



DECISIONS OF THE UR SENIOR MANAGEMENT COUNCIL MEETING OF MONDAY, 11TH JANUARY 2016 HELD AT THE SCHOOL OF PUBLIC HEALTH /KICUKIRO

On Monday, 11th January 2016, an ordinary meeting of UR Senior Management Council (SMC) chaired by Prof. Philip Cotton, Vice Chancellor and Chairperson of SMC, convened in CMHS School of Public Health Meeting Room at Kicukiro Campus. After discussing the items on agenda, the SMC made the following decisions:

1. The Council scheduled the Workshop for training Principals and Deans in finance for non-financial managers (on budget execution) on 25th February 2016, and the Senior Management Retreat on 26th February 2016.
2. The Council agreed on the template for UR Business cards as below:



Staff Name
Position
Office Name

Campus Name
Physical address
P. O. Box

Cell Phone: +250
Email: staff@ur.ac.rw
@twitter-account

www.ur.ac.rw

Font and size will be reviewed.

3. The Council agreed on the email signature format and content as follows:

- Names
- Position/Responsibility (ies)
- College/HQ
- Telephone/ Social media address (Twitter/Skype, etc.); Website
- Physical Address, P.O Box
- UR Social Media logos with links
- Font: Arial; Size: 12

4. The Council noted that some students had not yet got students living allowances and requested the Directors of Students Affairs to work together with Students' Representatives and Directors of Finance to know the exact problem and have it fixed as soon as possible.
5. The Council supported in principle the proposal for Remedial Teaching and Examination during the long vacation (June-August), and referred it to the Senate for approval. The arrangement has the following provisions:
 - a) Remedial teaching and examination shall be offered during the long vacation in each academic year.
 - b) Remedial teaching and examination shall be for identified prerequisite modules
 - c) Only students who have passed coursework and have an overall mark of between 35% and 49% shall be availed the opportunity
 - d) The fees charged per credit of the offered module shall be **Rwf 2500**
 - e) The student's records shall indicate that she/he passed after a remedial course.
6. The Council discussed and supported in principle the *Centre for Research-driven Innovation in Science and Technology (C-RIST)*. The Centre will be discussed further at the Senior Management Retreat taking into consideration existing similar initiatives.
7. In AOBs:
 - Regarding the use of email, the Council urged UR community not to press "Reply All" in email correspondence (unless when necessary) because it overloads others' email inboxes.
 - Regarding the use of Social Media, the Council urged UR community to open accounts in social media (Facebook, Twitter, Whatsapp) for quick information sharing.

Done in Kigali, on Monday, 11th January 2016.



Prof. Philip Cotton
Vice Chancellor & Chair

