



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGRI

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STUDENT REGULATIONS

and

DISCIPLINARY PROCEDURES

Musanze, August 2016



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1. Introduction

1.1 Philosophical backbone of INES-RUHENGRI

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

1.2 Moto of INES-RUHENGRI

Scientia et lux / shifting from paper to people

1.3 Vision statement of INES-RUHENGRI

The vision of INES is reflected in the following statement:

“Universality in every individual;
Knowing in order to better serve the world”

INES as a private Institute for Higher Education orients its academic services towards applied sciences. In the vision of INES this means that all taught sciences are applied to the population daily problems, seeking to propose and answer to them.

1.4 Mission statement of INES-RUHENGRI

According to the statutes of INES the mission is expressed as follows:



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“To contribute through interactive junction between civil society, private sector and public sector to the national and regional development, by providing specialized university education enhanced by research, in order to create competitive enterprises and well paid employment”.

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

1.5 INES' Core qualities

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

<ul style="list-style-type: none">• Quality• Scientific excellence• Professional consciousness• Flexibility• Innovation• Entrepreneurship• Team spirit• Determination and perseverance• Courage and responsibility	<ul style="list-style-type: none">• Collaboration (among staff and with students)• Architectural concept• Accessibility (geographical and financial)• Receptivity to local need• Relation with the Catholic Church• Culture of Transparency• Integration of Social Sciences and Communication
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1.6 Strategic objectives

- Provide excellent, competitive and practical knowledge
- Educate for creation of employment
- Promote scientific and technological research as well as research for integrated development ;



- Participate in the opening of the employment market and productive sectors
- Contribute to the complementarities of science and culture
- Contribute to Rwanda's social and economic development through the transfer of appropriate, relevant skills and knowledge according to (inter)national standards.

1.7 Quality principles derived from the vision, mission, strategic objectives and INES qualities

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

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

1.8 Concept of Applied Sciences

The orientation of Applied Sciences was chosen by INES after deep analysis of the situation of labor market and discovering that there was a serious problem of mismatch between University products (graduates) and labour market needs in the region. The underlying question was then on whether Higher Learning Institutions (HLIS) are teaching wrong things or if they are teaching right things in a wrong way. And the answer was found to be that HLIs teach right things but in a wrong way.

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

This approach was indeed, identified as the right tool to overcome the mismatch between the academia services and the labour market expectations. Before adopting the approach INES organized several workshops, seminars and consultations. This exercise involved



academic and administrative staff, students, professionals, and representatives of professional institutions.

Being an Institute of Applied Sciences implies that INES' academic system and community engagement activities are characterized by (1) academic programs that are not only tailored to students professional requirements but are also developed based on real community development needs, (2) a more competence-based educational methodology with a focus on integrating theories and practical done at school with professional context generic competences, (3) research activities focusing on applied research in collaboration with the world of work and (4) close ties with business and industry in contributing to regional development.

2. Applicability of this code

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

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

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



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

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

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

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

3. Authority for Code of students' conduct

A) Ultimate authority over student conduct is vested in the Rector of INES-RUHENGRI), who may take immediate action at his discretion for any violation of INES-RUHENGRI policies or procedures whatsoever. Action taken by the Rector is final and closes the matter.

B) A Students' Conduct Committee (Chaired by VRAF, Dean of Students, Deans of Faculties or their representatives, Dircab , 1 member of Senate ,elected by Senate, Registrar or Deputy Registrar), is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with INES-RUHENGRI policies and procedures.

C) This code of students' conduct includes 2 forms of misconduct :

-Non-academic misconduct : non-academic misconduct means those forms of prohibited conduct described in sub-rules (4.1), (4.3), (4.4), (4.5).

-Academic misconduct : **academic** misconduct means those forms of prohibited conduct described in sub-rule (4.2) ;



This sub-rule includes :

- (a) cheating; or
- (b) plagiarism; or
- (c) reproducing in any assessment, or submitting for assessment, the work of another person, whether in whole or in part and whether with or without the knowledge of the other person; or
- (d) failing to comply with INES-RUHENGARI's instructions to students in relation to an assessment; or
- (e) acting, or assisting another person to act, dishonestly in, or in connection with, an assessment; or
- (f) any other form of academic dishonesty

4. Prohibited conduct

Non-academic misconduct :

4.1. A student is guilty of misconduct if she/he :

4.1.1: Intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the Institute

4.1.2 Refuses or fails to comply with a lawful instruction or request of an employee of the Institute authorized to give such instruction or make such request, or acts contrary to such instruction or request

4.1.3 Commits any statutory or common law crime whilst on Institute premises

4.1.4 Intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorization uses any building , furniture or equipment, computer, vehicle, notes, documents or any other thing owned or controlled by INES-RUHENGARI or by any employee of the INES-RUHENGARI, or by any registered student of INES-RUHENGARI ;

4.1.5 Intentionally or negligently mismanages and/or misappropriates INES-RUHENGARI funds



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4.1.6 Brings intoxicating liquor on to the premises of Institute without the consent of the Rector (or a person duly authorized by the Rector), or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on Institute premises

4.1.7 Brings an illegal dependence-producing drug (as defined in section 1 of the Drugs and Drug Trafficking Act, 1992) on to the premises of INES-RUHENGERI, or is found to be in possession of such illegal substance or is under the influence of such substance whilst on the premises of the Institute without proper authorization:

4.1.8.1 Brings on to or stores on Institute premises a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device ;

4.1.8.2 Allows or arranges for the aforementioned (as per 4.1.8.1) to be brought on to or stored on Institute premises;

4.1.9 Sex abuse is prohibited in the premises of INES-RUHENGERI;

4.1.10 Acts in a racist manner towards any person whilst on Institute premises

4.1.11 Commits an indecent act on Institute premises

4.1.12 Unlawfully expresses, publishes or disseminates in speech, writing, print or other medium on Institute premises any views, beliefs or ideology that would infringe upon the dignity or other human rights of any student or groups of students, or any employee of the Institute, or person invited by the Institute as a guest of the Institute

4.1.13 Without the written permission of the Rector uses the name of INES-RUHENGERI, or uses or displays the logo and/or the Moto of INES-RUHENGERI

4.1.14 Convenes an assembly of all students on INES-RUHENGERI premises without obtaining the prior consent of the Rector

4.1.15 Knowingly makes a false statement about the Institute or otherwise intentionally provides materially false information to anyone in or outside the Institute about Institute

4.1.16 Intentionally or negligently tenders or presents to any employee of INES-RUHENGERI any document which he or she knows or ought reasonably to know to be false or a forgery and which causes or has the potential to cause prejudice to the administrative, financial or academic interests of INES-RUHENGERI ;

4.1.17 Accepts or offers a bribe to students, employees or any other official of INES-RUHENGERI ;

4.1.18 Reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis,



dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorized in terms of the Law N° 31/2009 of 26/10/2009 on protection of intellectual property, and unless the copyright owner's permission for the reproduction or transmission is obtained.

4.1.19 Contravenes the provisions of the Copyright Infringement and Plagiarism Policy of the Institute as it relates to plagiarism

4.1.20 Collects money or offers goods for sale or advertises goods on the premises of INES-RUHENGRI without the permission of the Rector

4.1.21 Neglects or refuses to return library material borrowed from INES-RUHENGRI library;

4.1.22. Steal goods or services or institute's materials;

4.1.23 Behaves in any way that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which

4.1.23.1 The good name and reputation of the Institute is or may be impaired

4.1.23.2 The maintenance of order, discipline and security at INES-RUHENGRI is or may be prejudiced or imperiled.

4.1.23.3 The Process of tuition, research and administration and general Institute activities are or may be prejudiced or imperiled.

Academic misconduct :

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

4.2.1 For purposes of this rule 'examination' includes all assessments of a student's performance organized and/or conducted in the name of Institute.

4.2.2 Further, for purposes of this rule 'cheating' includes :

4.2.2.1 The possession of any unauthorized notes and/or aid(s) in the examination venue after the first answer book or question paper has been made available to students, which may assist the student in the examination



4.2.2.2 The use or attempted use during an examination of any note or aid, the use of which is not authorized by the examiner or examination officer

4.2.2.3 The communication or attempted communication of any information relating to an examination with any other candidate whilst the examination is in progress

4.2.2.4 The removal or attempted removal from an examination room of any examination book or writing paper supplied by the Institute for the purposes of answering an examination

4.2.2.5 The use of a false name, identity number or student number in an examination

4.2.2.6 The submission for examination as own work any matter that has been copied, reproduced or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student

4.2.2.7 Intentionally or negligently assisting another student to cheat as defined in 4.2.2.2

4.2.2.8 The Commission of any other fraudulent or dishonest practice whereby a student, whilst being examined by the Institute, seeks to mislead or deceive the examiner or the examination officer

4.3 Violate other Institute policies already adopted and in implementation (Code of Students'conduct in INES-RUHENGRI Hostels, INES-RUHENGRI Library policy, INES-RUHENGRI IT Laboratories Policy, INES-RUHENGRI Sciences Laboratories Policy,...);

4.4. Violate laws, regulations and ordinances of Rwanda

4.5. Refuses or fails to abide with the ruling, final decision and/or penalty made imposed by the Disciplinary Authority or any other competent authority.



5. Procedures

5.1. Student'conduct Committee

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

5.2. Initiation of action relating to breach of conduct

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

5.3 Decisions of the SCC

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

A finding of guilty will only be returned if:

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

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



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

5.3.2 If the Committee does not find the student guilty as provided for under Rule 5.2.1.2, the student is acquitted of the charge.

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

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

5.4. Record of proceedings

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

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

5.5.1 NOTIFICATION OF MISCONDUCT

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

5.5.2. PRELIMINARY INVESTIGATION

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

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



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

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

5.5.3. REFERRAL TO THE STUDENTS' CONDUCT COMMITTEE (SCC)

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

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

5.5.4. NOTICE TO THE ACCUSED STUDENT

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

5.5.4.2 The Notice under this rule will inform the student:

5.5.4.2.1 That proceedings under the Students' Conduct Code are to be instituted against him/her and that a copy of the Code is available for inspection in Library, in the office of the Chairperson of Students' Conduct Committee (SCC) or on INES-RUHENGARI website,

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

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

5.5.4.2.3 Of his/her right to answer the charge in writing at least three business days before the hearing,



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

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

5.5.5 SERVICE OF NOTICE

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

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

5.5.6 Implementation of findings of the SCC

5.5.6.1 If the SCC finds an accused student:

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

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

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



6. Penalties

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

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

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

1. Censure: An official written reprimand for violation of specified regulations.
2. Disciplinary Probation: A period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of student conduct probation, or any other violation of this Code during the period of disciplinary probation, may result in eviction from INES Hostel, suspension or expulsion from INES-RUHENGRI. While on disciplinary probation, the student is not in good disciplinary standing with INES-RUHENGRI.
3. Restitution: Repayment to INES-RUHENGRI or to an affected party for damages accordingly to the nature and gravity of the offence.
4. Denial of Access to Specific Areas: Ban from certain non-academic area(s) for a specified length of time.
5. Eviction from Residence: Termination of the residence agreement in INES-RUHENGRI Hostel and exclusion from visiting within certain or all residential facilities (Main Hall, Classrooms, Library, Laboratories, Player grounds, etc,) as set forth in the notice of eviction, for a specified period of time. A student who is evicted is not entitled to a refund of room fees. A student who is a freshman or sophomore and is evicted from residence is unable to fulfill residency requirements and may be suspended, upon review.



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6. Revocation of Privileges: Restrictions placed on activities and/or use of INES-RUHENGERI services and facilities for a specified period of time.

7. Loss of Registration: Removal of registered student organization status, resulting in revocation of all INES-RUHENGERI privileges for a specified period of time, normally for at least the remainder of the current academic term and no longer than one full calendar year.

8. Suspension by the Senate: Exclusion from classes and other privileges or activities, including access to INES-RUHENGERI premises or INES-RUHENGERI sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from INES-RUHENGERI premises for the duration of the suspension.

9. Expulsion from INES-RUHENGERI by the Senate: Termination of student status, and exclusion from INES-RUHENGERI premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from INES-RUHENGERI premises permanently.

10. Discretionary Sanctions: Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to: testimony in favour of positive behavioral change, fines, educational reflection assignments, and participation in alcohol or drug awareness programs, and trainings, counseling and education regarding sexual assault and offenses.

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



7. Right to Appeal

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

Allowable grounds for appeals are limited to the following:

Evidence of procedural irregularity

Evidence of mitigating circumstances or facts that could not have been presented at the hearing

Evidence of undue severity of sanction

Evidence of bias on the part of the members of the Students' Conduct Committee (SCC)

Evidence that the decision of the Students' Conduct Committee (SCC) is arbitrary, undue or excessive and that the evidence does not support the charges.

7.1. Student Conduct Appeals Committee (SCAC)

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

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

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



7.2. PROCEDURES

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

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

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

7.2.4 When an appeal is lodged against a decision of the SCC in terms of Chapter 7, the enforcement of any disciplinary measure imposed by the SCC is deferred by either the SCC or the Registrar, pending the outcome of the appeal.

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

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

7.2.7 After considering an appeal the SCAC may:

7.2.7.1 dismiss the appeal and uphold the decision of the SCC in its entirety or in part,

7.2.7.2 Allow the appeal and set aside the decision of the SCC in its entirety or in part,

7.2.7.3 Amend the decision of the SCC,

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



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

7.2.9 There is no further forum for appeal within INES-RUHENGRI structures after the SCAC.

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

8. Reporting and disclosure of findings

8.1 If a student in respect of whom the SCC has imposed a sanction fails to exercise his/her right of appeal as set out in Chapter 7, the SCC submits a written report on the matter to the President of Academic Senate or to Executive Council of INES-RUHENGRI

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

8.3 Final decisions in respect of student disciplinary hearings (without identifying the student) will be made public by INES-RUHENGRI Rector, save where exceptional circumstances are found to exist.

9. Safekeeping of the record of proceedings

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

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



10. Amendment of the Code of Students' conduct

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

11. Commencement of this code

10.1 This Code comes into operation on the date on which it is approved by INES-RUHENGARI Executive Council.

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

Approved on 1st August 2016

For the Executive Council

Fr Dr HAGENIMANA Fabien

Rector and Chair



APPENDIX I:

FORMAT FOR THE PREPARATION FOR DISCIPLINARY HEARINGS

The following format outlines the sequence of events, which should be followed once a decision has been taken that disciplinary action is necessary.

a) Once the decision has been taken to initiate the disciplinary procedure, the student concerned should be informed in writing of:

- i) The nature of the complaint and the fact that the hearing is to be a disciplinary one;
- ii) The place, date and time of the hearing;
- iii) Their right to be accompanied by a representative.

This should be **at least 5 business days before** the date of the hearing in order to allow the student to prepare their case.

b) A thorough investigation should be made to determine all the relevant facts. It is important that this takes place as soon as possible following the alleged misconduct.

c) Once all parties have been assembled for the hearing, the procedure to be followed should be:

- i) Those present should be introduced to the student and an explanation given for their attendance;
- ii) The precise nature of the alleged misconduct by the student should be stated;
- iii) The case against the student should be outlined by the presentation of evidence that has been collected;
- iv) The student should be allowed to present his/her case, to answer the charge in writing **at least three business days before the hearing**, which may involve the use of evidence and/or the calling of witnesses;
- d) If at any time evidence is brought forward which needs further investigation, the hearing should be adjourned and a time and date agreed for it to be reconvened;
- e) A period for general discussion should be allowed, during which both sides can ask questions and provide explanations of points which have been raised;
- f) If it becomes apparent that there is no firm basis for the allegation of misconduct, or the student has provided an adequate explanation, then the proceedings should be stopped;



- g) The main points concerning the alleged misconduct and the evidence provided by both sides should be summarised to ensure that nothing has been overlooked by either side;
- h) Before reaching a decision, in all but the simplest cases, the hearing should be adjourned to allow for a period of consideration of all the points raised, the past record of the student, any extenuating circumstances and any actions previously taken in similar cases;
- i) When a decision has been reached, the hearing should be reconvened. The student should be informed of the disciplinary action to be taken, if any. If disciplinary action is to be taken, the student should be informed of the appeal procedure and how it operates. In the case of warnings, details of expected improvement, time span of warning and the consequences of a failure to improve should also be stated.
- j) When any disciplinary action is taken, written details confirming the actions taken, details of the appeal procedure, expected improvements, time span of warning and consequences of failure to improve, should be delivered either by hand to the student or by registered post to his/her home address.
- k) For all forms of disciplinary action it is important that a record is made for future reference if necessary.
- l) It is the responsibility of the Dean of the Faculty responsible for the student's course of studies to ensure that staff monitor the student's progress and behaviour, following disciplinary action, to ensure that expected improvements are achieved.