

**INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE
RUHENGERI**

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Scientia et Lux

**GENERAL ACADEMIC
REGULATIONS**

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CHAPTER I: GENERAL PROVISIONS

Article 1: Definition

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

Article 2: Applicability

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

CHAPTER II: STUDENTS CATEGORIES

Article 3

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

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

A **part-time student** is a student who has permission to cover the same ground as the full-time student over a longer period and so to take fewer credits in a given academic year.

Article 4

There can be multiple intakes to a maximum of three in an academic year. The first intake shall take place in September, second in Feb or March, and the third at the start of the summer session (June-August). This arrangement shall allow for multiple registrations for modules throughout the academic year, not less than sixty credits.

Article 5

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



CHAPTER III: ADMISSION AND REGISTRATION

Article 6

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

Article 7

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

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

Article 8

The followings shall be produced at admission services:

- Motivation letter/Application letter;

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

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

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

Article 9

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

Article 10

Procedures for registration, documents to be produced, entry requirements and fee levels shall be published at least two months before the beginning of the registration period. Registration is done individually at the registration services of INES-RUHENGERI each academic year before the beginning of teaching.



Article 11

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

Article 12

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

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

Article 13

For any other subsequent registration, the student shall provide:

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

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

Article 14

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

Article 15

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

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



Article 16

No one can be allowed to follow courses or sit for examinations if she/he is not registered under one of the students' categories mentioned in these regulations.

Article 17

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

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

Article 18

The above partition of academic year does not apply to part-time programmes provided as part of the HEIs' continuing education activity, or to other programmes with industrial attachment or clinical year requirements. If some elements must be undertaken outside the 30 weeks when the HEIs are in session, then this shall be specified in the validated Programme Specification.

Article 19

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

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

Article 20

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

Article 21

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

Article 22

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



CHAPTER IV: TRANSFER

Article 23

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

Article 24

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

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

Article 25

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

Article 26

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

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

CHAPTER V: SUSPENSION OF REGISTRATION & STUDIES

Article 27

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

The request is addressed to the Deputy Vice Chancellor for Academics and Research who examines its acceptability on the basis of documents provided. Such requests will be granted automatically on provision of medical evidence in case of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependent.



Other kinds of reasons may also be given, and the decision will be taken by the Deputy Vice Chancellor for Academics and Research on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next academic year.

Article 28

Additional conditions of studies suspension:

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

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

When a student abandons the studies without any authorization from INES' authority, at his/her return at INES, she/he will be penalized by a payment of 5% of tuition fee when abandon was done in 15 first days from the beginning of academic year. In case the abandon takes place after 15 days from the beginning of academic year, student will be obliged to pay the total amount of the tuition fee before his/her admission;

A student who informs INES-Ruhengeri in writing about his/her impossibility to study in the next academic year, he/she is allowed to suspend without conditions. In case he/she did not inform, she/he will be penalized by a payment of 5% of tuition fees plus registration fees of the concerned academic year.

Article 29

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

Article 30

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

Article 31

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

Article 32

In case of suspension that starts after the beginning of an academic year, any passing grades already



earned during that year will be retained on the student's record and the student will not be required to redo these assignments/examinations but will rejoin the programme at an appropriate point to be agreed with the Head of Department.

CHAPTER VI: AUTHORIZED ABSENCE/LATE SUBMISSION OF ASSIGNMENTS, AND MITIGATION OF RESULTS

Article 33

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

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

Article 34(a)

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

Article 34(b)

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

Article 35

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

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

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

Article 36

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



Article 37

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

CHAPTER VII: PROGRAMMES OF STUDY

Article 38

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

Article 39

Academic study is organized into modules based on a declared number of credits. One credit is equated to 10 hours of notional student learning effort. One hour of Notional Student learning effort is equivalent to 50 minutes. One academic year of full-time study is equivalent to 120 credits for a 4-year program and 160 credits for a 3-year program.

Article 40

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

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

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

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

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

Article 41

Credit Accumulation for 4 years Bachelor's degree is set as follows:

1. Year I : 120 Cr
2. Year II : 240 Cr : (120 Cr of Year 1 + 120 Cr of Year 2)
3. Year III : 360 Cr : (120 Cr of Year 1 + 120 Cr of Year 2+120 cr of Year 3)
4. Year IV : 480 Cr : (120 Cr of Year 1 + 120 Cr of Year 2+120 cr of Year 3+120 cr of Year 4)

Credit Accumulation for 3 years Bachelor's degree is set as follows:

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



Credit accumulation for 3 years advanced diploma is set as follows

1. Year I :120 Cr
2. Year II : 240 Cr :(120 Cr of Year 1 + 120 Cr of Year 2)
3. Level III : 360 Cr :(120 Cr of Year 1 + 120 Cr of Year 2+120 cr of Year 3)

Article 42

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

Article 43

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

Article 44

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

Codification of module is done as follows:

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

Article 45

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

Article 46

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

Article 47

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

Article 48

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



Article 49

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

Article 50

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

- Required textbooks;
- Modules outcomes;
- Module prerequisites;
- Indicative content
- Teaching strategies and methodologies;
- Assessment schedule;
- Practical works schedule (if applicable);
- Weight of the mark allocated to every assessment;
- Module execution procedure in time;
- Students' projects if applicable.

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

CHAPTER VIII: MODULE

Article 51

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

Article 52

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

Article 53

Module descriptions may include pre-requisite and/or co-requisite modules, and programme



specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules which may not be taken together within the same programme.

Article 54

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

Article 55

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

Article 56

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

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

CHAPTER IX: ASSESSMENT

Article 57

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

Article 58

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

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



Article 59

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

Article 60

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

Article 61

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

Article 62(a)

The grade for a module is made up of the grades for continuous assessments, weighted as approved in the Programme specification. All assessments, module and programme marks shall be presented as percentage scores. Continuous assessments shall **make up 50%** of the module score while the final assessment shall **make up 50%** of the module score.

Article 62(b)

The final exam is mandatory. If it happens that a student misses the final exam without valid reasons, s/he must retake the module and do all assessments.

Article 63

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

Article 64

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

Article 65

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

Article 66 (a)

Subsequent to written exams, **booklets with serial number** are deposited to the Department by the



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

Article 66 (b)

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

Article 67

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

Article 68

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

Article 69

The assessment of the module and the different works of students is the responsibility of the module team under the supervision of the Head of Department who coordinates assessments to verify their consistency and conformity with the academic programmes. Lecturers are requested to submitted marks of the final exam to the Head of Department within one month after the exam. Whenever the lecturer submits marks (soft copy and hard copy) to the Head of Department, he has no right to change the marks without prior authorization from the Deputy Vice Chancellor for Academics and Research, who will judge relevance and veracity of the request. All the marks (CATs and Final exam) are published on the notice board by the Head of Department. After the publication of marks, students who are not convinced of their marks, have right to appeal in writing to the Department within five working days. After five days of publication of marks, no claim should be accepted.

Article 70

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



themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

Article 71

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

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

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

CHAPTER X: THE CONDUCT OF EXAMINATIONS

Article 72

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

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

Article 73

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

Article 74

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

Article 75

During the examination, candidates are to keep quiet. They are not allowed to have a glance at the answer sheet of their classmates or to interchange answer sheets or rough draft. In case the invigilator



notes an attempt of cheating they shall be grounds for exclusion from examination by the Chief Invigilator who also has the power to initiate disciplinary proceedings for cheating.

Article 76

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

Article 77

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

Article 78

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

Article 79

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

Article 80

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

CHAPTER XI: CHEATING

Article 81(a)

Taking along unauthorized materials to the exam room will be considered as an attempt to cheat. Cheating or any attempt to cheat is given a penalty of one-year temporary exclusion from INES-RUHENGERI and the student's potential accomplices undergo the same sanction. In case of repeated offense/cheating, the cheater and his/her potential accomplices are permanently excluded from INES-RUHENGERI. In addition to exclusion, all marks of the respective year are nullified. In each case, the decision of suspension or exclusion is recommended by an academic Senate/Sub-Senate up on the chief invigilator's report and pronounced in a written letter by the Vice Chancellor.

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

Article 81(b)

A student who will attempt to sit for exam or any form of assessment including on the behalf of another student will be definitely excluded from INES-Ruhengeri and his/her potential accomplice undergo the same sanction. The examiner or invigilator, who has noted the cheating or the attempt to cheat, prepares



and addresses a report to the Dean of Faculty within 24 hours. In case the cheater is an external people who may come and work for a student, he/she will be caught and reported to the legal institutions for further actions.

Article 82

The examiner or invigilator, who has noted the cheating or the attempt to cheat, prepares and addresses a report to the Dean of Faculty with a copy to the Head of Department within 24 hours with evidence to support the charge. Evidence shall be depending on the circumstances including the report from the camera, the list of witnesses and their signatures and the material support of cheating.

Article 83

If the Dean is satisfied there is a case to answer, he or she shall send copies of the evidence to the Deputy Vice Chancellor for Academics and Research and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have three working days to submit a defense or justification in writing.

Article 84

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

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

Article 85

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

Article 86

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



Article 87

When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment and re-take the respective module with a different topic and supervisor in the next academic year and pay the required fees.

Article 88

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

Article 89

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

Article 90

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

Article 91

Any member of staff of INES-RUHENGERI who will be found accomplice in a student's cheating will be dismissed automatically and without notice, and will thereafter be subject to legal proceedings.

CHAPTER XII: PROJECTS

Article 92

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

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



idea. A well-written research proposal will establish a clear research plan for the student.

Article 93

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

Article 94

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

Article 95

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

Article 96

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

Arts/Humanities/Social Sciences:

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

Natural Sciences/Engineering/Mathematics and Technology

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

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

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

Article 97

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



Article 98

Where it forms the final assessment of a programme, no resubmission of an undergraduate project or Masters Dissertations, or extension of time, shall be allowed except when the academic Senate decides to do so.

Article 99

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

Article 100

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

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

Article 101

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

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

Article 102

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

Article 103

The marking of a project is done as follows:

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



Article 104

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

Article 105

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

CHAPTER XIII: CONDITIONS FOR PROMOTION

Article 106

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

Article 107

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

Article 108

A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on undergraduate programme and 60% on postgraduate ones. No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

Article 109

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

Article 110

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

A student who is to be absent in an examination or any other form of assessment, who fails to submit in-



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

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

Article 111

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

To progress from:

- Level 1 to level 2: a student must have been awarded 100 credits in total at Level 1.
- Level 2 to level 3: a student must have been awarded 220 credits in total, of which at least 100 are at level 2.
- Level 3 to Level 4: a student must have been awarded 340 credits in total, of which at least 100 are at Level 3 for five years Bachelor's degree programme
- Level 4 to Level 5: a student must have passed all the modules at level 4.

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

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

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

Article 112

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

Article 113 (a)

Where stated in the validated Programme Specification, certain modules may be designated 'core', and progression to the next level will not be permitted until these modules have been passed (except that part-time students may declare a pattern of module choice which includes some modules from the next level, providing all the module which have not yet been passed from the previous level are also included).

Article 113 (b)

The Academic senate has put an English module among the core modules for all programs at INES. However, no progression allowed in the final year without a proof of English proficiency test (EPT) with a score of 50 % as the minimum. The progression to the last level will not be permitted until EPT



has been passed.

Article 114

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

Article 115

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

Article 116

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

Article 117

Students who fail retaken modules, or do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

Article 118

With the agreement of the Dean, a student required to re-sit or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

Article 119

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

Article 120

Where a student's performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the



programme specification.

Article 121

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

Article 122

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

Article 123

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

Article 124

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

CHAPTER XIV: EXAMINATION BOARDS

Article 125

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

Article 126

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

Article 127

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

Article 128

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



Article 129

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

Article 130

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

CHAPTER XV: ACADEMIC AWARDS

Article 131

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

Article 132

The credit and grades requirements for the award of degrees, diplomas and certificates, the honors classification and the award of distinction where appropriate shall be as specified in the National Qualification framework (NQF) for HLIs. INES-Ruhengeri may provide through its programmes, opportunities for students to exit with the following awards according to Rwanda Qualification Framework (pg 40).

Level	General Higher Education	Credits
10	Doctoral	360
9	Masters	180
	Medical Fellowship (Medical subspecialty)	
	Postgraduate Diploma	120
	Postgraduate certificate	60
8	Bachelors	480
7	Advanced Diploma	360
6	Diploma	240

Article 133

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

1. **First Class:** 80 - 100
2. **Upper Second Class:** 70 - 79
3. **Lower Second Class:** 60 - 69
4. **Pass:** 50 – 59



Article 134

Degrees, diplomas and certificates inevitably carry a serial number, the seal of INES-RUHENGERI, the Vice Chancellor and Deputy Vice Chancellor in charge of Academics and the recipient's signatures.

CHAPTER XVI: FINAL PROVISIONS

Article 135

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

Article 136

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

Article 137

The previous provisions contrary to these regulations are abrogated.

Approved by INES Council, 24 June 2023



Dr MAZARATI Jean Baptiste
Chairperson of INES-Ruhengeri Council