



OFFICE OF PRINCIPAL

INTERNAL MEMO

To : Students Joining Third 3, All CBE Campuses
Cc :

- Deans (All)
- Head of Rusizi Campus
- Programs Coordinators and HoDs
- Registrar
- Director of Teaching and Learning Enhancement
- Guild President(s)

From : Acting Principal, CBE
Re : **Internship Period**
Date : 01st November 2019
Ref. No : 407/...../UR-CBE/2019

It has come to my notice that some of you have already started/got internship. However, a bigger number of your colleagues have not yet managed to get industrial attachment and therefore they will not be able to do their internship before the teaching of the new academic year kicks off.

It is owing to the above background that I write this memo to inform you the following:

1. All students are urged to report at their respective campuses to start classes on time and as per the academic calendar 2019-2020 available on the UR and CBE websites
2. Those who have managed to complete their internship should work with their allocated supervisors to finalise the internship reports
3. Those who will not have started and/or completed their internship before Friday 8th November 2020 will be communicated another appropriate timing when they can complete their internship obligations later.

I wish you well as you start the new Academic Year 2019-2020.

Yours Sincerely,

Dr. Faustin Gasheja
Acting Principal

