



CODE OF INTERNAL RULES FOR THE GRADUATION CEREMONY AT INES-RUHENGERI

Basing on its identity and core values and considering its wish to celebrate the graduation in excellent way;

By these rules, INES-Ruhengeri confirms that the graduation ceremony shall be an institutional event gathering graduands, alumni, students, staff, families of graduands, Founders of INES-Ruhengeri, Members of BoD, partners and invited officials. Without prejudice to the provisions of other internal or national rules, the present code shall provide the guidelines for the graduation ceremony at INES-Ruhengeri.

1. The graduation shall be organized once a year or any other time upon decision of the competent organs of INES-Ruhengeri.
2. The graduation ceremonies shall take place at the Campus or at such other venue as may be agreed upon by the competent organs of INES-Ruhengeri.
3. The graduation ceremony shall be presided by Chancellor or by his substitute while the Chairperson of the Board of Directors or his substitute shall open and close the congregation.
4. The graduation ceremonies shall comprise the academic procession, speeches, entertainment, degree awarding ceremony, recognition awarding ceremony.
5. All staff members, respectively to their employment obligations or to their special additional tasks, shall give priority to the preparations of the graduation ceremony.
6. A staff member who miss the graduation ceremony shall be held accountable through the disciplinary regime of INES-Ruhengeri.
7. A graduand who behaves in a manner contravening the mood of the ceremonies shall be held accountable following this regulation. The fault to be punished under this code shall include the following:



#	Fault	Sanction
1°	Signing a degree without checking details	To pay the degree cost of 25,000 Frw for printing out a new one if the graduand claims the correction.
2°	Not signing the degree on time	Paying a fine of 10,000 Frw
3°	Not giving back the gown	Paying the cost of 50,000 Frw



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

4°	Lateness in giving back the gown	Paying a penalty of 1,000 Frw each day of delay. The total amount shall not exceed 50,000Frw
5°	Giving back a damaged gown but in a reparable state	Paying the cost of reparation upon the invoice of the tailor.
6°	Not attending rehearsals	No access to the graduation ceremonies and paying a fine of 10,000 Frw at the time of withdrawing the degree.
7°	Being late the day of graduation	Not being considered during the academic procession.
8°	Leaving the sitting place before the end of the ceremonies	Fines of 20,00 to be paid before getting the original copy of his degree.
9°	Taking photos during the ceremonies	Fine of 10,000 to be paid before getting the original copy of his degree.
10°	Making noise and disturbance during the ceremonies	-To be kicked out -Fine of 5,000 to be paid before getting the original copy of his degree

8. The punishment of any other serious behavior from the graduand before, during or after the ceremonies shall be assessed by the Academic Senate and the sanction may include the confiscation of the degree during a period to be determined by the Senate depending of the gravity of the fault.
9. The Academic Registrar, the Head of Protocol at INES-Ruhengeri and the Heads of Departments are respectively the first guardians and implementers of this code.
10. This code is effective from the date of signature.

Done at INES-Ruhengeri, 20th October 2023

Fr Dr BARIBESHYA Jean Bosco
Vice-Chancellor



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

Scientia et Lux