: The Committee has power to do any or several of the following as long as the academic board is briefed properly of the decisions of the committee

1. Dismiss the case
2. Reprimand the student and record such a reprimand
3. Demand an apology from the student
4. Demand a refund for the cost of repairs, damage, or replacement
5. Recommend to the academic board temporary or permanent removal of the student from the college to be communicated to the student within seven (7) days of conclusion of the hearing

Article 378: There shall be a Student Disciplinary Committee which shall include the following office bearers:

1. The Deputy Principal
2. Corporate Services Division Manager
3. The Director of Academic Services,
4. The Director of Student Affairs

5. Relevant Heads of Departments
6. Two senior academic members of staff appointed by the Principal
7. Two students' representatives
8. Any other relevant person, as decided by the Principal

Article 379: The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committee. Following the hearing, the committee may take any or several of the following actions which shall be communicated in writing to the student within seven (7) days of the decision being made:

1. Dismiss the case against the student
2. Reprimand the student
3. Demand an apology from the student
4. Impose a fine not exceeding 25,000 Rwanda francs
5. Demand the refund of costs of repair of damaged college property or the cost of replacing any lost or destroyed property
6. Resolve a temporary or permanent removal of the concerned student(s) from the college.

Article 380: The Principal may consider an appeal against decisions taken by the college Disciplinary Committee and change the verdict.

Dr. James GASHUMBA

Vice Chancellor

Rwanda Polytechnic

- **IPRC GISHARI**
- **IPRC HUYE**
- **IPRC KARONGI**
- **IPRC KIGALI**
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