UNIVERSITY of RWANDA

REVISED GENERAL ACADEMIC REGULATIONS FOR POSTGRADUATE STUDIES

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Acronyms

Acronym/ Abbreviation	Explanation
CAC	College Academic Council
CPGS	Center for Postgraduate Studies
CPC	College Promotion Committee
DRI	Directorate of Research and Innovation
DTLE	Directorate of Teaching and Learning Enhancement
DVC-AAR	Deputy Vice Chancellor for Academic Affairs and Research
HEC	Higher Education Council
HLI	Higher Learning Institution
SCI	Science Citation Index
UR	University of Rwanda

1.1. DEFINITIONS OF KEY TERMS

External Examination refers to an exam arranged by an academic unit to be conducted by academicians from institutions outside the University of Rwanda.

Fellowship relates to a clinical training for medical doctors who have completed their Master of Medicine, residency or speciality training. This allows them to become sub-specialists in their chosen field of medicine, ultimately leading to the award of a certificate in a specific sub-specialty.

Internal Examination refers to an exam organized by an academic unit to be conducted by academicians of the University of Rwanda.

Master of Medicine (Mmed) or Master of Dentistry (MDent) indicates a comprehensive medical training program for holders of Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery that Surgery that provide structured postgraduate training in general medicine specialization, leading to the award of a Master of Medicine degree in a specific domain.

Non-credit Bearing Modules are compulsory modules whose credits are not weighted in the award classification.

Postgraduate Studies imply an advanced level of study, beyond that of a Bachelor's degree, including postgraduate certificates, diplomas, Master's degrees, fellowships, professional doctorates and Doctor of Philosophy (PhD) degrees.

Professional Doctorate refers to a doctoral-level degree that combines advanced studies with practical application in a specific field or industry.

SECTION I: INTRODUCTION

The proposed policy is a revised version of the one approved in December 2018. This review was initiated to bring more clarity and harmonization in the regulation of postgraduate studies at the University of Rwanda.

1. All students enrolled for postgraduate programmes shall be bound by these regulations. In case an academic programme requires additional regulations, the addendum shall be approved by the UR Academic Senate.
2. The academic year is divided into two (2) semesters of 18 working weeks each that is, 15 working weeks for teaching and learning activities, one (1) week of revision, and two (2) weeks for summative assessments.
3. The above model does not apply to part-time students whose requirements shall be specified in the validated Programme Specifications.
4. There shall be one September 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.
5. For PhD programmes, there shall be two calls for application in one academic year for April and September intakes.

SECTION II: STUDENTS RECRUITMENT AND ADMISSIONS

1. At least three months before the start of the intake, the hosting School shall submit the list of postgraduate programmes to be advertised and their requirements to the DTLE.
2. The titles of the programmes and general entry requirements shall be as described in programme proposal and their specifications detailed in the accreditation documents. The School can add more programme specific entry requirements.
3. The College DTLE shall make sure that calls for applications are with clear steps, deadlines and guidelines for online application and are submitted for approval by the college principal.
4. All applications for UR postgraduate programmes shall be made through online portal to a specific programme as advertised by the UR Colleges.
5. The received applications shall be forwarded to the appropriate Schools or Research Centres for consideration by the subcommittee in charge of applications, selection and admissions. The College Registrar and DTLE shall be members of that committee.
6. Candidates wishing to be admitted under alternative requirements shall have their applications assessed by the sub-committee. The mentioned alternative requirements shall be part of the call for application.
7. The outcome of the selection process shall be approved by the School Council and College Academic Council (CAC). To avoid delays in the process, the College

Principal and School Dean can approve this outcome on behalf of their respective Councils, subject to ratification at the next formal meeting.

8. Successful applications will be communicated to the Directorate of UR CPGS/ University registrar to issue admission letters. In the event that the application process may be delayed, the College Principal and the Dean of School can approve the lists of recommended candidates on behalf of their respective Councils and the approval can be ratified in the next formal meeting

9. The list of admitted students for each program shall be submitted to the College Registrars for facilitation of the registration. The University Registrar shall be copied for information.

10. After submitting the admission letters to successful candidates, the School/Postgraduate office will organize an induction for the new students before the teaching, learning and assessment start.

SECTION III: STUDENTS REGISTRATION

PROCEDURES FOR REGISTRATION

1. To be considered as a bona fide Postgraduate student, new students at the University of Rwanda must register to benefit any academic services.

2. The registration of both new and ongoing postgraduate students must be done every academic year,

3. A full-time student must register for a full-time postgraduate academic programme of study in every academic year and attend all teaching, learning as well as assessments leading to the award.

4. A part-time student must register for allocated modules credits in a given programme for every academic year, resulting in a longer time to complete the requirements for the relevant award compared to a full-time student.

5. A candidate opting to register on apart-time basis is required to take at least half of the modules credits offered in a semester as minimum and shall aim at completing a degree programme in a period not exceeding the double of the normal programme duration.

6. Where programmes are available in both full and part-time modes, candidates may be permitted to transfer from full to part-time or from part-time to full-time within a given College at an appropriate moment in the programme   as specified by the School managing the programme.

7. An auditing student is not obliged to take assessments but is expected to attend classes regularly. However, an auditing student who sits for all required assessments shall be given the statement of results by the hosting School.

8. 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.

A. REGISTRATION DOCUMENTS REQUIRED FOR NEW STUDENT

1. Newly Admitted candidates in the postgraduate programmes shall proceed for online registration at the College Registrar's office by submitting the following registration requirements:
   a. Admission letter
   b. Proof of payment of the required fees
   c. Certified copies of academic documents
   d. Copies of identification documents
   e. Equivalence from the Higher Education Council (for foreign degree holders; applicants without proof of equivalence shall be given conditional registration subject to producing evidence of the equivalence not later than one semester after being registered. Failure to do so shall result in de-registration).

      Exception: A PhD student will be admitted and allowed to register as a bona-fide UR student based on applications documents including the concept on research topic. She/he will be given one semester (6 months) to complete and defend the full proposal. This semester will also be counted as part of the training period.
   f. One copy of a valid Residence Permit or Student Visa for foreign students
   g. Two passport size photos
   h. A medical certificate issued less than three months before the registration date
   i. Any other documents specified in the program admission criteria

B. STUDENT IDENTITY CARDS

1. Each registered student must have a University of Rwanda Student Identity Card which shall be provided upon registration by the College Registrar.
2. 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.
3. 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.
4. A student whose identity card is damaged, lost or stolen shall
   Pay a fee indicated in the approved fee structure in order to get a replacement (in the case of a damaged card). She/he shall bring the damaged card to the Office of the College Registrar. Request for a replacement shall be granted only if the University is convinced of the loss and its circumstances.

c. STUDENTS TRANSFER FROM ANOTHER HLI

1. 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:
   a. The candidate willing to transfer credit from any higher learning institution to UR must fulfil the entry requirements for the programme he/she wants to transfer in;
   b. The HLI from which a candidate wishes to transfer from must be fully accredited by a competent authority in the country of origin;
   c. The applicant must submit:
      - certified copies of academic transcripts/statement of results from the attended HLI;
      - bona-fide certificate from the attended HLI;
      - personal identification documents such as a birth certificate, passport or national identity card;
      - two recent coloured passport photos.
      - A copy of valid Rwandan Student visa / resident permit for international students.
      - In case the applicants' documents are in other languages than English, official translation of the original documents shall be required.
2. Students whose initial programme duration has been terminated cannot be allowed to transfer the credits in any UR postgraduate Programme.
3. Applications for midway admission shall be addressed to the Office of the College Principal during the normal application period.
4. 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 the University of Rwanda.
5. PhD Programmes Credit transfer through midway admission can only be allowed if the credits have been obtained within a period of not more than 4 years prior to the student's application.
6. Other Postgraduate Programmes Credit transfer through midway admission can only be allowed if the credits have been obtained within a period of not more than 2 years prior to the student's application
7. 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.
8. 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.
9. A student wishing to transfer credits from other higher learning institutions to

the University of Rwanda shall submit application documents at least three months before the beginning of lectures. The application documents shall be submitted to the Postgraduate Coordinator in writing along with copies of all required supporting documents. The submitted documents will be accessed by the School selection committee. When the student meets the School requirements, he/she will be recommended for admission and sent an admission letter.

10. Once a student, who has completed a postgraduate programme whose nature is first common but with several specializations starting from the second semester of the first year or the second year, wants to do another specialization s/he will the start of the specialization (2nd semester of 1st year or 2nd year) and the tuition fees will be charged according the number of credits to take. All previous common credits will be transferred if the programme has not undergone any review.

D. WITHDRAWAL / CANCELLATION OF REGISTRATION

1. With reference to the postgraduate coordination office report on student attendance, endorsed by the School Dean, the College Registrar shall perform a student registration cancellation in the UR Management Information System on grounds of the following circumstances among others:
   a. Absence from class for a period of thirty (30) days without permission or justification;
   b. Absence in the 2 consecutive PhD seminars where applicable;
   c. Cases of impersonation, falsification of documents;
   d. Expulsion resulting from misconduct sanctions;
   e. 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.

2. 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.

3. The College Registrar shall notify the students of his/ her new status, immediately after de-registration or cancellation through the provided student's email address.

4. De-registered students may appeal against the decision to the College Principal. The appealing period should be five working days following the cancellation.

E. SUSPENSION OF STUDIES

1. A registered student may, with valid reasons, be allowed to suspend studies for a maximum of two consecutive years. Normally, only one suspension period

shall be granted per 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, reintegrated students will be required to start at the beginning of the first semester.

2. A student 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 his/her studies. Such requests shall be granted automatically on provision of evidence in case of the following scenarios:
   a. Mental illness supported by are port of a certified medical practitioner;
   b. Physical injury which may require time to overcome;
   c. Maternity leave;
   d. Death or serious illness of a close relative or dependent;
   e. Social problems;
   f. Financial difficulties
      Other kinds of reasons maybe given, and a decision shall be taken by the College Registrar in consultation with the host postgraduate office and School.

3. The College Registrar shall inform the student in writing of the decision taken with copy to the Dean of the host School prior to performing updates in the UR Management Information System.

4. In the case of suspension after the beginning of the academic year, any module 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 module will be retaken.

5. Resumption of studies shall be subjected to the recommendation of the postgraduate coordinator/ deputy dean for postgraduate studies who shall consider any change in the curriculum and assess the equivalence between old and new requirements.

6. A student who resumes the studies will have to comply with any change that may have been made in the curriculum or programme during the suspension period.

7. 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.

8. Consecutive suspensions shall not be granted to a student for chronic or on-going medical conditions. Instead, the School Dean shall consult the student or any other relevant person to perceive what help the institution can offer the student to overcome the effect of the condition on their ability to study. In case the consultation shows the student's inability to resume studies, the consecutive suspension could be provided. However, a student can only be given a maximum of two consecutive suspensions.

SECTION IV: PROGRAMMES OF STUDY

A. PROGRAMMES

1. 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.

2. 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 both internal and external Validation sessions before the process of approval is through.

3. Details of the programmes such as structure, admission requirements, and methods of teaching and learning assessments should be published annually in the brochure, academic student's handbook at school, and prospectus at College/University level. Furthermore, this information should be made available on the University of Rwanda website and through any other accessible means.

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

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

6. The programme coding shall be done in accordance with the RQF (Rwanda Qualification Framework)

7. 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

1. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes running over a specified period of time.

2. 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. Additionally, programme specifications may indicate prohibited combinations of modules.

3. 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(s) or member(s) of staff responsible for the module, along with their area of specialization, indicating 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); and
- Co-requisites, pre-requisites or prohibited combinations

4. Every module shall be uploaded to the UR Learning Management System (UR-LMS) and the uploaded modules shall have the same structure as listed in the above article.

5. Key terms in the module descriptions are defined as follows:
   - A prerequisite module is one that a student must have passed before undertaking another specified module or modules.
   - A co-requisite module is one that a student must take in conjunction with another module or modules within a single year of study.
   - A core module is one that has to be passed before a qualification can be awarded.
   - An elective module is one that a student selects according to preference from a specified list of module options.
   - A credit bearing module is one 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.

6. 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

1. 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 20credits 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. A module awarded fail/pass will normally carry zero credit and will have no impact on degree classification.

2. 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, depth of study, and learner autonomy involved in the module. Descriptors for each year of study are given in the Rwanda Qualification Framework.

3. 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.

4. Only one year of study may be assigned to a specific module suitable for that year although there may be occasions when it is 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

1. 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:
   - A set of three (3) letters to identify the programme hosting that module;
   - A digit showing the year of study;
   - A digit showing the semester in which the module is offered;
   - A digit showing the College in which the module is offered (the College digits being 1 for CASS; 2 for CAFF; 3 for CBE; 4 for CE; 5 for CMHS, 6 for CST,7 for CVAS); and
   - A digit for the module number in sequence (adhering to module sequence is compulsory for quality purpose).

E. DELIVERY OF MODULES

1. 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 online learning (UR-LMS) and technology enhanced pedagogies.

2. The Director of College Teaching and Learning Enhancement shall publish the teaching and learning applications completing approved UR-LMS at the beginning of every semester.

3. The semester teaching and learning timetable shall indicate the weight of online and traditional face to face teaching and learning for a given module. The mode of delivery and teaching strategy may vary from a module to another but must be shown in the Module Description Form.

4. The programme requirements shall indicate specific core modules which must be passed at each year of study and any other requirements for progression or successful completion of the programme.

5. 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.

6. At the beginning of each module, students shall receive a module description, a module outline and a 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) the table of specification or blue-print examination; and

   h) A list of recommended readings.

7. 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 serve as a foundation for conducting summative assessments.

F. ELECTIVE MODULES

1. The programme requirements may set some modules as electives, allowing students to choose those which complement their different specialisations to accomplish the relevant year of study.

2. 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 an annual basis.

3. 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.

SECTION V: ATTENDANCE AND ASSESSMENT

A. ATTENDANCE

1. A student's class attendance, practical work/tutorials and assessments, field visit and synchronized virtual sessions shall be mandatory. Class time and breaks will be specified on the teaching and learning timetable.
2. Cell phones should be in silent modes during class sessions to avoid class disturbance.
3. Students are expected to participate in all continuous assessments, including take home assignments, group discussions, group assignments, formative assessments, and any other work that may be assigned by the module leader 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.
4. Students who attend less than 85 per cent (85%) of such sessions as stated in the above article shall be considered as not having achieved the module learning outcomes and will not be allowed in writing by the postgraduate coordinator to sit for the summative assessment. Such students shall be deemed to have failed that module and shall be awarded a zero (0) score.
5. 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 the University guidelines on students' rights and obligations.
6. Through teaching and learning, lecturers will ensure that the student attendance is appropriately recorded and weekly submitted to the postgraduate coordination office for compilation and analysis. Postgraduate coordinators shall submit a weekly compiled class attendance report to the DTLE for further action.
7. Student attendance shall be monitored from the Postgraduate Coordinator using registered students' lists provided by the College Registrar.
8. Timely submission of CAs, 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.

B. ASSESSMENT

1. By registering, the student agrees to be assessed on the modules being taken at the time and place set by the College and by methods prescribed in the programme specification.

2. Assessment is the process of stimulating, 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.

3. Modules are assessed through formative assessment (including assignments, quizzes, short tests, practical reports, and case studies) carried out during the teaching period. The summative assessment will be done at the end of the module.

4. Students will receive constructive feedback on their performance through CATs before the next assessment on the same module. Therefore, CATs results should be provided to students before sitting for the summative assessments.

5. 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.

6. The pass mark shall be 60% marking every assessed module.

7. There shall be no supplementary examinations offered. However, special examinations may be offered within the same academic year to those meeting the requirements and in accordance with the University regulations.

8. 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, but no more than twice per module.

9. Both formative (quizzes, tests, assignments, CATs,) and summative (final exam) exams are considered to decide whether a student has passed the module or not. Continuous assessments shall make up 60% of the module score while the summative assessment shall make up 40% of the module score.

10. A student who did not sit for the summative assessment (final exam) cannot pass a module even if she/he has accumulated the module pass mark in the CAs.

C. FORMATIVE ASSESSMENTS (FA)

1. Formative assessments shall comprise Continuous Assessment Tests (CATs), quizzes, essays, practical exercises, assignments, projects, fieldwork assignments, clinical assessments, individual written tests, etc., carried out during the progress of the teaching and learning activities.
2. Formative assessments shall be part of an integral to the learning and teaching activities. The purpose of assessments should be to help staff and students monitor and improve learning, to provide a measure of student achievement and to help assure academic quality and standards.
3. There should be weekly quizzes and other test questions in lectures as components of the   formative assessment.

D. COMMUNICATION OF FORMATIVE ASSESSMENT REGULATIONS AND FEEDBACK TO STUDENTS

1. At the beginning of the semester, each module leader should outline in writing the different types of formative assessments intended for each module.
2. A copy of that outline shall be kept by the students' class representative and the Postgraduate Coordinator.
3. 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.
4. 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 the group marks.

E. MANAGEMENT OF FORMATIVE ASSESSMENT RECORDS

1. The lecturer will be responsible for providing students with their assessment scripts. The Lecturers must maintain accurate and verifiable records of assessment submissions.
2. Individual lecturers shall submit units' marks to the module leader for compilation and capture into the system for all FA marks. Such records should be made available to External Examiners upon request.
3. Students shall 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 legitimate claims.
4. All formative assessment works should be completed, submitted and

marked prior to the end of the module so that students can be communicated about the final overall formative assessment marks in the module. However, exceptions to this may be for extended essays, or projects, etc., where marks cannot be availed.

5. The overall FAs marks must be communicated to the students before the revision week so that they can prepare their summative assessment accordingly.

F. MANAGEMENT OF THE FORMATIVE ASSESSMENTS IRREGULARITIES

1. A student who is absent from any formative assessment or misses an assessment deadline for what he/she considers valid verifiable reasons 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.

2. The module leader will review the application, decide on its verdict and inform the student of the outcome of his/her application within five working days from the date of receipt of the student application.

3. In case of legitimate absence from formative assessments, there are two types of alternatives: recoverable formative assessment and non-recoverable continuous assessment. A recoverable assessment refers to a formative assessment element where it is possible to set another assessment to replace that element missed by the student. A non-recoverable formative assessment element is one where, due to the nature of the assessment, it is not possible to provide students with an opportunity to repeat it; for instance, field work reports or group report on laboratory experiments.

4. 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 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 assessment missed;
- 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; and
- The other CA components may be re-weighted for that student to take account of the missing assessment mark.

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

- 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 postgraduate office 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 postgraduate office. The postgraduate office may adjust the student's assessment results as it deems appropriate in light of the recorded legitimate absences.

G. APPEALING AGAINST CONTINUOUS ASSESSMENT MARKS

1. 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 /or program coordinator who shall play arbitration role. The student may remain unsatisfied with the mark awarded. In this case:

2. He/she should write to the postgraduate office within five (5) working days of receiving their provisional results, requesting a review of the continuous assessment mark. The postgraduate office will decide if the request is valid and warrants further consideration within three (5) working days;

3. If the postgraduate office decides that the request is acceptable, they will discuss the provisional mark with the module leader in the first instance. Thereafter, the postgraduate office may refer the work to a remarking third person that is appointed for consideration

4. The remarking lecturer will be another teaching staff in the domain, except the lecturer sharing the concerned module;

5. The decision of the remarking shall be final and no requests for review of continuous assessment marks will be allowed after the final mark in a module has been remarked.

6. Registered students have to fulfil financial and academic requirements (85% of attendance) and to be allowed to sit for the summative assessment.

7. Before the summative assessment takes place, the module leader shall submit

to the postgraduate office, the list of students with their performances in formative assessments, indicating who are eligible to sit for summative assessment (85% of attendance). The postgraduate office shall submit the compiled lists to the School Dean, DTLE, College Registrar, and Director of Finance for further considerations.

8. A ten (10) credits module shall be assessed for two-hour' time while a twenty (20) credits module shall be assessed by a three-hour examination. The assessment of modules of other weighting shall be in proportion to their size.

H. INTERNAL AND EXTERNAL MODERATION OF SUMMATIVE ASSESSMENTS

All summative assessments must be moderated by internal and external examiners as follows:

1. The examination papers and marking schemes shall be reviewed at the postgraduate office level by the module teaching team.
2. 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 semester. External moderators' feedback shall reach the College in a period of 2 months.
3. Once reviewed and returned, the examination paper shall be finalized by the internal moderators;
4. All moderation reports will be validated by the DTLE before the summative assessment.
5. After the examination and marking, the internal moderation team shall blindly second mark borderline cases;
6. In case external moderators are unable to come to the school, a sample of 15%ofthe 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.

I. CONDUCT OF THE SUMMATIVE ASSESSMENTS

1. The summative assessments shall be held during the period specified in the academic calendar.
2. All examination papers shall be set according to the University approved process and shall be subject to internal and external moderation.
3. For each examination, there shall be a Chief Invigilator supported by other academic staff as per the published examination timetable.
4. 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.

5. While collecting examinations papers and answer booklets from the College Registrar's office, invigilators shall check whether graph papers are needed for the assessment before going to the examination room.

6. The College Registrar shall provide to invigilators an 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.

7. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room. Invigilators should preferably be of both genders to assist students accordingly. The chief invigilator is responsible of all activities in the assessment venue and should report all incidents that happened along the assessment to the postgraduate office with a copy to the College Registrar.

8. All invigilators should arrive at the examination room at least 30 minutes before the examination starts in order to verify the eligibility of students for the specific assessment.

9. 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.

10. 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 30minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

11. 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.

12. Arrangements for students with special needs must be made by the College Registrar's office prior to the commencement of the examination.

13. 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, etc.

14. No candidate shall be allowed to borrow from another candidate any material or device such as pen, ruler, calculator, paper.

15. 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.

16. Invigilators should not leave the examination room unattended during

the examination.

17. Candidates shall not enter an examination room after the examination has started, except with the permission of an invigilator, but not beyond 30 minutes of the commencement of the examination.

18. Candidates shall carry into the examination room their valid student identity cards 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.

19. Invigilators shall check if each student admitted to the examination room has a valid student identity card without which students are not eligible to sit for examination.

20. Invigilators shall check if each student who signs the examination attendance list bears the personal student identify card and examination card.

21. 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.

22. 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.

23. A student whose parent, guardian, spouse, child, or sibling passes away during an assessment period is required to notify his /her Postgraduate Coordinator within 24 hours of the receipt of such information. Permission to stay away shall be granted for a period to be determined by his/her Postgraduate Coordinator.

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

25. A candidate who finishes an examination a head 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. That candidate shall not be allowed to return to the examination room while the same examination is still in progress.

26. 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 and that must be announced by the chief invigilator.

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

28. Make sure that the number of answer booklets collected tally with the

signatures on the attendance list before leaving the examination room;

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

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

31. 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.

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

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

34. Postgraduate certificates shall be assessed based on modules, and each module is assessed through continuous assessment and a critical and analytical report, continuous assessment.

35. Postgraduate Diplomas shall be assessed based on modules, industry attachment/ internship and research.

36. In exceptional circumstances, special examinations within the same academic year may be considered. These do not set a precedent and must be fully documented with evidence of exceptional circumstances including medical certification where relevant.

37. The grade for a module is made up of a combination of the grades for continuous assessment and final examination weighted as approved in the Programme Specification.

38. The grade in any postgraduate programme shall be deemed incomplete if a student does not sit for the final module examination

39. Masters and PhD by research will be assessed on the basis of compulsory modules and approved research process

40. Masters and PhD by coursework will be assessed on the basis of delivered modules and approved research process.

41. PhD by completed work will be assessed based on research, publications and the compiled thesis.

J. RESPONSIBILITIES REGARDING THE IMPLEMENTATION OF ASSESSMENTS RULES AND REGULATIONS

1. **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; and
- Undertake to give an honest and dutiful effort in the assessments.

2. **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 postgraduate Coordinator/Director of the centre for his/her own development and/or training in assessment skills.

3. **The Deputy Dean of postgraduate studies and Head of Department:**
- develop a monitoring system for assessing 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 the required standard;
- ensure that lecturers involved in the assessment of student learning have sufficient and appropriate training and/or experience, specifically that at least one assessor in each module has good, relevant experience; and
- 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.

4. **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; and
- Ensure that all lecturers receive appropriate training or capacity building opportunities pertaining to assessments practices.

K. FAILURE TO SIT FOR A SUMMATIVE ASSESSMENT

1. Hoc committee to review the case.
2. If the concerned student appeals against the penalty, she or he will appeal to the College Principal for a final hearing. The second appeal committee shall be constituted by different members from the previous committee. The student may also bring a witness to support her/him. However, if the same verdict is confirmed by the second and final hearing committee, a higher penalty shall be imposed.
3. If the student makes such an appeal and then fails to attend the hearing, it may be held in her/his absence, the evidence reviewed, and the penalty reconfirmed or varied.
4. The normal penalty for a student's first cheating shall be substituted by a mark of zero for the assignment or examination, though in either case a higher penalty maybe applied at the discretion of the committee if the cheating appears grave.
5. In case the cheating act is followed by the resistance or misbehaviour by the suspect student, a permanent exclusion penalty shall be imposed on the suspected student. The misbehaviour may include fighting, harassing, threatening or corrupting the lecturer in order to cancel out the case.
6. Penalties shall be classified in four categories in accordance with the gravity of the offence as determined by the committee:
    - Category one: a zero mark on the examination or assessed work in question;
    - Category two: suspension or a period of one (1)year;
    - Category three: suspension or period of two(2)years;
    - Category four: permanent expulsion from the University.

7. In case the cheating involves an outside University student, in additional to the stated penalties in the article above, the suspect student and suspect accomplice will be reported to a legal instance.

8. Requests for re-admission after the penalty shall be done in the provisions of the law.

9. 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 their use as one's original work without crediting the author. The UR assessment framework policy will clarify the weight of similarities considered unacceptable.

10. When plagiarism is proven for any component of a written assignment, presentation, project report, end of programme dissertation for a programme award that has been submitted for credited assessments, procedures and penalties specified within the regulations and frameworks will apply.

11. 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.

12. 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.

13. 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.

L. GRADING SYSTEM

1. The marks awarded for each module shall be converted into letter grades deliberations before endorsement by the School Council and the College Academic Council. The statements result and academic transcripts shall show 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:

Pass mark range (%)	Degree Classification	Grade	CGPA
80-100	N/A	A	4- 5
70-79	N/A	B	3- 3.9
60-69	N/A	C	2- 2.9
0-59	N/A	F	< 2

2. Each student shall earn a specified number of credits for each module passed. No credit shall be earned by a student in a failed module.

M. DELIBERATION AND RELEASE OF RESULTS

1. The deliberation of students' academic performance shall start from module coordination level in order to produce and submit a comprehensive students' academic performance report to the HOD and Deputy Dean for postgraduate/centre.

2. 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.

3. In case of a dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote, the most favourable outcome to the student shall be taken.

4. The proceedings of the School Council are confidential and shall not be conveyed to any student or any other person outside the School Council.

5. 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.

6. All end of programme examinations must be moderated by internal and external examiners as follows:
   a. The internally moderated examination papers, the corresponding model answers, and marking schemes shall be sent to the external examiners for moderation. The examination shall not be done until approved by the external examiner.
   b. After the candidate sat for the examination, the internal team of moderators shall meet to review borderline cases in the marked scripts as well as select samples of scripts to be sent for external evaluation.

c. A sample of 15% of the examination scripts of each module with top, middle and low scores shall be sent to the external examiners.

SECTION VI: PROGRESSION

- 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 credits 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.
- 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.
- Students who fail modules shall be allowed to repeat them as long as the maximum registration period for the programme in which they are registered is not exceeded. The maximum registration period is N+2(except for Postgraduate Certificate and Diploma when the maximum period is N+6 months) where N is the minimum normal registration period for a programme, as shown below:
    - 12 months for Postgraduate Certificate programme
    - 12 months for Postgraduate Diploma programme
    - 28 months for Master's programme
    - 72 months for Clinical Subspecialties/ Fellowships
    - 60 months for PhD programmes

- Without prejudice to the above article, no student shall be allowed to graduate before completing all modules.
- A student shall be allowed to register to any failed modules provided she/he does not exceed the maximum registration period of N+2. However, if the failed module is pre-requisite of any module in the following year, the student shall be required to pass the failed module prior to progression.
- To avoid conflicting teaching and learning timetables, and without prejudice to previous articles, no student shall be allowed to register in modules across more than two years of study.
- Students who fail module sat any year of study after reaching the maximum number of years of registration are not allowed to repeat the failed modules, and, therefore, shall be discontinued. They shall be awarded a statement of results clearly indicating the modules passed and those failed with related scores.

- 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.
- When a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the School will offer the student a further opportunity to satisfy the programme requirements.
- 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.
- Normally, final year students are allowed to re-sit examinations in failed modules in the same academic year without waiting to retake the module when it is next offered, provided they pay for it before re-sit. This excludes modules failed in the years preceding the final year.
- In whatever context, students who repeat or retake a module shall pay for the required fees as per the fees structure. The obtained score shall be reduced to 60% in case the student scored more than 60%. Otherwise, the student shall retake or repeat the same module as per the articles above.

SECTION VII: APPEALS

1. 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 Programme Coordinator, 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 shall change or confirm the grade.

2. 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 of 2% minimum in the marks awarded.

3. 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.

4. The College Academic Council shall approve the final marks at least seven (7) working days of handling received appeals by the School

Council.

5. No change of marks shall be allowed after approval by the College Academic council unless it is recommended by the University Academic Senate.

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

1. For specified postgraduate programmes, there shall be compulsory industrial/filed/school 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.
2. Industrial attachment/ clinical placement/ school attachment is a credit-rated module and shall be assessed. The grade obtained shall count towards the final award.
3. 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.
4. Each College shall facilitate students to identify placements for industrial/class attachments and clinical placement appropriate to their field of study.
5. 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.
6. Each student must submit an industrial attachment/ clinical placement/ school attachment report within three weeks of completing the attachment.
7. Every submitted industrial attachment/ clinical placement/ school attachment shall be assessed as stipulated in the programme specification.
8. 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.
9. 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 IX. DURATION OF THE PROGRAMME

1. The normal minimum and maximum periods of the programme shall be as follows:

S/N	Type of the Programme	Minimum	Maximum
1	Postgraduate Certificate	N.A	6 months 1 semester
2	Postgraduate Diploma	9 months	12 months 2 semesters
3	Masters (full time)	18 months	24 months 4 semesters
4	Masters (part time)	30 months	36 months 6 semesters
5	MMed	Starting from 48 months$^¥$	
6	Clinical Subspecialties/ Fellowships	Starting from 24 months§	
7	Professional Doctorate	36 months	48 months 8 semesters
8	PhD by research	36 months	48 months 8 semesters
9	PhD by course work	36 months	48 months 8 semesters
10	PhD (part time)	48 months	60 months 10 semesters
11	PhD by completed body of work	12 months	24 months 4 semesters

- **Mmed** programmes are always fulltime study, continuous full year and the duration varies by the field of studies as it is stipulated in the specific curricula. Some programmes are four years' duration, some five and others six years.
- **Fellowship** programmes are fulltime, continuous full year and the duration varies with the field of study as it is stipulated in the specific curricula. Some fellowship programmes are two years, some three years and others may require more time.

2. At the level of Masters and PhD, a candidate may apply for an extension of the period of duration of studies registration to the programme, normally for not more than six months for Masters and one year for PhD. A second extension for both Masters and PhD can be granted under special circumstances and approved by the College Academic Council. A candidate seeking such an extension, with support of the main supervisor, shall apply to the Director of UR CPGS on the appropriate form giving adequate reasons. The decision shall be communicated to the applicant based on the assessment and recommendation from the relevant School.

3. A candidate may be de-registered by the College Academic Council due to unsatisfactory progress.
4. A candidate may submit a written letter to the Dean of School to suspend registration. Approval for suspension of registration will be effective only after the approval of the School Council. Suspension is only valid for two consecutive academic years. For resumption of studies, the student has to write to the Principal before the beginning of the Academic Year.

SECTION X: DISSERTATIONAND THESIS

SUPERVISION

All PG students are required to work under the guidance of the Supervisory Team (ST) comprising not more than three staff.

A. TYPES OF THESIS

1. **The thesis can hold either of the following formats:**
A thesis in a monograph format can be submitted for the award of Masters and PhD degrees. It shall comprise of the following sections: Introduction, Literature Review, Methodology, Presentation of Findings, Discussion, and Conclusion. Candidates doing Masters shall be required to produce a monograph as the output of their research component of their studies and a publishable manuscript.

2. **Each PhD thesis monograph** shall comprise of at least two papers published or evidenced as accepted for publication in SCI journal.

3. **A thesis by publication** comprises a collection of at least 3 papers published in refereed indexed journals. It shall consist of the following sections: Abstract, introduction, a collection of peers reviewed and published papers, and a concluding discussion. The introduction shall give a context to the published papers and the body of knowledge generated. The published papers shall demonstrate a coherent body of knowledge generated. A concluding discussion shall be a general discussion of all published papers.

4. **Copies of Thesis for Examination**
   a) The student shall submit 4 hard copies of the thesis and a soft copy (word and pdf) to be submitted for examination.
   b) Copies of the thesis submitted for examination shall remain the property of the University.

5. **Format of Thesis for Examination:**The following requirements shall be adhered to in the format of the submitted thesis:
   a. Monograph thesis shall normally be in A4 format. The School/Centre in consultation with the supervisor may give permission for a thesis to be submitted in another format if the content is better expressed in that format (e.g. A5 format for thesis by publications).

b. Copies of the thesis shall be presented in a permanent and legible form. In the case where copies are produced by photocopying, then they shall be of a permanent nature, and where word processor and printing devices are used, the printer shall be capable of producing a text of a satisfactory quality. The size of character used in the main text, including displayed matter and notes, shall not be less than 2.00mm for capital letters and 1.5mm for lower case letters.

c. The thesis shall be printed on the recto side of the page only. The paper shall be white and within the range of 70 g/m to 100 g/m.

d. The margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.

e. Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.

f. Pages shall be numbered consecutively through the main text, including photographs and diagrams

g. The title page shall give the following information:
   - Full title of the thesis
   - Full name of the author
   - That the degree is awarded by the University of Rwanda
   - The award for which the degree is submitted in full fulfilment of its requirements
   - The month and year of submission.
   - The plagiarism check declaration (using an approved tool)

6. **Binding of Thesis submitted for Examination:** Copies of the thesis submitted for examination shall be in a temporary but fixed binding. Ring binding or spiral binding is not acceptable. Wherever possible, the thesis should be in one volume. However, the thesis can be split into two volumes because of its large size; therefore, the Appendices should be in volume 2, and both volumes must show a title page and front cover indicating the volume number.

7. **Binding Costs:** Except where a specific budget has been allocated within a research project for the costs associated with binding a thesis, the candidate shall be responsible for costs incurred in the submission of the thesis for examination and the final binding.

B. THESIS EXAMINATION

1. **Any thesis submitted for examination** shall have bound within it an anti-plagiarism check report showing the similarity index

2. **The similarity index** shall be within the limits prescribed by the School. The examination for Master's dissertations and PhD theses shall have the following two stages:
   - Submission and preliminary assessment by examiners

- Defence in an oral or any other approved alternative form of examination

3. **Composition of Examination Team**

   a. A Master's dissertation shall be examined by one examiner external to the University/College and two internal examiners.

   b. The Doctoral thesis shall be examined by two examiners external to the institution, one being from outside the country.

4. **Definition of External Examiner**

An External Examiner shall both be independent both to the University and not have acted previously as the candidate's supervisor or advisor, or research collaborator. Any prior connection with the candidate must be declared at the point of nomination as an Examiner on the Examiner Contract form. The External Examiner shall not normally be either a supervisor of another candidate in the same School or an External Examiner on a taught course in the same School. Former members of staff, graduates and former students of the University shall normally not be approved as External Examiners until three years after the termination of their employment or completion of their studies with the University.

External Examiners are appointed for a period of 3years renewable only once to avoid familiarity with the academic unit.

5. **Experience of Examiners**

   a. For Master's dissertations, examiners shall be of the rank of Lecturer and/or above.

   b. For PhD thesis, examiners shall be Senior Lecturers or above, holders of PhD degrees experienced in research in the general area of the candidate's thesis and normally having experience as a specialist in the topic(s) to be examined.

   c. Within the limits of a maximum of three examiners, every effort should be made to appoint examiners to cover the academic content of an interdisciplinary thesis.

   d. At least one External Examiner shall have experience (normally two or more previous examinations) of assessing research degree candidates.

6. **Nomination of Examiners**

   The School Postgraduate Coordinator shall forward to the Dean names of proposed examiners, their CVs and the abstract of the thesis, for consideration and approval by the Centre/School Council. The College Principal shall appoint the external examiners and inform UR CPGS. This must be done in good time and must not delay candidates' progress.

7. **External Examiners Fees and Expenses:**

The College shall be responsible for the payment of the fees and other expenses related to external examination at levels determined by the University.

8. **Procedures for the First Examination**
    a. **Notice of intention to submit:** The candidate in consultation with the supervisor shall express the intent of submission to the Centre/School Postgraduate Studies Coordinator not less than three months before the proposed date of submission of the thesis.
    b. **Notifications to Candidate of Dissertation or Thesis Submission Procedures:** The School Postgraduate Coordinator or equivalent shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
    c. **Submission of the Dissertation or Thesis to Examiners**
        i. The School Postgraduate Coordinator or equivalent shall first check the thesis for compliance with the University requirements before sending a copy of the thesis to each examiner, together with the examiner's preliminary report form and the University's regulations, and shall ensure that the examiners are properly briefed as to their duties.
        ii. The School Postgraduate Coordinator or equivalent shall ensure that all examiners have completed and returned the preliminary reports to the office of the School Postgraduate Coordinator or equivalent before the oral examination takes place.

    d. **Examiners' Confidential Independent Preliminary Reports:** Each examiner shall read and examine the thesis and submit an independent preliminary report on the appropriate form to the School Postgraduate Coordinator or equivalent seven days before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination. Except where otherwise authorised by the examiners, the content of the reports will be held in confidence between the Examiners and the School Postgraduate Coordinator.
    e. **Examiners' Recommendations:** Following the completion of the first examination, the examiners may recommend that:
        iii. the candidate be awarded the degree subject to the outcome of the oral examination;
        iv. The candidate be awarded the degree, subject to amendments being made to the thesis and outcome of the oral examination. Amendments must be completed within 3 months after the oral examination;

       v. the candidate be permitted to re-submit for the degree and be re-examined;

      vi. The candidate shall be awarded the degree, with no possibility of re-examination. For Masters or PhD with coursework, the candidate is provided with a document (To Whom It May Concern) from the School/ Centre specifying failed and succeeded modules.

f. <u>Amendments:</u> If the examiners are generally satisfied with the candidate's thesis but believes it requires some amendments and corrections not so substantial as to call for the submission of a revised thesis_ they may recommend that the degree be awarded subject to the candidate amending the thesis to the supervisor's satisfaction.

- The internal and/or the External Examiner(s) shall indicate in writing what amendments and corrections are required.
- The candidate shall be communicated through the Chair of the panel on the different decisions like no change, minor textual corrections in one month, substantial changes in 3 months, and thesis revision in 6 months.
- The candidate shall submit the amended thesis within the time limit specified by the examiners from the date they receive the list of amendments and corrections required.

g. <u>Cases in which examiners are unable to agree:</u> Where the examiners' recommendations are not unanimous, the College shall appoint an additional External Examiner.

h. <u>Appointment of an Additional External Examiner:</u> Where an additional External Examiner is appointed, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral presentation. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner, the School Council shall complete the examination process.

i. <u>Referral prior to oral examination:</u> Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the Centre/School Council dispense with the oral examination and refer the thesis for further work. In such cases the examiners shall provide the Centre/School Academic Council written guidance for the candidate concerning the deficiencies of the thesis.

j. <u>Notification of deficiencies of dissertations and theses:</u> Where the School/Centre decides that the degree shall not be awarded, and that no re-examination be permitted <u>based</u> on examiners' reports, the School/Centre shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the Dean of School/Director of Centre.

9. Candidate's Responsibilities in the First Examination Process

a. __Submission Prior to Expiry of Registration:__ The candidate shall ensure that the thesis is submitted before the expiry of the registration period and shall ensure that each copy of the thesis is complete before submission.

b. __Conditions of Eligibility:__ The candidate shall satisfy any conditions of eligibility for examination required by this regulation. Students following duo degrees must fulfil requirements of both institutions.

c. __Examination Arrangements:__ The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the External Examiner(s) between the appointment of the examiners and the oral examination.

d. __Submission Declaration:__ The candidate shall confirm, through the submission of a declaration form, that the work is their own, or that certain parts were undertaken in collaboration with others, and whether any other persons undertook any interviews, data collection, or experimentation on their behalf, and that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, a wider field of work which has already been submitted for a degree or comparable award; provided that it is indicated on the declaration form and explicitly in the thesis which work has been so incorporated.

e. __Furthermore__, the candidate shall obtain the signatures of supervisors indicating that they have been consulted about the submission. In the case supervisors do not think the thesis is ready for examination, this shall not be a hindrance to the candidate submitting it if she/he is determined to do so. The declaration form shall be forwarded to the Examiners. The candidate shall ensure that the thesis format is in accordance with the requirements of the Institution's regulations.

10. Procedures for the Second Examination (Oral Examination/*Viva Voce*)

a. __Notification of the Oral Examination Date:__ The School Postgraduate Coordinator or equivalent shall determine the date for the examination, in consultation with the Dean of School or equivalent, and accordingly, notify the candidate, all supervisors and the examiners.

b. __Arrangements for the Oral Examination:__ The School Dean in collaboration with the School Postgraduate Coordinator or equivalent will arrange and ensure the *viva voce* takes place smoothly.

c. __Location and Language of Oral:__ An oral examination shall normally be held in at the University of Rwanda. Virtual oral examination can be held with the specific permission of the Programme Coordinator/ Director of the centre. The oral examination of students following the exchange programme can be held in a hosting institution. The oral examination shall be conducted in English. Exceptions, which must be

approved by the College Academic Council, include studies of linguistics and language.

d. **Duration of oral examination:** The duration of viva voce shall not exceed two hours. The student's presentation shall not take more than thirty minutes, and the remaining time shall be allocated for examiners' comments, questions and deliberations.

e. **Non-Examiners permitted at Oral Examination:** Supervisors may attend the oral examination, and they may participate in the discussion to the extent permitted by the chair of the panel, but they shall withdraw prior to the deliberations of the examiners on the outcome of the examination.

   In cases where a supervisor is unable to be present and the candidate wishes to be accompanied in the viva, arrangements should be made for a member of academic staff with supervisory experience to be present. His/her inclusion must be approved by all parties.

f. **Examiners' Final Reports:** After the oral Examination, the examiners' final reports shall be directly submitted. Each examiner shall submit on the appropriate form a final report and recommendation relating to the award of the degree to the School Postgraduate Coordinator or equivalent. The reports from examiners shall provide sufficiently detailed comments on the scope and quality of the work. The Chair shall then prepare a consolidated report with an appropriate recommendation on the award of the degree.

g. **Ratification of Examiners' Recommendations:** The School Council shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate.

h. **Exemption from oral or arrangement of alternative examination:** A candidate shall normally be examined orally on the programme of work and on the field of study within which the programme lies. If for reasons of sickness, disability or comparable valid cause, the Dean of School/Director Centre agrees that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved by the Principal with the written permission of the Dean of School/Director Centre.

i. **Conduct of examinations:** The Dean of School/Director of Centre shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the institution's regulations. In any instance where the Dean/Director of Centre is made aware of a failure to comply with all the procedures of the examination process, she/he will present a detailed report to the School Council which may declare the examination null and void. The Dean of School/Director of Centre shall appoint new examiners.

11. Candidate's Temporary Absence from viva voce

a. Permission for temporary absence: Examiners may, if circumstances warrant and they are in agreement, permit a candidate to be absent temporarily from a *viva voce*.

b. Candidate accompanied: When leaving a *viva voce* venue, candidates shall be accompanied by the Internal Examiner or the School Postgraduate Coordinator.

c. Time limit for temporary absence: Candidates will normally be allowed up to 20 minutes absence before returning to the *viva voce* venue.

d. Circumstances for temporary absence: A candidate may request permission to leave a *viva voce* venue or for the viva to be halted under the following circumstances:

- **Illness**
- If a candidate is taken ill during a *viva*, an Examiner must contact the School/Centre so that arrangements may be made for appropriate action to be taken and First Aid advice obtained if necessary.
- The School Postgraduate Coordinator shall inform the Dean/Director.

- For personal reasons: A candidate wishing to leave the examination room for any other urgent reason (e.g. to visit the toilet).
   When a candidate visits the toilet, the person accompanying him/her must ensure, as far as possible, that the candidate does not have access to unauthorised material and does not communicate with any other person.

- **Other cases of absence from the *viva voce***
- In the event of a candidate withdrawing from the examination room for reasons other than (b) above, the Examiners shall contact the School Postgraduate Coordinator who shall attend the examination room for a briefing on the events.
- The School Postgraduate Coordinator shall try to find the Candidate and to elicit the reason for the absence and report the circumstances to the examiners.
- Through the School Postgraduate Coordinator, the examiners shall try to encourage the candidate to return to the examination room.
- The School Postgraduate Coordinator shall inform the Dean/Director.

e. Recommencement of the *viva voce:* When the candidate returns to the examination room, the examiners shall ensure that the candidate is at ease and must summarise the last question answered, to help reset the agenda

f. Failure to return to the *viva voce with valid reasons*: Failure to return to the *viva voce* shall not in itself cause a candidate to fail for the award of the degree for which he/she is being examined.

However, if the candidate fails to return within the deadline, or leaves without the unanimous agreement of the examiners, the latter may act as follows:

- Recommend that the remaining part of the viva voce be dispensed with if they are satisfied that a recommendation on the award can be made in accordance with regulations;
- Recommend that the viva be rearranged within one month.

g. Rearrangement of *viva voce:* Re arranged viva will be conducted as if it is for the first time.

h. Reporting of incidents: The circumstances of any illness, or other reason for leaving the examination room, including the duration of any absence, must be reported by the chair to the Dean in the Examiners' Report Form on the recommendations for the *viva voce.*

12. Re-examination

a. **Criteria and deadlines**: One re-examination may be permitted by the School Council, subject to the following conditions:
- If a candidate fails to satisfy the examiners at the first examination, including any other oral or approved alternative examination, they may, on the recommendation of the examiners and with the approval of School Council, be permitted to revise the thesis and be re-examined;
- The examiners shall provide the candidate, through the Dean/Director, with a written guidance on the deficiencies of the first submission; and the candidate shall submit the thesis for re-examination within the period of one calendar year from the date of the latest part of the first examination. Where the College Academic Council has dispensed with the oral examination, the re-examination shall take place within one calendar year from the dispensation date. The Dean/Director may, in case there are valid reasons, approve an extension of this period.

b. Appointment of additional examiner: The School Council may require that an additional External Examiner be appointed for the re-examination.

c. Forms of re-examination: There shall be three cases of re-examination:

- If the candidate's performance in the first oral or approved alternative examination was satisfactory, but the thesis was unsatisfactory and the examiners on re-examination certify that the thesis as revised is satisfactory, the School Council may exempt the candidate from further examination, oral or otherwise.
- If the candidate's performance in the first oral or approved alternative examination was unsatisfactory and the thesis was also unsatisfactory, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination.
- If the candidate's thesis was satisfactory on the first examination, , but the performance in the oral and/or other examination(s) was not

satisfactory, the candidate shall be re-examined in the oral and/or other examinations without being requested to revise and re-submit the thesis.

d. **Examiners' confidential independent preliminary reports on re-examination:** In the case of a re-examination under sub-paragraphs 3.5.3.3.6 iii) (a), (b) (c), each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the School Postgraduate Coordinator or equivalent, before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and, where possible, make an appropriate provisional recommendation subject to the outcome of any oral examination.

e. **Examiners' final report on re-examination:** Following the re-examination of the thesis, each examiner shall prepare her/his final report and recommendation relating to the award of the degree and the Chair shall submit a consolidated report to the Postgraduate Coordinator or equivalent on the appropriate form. The reports of the examiners shall provide sufficiently detailed comments on the scope and quality of the work. The Postgraduate Coordinator or equivalent shall then prepare a consolidated report with an appropriate recommendation on the award of the degree to the School Council/Centre.

f. **Examiners' recommendations following a re-examination:** After the completion of the re-examination, the examiners may recommend that:
   - the candidate be awarded the degree;
   - the candidate be awarded the degree subject to amendments being made to the thesis; and
   - the candidate <u>not</u> be awarded the degree, and not be permitted to be re-examined

g. **Amendments following a re-examination:** If the examiners are satisfied that the candidate has reached the standard required for the degree but consider that the thesis requires amendments and corrections that are not so substantial as to warrant the submission of a considerably revised thesis (which in the context of a re-examination would constitute a failure), and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the Supervisor(s), they shall indicate to the candidate in writing what amendments and corrections are required.

   Amendments constitute spelling or typing errors, minor textual corrections, reordering of material, or additional paragraphs for further clarification of the research, but not requiring further research to be undertaken.

   The time limit for submission of amendments shall be at the discretion of the examiners, subject to a maximum of 3 months, and should not be used as a criterion for determining what constitutes such amendments.

The candidate shall submit the amended thesis within the time limit specified by the examiners from the date of provision of the list of amendments and corrections required.

h. <u>Non-unanimous recommendations following re-examination:</u> Where the examiners' recommendations are not unanimous, the School Council shall require an appointment of an additional External Examiner.

i. <u>Appointment of additional External Examiner following re-examination:</u> Where an additional External Examiner is appointed, s/he shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. This examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner, the School Council shall complete the examination.

j. <u>Recommendation for failure without oral re-examination:</u> In the case of a re-examination where an oral examination has already been held and the examiners are of the opinion that the thesis is so unsatisfactory, it shall be recommended to the School Council to dispense with the oral examination and not award the degree.

k. <u>Notification of deficiencies of the thesis following re-examination:</u> Where the School Council decides that the degree shall not be awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the College Academic Council.

b. **Final submission requirements**

- <u>Thesis copies:</u> Prior to receiving a degree complete confirmation, the candidate must submit to the School Postgraduate Coordinator three copies of the thesis in hard copy and soft copy (in PDF on a CD) formats. The School Postgraduate Coordinator or equivalent shall lodge one set of the thesis in the University library, College Library and School/Centre Library.
- <u>Binding of final copies of thesis (see the *Guidelines on Academic Writing at the University of Rwanda as approved by UR Senate on April 3rd 2018*)</u>
- <u>Confidentiality agreements:</u> If the College Academic Council has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University, the thesis shall, immediately on completion of the work programme, be retained by the University on restricted access and shall only be made available to those who were directly involved in the project, for a time not exceeding the approved period.

C. SPECIFIC CONDITIONS TO AWARD A PHD BY COMPLETED BODY OF WORK

The College Academic Council shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality

is two years, in exceptional circumstances the College Academic Council may approve a longer period. If a shorter period is adequate, the College Academic Council shall not automatically grant confidentiality for two years.

D. GRADING SYSTEM FOR MASTER AND DOCTORAL THESIS

1. **Grading System for Masters Dissertation component:** The CPGS shall develop rubrics to be used when evaluating the thesis to be customised by Colleges. Evaluation elements should include (but not limited to) the following:

   a. Extent to the insight into the scientific theory, methods and demonstrated scientific knowledge;
   b. How well the objectives of the dissertation are defined;
   c. The ability of the candidates to select and apply relevant scientific methods convincingly;
   d. The candidate's level of possession of technical skills required for the work;
   e. The candidate's ability to plan and conduct advanced experiments or computations;
   f. The extent to which the candidate works independently in cooperation with a supervisor;
   g. How thorough the dissertation is;
   h. The extent to which the dissertation contains new knowledge and innovative contribution;
   i. The extent to which the analysis and discussion have scientific foundation and justification as well as their relevance to the addressed topic;
   j. The extent to which the candidate demonstrates critical reflection and distinguishes between his/her contributions and those from others;
   k. The level of the form, structure and language of the dissertation.

2. **Grading System for PhD dissertation component:** The CPGS shall develop rubrics to be used to evaluate the thesis. Evaluation elements should include (but not limited to) the following:

   a. The extent to which the research results achieved by the candidate are of international importance;
   b. The extent to which the observations and conclusions are novel or significantly change earlier perceptions;
   c. Clear evidence of the candidate's own research contribution in the case where the thesis includes co-authored publications or manuscripts;
   d. Performance of the doctoral candidate and the scientific maturity shown during the oral examination;

e. If the examiners recommend a Master's thesis to be accepted with the grade "Approved with distinction", they must include a summary of the merits on which their recommendation is based.

3. **Decision on The Master/PhD Thesis:** Based on the results of the open defence and assessment of the thesis by each member of the examiners/ Board of Examiners, the thesis that is defended shall be evaluated as follows:

Decision	Comments	
	Master	**PhD**
Approved	No need for correction	No need for correction
Minor correction	Minor changes to be made to the satisfaction of the supervisors	Correction shall be made by the candidate to the satisfaction of the internal examiners. The thesis does not need to be resubmitted to the external examiners.
Major correction	Major modification to be made to the satisfaction of the external examiner/s; Under certain circumstances the external examiner may delegate the internal examiner/s.	Substantial correction shall be made by the candidate and shall be resubmitted to the examiners for approval.
Rejected	The candidate should repeat the thesis	The candidate should repeat the thesis.

E. CONFLICT OF INTEREST

No member of academic staff shall engage in any form of assessment of a candidate with whom there is a potential conflict, nor shall she or he be a member of a Board of Examiners considering such a case. Should a Head of Department or a Dean of School be involved, a substitute shall be appointed by the Dean of School or Principal respectively as appropriate? A member of academic staff is required to excuse her/himself if she/he feels her/his impartiality might be compromised. A conflict of interest includes a family member, someone with whom there is an intimate relationship, a candidate being supported financially, or a candidate with whom there is a civil dispute or academic complaint pending.

SECTION XI: AWARDS

A. Types of Awards

1. **Postgraduate Certificate** shall be awarded to a registered candidate who successfully completed an approved programme with a minimum of 60 credit units.

2. **Postgraduate Diploma** shall be awarded to a registered candidate who successfully completed an approved programme with a minimum of 120 credit units.

3. **Master's Degree** shall be awarded to a registered candidate who successfully completed the Master's programme in a specified field, and has presented and defended a thesis in an oral examination to the satisfaction of the examiners.

4. **Fellowship Certificate** shall be awarded to a registered candidate who successfully completed the fellowship programme in a specified field, passed the practical examination and has presented and defended a thesis in an oral examination to the satisfaction of the examiners.

5. **Professional Doctorate** shall be awarded to a registered candidate who successfully completed the professional doctorate programme in a specified field, passed the practical examination and has presented and defended a thesis in an oral examination to the satisfaction of the examiners.

6. **Doctor of Philosophy** shall be awarded to a registered candidate who successfully completed the PhD programme and has presented and defended a thesis in an oral examination to the satisfaction of the board of examiners. PhD may be awarded by completed body of work on the basis of previously completed or published works.

B. AWARD UNDER EXCEPTIONAL CIRCUMSTANCES:

1. Aegrotat Awards: An aegrotat degree or certificate may be awarded on the basis of a thesis completed by a candidate, which is ready for submission for examination, in case the candidate, for reasons of illness or other valid cause, is unable to proceed with examination. In such instances, the College Academic Council shall seek not only medical evidence but also proof that the candidate would have likely succeeded had the oral examination taken place or, in the case of an oral examination having been held, that the candidate would have been able to successfully address any amendments required by the examiner. If no other evidence is available, then the Supervisory Team might be invited to make an oral and written submission on the candidate's behalf.

   In these circumstances the student (or her/his parent, spouse or other appropriate individual) must have signified that s/he is willing to accept the award and must acknowledge that acceptance of such an award implies waiver of the possibility of re-assessment. Aegrotat awards will be listed as one of the following:
   a. Aegrotat Masters;
   b. Aegrotat Fellowship Certificate;
   c. Aegrotat Professional Doctorate;
   d. Aegrotat PhD.

2. **Posthumous Awards:**

   a. A postgraduate qualification may be awarded posthumously to a candidate if he completed the requirements of the postgraduate programme but died before the award of the degree.

   b. 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.

   e. A Master or PhD Degree may be awarded posthumously based on completed and examined academic work. Normally, the student should be remaining with one semester to the fulfilment of the requirements for the degree or diploma at the time of death.

   f. In case 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.

   g. 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, the recommendation must be forwarded to the College Principal.

   h. The request for a posthumous award must be justified and 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).

   i. 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.

   j. After the posthumous award has been approved, the Dean or the designated person 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 programme. 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.

   k. This process should be completed within one year of the student's death and maybe included in the graduation booklet.

C. SPECIFIC CONDITIONS FOR AWARDING A PHD BY COMPLETED BODY OF WORK

   1. Candidates may be awarded a PhD on the basis of previously completed or published work. This is a retrospective assessment of the work submitted, of

the research methodology employed in its creation, and assessment of its context in relation to the developing state of the art in the subject concerned.

A PhD by completed body of work shall be awarded under the following conditions:

a. Entry qualifications: To be eligible to register for a PhD by completed body of work, a candidate must meet the normal entry requirements for PhD, and normally have at least five years' work experience.

b. Prima facie case: The School Selection Committee shall initially establish whether the candidate has a *prima facie* (at first sight) case for the award of a PhD as applied for.

c. Appointment of an Adviser: The College Academic Council shall approve an Adviser/Mentor, normally based in the School, who shall have specialist knowledge of the subject concerned and who has had experience in the supervision of candidates to successful completion of a PhD as appropriate. The role of the Adviser shall be to guide the candidate in preparing her/his work for submission, giving guidance on how to construct the arguments, ensuring that the submission is in accordance with the format required by UR Senate and advising on fulfilling the requirements of the Qualifications Framework.

d. Deadline for submission: Final submissions must be made within 12 months and not exceeding two years from the date on which the relevant School Committee ratifies the recommendation that a *prima facie* case exists for PhD by completed body of work.

e. Content of submission: The submitted work should normally consist of one or more of the following (in published or unpublished form):
   - A completed book;
   - Papers or articles in refereed journals which are published or 'accepted for publications';
   - Substantial or sole contribution to a book;
   - Chapters in books;
   - Papers presented to conferences which are available in the published proceedings of the conference;
   - Published data sets, granted patents or creative artefacts;
   - Exhibitions or performances of which a permanent record has been made.

   The work submitted must be coherent, complete and must incorporate an Abstract, Introduction and Conclusion which together put the total work submitted into context, and may also involve the writing of intermediate connecting passages. Where papers form the body of the submission, the Adviser and candidate may wish to consider the number of papers that are required to accomplish this objective.

   Co-authored work may form part of the submission, but the candidate must include an account of the extent and scope of his or her own contribution to such work, signed, if possible, by the co-author(s). The additional material, which forms part of the submission over and

above the previously completed work, must be the candidate's original and individual production.

   f. Format of submission: The Dean/Director may, as appropriate, accept for examination a wholly published version or require that the work be submitted in the form of a thesis. In either case, the copies submitted for examination shall remain the property of the University of Rwandabut the copyright shall be vested in the candidate or other previous holder.

   The work submitted for PhD must constitute an independent and original contribution to knowledge and should not have been previously submitted for any other award.

   g. Academic standards: The academic standards associated with the degree of PhD by completed body of work shall be the same as those that apply to the award of the degree of Doctor of Philosophy (PhD) by the conventional approved programme of supervised research.

   h. Assessment of submission: The assessment of PhD by completed body of work shall be the same as those that apply to the award of the degree of Doctor of Philosophy (PhD) by the conventional approved programme of supervised research.

D. ISSUANCE OF TRANSCRIPTS, CERTIFICATES, and DUPLICATES

1. 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.

2. University degrees, diplomas and certificates shall be signed by the Vice Chancellor and the University Registrar and shall bear the University seal.

3. 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.

4. In case of loss or damage of a degree, diploma or 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 certificate in the case of a damaged certificate; or original legitimate property loss certificate in case of loss or theft;
    - Copy of national ID card or valid passport.

5. In case of names' change 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, diploma, or certificate bearing the old identification;
- Certified copy of the previous certificate bearing new identification;
- Copy of national ID card or valid passport bearing the new identification;
- Copy of official gazette approving the new identification;
- Any other legitimate document to authenticate the change of identification.

E. PROCEDURE FOR WITHDRAWAL OF AN AWARD

1. The University of Rwanda reserves the right at any time to withdraw a given award(degree, diploma, certificate)under t h e 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 U R 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.
2. Any other case that might warrant the withdrawal of an award but not listed above shall be referred to the UR Senate for consideration.
3. 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 Postgraduate Coordinator/Director of the Centre. The Committee shall verify and confirm whether the award is genuine or not. Where necessary, the awardees shall be given a right to appeal.
4. 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.
5. The University Senate shall assess the recommendation of the College Academic Council and make an appropriate decision.
6. 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, theUniversity 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, 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 of the withdrawal of the award.

7. In case where the withdrawal of the award is a consequence of a fraudulent action by the awardees, 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.

8. In the event of non-compliance with the Senate's decision by the awardees refusing to return the awarded degree, diploma, or certificate to the University, legal proceedings shall be instituted against him/her.

F. UNIVERSITY ALUMNI

1. The University shall constitute a fully-fledged database of its alumni so that the latter can serve as role model to enrolled students and offer practical mentorship to fresh graduates as they start their career journey.

2. Schools/ Programmes shall invite prominently successful alumni to offer motivational and experiential lectures or welcome to students during induction programme.

3. The University shall organize an annual alumni dinner to reconnect, introduce University projects, profile for sponsorship, etc.

4. Further details and guidelines on the university alumni networking and engagement shall be in the University alumni policy.

SECTION XII: COMMENCEMENT AND REPEALING PROVISIONS

These amendments to the General Academic Regulations are effective from its date of approval, and all prior provisions contrary to them are here by repealed.

Assoc. Prof. KAYIHURA Muganga Didas

Ag. Vice Chancellor

Annex I

GENERAL PROGRAMME STRUCTURE

Of the

Doctor of Philosophy Degree by Research

0. INTRODUCTION

The key document governing PhD Students and supervisors of PhD by Research Programmes is the **"Frameworks and Regulations for the Award of Higher Degrees by Research"** as part of the University of Rwanda Academic Regulations. The University of Rwanda Centre for Postgraduate Studies (UR CPGS) is in charge of all administrative and coordination matters related to Postgraduate Studies while the teaching/learning and supervision remain the responsibility of Schools/Research Centres offering the programmes.

At the University of Rwanda, the successful completion of a doctoral degree is typically a multi-stage process that includes a series of activities including a mandatory multidisciplinary research method and Scientific communication modules, conduct of independent research under supervision, publications in peer reviewed journals, as well as the writing and defense of a thesis.

1. PROGRAMME STRUCTURE

0.1. DURATION
i. The duration of the programme is counted from the date of registration up to and including the date of thesis defense.
ii. The duration of the PhD by research Programme is minimum 36 months and maximum 48 months for full time registered students.
iii. The duration of the PhD by research Programme is minimum 48 months and maximum 60 months for part time registered students.
iv. Early submission supported by the supervisory team can be submitted to the School/Centre for postgraduate studies and exceptionally approved by the College Academic Council (CAC) but should not be requested before 24 months from registration date.

0.2. ENTRY REQUIREMENTS

Registration for the degree of PhD by Research may be granted to an applicant who holds a Master's degree provided that the degree is in a discipline relevant to the proposed research and includes both research training and the execution of a research project. An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purpose of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project. If a research degree project is part of a piece of funded research, the CAC shall ensure that the terms on which the research is funded do not detract from the fulfillment of the academic objectives and requirements of the candidate's research degree. The School/Centre can decide to add specific criteria with regards to entry requirements. Any entry requirements not specified in a call will not be considered during the selection.

0.3. CALL FOR APPLICATIONS
It is the responsibility of the Director of UR CPGS to send out a call for application at the beginning of each intake with clear guidelines and outline of the application process. However, applications for a PhD by research can be submitted to the UR CPGS at any time during the

academic year. Applicants for a PhD by research programme shall submit the following supporting documents with their applications:

- A cover letter addressed to the Director of UR CPGS indicating for which programme of study the application is being made and description of the motivation to join the programme;
- An updated curriculum vitae (CV);
- Notarized Master's and Bachelor's degrees and transcripts;
- Rwanda Higher Education Council (HEC) equivalence for degrees obtained from outside Rwanda;
- Certified translated academic certificates into English or French if they are in other languages;
- Recommendation letters from at least two academic referees who are knowledgeable about the applicant's research capacity;.
- A support letter from the employer (if any);
- Copies of valid identification card and/or passport;
- A sponsorship letter from an organization (if any) or proof of funding;
- A proof of English proficiency from a relevant and accredited body or institution if the applicants did his/her Master's studies in a language other than English;
- A research concept note relevant to the PhD degree sought;
- Publications (if any);
- Master's Thesis abstract.

0.4.   ENROLLMENT

Candidates applying for enrollment to the UR as research degree students shall make an application to the UR CPGS. The UR CPGS will be responsible for acknowledging receipt and processing the received applications. The Director of UR CPGS will channel the received applications to the appropriate School/Research Centre for consideration by the established Selection Committee.

Candidates wishing to be admitted may be interviewed by a panel appointed by the School Dean/ Director of the Research Centre. The Selection Committee shall be chaired by the Coordinator of Postgraduate Studies in the School or Research Centre. The Selection Committee shall submit the list of candidates recommended for admission to the Dean/Director of the Research Centre. The School Dean/Director of Research Centre shall forward the recommended list to the CAC for approval. The list approved by the CAC shall be forwarded by the College Principal to the Director of UR CPGS for him/her to issue the admission letters to the successful candidates as well as inform the unsuccessful ones.

Annual (Re-) Registration: All registered PhD students are required to do an annual re-registration at the beginning of the new academic year.

0.5.   PROGRAMME DESCRIPTION

The following two modules are available for all PhD Students:

i.   *Research methodology*
ii. *Scientific Communication*

Candidates doing PhD by Research are expected to have acquired the following attributes as per Level 10 of National Qualification Framework for Higher Education of Rwanda:

Knowledge and understanding	Practice: Applied knowledge and understanding	Generic cognitive skills	Communication, ICT and numeracy skills	Autonomy, responsibility and working with others
Demonstrate: Critical understanding of the subject/discipline, including theories, concepts and practices at the forefront Critical knowledge and understanding of the research methods in the discipline/subject, including advanced ones Knowledge and understanding generated through personal research or equivalent work which makes a significant contribution to the subject/discipline	Use a significant range of the principal skills, techniques, practices and materials associated with a subject/ discipline Design and execute a research, investigative or development project to deal with new problems and procedures practice Apply a range of standard and specialist research methods and enquiry techniques	The ability to make informed judgements on complex issues in the absence of complete data The ability to apply a constant and integrated approach to the evaluation and synthesis of new and complex ideas, information and issues Identify, conceptualise and offer original insights into new, complex and abstract ideas, information and issues The ability to modify and develop ideas, policies and practices in the light of evaluative feedback	Communicate ideas and conclusions clearly and effectively to specialist and non specialist audiences Communicate at the standard of peer reviewed published academic work or at the standard for presenting policy proposals to employers and/or public bodies Use a range of appropriate software Evaluate graphical and numerical data	Exercise personal responsibility in dealing with complex and novel situations in professional or equivalent environments Work autonomously in professional or equivalent environments Take responsibility for the leadership of a team and the management of resources in a professional or equivalent environment Work in ways which are reflective, critical and based on research/evidence Deal with complex professional issues

These Graduate Attributes shall be acquired through the following activities:

S.No.	Category	Activities	Year 1 Semester-1	Year 1 Semester-2	Year 2 Semester-3	Year 2 Semester-4	Year 3 Semester-5	Semeste
1	Preliminary Activities	Induction week	First week					
		Initial Proposal presentation & Allocation of Core Graduate modules by Doctoral Committee	Third week					
2	Research Progress Related Activities	Compulsory modules		1 core	1 core			
		Literature review & Data Collection for PhD Thesis						
		Mid-programme presentation to the Doctoral Committee on Extensive Research Proposal & Research Progress at the 4th Semester beginning (REQUIRE a PASS for Doctoral Candidature)				Mid-programme presentation		
		Continue with PhD Research work						
		Semester Wise Progress Report Submission	1	1	1	1	1	
		Presentation of Synopsis at Doctoral Committee (during the last three months of 7th semester).						
		Submission of Thesis and Final Viva Voce defense						
3	Other Mandatory Activities	Seminar Presentation at Centre/School Level (2)			1 seminar		1 seminar	
		Workshop attendance (2)					1	
		Conference Paper Presentations (1)			MAX time limit	MAX time limit		
		Journal Publications (3)						
		UR Research and Innovation week attendance (1)						1 week
		Graduation						

2. SUPERVISION

All PhD candidates are required to work under the guidance of the Supervisory Team (ST) comprising one Main Supervisor and Co-Supervisor(s).

0.6. *Supervisory Team (ST) Profile*
  i.   One of the ST should be a resident faculty staff of the University of Rwanda
  ii. The Main Supervisor is the Chair of the ST.
  iii. Main Supervisors and Co-Supervisors can be staff from UR or from any of the partner institutions, with expertise in the relevant area of research.
  iv. Where external supervisors are appointed, it is the responsibility of the School Postgraduate Studies Coordinator/Head of PG Studies of a Research Centre to ensure that the external supervisors are familiar with the University, programme regulations and expectations for thesis supervision. An information package for supervision at UR shall be sent to these supervisors by the School PGS Coordinator or Director of the Centre for PGS.
  v.   Normally, an external supervisor can be allowed as the Main Supervisor for a maximum of two students and can be Co-Supervisors for any other two students.
  vi. The Main Supervisors must possess relevant qualifications in their field or discipline, complete supervision training, demonstrate expertise in the field of specialization in which the student research is located and maintain an active research profile.
  vii. The Main Supervisor is expected to have publications in the relevant areas of research within the past three years to his/her role as Main Supervisor.

0.7. *Roles & Responsibilities of the ST*
  i.   The ST Chair (Main supervisor), along with the ST, is responsible for orienting the students and assisting them in revising their initial proposal topic into a viable research proposal within two weeks of student registration. This process should focus on addressing development priorities in Rwanda, the Africa Region, and beyond.
  ii. The ST, in consultation with the candidate, shall determine the student's *Learning Plan'* and agree to changes as required to meet the targets based on the PhD Timeline given in Table 1.
  iii. The Main Supervisor shall develop a '*Supervision Plan'* in discussion with the PhD candidate and ST within six weeks of his appointment and send a copy to the School Postgraduate Studies Coordinator/Head of PhD Studies of a Research Centre. This plan shall provide for regular consultations between the Main Supervisor, ST and the candidate, as well as a written report thereof.
  iv. Both the *Student Learning Plan* and *Supervision Plan* are filed in the student folder for
  v.   any reference during the training period.
  vi. The ST shall meet with the students on a regular basis (e.g. every 2 weeks) to discuss the doctoral programme and review progress. Any member of the ST can e-meet the students.
  vii. The Main Supervisor/ST shall guide the student in the preparation of the 'Full Research proposal' and oral presentation. The full research proposal is typically approved at the

end of second semester. The ST shall lead the students to the successful completion of a doctoral level Research Thesis by Publications, Monograph or Body of Work.

viii. The Co-supervisors shall assist the Main Supervisor in guiding the PhD candidates.
ix. The ST shall agree on how the Co-supervisors will be involved.
x. The ST will be involved in regular consultations with the PhD candidates.
xi. The ST shall be responsible for monitoring the progress of the candidate and shall provide the mentorship to the student.
xii. The ST is expected to provide opportunities for reflection and open communication regarding any supervision issues that arise during the process.

Under the responsibilities of ST, it is the students' right registered for PhD by Research to:
- receive regular supervision by a supervisory team with the requisite knowledge and expertise in their chosen field of study;
- receive from the supervisors regular and timely comments on any work submitted during the course of the doctoral programme; and
- have access to resources commensurate with the research project being undertaken.

Supervisors shall ensure that the students:
- meet with them on a regular basis;
- have access to their knowledge, expertise and advice as needed;
- provide them with copies of papers/drafts/reports for comment throughout the course of the doctoral programme; and
- are supported by the Centre of Research and Innovation of the College as approved by the UR Senior Management Council.

0.8. *Doctoral Committee (DC)*

The following members shall constitute the Doctoral Committee as proposed by the School/Research Centre and nominated by Director UR CPGS.
The DC shall comprise of the following members:
1. Main Supervisor;
2. Co-Supervisors;
3. School Postgraduate Coordinator /Head of PG Studies at the Research Centre;
4. Dean of the School/Director of Research at College level;
5. Internal/External expert from Academic/Industry/ Research Institutions.

The Doctoral committee shall meet three times during a student's PhD study period until the student submits the synopsis of his/her thesis. The Doctoral Committee report must be submitted for approval to the UR CPGS through the Principal of the College.

0.9. *PhD by Research Milestones*

(i) Initial PhD Proposal presentation

The research project constitutes the core of the PhD by research programme and serves as the thesis basis. The students shall present their revised PhD proposal to the DC within the first semester. The DC shall identify optional research-related modules, review their self-assessment and give suggestions to improve on the proposal.

(ii)   **Available modules**

All PhD students at UR are required to provide evidence of having undertaken an advanced research method and scientific communication courses at the postgraduate level. If this evidence is not provided, the student may be advised by the ST or DC to take the available modules of advanced research methods and scientific communication courses provided by the University. PhD courses run by other collaborating universities can also make up part of the PhD programme. The students must obtain the Main Supervisor's approval before registering for and taking part in these external PhD courses.

(iii) Mid programme evaluation

In order to be confirmed for the Doctoral Candidature, the students shall appear for a mid-term evaluation conducted by the DC and present their *Extensive Research Proposal* and research progress. The evaluation tests the fitness of the candidate to proceed further with his/her PhD work. If the candidate's performance in the evaluation is satisfactory, he/she is allowed to continue with his/her PhD project. If the performance is unsatisfactory, he/she shall be given one more opportunity to appear for the DC in the next six weeks from the date of the first examination. In case the research student fails the second evaluation, the University shall withdraw his/her registration.

Meeting Schedule:

During the fourth semester of the PhD student

i.   A PhD student shall undergo a progress evaluation after completing two semesters of their research programme, and before the end of four semesters.
ii.   The progress evaluation is mandatory and serves to test their background knowledge in the broad area of specialization.
iii. The progress evaluation shall cover the topics of the research focus and all the allied areas. Candidates will be assessed based on their ability to:
   ➢ identify the core issue/s or problem/s related to the research;.
   ➢ seek appropriate and sufficient information to understand the issue/problem;
   ➢ observe interactions that may complicate the management of the research process;
   ➢ present a quality, focused review related to the study;
   ➢ identify significant solutions or outcomes, outlining their benefits and potential complications;
   ➢ understand diverse perspectives beyond one's own;
   ➢ offer alternative suggestions and their basis;
   ➢ present views ethically and with cultural and social sensitivity; and
   ➢ demonstrate professionalism and maturity when personal views are challenged.
iv.   The progressive evaluation shall be conducted by a panel of examiners which include members of the Doctoral Committee.
v.   The Main Supervisor shall intimate the PhD student on the examination scope and other relevant details sufficiently in advance.

vi.   The presentation shall be between 40-60 minutes.

vii.   The students shall receive comments/feedback to improve on their research from the DC.

viii. The report and recommendations from the DC shall be sent to the UR CPGS Director and signed by the DC members. The recommendations of DC can be either:

      A. confirmation of Doctoral Candidature; or

      B. conditional Doctoral Candidature –reappear for comprehensive exam within an agreed period of time; or

      C. termination of Candidature.

ix.   Students are notified of the outcome by the School Postgraduate Studies Coordinator/ Head of PG Studies at the Research Centre. Normally, a student shall not appear to the comprehensive exam more than twice.

(ii) PhD draft thesis presentation

Upon satisfactory completion of the research and publication of at least three research papers (not less than two of which shall be in Scopus/WoS indexed journals), the research student is permitted to submit the synopsis (draft thesis) of the PhD work to the School Postgraduate Studies Coordinator/Head PG Studies of a Research Centre with the approval of the School/Director of a Research Centre for presentation to the Doctoral Committee. The Synopsis shall be submitted not later than a month before the DC meeting is scheduled.

Meeting Schedule: During the last three months of the PhD scholar's 7th semester

i.   Prior to submission of the synopsis, the research student shall get feedback and comments from the ST, which may appropriately be incorporated into the synopsis and thesis under the advice of the Main Supervisor.

ii.   The DC assesses whether the research work reported in the synopsis of the student has met all the requirements as per the PhD regulations for writing a thesis and is ready to start the preparation of the thesis. After the approval of the synopsis by the DC, the students can then proceed with the writing of the final version of the thesis.

3. RESEARCH SUPPORT

The University of Rwanda has introduced the system of Researcher Accounts whereby recipients of research grants will be required to open such an account. It avoids putting funds into the University accounts, for which researchers have no control of, and from which withdrawal involves a lot of bureaucratic procedures. Additionally, in its Research Strategy, the University of Rwanda has approved an incentive scheme to motivate staff to do more research. All academic/research staff who have a PhD training grant will be required to open a Research Account into which the money can be paid.

Doctoral training takes place mainly at the School/Centre levels. This research training is complemented and enhanced by interdisciplinary training and research activities at the College, university levels or research training offered by partnering universities. PhD students must participate in other active research environments, including contact with other researchers through seminars, training sessions, research activities, and visits to other institutions, etc. The Main Supervisor has a special responsibility to ensure that the PhD student has the opportunity to establish contact with researchers preferably in the domain studied.

4. MONITORING THE PROGRESSION

a. *Registration of the Candidate*

1) Once the candidate satisfies the admission criteria, he/she is allowed to register through the Registrar of the College in which the programme is based. The Dean of the School or Director of the Centre of Excellence will submit the research topic, ST and DC to CAC for approval.

b. *Initial Proposal Presentation*

Once the candidate registers, s/he appears before the Doctoral Committee during the first semester for the Initial Research Proposal Presentation. The student fills in a Self-Assessment Questionnaire. The Doctoral Committee may recommend the candidate to take some modules related to the research and self-assessment and give suggestions to improve on the proposal. The relevance of the *minor generic skills* modules may vary based on the student's experimental learning, disciplinary and professional development needs and, therefore, the student is allowed to do the selection in discussion with her/his supervisors.

c. *Core Compulsory modules*

These modules will be recorded in the *Student Learning Plan* and students are required to complete them, including all elements of assessment and examination based on the timeline. The modules will be assessed on a PASS/FAIL basis and are not credit bearing.

d. *Ethical Approval*

Students may begin their ethics applications at any time, but they shall not collect data until their ethics application has been approved. It is incumbent on the student and supervisors to ensure that any requirements for ethical approval are met prior to the commencement of the data gathering, if applicable.

e. *Mid-programme evaluation*

In order to appear for the mid-programme evaluation, the students should have passed the *core compulsory* modules. The Main Supervisor guides the student in the preparation of the *Extensive Research Proposal* and the comprehensive oral examination. Once the student passes this examination, he/she is allowed to progress with his/her research work. The *Extensive Research Proposal* includes the following content:

- A summary of the research proposal;
- A proposed thesis title;
- A clearly stated research problem aligned with the developmental priority(s);
- Rationale and significance of the research;
- Research aim and objectives;
- Literature and/or past research review;
- An outline of the research design;
- Ethical approval (if required);
- A planned budget for the research and how this will be funded;
- An indication of where the research will be conducted;
- Progress and activity to date;
- A timetable for completion within the prescribed time limit;

- Publications and presentations to date, if any;
- References.

f. *Progress Reports:*

Progress reports are vital to the School/Research Centre and UR CPGS for overall monitoring of both individual progress and programme issues.

i.   All research students are required to provide six monthly reports which reflect the progress of their work. These should also identify any issues that have arisen and how they are going to be resolved. The timeline table above indicates when progress reports for doctoral students are to be submitted to the Centre of Excellence / School Postgraduate Studies Coordinator.

ii.   Once a student has completed his/her section of the report, the supervisor(s) shall complete their section and provide comments on the progress. If there are issues around progress, the supervisors should be explicit in any misgivings they have regarding a student's progress. Comments must be discussed with the student and a copy made available for them.

iii. Supervisors are also required to indicate any remedial action to be taken and to implement them to assist the students.

iv.   The signed reports are filed by the School Postgraduate Coordinator or Academic Coordinators of a Centre of Excellence. Copies of the reports shall also be made available to the UR Director of the Centre for Postgraduate Studies.

v.   It is important to note that progress reports should not be the first point at which a supervisor and student identify a problem. Issues are expected to be discussed regularly as part of the supervision relationship. If problems do arise, both parties are expected to take active steps to rectify them starting with the ST and the student. Failure to do so could be disadvantageous to both students and staff.

vi.   Students should be able to seek advice in confidence from any academic authority on any aspect of their candidature, including challenges. Advice can also be sought from the Director of UR CPGS.

vii. If the student progression is not satisfactory, the Main Supervisor shall initiate formal warnings of unsatisfactory progress with a copy to Centre of Excellence/School Postgraduate Coordinator who will notify the student of the matter in writing. The notification shall specify the reasons why the progress is deemed to be unsatisfactory and provide a list of conditions that must be met for improvement. The student shall be given an appropriate timeframe to respond to the notification.

viii. If the student fails to respond within the specified period, the Main Supervisor shall advise the Centre of Excellence/School Postgraduate Coordinator. The School Dean, upon the recommendation of the School Council, shall recommend the CAC to request the Director of UR CPGS that the registration of the student be withdrawn.

ix.   If the student progression is satisfactory, the Centre of Excellence/School Postgraduate Coordinator through the Principal's office will submit the PhD student's progress report to the Director of UR CPGS.

g. *Publications and Authorship*

Doctoral students doing PhD are required to publish and disseminate research findings. For the purpose of the thesis, first author articles are recognised unless if there is a justified reason.

A Doctoral thesis by publication shall comprise of a minimum of 3 papers, at least two published papers and one accepted in recognized indexation bodies (preferably Scopus, Web of Science, and AJOL). For monograph theses, students shall complete a minimum of two, of which one must be published and one accepted for publication in journals in accepted indexing bodies. Students should avoid publishing in one journal.

The time limits for publications are given in the Table 1.
   i.   Consensus should be reached between the student and research supervisor(s) concerning authorship of publications and acknowledgement of contributions during and after candidature. There should be open and mutual recognition of the student's and supervisors' work arising from the research.
   ii. Supervisors also gain/benefit from postgraduate students' work. Where a supervisor draws on and wishes to build on a student-initiated subject, the supervisor must advise the student (and co-supervisors) and through consultation negotiate a fair and equitable arrangement with the student and co-supervisor.
   iii. The thesis and the intellectual property out of the research belong to the University.
   iv. The supervisor in publications relevant to the research undertaken by the doctoral student must acknowledge the contribution of the student and provide them with the opportunity of joint publications and other research outputs.
   v.   Authorship shall be determined by taking into account the following:
       ➢ Early discussion and agreement on authorship responsibilities and order;
       ➢ Inclusion of all in the ST if fair contribution is done;
       ➢ Exclusion of unacceptable claims to authorship;
       ➢ Adequate acknowledgement of others' contributions.

h. *Seminar Presentation*
As part of the PhD programme, all PhD students must acquire experience of different types of knowledge dissemination related to the field of study or student's PhD project. The students have to present, in two seminars, about their research work to the Masters students and final year undergraduate students in a related field.

i. *Workshop Attendance*
The students are required to attend two workshops organised by the School/Research Centre or any other institutions related to their core research.

j. *UR Research and Innovation week attendance*
The students are encouraged to present their research work at the University research conferences.

k. *PhD draft thesis Submission and Presentation*
The Synopsis draft thesis has to be submitted not later than a month before the DC meeting is scheduled. Prior to submission of the synopsis, the research student shall get feedback and comments from the ST which shall be appropriately incorporated into the synopsis and thesis under the advice of the Main Supervisor. The DC shall assess the synopsis and, if satisfied, grant approval to the student to proceed with the thesis writing finalization.

l. *Submission of the thesis*

The PhD student shall, within six months of approval of the draft thesis, incorporate comments from the DC and submit the thesis in accordance with the format and specifications prescribed in accordance with the requirements of the University regulations, the thesis in a PhD by research should comprise three main parts which are introduction, published papers and conclusion.

After approval of the thesis by the DC, the student shall submit it to the School Postgraduate Studies Coordinator/ Director of the Centre of Excellence.

m. *Examination for PhD by Research*

The examination for the Doctoral Degree by Research shall have two stages: Firstly, the submission and external expert assessment of the thesis by examiners, and secondly, the Doctoral Degree by Research defence through oral examination.

i. *Thesis Submission and external examination*

The UR CGPS shall submit the thesis to external examiners for assessment. The Doctoral thesis shall be examined by three examiners external to the institution. At least, one of the examiners shall be from outside the country. The examiners shall submit their reports to the UR CGPS with a copy to the Dean / Director of the Centre of Excellence. The Dean/ Director of the Centre of Excellence shall make a decision for the student to defend or make the suggested corrections as per External Examiners' comments.

ii. Oral examination of the thesis: The candidate must present and defend the thesis to the satisfaction of examiners in an oral examination, the conduct of which shall be in accordance with the regulations for the award of Doctoral Degree by Research.

At the end of each academic year, the School Postgraduate Studies Coordinator/Head of PhD Studies at a Centre of Excellence shall report about the students' progress in the UR Senate Postgraduate Studies Committee.

5. GRADUATION

If the performance of the research scholar in the Oral examination is satisfactory and the examiners' recommendations addressed appropriately, the scholar shall be deemed to have completed the PhD programme. The Chairs of the respective CACs will submit a list of PhD graduates to the Senate. The student shall have the degree conferred at a UR Graduation Ceremony.