UNIVERSITY of RWANDA

GENERAL ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMMES

2026 Edition

Approved by the Academic Senate on 19/03/2026
Approved by the Board of Governors on 28/07/2026

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Preamble

The University of Rwanda (UR) was established in 2013 through the merger of seven public higher learning institutions. Since then, its General Academic Regulations (GARs) for Undergraduate Programmes have undergone successive reviews to reflect institutional growth and evolving academic requirements. The first GARs were approved in October 2014, followed by a first review in August 2015 and a second review in 2016. The current GARs, constituting the third review, were amended and approved by the Academic Senate on 21st November 2018.

Following the University Senate resolution of 26th January 2022, a further review of the 2018 GARs was recommended to ensure continued alignment with the national legal and policy framework governing higher education, as well as with emerging trends in academic delivery.

This review has been informed by several key instruments, notably the new laws governing the University of Rwanda and Rwanda Polytechnic (RP) respectively, which redefine the mandate and governance of public higher learning institutions; the Rwanda Qualifications Framework (2021), which provides a coherent structure for the recognition and progression of qualifications; and the law determining the organisation of education (2021), which sets out the overarching principles for the governance of education at all levels.

In addition, the review examined the existing UR General Academic Regulations for Undergraduate Programmes to assess their continued relevance and to identify provisions requiring revision or harmonisation with current requirements. Consideration was also given to prevailing trends in higher education in the digital era, including technology-enhanced learning, flexible and blended delivery modes, and digital assessment systems, underscoring the need for regulations responsive to these developments.

Guided by these considerations, the revision undertook a comprehensive review of the General Academic Regulations to ensure they remain legally compliant, academically sound, and responsive to the changing higher education landscape, thereby providing a coherent framework for undergraduate academic administration at the University of Rwanda.

SECTION I: INTRODUCTION

1. These regulations apply to all University of Rwanda (UR) Undergraduate academic programmes leading to various awards as stipulated in the Rwanda Qualification Framework (RQF) including UR affiliated teaching and research institute.
2. In case an academic programme requires additional guidelines, the addendum shall be approved by the UR Academic Senate.
3. The academic year is divided into two (2) semesters of 18 working weeks each; comprising 15 working weeks for teaching and learning activities, one (1) week of revision, and two (2) weeks of summative assessments.
4. The above model (art.3) 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 UR Academic Senate. Where required, multiple intakes may be considered upon approval by the UR Academic Senate.

SECTION II: STUDENTS RECRUITMENT AND ADMISSIONS

A. APPLICATION PROCEDURES

6. Procedures for application, required application documents, and fee structure shall be published by the University at least one month before the beginning of the application period.
7. Prospective student applying for admission at UR should use the University Management Information System. However, the UR reserves the right to request the applicants to provide additional documents through other means of communication.
8. At the time of application, capturing authentic biographical information in the University Management Information System is mandatory. Any change on biographical information must have legitimate supporting documents and must be declared to the College Registrar within five (5) working days. However, the Advanced Level General Certificate or Advanced Level Professional Certificate remains the principal reference for applicants' identification.
9. Correspondences with the applicants shall be via the provided email or mobile contact.
10. Applicants who have completed their secondary education or equivalent outside Rwanda, must obtain and upload the Rwandan qualification equivalence from the relevant authority during the application period.
11. Applicants shall be expected to follow the provisions of the University Academic Calendar and the guidelines stated in the annual call for applications. The application for re-admission and reintegration shall be addressed to the College Principal within the normal application period as stated in the academic calendar. The candidate shall apply for re-admission/resumption with earned credit or completed modules and provide evidence that made him/her discontinued.
12. Requests for re-admission shall be assessed by the committee composed of the Dean of the hosting school (Chairperson) and Head of the concerned department, College Registrar (Rapporteur), College Director of Teaching and Learning Enhancement, and Programme Leader. The recommendations from the committee shall be submitted to the College Academic Council and then to the University Senate for approval.
13. An ongoing student at the University of Rwanda who might wish to apply for admission in a new programme shall be required to cancel his/her first registration.

B. GENERAL ADMISSION CRITERIA

14. To be admitted to the first year of undergraduate programmes, it is mandatory to have an Advanced Level General Certificate or Advanced Level Professional Certificate, with at least 50% as an aggregate and in principal subjects relevant to the programme applied for, or at least two principal passes in subjects relevant to the programme

applied for those who completed before 2024. However, some programmes may require higher grades in specific and relevant principal subjects.

15. For Diploma, and Advanced Diploma graduates wishing to upgrade to Bachelor programmes, it is mandatory to present the Diploma, Advanced Diploma and academic transcripts for relevant school assessment.
16. The minimum admission requirements for Undergraduate academic programmes shall be published together with the call for application.
17. In addition to the 50% or two principal passes in relevant subjects, some programmes may apply entry examinations or other admission requirements upon the approval by the UR Academic Senate. Where certain candidates did not meet the minimum cut off but meet the minimum requirements for a given programme provisions may be made to assess any competences they have, to secure admission in the programme.
18. In addition to the minimum entry requirements, exceptional admission criteria may be set and applied for specific groups (applicants with disability, refugees, etc.). The separate request from the normal application process shall be submitted to the University Vice Chancellor.
19. Based on the Rwanda Qualifications Framework (RQF), where Recognition of Prior Learning (RPL) is acknowledged as an entry pathway to Higher Education, candidates that showcase exceptional potential and emerging from Tertiary Education and Industry may be assessed for their competencies over and above the minimum entry requirements.
20. For international applicants, the University shall inquire from the institution which issued the applicant's relevant documents, prior to providing the final admission and registration.
21. Applicants may be re-oriented into other programmes depending on the admission criteria regardless of their choice. In this context the applicant is given provisional admission which is confirmed by the registration.
22. The admission will be revoked if it is discovered that the admission criteria and procedures were not followed.
23. The UR-Joint Selection and Admission Committee (UR-JSAC) after accessing the applications, has the right to set any other admission requirements for impartial selection.
24. Students are advised to keep their original admissions letters, offered at the time of admission for future reference.
25. The academic data for applicants retrieved from UR Management Information System is validated with reference to the database of Advanced Level National Examination results from the National Agency in charge of secondary education National Examinations (currently National Examination and School Inspection Authority (NESA)), prior to the actual selection.
26. Applicants' selection and admission shall be executed by the UR-Joint Selection and Admission Committee (UR-JSAC).
27. The UR-JSAC shall be composed of relevant staff from the University Registry, UR-Teaching and Learning Enhancement, and relevant staff from the Colleges' Registry.

A validation session comprising College Director of Teaching and Learning Enhancement, Deans will be held at the end of the admission exercise.

C. MIDWAY ADMISSIONS AND TRANSFER OF CREDITS

28. Students seeking to transfer from another Higher Learning Institution (HLI) to the University of Rwanda must fulfil the following requirements before being considered for midway admission:
    i. The HLI from which a candidate wishes to transfer from must be fully accredited by a competent authority in the country of origin;
    ii. The applicant must submit:
        - Certified copies of the original Advanced Level General Certificate or Advanced Level Professional Certificate used to gain admission into the HLI of origin;
        - Certified copies of academic transcripts/statement of results from the attended HLI;
        - Proof of clearance from the attended HLI;
        - Personal identification documents such as a Birth certificate, Passport or National Identity card or Refugee Identity card;
        - Recent coloured passport photo.
        - A copy of valid Rwandan Student visa / resident permit for international students.

    In case the applicants' documents are in other languages other than English; official translation of the original documents shall be required.
29. Students seeking to transfer from other HLIs must also meet the general admission requirements defined in Section B above and admission criteria considered by the UR-JSAC during his or her school year completion. In addition, professional programmes may set other requirements.
30. Applications for midway admission shall be addressed to the Office of the College Principal during the normal application period.
31. The maximum number of credits that can be transferred shall not exceed 50% of the total credits required for the final award to be gained at University of Rwanda.
32. Credit transfer through midway admission can only be allowed if the credits have been obtained within a period of not more than 3 years prior to the student's application.
33. Once a module has been accepted as being equivalent to the one offered by the hosting school/programme in accordance with its set criteria, the module shall be given the same weight as the module offered by the school regardless of its weight at the transferring HLI.
34. The UR students who have accumulated credits at one or more accredited HLIs within or outside Rwanda (study exchange programme) may apply for credit transfer at the University of Rwanda with reference to the Programme Specification and module description of the hosting programme.

35. Received midway admission applications and requests for credits transfer shall be assessed by the committee composed of the Dean of the hosting school (Chairperson) and Head of the concerned department, College Registrar (Rapporteur), College Director of Teaching and Learning Enhancement, and Programme Leader. The recommendations from the committee shall be submitted to the College Academic Council and then to the University Senate for approval.

SECTION III: INDUCTION PROGRAM AND REGISTRATION

A. INDUCTION PROGRAM

36. There shall be an induction program for newly admitted first year students before the commencement of teaching, learning and assessment activities of each academic year. The academic calendar shall indicate the time for induction program.
37. Participation to the induction activities is compulsory and failure to attend 85% of all planned activities shall lead to sanctions which may include but not limited to registration cancellation.

B. PROCEDURES FOR REGISTRATION

38. To be considered a bona fide student at 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, other teaching/learning activities of the University, or to sit for formative and summative assessments.
39. All students normally register every academic year on either full-time or part-time basis. Exceptions may include but not limited to the following:
    - students registered for modules on a credit accumulation basis;
    - students repeating modules;
    - students on study exchange;
    - students whose suspension of studies has been approved;
    - students who register for auditing modules.
40. A full-time student must register for a full-time academic programme of study in every academic year, attends all teaching, learning and assessments leading to the award of diploma, advanced diploma or degree of the UR.
41. A part-time student must register for allocated modules in a given programme in every academic year and, therefore, takes longer than full time to complete the requirements for the relevant award.
42. A candidate opting to register on a part-time basis is required to take at least half of the modules offered in a semester as minimum and shall aim at completing a degree programme in a period not exceedingly twice the normal length of a full-time programme.

43. 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.
44. Students registered on a part-time 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.
45. 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 School Council.
46. An auditing student is not obliged to take assessments but is expected to attend classes regularly.
47. An auditing student who opts not to sit for all required assessments shall be given a certificate of attendance. However, an auditing student who sit for all required assessments shall be given the statement of results by the hosting School.
48. An exchange program requires a student to register for modules within an exchange program between institutions. An exchange student should sit for all assessments of registered modules.
49. An exchange and auditing student are required to pay fees as if the module was being taken on a credit basis.
50. The period for registration shall be announced in the University academic calendar not later than two months before the start of the new academic year.
51. Procedures for registration, required documents, and fee structure shall be published by the University at least two months before the beginning of the registration period.
52. All students must register individually in the UR Management Information System at least two weeks before the beginning of teaching and learning activities. The concerned students include:
    - Newly admitted students;
    - Continuing students;
    - Students promoted with retake;
    - Students repeating the year;
    - Reintegrated students;
    - Readmitted students;
    - Midway admitted Students;
    - Students on study exchange programme;
    - Auditing students.
53. Late registration shall be charged with a fine determined in the UR Fee structure for every day of lateness within two weeks following the deadline for the normal registration period.
54. A request for late registration accompanied by the proof of payment for late registration must be submitted in writing to the College Registrar for action.

55. Normally, late registration shall not surpass two weeks after the end of the normal registration period.
56. The admission letter remains valid for one academic year. Failure to register by the newly admitted candidates will lead to the cancellation of their admission at the University of Rwanda.
57. Failure to register by continuing students will result in dropout and concerned students will have to apply for re-admission during the application period to resume his/ her studies in the following academic year.
58. All newly admitted candidates and continuing students are required to pay all approved fees as a precondition for registration.
59. A non-registered candidate (new or continuing student) is not considered as UR student and shall not benefit from any teaching, learning and assessment activities for the ongoing academic year. Neither is any lecturer allowed to teach a non- registered student.

C. REGISTRATION DOCUMENTS REQUIRED FOR NEW STUDENTS

60. At the first entry into the UR, newly registered students shall submit the following documents in the UR Management Information System during the registration period.
    - A copy of admission letter;
    - A certified copy of the Advanced Level General Certificate or Advanced Level Professional Certificate;
    - A certified copy of the Rwandan equivalence certificate in case a student did not attend the National curriculum;
    - A copy of a National Identity card or valid Passport or Refugee Identity Card;
    - Two recent colour passport size photographs;
    - Proof of sponsorship confirmation for international students and refugees;
    - A copy of valid Rwandan Student visa for international students or Refugee Identity Card.
61. In addition to the softcopies uploaded into the UR Management Information System, registered students shall submit hardcopies of the same to the College Registrar for registration validation. The submission shall take place within the first week of year one, semester one. The submitted documents shall be managed by the College Registrar.

D. CHANGE OF STUDENT IDENTIFICATION

62. For consistency purpose, all students registered at the University of Rwanda shall be identified by the names appearing on the submitted Advanced Level General Certificate or Advanced Level Professional Certificate which is the principal reference for students' identification. The sequence in which the names shall be entered in the register shall be maintained as follows: surname, middle name, first name.

63. Only the names under which students are registered for, shall be considered official, and will be used on all University documents and correspondences. Thus, any request for change of name(s) supported by legal documentation, must be submitted to the College Registrar.
64. After thorough assessment of the submitted request, the College Registrar shall take appropriate action and inform concerned offices.

E. STUDENT IDENTITY CARDS

65. Each registered student must have a University of Rwanda Student Identity Card which shall be provided upon registration by the College Registrar.
66. The validity of a card is one academic year. In case of issuing delay, students will be given a temporary document by the College Registrar.
67. Each student identity card shall bear the holder's photograph, full names, registration number, College name, School name, Programme name, year of study, signature of the College Registrar, and the college stamp.
68. Students shall carry their student identity cards at all times and throughout their period of study at the University. The University reserves the right to prevent a student without Student ID card from accessing facilities or benefiting university services.
69. A student whose identity card is damaged, lost or stolen shall do the following:
    - Submit a request letter to the College Registrar for Student ID reprint;
    - Proof of Payment of the required student ID reprint fee;
    - In case of the damaged card, the applicant shall bring the damaged card to the Office of the College Registrar;
    - In case of the lost or stolen Student ID card, the applicant shall submit a certificate of loss from Rwanda Investigation Bureau (RIB);

    Upon submission of the above documents, the College Registrar shall provide the student a document replacing student ID card while waiting for the reprint.

F. WITHDRAWAL / CANCELLATION OF REGISTRATION

70. With reference to the department report on student attendance, endorsed by the School Dean, the College Registrar shall perform a student registration cancellation in UR Management Information System on grounds of the following circumstances among others:
    - Absence from class for a period of thirty (30) consecutive days without permission or justification;
    - Cases of impersonation, falsification of documents;
    - Expulsion resulting from misconduct sanctions;
    - Declaration/ application by the student to stop his/her admission with the University of Rwanda;
    - In such cases, there will be no refund of registration and tuition fees.

71. All cases of registration withdrawal or cancellation shall immediately be reported to the College Registrar, who will update the student academic status in the UR Management Information System.
72. The College Registrar shall notify the student on his/ her new academic status, immediately after de-registration or cancellation through the provided students email address.
73. De-registered students may appeal against the decision to the College Principal. The appealing period should be five working days following the cancellation.

G. SUSPENSION OF STUDIES

74. Registered students may, with good reasons, be allowed to suspend his/her studies for a maximum of two consecutive years. Normally, only one such period of suspension shall be granted on annual registration. At the expiry of the suspension period, such students shall be re-integrated into the semester of the same year of study where they left off. However, in the advent of a curriculum change during the time of suspension of studies, re-integrated students will be required to start at the beginning of the first semester.
75. Students shall submit supported requests for suspension in part or for the whole academic year to the College Registrar, providing evidence of circumstances that make it impossible to continue their studies. Such requests shall be granted automatically on provision of evidence in case of the following scenarios:
    - Mental illness supported by a report of a certified medical practitioner;
    - Physical injury which may require time to overcome;
    - Maternity leave;
    - Death or serious illness of a close relative or dependent;
    - Social problems;
    - Financial difficulties.

    Other kinds of reasons may be given, and a decision shall be taken by the College Registrar in consultation with the host department and school.
76. The College Registrar shall inform in writing the students on the decision taken with copy to the HoD and Dean of the host school prior to performing updates in the UR Management Information System.
77. In the case of suspension after the beginning of the academic year, any modules already passed during that academic year shall be retained on the student's record, and the student will not be required to retake the module(s). Any uncompleted modules will be redone.
78. Resumption of studies shall be subjected to the recommendation of the Head of Department, who shall consider any change in the curriculum and assess the equivalence between old and new requirements. A student who resumes his or her studies will have to comply with any change that may have been made in the curriculum or programme.

79. In case the suspended student exceeds the given suspension period, such student should apply for re-admission with transferred credits, under whatever admission rules are in force at the time.

80. Consecutive suspensions shall not be granted to a student for chronic or on-going medical conditions. Instead, the School Dean shall consult the student, and the college medical staff, or any other relevant person, to perceive what help the Institution can offer to assist the student overcoming the effect of the condition insofar as ability to study is concerned. In case the consultation shows inability of student to resume studies, the consecutive suspension could be provided. However, two consecutive suspensions are maximum.

SECTION IV: PROGRAMMES OF STUDY

A. PROGRAMMES

81. 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 fulfil all academic requirements for the qualification award.

82. All programmes of study must be approved by the Higher Education Council (HEC) before they are advertised and before any students are admitted. 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.

83. Details of the programmes such as programme structure, admission requirements, methods of teaching and learning and assessments should be published annually in the brochure at departmental level, academic student's handbook at school level, prospectus at College/University level, on the University of Rwanda website and by any other means available.

84. The Programme identification must include the program code, program title, programme duration, program award and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, pre-requisites, and co-requisites.

85. The programme requirements shall indicate specific core modules which must be passed at each year of study (including pre-requisites) and any other necessary requirements for progression or for successful completion of the programme.

86. The programme coding shall consist of the BH for Bachelor's Degree, AD for Advanced Diploma, DP for Diploma. The RQF levels and three letters standing for the programme (i.e. BH8FST (Bachelor of Science with Honours in Food Science and Technology) or BH8MED (Bachelor of Medicine and Bachelor of Surgery), AD7NUS (Advanced Diploma in Nursing), DP6BCE (Diploma in Biology Chemistry Education).

87. Where programme requirements include a period of internship/industrial placement/clinical placement/ school attachment achieving a pass mark on this will be a requirement for progression/ graduation. The Programme Specification must clearly state whether this period is graded and counts towards degree classification.

B. MODULES

88. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes running over a specified period of time.
89. A module can comprise different learning units with coherent and identifiable learning outcomes. Modules provided for diploma (level 6), advanced diploma (level 7), and Bachelor's (level 8) programs of study that are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year. Every module has a unique name (title) and a unique code.
90. 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 indicate prohibited combinations of modules.
91. A standard module description shall include the following key information:
    - School and Department names;
    - Module code;
    - Module title;
    - Year of study at which the module is being offered;
    - Module credit value;
    - Module Leader or member(s) of staff responsible for the module with their area of specialization, whether it is taught in semester 1 or 2 ;
    - Aim(s) of the module;
    - Intended learning outcomes and graduate attributes - written in clusters of knowledge, practical skills and personal transferable skills;
    - A brief description of the content;
    - Learning and teaching methodology and strategy;
    - Assessment criteria and types of assessment;
    - Key resources (which should include e-resources);
    - Co-requisites, pre-requisites or prohibited combinations.
92. Every module shall be uploaded to the UR Learning Management System (UR-LMS). The uploaded modules shall have the same structure as listed in the above article.
93. Key terms in the module descriptions are defined as follows:
    - A prerequisite module is a module in which a student must have passed before undertaking another specified module(s);
    - A co-requisite module is a module that a student must take in conjunction with another module(s) 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 that may not be taken together within the same programme.

94. Wearing uniforms or attire and personal protective equipment (PPE) during practice as required by the respective lab or workshop is mandatory. A student who fails to comply with it shall be refused access to the lab or workshops, the overalls will be purchased by the student, whereas other PPE will be provided by the college.

C. MODULE CREDITS

95. All modules shall be credit-rated. A credit is defined as ten (10) hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the module of 20-credits shall be the maximum. Where required, modules of other lengths shall also be permitted. However, in a year of 120 credits no module can exceed 20 credits.
96. 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 Rwanda Qualification Framework.
97. The skills enhancing modules, in which a pass is compulsory for progression/graduation, shall be included in all undergraduate programmes. These modules do not bear a credit rating and are additional to the programme's academic modules. It is required that they be passed, but they do not contribute to degree classification.
98. 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 will be clearly differentiated by separate learning outcomes and assessments and will be identified by separate module code numbers.

D. MODULE CODING

99. Modules shall normally be coded by a system prescribed by the University. Each module shall be identified by a module code of seven (7) characters which shall include:
    1. Two (2) Capital letters characterizing a programme.
    2. One digit represents Qualification level (6 for Diploma, 7 for Advanced Diploma, 8 for Bachelor's Degree).

3. Two digits representing the semester in which that module shall be offered (for example a module to be offered in year 1 semester 1, shall characterised as 01 while a module to be offered in year 6 semester 2 shall be characterised as 12.).
4. One digit representing the college hosting that module (the College digits being 1 for CASS; 3 for CBE; 4 for CE; 5 for CMHS, 6 for CST, 7 for CAFF and 8 for CVAS)
5. One digit for the module number sequence in the semester to be offered

For example, a first module to be taught in Bachelor of Medicine & Bachelor of Surgery in year 2, semester 1 shall bear the following code MD80351 while a third module to be offered in year 6, semester 2 shall bear the module code as follow: MD81253.

100. The code of the Module for the new programme (s) or reviewed programme(s) shall be given by College Directorate of Teaching and Learning Enhancement upon cross-checking the existing codes in UR Information Management System. Crosscutting modules shall always bear the module code indicating their hosting programmes or centres wherever they shall be offered at the University of Rwanda.

E. DELIVERY OF MODULES

101. The mode of modules delivery at UR is blended learning whereby in-person, classroom-based teaching and learning activities shall be paired to synchronous instruction that integrate elements of virtual teaching, learning and assessment activities, and technology enhanced pedagogies.
102. The College Director for Teaching and Learning Enhancement shall publish the teaching and learning applications complementing approved UR-LMS at the beginning of every semester.
103. The semester teaching and learning timetable shall indicate the weight of virtual and traditional face to face teaching and learning for a given module. In whatever context, the mode of delivery shall be semester-based mode and no block teaching mode is allowed unless authorized by the University Senate.
104. The programme requirements shall 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.
105. 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.
106. At the beginning of each module, students shall receive a module description, a module outline and module table of specification or blue-print examination from the module leader. The module leader 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 be comprised of the following:
    a) The aim(s) of the module;
    b) The intended learning outcomes of the module;
    c) A detailed schedule of topics to be covered;

d) The teaching and learning methods;
e) A schedule for continuous assessments;
f) The assessment weighting and criteria;
g) Table of specification or blue-print examination;
h) A list of recommended readings.

107. The module teaching and learning will be deemed completed after all Continuous Assessment Tests (formative assessment) and student evaluation of module delivery. The student evaluation of module delivery should be the basis of carrying out summative assessments.

E. ELECTIVE MODULES

108. The programme requirements may set some modules as electives which that the students choose to follow to complement their different specialisations to accomplish the relevant year of study.
109. Thematic areas (teaching, research and community engagement) shall be designed for all programmes. These thematic areas will be the basis upon which the elective modules will be developed on annual basis.
110. 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 beginning of each semester, of the elective modules that will be offered in that semester.
111. No student shall be allowed to change an elective module after the second week of the beginning of the semester. However, the students may request to withdraw from an elective module and choose another elective module when elective modules are next offered.

F. PRE-REQUISITES FOR ADVANCED MODULES

112. A programme may specify some modules as pre-requisites. Programme specifications may also allow concurrent registration of certain modules.
113. Where stated in the validated Programme Specification, certain modules may be designated as pre-requisites that have to be passed before taking the advanced specified module. The module specified as pre-requisite should be in first semester while its post-requisite module should be in next year in second semester.
114. No student shall be allowed to undertake school attachment and action research modules or an industrial attachment or clinical placement, if she/he has failed any other modules in the final year. However, the programme specification, and Module description shall determine the pre-requisite modules which must be passed before undertaking the internship in other years of study.

SECTION V: ATTENDANCE AND ASSESSMENT

A. ATTENDANCE

115. A student's class attendance, practical work/tutorials and assessments, field visit and synchronized virtual sessions shall be mandatory. When a class session has started, the lecturer has the right to deny entrance to late students for both physical and virtual attendance. Likewise, a student will not leave the class venue while the class is in session without the lecturer's consent. Class time and breaks will be specified on the teaching and learning timetable. Phones calls and texting during class sessions are considered as distracting and therefore is strictly prohibited. Disciplinary action will be taken against unruly students and those who disregard the above regulations.
116. Students are expected to participate in all continuous assessments, including quizzes, take home assignments, group discussions, group assignments, field trips, Laboratory/simulation works and any other work that may be assigned by the lecturer to the students. Not attending any of the assessments without prior official permission will be treated as an intentional, unexcused absence and will result in zero mark.
117. Students who attend less than 85 per cent (85%) of such sessions as stated in above article, shall be considered as not having achieved the module learning outcomes and will not be allowed in writing by the Dean of the School to sit for the summative assessment. Such students shall be deemed to have failed that module and shall be awarded a zero (0) mark.
118. A student who signs on the attendance list for his/her peer who is absent, commits an academic major offence and this act shall be considered as a breach of the academic integrity punishable by university guidelines on students' rights and obligations.
119. Lecturers through teaching and learning will ensure that the student attendance is appropriately recorded and weekly submitted to the department for compilation and analysis. HODs shall submit a weekly compiled class attendance report to DTLE for further action.
120. Student attendance shall be monitored from the department level by Head of Department using registered students' lists provided by the College registrar. The monthly attendance reports produced by the HoD, endorsed by the Dean of school and submitted to the College Registrar for students' status updates in the University Management Information System.
121. A semestrial student attendance report shall be compiled by Head of Department and endorsed by the Dean of the school, for financial and academic clearance purposes and submitted to the College Registrar and Director of Finance during the semester revision week.
122. The College DTLE is responsible to organize and coordinate the teaching and learning physical check at least twice in a semester. The physical verification report shall be submitted to the College Principal for action.

123. Except under special circumstances permitted by the School Council, students who fail all modules of a semester due to absence from lectures, seminars, practical sessions, tutorials and similar synchronized virtual sessions shall be considered to have absconded and shall, therefore, be discontinued. The discontinued student may re-apply for admission in the next academic year.
124. Timely submission of Continuous Assessments (CAs) scripts, attendance at in-course tests and summative assessment are obligatory. Failure to submit, late submission or non-attendance at highlighted assessments will lead to a zero mark for the CAs or other assessments unless adequately justified.
125. Student attendance at official extra-curricular activities such as public talks, community work (Umuganda), and civic lectures is mandatory. Attendance mobilization and records shall jointly be executed by Director of Students Welfare (Team leader), Public Relations Officer and Students Union.
126. If the extra-curricular activity is related to a module in the programme of study, the attendance shall be added to the module to which the activity is linked. The module leader shall be responsible for the attendance, which shall be submitted to the HOD afterwards. Students shall add the extra-curricular activities to their portfolio.
127. Each student is expected to compile a portfolio of extra-curricular engagement over the course of their study. This portfolio will serve purposes of clearance at the end of the programme in addition to benefits related attachment, internship and associated academic roles.

B. ASSESSMENT

128. By registering, students agree to be assessed on the modules being taken at the time and place set by the College and by the methods prescribed in the programme specification.
129. Assessment is the process of interpreting, recording and making use of information concerning students' construction of knowledge and performance taught modules. Thus, the assessments are meant for learning and measuring the achievement of the intended learning outcomes.
130. Modules are assessed through formative assessment (including assignments, quizzes, short tests, practical reports, learning portfolio and case studies) carried out during the teaching period. The summative assessment will be done at the end of the module upon the analysis of the student evaluation of the concerned module.
131. Students will receive constructive feedback on their performance through CAs before the next assessment on the same module. Therefore, CAs results and constructive feedback should be provided to students before the end of teaching activities.
132. 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.
133. The pass mark shall be 50%, except in CMHS and CVAS where the pass mark for practical-oriented modules shall be 60%.

134. There shall be supplementary examinations for the student fulfilling the requirements. Furthermore, special examinations may be offered within the same academic year to those meeting the requirements.
135. In some conditions to be determined by the College Academic Council, students would be allowed to have remedial classes and to sit for remedial examinations.
136. Both formative (Continuous Assessment Tasks) and summative (final exam) are considered to pass a module. Formative assessments shall make up 50% of the module score while the summative assessment shall make up 50% of the module score.

B.1. FORMATIVE ASSESSMENTS (FA)

137. Formative assessments are Continuous Assessment Tasks which shall comprise feedback and engagement between lecturer and students as it relates to the outcomes of quizzes, essays, practical exercises, fieldwork assignments, clinical assessments, individual written tests, take home tasks, forums, refection journal, etc., carried out during the progress of the teaching and learning activities. Not all formative assessments will be graded. Where graded, the formative assessment may contribute to the final grade of a module.
138. Each unit in a module shall be subjected to an invigilated Continuous Assessment Test (CAT) whether the module is taught by one lecturer or more than one lecturer.
139. Formative assessment 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.
140. With exception of some invigilated Continuous Assessments, all other Continuous Assessments tasks shall be communicated, administered and/or submitted through the Learning Management System.

a. Communication of Continuous Assessment Regulations and feedback to students

141. At the beginning of the semester, each module leader should outline in writing the different types of Formative Assessments intended for each module.
142. A copy of that outline shall be provided as part of the module outline uploaded to the LMS and a copy kept by the students' class representative and the Head of Department.
143. The criteria for assessments, the teaching methods to be applied, and the assessment feedback schedules shall be communicated clearly to students at the beginning of teaching and learning activities.
144. Where graded, formative assessment results shall be communicated to students within a reasonable period and normally prior to the administration of the next formative assessment. 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 each group and what each member scored.

b. Management of Continuous Assessment Records

145. The lecturer will be responsible for availing students with any form of assessment materials that would normally not be within the student's reach and/ or control; these may include scripts, special kinds of paper, necessary references and a conducive room with appropriate furniture. The Lecturers shall maintain accurate and verifiable records of assessment submissions.
146. Individual lecturers shall submit units' marks to the module leader for compilation into the system for all Formative Assessment marks. Such records may be made available to External Examiners upon request.
147. Students may have the opportunity to discuss their cumulative continuous assessment marks for a particular module on an ongoing basis with their lecturers and are entitled to any legitimate claims.
148. All formative assessment marks should be completed and submitted prior to the end of the teaching period, so that students may be made aware of the final overall formative assessment grade.
149. The overall formative assessment marks shall be communicated to the students before the revision week so that they may prepare for their final assessment accordingly.

c. Management of the Continuous Assessment irregularities

150. A student who is absent from any formative assessment or misses an assessment deadline for what he/she considers having valid verifiable reasons; he/ she will submit her/ his claim with genuine supporting documents to the module leader for scrutiny, within five (5) working days following the date of assessment administration or deadline.
151. The module leader will review the application, decide on its verdict and inform the student of the outcome of his/her application within three working days from the date of receipt of student application.
152. In case of legitimate absence from Continuous Assessments Tasks, there are two types of alternatives: recoverable Continuous Assessments Tasks and non-recoverable Continuous Assessments Tasks. A recoverable assessment refers to a Continuous Assessments Tasks where it is possible to take another assessment to replace the one missed by the student. A non-recoverable Continuous Assessments Tasks 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 or group report on laboratory experiments.
153. 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 module

leader will have the discretion to decide which of the following cases outlined below will be taken.

In the case of recoverable assessments:

- The student will be required to sit for the missed assessment;
- The student will be given an alternative type of assessment in lieu of the missed assessment;
- The deadline for submission of the assessment will be extended;
- The other CA components may be re-weighted for that student to take account of the missing marks.

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

- Participation and attendance in class/group are essential requirements of the assessment or;
- 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;
- The assessment is a written assessment in which the class group participated as a unit or;
- 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 semester. The detrimental effect of any such absences on the student's overall final assessment mark in a module will be a matter for the Departmental Council. The Departmental Council may adjust the student's assessment results as it deems appropriate in light of the recorded legitimate absences.

d. Appealing against continuous assessment marks

154. 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 log his/her claim to the concerned lecturer with copy to the module leader who shall play an arbitration role. If the student remains dissatisfied with the mark awarded:

- He/she should write to the Programme Leader within five (5) working days of receiving their provisional results, requesting a review of the continuous assessment mark. The Programme Leader will decide if the request is genuine and warrants further consideration within three (3) working days;
- If the Programme Leader decides that the request is acceptable, he/she will discuss the provisional mark with the module leader in the first instance. Thereafter, the Programme Leader may refer the work to a remarking committee that he/she must appoint for consideration prior to the Departmental Council;

- The remarking committee will be composed of selected teaching staff, except the lecturers sharing the concerned module;
- The decision of the remarking committee shall be final. No requests for review of continuous assessment marks will be allowed after the final mark in a module has been allocated by the Departmental Council.

B.2. SUMMATIVE (FINAL) ASSESSMENT

155. Without prejudice to article 117 (85% of attendance), only registered students who have fulfilled financial requirements shall be allowed to sit for the summative (final) assessment. The access examination card shall be issued by College Director of Finance as a proof of financial clearance.
156. The summative (final) assessment timetable clearly indicating the date and time, venue, invigilators 'names shall be published not later than two weeks before the commencement of the examination period, signed by the Dean of concerned School and College Registrar.
157. Before the summative (final) assessment takes place, the module leader shall have submitted to the Programme Leader the list of eligible students (85% of attendance records) with their CA marks. The Programme Leader shall submit the same lists to HoD who shall submit the departmental compiled list to School Dean, DTLE, College Registrar, and Director of Finance for further considerations. The final list of eligible students for summative (final) assessment shall be published at least four days before the examination period kicks off.
158. A ten (10) credits module sat as an exam, shall be administered over a period of two-hours while a fifteen (15) and twenty (20) credits module shall be administered over a two and half hours (2.5hrs) and three-hour (3hrs) period respectively. The assessment of modules of other weighting shall be in proportion to their size.
159. Past summative(final) assessment papers shall be uploaded on the University Learning Management System (LMS) or in the library repository.
160. The table of specification or blue-print examination of every module planned to be delivered in a semester shall be submitted to the Head of Department by the module leader within the first week of teaching and learning activities.

C. INTERNAL AND EXTERNAL MODERATION OF SUMMATIVE ASSESSMENTS

161. All summative(final) assessment must be moderated by internal and external examiners as follows:
    - The examination papers and marking schemes shall be reviewed at the departmental level by at least two peers chaired by at least a departmental senior Lecturer. The outcomes of internal moderation shall be submitted to the HoD who shall submit them to the module leader for action.

- The internally moderated examination papers, the corresponding marking schemes, blue-print examination and the module description shall be sent to the external moderators for review by the end of the eighth week of the semester. External moderators' feedback shall reach the College by the end of the eleventh week of the semester;
- Once reviewed and returned, the examination paper shall be finalized by the internal moderators;
- All moderation reports will be validated by the DTLE before the summative (final) assessment.
- After the examination and marking, the internal moderation team shall blindly, second mark borderline cases;
- In case external moderators 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;

D. CONFLICT OF INTEREST

162. No member of the academic staff shall engage in any form of assessment of a student with whom she/he has a close relationship, nor shall she/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 the academic staff is required to excuse her/himself if she/he feels her/his impartiality might be compromised.

E. ADMINISTRATION OF SUMMATIVE (FINAL) ASSESSMENTS

163. The summative (final) assessments shall be held during the period specified on the academic calendar.
164. All examination papers shall be set according to the University approved process and shall be subject to internal and external moderation.
165. For each examination, there shall be a Chief Invigilator supported by other academic staff as per the published examination timetable.
166. The Chief Invigilator shall not be the module leader of that particular module. However, the Module teaching team should be physically available in case of module specific problems.
167. While collecting examinations papers and answer booklets from the College Registrar's Office, invigilators shall check whether graph papers among other reference materials are needed for the assessment before going to the examination room.
168. The College Registrar's office shall provide invigilators with updated attendance lists of students fully cleared to sit for the assessment. Any students not on the attendance list shall not be allowed to sit for the examination.

169. There shall be one invigilator for every thirty students, and a minimum of two invigilators for every examination room. Invigilators should preferably be of both genders to assist students accordingly. The chief invigilator is responsible for all activities in the assessment venue and should report all incidents happed along the assessment to the College Registrar's office.
170. All invigilators should arrive at the examination room at least 30 minutes before the beginning of examination in order to control the eligibility of students to the specific assessment and sitting arrangement.
171. The Chief Invigilator shall allow ten minutes prior to the commencement of any examination to read all necessary instructions and to allow students to fill their details on top of their respective answer booklets.
172. 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 is remaining 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.
173. The College Registrar's office shall inform the Chief Invigilator of the students with special needs who are to sit for examinations in various examination venues.
174. Arrangements for students with special needs must be made by the College Registrar's office prior to the commencement of the examination.
175. Unless required by the nature of the module, the Chief Invigilator shall caution the students against having any unauthorized material in the examination room such as cell phones, tablets, laptops, IPads, reading notes, digital watch, etc. No candidate shall be allowed to borrow from another candidate any material or device, such as pen, ruler, calculator, paper.
176. A tampered with answer booklet will be considered spoilt and will not be graded. Any candidate who submits a spoiled answer booklet will face disciplinary action for cheating or document forgery.
177. Invigilators should not leave the examination room unattended during the examination.
178. Candidates shall not enter an examination room after the examination has started, except with the permission of an invigilator, but not beyond 15 minutes of the commencement of the examination.
179. Candidates shall carry into the examination room their valid student identity cards and proof of financial clearance 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.
180. Invigilators shall check if each student admitted to the examination room has a valid student identity card and an access card. Students without these documents are not eligible to sit for examination.
181. Invigilators shall check if each student who signs the examination attendance list bears a personal student identify card and access card.



182. Invigilators shall not allow any students whose names do not appear on the examination attendance lists to sit for the examination. In case of any doubt about the student's status, the designated staff in the Registrar's office shall be contacted for clarification.

183. A candidate who is suspected of hiding unauthorized material on his/her own may be asked by the invigilator to submit the material and, if necessary, be subjected to a body search. Refusal to comply with such a request shall be deemed to constitute misconduct and will result in the student being stopped from sitting for the specific assessment. Such a candidate shall subsequently be subjected to offensive action.

184. A student whose parent, guardian, spouse, child, or sibling passes away during an assessment period is required to notify his /her Head of Department within 24 hours of the receipt of such information, and permission to stay away shall be granted for a period to be determined by his/her head of department.

185. Invigilators shall ensure that they have names and contacts of the College Registrar's office or designated staff in the Registry Office or those of the Module Leader.

186. No student should be allowed to leave the examination room during an examination. Any candidate needing to leave the examination room for an unavoidable reason, and with the intention of returning, must be accompanied by an invigilator of the same gender.

187. A candidate who finishes an examination ahead of set time may leave the examination room provided that 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.

188. 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.

189. At the end of the examination, invigilators shall observe the following:

190. Make sure that the number of answer booklets collected tally with the signatures on the attendance list before leaving the examination room;

191. Collect the remaining unused booklets and question papers and return them to the Registrar's office or the designated office on the campus;

- Take the answer booklets and attendance sheet to the Registrar's office or the designated office on campus for handing over;
- 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.

192. All assessment venues shall be out of bound for all unauthorized persons. Unauthorized person is referred to as anyone who is not concerned with the assessment being conducted.

All other details pertaining to the management of examinations shall be found in the University of Rwanda's Assessment Framework policy.

F. RESPONSIBILITIES REGARDING THE IMPLEMENTATION OF ASSESSMENTS RULES AND REGULATIONS

a. Responsibilities and obligations of the student

193. The student must:

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

b. Responsibilities of the assessor

194. The assessor must:

- Ensure that he/she understands the assessment rules and regulations posted on the UR and College websites;
- Ensure that he/she understands provisions in these rules and any ancillary documents relevant for assessment in the specific context;
- Make a conscious effort to use the criteria for effective assessment in their own contexts;
- Ensure that all information about how the assessments of the module will proceed, are explained in the module descriptions, module outlines or study guide, blue-print examination; and
- 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

195. The Head of Department must:

- Develop a monitoring system for the Department's assessment practices to ensure that they meet the requirements of the University's rules, regulations and guidelines;
- Identify procedures, mechanisms and a learning support system to handle non-compliance to the University's rules and regulations;
- Monitor students' perceptions of the quality of their assessment by means of module and lecturer's feedback, and develop enhancing support system so that the assessment can meet required standard;
- Ensure that lecturers involved in the assessment of student learning have sufficient appropriate training and/or experience, specifically that at least one assessor in each module has good, relevant experience;
- Ensure that the requirements and provisions for 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, etc.

d. Responsibilities of the Dean of School

196. Each Dean of School must:
- 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;
- Be responsible for the development and implementation of procedures for the promotion of effective practices related to assessments in the School;
- Be responsible for the establishment of procedures and mechanisms to identify and resolve problems with the implementation of these assessment regulations;
- Ensure that all lecturers receive appropriate training or capacity building opportunities pertaining to assessment practices.

G. FAILURE TO SIT FOR A SUMMATIVE ASSESSMENT

197. If it is deemed to be 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 him/her to sit for a summative assessment. Such request may be granted on provision of valid evidence.
198. Possible cases which can lead to absence may include but not limited to mental illness or physical injury, which may require time to recover, difficult pregnancy, birth, 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 concerned School.
199. An application for the special examination should be submitted within 48 hours after the date of the missed summative assessment. Applications submitted later than 48 hours shall be considered exceptional and must be addressed to the Dean of School.
200. Mental illness and physical injury not reported because of the health condition by the student him/herself or colleagues or family members or relatives, and suspected by department, should be documented by the departmental council and referred to the student welfare for further assistance. The student shall be given special examination as soon as he/ she recovers to sit for the assessment.

H. MANAGEMENT OF SPECIAL EXAMINATIONS

201. A student who misses an examination may apply for a special examination and provide justifiable reasons with supporting documents. Special examinations shall be guaranteed upon justifiable grounds.
202. If an application for a special examination is not successful, the student shall be deemed to have failed the examination.

203. Special examinations shall be conducted after the examination period of each semester as stated in the academic calendar.

I. USE OF UNAUTHORISED MATERIALS IN AN EXAMINATION ROOM

204. 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 to this article shall be considered as cheating or malpractice and will be subject to disciplinary action and may lead to dismissal.

J. CHEATING AND OTHER EXAMINATION IRREGULARITIES

205. 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.
206. Cheating shall include but not confined to:
    a. Plagiarism, such as copying another's work, or copying generated Artificial Intelligence content without disclosing your contribution and AI contribution.
    b. Fabrication of laboratory, practical or observation data,
    c. Sharing one's individual or group work with another individual or group for copying the work content or any part of it.
    d. Talking among candidates or looking at each other's work shall not be permitted in the examinations and shall be considered as cheating.
    e. Applying a mobile phone, tablets, computer, computer software or any other smart gadgets to cheat,
    f. Sitting for examination without valid registration or other required documentation such as examination access card, students ID, etc.
    g. 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,
    h. Carrying into the examination room, in person or by agent, a pre-prepared answer script/booklet,
    i. Swapping an answer script/booklet illegally prepared outside the examination room for the one already submitted to the invigilator or examiner,
    j. Illegally accessing examination papers/questions or marking guides that have been illegally procured or made available.
    k. Hiring or procuring services of another person to sit for exam referred to as impersonation of a candidate by another in an examination,
    l. Forging or altering marks awarded on an examination script/booklet, or on the UR Learning Management System and the UR Management Information System.

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

207. When an invigilator catches a student in possession of unauthorized materials, the following steps will be taken:
    - The materials as well as the examination answer booklet must be confiscated as documentary evidence for the hearing;
    - The student must be permitted to continue writing the remaining examinations, and he/ she will be given a fresh booklet on which the time of issue must be recorded and be allowed to continue writing the examination. The suspected student will use the remaining time of examination;
    - The incident must 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;
    - At the end of the examination and after collecting all examination materials and dismissing all the other students, the suspected student shall be asked to comment and sign on the Examination Incident Report form and be submitted to the College Registrar within 12 hours after the occurrence of the incident.
    - The College Registrar will forward the incident report to the concerned school Dean for further action by the concerned department within eight working hours.
    - The evidence collected and the written statements of the invigilators and student must then be submitted to an ad hoc committee set up by the Head of Department within 8 hours. The ad hoc committee shall be composed by senior ranked academic staff (Chair) and at least two other departmental lecturers.
    - The appointed committee must review all reports received in connection with examination cheating or malpractice, hearing the suspected student(s) and provide its recommendation within 8 working hours to the Head of department. If the suspected student is thereafter found guilty, the Committee must recommend an appropriate penalty with reference to the present guidelines. The recommendations shall be discussed in the Departmental Council for final decision within two days.

208. The HoD shall then communicate the Departmental Council resolutions, to the suspected student with copy to School Dean and College Registrar within 24 hours.

209. If the concerned student is not satisfied with the Departmental Council resolutions, he/she will appeal the resolutions to the School Dean within two working days.

210. A School appeal ad hoc committee appointed by the School Dean and is constituted by a Senior ranked academic staff from another department (Chairperson), one academic staff from concerned department but not appointed in the previous committee, and another academic staff from other department of the school, shall consider the evidence, departmental resolutions, the student's response, hearing, and recommend accordingly. The report from the school appeal committee shall be submitted to the Dean within 8 hours. The school council shall discuss the school appeal committee report within 2 working days and take resolutions which shall be communicated to the concerned student (s) within 24 hours.

211. If the concerned student (s) appealed against the penalty, he/she will appeal to the College Principal for a final hearing. The college appeal Committee shall be appointed by the College Principal and composed of senior ranked academic staff from another school (Chair), College Registrar (Rapporteur), College DTLE and one (1) Senior academic staff, and College Lawyer. The student may also bring a witness to support him/her. The College appeal committee recommendations shall be submitted to the College Principal within two working days. The College Principal shall communicate to the suspected student (s) the final decision within 8 hours.
212. If the student makes such an appeal and then fails to attend the hearing, it may be held in his/her absence, the evidence reviewed, and the penalty reconfirmed or varied.
213. The normal penalty for a student's first cheating shall be substituted by a mark of zero for the assignment or examination (206 a-e), though in either case a higher penalty may be applied at the discretion of the committee/appeal if the cheating appears grave (206 f-l).
214. In case the cheating act is followed by the resistance or misbehavior by the suspect student, a permanent exclusion penalty shall be imposed on the suspected student. The misbehavior may include fighting, harassing, threatening or corrupting the lecturer in order to cancel out the case.
215. Penalties shall be classified in four categories in accordance with the gravity of the offence as determined by the committee:
    - Category one (refer to 206 a-f): a zero mark on the examination or assessed work in question;
    - Category two (refer to 206 g-h): suspension for a period of one (1) year;
    - Category three (refer to 206 i-j): suspension for a period of two (2) years;
    - Category four (refer to 206 k-l): permanent expulsion from the University.
216. Penalties of category two, three and four shall nullify the performance results for the semester in which the offence takes place.
217. In case the cheating involves the outside University student, in addition to the stated penalties in the article above, the suspect student and suspect accomplice will be reported to legal instance.
218. Requests for re-admission after the penalty shall refer to article 14 (re-admission committee).
219. Plagiarism of any kind will not be tolerated. Plagiarism shall be defined as the deliberate, unauthorized significant use or close imitation of content, graphics, presentation, or expressed thoughts of another author, and the presentation of them as one's original work without crediting the author. While the use of Artificial Intelligence (AI) is encouraged, the students should disclose its use and its contribution to their works otherwise its use shall be considered as plagiarism. The UR assessment framework policy will clarify the weight of similarities considered unacceptable.
220. When plagiarism is proven for any component of a written assignment, presentation, project report, end of programme dissertation for an undergraduate award that has been submitted for credited assessments, procedures and penalties specified in article 219 shall be applied.

221. 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.

222. 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 her/his absence. If the charge is proven, the degree must be withdrawn by the University Senate. In this case, the person has a right of appeal to a hearing convened by the Chairperson of the University Senate.

223. A record of any proven charges of cheating, attempted cheating, or collusion in cheating and the penalty awarded must be held on the student's file for future reference.

K. GRADING SYSTEM

224. The marks awarded for each module shall be converted into letter grades during the departmental deliberations, before endorsement by the School Council and the College Academic Council. The statements of results and academic transcripts shall show both marks in percentages, letter grades and the Cumulative Grade Point Average (CGPA). All marks shall be presented with two decimals. The guide for the grading system shall be as follows:

- Programmes with a pass mark of 50%.

Pass mark range (%)	Degree Classification	Letter Grade	Grade Point	CGPA
80-100	First Class	A	5	4.5-5
70-79.99	Second Class – Upper Division	B	4	4–4.4
60-69.99	Second Class – Lower Division	C	3	3–3.9
50-59.99	Pass	D	2	2–2.9
0-49.99	Fail	F	0	<2

- Programmes with a pass mark of 60%

Pass mark range (%)	Degree Classification	Letter Grade	Grade Point	CGPA
80-100	N/A	A	5	4-5
70-79.99	N/A	B	4	3-3.9
60-69.99	N/A	C	3	2-2.9
0-59.99	N/A	F	0	<2

225. Each student shall earn a specified number of credits foreach module passed. No credit shall be earned by a student in a failed module.

L. DELIBERATION AND RELEASE OF RESULTS

226. The deliberation of students' academic performance shall start from module coordination level (module leaders), in order to produce and submit a comprehensive students' academic performance report to the department.
227. The submitted students' academic performance reports by module leaders, shall be compiled and deliberated by the department council which is composed of all academic staff of the department and academic support staff.
228. The School Council shall convene to deliberate students' academic performance and determine whether students may proceed or not. The school council meeting shall be chaired by the School Dean or his/her nominee and shall consist of Head of Departments, programme leaders, representative of academic staff members of the School, representative of academic support staff of the school, College Registrar, College Director of Teaching and Learning Enhancement and undergraduate students' representative at school level. The quorum for such meetings shall be three quarters of the total membership.
229. The School Council shall consider results, performance and progression of all students. Marks awarded for each module will be provisional and shall be released to the students as such after consideration by the School Council. Final marks shall be considered and confirmed only after approval by the College Academic Council.
230. In case 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.
231. The proceedings of the School Council are confidential and shall not be conveyed to any student or any other person outside the School Council.
232. The Minutes of the School Council shall be passed to the College Principal for onward transmission to the College Academic Council and thereafter to the University Senate for ratification.

M. DIGITALIZATION AND GENERATIVE ARTIFICIAL INTELLIGENCE FOR TEACHING, LEARNING AND ASSESSMENT

233. Recording, and video taking of lectures, tutorials and meetings, etc., without prior consent of Lecturer, and peers is prohibited from class/laboratory sessions. Anyone violating the privacy right shall be held accountable. The internal rules and procedures determining students' rights and obligations shall clarify the penalties to be applied to this privacy right violation.
234. Generative Artificial Intelligence (GenAI) is a form of Artificial Intelligence (AI) which generate output in response to prompts from users. GenAI helps to create text, tables, graphs or other multimedia outputs such as video, image, audio, etc. based on

pattern recognition, compiled internet information and predictive generation. The University of Rwanda recognizes and encourages its community to explore and take advantages of Gen AI in teaching, learning, assessment, research and community engagement.

235. Although the use of Generative AI tools in academic activities at University of Rwanda is encouraged, it is important to note that these tools can sometimes produce content that is inaccurate, misaligned with contextualized situation, misleading, etc. As such, it is a full responsibility of university staff and students to critically evaluate their outputs for accuracy and relevance.
236. For the purposes of academic integrity and ethics, the lecturers and students using a Gen AI must declare the way Gen AI was used, its contribution to the work and the user contribution to the work in which Gen AI is used.
237. The University of Rwanda shall publish separate guidelines for digitalization of Teaching, Learning and Assessment and use of Gen AI in Teaching, Learning and Assessment.

SECTION VI: PROGRESSION

238. The minimum credits for progression from one year of study to another, shall be as follows:
    - 100 credits for an academic year of 120 credits;
    - 110 credits for an academic year of 130 credits;
    - 120 for an academic year of 140 credits;
    - 125 credits for an academic year of 150 credits;
    - 130 credits for an academic year of 160 credits;
    - 140 credits for an academic year of 170 credits;
    - 150 credits for an academic year of 180 credits.
239. 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.
240. Students who fail module(s) 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:
    - 4 years for a 2-year diploma programme
    - 5 years for a 3-year advanced diploma programme
    - 6 years for a 4-year bachelor's degree programme
    - 7 years for a 5-year bachelor's degree programme
    - 8 years for a 6-year bachelor's degree programme
241. Without prejudice to the above article, no student shall be allowed to graduate before completing all modules.
242. Student shall be allowed to register to any failed modules provided he/she does not exceed the maximum registration period of N+2. However, if the failed module(s) is pre-requisite of any module in the following year, the student shall be required to pass

the failed module prior to undertake the post-requisite module in the next year.

243. To avoid conflicting teaching and learning timetables, and without prejudice to the above article no student shall be allowed to register in modules across more than two years of study.

244. Students who fail modules at any year of study after reaching the maximum number of years of registration (N+2) are not allowed to repeat the failed modules, and therefore shall be discontinued. They shall be awarded statement of results clearly indicating the modules passed and those failed with related scores.

245. 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. The substitute module shall be considered as if it was being repeated.

246. 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.

247. Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the school will make provision for a further opportunity for a student to satisfy the programme requirements.

248. 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.

249. Students who repeat or retake module(s) shall pay for the required fees as per the fees structure. The obtained score shall be converted to 50% in case the student scored more than 50% where pass mark is 50% and to 60% in case the student scored more than 60% where pass mark is 60%.

SECTION VII: SUPPLEMENTARY EXAMS

250. Students at all levels of studies who demonstrate an overall good performance but did not satisfy the conditions for progression to the next level as specified under Article 238, shall be entitled to supplementary exams organized as out-of-session examination. The main objective behind supplementary exams is to enable students to improve on their learning while, at the same time, being offered the opportunity to demonstrate their ability to satisfy the requirement of the examination of the learning outcomes in a given failed module without necessarily waiting until they retake it during the next academic year following their current year of studies.

251. To be eligible for supplementary exams, students shall have an overall aggregate percentage of 50% and clear a minimum number of credits during the examination of modules offered during the concerned academic year as follows:
    - 80 credits for an academic year of 120 credits;
    - 80 credits for an academic year of 130 credits;
    - 90 credits for an academic year of 140 credits;
    - 95 credits for an academic year of 150 credits;
    - 100 credits for an academic year of 160 credits;
    - 110 credits for an academic year of 170 credits;
    - 120 credits for an academic year of 180 credits.

252. As stipulated under Article 248, supplementary exams shall be considered as out of session examination. In order to allow effective learning to happen, supplementary exams shall be organized after a period of three (3) weeks following the release of second semester results by the School Council. During this period, students eligible for supplementary exams may engage with concerned lecturer for fruitful exchanges aiming at seeking support which may help in addressing any identified learning gaps. In any case, the period of supplementary exams shall be set to allow efficient processing of marks so that the final decision about the student's progression is made well ahead of the start of the subsequent academic year.
253. The list of students eligible for supplementary exams shall be published alongside the students results. Sitting for supplementary exams is not mandatory. Nevertheless, and for organizational purpose, eligible students shall formally express their intention to sit for supplementary exams not later than two (2) weeks following the publication of their results by the School Council.
254. For each supplementary exam, a student must pay a fee prescribed in the approved fees structure.
255. The access to supplementary exams, their organization, and the processing of students results are administered following the same processes and procedures as any summative assessments. Therefore, the obtained score shall be reduced to 50% in case the student scored more than 50% where pass mark is 50% and to 60% in case the student scored more than 60% where pass mark is 60%. Otherwise, the student shall retake or repeat the same module as per section six (VI).

SECTION VIII: APPEALS

256. 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 concerned 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 related expertise. The committee may change or confirm the grade.

257. For all appeals, a student must pay a fee prescribed in the approved fees structure, which 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.
258. Students shall be allowed to view their final marks after approval by the School Council. Any appeals for remarking shall be considered within five (5) working days after the publication of marks by the school.
259. The College Academic Council shall approve the final marks at least seven (7) working days of handling received appeals by the School Council.
260. No change of marks shall be allowed after approval by the College Academic council unless it is recommended by the University Academic Senate.

SECTION IX: FIELD / INDUSTRIAL/SCHOOL ATTACHMENT / CLINICAL PLACEMENT

261. 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/ school attachment or whichever may be applicable.
262. For specified undergraduate programmes, there shall be compulsory industrial attachment periods in the academic year as stipulated in the programme specification, and it shall be conducted in accordance with approved industrial attachment/ clinical placement/ school attachment guidelines.
263. Industrial attachment/ clinical placement/ school attachment is a credit-rated module and shall be assessed. The grade obtained shall count towards the final award.
264. No students shall be allowed to graduate unless they have passed their industrial attachment/ clinical placement/ school attachment. Students who are not able to complete their industrial attachment/ clinical placement/ school attachment for any reason during the specified period shall be required to complete their industrial attachment/ clinical placement/ school attachment at their own expense within the next academic year.
265. Each College shall facilitate students to identify placements for industrial/class attachments and clinical placement appropriate to their field of study.
266. A student shall complete and return to the school Industrial Attachment Coordinator an arrival form signed by both the industrial and School supervisors within two weeks of commencement of industrial attachment.
267. A student must obtain 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/ clinical placement/ school attachment will be deemed to have absconded and will be required to complete her/his attachment at her/his own expense, within the next academic year.
268. Each student must submit an industrial attachment/ clinical placement/ school attachment report within three weeks of completing the attachment.
269. Every submitted industrial attachment/ clinical placement/ school attachment shall be

assessed as stipulated in the programme specification.

270. Industrial attachment/ clinical placement/ school attachment must be repeated only once, and a student who fails the industrial attachment/ clinical placement/ school attachment twice shall be discontinued.
271. Any misconduct or offence as defined in the approved University industrial attachment/ clinical placement/ school attachment Guidelines shall be subject to disciplinary and academic action.

SECTION X: UNDERGRADUATE DISSERTATION

272. A final year dissertation is the written report of a research study undertaken in fulfilment or partial fulfilment of award of Bachelors with Honours Degree, non-Honours Degree and equivalent.
273. Undergraduate dissertations are an integral and compulsory part of the programmes. They must be submitted by the time specified, before the end of the teaching and learning period of an academic year. No late submission shall be accepted.
274. Unless otherwise deliberated by University Senate, a undergraduate dissertation shall be the student's individual work.
275. The undergraduate dissertation shall be assessed through written work (50% of the total mark) and oral presentation (50% of the total mark). The pass mark for final year dissertation shall be 60% of the total mark.
276. A student who fails final year dissertation shall be given a six month extension, upon successful completion of which he/ she will be given an academic testimonial pending the graduation ceremony. Such a student shall have registered for the extension.
277. Details on dissertation conduct, structure, content, supervision and assessment shall be specified in the University dissertation policy.
278. All final year dissertation shall be checked for plagiarism through the use of a similarity and plagiarism checker software approved by the University of Rwanda.

SECTION XI: HONOURS DEGREE CLASSIFICATION

279. A student shall be awarded a Bachelor's Degree with Honours after successfully completing the programme enrolled for.
    - **First Class Honours** will be awarded to a Graduand who has achieved a weighted cumulative average mark between 80 and 100 per cent, for all modules taken, other than those in the first year of study.
    - **Second Class Honours, Upper Division** will be awarded to a Graduand who has achieved a weighted cumulative average mark between 70 and 79.99 per cent for all the modules taken, other than those in first year of study.
    - **Second Class Honours, Lower Division** shall be awarded to a Graduand who has achieved a weighted cumulative average mark between 60 and 69.99 per cent for all the modules taken, other than those in first year of study.

- **An Honours Pass degree** shall be awarded to a Graduand who has achieved a weighted cumulative average mark between 50 and 59.99 percent for all modules taken, other than those in the first year of study.

280. There shall be no classification for health profession and veterinary medicine degrees or Advanced diploma/diplomas.

SECTION XII: PRINCIPAL'S ROLL OF HONOUR

281. Each College shall recognizes excellence in academic performance by undergraduate students after each semester of learning, teaching, and assessments. 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.
282. To qualify to be on the Roll of Honour, a student shall score no less than 70% in any module and shall have a cumulative semester average of at least 80%.
283. The Roll of Honour shall be posted on the UR and College website. The listed students shall get a certificate of academic excellence signed by the College Principal. Colleges may arrange ceremonies at which certificates of recognition are handed over.

SECTION XIII: AWARDS AND ISSUANCE OF CERTIFICATES AND ACADEMIC TRANSCRIPTS

A. AWARDS

284. A student is eligible for the award of a degree/advanced diploma/diploma/ professional certificate upon successful completion of the respective programme under which she/he is enrolled.
285. 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.
286. Students may be awarded only one qualification following completion of a programme of study.
287. The award of academic documents for a degree/advanced diploma/diploma/ professional certificate shall be distributed to graduates on graduation day. The distribution of academic documents to graduates shall be extended to six (6) months from the graduation date.
288. Late withdraw of awarded degree/diploma/ professional certificate shall be charged a fine specified in the UR fees structure.

B. POSTHUMOUS AWARDS

289. The University of Rwanda shall recognize the achievement of its students who have died, and may grant undergraduate, or professional degree awards posthumously if a College determines that the deceased student has fulfilled all the academic requirements to earn the award.
290. A Diploma or a Degree may be awarded posthumously based on completed and examined academic work. Normally, the student should be remaining with one semester to the fulfillment of the requirements for the degree or diploma at the time of death.
291. In cases where there are insufficient credits to present a recognized award, the College may recommend the presentation of a posthumous Certificate of Attendance to the family of the deceased student.
292. 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.
293. The request for a posthumous award must indicate the rationale for awarding the degree/diploma/certificate posthumously and must indicate 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).
294. 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, the Dean shall also be notified.
295. After the posthumous award has been approved, the Dean or his/her designate shall contact the student's family to make arrangements for presenting the degree/diploma/certificate. The College Registrar shall add the student's name and posthumous designation to the graduation list and to the program. The College Registrar shall also process a diploma/degree/ certificate to be presented to the student's family. There should be a Posthumous notation on the awarded certificate.
296. This process should be completed within one year of the student's death and may be included in the graduation booklet.

C. ISSUANCE OF STATEMENTS OF RESULTS, ACADEMIC TRANSCRIPTS, CERTIFICATES, AND DUPLICATES

297. 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. This annual statement of results shall be free of charge. However, if it is for previous years, the student shall be charged as per the UR fees structure.

298. 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.
299. University degree, Advanced Diploma, Diploma and professional certificates shall be signed by the Vice Chancellor and the University Registrar and shall bear the University seal.
300. No academic document shall be issued to students without full clearance by the College organs. The graduation list of duly cleared students shall be published for reference.
301. In case of loss or damage of a degree, Advanced Diploma, diploma or professional certificate, the concerned graduate should submit a request for reprint to the College Principal supported by the following:
    - Proof of payment of the reprint fee indicated in the approved fee structure;
    - Damaged original degree, diploma, or professional certificate in the case of a damaged certificate; or original legitimate property loss certificate in case of loss or theft;
    - Copy of the national ID card or valid passport.
302. In case of change of names after graduation, graduates shall be issued duplicates of their certificates in the new names only if they submit a request for reprint to the College Principal supported by the following:
    - Proof of payment of the reprint fee indicated in the approved fee structure;
    - Original degree, Advanced Diploma, diploma, or professional certificate bearing the old identification;
    - Certified copy of the Advanced Level General Certificate or Advanced Level Professional Certificate bearing the new identification;
    - Copy of the national ID card or valid passport bearing the new identification;
    - Copy of the official gazette approving the new identification;
    - Any other legitimate document to authenticate the change of identification.

D. PROCEDURE FOR WITHDRAWAL OF AN AWARD

303. The University of Rwanda reserves the right at any time to withdraw a given award (degree, Advanced diploma, diploma, certificate) under the following conditions:
    - If, after having been awarded a degree, diploma, or certificate, a graduate is found to have committed any kind of cheating as stipulated in the UR Academic Regulations;
    - If any kind of falsification of the previous award(s) is found;
    - If the student received an award in error or received an incorrect award.
304. Any other case that might warrant the withdrawal of an award, but not listed above, shall be referred to the UR Senate for consideration.
305. 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 Teaching and Learning Enhancement, and the concerned Head of Department. The Committee shall verify and confirm whether the award is genuine or not. Where

necessary, the awardee shall be given a right to appeal.

306. The College Academic Council will 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.
307. The University Senate shall assess the recommendation of the College Academic Council and make an appropriate decision.
308. The following process shall be followed to withdraw or retrieve an erroneous award:
    - Upon confirmation by the University Senate that the award should be withdrawn, the University Registrar shall contact the student in writing to provide reasons for the award withdrawal and request for the return of the original awarded degree, diploma or professional certificate to the office of the University Registrar;
    - For cases of an error, the new certificate shall be issued once the original erroneous degree, diploma, or certificate is returned;
    - The University Registrar shall destroy the returned erroneously awarded degree, Advance diploma, diploma, or certificate;
    - The graduation database and the conferral list shall be rectified accordingly;
    - The University will notify the Higher Education Council, and concerned Professional Regulatory bodies the withdrawal of the award;
309. In case where the withdrawal of the award is a consequence of a fraudulent action by the awardee, 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. In addition, the University shall, report the case to the Rwanda Investigation Bureau for further action.
310. In the event of non-compliance with the Senate's decision by the awardee refusing to return the awarded degree, advanced diploma, diploma, or certificate to the University, legal proceedings shall be instituted against him/her.

SECTION XIV: COMMENCEMENT AND REPEALING PROVISIONS

311. The enforcement unit of this General Undergraduate Academic Regulations is the Directorate of University Teaching and Learning Enhancement.
312. These revised General Academic Regulations are effective from the 2026-2027 Academic Year as approved by the University Senate and the Board of Governors. All prior provisions contrary to them are hereby repealed.

UNIVERSITY OF RWANDA - UR

Assoc. Prof. KAYIHURA Muganga Didas
Acting Vice Chancellor