



OFFICE OF PRINCIPAL

**INTERNAL MEMO**

**To** : Teaching Staff, UR-CBE at all Campuses  
**Cc** :

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

**From** : Acting Principal, CBE  
**Re** : **New Guidelines for the New Academic Year 2019-2020**  
**Date** : 06<sup>th</sup> November 2019  
**Ref. No** : 413.../UR-CBE/2019

I am continuously impressed with the amount of time and energy you put into making sure all the students at UR-CBE are successful! The last academic year of 2018-2019 has been a true success and the College continues to demonstrate that it is among the very best. However, the journey is not yet at its end. As we start the new academic year, I am convinced that more efforts are needed to improve our work in a bid to attain our aspiration which is to become an internationally recognized College. As a teaching staff you must push yourselves to learn new and innovative ways to reach students and raise their academic achievements. To do this I am writing to urge you to:

1. Be at your respective work places and attend to your teaching duties on time and as per your teaching timetable. Specifically, like any other staff you are urged to register your daily attendance to duties in the finger print machines available at your campus and also sign on staff attendance form available in your line manager's office.
2. Avail yourselves in your respective offices for students' consultations and mentorship and in case you go for authorised outreach and or consultancies outside the Campus notify your line manager (s).
3. Provide students with updated reading materials before introducing any new module (s) and more particularly I encourage you to upload your summary notes online for easy access and retrieval.
4. Monitor students' attendance to your lectures and when necessary by the use of unprecedented quizzes/assignments. On a related note, please remember to give back students' results on time.

This memo is copied to all your Line Managers to follow up and regularly report to my office the progress of implementing of these guidelines.

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

Yours Sincerely,

**Dr. Faustin Gasheja**  
Acting Principal