



POLICY ON STUDENT CONDUCT AND DISCIPLINE

Approved by Board of Governors meeting of 22nd February 2018

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POLICY ON STUDENT CONDUCT AND DISCIPLINE

PURPOSE AND SCOPE

1. University of Rwanda is committed to establishing and maintaining an equal and diverse community free from all forms of discrimination and harassment. The University seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the University recognizes that all who work and learn at the University are responsible for ensuring that the community is free any form of dishonesty, misconduct, corruption, violence, discrimination and harassment. These behaviors threaten our learning, living, and work environments and will not be tolerated.
1. The purpose of the policy is to provide guidelines and a structure to ensure that disciplinary matters are dealt with promptly, fairly, consistently and in a transparent and accountable manner. The emphasis should be on the identification and correction of problems rather than on punishment.
2. It is anticipated that in all except criminal matters every effort will be made by staff to resolve matters informally through day-to-day counselling and advice before the formal procedure is invoked. Should the perceived disciplinary problem be sufficiently serious or informal approaches not useful then the formal procedure should be invoked.
3. Rules and regulations on plagiarism are covered in the Policy on academic integrity. Other aspects on academic misconduct are covered in the Undergraduate and Postgraduate Academic Regulations.
4. This policy shall apply to all students of the University of Rwanda.

ALLEGATIONS OF CRIMINAL MISCONDUCT

5. Wherever an allegation of criminal misconduct against a student is received, any of the following persons shall be informed: Director of Students' Welfare, UR campus security, or Registrar or Head of Department, who must all ensure that the Principal and Dean are informed, without undertaking any further investigation or attempting to test the evidence.
6. If the nature of the allegation implies danger to any student or member of staff, the matter shall be reported immediately to the police by any of the people reported to. If this does not appear to be the case, the staff member to whom the allegation is reported shall immediately consult the Principal or Campus Coordinator/Manager. In their absence, another member of senior staff shall be consulted.
7. Either the Principal/ Campus Coordinator/ the Senior member of staff consulted shall report the matter to the police
8. If the police decide to proceed with the case, staff and students shall cooperate fully with them. No further internal investigation of the alleged offence shall take place until the police have completed their investigations.
9. If the police do not detain the alleged offender, and it seems that students or staff could be in danger, then the Principal or the most senior member of staff present, in consultation with the Vice Chancellor or Deputy Vice Chancellor for Academic Affairs, shall exclude the alleged offender from

the campus by issuing a notice of suspension within 24 hours of the matter being brought to the Police.

10. If the police decide not to proceed with the allegation, or when their investigation is complete, the Vice Chancellor and the Deputy Vice Chancellors shall confer to decide whether to proceed with internal disciplinary procedures.
11. Normally, a student convicted of, and imprisoned for a serious criminal offence, will be permanently excluded from the University and hence the campus by the Principal and Campus Coordinator acting together without further investigation or disciplinary procedure.
12. In other cases where a student is convicted of an offence, guilt of the offence may be taken as proven but the UR disciplinary procedures shall be used to determine the penalty to be applied by the institution. If the police decide not to proceed with the case, this does not preclude the University from proceeding with the disciplinary procedures.

INTERNAL DISCIPLINARY PROCEDURES – GENERAL PRINCIPLES

13. No disciplinary action will be taken against a student until the case has been fully investigated.
14. In reaching a disciplinary decision, evidence for the alleged misconduct, its gravity and the disciplinary record of the student shall be considered.
15. All allegations of misconduct shall be reported in the first instance to the Principal or the College Registrar. It shall be their duty to decide together, in consultation with the Dean of the School and Director of Students' Welfare, whether the case initially presented is sufficient to call for further investigation and/or the use of disciplinary procedures.
16. Except for gross misconduct, no student will be permanently excluded from the University for a first breach of these regulations.
17. A student will have the right of appeal against any formal disciplinary action.
18. A student will, at all stages, have the right to be accompanied by a friend not acting in a professional capacity, and the Students' Guild Council shall have the right to send a representative to any disciplinary hearing.

STAGES OF DISCIPLINARY PROCEDURE FOR MINOR OFFENCES

19. 'Minor offences', in this policy, is defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes damage to the institution's property and reputation, but does not make it difficult or impossible for the institution to trust the offender or work with staff or other students. For the purposes of this disciplinary procedure, the term "Minor offences" includes, but is not restricted to, cases of:
 - Smoking in designated non-smoking areas
 - Unsatisfactory behaviour towards staff or in class
 - Use of mobile telephones in lectures or other teaching sessions, or in the Library
 - Breach of safety regulations in laboratories or other areas of campus
 - Misuse of University facilities
 - Contravention of the University's rules and/or regulations
 - Misuse of disabled students' facilities by an able-bodied student
 - Wilful refusal to carry out a reasonable request or instruction.

20. *Stage 1* - If the level of alleged misconduct is such that the Principal/Campus Coordinator and College Registrar decide, on a preliminary view, that a formal oral warning may be appropriate, they will inform the student and they will convene a hearing. The hearing will involve the student (and their representative, if any), the Principal/ Campus Coordinator, the College Registrar, Director of Students' Welfare and the Dean of the School responsible for the student's course of study (academic staff may appoint deputies to attend). At the end of the hearing, and if the student admits the offence, the Principal, College Registrar, Director of Students' Welfare and the responsible Dean of the School, will decide whether to issue a formal oral warning. If a formal oral warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence and argument presented is judged by the above personnel to support the allegation, then the institution shall proceed to Stage 2 of these proceedings.
21. *Stage 2* - If the level of alleged misconduct is such that a formal written warning is judged appropriate or the student has failed to heed an initial oral warning, a formal hearing by the College or Campus Disciplinary Committee shall be held involving the same personnel as for Stage I. If the student concurs in a finding of misconduct and has no previous disciplinary record, then a formal written warning shall be issued stating clearly the nature of the offence and what the student is required to do or refrain from doing. If there is a record of misconduct and/or the student does not concur in the judgment, the Principal, College Registrar, Director of Students' Welfare and Dean of school shall determine whether to issue a written warning or proceed to Stage 3. The formal written warning must be kept on the student's file in Registry and in a file in the Principal's office set aside for this purpose.
22. *Stage 3* - If a student has failed to heed a formal written warning, the Principal will then convene a Stage 3 hearing involving the same personnel as for the preceding level. On the basis of this hearing they shall decide whether it is appropriate to issue another written warning or a final written warning
23. The Principal will hear any appeal against a final written warning.
24. The outcome of any level of disciplinary hearing shall be notified to the student orally and in writing within three days of the date of the hearing. The notification shall include details of the complaint, a clear specification of the improvement required, the timescale within which improvement must be achieved and consequences of failure to improve or repetition of the offence.
25. A record will remain on the student's personal file for a year after a formal oral warning and for two years after a written warning except in regulated professional degree courses such as medicine where the record remains on file. The student will be informed when the record is removed and may apply to have it removed on the appropriate date.
26. Students have a right of appeal following any disciplinary action.

DISCIPLINARY PROCEDURES FOR GROSS MISCONDUCT

27. 'Gross misconduct' is defined in this Policy as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible. Gross misconduct includes, but is not limited to, cases of:

- Theft
- Fraud, including deliberate falsification of records
- Fighting
- Assault on another person (including sexual assault) bullying and harassment of a student or a member of staff (including sexual harassment)
- Discrimination or harassment on the grounds of gender, sexual orientation, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background
- Abuse of an individual or individuals through social media, and damage to the University's reputation by similar media
- Deliberate damage to the University's property
- Incapability on campus through alcohol or being under the influence of illegal drugs
- Negligence which causes or risks unacceptable loss, damage or injury
- Continued refusal to carry out a reasonable request or instruction
- Wilful and/or confirmed breach of safety rules
- Disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.

Detailed examples of cases of Gross misconduct are in Appendix 2

28. Where a student is accused of gross misconduct, as defined in Paragraph 27, the Principal (or, in their absence, the College Registrar or the Dean of the School responsible for the student's course of studies) may, following consultation with the legal advisor, exclude the student from campus, pending a hearing to consider the appropriate action to be taken. The hearing by the College/Campus Students' Disciplinary Committee shall be convened as soon as possible thereafter and in all cases within fourteen days.
29. Any student excluded under 28 above shall be entitled to receive written notification of the suspension from the Principal within three calendar days (excluding weekends and Public Holidays), setting out the grounds on which the decision to suspend has been taken. Exclusion will normally take place only when investigation is inhibited or there is a risk to students or staff.
30. The procedures for a hearing for gross misconduct shall be the same as those for Stage 3 hearings above. If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are:
- a) Exclusion from the University for a fixed period of up to three years (following failure to comply with a final written warning)
 - b) Permanent exclusion from the University, and in some cases may result in referral to

the courts, or professional regulatory bodies
c) In exceptional mitigating circumstances, a final written warning (following gross misconduct)

The hearing shall also determine whether or not to allow the student to be awarded any academic qualification she or he may have earned so far in his or her course of studies.

31. A decision to expel a student for whatever reasons, shall be confirmed by the Vice Chancellor or the Deputy Vice Chancellor for Academic Affairs and Research in the absence of the Vice Chancellor.

RIGHT OF APPEAL

32. All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of disciplinary action. Notice of intention to appeal shall be submitted in writing to the Principal within seven calendar days of the receipt of written confirmation of disciplinary action.
33. An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal. The appeal will be held in accordance with the Format for Disciplinary Hearings, detailed in an Appendix 1 to this Policy, and shall be conducted by the College/ Campus Students' Appeals Committee.
34. Appeals against the decision of the College/ Campus Students' Appeals Committee shall be heard by the University Students' Appeal Committee. In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.
35. Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Vice Chancellor against the exclusion, who shall determine the appeal as soon as practicable.
36. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.

COMPOSITION OF STUDENTS' DISCIPLINARY COMMITTEES

The composition should have a balance of female and male members. The committees should be established and will sit for 3 years.

COLLEGE STUDENTS' DISCIPLINARY COMMITTEE

- Chair (nominated by College Academic Council)
- A representative from each School (nominated by School Council)
- College Registrar
- Director of Students' Welfare - Rapporteur
- Student representative (nominated by the Guild Council)

COLLEGE STUDENTS' APPEALS COMMITTEE

- College Principal - Chair
- College Registrar - Rapporteur
- Dean of School of the appealing student
- Students' representative who is not a member of the Disciplinary Committee

CAMPUS STUDENTS' DISCIPLINARY COMMITTEE (FOR MULTI-COLLEGE CAMPUSES)

- Nominee of the Resident Principal/ Campus Coordinator - Chair
- Student Representative (nominated by the Guild Council)
- College Registrar/Representative
- Senior Academic Staff from the School responsible for the student (nominated by the Dean)
- Director of Students' Welfare - Rapporteur

CAMPUS STUDENTS' APPEALS COMMITTEE

- Resident Principal/Campus Coordinator - Chair
- Senior Academic Staff not from the School of the appealing student (nominated by the Resident Principal or Campus Coordinator)
- Students' representative who is not a member of the Disciplinary Committee
- College Registrar/Representative - Rapporteur

UNIVERSITY STUDENTS' APPEALS COMMITTEE

- Vice Chancellor-Chair
- Staff member nominated by Senate
- University Registrar - Rapporteur
- Principal, not from the School of the appealing student



APPENDIX: 1

FORMAT FOR THE PREPARATION FOR DISCIPLINARY HEARINGS

The following format outlines the sequence of events, which should be followed once a decision has been taken that disciplinary action is necessary.

a) Once the decision has been taken to initiate the disciplinary procedure, the student concerned should be informed in writing of:

- i) the nature of the complaint and the fact that the hearing is to be a disciplinary one
- ii) the place, date and time of the hearing
- iii) their right to be accompanied by a representative .

This should be at least seven calendar days before the date of the hearing in order to allow the student to prepare their case.

b) A thorough investigation should be made to determine all the relevant facts. It is important that this takes place as soon as possible following the alleged misconduct. Copies of any statements taken from staff or students, which will be used at the hearing, should be given to the student at least three calendar days before the hearing.

c) Once all parties have been assembled for the hearing, the procedure to be followed should be:

- i) Those present should be introduced to the student and an explanation given for their attendance
- ii) The precise nature of the alleged misconduct by the student should be stated
- iii) The case against the student should be outlined by the presentation of evidence that has been collected
- iv) The student should be allowed to present her/his case, which may involve the use of evidence and/or the calling of witnesses

d) if at any time evidence is brought forward which needs further investigation, the hearing should be adjourned and a time and date agreed for it to be reconvened

e) a period for general discussion should be allowed, during which both sides can ask questions and provide explanations of points which have been raised

f) if it becomes apparent that there is no firm basis for the allegation of misconduct, or the student has provided an adequate explanation, then the proceedings should be stopped

g) the main points concerning the alleged misconduct and the evidence provided by both sides should be summarised to ensure that nothing has been overlooked by either side

h) before reaching a decision, in all but the simplest cases, the hearing should be adjourned to allow for a period of consideration of all the points raised, the past record of the student, any extenuating circumstances and any actions previously taken in similar cases

i) when a decision has been reached, the hearing should be reconvened. The student should be informed of the disciplinary action to be taken, if any. If disciplinary action is to be taken, the student should be informed of the appeal procedure and how it operates. In the case of warnings, details of expected improvement, time span of warning and the consequences of a failure to improve should also be stated.

j) When any disciplinary action is taken, written details confirming the actions taken, details of the appeal procedure, expected improvements, time span of warning and consequences of failure to improve, should be delivered either by hand to the student or by registered post to his/her home address.

k) For all forms of disciplinary action it is important that a record is made for future reference if necessary.

l) It is the responsibility of the Dean of the School responsible for the student's course of studies to ensure that staff monitor the student's progress and behaviour, following disciplinary action, to ensure that expected improvements are achieved.



APPENDIX: 2

EXPLANATIONS OF TYPES OF MISCONDUCT

The purpose of this section is to provide more details on the types of misconduct to enable appropriate decision-making by the disciplinary committees.

MINOR OFFENCES

Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on the premises or as part of any University activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (e.g. stimulants, depressants, narcotics and hallucinogenic drugs) or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed is prohibited on University premises or as part of any University activity.

Disorderly Conduct

Students at the University of Rwanda have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and/or essential operations of the University. Disorderly conduct is not permitted.

Violation of the orderly operation of the University includes, but is not limited to:

1. Excessive noise, which interferes with classes, College offices, neighbours of accommodation facilities whether on campus or not, or other campus and community activities
2. Unauthorized entry into or occupation of a private work area
3. Conduct that restricts or prevents School or staff members or student employees from performing their duties, including interruption of meetings, classes, or events
4. Failure to disperse when a building, office, or campus space is closed
5. Other conduct that disrupts the normal operations of the University.

Events and Parties

The University defines an event as an academic, intellectual, cultural, and/or social gathering, which is open to all or a registered group of, students, in a designated campus space.

The University defines a party as a social function occurring in a designated campus space and more than ten (10) students are present. No such party shall be held without written authorization by the Director of Students' Welfare.

A University party may be held on or off campus and may only be sponsored by the Guild Council. All parties held on campus are automatically subject to this policy. If an individual and/or organization hold a party off-campus they may also be subjected to the student code of conduct.

If held off campus, a party becomes subject to this policy if either of the following conditions are met:

1. University funds or funds from the Student Guild Council, or from any approved student organization, are used in whole or in part to sponsor the event. This includes expenses that are reimbursed at a later time.
2. The social function is broadly advertised on campus in such a way as to invite student attendance. This includes verbal, written, or electronic personal invitations to individual student

Fire Safety

Open flames, including the burning of candles, or other unauthorized objects, are not permitted in University accommodation or any other unauthorized area of the University.

Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited. Any student who causes an alarm to be set off for improper purposes may be liable for the expenses incurred by the University in responding to the alarm, in addition to any fines, charges or sanctions that may be applied for violation(s) of this policy.

If no individuals accept responsibility when a violation of this policy occurs in an accommodation block, all residents of that block may be subject to fines and charges for costs incurred by the University.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of the University's fire safety rules (e.g. unauthorized candle or burning, and tampering with fire safety equipment) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process, or other reasonable resolution as deemed by the University authority.

Smoking

Smoking is prohibited in all indoor spaces throughout the University, including teaching and meeting rooms, social spaces, offices, and accommodation blocks.

Unauthorized use of University Facilities or Services

The unauthorized use of University property, including but not limited to University buildings, spaces and grounds, University documents and records, or University furnishings, equipment and materials, is a violation of this policy and is subject to disciplinary action. Guidelines on the use of University facilities such as laboratories, computer systems and networks are covered in appropriate policies such as the University ICT policy and regulations of occupational safety and health.

GROSS MISCONDUCT

Discrimination or Harassment

Discrimination or harassment is defined as unreasonable, unwelcome conduct that is based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, disability or any other University-recognized protected classification.

This type of discrimination or harassment can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this discrimination or harassment objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including permanent expulsion.

In all cases, the University encourages individuals to seek support and assistance as soon as discriminating or harassment conduct occurs. Before any conduct can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of discrimination. If a person has been subject to discrimination including harassment on the basis of a University-recognized protected classification as described above, the student should consult with the Director of Students' Welfare for guidance.

The University prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including bullying and intimidation, physical assault, and stalking.

Theft and Vandalism

Theft and negligent or intentional damage to personal or University property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate students and may warrant University disciplinary action. In the event that damage occurs in an accommodation block or common space for which no one assumes responsibility, payment for damages shall be divided equally among all residents of that accommodation block or users of the common space. Administrative fees will be added if students do not pay the University by the end of the academic year within which the damage occurs.

For damage that occurs during a student event in a space other than an accommodation block and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

Bullying and Intimidation

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- (i) substantially interfering with a community member's education, employment, or full enjoyment of the College
- (ii) creating a threatening or intimidating environment, or
- (iii) substantially disrupting the orderly operation of the University. Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process, will be subject to disciplinary action.

When bullying or acts of intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct shall be treated as Gross Misconduct and referred to the Disciplinary Committee.



Failure to Comply

The University expects students to comply with the directions of police and security organs, University security officers or University officials acting in the performance of their duties.

Furthermore, the University expects students held responsible for violation against the *Student Code of Conduct*, to fully comply with all disciplinary sanctions. Failure to comply with imposed sanctions or any related directions of a University official in the performance of their duties shall be subject to further disciplinary action.

False Representation

This includes a student who knowingly provides false information or makes misrepresentation to any University office. In addition, the forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Retaliation

The University will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of University Policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the Dean or Director of Students' Welfare or any other Senior Official of the University and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Possession of Weapons and Firearms

No student may possess or use a firearm on University premises or its vicinity. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on University property or its vicinity. Items such as knives that could be viewed as weapons are forbidden.

Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed University buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Tampering with locks to University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys is against University policy. Climbing on any University building or University-owned structure or being present on building

roofs is not allowed. Participation in any of these activities will normally subject a student to disciplinary action.

Assault, Endangerment, of Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the University community, or any act that threatens the use of physical force is forbidden. Conduct - whether reckless or intentional - that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized.

Sources consulted

- HEC: Student Regulations and Disciplinary Procedures in Higher Education (Revised April 2007)
- Other Higher Learning Institutions' policies and guidelines on student conduct



APPENDIX 3:

Guidelines for Handling Examination Marks

Objective

The objective of these guidelines is to ensure that:

- There is a common understanding of a streamlined process for handling examination marks,
- The integrity of the approved marks is maintained
- Approved marks are available timeously as and when required.

The process

- The Lecturers or module leaders after marking examinations shall submit the marks to the HoD.
- The HoD shall coordinate the compilation of marks for presentation to School Council.
- During deliberation in the School Council, the HoD shall incorporate in the results the recommendations of the School Council in line with University regulations.
- Dean of School shall oversee the compilation of the marks and the decisions for presentation to the College Academic Council.
- The Dean shall also prepare a report, for the College Academic Council, on the general performance of the School in the examinations.
- The College Academic Council shall deliberate and approve the marks and recommendations from the School.
- After deliberations at the College Academic Council, the Schools shall be given not more than two working days to incorporate recommendations by the College Academic Council and submit to the Principal.
- The final results shall be approved by the HoD, Dean and Principal.
- The approved results shall be handed over to the College Registrar, in both hard and soft copy
- No changes shall be done to the approved marks without the approval of the Principal.
- In case of appeals, proposed amendments to the marks shall be communicated to the College Principal by the HoD through the Dean.
- The approved amendments shall be forwarded to the College Registrar as an addendum to the original marks.
- Appeals must be handled within the period stipulated in the Academic regulations governing Undergraduate and Postgraduate programs.
- The College Principal shall prepare a general examinations performance report of the College for presentation to the University Senate.
- The College Registrar shall submit annual approved results to the University Registrar in hard and soft copy for record purposes.
- Any changes to the marks that are not within the prescribed process shall be considered illegal and anyone involved in tampering with results or unauthorized changes shall be held accountable and shall face disciplinary action.

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