



**REVISED GENERAL ACADEMIC REGULATIONS
FOR UNDERGRADUATE PROGRAMMES**

Amended and approved by the Academic Senate of 21st November 2018

Third version



SECTION I: INTRODUCTION

1. These regulations shall apply to all University of Rwanda (UR) programmes leading to various awards as stipulated in the Rwanda National Qualifications Frameworks for Higher Education up to the Bachelor's degree with Honors.
2. Where programmes need to vary or require additional regulations, these regulations shall be included in the approved and published programme documents. Colleges may, if deemed necessary, include variations to the General Regulations that are specific to their Colleges. Such variations shall have the approval of the Senate. With the exception of variations specifically approved at programme validation level. However, in the event of any conflict, these General Regulations shall take precedence over the Programme Specification documents.
3. The 39-week long academic year is divided into three (3) trimesters for full-time students on three year programmes as well as those of longer duration. Each of the two first trimesters notionally comprising fourteen (14) weeks of learning, teaching and assessment: eleven (11) weeks of teaching, one (1) week of revision, and two (2) weeks of examination. For three year programmes, the third trimester comprises a total of eleven (11) weeks with eight (8) weeks of teaching, one (1) week of revision and two (2) weeks of examination, whereas for programmes of longer duration, it comprises of eight (8) weeks of supervised clinical, industrial and similar attachments for practical training.
4. The above model does not apply to part-time students, whose requirements shall be specified in the validated Programme Specifications.
5. There shall be one intake in one academic year, the beginning of which shall be specified in the Academic Calendar approved by the Senate. Where required, multiple intakes may also be considered in accordance with Colleges' internal arrangements.

SECTION II: ADMISSION

A. APPLICATION PROCEDURES

6. Prospective students wishing to secure admission to UR on a full-time or part-time basis must apply online through the UR website. Applications shall only be processed after the University has received the application and relevant certified copies of academic documents, accompanied by the proof of payment of prescribed application fee. Additional requirements may be specified by the University where necessary.
7. Applicants who have completed their secondary, undergraduate or postgraduate

education outside Rwanda and who wish to join UR at the relevant level must obtain qualification equivalence from the relevant national agency to ensure that standards are consistent with UR admission requirements.

B. APPLICATION PERIOD

8. The application period shall normally be two months from the date the call for applications is issued. Normally, no application shall be permitted after the prescribed period.
9. Applicants will be notified within six weeks after the closing date whether or not they have been successful.

C. GENERAL ADMISSION CRITERIA

10. To be admitted to the first year of an undergraduate programme, it is necessary to have an Advanced Level Certificate of Secondary Education, a TVET Certificate or equivalent, with at least two principal passes permitting entry to Higher Education. Applicants must also demonstrate sufficient competence in English to study at a Higher Education level. Individual programmes may set requirements above the minimum level.
11. Alternative entry requirements may be allowed and determined by the Colleges depending on programmes equivalent requirements.

D. MIDWAY ADMISSIONS AND TRANSFER OF CREDITS

12. Students seeking to transfer from another higher learning institution (HLI) to the University of Rwanda must fulfill the following requirements before being considered for admission:
 - i) The HLI from which a candidate wishes to transfer from must be fully accredited by a recognized body assigned to deal with such matters in the country of origin.
 - ii) Must present an authentication letter and certified copies of academic transcripts from the institution the student has been attending. The time elapsed since the transcripts were given should be specified.
13. Students seeking to transfer from other institutions after a period of less than one year must also meet the general admission requirements defined in Section C

above.

14. Applications from students seeking to transfer from other higher learning institutions shall first be assessed by the relevant school, and admission shall be based on the recommendation of the school.
15. Students wishing to transfer from other higher learning institutions to the University of Rwanda shall apply for credit transfer at least three months before the beginning of lectures.
16. Applications for credit transfer shall be submitted to the Office of the College registrar in writing, attaching copies of all the required supporting documents.
17. Supporting documents for credit transfer application shall include the following:
 - i) Official academic record certified by the other HLI(s);
 - ii) Letter of introduction/recommendation from the HLI(s) a student has been attending;
 - iii) An official translation of the original documents (in case of non-English documents);
 - iv). Personal identification documents e.g. birth certificate, passport or national ID;
 - v) Certified copies of the original certificates used to gain admission into the HLI (s) a student has been attending.
 - vi). A standard coloured passport photo
18. Students who have accumulated credits at one or more approved institutions within Rwanda or outside may apply to have these taken into account when joining the University of Rwanda. The determination of the amount of credits, the level of the programme which the student should join, and/or the modules to be taken or exempted shall be decided upon by the school managing the programme.
19. The maximum number of credits that can be transferred shall not exceed 50% of the total credits required for the final award.
20. Credit transfer can only be allowed if the credits have been obtained within a period not more than two years prior to the student's application.
21. Once a module has been accepted as being equivalent to the one offered by the relevant school in accordance with its set criteria, the module shall be given the same weighting as the module offered by the school, regardless of the weighting in the other HLI.

SECTION III: REGISTRATION

A. PROCEDURES FOR REGISTRATION

22. To be considered a bona fide student of the University of Rwanda, a candidate must be registered in an academic programme offered by the University in order to be allowed to attend lectures or other teaching/learning activities of the University, or to examinations or other assessments.
23. Students normally register for an academic year on either a full-time or part-time basis. Exceptions may include, but are not limited to, the following:
 - i. Students registered for modules on a credit accumulation basis;
 - ii. Students repeating modules;
 - iii. Students on exchange visits;
 - iv. Students who may have taken an approved interruption of studies;
 - v. Part-time students whose programmes run on a trimester calendar year;
 - vi. Students who register for auditing modules
24. A full-time student opts for registration in a regular programme of study in one given academic year, attends all the scheduled programme modules and sits for all required assessments leading to an award of certificate, diploma or degree of the UR.
25. A part-time student does not register for all the required modules in a given programme in anyone academic year and, therefore, takes longer to complete the requirements for the relevant award.
26. A candidate opting to register on a part-time basis is required to take at least half of the modules offered in a trimester as minimum and shall aim at completing a degree programme in a period not exceeding seven (7) years.
27. Where programmes are available in both full-time and part-time modes, candidates may be permitted to transfer from full-time to part-time or from part-time to full-time within a given College at an appropriate point in the programme as specified by the school managing the programme.
28. Students registered on a part or full-time basis shall be allowed to change registered modules or programmes not later than two weeks after the beginning of the academic year.
29. Auditing a module allows students to take a class without the benefit of a grade or credit for a module. A student who audits a module does so for the purpose of self-enrichment and academic exploration. The module is offered only on a space-available basis with the approval of the College registrar in consultation with the Dean of the relevant School. However, students cannot audit laboratory, performing arts or

practical clinical skills.

30. An auditing student is not obliged to take assignments and examinations, but is expected to attend classes regularly. An auditing student shall be issued with a certificate of attendance by the relevant College.
31. A request for change from an audit to a credit basis shall be made to the College registrar and shall be accompanied by a recommendation from the Dean of the relevant school. That change must be made not later than two weeks of commencement of classes.
32. A student auditing a module is required to pay fees as if the module was being taken on a credit basis.
33. Admitted candidates must register individually online annually, at least two weeks before the beginning of each academic year. The period for registration shall be announced by the Office of the Registrar of University of Rwanda not later than two months before the start of the new academic year.
34. Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the University at least six months before the beginning of the registration period. Normally, no registration shall be permitted after the prescribed period.
35. Consideration for late registration shall be under special circumstances. A request for late registration shall be expressed in writing to the College registrar not more than fifteen days before the end of the Registration period, and the request shall state reasons for the lateness. The College registrar shall decide on the case with the advice of the Dean of school responsible for the programme in which registration is sought.
36. Normally, late registration shall not extend beyond two weeks after the normal registration period.
37. Both new and continuing students who are unable to register shall make an application to the College registrar to defer their registration. Such students shall not be required to pay registration fees for the deferred year. Registration deferment period shall not exceed one academic year.

B. DOCUMENTS REQUIRED FOR REGISTRATION

38. At the first registration for entry into the University, each student shall present to the office of the College registrar not later than two weeks after completion of online registration, the following documents which will be kept in her/his file:
 - i) A copy of the acceptance letter;
 - ii) One copy of a national identity card or passport;
 - iii) Two recent passport size colour photographs;
 - iv) Proof of payment of the required fees;
39. For any other subsequent registration, a student shall produce a proof of payment of required fees only.
40. All documents required for registration shall be submitted to the College registrar.
41. At the time of registration, all students are required to supply their personal information including a telephone number, email, and residential addresses. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student shall be deemed to have been received by him or her.

C. CHANGE OF NAMES

42. For the purposes of consistency, all students registered with the University of Rwanda shall be known by the names that appear on official documents submitted during registration, or which were otherwise changed in accordance with the law. The sequence in which the names shall be entered in the register shall be maintained, i.e. surname, middle name, first name.
43. Only the names under which students are registered shall be considered official, and it is these that shall be used on all university documents. Any request for change of name(s) must be supported by legal documentation.
44. A student may apply to the College registrar for recognition of a new name or names by the University, and must attach documents showing compliance with the University and legal requirements for a change of names to their application.
45. If the college registrar is satisfied that legal requirements have been fulfilled, she/he



shall authorize the change of name or names. Any change of name or names thus approved, shall be entered into the university register.

D. STUDENT IDENTITY CARDS

46. Each registered student shall be issued with a University of Rwanda Student Identity Card upon registration.
47. Each student identity card shall bear the holder's photograph, and registration number, the signature of the college registrar or her/his representative, and a stamp of the college.
48. The issued identity card shall be at a fee specified in the approved fees structure.
49. The student identity card shall be required for access to campuses, libraries, lectures, tutorials, practical sessions, laboratories and examination rooms, university restaurants, canteens and other services. The university reserves the right to refuse access its facilities without the card.
50. A student whose identity card is damaged, lost or stolen shall do the following:

Pay a fee indicated in the approved fee structure in order to get a replacement (in the case of a damaged card). She/he shall bring the damaged card to the Office of the College registrar.
Request for a replacement upon submission of a police statement of loss (in the case of a lost or a stolen card). The request shall be granted only if the university is convinced of circumstances of the loss.
51. Students shall carry their student identity cards with them at all times, and throughout their period of study at the university.

E. WITHDRAWAL / CANCELLATION OF REGISTRATION/EXPULSION

52. A student's registration shall be automatically withdrawn at any time during the academic year by the College Academic Council on grounds of the following among others: absence of more than a month without permission or justification, cases of impersonation, falsification of documents or incomplete information, serious omission, false declaration at registration and serious misconduct. The consequence of such actions shall be exclusion from the university and nullification of results. Normally, depending on the seriousness of the offence, the exclusion shall be for a given period

or indefinite and the nullification of results shall be for a specific year or for the entire period the student has been registered in the university. The university may take legal action against the student, and, in some cases, may refer the matter to the police.

53. All cases of registration withdrawal or cancellation shall immediately be reported to the University registrar who will update the database and inform other concerned stakeholders such as sponsors.
54. Any student de-registered may appeal against the decision and shall address any such appeal to the Chairperson of the College Academic Council of the respective college clearly stating her/his grounds for appeal. The Chairperson of the College Academic Council shall present her/his recommendation to the university Senate for consideration and final decision.
55. A student can only be expelled by the Senate and it shall be on the recommendation of the College Academic Council

F. SUSPENSION OF STUDIES

56. Registered students may, with good reasons, be allowed to suspend studies for a maximum of two years. At the expiry of the suspension period, such students shall be re- admitted into the trimester of the same year of study where they left off. However, in the event of a curriculum change during the time of suspension of studies, students may only re-join at the beginning of the first trimester, no matter at what point in the academic year they suspended their studies.
57. Normally, only one such period of suspension shall be granted and for only one year. The exceptions shall be debilitating illness or handicap where medical evidence suggests that the student shall be able to return to study within a further year, or that events or conditions are occurring so close to the end of an academic year that the circumstances that made the request necessary shall clearly still be in force in the following year. In order to re-commence, the student must bring a doctor's letter stating that she/he is fit to return.
58. Students shall make a request, to the dean of the relevant school to suspend studies in part or for the whole academic year, producing evidence of circumstances that make it impossible for them to continue their studies. Such requests shall be granted automatically on provision of evidence in case of the following scenarios:
 - i. Debilitating illness supported by a report of a certified medical practitioner,

- ii. Handicap which may require time to overcome,
- iii. Maternity leave,
- iv. Death or serious illness of a close relative or dependent,
- v. Financial difficulties

Other kinds of reasons may be given and a decision shall be taken by the dean of school on the strength of evidence provided. In case the request for suspension is approved dean will send a written recommendation to the college registrar who will then communicate the decision to the student and change the registration status of the student in the database and inform the university registrar.

- 59. No student shall suspend studies for more than one period in anyone given year, nor shall there more than one period of suspension in a given year of study. Instead, students shall re-apply for admission with transferred credits, under whatever admission rules are in force at the time.
- 60. In the case of suspension after the beginning of the academic year, any credits already earned on a given module or modules during that academic year, shall be retained on the student's record and the student will not be required to retake the module or modules already passed.
- 61. Repeated suspension shall not be granted for chronic, on-going medical conditions, instead the dean of school shall consult with the student, the Director for Student Welfare and the University's medical officer or other disability officer to see what help the University can offer that will help to overcome the effect of the condition in so far as ability to study is concerned.

SECTION IV: PROGRAMMES OF STUDY

A. PROGRAMMES

- 62. A programme of study consists of a set of modules, which, together, have a defined set of learning outcomes and graduate attributes that a student must attain to the satisfaction of the university Senate in order to be eligible for the award of a qualification registered for. Certain programmes may also include internship/clinical training/industrial attachment and/or other mandatory hands- on academic activities, which a student must complete to the satisfaction of the examiners.
- 63. Details of the programmes and modules available to students, the programme requirements, methods of teaching and assessment shall be published annually in a



Prospectus, which shall be accessible on the University of Rwanda website.

64. All programmes of study must be approved by the Higher Education Council (HEC) before they are advertised and any students are registered into them. The specific requirements approved by the university Senate shall be detailed in the Programme Specifications which, by then, would have been scrutinised and approved by a validation panel chaired by the college principal before the process of approval is through.
65. Programme requirements must include, as appropriate, the code, title, year of study and credit value of the modules to be completed, clearly indicating which modules are compulsory, optional, pre-requisites and co-requisites, together with any information on other additional course requirements for the award.
66. The programme requirements shall indicate specific core modules, that must be passed at each year of study (including prerequisites) and any other necessary requirements for progression or for successful completion of the programme.
67. Where programme requirements include a period of internship/industrial placement/clinical study, achieving a pass mark or a prescribed level of satisfactory performance, shall be a requirement for progression or graduation. The Programme Specification must state whether this period is graded and counts towards honors classification or the award of distinction.

B. MODULES

68. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes running over a specified period.
69. Modules in undergraduate programmes of study, which are available on a full-time basis, shall normally be taught within a single trimester, but may stretch across two or three trimesters within a single academic year.
70. There shall be sets of module descriptions for each programme as delineated in each programme specification. Module descriptions may include: core, pre-requisite and/or co-requisite modules and elective, credit/non-credit bearing, and programme specifications may prohibit certain combinations of modules.
71. A standard module description shall include the following key information:

School and Department, Module Code, Module Title, Year of study at which the module is being offered, Module Credit Value, Module Leader(s) or member(s) of staff responsible for the module, whether it is taught in trimester 1, 2 or 3 Aim(s) of the module, intended learning outcomes written in clusters of knowledge, practical skills and personal transferable skills, a brief description of the content Learning and teaching strategies, assessment criteria and types of assessment and key resources (which should include e-resources)

72. Key terms in module descriptions are defined as follows:

A prerequisite module is a module in which a student must have obtained credit before undertaking another specified module or modules.

A co-requisite module is a module, which a student must take in conjunction with another module or modules within a single year of study.

A core module is a module that has to be passed before a qualification can be awarded.

An elective module is a module that a student selects according to preference from a specified list of module options.

A credit bearing module is a module whose credits are considered for the classification of the qualification to be awarded

A prohibited combination is a set of two or more modules, which may not be taken together within the same programme. No student shall be allowed, in a subsequent trimester, to take a core module whose pre-requisite has not been passed

C. MODULE CREDITS

73. All modules shall be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall normally be the maximum. Where required, modules of other lengths can also be permitted.

74. All modules must be defined by the year of study and credit value. The year of study of a module is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved in the module. Descriptors for each year of study are given in the National Qualifications Framework for reference.

75. The skills enhancing modules, in which a pass is compulsory for progression or



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 honors classification.

76. Only one year of study may be assigned to a specific module suitable for that year although there may be occasions when it may be possible for some or all of the content to be delivered in common with modules from different years of study. In these instances, the modules shall be clearly differentiated by separate learning outcomes and assessment and shall be identified by separate module code numbers.

D. MODULE CODING

77. Modules shall be coded by a system prescribed by the university. Each module shall be identified by a module code of no more than 7 characters, which shall include a:
- i) set of letters to identify the programme
 - ii) digit showing the year of study
 - iii) digit showing the trimester in which the module is offered
 - iv) digit to show the College in which the module is offered (the College digits being 1 for CASS; 2 for CAVM; 3 for CBE; 4 for CE; 5 for CMHS and 6 for CST)
 - v) Digit for the module number.

As an illustration, the module in the Sociology Sciences programme called "Introduction to Philosophy, Ethics and Rwandan Culture" offered to first year students in Trimester 2 by CASS shall have a code of SSC1216. The last digit shows that it is the 6th module in that trimester.

E. DELIVERY OF MODULES

78. The programme requirements may indicate specific core modules, which must be passed at each year of study and any other requirements for progression or for successful completion of the programme.
79. Only one year of study may be assigned to a module, and the modules for each year of study shall be clearly differentiated by separate learning outcomes.
80. At the beginning of each module, students shall receive a module description and a module outline from the lecturer responsible for the delivery of the module. The

lecturer shall also communicate to the students the modes of class communication, teaching and learning strategies to be used in the module, and the assessment procedure to be used. The information provided to the students shall comprise of the following:

- i) The aim(s) of the module;
- ii) The intended learning outcomes of the module;
- iii) The detailed schedule of topics to be covered;
- iv) The teaching and learning methods;
- v) The schedule for continuous assessment;
- vi) The assessment weighting and criteria;
- vii) The list of recommended readings

F. ELECTIVE MODULES

81. The programme requirements may set some modules as electives which the students choose to follow to complement their different specialisations to accomplish the relevant year of study.
82. All students shall be required to register for the elective modules as stipulated in the programme specifications. The programme leader shall take the responsibility of informing students at the end of the previous and at the beginning of each trimester, of the elective modules that will be offered in that trimester.
83. No student shall be allowed to change an elective module after the second week of the beginning of the trimester.

G. PRE-REQUISITES FOR ADVANCED MODULES

84. A programme may specify some modules as pre-requisites. Programme specifications may also allow a concurrent registration of certain modules.
85. Where stated in the validated Programme Specification, certain modules may be designated as prerequisites, that have to be passed before taking the advanced specified module.
86. No student shall be allowed to undertake internship and action research modules or an industrial attachment if she/he has failed any of the other modules.

SECTION V: ASSESSMENT

87. The purpose of assessment is to measure the achievement of the intended learning outcomes. The forms of assessment for any module shall be appropriate for this purpose.
88. Modules are assessed by coursework and by a final assignment or examination at the completion of the module. Assessment by coursework may include assignments, tests, quizzes, and practicals carried out during the teaching weeks, where grades are provided before the final examination.
89. Students shall receive feedback on their performance in coursework before the next assessment on the same module.
90. 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.
91. The pass mark shall be 50%, except in the College of Medicine and Health Sciences, where the pass mark in the practical-oriented modules shall be 60%.
92. There shall be no supplementary examinations offered. However, special examinations may be offered within the same academic year to those meeting the requirements and in accordance with University regulations.
93. In some conditions to be determined by the Academic Senate, students would be allowed to have remedial classes and to sit for remedial examinations.
94. All assessment, module and programme marks shall be presented as percentage scores. Continuous assessments shall make up 50% of the module score while the final examination shall make up 50% of the module score.

A. ATTENDANCE

95. Attendance at lectures, seminars, practical sessions, tutorials and face to face sessions is obligatory. Attendance will be monitored as agreed by the school.
96. Students who attend less than 85 per cent (85%) of tutorials, seminars and practical sessions, maybe considered as not having achieved the module learning outcomes and will not be allowed by the dean of the school to sit for the final examination. Such

students shall be deemed to have failed that module and shall be awarded a zero (0) grade.

97. Except under special circumstances permitted by the university, students who fail all modules in a trimester due to absence from seminars, practical sessions, tutorials and similar face to face sessions shall be considered to have absconded and shall, therefore, be discontinued.
98. Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission, late submission or non-attendance can lead to a mark of zero for the assignment or examination unless adequately justified.

B. CONTINUOUS ASSESSMENT

99. Continuous assessment shall comprise all tests, quizzes, essays, practical exercises, assignments, projects, fieldwork assignments, clinical assessments and individual written tests, carried out in the course of the offering of the module, depending on the nature of the programme of study and on modules making up a programme.
100. Continuous activities shall assess the achievement of each of the ten (10) UR Graduate Attributes namely: Personal, Intellectual, Professional Autonomy and Astuteness; Employability and Career Development; Global Citizenship; Lifelong Learning; Collaboration, Teamwork and Leadership; Research, Creativity and Innovation, Scholarship and Enquiry; Subject Knowledge and Professional Skills; Communication and Information Literacy; Ethical, Social and Professional Understanding and; Financial Literacy.
101. Continuous assessment shall be part of and integral to the learning and teaching activities. The purpose of assessment should be to help staff and students monitor and improve learning, to provide a measure of student achievement and to help assure academic quality and standards.
102. There should be weekly quizzes and other test questions in lectures as components of the continuous assessment.
103. Though graded continuous assessment serves as assessment of learning, i.e., summative assessments to indicate the extent of learners' success in meeting the intended learning outcomes, continuous assessments should also be for learning (formative assessments)



a. Communication of Continuous Assessment Regulations and feedback to students

104. At the beginning of the trimester, each lecturer should outline in writing the different types of Continuous Assessment Tests he/she intends to give to students for each module.
105. A copy of that outline shall be kept by the student's class representative and the Head of Department.
106. The criteria for assessment, the methods to be employed, and the assessment and feedback schedules shall be communicated clearly to students.
107. Continuous assessment results shall be communicated to students within a reasonable period and normally prior to the submission of the next continuous assessment component. This shall be done in a manner that shall respect the confidentiality of the marks for each student, or in the case of group work the confidentiality of the group mark.

b. Management of Continuous Assessment Records

108. The responsibility for managing the receipt of a piece of assessment rests with the lecturer. Students shall sign in the piece of work to the lecturer using a standard cover sheet, by a specified date and time. Lecturers must maintain accurate and verifiable records of assessment submissions and enter into the system CA marks in each component for each student in his/her modules. Such records should be made available to External Examiners on request.
109. Students shall have the opportunity to discuss their cumulative continuous assessment marks for a module on an ongoing basis with their lecturers and are entitled to an explanation of how their overall continuous assessment mark is calculated.
110. Each lecturer shall provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during one class period in the last week of the trimester.
111. Every reasonable effort shall be made to ensure that all continuous assessment work is completed, submitted and marked prior to the end of the module, so that the mark recorded at this time is the final overall continuous assessment mark in the module.

This is normal practice but there may be exceptions with regard to extended essays or projects, etc., where marks are not available at this time.

c. Failure to sit for or submit a Continuous Assessment Test with valid verifiable reasons

112. A student who is absent from any continuous assessment exercise, or misses an assessment deadline for what he/she considers to have valid verifiable reasons and wishes those reasons to be taken into consideration, must apply in writing directly to the module lecturer of his/her intended absence prior to the assessment completion date OR must apply in writing directly to the module lecturer with supporting / substantiating documentation, within 5 working days following the date of the assessment or deadline. The module lecturer will review the application, decide on the matter and inform the student of the outcome of his/her application.

d. Dealing with legitimate verifiable absence from continuous assessments

113. In case of legitimate verifiable absence from continuous assessment, there are two types of alternatives: recoverable continuous assessment and non-recoverable of continuous assessment. A recoverable assessment refers to a continuous assessment element where it is possible to set another assessment to replace that element missed by the student. A non-recoverable continuous assessment element is one where due to the nature of the assessment, it is not possible to provide students with an opportunity to repeat this assessment. For instance, field work reports and group reports on laboratory experiments.
114. Each application shall be considered on an individual basis. Where it is accepted that an absence or non-submission of an assessment is legitimate, and depending on the circumstances, the nature of the module and of the assessment in question, the lecturer will have discretion to decide which of the following courses outlined below will be taken.

In the case of recoverable assessments:

- i) The student will be required to repeat the assessment that was missed.
- ii) The student will be given an alternative assessment opportunity in lieu of the missed exercise.
- iii) The deadline for submission of the assessment will be extended
- iv) The other CA components may be re-weighted for that student to take account of the missing assessment mark.



In the case of non-recoverable assessments, for example where:

- i) Participation and attendance in class/group are essential requirements of the assessment or
- ii) The assessment required the setting up of specialist equipment and the assistance of technical support staff which would normally only be afforded to group exercises or
- iii) The assessment is a written examination in which the class group participated as a unit or
- iv) That it is not feasible or appropriate to repeat the assessment.

In this case, a result of absent with Valid Reasons “AVR” will be recorded against the student for that exercise. The lecturer will report all such absences to the Departmental Examination Board at the end of the academic trimester. The impact of any such absences on the student's overall final assessment mark in a module will be a matter for the Departmental Examination Board. The Examination Board may adjust the student's assessment results, as it deems appropriate in light of the recorded legitimate absences.

e. Appealing against continuous assessment marks

115. Where a student does not agree with the continuous assessment marks awarded, he/she may request a review of the mark. Prior to submitting a request for a review, the student must discuss the mark with the lecturer involved. If the student remains unsatisfied with the mark awarded, he/she should:
 - i) Write to the Head of Department within 5 working days of receiving their provisional result requesting a review of the continuous assessment mark. The Head of Department shall decide if the request is valid and warrants further consideration.
 - ii) In the event of the Head of Department deciding that the request is justifiable, he/she shall then discuss the provisional mark with the lecturer in the first instance. Thereafter, the Head of Department shall refer the work to a remarking committee he/she must appoint for consideration prior to the Departmental Examination Board meeting.
 - iii) The decision of the remarking committee shall be final and no requests for review of continuous assessment marks shall be allowed after the final mark in a module has been determined by the Examination Board.

C. FINAL EXAMINATION

116. Only students who have passed the CA component and fulfilled the financial requirements shall be allowed to sit for the Final Examination.
117. A ten-credit module shall be assessed by one two-hour examination while a twenty-

credit module shall be assessed by a three-hour examination. The assessment of modules of other weighting shall be in proportion to their size.

118. Past examination papers should be uploaded online - either on Moodle or in the library repository.

D. INTERNAL AND EXTERNAL MODERATION & EVALUATION OF INTERNAL ASSESSMENT

119. All final examinations must be moderated by internal and external examiners as follows:
- i) The examination papers and marking schemes shall be reviewed at the department level by a team comprising module leaders and subject experts;
 - ii) The internally moderated examination papers, the corresponding marking schemes and the module description shall be sent to the external examiners for review by the end of the ninth week of the trimester. External examiners' feedback shall reach the college by the end of the tenth week of the trimester;
 - iii) Once reviewed and returned, the examination may be finalized by the internal examiners;
 - iv) After the examination, the internal team of moderators shall blindly second mark borderline cases. In case where external examiners are unable to come to the School, a sample of 15% of the examination scripts of each module with top, middle and low scores shall be sent to them so that they can assess the performance in the module. Each external examiner shall prepare a report on the performance in the module and send it to the College Director of the Centre for Teaching and Learning Enhancement.

E. CONFLICT OF INTEREST

120. No member of academic staff shall engage in any form of assessment of a student with whom she or he has a close relationship, nor shall she or he be a member of a Board of Examiners considering such a case. Should a Head of Department or a Dean of school be involved, a substitute shall be appointed by the Dean of school or College Principal, respectively. A member of academic staff is required to excuse her/himself if she/he feels her/his impartiality might be compromised.

F. RESPONSIBILITIES REGARDING THE IMPLEMENTATION OF THESE ASSESSMENT RULES AND REGULATIONS

a. Responsibilities of the student

121. The student must:

- i) Ensure that he/she is familiar with the assessment rules and regulations posted on the UR and College websites;
- ii) Ensure that he/she is familiar with the provisions given in the module framework or study guide with respect to assessment in the specific module;
- iii) Undertake to give an honest and dutiful effort in the assessments.

b. Responsibilities of the assessor

122. The assessor must:

- i) Ensure that he/she is familiar with the assessment rules and regulations posted on the UR and College websites;
- ii) Ensure that he/she is familiar with the provisions in these rules and any ancillary documents relevant for assessment in the specific context;
- iii) Make a conscious effort to use the criteria for effective assessment in their own contexts;
- iii) Ensure that all information about how the assessments of the module will proceed is explained in the module descriptions, module outlines or study guide; and
- iv) Assume responsibility, in collaboration with the Head of Department for his/her own development and/or training in assessment skills.

c. Responsibilities of the Head of Department

123. The Head of Department must:

- i) Develop a monitoring system for the Department's assessment practices to ensure that they meet the requirements of the university rules, regulations and guidelines;
- ii) Identify procedures, mechanisms and a learning support system to handle deviations from the University's rules and regulations;
- iii) Monitor students' perceptions of the quality of their assessment by means of module and lecturer feedback, and develop a support system where the assessment is found to not meet a satisfactory standard; and
- iv) Ensure that lecturers involved in assessment of student learning have sufficient appropriate training and/or experience, specifically that at least one assessor in each module has good, relevant experience.
- v) Ensure that the requirements and provisions of these rules and regulations are interpreted and applied in accordance with the UR Code of Practice on Setting and Moderating Examination Papers, the UR Guidelines on Assessment, Examination Moderation and Conflict Prevention and, the Guidelines on setting examination papers:

d. Responsibilities of the Dean of school

124. Each Dean of school must:



- i) Ensure that the requirements and provisions of these rules and regulations are interpreted and applied in accordance with the University's policies, rules, regulations and guidelines;
- ii) Be responsible for the development and implementation of procedures for the promotion of effective practices related to assessments in the School;
- iii) Be responsible for the establishment of procedures and mechanisms to identify and resolve problems with the implementation of these assessments regulations;
- iv) Ensure that all lecturers receive appropriate training or capacity building opportunities pertaining to assessment.

G. REGISTRATION FOR THE EXAMINATIONS

125. Unless otherwise indicated, a student registered for a module shall sit for an examination. The place and time shall be prominently advertised not later than two weeks before the commencement of the examination period.
126. All examination cards shall be numbered and issued upon registration for examination. The student registration number together with the examination card number shall be written on every examination booklet.
127. Only students who have fulfilled the academic and financial requirements shall be issued with examination cards.

H. CONDUCT OF THE EXAMINATIONS

128. The final examinations shall be held during periods specified in the academic calendar.
129. All examination papers shall be set according to the university approved process and shall be subject to internal moderation and external evaluation.
130. For each examination, there shall be a Chief Invigilator supported by other academics as invigilators who shall be appointed by the Office of the College registrar in consultation with the Deans of the Schools. The Chief Invigilator shall not be the module leader of that particular module. The Module Leader, however, shall be expected to be available in case of module specific problems.
131. At the time of appointment, all invigilators must read and sign related guidelines. The Dean and the College registrar shall keep a signed copy. Invigilators shall also keep a copy for future reference.



132. When collecting examinations papers and answer booklets from the Office of the College registrar, invigilators shall check whether graph papers are needed for the paper before going to the exam room. They shall make sure the examination attendance list where all students attending the examination must sign is available.
133. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.
134. All invigilators shall arrive at the venue at least 30 minutes before, to control admission of students into the examination room.
135. The Chief Invigilator shall allow ten minutes prior to the commencement of any examination to read all necessary instructions, allow students to fill their details on top of their respective answer booklets.
136. At the beginning of an examination, the Chief Invigilator shall remind students of the length of the examination, and read other instructions. Students shall be told how much time remains at the end of each hour, then 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.
137. The College registrar shall inform the Chief Invigilator of students with special needs to sit for examinations in various examination venues.
138. Arrangements for students with special needs must be made by the College registrar prior to the commencement of the examination.
139. The Chief Invigilator shall caution the students against having any unauthorized material in the examination room. No cell phone should be in the room. He/she shall give the last warning against any form of cheating.
140. Invigilators should not leave the room unattended during the examination.
141. Candidates shall not enter an examination room after the examination has started except with the permission of an invigilator, and not beyond 15 minutes of the commencement of the examination.
142. Candidates shall carry into the examination room their valid student identity cards and examination cards both of which shall be displayed on their examination desks at all times for inspection by invigilators. They must also sign an attendance list, which must be verified by an invigilator.



143. Invigilators shall check that each student admitted has a valid student ID card and an examination card. Students not having these documents are not admissible. They should be asked to leave the room immediately.
144. Invigilators shall check that each student who signs the examination attendance list bears the correct student ID and the examination card.
145. Invigilators shall not allow any students whose names do not appear on the examination attendance lists to sit for the examination. Students must not enter their names or ID or Examination Card numbers by hand. In case of any doubt about the student's status, the designated staff in the registrar's office shall be contacted for clarification.
146. Invigilators shall ensure that they have names and contacts of the College registrar or designated staff on campus and the module leader.
147. No student should be allowed to leave the examination room unaccompanied during the first 30 minutes of the examination for whatever reason.
148. Any candidate needing to leave the examination room for an unavoidable reason during an examination, and with the intention of returning, must be accompanied by an invigilator of the same sex.
149. A candidate who finishes an examination ahead of time may leave the examination room, provided at least one hour has elapsed since the start of the examination and after handing in her/his answer booklet(s) to the invigilator. The candidate shall not be allowed to return to the examination room while the same examination is still in progress.
150. No candidate shall be allowed to leave the examination room during the last fifteen (15) minutes of an examination until all answer booklets have been collected
151. At the end of the examination, invigilators shall observe the following:
 - i) Make sure that the number of answer books collected tally with the signatures on the attendance list before leaving the examination room.
 - ii) Collect the remaining unused booklets and question papers and return them to the registrar's office or the designated office on campus.
 - iii) Take the answer booklets and attendance sheet to the Registrar's office or the

designated office on campus for handing over.

iv) Make sure that the number of answer booklets handed over is recorded. The person receiving the answer booklets should verify the number of booklets received and counter sign.

152. All other matters pertaining to the management of examinations shall be found in the University of Rwanda's Examination Code of Conduct.

H. USE OF UNAUTHORISED MATERIALS IN AN EXAMINATION ROOM

153. Except where specified, students shall not bring into the examination room any books, papers, programmable calculators with text facility or mobile telephones or any other unauthorized materials and gadgets. Contravention of this article shall be considered as cheating or malpractice and shall be subject to disciplinary actions and may lead to dismissal.

I. CHEATING AND OTHER EXAMINATION IRREGULARITIES

154. Any kind of cheating is a serious disciplinary offence and may render a student liable to failing an assignment, an examination, a module or a year of study, and to temporary or permanent exclusion from the University.

155. Cheating includes (but is not confined to) plagiarism, copying another's work, collusion between students in the production and submission of documents which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

156. Talking among candidates or looking at each other's work shall not be permitted in the examinations.

157. Students who help or conspire or collude with someone to cheat shall be held equally responsible and shall receive the same penalty.

158. Should an invigilator catch a student in possession of unauthorized materials, the following steps shall be taken:

a) The materials as well as the examination answer booklet shall be confiscated as

- documentary evidence for the hearing;
- b) The student shall then be issued with a fresh booklet on which the time of issue shall be recorded, and allowed to continue writing the examination;
- c) The incident shall be recorded on the Examination Incident Report Form to be signed by both the Chief Invigilator and one of the other Invigilators in the same room;
- d) At the end of the examination and after collecting all examination materials and dismissing all the other students, the offending student shall be asked to comment and sign on the Examination Incident Report form, that shall be submitted to the college registrar, with copies to the relevant School Dean and Head of Department, immediately after the examination, not later than 48 hours after the occurrence of the incidence;
- e) The student shall be permitted to continue writing the remaining examinations. The evidence collected and the written statements of the invigilators and student shall then be submitted to the ad hoc committee, set up by the Head of Department for deliberation. The committee shall review all reports received in connection with examination cheating or malpractice. If the student is thereafter found guilty, the committee shall recommend an appropriate penalty with reference to the applicable regulations.
159. Where an invigilator or examiner detects or suspects cheating on the part of a student, she/he shall be required to submit to the relevant Head of Department a written report about any instance of a breach of Examination Regulations. This must be done as soon as possible but not later than 48 hours after the cheating has been detected. Evidence to support the charge must be provided.
160. If the Head of Department is satisfied that there is a case to answer, she or he shall send copies of the evidence to the Dean of school, the College Principal and the student within three working days of the receipt of the case. 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 five working days to submit a defense or justification in writing.
161. An ad hoc committee constituted by the dean and comprising of the originator of the charge, the Head of Department and another senior academic of the school shall consider the evidence and the student's response, decide whether it appears that cheating has occurred and recommend a penalty, which may or may not be confirmed by the School Council.
162. If a student wishes to appeal against the penalty, she or he shall have a right to a hearing by a relevant Appeals Committee constituted by the Principal. The student may

- bring a witness to support her/him. If the verdict is confirmed by this hearing, a higher penalty may be imposed.
163. If the student makes such an appeal and then fails to attend the hearing, it may be held in their absence, the evidence reviewed, and the penalty reconfirmed or varied.
 164. The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination, though in either case a higher penalty may be imposed at the discretion of the committee if the offence appears grave. Subsequent offences shall lead to a temporary or permanent exclusion from the university, in accordance with the gravity of the offence.
 165. A permanent exclusion penalty shall be imposed on a student who will have been found guilty of attempting to harass or to corrupt a lecturer in order to gain advantage.
 166. Penalties shall be classified in three categories in accordance with the gravity of the offence as determined by the committee:
 - a) Category one: a zero mark on the examination or assessed work in question;
 - b) Category two: suspension for a period of two (2) years;
 - c) Category three: expulsion from the university.
 167. Plagiarism of any kind will not be tolerated. For purposes of the university, plagiarism shall be defined as the deliberate, unauthorized significant use or close imitation of language, graphics, presentation, or expressed thoughts of another author, and the presentation of them as one's original work and without crediting the author.
 168. When plagiarism is proven for any component of a written assignment, presentation, or project report for an undergraduate degree that has been submitted for summative assessment, the student shall be deregistered and expelled from the University. She/he may be awarded whatever subsidiary qualification she/he may have earned by the credits accumulated.
 169. When incidents of improper or missed citations bordering on plagiarism but deemed to be unintentional in nature are found, the student shall be awarded a grade of zero on the assignment, presentation, or project report.
 170. Where a draft project 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 must warn the candidate.

171. Where Plagiarism or other cheating is discovered in a project after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider the case. Every reasonable effort must be made to contact the graduate, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in their absence. If the charge is proven, the degree shall be withdrawn by the university Senate. In this case, the person has a right of appeal to a hearing convened by the Chair of Senate.
172. 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 for future reference.

J. FAILURE TO SIT FOR A FINAL EXAMINATION

173. If it is deemed to be absolutely necessary, a student shall make a written request to the relevant dean to be absent from an examination, producing evidence of circumstances that make it impossible for her/him to sit for it. Such a request may be granted on provision of valid evidence. Such cases include but are not limited to debilitating illness or handicap, that may require time to overcome, difficult pregnancy, birth, or because of illness or death of a close relative (parent, child, spouse, siblings on first lineage and in-laws) or a dependent. Other kinds of reasons may be given, and the final decision shall be taken by the dean of the relevant school.
174. An application may also be submitted within 48 hours of the failure to sit for an examination. In addition, a student must explain, with evidence, why it was not possible to make the application before the date of the examination. Applications submitted later than 48 hours after the examination shall be considered exceptional and must be addressed to the College Principal.

K. MANAGEMENT OF SPECIAL EXAMINATIONS

175. A student who misses an examination may apply for a special examination and provide justifiable reasons with supporting documents. Special examinations are not an automatic right.
176. If an application for a special examination is not successful, the student shall be deemed to have failed the exam.

177. The session for special examinations, shall preferably be after the regular trimester examinations preceding the next academic year, as indicated in the Senate-approved academic calendar.

L. GRADING SYSTEM

178. The marks awarded for each module shall be converted into letter grades before they are presented to the College Academic Council, and results transcripts shall show both marks in percentages and letter grades. All marks shall be presented with two decimal places.

The guide for the grading system shall be as follows:

- a) Programmes with a pass mark of 50%

Marks	Letter Grade	Grade Points
80-100	A	5
70-79.99	B	4
60-69.99	C	3
50-59.99	D	2
0-49.99	F	0

- b) Programmes with a pass mark of 60%

Marks	Letter Grade	Grade Points
80-100	A	5
70-79.99	B	4
60-69.99	C	3
0-59.99	F	0



179. Module leaders shall submit module grades to programme leaders who shall be responsible for presenting them to the School Council at the time specified in the academic calendar.
180. Each student shall earn a specified number of credits for each module passed. No credit shall be earned by a student in a failed module.

M. EXAMINATION BOARD AND RELEASE OF RESULTS

181. The School Council shall constitute itself into a Board of Examiners to consider student results and determine whether students may proceed or not. The meeting of the board shall be chaired by the Dean or her/his nominee and shall consist of all academic staff members of the School, College registrar, College Director of Teaching and Learning Enhancement and all programme leaders. The quorum for such meetings shall be three quarters of the total membership.
182. The Board of Examiners shall consider results, performance and progression of all students. Marks awarded for each module shall be provisional, and shall be released as such after consideration by the board. Final marks shall be considered and confirmed only after approval by the College Academic Council.
183. In cases of a dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favorable to the student shall be taken.
184. The details of the board's deliberations are confidential and shall not be conveyed to any student or any other person outside the board.
185. The Minutes of the board shall be passed to the College Principal for onward transmission to the Academic Council and thereafter to the University Senate for ratification.

SECTION VI: PROGRESSION

186. The minimum credits for progression from one year of study to another, shall be as follows:
 - i) 100 credits for an academic year of 120 credits;
 - ii) 110 credits for an academic year of 130 credits;
 - iii) 120 for an academic year of 140 credits;
 - iv) 125 credits for an academic year of 150 credits;
 - v) 130 credits for an academic year of 160 credits;



- vi) 150 credits for an academic year of 180 credits.
187. Part-time students shall be permitted to progress to a pattern of study in the following year, which shall include some modules from the next higher year of study when they have achieved at least 80 credits for an academic year of 120 credits, 90 credits for an academic year of 140 credits or at least 105 credits for an academic year of 160 credits in the previous year of study. However, they must include all the modules from the lower year of study, which have not yet been passed. Part-time students may seek academic advice before committing themselves to module choices for the new academic year.
188. a) First entrants to UR academic programme shall have to undertake an English proficiency test administered by the designated UR Unit.
b) The English language module shall be offered as a credit bearing module in all the three years of study.
189. Failure to pass modules because the 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 to the next year of study.
190. Students who are not allowed to progress to the next year of study will be allowed to register as part-time students and repeat the modules they have failed. The highest mark earned for a repeated module shall be 50%
191. Students who fail modules shall be allowed to repeat them as long as the maximum registration period for the programme in which they are registered is not exceeded. The maximum registration period is $N+2$ where N is the minimum normal registration period for a programme, as shown below:
- a) 4 years for a 2 year diploma programme
 - b) 5 years for a 3 year diploma programme
 - c) 5 years for a 3 year Bachelors degree programme
 - d) 6 years for a 4 year Bachelors degree programme
 - e) 7 years for a 5 year Bachelors degree programme
192. No student shall be allowed to repeat the same module more than twice.
193. No student shall be allowed to register in modules across more than two years of study.

194. Students who fail modules at any year of study after reaching the maximum number of years of registration, are not allowed to repeat the failed modules, and therefore shall be discontinued. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.
195. 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 shall be designated as 'repeat only' in published module descriptions.
196. With the agreement of the Dean of school, in cases where electives are permitted, a student required to 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 assessment requirements. In a case of failure, the substitute module shall be considered as if it was being repeated.
197. A student who is discontinued from studies on academic grounds shall not be allowed back to study in the same programme. However, she/he may apply for a fresh admission in another programme if she/he meets the admission criteria for that programme.
198. Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the school will normally be expected to make a provision for a further opportunity for the student to satisfy the programme requirements equivalent to those required for academic components of the programme.
199. Where a student's performance in relation to professional requirements 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.
200. Normally, final year students are allowed to re-sit examinations in failed modules in the same academic year without waiting to retake the module when it is next offered. This excludes modules failed in the years preceding the final year.

SECTION VII: APPEALS

201. Students have the right to appeal to the Chairperson of the School Council if they are not satisfied with their grades. The appeal shall be considered by a committee

consisting of the relevant Head of department, the Module Leader (or another academic member of the programme team if the Module Leader is the marker) and one other academic member of staff with relevant knowledge. The committee shall change or confirm the grade.

202. Such an appeal shall be lodged in writing within one week of the mark being published and shall be supported by evidence.
203. For all appeals, a student must pay a fee prescribed in the approved schedule of fees, This shall be refunded only if the appeal is successful. A student's appeal shall be considered successful if the re-mark leads to an upward change in the marks awarded. The mark awarded on re-marking shall override any previous mark irrespective of whether or not it is lower or higher.
204. Students shall be allowed to view their final marks after approval by the School Council and before consideration by the College Academic Council. Any appeals for remarking shall be considered during this period.
205. No change of marks shall be allowed after approval by the College Academic Council

SECTION VIII- FIELD / INDUSTRIAL ATTACHMENT / CLINICAL PLACEMENT

206. Unless indicated in the Programme Specification, there shall be a component of field work or workplace-based learning in all programmes, either industrial attachment, clinical placement or whichever may be applicable.

A. INDUSTRIAL ATTACHMENT

207. For specified Diploma / Degree programmes, there shall be compulsory industrial attachment periods in the academic year as stipulated in the program specification, and conducted in accordance with approved industrial attachment guidelines.
208. Industrial attachment is a credit-rated module that shall be assessed as such in all three-year programmes and the grade obtained shall count towards the final award.
209. No students shall be allowed to graduate unless they have passed their industrial attachment. Students who are not able to complete their industrial attachment for any reason during the specified period shall be required to complete their attachment at their own expense within the next academic year.



210. Each college shall facilitate students to identify placements for industrial attachments appropriate to their field of study.
211. A student shall complete and return to the Departmental Industrial Attachment Coordinator, an arrival form signed by both the industrial and school supervisors within two weeks of commencement of industrial attachment.
212. A student must obtain the permission to change her/his allocated industrial attachment place before effecting the change. A student who does not go to the allocated place of industrial attachment shall be deemed to have absconded and will be required to complete her/his attachment at her/his own expense, within the next academic year.
213. Each student must submit an industrial attachment report within three weeks of completing the attachment.
214. Every submitted industrial attachment report shall be assessed in accordance with the existing school rules as stipulated in the programme specification.
215. Industrial attachment may be repeated only once, and a student who fails the industrial attachment twice shall be discontinued.
216. Any misconduct or offence as defined in the approved College Industrial Attachment Guidelines shall be subject to disciplinary action

SECTION IX-CO AND EXTRA-CURRICULAR PROGRAMMES

217. All students in a four (4) or five (5) year degree programme shall be required to undertake co- and extra-curricular activities in the third trimester of an academic year. These co- and extra-curricular activities shall be mandatory but not credit-bearing.
218. All concerned students shall be requested to develop progressively a portfolio that must comprise all the field work conducted and must reflect the learning experience in the chosen field.
219. At the end of year 4 or year 5, the portfolio shall be assessed by a panel of lecturers and the verdict shall be Pass or Fail. Any student who fails the portfolio shall not be allowed to graduate. He or she shall be required to repeat the component of the field work failed.
220. The co- and extra-curricular activities that students shall engage in will include



volunteering activities, entrepreneurship schemes and employability modules/personal development scheme, vacation work and attachments for the final years and campus based extra-curricular activities (ECAs). All activities shall be concluded by some form of awards and recognitions of the best performers and committed participants.

221. Students shall be informed of the arrangements early enough, not later than the end of the first trimester so that they do the necessary preparations. Schools, students' welfare department as well as the Careers and Employability Services shall closely collaborate to guide, monitor and evaluate the productive engagement of students into these.

SECTION IX: FINAL YEAR PROJECTS

222. Except where specified in the programme documentation, undergraduate final projects are an integral and compulsory part of the programmes. They must be submitted by the time specified, which will be no less than four weeks before the end of the academic year. No late submission shall be accepted.
223. Where it is appropriate to the discipline or field of study and specified in the programme documentation, a final year project may be a construction, performance, investigation, compilation, experimentation, action research or any other work which must be accompanied by a reflective written account of a length specified in the validated Programme Specification.
224. Unless otherwise stated in the Programme Specifications, all projects shall be the student's individual work.
225. The conduct, supervision and assessment of final year projects shall be determined in a specific project handbook.
226. All final year projects shall be checked for plagiarism-free through the use of Turnitin anti-plagiarism checker software.

SECTION X: HONORS DEGREE CLASSIFICATION

227. A student shall be awarded a Bachelor's Degree with Honours after earning at least 480 credits. A student who discontinues after earning 360 credits, shall be awarded an Ordinary Bachelor's Degree of which a minimum of 120 must be at Level 5 and 60 at Level 4. The award "with honours" will be granted on the basis of the 180 credits at Levels 4/5.

For the purpose of degree classification, calculations marks earned in a repeat



examination shall be capped at 50%

In what follows, 'more than half the modules' is taken to mean 'modules corresponding to more than half of the available credit, where module grades have been weighted by the credit rating of the modules'.

- A. First Class Honours (1st) will be awarded to a candidate who has achieved a weighted cumulative average mark of at least 80 per cent, for all the modules taken, other than those in the first year of study, and scored no less than 70 per cent in any module. For the purposes of calculating an award with 1st Class Honours, all the calculations shall be based on the candidate's performance in the first attempt on all modules.
 - B. Second Class Honors, Upper Division (2i) shall be awarded to a candidate who has achieved a weighed cumulative average mark of at least 70 per cent for all the modules taken, other than those in the first year of study, and scored no less than 60 per cent in any module.
 - C. Second Class Honors, Lower Division (2ii) shall be awarded to a candidate who has achieved a weighted cumulative average mark of at least 60 per cent for all the modules taken, other than those in the first year of study, and scored no less than 50 per cent in any module.
 - D. An Honours Pass degree shall be awarded to a candidate who achieves a weighted cumulative average mark of 50 percent for all modules taken, other than those in the first year of study, and scored no less than 50 percent in any module.
228. There shall be no classification for health profession and veterinary medicine degrees or diplomas.

SECTION: PRINCIPAL'S ROLL OF HONOUR

229. Each college shall recognize excellence in performance by undergraduate students after each trimester of learning, teaching, and assessment. A student who completes her/his modules with high scores shall be recognized for her/his high academic achievement and her/his name shall appear on a list known as the Principal's Roll of Honour.
230. To qualify to be on the Roll of Honour, a student shall score no less than 65% in a module at first sitting and shall have a cumulative trimester average of at least 80%.
231. The Roll of Honour shall be posted on the college website. The listed students shall get a commendation certificate signed by the College Principal. Colleges may arrange ceremonies at which certificates of recognition are handed over.

SECTION XII: AWARDS AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

A. AWARDS

232. A student is eligible for the award of a certificate/diploma/degree qualification after successful completion of the respective programme under which she/he is enrolled.
233. To qualify for any award of the University of Rwanda, a student must accumulate the required total number of credits defined in the Programme Specification for which the award is being sought.
234. Students may be awarded only one qualification following completion of a programme of study. In programmes whose specifications stipulate that intermediate awards may be made at various stages during the programme implementation, each lower award shall be considered as voided by the achievement of a higher one.

B. POSTHUMOUS AWARDS

235. The University of Rwanda shall recognize the achievement of its students who have died, and may grant undergraduate, postgraduate, and professional degree awards posthumously if a College determines that the deceased student has completed sufficient requirements to earn the award.
236. A diploma or a degree may be awarded posthumously on the basis of completed and examined academic work. Normally, the student would be within one trimester of completing the requirements for the degree or diploma at the time of death; that is to say, within 60 credits for an undergraduate program.
237. In cases where there are insufficient credits to present a recognized exit award, the college may recommend the presentation of a posthumous Certificate of Attendance to the family of the deceased student.
238. Inquiries relative to the possibility of a posthumous award for a deceased student shall be referred to the Dean of the School to which the student belonged. If the dean, through the School Council, supports awarding the posthumous degree/diploma/certificate, the recommendation must be forwarded to the College Principal. The request must indicate the rationale for awarding the degree/diploma/certificate posthumously and must indicate the approval by the dean on behalf of the School Council, that any remaining credits required for the concerned exit award are waived. If the School Council/dean does NOT support awarding the

posthumous degree, the individual(s) who inquired about the posthumous degree should be informed of the decision (if applicable).

239. The School Dean and the College registrar shall be notified if the approval is granted by the Principal. If the posthumous award is not approved by the Principal, then the School Dean shall also be notified.
240. After the posthumous award has been approved, the dean or her/his designate shall contact the student's family to make arrangements for presenting the degree/diploma/certificate. The Office of the College registrar shall add the student's name and posthumous designation to the graduation list and to the program. The Office of the College registrar shall also prepare a diploma/degree/ certificate to be presented to the student's family. No special notation will be made on the certificate.
241. This process should be completed within one year of the student's death and may be included in the next graduation booklet.

C. ISSUANCE OF STATEMENTS OF RESULTS, TRANSCRIPTS, CERTIFICATE AND DUPLICATES

242. At the end of each academic year, a statement of results shall be issued to a student on request. The statement of results shall be signed by the Head of Department and the Dean of the School.
243. An academic transcript for each student shall be made from the school consolidated mark sheet by the Office of the College registrar and shall be kept in the student's file. The transcript shall be signed by the College registrar and the College Principal.
244. University certificates shall be signed by the Vice Chancellor and the University registrar, and shall bear the University seal.
245. No academic document shall be issued to students without clearance from the Director of Student Welfare, the Head of Department, Director of Library, Director of Finance, and the dean of the relevant school. The clearance document duly signed is submitted to the College registrar for issuance of official academic documents.
246. In case of loss or damage of a certificate, the concerned graduate may request a duplicate by fulfilling the following conditions:



- i) Pay a fee indicated in the approved fee structure;
 - ii) Bring the damaged certificate to the Office of the University registrar in the case of a damaged certificate;
 - iii) Submit a police statement of loss in the case of lost or stolen certificate.
247. In case of change of names after graduation, graduates shall be issued duplicates of their certificates in the new names only if they show evidence of compliance of legally approved process for change of names.

D. PROCEDURE FOR WITHDRAWAL OF AN AWARD


248. The University of Rwanda reserves the right at any time to withdraw a given award (certificate, diploma, degree under the following conditions):
- i) If, after having been awarded a certificate, diploma, degree, a graduate is found to have committed any kind of cheating as stipulated in the UR Academic Regulations;
 - ii) If any kind of falsification of the previous award(s) is found;
 - iii) If the student received an award in error, or received an incorrect award
249. Any other case that might warrant the withdrawal of an award, but not listed above, shall be referred to Senate for consideration.
250. An incorrect award can be identified by the College Academic Council, or Registry or School or by the awardee.
251. When a case of incorrect award has been identified, the College Principal shall set up a Verification Committee composed of the College registrar, Deans, College Director of the Centre for Teaching and Learning Enhancement and the relevant Head of Department. The committee shall verify and confirm whether or not the award's status is accurate. Where necessary, the awarded shall be given a right to reply or re-apply
252. The College Academic Council shall consider the report of the Verification Committee, and if convinced that the student received the award erroneously or received an incorrect award, the case will be forwarded to the University Senate with an appropriate recommendation.
253. The university senate shall take into consideration the recommendation of the College Academic Council and an appropriate decision.




254. The following process shall be followed to withdraw or retrieve an erroneous award:
- i) Upon confirmation by the university senate that the award should be withdrawn, the university registrar shall contact the student in writing and provide reasons for the award withdrawal and request for the return of the awarded certificate/document to the Office of the university registrar;
 - ii) For cases of an error, the new certificate shall be issued once the erroneous one is returned;
 - iii) The university registrar shall destroy the returned erroneously awarded certificate;
 - iv) The graduation database and the conferral list shall be rectified accordingly;
 - v) The university registrar shall notify the relevant professional bodies on the withdrawal of the award.
255. In cases where the withdrawal of the award is a consequence of a fraudulent action by the awardee, then she/he should not be allowed to register for any qualification at the University of Rwanda, and a public notice shall be issued on the withdrawal.
256. In the event of non-compliance of the Senate's decision by the awardee refusing to return the awarded certificate to the university, then legal proceedings shall be instituted against the awardee.

SECTION XIII: COMMENCEMENT AND REPEALING PROVISIONS

257. These amendments to the General Academic Regulations are effective from the Academic Year 2018-2019 and all prior provisions contrary to them are hereby repealed.


Prof. Philip Cotton
Vice Chancellor



The seal of the University of Rwanda (UR) is circular and blue. It features a central emblem with a sun, a tree, and a book. The text "UNIVERSITY OF RWANDA - UR" is written around the top inner edge, and "REPUBLIQUE RWANDAISE" is written around the bottom inner edge. The outer ring contains the text "UNIVERSITY OF RWANDA - UR" at the top and "REPUBLIQUE RWANDAISE" at the bottom.