



**GUIDELINES FOR INVOLVEMENT OF POSTGRADUATE STUDENTS IN
TEACHING, SUPERVISION AND RESEARCH**

POLICY COVER SHEET

Title	Guidelines for Involvement of Postgraduate students in teaching, supervision and Research
Approving Authority	Board of Governors
Approval date	21 st July 2021
Effective from	Academic year 2020-2021 onwards
Developed in	May 2021
Policy Brief Summary	It provides a framework under which UR Postgraduate students are involved in teaching, supervision and research activities
Reason	Enhance the capacity of UR Postgraduate students who aspire for academic career
Related Policies or References	University of Rwanda's harmonized part time and visiting teaching rates
Policy Custodian	Deputy Vice Chancellor, Academic Affairs and Research and College Principals
Contact Offices	-Administration and Human Resource Division, College/Campus Directors of Administration and Human Resource and Centre for Postgraduate
Consulted organs	UR Senior Management Council UR Senate

1. BACKGROUND

Building an academic and brilliant career after obtaining the Bachelor Degree requires rigorous preparation and training. The University of Rwanda as the leading HLI in Rwanda trains postgraduate students at Master and PhD levels across all its colleges. PG students graduate with enough knowledge and skills that help them to pursue their careers. However, this model of PG training seems inefficient to both the university of Rwanda and the PG students for some reasons.

During the PG trainings, students develop the knowledge and skills that can be useful to them and to the University of Rwanda as a way of giving back what the university has invested in them. PG students can be involved in teaching and supervision of undergraduate theses and internship projects. This can help them to advance their academic career. At the same time, this can provide the university with the skilled, less costly academic staff to support the existing heavily overloaded academics. It can also reduce the burden for the University to always search for qualified academic staffs. To do this will require the UR to involve graduate students in teaching and supervision. Currently, there are no mechanisms to engage PG students in such academic activities.

In search of solutions to these issues, the University has developed guidelines that aim at involving PG students in the university' academic activities.

2. AIMS

The aim of this document is to explain how the University can early detect and retain knowledgeable and skilled postgraduate students to carry out teaching, assessment and supervision activities and to provide guidelines in clarifying the roles and responsibilities of PG students at the University of Rwanda mostly in teaching and supervision while conducting their research.

3. SCOPE

This policy statement covers registered postgraduate research students (at Masters and PhD levels) of the University of Rwanda (UR) who are working to support the teaching and learning activities of other registered students. Only PG students in second year and above are considered.

4. TEACHING SUPERVISION AND ASSESSMENT DUTIES

Students engaged in teaching, supervision, assessment and research are required to operate in accordance with relevant University policies and procedures. Teaching, supervision and assessment duties include the following:

- Practical activities including laboratory or computer class demonstrating
- Tutorials and group work
- Seminars and workshops
- Field Trips
- Lectures
- Supervision of undergraduate dissertations and internship report
- Contributing to management of online discussion
- Exam invigilation
- Marking and giving feedback

4.1 In case of available research grants, postgraduates' students should be engaged and undergraduate students should be engaged to work on the same projects.

4.2 Postgraduate students must not be solely responsible for the delivery of any module or designated as module leader.

4.3 Postgraduate students will not be the sole or main supervisor of an undergraduate or postgraduate research project or dissertation. But he/she should be a sole or a main supervision of an undergraduate internship report.

4.4 Module design should remain the responsibility of academic staff, but PG who teaches should be involved in program and module review.

4.5 For marking and assessment, clear criteria and marking schemes should be made available to the postgraduate students.

5. THE PROCESS OF SELECTING PG STUDENTS TO BE INVOLVED IN TEACHING AND SUPERVISION

5.1 The decision on whether or not to utilize postgraduate students in support of teaching and supervision rests with individual Schools and in consultation with the concerned colleges

- 5.2 The department shall do the needs assessment of the areas either in teaching or supervision in which PG students can be given roles.
- 5.3 Schools together with departments shall determine the relevant criteria for selecting those who will contribute to teaching; for example, these might relate to year of study, area of expertise, or prior relevant experience.
- 5.4 Schools shall then issue an open invitation to appropriate postgraduates to express interest in the position/s available.
- 5.5 The department shall select qualified candidates and submit their names, the areas where they want to be involved and the roles to be undertaken by the PG students and be submitted to the Principal through the Dean of School.
- 5.6 The list of selected qualified PG students will be presented by the Principal to CAC for approval and share the report with the Executive Organ.

6. UR GENERAL CRITERIA OF SELECTION OF PG STUDENTS TO BE INVOLVED IN TEACHING AND SUPERVISION

6.1. The selection will be competitive, academic and moral aspects will be taken into consideration.

6.2. The following criteria will be considered:

- To have at least a Bachelor (for Masters) and Master's degree (for PhD students)
- To be registered at UR
- To be in second year and above
- To be meritorious (merit will be assessed through submitted documents and conducted interviews)
- To submit regularly the progress report for PhD students and transcripts for MSc students
- To be willing to sign contract with UR

7. OBLIGATIONS OF THE DEPARTMENT HOSTING THE PG STUDENTS TO BE INVOLVED IN TEACHING AND SUPERVISION

- 7.1 Terms and conditions will be clearly communicated by the department for each teaching engagement
- 7.2 The department should ensure that the quality of teaching and learning is safeguarded
- 7.3 The department is responsible for ensuring that postgraduate students are provided with training, support and facilities appropriate to the level and extent of teaching for which they are being employed
- 7.4 The department shall not overload the workload of PG students for avoiding any delay in their study/research
- 7.5 Supervisors shall monitor their work on daily basis
- 7.6 Supervisors shall produce a quarterly report on assigned PG students
- 7.7 The department shall submit the report to the Human Resource Office through the Dean as supporting document of the payment of the facilitation.

8. OBLIGATIONS OF THE PG STUDENTS INVOLVED IN TEACHING AND SUPERVISION

- 8.1 The PG students involved in teaching, assessment or supervision after signing the contract, shall act in conformity with UR rules and regulations as well as all Rwandan Labor Law provisions
- 8.2 PG students shall notify the Head of department the inability of attending class in 24 hours before the commencement of the class they are due to teach
- 8.3 PG students shall complete specific tasks as laid down by the Head of department, and have to report to and be responsible to their designated module leaders and ultimately to their head of departments.
- 8.4 PG students shall ensure that teaching, assessment and supervision engagements do not interfere with the progress of their studies

9. POSTGRADUATE TEACHING ASSISTANCE

- 9.1 Postgraduate students engaged in teaching, supervision and research shall receive induction from the School before starting activities.
- 9.2 Postgraduate students engaged in teaching and supervision shall be always given guidance by the supervisor.
- 9.3 Terms and conditions shall be clearly communicated to Postgraduate students engaged in teaching, supervision or research for each activity engaged.
- 9.4 Postgraduate students shall have access to UR facilities tenable to other Teaching and research staff.

10. MONITORING AND EVALUATION

- 10.1 It is the responsibility of the main supervisor or co supervisor to monitor and provide feedback on the teaching contribution of postgraduate students engaged in teaching, supervision and research activities.
- 10.2 Schools and supervisor shall provide PG students with feedback on their performance, areas that need improvement and the progress both formally and informally.

11. MAXIMUM HOURS OF WORK

Employment of a PG student shall not exceed 30% of the full time students while not less than 70% of the time will be dedicated to his/her postgraduate studies or research activities.

12. PAYMENT MODE OF PG STUDENTS TO BE INVOLVED IN TEACHING, SUPERVISION AND RESEARCH

- 12.1 Postgraduate students involved in teaching, supervision and research will be remunerated as local academic staff teaching on part time basis with reference to the University of Rwanda's harmonized part time and visiting teaching rates as it was approved by the Ordinary UR Board of Governors' meeting held on 31st October 2018.
- 12.2 For those who will be sent on official mission, a PhD student will be facilitated as a local staff on Assistant Lecturer level while a Masters student will be facilitated as a local staff on Tutorial Assistant level.
- 12.3 At time of academic staff recruitment, PG students who have been involved in teaching, supervision and research activities will be given priority.

13. TERMINATING ENGAGEMENTS

- 13.1 When the student is no longer registered as a Postgraduate student at the University of Rwanda.
- 13.2 When the teaching and assessment activities have been completed.
- 13.3 When the teaching and assessment activities are interfering with the studies of a Postgraduate Research student.
- 13.4 When Postgraduate student fails to carry out activities assigned to him/her as per demands of the contract signed between her/him and the University of Rwanda.
- 13.5 When it finds that Postgraduate student behaviors do not match with the University of Rwanda values.

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