



FRAMEWORK AND REGULATIONS FOR HIGHER DEGREES BY COURSEWORK AND DISSERTATIONS/THESIS

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Table of Contents

I. GENERAL FRAMEWORK.....	3
I.1 AWARDS.....	3
I.1.1 Awards	3
I.1.2 Master's Degree by Coursework and Dissertation.....	3
I.1.3 Doctoral Degree by Coursework and Thesis.....	5
I.1.4 The degree of Master of Philosophy (MPhil) by Coursework and Dissertation	7
I.1.5 Posthumous Awards.....	7
I.2 ADMISSION	8
I.2.1 Procedures and Conditions for Admission.....	8
I.2.2 General Entry requirements for admission into Postgraduate programmes	8
I.3 REGISTRATION	9
I.3.1 Application for registration.....	9
I.3.2 Procedures and conditions for registration.....	9
I.3.3 Documents required for Registration	10
I.3.4 Change of Names.....	11
I.3.5 Student Identity Cards.....	12
I.3.6 Withdrawal/ Cancellation of Registration.....	12
I.3.7 Suspension of Registration.....	12
I.3.8 Supervision and Progress.....	13
I.4 EXAMINATION	14
I.4.1 Coursework Examination Conduct	14
f) Conflict of interest.....	16
n) Examination Board.....	22
I.4.2 Dissertation/Thesis Examination Process	22
I.4.3 Review of an Examination Decision.....	25
II. REGULATIONS.....	25
II.1 ADMISSION	25
II.1.1 Enrolment	25
II.1.2 Registration.....	26
g) Research Ethics	27
h) Registration Periods	27
II.2 SUPERVISION.....	28
II.2.1 Supervision Conditions	28
II.2.2 Supervisors.....	28
II.3 DISSERTATION/THESES	29
II.3.1 Monographs	29

II.3.2	Dissertation/Thesis by Publications	29
II.3.3	Language of Thesis and Oral Presentation.....	30
II.3.4	Dissertation/Thesis Format	30
II.4	EXAMINATION	32
II.4.1	Examiners	32
II.4.2	Procedures for the First Examination.....	33
II.4.3	Candidate's Responsibilities in the First Examination Process	35
II.4.4	Procedures for the Second Examination (Oral Examination/ <i>Viva Voce</i>).....	36
II.4.5	Candidate's Temporary Absence from <i>viva voce</i>	38
II.4.6	Re-examination	40
II.4.7	Final submission requirements.....	43
II.5	AWARD UNDER EXCEPTIONAL CIRCUMSTANCES.....	43
II.5.1	Aegrotat Awards	43
III.	APPENDICES.....	45
	Appendix A: UNIVERSITY OF RWANDA COURSEWORK AND DISSERTATION/THESIS DEGREE FORMS.....	45
	Appendix B: REGULATIONS ON CHEATING AND PLAGIARISM IN HIGHER DEGREES	47

I. GENERAL FRAMEWORK

I.1 AWARDS

I.1.1 Awards

The University of Rwanda shall confer, to registered candidates who have successfully completed validated Programmes, Master's degree by coursework and dissertation and Doctorate degree by coursework and thesis.

I.1.2 Master's Degree by Coursework and Dissertation

A. A Standard Master's Degree by Coursework and Dissertation is awarded after the student has successfully completed a Master's degree Programme of between 180 and 240 credits, comprising of the coursework required to gain 120 credits with a defined specialisation determined by each College and approved in the Higher Education Council validated Programme Specification, and a dissertation of not less than one third (i.e. 80) of the total credits. Coursework component will include training in research methods as determined by the College and approved by Higher Education Council validated Programme Specification. The dissertation shall be presented and defended in oral examination to the satisfaction of the examiners, in accordance with the regulations for the award of the Master's degree.

B. General outcomes for a Standard Master's degree by Coursework and Dissertation:

Below are learning outcomes expected for a Standard Master's degree of the University of Rwanda. Additional specific requirements determined in the Programme Specification as validated by Higher Education Council shall also apply for Masters Degrees by coursework and dissertation provided they comply with the requirements stated here below in b) i) to iii).

i) Knowledge and understanding

For a Master's Degree of between 180 and 240 credits the student shall:

- 1) Demonstrate knowledge and understanding in the main field of study, including both broad knowledge of the field and a considerable degree of specialised knowledge in certain areas of the field as well as insight into current research and development work, and
- 2) Demonstrate specialised methodological knowledge in the main field of study.

ii) Cognitive/Intellectual skills/Application of knowledge

For a Master's Degree of between 180 and 240 credits the student shall:

- 1) Demonstrate the ability to critically and systematically integrate knowledge and analyse, assess and deal with complex phenomena, issues and situations even with limited information.

- 2) Demonstrate the ability to identify and formulate issues critically, autonomously and creatively as well as to plan and, using appropriate methods, undertake advanced tasks within predetermined time frames and so contribute to the formation of knowledge as well as the ability to evaluate this work.
- 3) Demonstrate the ability in speech and writing both nationally and internationally to clearly report and discuss his or her conclusions and the knowledge and arguments on which they are based in dialogue with different audiences, and
- 4) Demonstrate the skills required for participation in research and development work or autonomous employment in some other qualified capacity.

iii) General transferable skills

For a Master's Degree of between 180 and 240 credits the student shall:

- 1) Demonstrate the ability to make assessments in the main field of study informed by relevant disciplinary, social and ethical issues and also to demonstrate awareness of ethical aspects of research and development work.
- 2) Demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used, and
- 3) Demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

C. Professional Master's Degree Programmes with more than between 180 and 240 credits will follow the requirements described below:

i) Health Sciences (e.g. Pharmacy, Nursing, Midwifery, Psychology, Dentistry, etc): A Degree of Master of Science in Pharmacy/ Nursing/ Midwifery/ Psychology is awarded after the student has successfully completed minimum 300 credits and maximum 360 credits distributed as given below:

- 1) Coursework shall comprise a minimum of 120 credits.
- 2) Dissertation in the main field of study shall comprise a minimum of 100 credits, and maximum of 120 credits.
- 3) The remaining credits shall come from other forms of training and a practical placement in a Health Science Institution as prescribed in the Higher Education Council validated Programme specification and as prescribed by the Rwanda Professional bodies of Pharmacy/ Nursing/ Midwifery/ Psychology. The student shall demonstrate the knowledge and skills required for registration as a pharmacist/ nurse/midwife/psychologist/ dentist.

ii) Applied Sciences (e.g. Architecture, Engineering, etc): A Degree of Master of Science in Architecture/ Engineering is awarded after the student has completed 360 credits distributed as below:

- 1) Coursework will comprise a minimum of 120 credits
- 2) Dissertation in the main field of study shall comprise a minimum of 120 credits, and
- 3) The remaining credits shall come from a practical placement as prescribed in the Higher Education Council validated Programme specification and the Rwanda Engineers/ Architects Professional bodies. The student shall demonstrate the knowledge and skills required to work autonomously as a graduate Architect/ engineer

iii) *Medicine:* A Degree of Master of Medicine is awarded after the student has completed 360 credits or more distributed as below:

- 1) Coursework shall comprise a minimum of 120 credits
- 2) Dissertation in the main field of study shall comprise a minimum of 120 credits, and
- 3) The remaining credits shall come from a Medical placement as prescribed in the Higher Education Council validated Programme specification and the Rwanda Medical Professional body. The student shall demonstrate the knowledge and skills required for medical practice and to complete the foundational years required for registration as a specialist doctor.

Additional Specific Requirements determined in the Programme Specification as validated by Higher Education Council shall also apply for Masters Degrees by coursework and dissertation provided the credits taken shall be 120 per year and provided they comply with the requirements of learning outcomes stated in ii) and iii) above.

I.1.3 Doctoral Degree by Coursework and Thesis

A. A Doctoral Degree by Coursework and Thesis is awarded after the student has successfully completed a study programme of 360 credits of which, between 60 and 90 credits come from the taught component and between 270 to 300 credits come from the doctoral research thesis and has presented and defended a thesis in oral examination to the satisfaction of the examiners in accordance with the regulations for the award of Doctorate Degree.

B. General outcomes: Below are learning outcomes expected for a standard doctoral degree by coursework and thesis of the University of Rwanda. Additional specific requirements determined in the Programme Specification as validated by the Higher Education Council shall also apply for Doctoral Degrees by coursework and thesis provided they comply with the requirements stated here below in (ii) a) to c).

i) *Knowledge and understanding*

For the Doctoral Degree by coursework and thesis, the student shall demonstrate:

- 1) broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a narrow area of the field of study, and
- 2) knowledge and skills in research methodology in general and research methods particular to the specific research.

ii) Cognitive/Intellectual skills/Application of knowledge

For the Doctoral Degree by coursework and Thesis, the student shall demonstrate

- 1) the capacity for scholarly analysis and synthesis and ability to critically review and assess new and complex phenomena, issues and situations.
- 2) the ability to critically and creatively identify and formulate issues with scholarly precision, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work.
- 3) through own doctoral research thesis, the ability to significantly contribute to the generation of new knowledge.
- 4) the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general.
- 5) the ability to identify the need for further knowledge, and
- 6) the capacity to contribute to social development and training others through research mentorship, teaching and in other qualified professional capacity.

iii) General transferable skills

For the Doctoral Degree by coursework and Thesis, the student shall demonstrate

- 1) intellectual dependency, integrity and ability to assess research ethics; and
- 2) specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

C. Generic skills modules

i) Students taking Doctoral Degrees by coursework and Thesis shall be required to take a selection from the listed Generic Skills Modules:

Compulsory Modules:

- 1) Research Skills and Awareness
- 2) Ethics and social understanding
- 3) Communication skills
- 4) Entrepreneurship and Innovation
- 5) English Language Skills
- 6) Postgraduate Workshops

Elective Modules

- 1) Statistics
- 2) Personal effectiveness and development
- 3) Career Management
- 4) Team-working and Leadership

ii) The relevance of the Generic Skills Modules may vary based on the student's experiential learning, disciplinary and professional development needs. As such,

- 1) Where applicable students might be required to take other Disciplinary modules which will be determined in the College Programme Specification as validated by Higher Education Council.
- 2) The Generic and Transferable Skills Training Modules shall be assessed on a pass/fail basis, while Disciplinary modules could be awarded credits as deemed necessary by the Programme. Students will discuss with their Supervisors the most appropriate modules to undertake and these will be recorded in the Student Learning Plan. Students who choose to take additional modules will be formally registered once they have completed all compulsory elements, including assessment.
- 3) It will be possible for students to formally get credit for taking academic (i.e. non- research related skills) modules from Masters Programmes if these are specified formally in the approved Student Learning Plan.
- 4) If there are additional specific academic modules required by Supervisors/ Department/ School, these should be discussed with the student and are subject to approval by the module coordinators.
- 5) Students who undertake taught modules will be required to complete all elements of any such module, including all elements of assessment and examination and, where marks are awarded, these will appear on the student's transcript.
- 6) Where it is believed that a taught module from outside the Department would be of value to a student, and subject to the agreement of the module co-ordinator, such a module may be audited without requiring completion of the assessment. Such a module will not appear on a student's transcript, nor will it count towards the credit requirement.
- 7) UR Students who complete modules in other institutions e.g. through exchange/ sandwich programmes will have the opportunity to have these credits recognised by the University of Rwanda. Details on the process for recognising credits taken externally will be developed in another document.
- 8) Students may be able to seek for exemptions from the credit requirement.

I.1.4 The degree of Master of Philosophy (MPhil) by Coursework and Dissertation

A candidate registered for the Doctoral Degree by Coursework and Thesis whose Thesis component fails to satisfy the requirements for the award of the degree shall be awarded an MPhil degree upon the judgement of the Thesis examiners.

I.1.5 Posthumous Awards

- a) The University of Rwanda shall recognize the achievement of its students who have died, and may grant Undergraduate, Graduate and Professional degree Awards posthumously if

a College determines that a deceased student has completed sufficient coursework to earn the award.

- b) The Masters or Doctoral degree by Coursework and Dissertation/Thesis may be awarded posthumously on the basis of completed and examined coursework and a completed master's dissertation/doctoral thesis by a candidate who was ready but died before sitting for the oral examination. In such cases the College Academic Council shall seek evidence that the candidate was likely to have succeeded had the oral examination taken place.

I.2 ADMISSION

I.2.1 Procedures and Conditions for Admission

- a) To be admitted to lectures or other teaching/learning activities of the University of Rwanda or to examinations or other assessments, students must have registered on the appropriate programme.
- b) Entry to programmes of study in the Postgraduate Credit Accumulation and Modular Scheme will be based on the University Admissions Policy and General Entrance Requirements. Students may study full-time or part-time on campus, at the workplace, by distance learning or by a combination of delivery modes.
- c) A full time student, who opts for registration in a regular programme of study in one given academic year, attends all the scheduled programme modules and sits for all required assessments leading to an award of a Masters or Doctorate degree of the University of Rwanda.
- d) A part time student does not register for all required modules in a given programme in any one academic year and therefore takes longer to complete the requirements for the relevant award.

I.2.2 General Entry requirements for admission into Postgraduate programmes

- a) To qualify for admission into a Master's Programme by Coursework and Dissertation, applicants must:
 - i) Have obtained a Bachelor's Degree with Honours, Second-Class Upper Division (Level 5 in the Rwandan qualifications Framework) or a qualification deemed equivalent.
 - ii) Demonstrate sufficient ability in the language of instruction and excellent language proficiency in the case where the language is the discipline of choice for the degree.
- b) To qualify for admission to a Doctoral Degree at the University of Rwanda, applicants must have attained:
 - i) A Master's Degree ((Level 6 in the Rwandan Qualifications Framework)) in an area relevant to the proposed programme of research.

- ii) Demonstrate sufficient ability in English to undertake doctoral-level work.
- c) College specific entry requirements: In addition to general entry requirements, each College will have its own specific entry requirements.

I.3 REGISTRATION

I.3.1 Application for registration

- a) Admitted candidates must register either online or physically at the Registrar's Office one month before the beginning of each academic year. The period for registration shall be announced by the Registrar's Office two months before the start of the new academic year.
- b) Registration shall take place only with the approval of the College Academic Council, in relation to the following:
 - i) Suitability of the candidate to undertake Postgraduate Studies;
 - ii) Availability of the Programme of study;
 - iii) Supervision arrangements, and
 - iv) Research facilities.
- c) First consideration of postgraduate applications shall be undertaken by an appropriate Committee at the School level, which will make recommendations to the College Academic Council, through the College Director of Research and Postgraduate Studies, which approves on behalf of the University Senate.
- d) For a Doctorate degree the approval requires appropriate academic judgement to be brought to bear on the viability of each Doctorate Degree research proposal. Therefore, the Committee responsible for recommending approval for registration shall be composed of persons who are, or have recently been, engaged in research and who have appropriate experience of successful supervision of research degrees.

I.3.2 Procedures and conditions for registration

- a) To be considered a *bona fide* student of the University of Rwanda, a candidate must be registered in an appropriate programme offered by the university in order to be allowed to attend lectures or other teaching/learning activities of the university, or to examinations or other assessments.
- b) Students normally register for an academic year on either a full-time or part-time basis. Exceptions may include, but are not limited to, the following:
 - i) Students registered for modules on a credit accumulation basis;
 - ii) Students repeating modules;
 - iii) Students on exchange visits;
 - iv) Students who may have taken an approved interruption of studies;
 - v) Part time students whose programmes run on a trimester calendar year.

- c) A full time student is one who opts for registration in a regular programme of study in one given academic year, attends all the scheduled programme modules and sits for all required assessments leading to an award of certificate, diploma or degree of the UR.
- d) A part time student is one who does not register for all the required modules in a given programme in any one academic year and, therefore, takes longer to complete the requirements for the relevant award.
- e) A candidate opting to register on part time basis is required to take at least half of the modules offered in a semester as minimum and shall aim at completing a degree programme in a period not exceeding the set maximum number of years for a given level of a Postgraduate Degree.
- f) Where programmes are available in both full time and part time modes, candidates may be permitted to transfer from full time to part time or from part time to full time within a given College at an appropriate point in the programme as specified by the School managing the programme.
- g) No student shall be allowed to change registered modules or programmes later than two weeks after the beginning of the academic year.
- h) Admitted candidates must register individually online or physically at the office of the Director of Academic Services for each College one month before the beginning of each academic year. The period for registration shall be announced by the office of the Registrar, University of Rwanda, two months before the start of the new academic year.
- i) Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the University at least six months before the beginning of the registration period. No registration will be permitted after the prescribed period.
- j) Consideration for late registration shall be under special circumstances. A request for late registration must be expressed in writing to the Office of College Registrar within fifteen days of the end of the Registration period, and the request shall state reasons for the lateness. The Director for Academic Affairs shall decide on the case with the advice of the Dean of School responsible for the programme on which registration is sought.

I.3.3 Documents required for Registration

- a) At the first registration for entry into the University, each student shall produce the following documents:
 - i) Original and a certified copy of an *Advanced Level Certificate of Secondary Education* (original certificates to be returned to the applicant). In the case of students whose certificates were obtained from outside of Rwanda a Certificate of Equivalence provided by the relevant agency;

- ii) One copy of a national identity card or passport;
 - iii) Where necessary, a police clearance;
 - iv) A medical certificate issued less than three months before the registration date;
 - v) Two recent passport size photographs;
 - vi) Proof of payment of required fees;
 - vii) Proof of funding;
 - viii) One copy of a residence permit for the ongoing academic year for foreign students residing in Rwanda.
- b) For any other subsequent registration a student shall produce the following documents:
- i) Proof of payment of required fees;
 - ii) Proof of funding;
 - iii) One copy of a residence permit for the ongoing academic year for foreign students.
- c) All documents required for registration, together with the completed application form for registration shall be submitted to the Office of the College Registrar.
- d) At the time of registration, all students are required to supply the office of the Office of College Registrar with a telephone number, email, postal and residential addresses. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student shall be deemed to have been received by him or her.

I.3.4 Change of Names

- a) For the purposes of consistency, all students registered with the University shall be known by the names that appear on all documents submitted to the Office of the College Registrar during registration, or which were otherwise changed in accordance with the law which same names shall have been entered into the register. The sequence in which the names shall be entered in the foregoing documents shall be maintained i.e. surname, middle name, first name.
- b) Only the names under which students are registered shall be considered official, and it is these that shall be used on all University documents. Any request for change of name(s) must be supported by legal documentation.
- c) A student may apply to the Office of College Registrar for recognition of a new name or names by the University, and must attach documents showing compliance with the legal requirements for a change of names to their application.
- d) If a female student gets married, she may apply to have her name altered to include other names acquired by marriage, subject to her providing an authentic marriage certificate and documents showing compliance with the legal requirements for a change of names.
- e) If the Office of College Registrar is satisfied that legal requirements have been fulfilled, he/she shall authorize the change of name or names. Any change of name or names thus approved, shall be entered into the University register.

I.3.5 Student Identity Cards

- f) Each registered student must have a University of Rwanda Student Identity Card which shall be provided upon registration.
- g) Each student shall be issued with the identity card at a fee specified in the approved fees structure. Each student identity card shall bear the holder's photograph, signature and registration number, the signature of the Office of College Registrar or her/his representative, and a stamp of the University.
- h) A student identity card shall be required for use of the library, admission to lectures, tutorials, practical sessions, laboratories, examination rooms and for access to the University restaurant, canteen and other services. The University reserves the right to refuse access to facilities without the card.
- i) A student whose identity card is damaged, lost or stolen shall do the following:
- j) 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 Office of College Registrar.
- k) Request for a replacement upon submission of a police statement of loss (in the case of a lost or a stolen card). The request shall be granted only if the University is convinced of their loss and circumstances of the loss.
- l) Students shall carry their student identity cards with them at all times, and throughout their period of study at the University.

I.3.6 Withdrawal/ Cancellation of Registration

- a) A student's registration shall be automatically withdrawn at any time during the academic year by the College Academic Council on grounds of the following among others: absence of more than a month without permission or justification, cases of impersonation, falsification of documents or incomplete information, serious omission, false declaration at registration and serious misconduct. Such exclusion shall be valid for the very same year and all the results nullified. The University may take legal action against the student, and in some cases the University may refer the matter to the Police.
- b) Any student de-registered may appeal against the decision and shall address any such appeal to the Chairperson of the Academic Council of the respective College clearly stating their grounds for appeal. The Chairperson of the Academic Council shall present her/his recommendation to the University Senate for consideration and final decision.

I.3.7 Suspension of Registration

- a) Students may, with good reasons, be allowed to suspend studies for a maximum of two years. At the expiry of the suspension period such students shall be re-admitted into the semester of the same year of study where they left off. However, in the event of a curriculum change during the time of suspension of studies, students may only re-join at

the beginning of the first semester, no matter at what point in the academic year they suspended their studies.

- b) Normally only one such period of suspension shall be granted and for only one year. The exceptions shall be debilitating illness/handicap where medical evidence suggests that the student shall be able to return to study within a further year, or that events or conditions are occurring so close to the end of an academic year that the circumstances that made the request necessary shall clearly still be in force in the following year. In order to recommence the student must bring a doctor's letter stating that they are fit to return.
- c) Students may make a written request to the Dean of the relevant School to suspend studies in part or for the whole academic year, producing evidence of circumstances that make it impossible for them to continue their studies. Such requests shall be granted automatically on provision of medical evidence in case of the following scenarios:
 - i) Serious or debilitating illness supported by a report of a certified medical practitioner.
 - ii) Handicap which may require time to overcome.
 - iii) Maternity leave.
 - iv) Death or serious illness of a close relative or dependant.
 - v) Serious social problems supported by relevant documents.
- d) Other kinds of reasons may be given and a decision shall be taken by the Dean on the strength of evidence provided, and communicated to the office of the Office of College Registrar.
- e) No student shall suspend studies for more than one period in any one given year, nor shall there be more than one period of suspension at any given level of study. Instead, students shall re-apply for admission with transferred credits, under whatever admission rules are in force at the time.
- f) In the case of suspension after the beginning of the academic year, any credits already earned on a given module or modules during that academic year, shall be retained on the student's record for maximum three years and the student will not be required to retake the module or modules already passed.
- g) Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead the Dean of School shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study is concerned.

I.3.8 Supervision and Progress

- a) All Doctoral students must have at least two and at most three approved supervisors one of whom shall play the administrative role as Director of Studies in addition to the academic supervision

Masters students shall be assigned a supervisor upon qualifying to undertake research for the Dissertation.

- b) Students allowed to sit for Oral Examination for Masters Dissertation or Doctoral Thesis shall have cleared all the required coursework credits including to retake any failed module.
- c) Students may register and retake failed modules to a maximum total of 20 credits. Except under special circumstances, no module shall be retaken more than once.
- d) In some modules, the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules). Such modules shall be designated as 'repeat only' in published module descriptions.
- e) Masters students who fail retaken modules, or who do not suspend their registration with permission shall be deemed to have failed the Masters Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated (e.g. Postgraduate Certificate or Postgraduate Diploma) if it is provided for in the programme.
- f) Doctoral students who fail retaken modules, or who do not suspend their registration with permission shall be deemed to have failed their Doctoral Level studies. They will not be awarded any Degree.
- g) With the agreement of the Dean, in cases where electives are permitted, a student required to repeat a module may be allowed to choose a substitute module, subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessment requirements.
- h) 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.
- e) Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the School will normally be expected to make a provision for a further opportunity for a student to satisfy the programme requirements equivalent to that required for academic components of the programme.
- g) 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.

Student Progress shall be reviewed semi-annually by the Schools Committees using the relevant form.

I.4 EXAMINATION

I.4.1 Coursework Examination Conduct

a) Overall Coursework Assessment

- i) The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.
- ii) Modules are assessed by coursework and by a final assignment or examination at the completion of the module.
- iii) Continuous Assessment (CA) includes assignments, tests, quizzes, and practicals carried out during the teaching weeks, where grades are provided before the final examination.
- iv) Students will normally receive feedback on their performance on CA before the next assessment on the same module.
- v) 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.
- vi) The pass mark for all levels shall be 60%. Special examinations within the same academic year may be considered on merit of individual case.
- vii) 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. The grade shall be deemed incomplete if a student does not sit for final examination.
- viii) All assessments, module and programme marks shall be presented as percentage scores. Continuous assessments shall make up 60% of the module score while the final assessment shall make up 40% of the module score.

b) Attendance

- i) Attendance at seminars, practical sessions, tutorials and face-to-face sessions is obligatory where applicable. Attendance will be monitored by the School.
- ii) Students who attend less than 85 per cent of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed by the Dean of the School to sit for the final examination. Such students shall be deemed to have failed that module and shall be awarded a zero (0) grade.
- iii) Students who fail all modules in a semester due to failure to attend seminars, practical sessions, tutorials and face to face sessions, shall be considered to have absconded and shall therefore be discontinued.
- iv) Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.
- v) A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless authorised absence or any other valid reason in the light of the student's circumstances.

c) Coursework Continuous Assessment

- i) The continuous assessment shall comprise all tests and assignments carried out during the progress of the module.
- ii) Students will normally receive feedback on their grades and performance on continuous assessment before the next assessment on the same module.
- iii) The continuous assessment shall constitute sixty percent (60%) of the total mark of the module. The course work content should be reflective of the size of the module in terms of credits.
- iv) The final continuous assessment marks shall be made available to the students not less than one week before the beginning of the examination period.
- v) Before being allowed to sit for the final examination a student must have achieved at least 55% (33/60) of the continuous assessment.

d) Coursework Final Examination

- i) Only students who have completed the requirements for sitting for the final examination shall be allowed into the examination room.
- ii) The final examination at the end of each semester is compulsory and shall constitute forty percent (40%) of the total mark for the module.
- iii) A ten-credit module shall be assessed by one two-hour examination while a twenty credit module shall be assessed by a three-hour examination. The assessment of modules of other weighting shall be in proportion to their size.
- iv) All assessments shall be moderated internally to ensure compliance with the standards.

e) Internal and External Examination

All final examinations must be moderated by internal and external examiners as follows:

- i) The examination papers, syllabus and marking schemes shall be reviewed at the departmental level by a team comprising of module leaders and subject experts.
- ii) The internally moderated examination papers, syllabus and the corresponding marking schemes shall be sent to the external examiners for moderation.
- iii) After 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.
- iv) A sample of 15% of the examination scripts of each module with top, middle and low scores shall be sent to the external examiners.

f) Conflict of interest

No member of academic staff shall engage in any form of assessment of a student with whom he or she has a close relationship, nor shall he or she 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.

g) Registration for Examination

- i) A student who is registered for a programme and has subsequently undergone instructions as required shall register to take examinations in the programme she/he was admitted to.
- ii) Unless otherwise indicated, a student registered for a module shall sit for an examination. The place and time shall be prominently advertised not later than two weeks before the commencement of the examination period.
- iii) All examination cards shall be numbered and issued upon registration for examination. The student registration number together with the examination card number shall be written on every examination booklet.

h) Conduction of Examinations

- i) The final examinations shall be held during periods specified in the academic calendar.
- ii) All examination papers shall be set according to university's approved format and shall be subjected to internal and external moderation as well as external evaluation.
- iii) For each examination, there shall be a Chief Invigilator supported by other academics as invigilators who shall be appointed by the office of the Office of College Registrar in consultation with the Deans of the Schools. The Chief Invigilator shall not be the module leader of that particular module. The Module Leader, however, shall be expected to be available in case of module specific problems.
- iv) There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.
- v) The Chief Invigilator shall allow ten minutes prior to the commencement of any examination to read all necessary instructions, allow students to fill their details on top of their respective answer booklets.
- vi) At the beginning of an examination, the Chief Invigilator shall remind students of the length of the examination, and read other instructions. Students shall be told how much time remains at the end of each hour, then 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.
- vii) Students shall not enter an examination room after the examination has started except with the permission of an invigilator, but not beyond 15 minutes of the commencement of the examination.
- viii) Students shall carry into the examination room their valid student identity cards and examination cards both of which shall be displayed on their examination desks at all

times for inspection by invigilators. They must also sign an Attendance List which must be verified by an invigilator.

ix) Any student needing to leave the examination room for an unavoidable reason during an examination, and with the intention of returning, must be accompanied by an invigilator.

x) A candidate who finishes an examination ahead of time may leave the examination room provided at least one hour has elapsed since the start of the examination and after handing in her/his answer booklet(s) to the invigilator. The candidate shall not be allowed to return to the examination room while the same examination is still in progress.

xi) No candidate shall be allowed to leave the examination room during the last fifteen (15) minutes of an examination.

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

i) Use of unauthorised materials in the Examination Room

Except where specified, students shall not bring into the examination room any books, papers, programmable calculators with text facility or mobile telephones or any other unauthorized materials and gadgets. Contravention to this article shall be considered as cheating or malpractice and will be subject to disciplinary actions should an invigilator catch a student in possession of unauthorized materials, the following steps will be taken:

- i) The materials as well as the examination answer booklet shall be confiscated as documentary evidence for the hearing
- ii) The student shall then be issued with a fresh booklet on which the time of issue shall be recorded, and allowed to continue writing the examination.
- iii) The incident shall be recorded on the Examination Incident Report form to be signed by both the Chief Invigilator and one of the other Invigilators in the same room.
- iv) At the end of the examination and after collecting all examination materials and dismissing all the other students, the offending student, shall be asked to comment and sign on the Examination Incident Report form, which will be submitted to the Office of College Registrar, with copies to the relevant School Dean and Head of Department, immediately after the exam, not later than 48 hours after the occurrence of the incidence.
- v) The student shall be permitted to continue writing the rest of the remaining examinations. The evidence collected and the written statements of the invigilators and student shall then be submitted to the ad hoc Committee for deliberation. The Committee shall review all reports received in connection with examination cheating or malpractice. If the student is thereafter found guilty, the Committee shall recommend an appropriate penalty with reference to the present regulations.

j) Cheating and Other Examination irregularities

- i) Any kind of cheating is a serious disciplinary offence and may render a student liable to failing an assignment, an examination, a module, a level, and to temporary or permanent exclusion from the University.
- ii) Cheating includes (but is not confined to) plagiarism, copying another's work, collusion between students in the production and submission of documents which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand, or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.
- iii) Talking among candidates or looking at each other's work shall not be permitted in examinations.
- iv) Students who help, conspire or collude with someone to cheat shall be held equally responsible and shall receive the same penalty.
- v) Where an Invigilator or Examiner detects or suspects cheating on the part of a student, she/he shall be required to submit to the relevant Head of Department a written report about any instance of a breach of Examination Regulations. This must be done as soon as possible but not later than 48 hours after the cheating has been detected. Evidence to support the charge must be provided.
- vi) If the Head of Department is satisfied that there is a case to answer, she/he shall send copies of the evidence to the Dean of School, the College Principal and the student within three working days of the receipt of the case. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defence or justification in writing.
- vii) An ad hoc Committee constituted by the Dean and comprising of the originator of the charge, the Head of Department and another senior academic of the School shall consider the evidence and the student's response, decide whether it appears that cheating has occurred and recommend a penalty, which may or may not be confirmed by the School Council.
- viii) If a student wishes to appeal against the penalty, he or she shall have a right to a hearing by a relevant Appeals Committee constituted by the Principal. The student may bring a witness to support him or her. If the verdict is confirmed by this hearing, a higher penalty may be imposed.
- ix) If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.
- x) The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination, though in either case a higher penalty may be

imposed at the discretion of the committee if the offence appears grave. Subsequent offences shall lead to a temporary or permanent exclusion from the University, in accordance with the gravity of the offence.

xi) A permanent exclusion penalty shall be imposed on a student who will have been found guilty of attempting to harass or to corrupt a lecturer in order to gain advantage.

xii) Penalties shall be classified in three categories in accordance with the gravity of the offence as determined by the Committee:

1. Category one: a zero mark on the examination in question or any other assessed work;
2. Category two: suspension for a period of two (2) years;
3. Category three: expulsion from the University.

xiii) Plagiarism of any kind will not be tolerated. For purposes of the University, plagiarism shall be defined as the deliberate, unauthorised significant use or close imitation of language, graphics, presentation, or expressed thoughts of another author, and the presentation of them as one original work and without crediting the author.

xiv) When plagiarism is proven for any component of a written assignment, presentation, or project report for an undergraduate degree or dissertation for Master's degree that has been submitted for summative assessment, the student shall be deregistered and expelled from the University. He/she may be awarded whatever subsidiary qualification she/he may have earned by the credits accumulated

xv) When incidents of improper or missed citations bordering on plagiarism but deemed to be unintentional in nature are found, the student shall be awarded a grade of zero on the assignment, presentation, research project report or dissertation.

xvi) 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 it. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree will be withdrawn by the University Senate. In this case the student has a right of appeal to a hearing chaired by the Chair of Senate.

xvii) 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 shall warn the candidate

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

xix) Any member of staff proven to be complicit in a student's cheating or to be involved in soliciting sexual favours or payments for marks, shall be liable to summary dismissal and criminal proceedings may be taken against her or him.

k) Failure to sit for an examination

i) If it is deemed to be absolutely necessary, a student shall make a written request to the relevant Dean to be absent from an examination, producing evidence of circumstances that make it impossible for him/her to sit for it. Such a request may be granted on provision of valid evidence. Such cases include but are not limited to debilitating illness or handicap which may require time to overcome, difficult pregnancy, birth, or because of illness or death of a close relative or dependent. Other kinds of reasons may be given, and the final decision will be taken by the Dean.

ii) An application may also be submitted within 48 hours of the failure to sit for an examination. In addition, a student must explain, with evidence, why it was not possible to make the application before the date of the examination. Applications submitted later than 48 hours of the examination shall be exceptional and must be addressed to the College Principal.

l) Management of Special Examination

i) A student who misses an examination may apply for a special examination and provide justifiable reasons with supporting documents. Special examinations are not an automatic right.

ii) If an application for a special examination is successful but the student fails the examination, then she/he shall be allowed to retake the module at its next offering even if she/he has achieved the pass mark in the continuous assessment component.

iii) If an application for a special examination is not successful, the student shall be deemed to have failed the special examination. Consequently, she/he shall be allowed to re-take the failed module at its next offering even if she/he has achieved the pass mark in the continuous assessment component;

iv) In case the failed special examination is of a retaken/repeated module, the student shall be discontinued.

v) Each College shall designate a specific session for special examinations, preferably after the regular semester examination preceding the next academic year.

vi) Final year students shall be allowed to sit for special examinations in the specific session designated for special examinations.

m) Grading System for Coursework component

i) The marks awarded for each module shall be converted into grades before they are presented to Senate, and results transcripts shall show the letter grades only. All marks shall be rounded off to the nearest integer. The guide for the grading system shall be as

follows:

Marks	Letter Grade
80-100	A
70-79.99	B
60-69.99	C
0-59.99	Fail

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

n) Examination Board

- i) The School Council shall constitute itself into an Examination Board to consider student grades and determine whether students may proceed or not. The meeting of the Board shall be chaired by the Dean or her/his nominee and shall consist of all academic staff members of the School; all programme leaders, and a member of staff from the Academic Quality Assurance Office. The quorum for such meetings shall be three quarters of the total membership.
- ii) The Board shall consider grades, performance and progression of all students. Marks awarded for each module will be provisional, and shall be released as such, after confirmation by the relevant Board of Examiners. Final marks shall be released only after approval by the University Senate.
- iii) In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.
- iv) The details of the Board's deliberations are confidential and shall not be conveyed to any student or any other person outside the Board.
- v) The Minutes of the Board shall be passed to the College Principal for onward transmission to Academic Council and thereafter to the University Senate for ratification.

I.4.2 Dissertation/Thesis Examination Process

a) Dissertation/Thesis examination

The examination of Masters Dissertations and Doctoral Theses process is as described below:

- i) Submission and preliminary assessment of the Dissertation or Thesis. It is the candidate's responsibility to ensure that the thesis is submitted before the expiry of the registration period, and to ensure that any conditions of eligibility required by Senate are met.
- ii) Defence of the Dissertation or Thesis by oral examination or by an alternative that takes into account students with disabilities. The candidate must present and defend the Dissertation or 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 Master's degree by research or Doctoral degree by research.
- iii) A Master's dissertation shall be examined by 1 examiner external to the University.
- iv) The Doctoral thesis shall be examined by 3 examiners external to the institution, at least one of whom shall be from outside the country.
- v) The examiners shall submit their reports to the College Unit responsible for Research and Postgraduate Studies, which shall prepare a recommendation for submission to the College Academic Council for consideration before coming to a decision on the result of the examination.
- vi) The College Academic Council may, subject to its requirements, permit one re-submission.

b) Grading System for Doctoral Thesis component

- i) The Doctoral Thesis shall be graded as follows:

Approved with Distinction	The thesis is ambitious of internationally exceptionally high scientific level and the work is especially meritorious. The work is characterized by independence and certainty. The thesis contains new and significant scientific findings in its area of research.
Approved	The thesis has, according to the evaluation criteria, distinct merits that compensate for some possible deficiencies. The dissertation contains new scientific findings in its area of research. The concepts and language used are clear and the doctoral candidate has a good command of the subject.

Reject	There are significant deficiencies in the theoretical basis, methods or empirical part of the dissertation/thesis and that the work does not meet the ethical standards of research.
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ii) Each College shall develop rubrics to be used to evaluate the thesis. Evaluation elements should include (but not limited to) the following:

1. Extent to which the research results achieved by the candidate are of international importance.
2. Extent to which the observations and conclusions are novel or significantly change earlier perceptions.
3. Clear evidence of the candidate's own research contribution in the case where the thesis includes co-authored publications or manuscripts
4. Performance of the doctoral candidate and the scientific maturity shown during the oral examination.
5. If the examiners recommend a doctoral thesis to be accepted with the grade "Approved with distinction", they must include a summary of the merits on which their recommendation is based.

c) Grading System for Masters dissertation component

i) The master's dissertation shall be graded as A – Excellent, B – Very Good, C- Satisfactory, F - Fail.

ii) Each College shall develop rubrics to be used to evaluate the thesis. Evaluation elements should include (but not limited to) the following:

1. Extent to the insight into the scientific theory and methods and demonstrated scientific knowledge.
2. How well defined easy to understand are the objectives of the dissertation.
3. The level of the candidate's ability to select and apply relevant scientific methods convincingly.
4. Candidate's level of possession of technical skills required for the work.
5. Candidate's level of ability plan and conduct advanced experiments or computations.
6. Extent to which the candidate works independently in cooperation with a supervisor.
7. How thorough the dissertation is.
8. Extent to which the dissertation contains new knowledge and innovative contribution.
9. Extent to which the analysis and discussion have scientific foundation and justification and how relevant to the topic that is addressed.

10. Extent to which the candidate demonstrates critical reflection and distinguishes between his/her contributions and the contributions from others.
11. The level of the form, structure and language in the dissertation.

I.4.3 Review of an Examination Decision

A candidate may, in certain circumstances, request a review of an examination decision. Such a review may be requested only in relation to a decision of Senate after consideration of the recommendation of College Academic Council.

II. REGULATIONS

II.1 ADMISSION

II.1.1 Enrolment

Candidates applying for enrolment in higher degrees shall make an application to the College Director of Research and Postgraduate Studies who will acknowledge receipt and channel them to the appropriate School for consideration by the relevant committee.

An applicant for admission into a Master's degree programme by coursework and dissertation shall normally hold at least an upper second class honours degree from a recognized institution or a qualification which is regarded by Senate as equivalent to such an honours degree.

Admission for a Doctoral degree by coursework and thesis may be permitted to an applicant who holds a Master's degree provided that the Master's degree is in a discipline which is appropriate to the proposed Doctoral degree by coursework and thesis.

Candidates wishing to be admitted under alternative requirements shall be interviewed by a panel constituted by the College Director of Research and Postgraduate Studies, comprising of senior experts in the relevant discipline and School. Experts external to the School can be co-opted into the panel if need be. The panel shall satisfy itself that candidates for Master's, or Doctorate degrees by coursework and dissertation are appropriately qualified, that their personal circumstances are not such as to make successful completion unlikely, that they understand what it is that they would be taking on, and that adequate expertise can be mobilised to offer effective supervision.

The candidate's admission shall be recommended to the College Director of Research and Postgraduate Studies, who shall make a formal submission to the College Academic Council for the candidate's enrolment.

II.1.2 Registration

a) Registration Criteria

In approving an application for registration, the College Academic Council shall satisfy itself that:

- i) The candidate is suitably qualified
- ii) The candidate is embarking on appropriate coursework and dissertation programme
- iii) In framing their programmes of work, candidates and their supervisory teams have given consideration to the "M" (level 6) and "D" (level 7) level descriptors of the outcomes of study in the Qualifications Framework
- iv) Supervision is adequate and likely to be sustained, and
- v) The University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme.

b) Registration deadline

Registration shall be done within four weeks of approval of the candidate's application, by the College Academic Council.

c) Review

A candidate may request a review of all decisions concerning admission made by the Committee, in accordance with the University Regulations.

d) Knowledge of spoken and written language

Except where permission has been given for the thesis and the oral examination to be in another language, the College Academic Council shall satisfy itself that the candidate has sufficient command of the English language to complete the programme of work satisfactorily and to prepare and defend a thesis in English. Permission to present a thesis in another language shall normally be sought at the time of application for registration. Permission to present a thesis in a language other than English shall normally be given only if the subject matter of the thesis involves language and related studies in a language other than English. The English language of the thesis shall be the Standard British English.

e) Confidentiality Agreements

Where a candidate or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the College Academic Council at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately to the College Academic Council. The period approved shall normally not exceed two years from the date of the oral examination.

f) Intellectual Property Ownership

The Intellectual Property relating to the thesis belongs to the University and applicants shall be required to sign an appropriate document of consent (as defined in section 3: Awareness of Ethical Principles and Informed Consent of the document on Ethics Operational Guidelines and Procedures, See Appendix D).

g) Research Ethics

i) Personal Responsibility

The University subscribes to an ethic of personal responsibility by which individual researchers should have some degree of autonomy and take personal responsibility for their research.

ii) Research Ethics and Ethics Clearance

The responsibility for overseeing research ethics in research degrees shall be given to Research Ethics Committee. The Committee shall consider ethical issues raised in individual projects as itemised in the document on Ethics Operational Guidelines and Procedures. The Supervisor shall certify on the Registration Form that Ethical Release has been verified by the Committee or other designated committees at National level, as specified in the document on Ethics Operational Guidelines and Procedures.

h) Registration Periods

i) Minimum and Maximum Registration

The normal minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
1. Masters by coursework and dissertation		
Full-time	18 months	24 months
Part-time	30 months	36 months
2. Doctorate by coursework and Thesis		
Full-time	36 months	48 months
Part-time	48 months	60 months

ii) Expected completion

Full-time candidates shall normally submit their thesis for the degree of Masters by coursework and dissertation within 18 months to 2 years of registration, or their Doctoral degree by coursework and dissertation within three to five years.

iii) Extension of Registration

A candidate shall submit her/his thesis before the expiry of the maximum period of registration. A candidate may apply for an extension of the period of registration, normally for not more than six months at a time, only two times with surcharge on

fees. A candidate seeking such an extension shall apply on the appropriate form giving adequate reasons.

iv) De-Registration or suspension of registration

A candidate may be de-registered by the College Academic Council due to unsatisfactory progress.

A candidate may request to suspend registration by filling an appropriate form to be submitted to the College Academic Council. Approval for suspension of registration will be effective only after the approval of the College Academic Council.

v) Annual Re-registration

Subject to satisfactory progress assessed through annual monitoring, a candidate shall re-register and pay such fees as may be determined from time to time by the University.

II.2 SUPERVISION

II.2.1 Supervision Conditions

i) Number of Supervisors

A research degree candidate shall have at least two and normally not more than three supervisors appointed by the College Academic Council on recommendation of an appropriate School Committee.

ii) Supervisory Experience

A supervision team shall normally have had a combined experience of supervising not fewer than two candidates to successful completion. This may be achieved as follows:

a) Either at least one supervisor shall have had experience of supervising at least two candidates to successful completion of a research degree, **or**

b) At least one supervisor shall have had experience of supervising one candidate to successful completion of a research degree and one shall have taken an approved and certified course on Postgraduate Degree supervision.

iii) Monitoring and Review

The requirements for periodic monitoring and review are set out in the Supervision Guidelines.

II.2.2 Supervisors

i) Research Supervisor Training

Academic staff who wish to become research supervisors must normally complete an approved supervisory training programme successfully, before they undertake any supervisory role. Only in exceptional circumstances shall a member of staff be allowed

to undertake supervision without such training and in that event the training programme must be successfully completed within twelve months of undertaking such a duty.

ii) Director of Studies

One supervisor shall be the Director of Studies, responsible to the University for the ethics of the student's research and ensure that the University's procedures are followed. The Director of Studies must be a member of the University's staff. Normally she or he will be the first supervisor, with responsibility for supervising the candidate on a regular and frequent basis, but sometimes or at some stages of the degree this role may pass to another supervisor. An Honorary member of staff can also be appointed as the Director of Studies if the College Academic Council is satisfied that she/he will have sufficient time to carry out that responsibility.

iii) Additional Advisers

In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.

iv) Ineligibility to supervise

A candidate for a research degree (except for a Doctorate degree by Completed Work) shall be ineligible to act as supervisor or adviser.

v) Change of Supervisory Arrangements

A request for a change in supervision arrangements shall be made to the School on the appropriate form. A change may be initiated either by the student or by a member of the supervisory team, in consultation with the relevant School Committee, and a recommendation made to the College Academic Council, by the relevant School Committee, through the College Director of Research and Postgraduate Studies.

II.3 DISSERTATION/THESES

II.3.1 Monographs

A Dissertation/ Thesis in a monograph format can be submitted for the award of a Masters/Doctoral degree. It shall comprise the following sections: Abstract, Introduction (Chapter 1), Literature Review (Chapter 2), Methodology (Chapter 3), Discussion (Chapter 4) and Conclusion and Recommendations (Chapter 5).

II.3.2 Dissertation/Thesis by Publications

A Masters degree Dissertation by publication shall have at least one published journal article or manuscript accepted for publication by an indexed peer reviewed Journal. A Doctoral thesis shall comprise of at least three published articles or manuscripts accepted for publication and one article submitted in an indexed peer reviewed journal.

The Dissertation/Thesis will comprise of (i) the Introduction, (ii) the papers and (iii) the conclusion.

II.3.3 Language of Thesis and Oral Presentation

Except with the specific permission of College Academic Council the Thesis shall be written in Standard British English and shall be presented orally and defended in English.

II.3.4 Dissertation/Thesis Format

i) Abstracts

There shall be an abstract of approximately 300 words bound into the thesis, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution expected to be made to the knowledge of the subject treated. Three loose copies of the abstract shall be submitted with the thesis. The loose copies of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

ii) Statement of objectives, sources and assistance

The dissertation/thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

iii) Pre-Publication of work

Published material in advance of, and based on the thesis, shall be referenced in the thesis. In case of the Monograph format, copies of published material shall be bound in an Appendix. In the case of thesis by publications, the papers shall be part of the main body of the thesis.

iv) Dissertation/Thesis length (Monograph)

The text of the monograph thesis shall normally not exceed the following length:

- a) For Doctoral Degree in Science, Engineering, Art & Design 30,000 words.
- b) For Masters by coursework and dissertation in Science, Engineering, Art & Design 15,000 words.
- c) For Doctoral Degree in Arts, Social Sciences and Education 60,000 words
- d) For Masters by coursework and dissertation in Arts, Social Sciences and Education 30,000 words.

Where the Thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, or portfolio of professional work, the written thesis should normally be within the following range:

- a) For Masters by coursework and dissertation in Arts, Social Sciences and Education 15,000 – 25,000 words
- b) For Masters by coursework and dissertation in Science/Engineering/Mathematics/Technology/Art & Design 7,000 - 10,000 words
- c) For Doctoral Degree 30,000 - 40,000 words

Candidates are warned that theses exceeding the maximum word length by 10% will not be examined.

v) Copies of Thesis for Examination

- a) The College Director of Research and Postgraduate Studies shall notify the candidate of the number of copies of the thesis to be submitted for examination
- b) Copies of the thesis submitted for examination shall remain the property of the University. The copyright and Intellectual Property of the thesis also belongs to the University.

vi) Format of Thesis for Examination

The following requirements shall be adhered to in the format of the submitted thesis

- a) Monograph theses shall normally be in A4 format. College Academic Council may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be 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 either in typescript or print. 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 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 within the range 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:
 - 1. Full title of the thesis
 - 2. Full name of the author
 - 3. That the degree is awarded by the University of Rwanda

4. The award for which the degree is submitted in full fulfilment of its requirements

5. The month and year of submission.

vii) 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, should it be necessary because of size to split the thesis then the Appendices should be in volume 2, and both volumes must show a title page and front cover indicating volume number.

viii) 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.

II.4 EXAMINATION

The examination for the Masters by coursework and dissertation or Doctoral Degree by coursework and Thesis shall have two stages: firstly the submission and preliminary assessment of the thesis by examiners, and secondly its defence by oral or approved alternative examination.

II.4.1 Examiners

i) Composition of Examination Team

A candidate shall be examined by at least two and normally not more than three external examiners, of whom at least one shall be from outside the country.

ii) 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 adviser, or normally, as transfer assessor, 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 be either a supervisor of another candidate in the same department or an External Examiner on a taught course in the same department at the University.

Former members of staff or 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.

The College Academic Council shall ensure that no External Examiner is appointed for more than two consecutive terms, each of three years.

An External Examiner shall not be appointed so frequently that his/her familiarity with the academic unit might prejudice objective judgement.

iii) Experience of Examiners

- a) Examiners shall be Senior lecturers or above, holders of Doctoral degrees, experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialists in the topic(s) to be examined.
- b) Within the limits of a maximum of three examiners, every effort should be made to appoint examiners to cover the academic content of interdisciplinary theses.
- c) At least one External Examiner shall have experience (normally two or more previous examinations) of examining research degree candidates.

iv) Nomination of Examiners

The School Committee shall forward to the College Director of Research and Postgraduate Studies names of proposed examiners and their CVs and the abstract of the thesis, for consideration. The College Director of Research and Postgraduate Studies shall recommend to the College Academic Council names of potential examiners for the thesis who shall be appointed for a period of three years.

The College Academic Council may delegate the Dean of School to approve the examiners on its behalf.

The Principal shall appoint the external examiners upon recommendations from the Dean of School.

v) External Examiners Fees and Expenses

The University shall determine and pay the fees and expenses of the examiners.

II.4.2 Procedures for the First Examination

i) Notice of intention to submit

The candidate in consultation with the supervisor shall express intent of submission to the School Committee not less than three months before the proposed date of submission of the thesis.

ii) Notifications to Candidate of Thesis Submission Procedures

The College Director of Research and Postgraduate Studies 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.

iii) Circulation of Theses to Examiners

- a) The College Director of Research and Postgraduate Studies shall send 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.

b) The College Director of Research and Postgraduate Studies shall ensure that all the examiners have completed and returned the preliminary reports to the Institution before the oral examination takes place.

iv) 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 College Director of Research and Postgraduate Studies, seven days before any oral or alternative form of examination is held, for exchange between the Examiners. 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 (following the oral examination) the College Academic Council.

v) Examiners' Recommendations

Following the completion of the first examination, the examiners may recommend that:

- a) The candidate be awarded the degree, subject to outcome of the oral examination;
- b) The candidate be awarded the degree subject to amendments being made to the thesis and outcome of the oral examination. Amendments to be completed within 3 months after the oral examination;
- c) The candidate be permitted to re-submit for the degree and be re-examined
- d) The candidate not to be awarded the degree, with no possibility of re-examination;
- e) In the case of a Doctoral Degree examination, that the candidate be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners.

vi) Amendments

Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some amendments and corrections not so substantial as to call for the submission of a revised thesis, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the External Examiner(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, further analysis and/or 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 2 months.

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

vii) Non-unanimous Recommendations

Where the examiners' recommendations are not unanimous, the College Academic Council shall require the appointment of an additional External Examiner

viii) Appointment of an Additional External Examiner

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 examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the College Academic Council shall complete the examination as set out in paragraph B4.4 vii).

ix) Referral prior to oral

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 College Council dispense with the oral examination and refer the thesis for further work. In such cases the examiners shall provide the College Academic Council written guidance for the candidate concerning the deficiencies of the thesis. The examiners shall not recommend that a candidate fail outright (see sub-paragraph B.4.6 iv) d)) without holding an oral examination or other alternative examination (see paragraph B.4.6ii)).

x) Notification of deficiencies of theses

Where the College Academic Council decides that the degree shall not be awarded, and that no re-examination be permitted, 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 Director of Research and Postgraduate Studies.

xi) Cheating or Plagiarism suspected in the thesis

Where evidence of cheating or plagiarism in preparation of the thesis, or other irregularities in the conduct of the examination come to light during, or subsequent to the recommendation of the examiners, the College Academic Council shall consider the matter, if necessary in consultation with the examiners, and take action in accordance with the Regulations on Cheating and Plagiarism in Research Degrees in Appendix B.

II.4.3 Candidate's Responsibilities in the First Examination Process

i) Submission Prior to Expiry of Registration

The candidate shall ensure that the thesis is submitted to the College Director of Research and Postgraduate Studies before the expiry of the registration period, and shall ensure that each copy of the thesis is complete before submission.

ii) Conditions of Eligibility

The candidate shall satisfy any conditions of eligibility for examination required by Senate.

iii) 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.

iv) Candidate's Discretion in Submission

The submission of the thesis for examination, for the level of award for which they are registered, shall be at the sole discretion of the candidate. Normally, the Supervisor shall sign off the submission of the dissertation/thesis. However, the candidate can still submit his/ her thesis if the supervisor is not ready to sign.

v) 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 dissertation/thesis, covering 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 also in the thesis, which work has been so incorporated.

The candidate shall also obtain the signatures of the Supervisors indicating that they have been consulted about the submission. Where the supervisors do not think the thesis ready for examination, this shall not be a bar to the candidate submitting it if she or he is determined to do so. The declaration form shall be forwarded to the Examiners.

The candidate shall ensure that the dissertation/thesis format is in accordance with the requirements of the Institution's regulations.

II.4.4 Procedures for the Second Examination (Oral Examination/*Viva Voce*)

i) Notification of Date of Oral Examination

The College Director of Research and Postgraduate Studies shall notify the candidate, all supervisors and the examiners of the date of the oral examination in consultation with the School Dean.

ii) Arrangements for the Oral Examination

The School Dean will arrange and ensure the *viva voce* takes place smoothly

iii) Location and Language of Oral

An oral examination shall normally be held in Rwanda. Except with the specific permission of College Principal, the oral shall be conducted in English.

iv) Non-Examiners permitted at Oral

With the consent of the candidate, one supervisor may attend the oral examination, and he or she may participate in the discussion to the extent permitted by the examiners, but he or she 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.

v) Appointment of Independent Chairs

An Independent non-examining Chair for all oral examinations shall be appointed by the College Academic Council, on the recommendation of the College Director for Research and Postgraduate Studies.

vi) Ratification of Examiners' Recommendations

School Council shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate.

vii) Examiners' Final Reports

After the Oral Examination, the Examiners' final reports shall be submitted not later than two weeks after the date of the oral examination. Each examiner shall submit on the appropriate form a final report and recommendation relating to the award of the degree to the College Director of Research and Postgraduate Studies. The preliminary and final reports with recommendations of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work.

The College Director of Research and Postgraduate Studies shall then prepare a consolidated report with an appropriate recommendation on the award of the degree, to the College Academic Council. An external examiner may be replaced if he/she delays in submitting his or her report for more than 6 weeks and after at least three reminders.

vi) 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. Where for reasons of sickness, disability or comparable valid cause College Academic Council is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.

vii) Conduct of examinations

The College Academic Council shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the Institution's regulations and Code of Practice for Research *viva voce* Examinations. In any instance where the College Academic Council is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

II.4.5 Candidate's Temporary Absence from *viva voce*

i) 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*.

ii) Candidate accompanied

When leaving a *viva voce* venue, candidates shall be accompanied by the Internal Examiner or an Observer. In the absence of either, the Examiners are required to contact the College Director of Research and Postgraduate Studies who would accompany the candidate.

iii) Time limit for temporary absence

Candidates will normally be allowed up to 20 minutes' absence before returning to the *viva voce* venue.

iv) 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:

a) Illness

1. If a candidate is taken ill during a *viva*, an Examiner (or Observer, if present) must contact the Registrar so that arrangements may be made for appropriate action to be taken and First Aid advice obtained if necessary.
2. The College Director of Research and Postgraduate Studies should inform the Chair or Vice-Chair of the College Academic Council, if available.

b) For personal reasons

1. A candidate wishing to leave the examination room for any other urgent reason (e.g. to visit the toilet).
2. When a candidate visits the toilet, the extent of supervision is left to the discretion of the person accompanying the candidate who must ensure, as far as possible, that the candidate does not have access to unauthorised material and does not communicate with any other person.
3. In the above circumstances, a candidate will be given 20 minutes to return to the *viva voce* venue.

c) Other cases of absence from the *viva voce*

1. In the event of a candidate withdrawing from the examination room for reasons other than b) above, the Examiners shall contact the College Director of Research and Postgraduate Studies who shall attend the examination room for a briefing on the events.
2. The Observer, or College Director of Research and Postgraduate Studies shall try to find the Candidate and to elicit the reason for the absence and report the circumstances to the Examiners.
3. Through the Observer or, College Director of Research and Postgraduate Studies and the Examiners shall try to encourage the candidate return to the examination room.
4. The College Director of Research and Postgraduate Studies shall inform the Chair or Vice-Chair of the College Council, if available.

d) Candidates with disabilities

University of Rwanda shall always have provisions for students with disabilities in terms of attendance at examinations.

v) 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

viii) Failure to return to the *viva voce*

Failure to return to the *viva voce* shall not in itself cause a candidate to fail for the award of the degree for which the candidate is being examined.

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

- a) 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.
- b) Recommend that the viva be rearranged within one month, except if Regulation B.4.4 vi) applies (*Exemption from oral*), or
- c) Deem the candidate to have failed the *viva voce* and require that a further *viva voce* be rearranged within one month.

viii) Rearrangement of *viva voce*

- a) In the case of B4.5 viii) b) a record must be made so that the examiners can refer back to the earlier discussion and take note of it during the reconvened *viva voce*.
- b) In the case of B4.5 viii) c) and subject to Regulation B4.4 vi) (*Exemption from Oral*), a rearranged viva will be conducted as if it is for the first time.

ix) 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 in the Examiners' Report Form on the Recommendations for the *viva voce*.

II.4.6 Re-examination

i) Criteria and deadlines

One re-examination may be permitted by the College Academic Council, subject to the following conditions:

- a) A candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination may, on the recommendation of the examiners and with the approval of College Academic Council, be permitted to revise the thesis and be re-examined;
- b) The examiners shall provide the candidate, through the College Director of Research and Postgraduate Studies, with a written guidance on the deficiencies of the first submission; and
- c) *Deadline for Re-submission of revised thesis*

ii) The candidate shall submit 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 of the date of this dispensation. The College Academic Council may, where there are good reasons, approve an extension of this period.

iii) Appointment of additional examiner

The College Academic Council may require that an additional External Examiner be appointed for the re-examination.

iv) Forms of re-examination

There shall be four cases of re-examination:

- a) Where 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 College Academic Council may exempt the candidate from further examination, oral or otherwise.
- b) Where 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.
- c) Where on the first examination, the candidate's thesis was so unsatisfactory that the College Academic Council dispensed with the oral examination, any re-

examination shall include a re-examination of the thesis and an oral or approved alternative examination.

d) Where on the first examination, the candidate's thesis was satisfactory, 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 examination(s) without being requested to revise and re-submit the thesis.

v) Examiners' confidential independent preliminary reports on re-examination

In the case of a re-examination under sub-paragraphs B5.6 iv) a), b) or c), each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the College Director of Research and Postgraduate Studies, 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 shall be known only to the Examiners and (following the oral examination) and the College Director of Research and Postgraduate Studies.

vi) 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 submit it to the College Director of Research and Postgraduate Studies on the appropriate form. The reports of the examiners shall provide sufficiently detailed comments on the scope and quality of the work. The College Director of Research and Postgraduate Studies shall then prepare a consolidated report with an appropriate recommendation on the award of the degree, to the College Academic Council

vii) Examiners' recommendations following a re-examination

Following the completion of the re-examination the examiners may recommend that:

- a) The candidate be awarded the degree
- b) The candidate be awarded the degree subject to amendments being made to the thesis
- c) The candidate not be awarded the degree, and not be permitted to be re-examined
- d) In the case of a Doctoral Degree re-examination, the candidate will be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners.

viii) Amendments following a re-examination

Where the examiners are satisfied that the candidate has reached the standard required for the degree, but consider that the candidate's 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 2 months, and should not be used as criteria 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 delivery to the candidate of the list of amendments and corrections required

ix) Non-unanimous recommendations following re-examination

Where the examiners' recommendations are not unanimous, the College Academic Council shall require an appointment of an additional External Examiner.

x) Appointment of additional External Examiner following re-examination

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 examination. This examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the College Academic Council shall complete the examination.

xi) Recommendation for failure without oral re-examination

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 College Academic Council to dispense with the oral examination and not award the degree.

xii) Notification of deficiencies of the thesis following re-examination

Where the College Academic 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 Director of Research and Postgraduate Studies.

II.4.7 Final submission requirements

i) Thesis copies

Prior to receiving a degree complete confirmation the candidate must submit to the Director of Research and Postgraduate Studies, the required number of copies of the thesis in hard copy and soft copy (in PDF) formats. The College Director of Research and Postgraduate Studies shall lodge one set of the thesis in the University Library and in the library of any collaborating establishment.

ii) Binding of final copies of thesis

The Library copy shall be bound as follows:

- a) The binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright, and
- b) In at least 24pt type the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, the year of submission, and the volumes numbered if the work has been split. The same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards.

iii) Confidentiality agreements

Where 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 programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period shall only be made available to those who were directly involved in the project.

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. Where a shorter period would be adequate the College Academic Council shall not automatically grant confidentiality for two years.

II.5 AWARD UNDER EXCEPTIONAL CIRCUMSTANCES

II.5.1 Aegrotat Awards

- a) An aegrotat degree may be awarded on the basis of a dissertation/thesis completed by a candidate, which is ready for submission for examination, but where the candidate, for reasons of illness or other valid cause is unable to proceed with examination. In such cases the College Academic Council shall seek evidence

that the candidate would have been likely to succeed 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 or written submission on the candidate's behalf.

b) 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:

- i) Aegrotat Masters by research
- ii) Aegrotat Doctoral Degree

III. APPENDICES

Appendix A: UNIVERSITY OF RWANDA COURSEWORK AND DISSERTATION/THESIS DEGREE FORMS

Staff and Students are advised not to store blank copies of forms in anticipation of use in the following years, but ensure that they use the most up-to-date version of the relevant proforma required at the time.

PURPOSE OF FORM	FILE CODE
1. Application for Registration for Taught Higher Degrees at the University of Rwanda	THDAR
2. Key Skills Development Self Audit Questionnaire for Taught Higher Degrees	THDAQ
3. Application for change in registration mode for Taught Higher Degrees at the University of Rwanda	THDRM
4. Thesis submission Form for Taught Higher Degrees at the University of Rwanda	THDTS
5. Application for transfer of registration for Taught Higher Degrees at the University of Rwanda	THDTR
6. Notification of Withdrawal	RDNOW
7. Application for Change of Supervisory Team	THDCS
8. Application for extension of registration	THDER
9. Application for Suspension of Registration	RDASR
10. Student Progress Report	THDPR
11. Format for Master's Thesis	

FOR STAFF USE ONLY:

PURPOSE OF FORM	FILE CODE
1. Application for Approval of Examination Arrangements	RDEXA
2. Examiner's Preliminary Report, Examination	RDTEX
3. Examiner's Preliminary Report, Re-Examination	RDRER

FOR ETHICS

PURPOSE OF FORM/ DOCUMENT	FILE CODE
1. Ethics Operational Guidelines and Procedures	
2. Ethical Research Approval Form	RETHC

Appendix B: REGULATIONS ON CHEATING AND PLAGIARISM IN HIGHER DEGREES

These regulations deal with plagiarism and associated aspects of cheating in the assessment of *higher degrees* other than examination situations on taught courses, which form part of an assessment for higher degrees. All references to plagiarism in the text that follows should be understood as referring to plagiarism and associated aspects of cheating. The University reserves the right to use commercial plagiarism detection software that stores copies of submitted work outside the University.

1. Preface

- 1.1 The assessment of students as regards their achievement of learning outcomes is based on the principle that, unless clearly stated otherwise in the assessment instructions, the work submitted by a student for assessment has been carried out by that student and is their own work. Where an element of group work is an appropriate part of the research work leading to the thesis, this will specifically and explicitly have been agreed at the start of the work. In the absence of such explicit agreement, any papers or dissertations submitted must **be the student's own work** and any passages quoted, paraphrased or opinions relied upon must be properly attributed.
- 1.2 The University accepts that the student's writing will be inspired by what she or he has read, but students must not copy or paraphrase whole sentences or paragraphs of someone else's work without proper acknowledgement. If a student is in any doubt as to how to handle material, he or she should consult the Supervisors.

2. Introduction

- 2.1 The two concepts of cheating and plagiarism overlap to some extent, but it is necessary to draw up broad distinctions appropriate to higher degrees so that the most appropriate action can be taken.
- 2.2 **"Cheating"** shall be defined as engaging in any action with the intent of gaining an unfair advantage.
- 2.3 **"Plagiarism"** shall be defined as the deliberate incorporation of another's or own earlier work as the work of the student and, in the context of higher degrees, could consist, for example, of the omission of reference to another's or own earlier work, whether published or unpublished. Self-plagiarism arises when students use their own work previously submitted for an award. Plagiarism, therefore, is a

specific form of cheating. However, failure to properly reference a source without any intention to cheat constitutes plagiarism. Sections learned by rote and written in an examination constitute plagiarism unless referenced.

- 2.4 Allegations of infraction of coursework regulations involving plagiarism or cheating **in non-research coursework or examination elements of taught course components** which form part of Research Methods Training will be dealt with under the University's *General Academic Regulations*. The outcome should be notified to the Deputy Vice Chancellor Academic Affairs and Research. The rules that follow apply specifically to cheating on the research and thesis component of research degrees.
- 2.5 Collusion in or conspiracy to cheat will be regarded as the same offence as the cheating itself and will be subject to the same penalty.
- 2.6 Any member of staff who is proven to have colluded in cheating will be dismissed from employment and may face criminal proceedings.

3. Guiding Principles for the Regulations

- 3.1 Students accused of plagiarism or cheating shall be considered innocent until found guilty following process as set out below. They shall have the right to be made aware of the accusation and challenge that accusation.
- 3.2 The burden of proof shall rest with the persons making the accusation.
- 3.3 The burden of proof shall be that the case is proven *beyond any reasonable doubt*.
- 3.7 Where, following due investigation, a student is found guilty of (or admits to) plagiarism or cheating (or colluding in such activity), the outcome and recommendation for action will be reported to College Academic Council for confirmation.
- 3.8 The final decision as to whether or not and to what extent, a Student is guilty of plagiarism or cheating in research must be that of College Academic Council. The decision as to what penalty is appropriate for plagiarism or cheating must be that of Senate.
- 3.9 Since an allegation of plagiarism or cheating is an allegation of misconduct, the normal University rules relating to such serious allegations should apply – that is:
 - i) At least 5 working days notice of any hearing should be given to the Student.
 - ii) Notice of the hearing and the allegation must be put formally, in writing

- iii) The Student should be invited to seek advice and, if appropriate, representation from the Students' Association or equivalent before the hearing; and
- iv) The hearing should be conducted formally and a record taken, and the decision should be communicated in writing to the student and her/his representative (as appropriate).
- v) The student should be entitled to be accompanied by a friend at the hearing (and so informed prior to the hearing).

3.13 A designated representative of the Students' Association has the right to attend, as an observer, any stage of the procedures as set out below (see 5).

4. Considerations

4.1 The following are examples of cheating (See also *Appendix 1*):

- 4.1.1 Fraud
- 4.1.2 Falsification of results
- 4.1.3 Misrepresentation
- 4.1.4 Attempting to influence an examiner or an officer of the University by threat or inducement.

4.2 The following are examples of plagiarism:

- 4.2.1 Word-for-word match between the student's effort and a particular source or sources
- 4.2.2. Work, which is effectively, a compilation of relevant material from identifiable but unacknowledged sources
- 4.2.3 Work which is closely modelled on the work of another, and does not acknowledge any source for quotation or origin.

4.3 The fact that plagiarism or cheating can occur suggests that one necessary step to eradicate it, is to provide Students with clear guidelines as to what is (and is not) acceptable. Parameters might differ for different subjects but as long as parameters are given there is no need for uniformity across subject areas.

However, it is considered that by the time a candidate has reached the level of study of research leading towards a degree at Masters or Doctoral level she/he should understand the seriousness of plagiarism or cheating. Therefore, it is necessary to take severe action against a student who breaches the regulations – except in those cases where an element of copying is so minor that it may reasonably be judged inadvertent, where common sense shall prevail.

- 4.4 At the commencement of their studies Research Students should be advised of the University's procedure for dealing with suspected plagiarism or cheating in research and the penalty, which may be imposed if they are found guilty of Plagiarism or Cheating.
- 4.6 There are a number of stages where suspected plagiarism or cheating might be discovered:
 - 4.6.1 By the Supervisory Team in the course of the research or when reading draft materials. Strictly, no offence has been committed at this point, and disciplinary proceedings shall not be initiated, but the supervisor will warn the student, check that the offence does not occur in the submitted version of the thesis or dissertation and inform the internal examiner of his or her suspicions if this is not clear.
 - 4.6.2 By the Examiners during the preliminary assessment of the thesis.
 - 4.6.3 By the Examiners during the viva voce examination.
 - 4.6.4 After the degree had been conferred.

5. Procedures for Dealing with Suspected Plagiarism or Cheating in Research degrees

- 5.1 If a case of plagiarism or cheating in research is suspected by an **Examiner(s) in the Preliminary Report(s)**:
 - 5.1.1 The matter should be reported to the College Principal (See also 5.1.6).
 - 5.1.2 The College Principal as Chair of the College Academic Council shall institute a preliminary investigation of the alleged plagiarism.
 - 5.1.3 The Student shall be advised by the College Director of Research and Postgraduate Studies of the range of services available from the Students' Association and shall be encouraged to consult with the Students' Association if he/she so wishes.
 - 5.1.4 The Student shall also be advised of the range of services available from the University's unit dealing with student services, including counselling and should be encouraged to obtain advice and assistance from these Services.
 - 5.1.5 A meeting of the College Panel (serviced by the College Director of Research and Postgraduate Studies) shall be convened within 10 working days of the notification of discovery of alleged plagiarism or cheating. The Student shall be provided with at least 5 working days' written notice of the date and time of the meeting of the Panel.

- 5.1.6 The Panel will comprise College Principal (Chair), College Director of Research and Postgraduate Studies, the Chair of the School Committee for Research and Postgraduate Studies and the Dean of the School in which the student is registered. Where the College Principal is the supervisor of the Student, then, she/he shall be replaced by another senior member of the University, appointed by the Deputy Vice Chancellor for Academic Affairs and Research. Where the Dean or Chair of the School Committee is the supervisor, then, she/he shall be replaced by another senior member of the University appointed by the College Principal.
- 5.1.7 The College Director of Research and Postgraduate Studies shall inform the Student, the Supervisory Team and the Examiner(s) who made the allegations of plagiarism or cheating of the reasons for the hearing in a written instruction to attend, notifying the Student and the Supervisory Team that they may be accompanied by a friend if they so wish.
- 5.1.8 At the start of the hearing the Chair of the Panel should inform the Student of the allegations of Plagiarism or Cheating and ask her/him for her/his explanation.
- 5.1.9 The Panel will hear the allegation of the Examiner(s). The Student or her/his Friend will be entitled to ask questions of the Examiner(s) and the Supervisory Team, the Examiner(s) and her/his friend will be entitled to ask questions of the Student and the Supervisory Team, and the Supervisory Team or their friend will be entitled to ask questions of the Student and the Examiner(s). The Panel may ask questions of the Examiner, the Student or the Supervisory Team.
- 5.1.10 At the conclusion of the hearing the Panel will decide whether the Student is guilty of plagiarism or cheating and, if so, the nature and extent of the plagiarism or cheating and this decision will be communicated to Senate and to the student, the Supervisory Team and to the Examiner.
- 5.1.11 The Student and/or the Supervisory Team should be advised that she/he/they can also write to the Vice Chancellor on the matter if she/he/they wish(es).
- 5.1.12 Senate should make the final decision as to whether the student is guilty of plagiarism or cheating and the penalty that shall be applied to the Student and the action to be taken.
- 5.2 If a case of plagiarism or cheating in research is suspected by an **Examiner(s)** during the *viva voce* examination:

- 5.2.1.1 The Examiners shall continue with the viva voce examination and shall make recommendations to be ratified in the event that the alleged plagiarism or cheating is not proven by a subsequent hearing of the Panel, but the matter shall be reported to the College Principal as soon as possible.
- 5.2.2 The procedures outlined in Section 5.1 above shall be followed.
- 5.3 If a case of Plagiarism or Cheating in research is suspected **after the Examiners' recommendations have been ratified.**
 - 5.3.1 The matter shall be reported to the College Principal.
 - 5.4.2 The University shall make every attempt to follow the procedures outlined in Section 5.1.
 - 5.4.3 In the event of the unavailability of the former student, the University will make strenuous efforts to investigate the case and will retain the powers to proceed with a hearing.
 - 5.4.4 If the case is proven, the Principal as Chair of the College Academic Council shall submit a report with a recommendation to Senate to withdraw the award. Should the recommendation be accepted by Senate, then the thesis shall be removed from the Library and held securely in case of subsequent appeal.

6. Penalties

Except where plagiarism is so minor as to be plausibly represented as inadvertent, the penalty for plagiarism or cheating is failure of the degree and permanent exclusion from the institution.

7. Non-Attendance

- 7.1 A Student is deemed to have been informed of the disciplinary hearing to investigate a charge of plagiarism or cheating when notification has been delivered to his or her address as registered with the institution and an attempt has been made to contact him or her by email and/or telephone, if these contact details have been provided by the student.
- 7.2 Where a Student fails to attend a hearing then the Chair may write to the student, if the Panel believes that evidence is sufficiently clear, indicating the decision that the Panel has arrived at on the basis of the evidence it has available, including the recommendation that will, on this basis, be made to Senate.

8. Right of Appeal

The student shall have the Right of Appeal. The appeal should be to the Chair of Senate who shall constitute an Appeals Panel chaired by the Deputy Vice Chancellor Academic Affairs and Research.

9. Format for the Preparation and Conduct of A Formal Hearing

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

9.1 The student concerned should be informed in writing of:

- i) The precise nature of the alleged plagiarism and the fact that the Panel is Formal
- ii) The place, date and time of the Panel
- iii) The student's right to be accompanied by a friend.

This should be at least five calendar days before the date of the Panel in order to allow the student to prepare his/her case.

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

- i) Those present should be introduced and an explanation given for their attendance
 - ii) The precise nature of the alleged plagiarism 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 respond to the allegation and make any relevant statements.
 - v) 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
 - vi) A period for general discussion should be allowed, during which both sides can ask questions and provide explanations of points, which have been raised. The Panel may also ask questions as they see fit
 - vii) If it becomes apparent that there is no firm basis for the allegation of plagiarism, or the student has provided an adequate explanation, then the proceedings should be stopped
 - viii) The main points concerning the alleged plagiarism and the statements provided by both sides should be summarised to ensure that nothing has been overlooked by either side
 - ix) Once a decision has been reached, the meeting shall be reconvened. The student should be informed of the Panel findings and the recommendation to be made to Senate. The student should be provided with an opportunity to seek clarification.
- 9.3 A Panel report itemising the nature and extent of the plagiarism, the Panel decision and its recommendation to Senate regarding the appropriate penalty will

be circulated to the student and the lecturer within three working days of the Panel meeting.

- 9.4 The student shall be advised that they can write to the Principal if they so wish.



Prof. Philip Cotton
Vice Chancellor