



INTEGRATED POLYTECHNIC REGIONAL CENTER

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INTEGRATED POLYTECHNIC REGIONAL CENTER (IPRC WEST)

GENERAL ACADEMIC REGULATIONS

Revised September, 2014

INTRODUCTION REMARKS

Regulations stipulated in this document are legal and constitute academic statutes governing the IPRC WEST Advanced Diploma program. The IPRC WEST academic board is currently the highest academic organ of IPRC WEST.

- 1 These regulations shall apply to all students at Polytechnic. The term “student” refers to a person who is enrolled at the Polytechnic to pursue an approved course. The rules shall apply to students throughout their period of enrolment at the Polytechnic, who are expected to comply fully with the rules during and off Semester.
- 2 Regulations affecting students shall be revised from time to time by Senate and in accordance with the Statutes of the Polytechnic and shall be promulgated by the Principal of the Polytechnic. In addition to these Regulations, each Faculty, Centre, Department, Library, Hostels and any other unit of the Polytechnic may also issue their own regulations governing the conduct of students within each unit’s respective precincts, provided that such regulations are not inconsistent with these regulations.
- 3 Copies of all regulations shall be deposited with the Director of Academic Services, The Director of Student Affairs, Heads of Departments, and Wardens of Hostels. It is a mandatory requirement that each student obtain a copy of these regulations on first registration, which shall be made available by the Polytechnic at a nominal fee of one thousand Rwandan Francs (1,000 Rwf). Any student wishing to obtain an extra copy or a replacement copy may do so on request and at a fee of one thousand Rwandan Francs (1,000 Rwf).
- 4 Ignorance of any regulations or any public notice given out by the Polytechnic shall not be accepted as an excuse for any breach of either one of the two.
- 5 The operation of these Regulations is without prejudice to the laws of the land, which apply to all persons in the Polytechnic.
- 6 The Principal of the IPRC WEST is the Chief Executive of IPRC WEST and is therefore the final authority on all matters, Academic and Administrative, only reporting to WDA Board of Directors. The Principal is a member of WDA Board of Directors and an ex-officio member of every other board in IPRC WEST. He may from time to time, appoint any members of IPRC WEST to represent him in these other boards as he deems fit.

- 7 Other persons within IPRC WEST who have special responsibilities under the Principal are; the Vice-Principals, Directors, Heads of Departments, Wardens and Residential Officers. It is an offence to disobey any of these officers in discharge of their duties.
- 8 The Directorate of students' Affairs supervises campus functions as regard to students' welfare: from accommodation, cafeteria services, medical assistance, basic health services to extracurricular activities (games, sports, entertainment), community services to the people (e.g. consultancy) and to the public (e.g. Umuganda).
- 9 It is the responsibility of the DSA to establish students' regulations and revise them time to time for further updates. These regulations define rights of students, obligations of students towards the Institution and the community in general, and the penalties to defaulters. Some of them have internal applications and others are applied outside campus.
- 10 IPRC WEST will particularly ensure the health and emotional well-being of its students, a service which will require a clinician or psychological counselor at the campus. IPRC WEST will also initiate supported external referral where required. IPRC WEST will provide information and advice on students funding, including the Government loan scheme and research grants through finance and research Departments.
- 11 The IPRC WEST will particularly ensure the health and emotional well-being of its students, a service which will require a clinician or psychological counsellor at the campus. The Polytechnic will also initiate supported external referral where required. The IPRC WEST will provide information and advice on student funding, including the Government loan scheme and research grants through finance and research Departments.

Briefly, these academic rules are made up of three important rules which are General Academic Rules, Code of Conduct and Library Rules.

A. GENERAL ACADEMIC REGULATIONS

I. ABBREVIATION

CA: Continuous Assessment.

CAT:Continuous Assessment Test.

GPA:Grade Point Average.

HoD:Head of Department

ICT:Information Communication Technology

INC:Incomplete.

IPRC: Integrated Polytechnic Regional Center

MIS:Management Information System.

TSS:Technical Secondary School

VTC:Vocational Training Centre

II. DEFINITIONS

Academic Board: shall mean the principal academic body of IPRC responsible for approving academic proposals and for providing advice on academic policy, academic strategy and academic standards.

Candidate: A student who is registered and qualifies to sit for examinations.

Cheating: In an examination, cheating means using or attempting to use unauthorized materials, getting examination questions or marking scheme in advance, doing an examination for someone else, assisting or being assisted by another person during an examination, exchanging documents or any materials, copying from another student's script, talking with another student, sharing things like calculators and mobile phones in an attempt to gain unfair advantage, scribbling on one's body, giving his/her student ID to someone else to use, or using a forged student or examination ID.

Continuous Assessment: consists of quizzes, take-home assignments, case studies, laboratory practice, short tests and field/project work reports where applicable.

Coursework: Lectures, tutorials and continuous assessment.

Diploma /Certificate: Is an official document offered by the school to testify that an academic qualification was awarded to a student who successfully completed a diploma program.

Dismissal: Permanent de-registration from studies in a program.

Examination: Evaluation

Institution: In this document, institution is used to mean the Integrated Polytechnic Regional Centre/ West

Main Examination: Examination held at the end of each regular semester.

Program Leader: The person responsible for managing the implementation of teaching and assessment activities related to any particular program, and is normally the Head of Department.

Program Specification: is a validated document that gives details of the learning outcomes, curriculum, mode of delivery, resources available, qualifications framework, regulations governing the award, of any program.

Program: The totality of subjects offered towards the award of Certificate.

Repeating: Attending and being examined in all subjects prescribed for the particular study year after failing to secure progression

Special Examination: Examination given as an alternative for students who failed to attend the main examination for reasons acceptable by the school.

Student: Any person admitted for any program of study offered by the school

Subject: Any unit offered in a program that has a unique identification code and title.

Supplementary Examinations: Examinations held as a second attempt for students who fail the main examination.

Unauthorized materials: Anything that is not allowed in an examination room regardless of whether it is relevant or not to the examination in question, including mobile phones. Being found with unauthorized materials in an examination room, will be treated as cheating.

Vocational Training: A short period training program designed to provide people with technical and hands- on skills of quicker employment.

III. PROGRAM OFFERED AT IPRC WEST

- Advanced Diploma Program
- Technical Secondary School
- Vocational Training

IV. GENERAL ADMISSION REQUIREMENTS

Article 1:

The IPRC WEST is open to any person fulfilling the admission requirements. IPRC WEST admits full- time students.

Article 2:

A full time student is a student who registers for all courses of a program in general and sits for examinations of all courses in order to be awarded a Certificate

Article 3:

Students qualified for admission at IPRC WEST,are selected after senior six national examinations and their details published by Rwanda Education Board (REB) and Workforce Development Authority (WDA), or other recognized outside institution with minimum qualification as stipulated by Higher Education Council(HEC).

Article 4:

Students who have completed their secondary school outside Rwanda and who wish to join IPRC WEST must first submit their certificate to REB in order to have equivalent qualification to ensure that they are of standards consistent with IPRC WEST requirements.

Article 5:

Departmental admission requirements are prescribed by academic services in collaboration with the concerned department, which may include admission criteria. Prospective students must meet Departmental admission requirements as stipulated by the respective Institution Program Specifications and Prospectus. For admission into respective programs the required subjects read and passed at Senior Six Secondary School level are as follows:

S/N	Department/ Program	Options/ Combinations
1	Mechanical Engineering <ul style="list-style-type: none"> - Motor vehicle mechanics technology - Production and manufacturing technology 	<ul style="list-style-type: none"> - General mechanics (GME) - Motor vehicle mechanics(MVM) - Physics-Economics-Mathematics(PEM) - Physics-Chemistry Mathematics(PCM) - Mathematics-Economics-Computer science(MEC) - Mathematics-Economics-Geography(MEG) - Computer electronics(CEL) - Mathematics- Physics- Computer Science(MPC)
2	Information and Communication Technology(ICT) Engineering: Information Technology (IT)	<ul style="list-style-type: none"> - Computer Science(CSC) - Computer electronics(CEL) - Electronics and telecommunication(ETL) - Mathematics-Economics-Computer science(MEC) - Mathematics- Physics- Computer Science(MPC) - Physics-Economics-Mathematics(PEM)
3	Electrical & Electronics Engineering: Electrical technology	<ul style="list-style-type: none"> - Electricity(ELC) - Physics-Economics-Mathematics(PEM) - Physics-Chemistry-Mathematics(PCM) - Physics-Chemistry- Biology(PCB) - Mathematics-Physics-Geography(MPG) - Mathematics- Physics- computer science(MPC) - Mathematics-Economics-Computer Science(MEC) - Computer Electronics(CEL)

Article 6:

The aggregate to be considered should be decided by the admission board according to the received applications with respect to the admission criteria in Higher Learning Institutions issued by Ministry of Education (MINEDUC).

Article 7:

The students having different combinations as mentioned above, their application should be accepted through the IPRC WEST admission board after analyzing their performance and determination.

V. REGISTRATION PROCEDURES

Article 8:

Registration shall be done prior to the beginning of the 1st semester of each academic year.

Article 9:

Private sponsored students must reconfirm their registration status at the beginning of the second semester (through the payment for the second installment).

Article 10: All students are required to pay all approved fees as a precondition for registration.

Article 11:

Registration shall be done over a period of four weeks (2 first weeks for new students and 2 last weeks for continuing students) and end two weeks before the beginning of each academic year.

Article 12:

Late registration applications are exceptional and submitted in writing to the Vice Principal in charge of Academics and Training who appraises their eligibility basing on supporting documents after observation made by the department.

This application should be accepted only within a period of two (2) weeks after the registration closure. In such cases there shall be a mandatory penalty amounting to fifteen thousands Rwandan Francs (15,000Rwf).

Article 13:

First year student failing to register within the stipulated time will forfeit his/her place of admission, for the year but shall have a last opportunity to register again during the following academic year. All registered students, are expected to conform fully to the IPRC WEST regulations.

Article 14:

No student will be allowed to change courses or programs later than four weeks after the beginning of the first semester.

Article 15:

A person who is not registered in either one of the programs offered by the IPRC WEST as a student shall not be entitled to take part in any activity in the institution as a student.

If the above mentioned case is identified, all activities done by a non-registered student should be cancelled and legal action will be taken.

Article 16:

The identification under which students are registered will be used on all institution's documents. Any request for changing the identification must be supported by legal documents.

Article 17:

Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the institution through the Directorate of Academic Services at least 2 months before the registration period.

Article 18:

All documents required for registration shall be submitted to the registration office, together with the completed application form for registration.

Article 19:

A private contract who wishes to study in IPRC WEST shall address application to the Vice Principal of Academics and Training.

Article 20:

At the first registration, each student shall present the following documents:

- i)* A photocopy of identity card.
- ii)* A certified copy of National Examination Certificate or equivalent
- iii)* Four recent passport size photographs.
- iv)* Written evidence of having paid required fees for registration (Receipt).
- v)* A filled student's registration form
- vi)* Birth certificate

Each student shall register personally and not through a third party or proxy.

In addition to the registration requirements, a student shall pay all other required fees for school (School fees) and other services offered in IPRC. The details of all fees required are found on the appendix of this Academic Regulation.

Article 21:

All matters relating to fees such as bank slips shall be deposited to the Directorate of Finance and an original receipt from the Directorate of finance will be presented to the registration office attached to other registration documents.

Article 22:

Student's registration will be cancelled immediately at any time of the academic year if it is noticed that he/she submitted falsified information and/or documents at the time of registration, and legal action will be taken against the student. Registration will also be

cancelled if it is noticed that at the time of registration there was violation of registration regulations. In such cases, no refund of fees will be given.

Registration will also be cancelled on student's request if his/her request is within one month from the beginning of academic year. In such case, only tuition fees paid will be refunded. Cancellation of registration shall be approved by the Vice Principal in charge of Academics and Training on the recommendation of the Admission Board.

Article 23:

Cases of impersonation, falsification of documents or giving false/incomplete information, shall lead to cancellation of registration or withdrawal of any Certificate awarded. Legal action may also be taken by the Institution, against the culprit.

Article 24:

Any student thus de-registered, may appeal the decision and shall address any such appeal to the Vice-Principal in charge of Academics and Training clearly stating their grounds for appeal. The Vice-Principal in charge of Academics and Training shall after study of the appeal present the same to Admission Board for a decision.

VI. SUSPENSION/ POSTPONMENT OF STUDIES

Article 25:

Students may be allowed to suspend studies for a maximum of one year and shall be re-admitted into the semester of study where they left off, at the expiry of the postponement period.

In the event of a curriculum change during the time of suspension, rejoining students may only join in at the beginning of the 1st Semester of academic year, no matter at what point in the academic year they suspended their studies.

Article 26:

If there is a change of new module in program the student has to take the new modules. Permission to postpone studies will be considered by the Director of Academic Services after receiving recommendations from the relevant Departments, on request from a

student and on production of satisfactory evidence and documents supporting the request for postponement. Each case shall be considered on its own merit.

Special circumstances for which postponement of studies/admission may be granted include:

- i)* Health problems supported by a report from a certified medical practitioner
- ii)* Severe financial problems supported by relevant document
- iii)* Other special cases.

VII. MIDWAY ADMISSION AND TRANSFER

Article 27:

The IPRC WEST accepts midway admissions and transfers according to the availability of places. Eligible students are those who satisfied IPRC WEST admission requirements.

Where necessary, students aspiring to obtain midway admission may be required to write and pass all examination papers of the year for which they are seeking to join.

Article: 28

Applications from students seeking transfers from other institutions of higher learning shall first be assessed by the IPRC WEST admission board and shall be considered on the recommendation of the Director of Academic Services. He/she must present supporting documents from their institutions before being considered for admission.

The request for a transfer for students from IPRC WEST to other institution should be addressed to the Vice Principal in charge of Academics and Training with a copy to the Directorate of Finance.

The Director of Academic Services shall be responsible for all matters relating to the admission and registration of students.

VIII. STUDENT IDENTITY CARDS

Article 29:

Any student admitted to IPRC WEST shall have Student identity card bearing the holder's photograph, department, academic year and year of study, student's registration number, and the signature of the relevant authority and the stamp of the Institution.

Article 30:

A student's identity card shall be required for use of the library, admission to lectures, tutorials, practices, laboratories, examinations and for access to the Institution restaurant, and other Institutional services.

Article 31:

A student who loses his/her student's identity card shall pay five thousand Rwandan francs (5,000 Rwf) in order to get a replacement. Student's identity card shall only be replaced up on request by individual student in writing with loss certificate from the national police attached.

IX. ACADEMIC YEAR

Article 32:

The Academic year at IPRC WEST consist of 2 semesters of 15 weeks of classes each including revision and examination period.

Article 33:

The student attendance at courses, practical works and examinations is compulsory. When a class session has started, the student shall not enter the class without being authorized by the lecturer.

Article 34:

Handing in of CAT and examination booklets;and signing the attendance list at examination are compulsory. Failure to do so without a proved reason, shall have a mark of zero.

Student is expected to participate in all continuous assessments including take home assignments, group discussions, group assignments, assessments, and any other work that may be assigned by the Lecturer to the students. Absence in any of the assessments without prior official permission shall be treated as an intentional unexcused absence, and shall attract a grade of zero.

Article 35:

A request for permission to be absent from any kind of assessment shall be addressed to the Head of Department, at latest 5 working days before the assessment. If the request is granted, the Head of Department shall immediately give permission to the student in writing, and inform the lecturer of the subject, in writing.

A written request for absence from teaching sessions or one or more examinations, should be addressed to the Head of Department by any student with all evidences justifying the circumstances directly connected to his/her absence.

Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, in the late stages of pregnancy or after recently giving birth, or because of the illness of a dependent or the death of a close relative.

Other kinds of reasons may also be given, and the decision will be taken by the Academic Board, on the strength of the evidence that the absence is unavoidable and not likely to recur.

Article 36:

An application for absence can be also made within seven (7) days after failing to attend an examination and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. (Incomplete)

Applications later than this period will be exceptional and must be made to the Vice Principal Academics and Training.

X. AUTHORISED ABSENCE/LATE SUBMISSION OF ASSIGNMENTS, AND MITIGATION OF RESULTS

Article 37:

Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at least two weeks in advance.

Article 38:

Students may decide not to apply for leave of absence but may instead apply for mitigation of results, before an examination or within seven days after it, the application should be based on strong and compelling evidence that he/she was not able to perform at his/her normal level by reasons of a medical condition, an accident or another unforeseen event or circumstance.

The Vice Principal of Academics and Training will present the application to the academic board that will determine whether the student appears to have performed at a lower standard than would be expected in the light of his or her other marks.

Article 39:

Students may make a written request to the Head of Department (HoD) to submit coursework late, producing evidence of circumstances that make it impossible for them to hand it in on time. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, the illness or death of a close relative or dependent, in the late stages of pregnancy or after recently giving birth.

Other kinds of reasons may also be given, and the decision will be taken by the Head of Department on the strength of the evidence that the absence is unavoidable and not likely to recur. (In cases likely to recur, a period of suspension may be more appropriate.) Such applications must normally be made before the due date for the work.

Article 40:

Where repeated applications for late submission, absence from examination or mitigation are based on a chronic, on-going medical condition shall be recognized by a medical doctor from government hospital. Instead, the Director of Students Affairs 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 and deliver coursework is concerned.

XI. PROGRAMS OF STUDY

Article 41:

A program of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a department Board in order to be eligible for the award of a qualification.

Article 42:

All programs shall be published and modules are available to students, the program requirements, methods of tuition and assessment shall be published.

All programs of study must be approved by the Academic Board before they are advertised and before any student may be admitted.

Article 43:

The specific requirements approved by the Academic Board are detailed in a Program Specification Form which has been scrutinized and approved by a Validation Panel chaired by the Vice Principal of Academics and Training or his/her representative.

The program requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for successful completion of the program.

Article 44:

Modules shall normally be credit-rate: the minimum is 10 credits, where credit is defined as ten hours of notional student learning effort. 20-credit modules shall be the norm at undergraduate level, but modules of other credit rating are also permitted.

Article 45:

The following skills modules, on which a pass is compulsory for progression/ graduation, shall be included in all diploma programs: language; computing and information technology; communication and study skills; personal development planning.

These modules do not bear a credit rating and are additional to the program of academic modules. They are compulsory but they cannot contribute to grade-point averages, distinctions.

Article 46:

Where program requirements include a substantial period of internship/ industrial training, achieving a pass on this will be a requirement for progression/graduation. The Program Specification will declare whether this period is graded and how it contributes to the award.

XII. MODULES

Article 47:

A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes.

Modules provided for diploma program of study which are available on a full-time basis will normally be taught within a single semester. Every module has a unique name(title) and a unique code made up of three letters department abbreviation and digits, the first representing the level of the study, last digits represent the module number.

Article 48:

There shall be a module description for every module approved by the Academic Board, which includes the following: Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinized and approved at Department level and shall have been available to the Validation Panel which advised on the approval of the Program.

Article 49:

Module descriptions may include pre-requisite and/or co-requisite modules and program specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or

modules. Aco-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules which may not be taken together within the same program.

XIII. ASSESSMENT

Article 50:

By registering, the student agrees to be assessed on the courses being taken, at the time and place set by the Institution and by the methods prescribed, program and course regulations.

The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any subject shall be appropriate for this purpose.

The modules are assessed by Continuous Assessment Test (CAT) (including assignments, quizzes, short tests, practical reports, case studies, etc) carried out during the teaching weeks, where grades and feedback are provided before the final examination, and by a final examination at the end of the semester, unless otherwise stated.

Article 51:

Students will normally receive feedback on their grade and performance on coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same module, whichever is earlier.

Article 52

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. The pass mark for all levels shall be 50% on undergraduate programmes and 60% on postgraduate ones. No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

Article 53:

The pass mark after combining CAT and examination in each module is 50%. Candidates scoring below 50% will be deemed to have failed in that module.

Overall continuous assessment results (CAT) for each course shall be published by the HoD at least one week before the end of each semester, before students sit for the final

examination. No student will be allowed to participate in a CAT during or after the final examination.

Article 54:

Continuous assessment has to be taken when they are administered to the whole class. Except under very special circumstances, the Institution will not allow setting and administering special continuous assessment. Missing an assessment without genuine reasons will attract a zero grade. Permission to be absent with reason from a test must be obtained from the HoD in writing, prior to the date when the test is scheduled to take place.

XIV. THE CONDUCT OF CONTINUOUS ASSESSMENT TESTS (CATs)

Article 55:

Continuous assessment tests (CATs) shall be conducted in accordance with the Institution's examination regulations.

Lecturers and Tutors with assistance from their Heads of the Departments have the responsibility of organizing CATs. Lecturers and Tutors must ensure that CATs are scheduled on time and venues that do not disrupt the conduct of other classes.

Article 56:

Tests shall be conducted in rooms that have sitting space for each individual to minimize cheating and communication between candidates.

Cellular phones and other electronic communication devices are not allowed in the room where tests are being conducted.

Article 57:

Regular teaching will continue to take place during the CAT administration period. Students who absent themselves from classes in order to prepare for tests shall be penalized in accordance with the Institution's regulations on class attendance.

Article 58:

For all CATs, written special paper will be provided by the examination office (stamped papers). No student will be allowed to bring his/her own writing paper. All students will be required to have with them their Student Identity Card during the conduct of CATs. Tutors invigilating CATs must ensure that all students taking the CAT sign the attendance list.

Article 59:

All regulations regarding the conduct of examination and cheating will also apply to CATs. Students found cheating in a CAT will be treated in the same way as cheating in an examination.

XV. CONDUCT OF EXAMINATIONS

Article 60:

The provisional timetable for examinations will be posted at least two weeks before the first examination is due to take place. It shall be the duty of the candidate to consult the examination timetable for changes, to ascertain the papers to be written each day and to make him/her available at the appointed place at least half an hour (1/2 h) before each respective examination is scheduled to begin.

Article 61:

All examination venues shall be out of bound for all unauthorized persons (anyone who is not involved in academic activities and candidate not concerned with the examination to be conducted), during the examination sitting. No student shall enter the Examination Room until he/she is allowed in by the Invigilator

Candidate shall have all necessary materials required to sit for the examination. All other belongings must be deposited in place indicated by the chief invigilator.

Article 62:

Every candidate must enter the examination room with his/her student identity card and a valid examination card, both of which must be produced and displayed on their examination desk before the start of the session and fill in an Attendance list which must be verified by an invigilator.

Article 65:

A candidate shall not bring to the Examination Room any unauthorized material, whether or not he/she intends to use it. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to produce the material and if necessary be subjected to a body search.

Refusal to comply with such request shall be deemed to constitute misconduct and will result into the student being stopped from sitting for the specific examination. Such a candidate shall subsequently be subjected to disciplinary action if the Disciplinary Committee is satisfied that he/she contravened the institution's examination regulations.

Article 63:

Talking among candidates or looking at each other's work shall not be permitted in examinations; it is considered as cheating and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating (see below).

Article 64:

At the beginning of an examination the Chief Invigilator shall remind students of the duration of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told how long remains at the end of each hour and 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.

There shall be no correction or comment what so ever during the sitting for an examination.

Article 65:

No candidate is allowed to enter an examination room after the examination has started.

Article 66:

A candidate who finishes the examination ahead of time may leave the examination room provided that at least the third of the time allocated to the examination has elapsed since the start of the examination.

However, a candidate may leave the examination room temporarily only with the express permission of the Invigilator. In any such event, the Invigilator will be required to satisfy himself that the candidate does not carry out of the examination room, any unauthorized material.

Article 67:

A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Invigilator or an Examination attendant designated by the Chief Invigilator. Upon returning, the candidate must comply with examination regulations.

Article 68:

At the end of each examination, each candidate shall ensure that he/she hands in his/her examination answer book and question paper where it is provided. The lecturer may refuse to mark the examination answer booklet that doesn't have the examination question paper included. Candidates are not allowed to write anything on the examination paper. Such an act will attract disciplinary action.

Article 69:

A candidate should not in any way interfere with the stapling of the answer books. Any complaints a candidate may have about the answer book should be brought to the attention of the Invigilator within 10 minutes after receiving the answer book. An answer book that has been tampered with shall be regarded as spoilt and will not be marked. Any candidate who hands in a spoilt answer book will be subjected to disciplinary action.

A candidate who fails to attend an examination without a satisfactory reason shall be dismissed.

Article 70:

A student who falls sick during the examination period shall inform his/her Head of Department in writing, not more than 2 days of the incidence. If this results in inability to sit for other subjects, a certified Medical Report from a registered medical practitioner should be forwarded to the Director of Students affairs not later than one week after examinations. The Institution has the right to make independent verification of the medical report and may take legal action against a practitioner deemed to have issued a false medical report.

Article 71:

A student whose parent/guardian, spouse, child or sibling passes away during an examination period is required to notify the Directorate of Academic Services within 24 hours of the receipt of such information, and permission to stay away shall be granted for a period to be determined by the Directorate of Academic Services.

Article 72:

During examination the following shall be observed:

- i)* Absolute silence shall be maintained and no communication between candidates shall be permitted.
- ii)* A candidate shall not pass or attempt to pass any information or tool from one candidate to another.
- iii)* A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iv)* A candidate shall not disturb or distract any other candidate during an examination.
- v)* Candidates may attract the attention of the invigilator only by raising their hands.
- vi)* Smoking, chewing, eating or drinking of beverages are not permitted.
- vii)* No candidate shall be allowed to borrow from another candidate, any material or device, such as pen, ruler, calculator, paper, etc.

Article 73:

A candidate shall be stopped from sitting for an examination if he/she:

- i)* Fails to produce his/her student card to the chief invigilator
- ii)* Owes fees to any part of the College
- iii)* Is under suspension or has been dismissed from the college
- iv)* Reports to the Examination Room after the examination have started.
- v)* Has less than 30%, of the total CATs marks.

vi) Has less than 85% of attendances for module contact hours.

Attendance at lectures, seminars, practical sessions etc is obligatory. Attendance will be monitored as agreed by the Faculty. 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 to sit for the final examination.

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.

XVI. EXAMINATION IRREGULARITIES

Article 74:

Examination cheating or malpractice is a grave offence. Anyone found cheating or to have been involved in an examination malpractice shall be subjected to disciplinary action.

Article 75:

Examination Malpractice shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instruction to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a telecommunication device, book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the invigilator, or refusal to follow instructions and any other examination regulation.

Article 76:

Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

Should an invigilator catch a candidate writing answers from prepared notes “illegally” brought into or found in the examination room, the notes as well as the examination answer booklet shall be confiscated for documentary evidence, the incident recorded on the Incident Report Form to be signed by both the Chief Invigilator and the one who caught the candidate if he/she is not one of the invigilators, and a detailed report given to the Director of Academic Services' Office, at most, one day after the incident.

Disciplinary action shall be taken on the student thereafter, following a verdict by the Student Disciplinary Committee that the particular incidence constituted a breach of Examination Regulations.

Article 77:

The Invigilator or Examiner shall report to the Head of Department or other appropriate authorities as soon as possible any instance of a breach of Examination Regulations. The report signed by the invigilators and the chief invigilator goes to the Head of Department with a copy to the Director of Academic Services.

Article 78:

The Students Disciplinary Committee shall review all reports received in connection with Examination Cheating or malpractice. On the basis of its review, the Committee may impose a sanction on any offending candidate including expulsion from the Institution.

The penalty for an examination cheating or malpractice offence shall depend on the seriousness of the offence.

Article 79:

Students convicted of very serious examination offences shall be dismissed indefinitely from the College and shall further have their examination results for the examination period during which the offences were committed. Very serious examination offences include impersonation, attempts to change examination booklets outside the examination room, attempt to exchange examination booklets inside the examination room, plagiarism, attempts to obtain examination material outside the prescribed examination schedule and examination room or taking examination booklets outside the examination room.

Article 80:

Students convicted of serious examination offences shall be suspended from studies for a period of two years and their examination results for the examination period during which the offences were committed cancelled. Serious examination offences include refusal to be checked by invigilators, possession of illegal written materials in hard copy, E-form or both inside the examination room intended for use in the examination to be or being taken.

Article 81:

If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Academic Board and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty shall be increased.

Article 82:

If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

When plagiarism is proven for any component of a Project report that has been submitted for assessment, the student shall fail that project with possibility rewriting and of resubmission.

Article 83:

Where plagiarism or other cheating is discovered in a project after the award of a diploma, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. 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 diploma will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Vice Principal in Charge of Academics and Training

Article 84:

Where draft project or dissertation 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, and also the examiners of the final work if he or she is not himself one of them.

Article 85:

A record of any proven charges of cheating, attempted cheating or collusion in cheating related to CA or examinations, and the penalty awarded, shall be held in the student's file

and the record shall be produced to the Students Disciplinary Committee in any further cases involving the same student.

Article 86:

Any member of staff proved to be complicit in a student's cheating case shall be liable to disciplinary action to be taken by the Staff Disciplinary Committee.

In all instances of examination cheating or malpractice, a formal report shall be made to the Academic Board as soon as practicable, but not later than three (3) weeks from the date of any particular incidence. The Academic Board will then review all such reported cases and may vary the imposed sanctions in accordance with the examination regulations.

XVII. THE USE OF ELECTRONIC DEVICES IN AN EXAMINATION ROOMS

Article 87:

The use of calculators with facilities for storing and retrieving text is not permitted in an examination room. Portable personal computers, electronic organizers, palm devices, I-pods, I-pad, mobile phones and smart phones are not allowed in the examination room.

Departments may decide on any particular restriction on the use of electronic devices depending on the requirements of an examination paper.

Article 88:

A candidate, who misses a special examination for genuine reasons accepted by the Institute, shall be allowed to suspend studies until the time when he/she is able to write the examinations at the earliest opportunity.

XX. PROGRESSION

Article 89:

Module leaders are responsible for delivering the list of module grades to program leaders, and program leaders are responsible for presenting the grades for all the modules in a program to the Academic Board, by a time to be specified by the institution.

Article 90:

Decisions on students' promotion, repeating a course and discontinuation will be made at the end of each level, after considering the minimum credit accumulation required for a student to move from one level to another.

Article 91:

A student, who fails to attain progression after repeating the module, shall be dismissed from studies.

A student who is dismissed from studies on academic grounds shall not be allowed back to study in the same program. He/she may however apply for re-admission, in another program if he/she meets the admission criteria.

Article 92:

Requests for suspension and for resumption of studies may be granted by the Director of Academic Services in writing. Suspension of studies can be done any time during an academic year and penalty would be calculated in terms of percentage of the teaching time spent before suspension (the time spent would be calculated in terms of weeks).

The maximum period to suspend studies would be one year during the whole program. The one year of suspension should not be included in the completion period of studies.

Article 93:

After suspension, the resumption of studies is subject to the recommendation of the Head of Department who shall take into account any change in the curriculum and assess the equivalency between old and new requirements.

The student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/ program. The request for resumption of studies should be done in writing, at the time of registration.

Article 94:

A student who do not suspend within the time specified in general academic regulations has to pay all academic fees related to the semester which the student is requesting for suspension. This means that the student has to pay the same amount as any other student for the particular semester.

XXI. RELEASE OF RESULTS

Article 95:

The results are released in the following order:

- i)* Marks awarded for each module will be provisional until confirmed by the Academic Board. Final examination results shall be released only after their approval by the Academic Board.
- ii)* After approval of results, the Heads of Departments shall publish them.
- iii)* Partial results such as CA can be displayed to notify students on their progress

The Institution may withhold issuing statements of results to students owing fees to the Institution.

XXII. APPEALS

Article 96:

Student may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process.

Such an appeal shall be lodged in writing with the Head of Department responsible for the Program within one week of the results being approved and released. An official appeal form is available from the office of the Heads of Departments.

Article 97:

Where the student is requesting for remarking of the examination paper, then he/she must pay a non-refundable fees of five thousand (5, 000) Rwandan francs per paper.

The Department shall study the appeals and present it to the Academic Board for final decision.

In their investigations, the involved Department may interview the candidate, the invigilator, or the examiners if necessary.

Article 98:

A student who will be proved to have cheated in an examination or to have disrupted an examination will be allowed to appeal in writing to the Chairperson of Academic board on

condition that he/she brings new evidence or information, and the Chairperson of the Academic Board would deliberate to see if the new evidence is convincing enough to put the item on the academic board agenda or if he could respond to the student without going through board.

XXIII. CLASSIFICATION OF AWARDS

Article 99:

The marks awarded for each module shall be converted into letter grades immediately after the results are approved by the Academic Board, and results transcripts shall only show letter grades.

Below is the IPRC WEST Conversion Table:

Mark	Letter Grade	Point	Remark
80 and Above	A	4	Great Distinction
70- 79	B	3	Distinction
60-69	C	2	Credit
50-59	D	1	Pass
49 and below	E	0	Fail

XXIV. INDUSTRIAL ATTACHMENT

Article 100:

For each program in IPRC WEST, there shall be an industrial attachment period stipulated in the program specification. For the Diploma program, the industrial attachment is eight (8) weeks.

Industrial Attachment shall be assessed and the grade obtained shall count towards the final diploma.

Article 101:

A student who fails in the Industrial Attachment will be expected to re-do and pass it, within a period of one year, before the award of the diploma at his/her own expense.

Industrial attachment may only be repeated once and a student who fails the industrial attachment twice shall be discontinued.

XXV. FINAL YEAR PROJECT

Article 102:

The project work shall be spread over two semesters of the final year of the diplomaprogram.

Article 103:

Candidates shall identify a project topic in consultation with the proposed supervisor, and then prepare a project proposal indicating the Title, Student(s), Supervisor(s), Background, Objectives, Justification, Methodology, and Budget, within three weeks of the first semester of the final year.

Article 104:

The project proposal will thereafter be submitted to the Department for approval.

At the end of the first semester, each candidate shall submit a progress report on the work done during the semester and shall subsequently make an oral presentation of the project to a departmental panel of examiners at a date to be set by the Departmental Head.

Article 105:

On receipt of the written project report, the Head of Department shall appoint an internal examiner to examine the report, prepare a schedule for oral examination and appoint a panel of examiners who then shall conduct an oral examination to the candidate.

Article 106:

The internal examiner shall on examining the submitted project report, prepare a written report, of which the same shall be submitted to the Head of Department, within a period of two weeks. The departmental panel of examiners shall, through their convener, also submit a written report to the Head of Department.

Article 107:

Both these two reports shall then be forwarded to the student author, who shall then effect any recommendations given during the course of the second semester, under supervision of the project supervisor.

Article 108:

Non-submission of the project report on the due date stipulated in the academic calendar shall result in award of a 'zero' mark. No extension to the project submission deadline will be accepted.

Article 109:

Where more than one candidate is assigned to one project, the contributions of each individual shall be specified and assessed according to the specifications in the original project proposal.

Article 110:

Apart from being in attendance, the student project supervisor shall not help in any way during the oral examination of the student, except where clarification is required on matters that may have limited the student in doing their project.

XXVI. GRADUATION

Article 111: Requirements for Graduation and Award of Advanced Diploma

Candidates who fulfill all the requirements for graduation shall be conferred with their diploma/ Certificate at an official graduation ceremony

A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

- i)* Admission to the program
- ii)* Regular enrollment and attendance in the program.
- iii)* Satisfactory performance in the required examinations
- iv)* Discharge of all obligations owed to the institution including payment of fees, return of library books, etc.

Article 112:

Names of candidates who qualify for graduation shall be published in the official graduation book released on the graduation day.

Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Director of Academic Services a duly filled clearance form.

Article 113:

IPRC's official graduation gowns and hoods shall be made available to candidates after they have paid a deposit equivalent to the value of the gown and hood (Frw 60,000). Each graduate will make a contribution of Frw 10,000 towards the cost of the graduation ceremony, which will be deducted from the deposit when the gown and hood are returned. The gowns and hoods must be returned to the institution's store within one week after the graduation ceremony. A fine of Frw 1,000 shall be charged for each extra day of delay in returning the gowns and hoods.

Article 114:

A graduate who loses a certificate shall be required to present to the Director of Academic Services, a Police letter confirming the loss. A duplicate certificate shall then be issued to the student on the instruction of the office of the Vice Principal in Charge of Academic and Training, only after payment of a fee of Thirty thousand francs (30,000 RWF).

XXVII. REGULATIONS CONCERNING INTERPRETATION AND REVIEW

Article 115:

The Academic Board shall be the final authority for the interpretation of the examination regulations.

The examination regulations are subject to review from time to time as may be determine by the Academic Board.

XXVIII. APPENDIX DETAILING FEES AND OTHER CHARGES

A. FEES STRUCTURE

Item	Amount (in Frw)	Times in year	Total
Registration	25, 000	1	25, 000
Caution money	25, 000	1	25, 000
Tuition fees	600, 000	1	600, 000
Overalls (Salopettes)	10, 000	1	10, 000
Student ID	1, 000	1	1, 000
Grand Total			661, 000

- i) Private Students should pay school fees in three (3) installments, each installment amounts to two hundred thousand (200.000 frw) Rwandan francs.
- ii) However, students qualified government sponsored who are in three(5) and four(6) categories of UBUDEHE will pay six hundred thousand (600,000 frw) of school fees, paid in three (3) installments, each installment amounts to two hundred thousand (200,000 frw) Rwandan francs.
- iii) The government sponsored students who are in first, second, third and fourth UBUDEHE categories shall not pay school fees.
- iv) Other fees(Registration, Caution money, Overalls (salopettes) and Student ID) shall be paid by every student at the time of registration.

P.S: Before CATS and examinations period there will be accurate lists of people who have settled payment of the above installments, a list on which students will sign for attendance purpose during these exams. Anyone who does not appear on these lists is not eligible to take any examination.

Any students with any repeat modules are required to pay an amount of 5,000 Rwfper credit for each repeat course at the time of registration and these concerns all private and Government sponsored students.

NOTE: All fees paid to IPRC WEST bank accounts (for registration and all other academic payments) are not refundable, except in case of double payment, and other reasonable cases and requests.

B. PAYMENTS FOR OTHER ACADEMIC DOCUMENTS:

Official Academic document fees:

Statement of Results is free of charge during the period of one month after results publication; then after this period of one month, the statement of result will cost 2,000 RWF each time it is requested.

Academic documents	Francs
To whom it may concern	2, 000 RWF
Certificate of Schooling	2, 000 RWF
Duplicate Student ID	3, 000 FRW
Duplicate Examination ID	2, 000 RWF
Remarking fees	5, 000 FRW
Duplicate of Transcript fees	10, 000 FRW
Duplicate of Diploma certificate fees	30, 000 FRW

NOTES: these documents (Transcript and diploma certificate) have to be paid by students who requested them in order to cover all expenses related to their printing because they are expensive and these students have to contribute to these expenses.

B. CODE OF CONDUCT

This code of conduct contains mainly the rules governing students in diploma program, some provisions common to all students of IPR WEST and other specifically applied to TSS's students regarding regulations and sanctions and are found on the annex of this code of conduct.

Regulations and Sanctions Pertaining to Polytechnic/Diploma Students

I. RESIDENCE

Article 1:

Integrated Polytechnic Regional Center (IPRC WEST) is a Polytechnic that offers secondary school education, vocational training and a polytechnic program. It accommodates only TSS (Technical Secondary School) students by default of sufficient buildings. As an integrated school, polytechnic students and vocational trainees are lodged outside of campus. The IPRC WEST is thus not responsible for the management of their accommodation.

However, students shall be expected to take good care of rooms and furniture therein assigned to them in a private building acquired for purposes of accommodation. The Directorate of Students' Affairs shall be responsible of inspecting students' accommodation to ensure minimum living conditions.

Article 2:

Use of electronic devices such as table fan, radio, record player, television, electric iron/ electric Kettle, computers or hand-dryer, mobile phones, I-pods, electronic organizers, palm devices, and many other will result from students and their landlords. It goes also to cooking of any sort e.g. frying, roasting, baking, boiling or warming by use of electricity or other energy source.

Electric lights may not be left on during the day or night when not needed. It is also the result of students and landlords agreements. For the avoidance of nuisance and annoyance to other residents, musical instruments may be played to room sound only/and in any case, not between midnight and 6:00 am.

II. MEALS

Article 3:

As IPRC WEST does not host polytechnic students and vocational trainees, it does not provide food to them either. However, the Directorate of Students Affairs can help in negotiations with a private restaurateur in terms of service delivery (timing, hygienic

conditions, payment facilities for government and FARG sponsored students...). Meals shall be served at prescribed times as agreed between students and restaurant owner. However, TSS dining hall and furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.

Students are advised to vacate the restaurant as soon as they finish taking their meals in order to report to classes on time.

Complaint or criticisms of services at the restaurant shall be made to the Director of Student Affairs through the student representatives appointed to oversee meals.

III. HEALTH

Article 4:

Every student shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority, and which further must be availed to the Director of Academic Affairs during registration. On reporting to the Polytechnic, student may be required to undergo a further examination by the Polytechnic's medical staff, if deemed necessary by the Polytechnic.

Every student is required to take Medical Insurance, as the Polytechnic is not responsible for provision of medical care. Student who does not have medical care shall not be registered.

Article 5:

A student who is unable to attend classes for medical reasons, must communicate this information to the Director of Student Affairs and provide evidence to that extent, who shall then inform the respective Dean of Faculty, Director of Academic Services, Head of Department, Hall Wardens and The Head of Department shall in turn inform the lecturers concerned.

Student must inform the Director of Student Affairs immediately on completing treatment and being declared fit to resume classes, who in turn shall inform the respective Dean of Faculty, Director of Academic Services, Hall Wardens and Head of Department. The Head of Department shall in turn inform the lecturers concerned.

IV. FORMATION OF SOCIETIES AND CLUBS

Article 6

No society or club shall be allowed to operate in the Polytechnic without first obtaining written authorization to do so by the Polytechnic.

Students' societies and clubs in the Polytechnic shall be formed at the request of at least ten interested students. Each such society or club must have a Patron drawn from amongst the academic or senior administrative staff in the Polytechnic as a pre-condition for recognition by the Polytechnic.

Article 7:

A request to form an association or club shall be submitted to the Director of Student Affairs through the students Representative Council and shall be accompanied by the recommendation of the Students' Representative Council and the Constitution / By-laws of the proposed society or club. The request shall also clearly identify a proposed Patron with the patrons signed letter of consent to serve in this role.

On receipt of such requests, the Director of Student Affairs shall then request the approval from the Principal, through the Vice-Principal in charge of academics and training, together with his/her written recommendation.

Article 8:

The proposed professional Society or Club shall have a patron being a teaching staff from the related department. On fulfilment of these prerequisites and thereafter the Society or Club shall be formally promulgated in the Polytechnic after written approval has been granted.

Within three months from the date of the promulgation of the society or club, the secretary of the society or club shall deposit the names of persons holding principal offices of the society or club with the Director of Academic Services and the Director of Student Affairs.

Thereafter, the Director of Academic Services and the Director of Student Affairs shall be furnished with the names of the societies or clubs the copy of which shall be transmitted to Office of the Principal once a year.

V. PUBLIC FUNCTIONS

Article 9:

Student who wishes to organize any public functions within or outside campus shall obtain prior permission from the Director of Student Affairs who shall in turn inform the Director of Academic Affairs, the Vice-Principal and the Principal.

An application for permission by student to organize such a function shall be accompanied with the following information:

- a. Proposed date and time of the function;

- b. Proposed venue of the function;
- c. Names and descriptions of expected Lecturers, Speakers, or Performers at the function.
- d. Details of the proposed activities and persons that are expected to participate in the function.

Article 10:

This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function must reach the Director of Student Affairs at least three days before the function takes place.

The Director of Student Affairs may impose such other requirements and conditions as may appear to him/her to be necessary and desirable.

Article 11:

For the purpose of this section, a public function is one to which persons other than staff and students of the Polytechnic are invited or entitled to attend.

For functions involving use of musical instruments such as at a dance, permission may be given up to 12 midnight. Extension beyond this time may be given by the Principal and no other authority in the Polytechnic.

VI. PROCESSIONS AND DEMONSTRATIONS

Article 12:

Any student or students wishing to organize a procession/demonstration in the Polytechnic shall seek permission to do so from the Polytechnic, by notifying the Director of Student Affairs in writing with a copy to the Director of Academic Services at least three (3) days before the procession or demonstration is due to begin.

The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser(s), as well as details of the participants.

Article 13:

The Director of Student Affairs, in consultation with the Director of Academic Services, may prescribe special conditions, limitations or restrictions; as may be considered appropriate in the circumstances.

The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic. No procession/demonstration shall be held between the hours of 6:00pm and 6:00 am.

During the procession/demonstration, nothing will be done or said that may occasion violence or cause a breach of the peace.

Article 14:

If in the opinion of the Director of Student Affairs, the procession/demonstration will be likely to lead to any offence to a person(s) and/or may constitute a breach of the peace or cause serious interference with the workings of the Polytechnic, the Director of Student Affairs shall deny permission for the procession/demonstration and refer the matter to the Principal. The Principal may take such action as he deems necessary in the circumstances.

If any acts of violence and/or breach of regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.

The fact that a procession/demonstration is not prohibited in any way implies that the Polytechnic has either approved of it or is in sympathy with its objectives.

Article 15:

No strike or a rebellion is allowed under any circumstance and this is in accordance with the law of the land.

For procession/demonstration outside the Polytechnic, the organizer(s) shall in addition to the foregoing, seek prior permission from the police.

VII. CORRESPONDENCE

Article 16:

As an act of good faith and in order to ensure no conflict of interest arises, all official correspondences by student to Government or other official bodies both within and outside the country shall be channelled through the Principal.

No student or group of students may print, publish, disseminate or otherwise circulate any false or fabricated information or information without the names and signatures of the authors.

VIII. PUBLICATIONS

Article 17:

The Principal will be informed of any intention to produce a student publication within the Polytechnic and his approval in writing shall be obtained before doing such publication.

A copy of each issue of the publication will be lodged with the Principal and the Director of Student Affairs and the Polytechnic Librarian on the day of publication.

Each issue shall state the name of the Editor, the membership of the Editorial Board and the Publisher.

The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

IX. USE OF VEHICLES

Article 18:

Any student who wishes to use or keep a vehicle on the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students, must obtain prior permission from the Principal through the Director of Student Affairs.

The IPRC WEST accepts no responsibility for such vehicles, or for any damage that may occur to the owners or third party, drivers or passengers, or that which may be caused by the vehicles. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

The Polytechnic does not provide garages for students' vehicles. Any arrangement for garaging them in the Polytechnic should be made privately by the owners.

XI. COLLECTION OF MONEY

Article 19:

Permission to make general collections of money, other than for club subscriptions or for solidarity in times of joy and grief, cinema shows or parties, must be obtained from the Director of Student Affairs. Students are advised to ask to see the license or other valid documents of authority of any collector who comes either from within or without the Polytechnic.

Collections for societies, clubs, or for solidarity in times of joy and grief, cinema shows or parties shall adhere strictly to the respective bodies' constitutions and their details shall be routinely cleared with the Director of Student Affairs. Copies of these details, duly signed by

the officials of each respective body, shall after clearance by the Director of Student Affairs, be displayed clearly on the campus notice boards.

XII. IPRC WEST'S PROPERTY

Article 20:

Every student shall exercise the highest standard of caution in handling Polytechnic property so as to avoid possible damage.

Any student who wilfully or negligently loses or damages Polytechnic property shall be held fully liable for its recovery, replacement or repair. The caution money deposited at the beginning of the semester shall be used to this end.

No Polytechnic property of any description shall be taken from its place without the written consent of the Head of Department concerned, Wardens or the Director of Student Affairs.

XIII. CONSUMPTION OF NON-PRESCRIBED, INTOXICATING DRUGS AND ALCOHOL

Article 21:

Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students, by the voluntary consumption of intoxicating alcoholic beverages or products shall be held guilty of misdemeanour and shall be suspended by the Student Disciplinary Committee for a period of 2 weeks, without recourse to remedial classes of any classes missed.

Article 22:

Any student(s) who forces another student or other students to consume intoxicating alcoholic beverages or products on or outside the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students, shall also be held guilty of misdemeanour and shall be suspended by the Student Disciplinary Committee for a period of two (2) weeks, without recourse to remedial classes of any classes thus missed.

Any student who forces another student or students to use intoxicating non-prescription drugs of whatsoever nature within or outside on campus, hostels or other boarding facilities obtained through the Polytechnic for use by students; shall be expelled indefinitely from the Polytechnic.

Any student who uses any intoxicating non-prescription drugs of whatsoever nature within or outside the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students shall be expelled indefinitely from the Polytechnic.

Article 23:

No student shall be allowed to use any intoxicating alcohol or non-prescription drug(s), on or outside the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students, unless by prescription for a recognized medical authority.

Article 24:

No intoxicating alcohol or non-prescription drugs whatsoever shall be consumed by students at any party organized in campus, hostels or other boarding facilities obtained through the Polytechnic for use by students.

Disorderly behaviour under the influence of intoxicating alcohol or drugs shall lead to a suspension by the Students' Disciplinary Committee of two (2) weeks for the case of intoxicating alcohol and indefinite expulsion for intoxicating non-prescription drugs.

The concerned student(s) shall also be held fully liable for the repair and replacement of any property that is damaged as a result of their disorderly behaviour. They shall further be held fully liable for any injury caused to any person of creature as a result of their disorderly behaviour.

Article 23:

It shall be an offence for any student or group of students to cultivate, use or peddle narcotics or any other drugs recognized by law to be dangerous and whose cultivation is illegal. Any such activity shall lead to indefinite expulsion of those concerned from the Polytechnic.

XIV. DISCIPLINARY PROCEDURES

Article 24: General Disciplinary Offences

Any student against who criminal proceedings are entered or are pending in court shall automatically be suspended, during the course of the trial. In case of condemnation when a court finds him/her guilty of the criminal charges, he/she shall be suspended indefinitely from the Polytechnic.

Article 25:

As IPRC WEST is a mixture of TSS and Polytechnic, no relationship and extracurricular contacts are allowed between TSS and Polytechnic students.

Extracurricular practices other than recreational activities that involve TSS and Polytechnic students are the following:

- a. Being in love with each other
- b. Sharing telephones
- c. Exchanging clothes
- d. Borrowing/lending money
- e. Sharing rooms
- f. Frequenting TSS students refectory
- g. Being involved in insults, quarrels and troubles which result into fights.

Article 26:

Polytechnic students with such practices will be sanctioned of a two year suspension and TSS students will be sanctioned according to existing regulations. When such practices involve the minor (age), the case will be referred to Police and Prosecution.

- a. Having sexual practices together
- b. Sharing drugs and narcotics
- c. Being involved in insults, quarrels and troubles which result into fights
- d. All sort of plotting together (for theft, boycotting, fighting, offending or causing offence to fellow students and/or Polytechnic authorities...)

Polytechnic students with such practices will be sanctioned of a definitive suspension and TSS students will be sanctioned according to existing regulations. Cases of attempt to minor will be referred to Police and Prosecution.

Article 27:

Any student or group of students found guilty of boycotting a class or any other legal academic activity shall be expelled indefinitely from the Polytechnic.

Conduct which does or is likely to cause damage or defacement to a person, persons or property within the Polytechnic, is criminal and shall be referred to the Police for prosecution. Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the Polytechnic, is criminal and shall be referred to the Police for prosecution.

Article 28:

Using force against or striking a fellow student, an officer of the Polytechnic or any other person at or outside the campus, hostels or other boarding facilities obtained through the Polytechnic for use by students, is criminal and shall be referred to the Police for prosecution.

Article 29:

Any act or conduct, which is likely to obstruct or frustrate the holding of Lectures or other lawful activities in the Polytechnic and Meetings, functions or other lawful activities authorized by the Polytechnic are criminal and shall be referred to the Police for prosecution. Unauthorized use of or interference with any service, facility, equipment or installation belonging to the Polytechnic, shall lead to a suspension from studies for a period of two years.

Article 30:

Theft committed within the Polytechnic will lead to indefinite expulsion of the persons concerned from the Polytechnic. Where a student is charged with and convicted, the Polytechnic shall take necessary disciplinary measure against such a student notwithstanding that he/she is prosecuted and or punished by a court of law.

Unauthorized possession of a key or keys to any Polytechnic facility, shall lead to a suspension for a period of two years.

Article 31:

Perpetrating forgery with or without intent to cause loss to any person, Polytechnic or any other institution whether in cash or otherwise, is criminal and shall be referred to the Police for prosecution.

Article 32:

Knowingly inviting or entertaining a student or students in the Polytechnic whose name or names has or has been posted on any of the Polytechnic Notice Boards as having been barred from the premises of the Polytechnic by a competent authority, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.

Article 33:

Refusal or failure to comply with a lawful order or directive given by any officer of the Polytechnic acting on his/her behalf or under an order from any competent organ or officer of the Polytechnic shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.

Refusal or failure to obey any lawful order issued under the Polytechnic regulations or rules promulgated by a competent organ of the Polytechnic, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.

Failure or refusal to attend a meeting or function called or authorized by any Polytechnic Disciplinary Committee or any other competent organ of the Polytechnic when summoned to do so by way of a proper, written notice by such an organ, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.

Refusal or failure to abide by the ruling, decision and/or penalty made imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the Polytechnic.

Article 34:

Inviting outsiders as guest speakers and/ or social entertainers without the permission of the relevant organs of the Polytechnic shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.

Article 35:

Without derogating the right to freedom of assembly of persons as enshrined in the laws of the land, forming and/or establishing unauthorized student groups or being part to groups which are likely to cause disunity and disorder at the Polytechnic or in the wider community is criminal and shall be referred to the Police for prosecution.

Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, wilful writing of defamatory literature or use of abusive, slanderous, obscene or threatening language by any student against any other student(s), employee or officer of the Polytechnic, or persons within the wider community, in the course of performing their duties, is criminal and shall be referred to the Police for prosecution.

Article 36:

Sexual harassment of whatever kind is criminal and shall lead to expulsion of the concerned student and also shall be referred to the Police for prosecution.

Rape or indecent assault, is criminal and shall lead to expulsion of the concerned student and also be referred to the Police for prosecution.

Article 37:

Mismanagement and/or embezzlement of students' organization funds and/or of any other organized student society established under the auspices of the students' organisation and in accordance with the relevant provisions of the constitution of the students' organisation that is in force, is criminal and shall be referred to the Police for prosecution.

XV. Machinery for Implementation of the Regulations of the Polytechnic**Article 38:**

All members of the Polytechnic have the obligation to report to the authorities any infringement of rules, which comes to their notice and to check immediately any such breach of regulations whenever they occur. This must however, be done with due care not to put one in the way of harm as a result of their action to stop the breach. When in doubt about what action to take, the breach should be reported to a competent authority, who then shall take the necessary action.

Breaches of the regulations of the Polytechnic, hostel or other boarding facilities obtained through the Polytechnic for use by students, shall be reported to the Wardens and the Director of Student Affairs. The latter may then prepare a report on the case and submit this to the Students' Disciplinary Committee.

XVI. At the Hostel**Article 39:**

There shall be in each hostel a Disciplinary committee, which shall include the following:

- a. Warden as Chairman.
- b. Two senior members of academic staff, one of whom must be female in the case of female hostels.
- c. Two students

Quorum for each Hostel Disciplinary Committee shall be arrived at by the presence of the committee chairman, one female member of academic staff in the case of female hostels and at least one member from each one of the other categories.

Article 40:

Before any hearing, the chairman of the relevant Hostel Disciplinary Committee shall write to the concerned student(s), notifying the student(s) of the complaint(s) lodged, enumerating the complaint (s) and requesting for a response to the letter within 72 hours of its receipt. The Committee shall thereafter hold an inquiry into the complaint(s) but while at all times observing the principles of natural justice, will not be obliged to follow the rules of evidence as in a court of law.

The Committee has power to do any or several of the following for so long as Senate is briefed properly of the decisions of the committee.

- a. Dismiss the case.
- b. Reprimand the student and record such a reprimand.
- c. Demand an apology from the student.
- d. Impose a fine not exceeding 5,000 FRW.
- e. Demand a refund for the cost repair, damage or replacement to both Polytechnic and persons.
- f. Recommend to Senate, temporary or permanent removal of the student from the Polytechnic to be communicated to the student within seven (7) days of the conclusion of the hearing.

Article 41:

At Polytechnic level, there shall be a Polytechnic Disciplinary Committee, which shall include the following office bearer in IPRC WEST:

- a. The Principal as Chairman of the Committee.
- b. The Vice-Principal.
- c. Relevant Faculty Dean and Head of Department.
- d. The Director of Academic Affairs.
- e. The Director of Student Affairs.
- f. Two senior academic members of staff appointed by the Principal.
- g. Two student's representatives.
- h. Any other relevant person, as decided by the Principal.

The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committee.

Article 42:

Following the hearing, the committee may take any or several of following actions, which shall be communicated in writing to the student within 7days of the decision being made:

- a. Dismiss the case against the student.
- b. Reprimand the student.
- c. Demand an apology from the student.
- d. Impose a fine not exceeding 25,000 FRW.
- e. Demand the refund of costs of repair of damaged Polytechnic property or the costs of replacing any lost of any property.
- f. Make a recommendation to Senate for temporaryor permanent removal of the concerned student(s) from the Polytechnic.

Article 43:

The Principal may consider an appeal against decisions taken by the PolytechnicDisciplinary Committee and change the verdict. If the student still feels aggrieved a final appeal may be addressed to the PolytechnicBoard of Directors. If the student is still not satisfied with the decision of the PolytechnicBoard of Directors, he/she may then refer the matter to Court of Law where applicable.

ANNEX

REGULATIONS AND SANCTIONS PERTAINING TO TECHNICAL SECONDARY SCHOOL STUDENTS

Part I: Subtracting Disciplinary Marks

1	5 minutes delay from class	-2pts
2	5 minutes delay from study room	2pts
3	Missing from school, study room, dormitory, refectory (but inside campus)	-3pts
4	Going/being at a forbidden place in campus	-2pts
5	Disturbing in class	-3pts
6	Leaving class during study hours with no permission	-3pts
7	Displacing materials	-5pts
8	Being in dormitory at class hours	-4pts
9	Meeting with parent (s) with no permission	-3pts
10	5 minutes delay from refectory	-4pts
11	5 minutes delay from dormitory	-4pts
12	Playing in dormitory	-3pts
13	Lack of clothes and body hygiene	-5pts
14	Losing/spoiling school material	Repairing/paying it
15	Bringing food in campus	-3pts plus confiscation
16	Wearing jackets/sweaters with no permission	-2pts plus confiscation
17	Putting on jewelleries, making up, long nails, hair curling and beard twirling	-5pts plus confiscation, cutting nails and hair cutting
18	Putting on clothes on other occasions than theirs or sewed in special ways	-3pts plus confiscation
19	Cheating (without a document)	-5pts plus a zero on that exam
20	Failing to do a test/homework	Getting a 0 and doing the test/homework
21	Making prayers outside campus with no permission	-5pts
22	Not pushing it in (Kudatebeza)	-3pts

Part II: Subtracting Disciplinary Marks plus a Physical Sanction

1	More than 5 minutes delay from class	-2pts plus a physical sanction
2	More than 5 minutes delay from study room	-4 pts plus a physical sanction
3	Disturbing in dormitory	-3pts plus a physical sanction
4	Leaving study room with no permission	-3pts plus a physical sanction
5	Failing to do provided works with no reason	-3pts plus a physical sanction
6	Sleeping, waking up, and changing beds with no permission	-3pts plus a physical sanction
7	Washing up before or after the others	-3pts plus a physical sanction
8	Leaving the bed unmade	-3pts plus making it
9	Making dirty inside or outside dormitory	-3pts plus clearing it
10	Misbehaving in dormitory and moving from tables	-2pts plus a physical sanction
11	Avoiding school uniform, not washing up clothes	-5pts plus a physical sanction
12	Avoiding recreational activities and sports	-3pts plus a physical sanction
13	Refusing to participate in collective physical works	-3pts plus a physical sanction
14	Leaving halls during time of public lectures (meetings, prayers...)	-3pts plus a physical sanction
15	Hiding mistakes/faults to authorities	-5pts plus a physical sanction
16	Conducting a study in a place other than provided study room	-4pts plus a physical sanction
17	Disrespect to fellow students	-3pts plus a physical sanction
18	Sleeping in class and at class	-3pts plus a physical sanction
19	Sleeping at playground during recreation	-2pts plus a physical sanction
20	Sharing one bed in dormitory	-3pts plus a physical sanction
21	Missing a physical sanction	-3pts plus same physical sanction

Part III: Subtracting Disciplinary Marks plus Presenting a Parent

1	Missing class with no permission	-5pts plus presenting a parent in 2 days
2	Bringing an outsider inside dormitory	-10pts plus presenting a parent
3	Frequenting a bar, restaurant, cinema or going to the lake (Kivu) under the pretext of having been given permission	-10pts plus a one week dismissal and presenting a parent
4	Leaving school with no permission	-10pts plus a one week dismissal
5	Going outside school to pray with no permission	-10pts plus a one week dismissal and presenting a parent
6	Delaying to report after permission expires	-5pts plus presenting a parent

7	Receiving a group of people with an unknown agenda to the school	-10pts plus a one week dismissal
8	Receiving a visitor during class hours or non class hours with no permission	-10pts plus a one week dismissal
9	Disrespect to authority, teachers, insulting and lying	Presenting a parent, if need be, dismissal
10	Disrespect and misbehavior outside campus	-5pts plus presenting a parent
11	Provoking troubles in classes, dormitory and refectory	A one week dismissal and failure at conduct
12	Frequenting teachers guest houses with no permission	-10pts plus a one week dismissal
13	Failing to report to school on time after holidays	Presenting a parent/tutor

Part IV: Dismissal from school hostels

1	Bed-wetting	Dismissal from school hostels
2	Refusing school menu	Dismissal from school hostels
3	Using forbidden devices in dormitory (radio, camera, other food...)	Dismissal from school hostels
4	Bringing food in dormitory	Dismissal from school hostels

Part IV: Dismissal from school

1	Fighting, biting and wounding	Dismissal plus fine
2	Theft	Dismissal plus refunding
3	Having a telephone	Definitive dismissal
4	Consuming drugs/narcotics	Definitive dismissal
5	Having sex	Definitive dismissal
6	Cheating using a document	Dismissal
7	Wounding intentionally	Dismissal and reporting to police

Notice:

- A student who got a one week dismissal comes back with a parent or parent tutor who has an official document from his/her sector

- Any other fault which does not appear on this list will be sanctioned according to its seriousness.

C. IPRC WEST LIBRARY RULES

Introduction

The main purpose of these rules is to safeguard the common interest of all users and to enable library to carry out its functions as efficiently as possible.

Article 1: Opening days

IPRC WEST's library is open from Monday to Sunday.

Article 2: Access to the library

- a. For the security purpose, the users must bring their student ID cards or a personal ID card for non student when entering in the library. For staff, the service card is required.
- b. Borrowers must present their library user cards before any service.
- c. Bags, umbrellas, coats or hats will put on a specified place in library.
- d. The library is not responsible for the loss or misplacement of personal belongings.
- e. Leaving from library, all users are required to undergo a physical inspection to ensure that no books and items are taken out of library.

Article 3: Behavior in Library

- a. Silence must be observed strictly in the library.
- b. Mobile phone must be in silence mode/turned off.
- c. Eating, drinking, or smoking is prohibited in the library.
- d. Decent dressing and conduct are required for all library users.
- e. All misconducts are reported and the disciplinary regulations are immediately applied.

Article 4: Borrowing rules

- a. Only IPRC WEST students and staff can borrow library materials
- b. IPRC WEST students and staff may borrow up to two books for one week
- c. No books or other library materials may be brought out of the library before borrowing has been recorded.
- d. Borrowed materials are the borrowers' responsibility
- e. Borrowed material must be returned on due date
- f. Borrowing period can only be extended once
- g. The borrower must report and replace lost/damaged materials by purchasing new ones.

Article 5: LIBRARY FEES'PENALTIES

Access to the library equipment is free of charge for all IPRC registered students. However some students fail to bring back different library items and in order to settle this problem of delay, fines are charged to students who fail to bring back on time different library items got from the library and these charges are as follows:

Items	Copy/Day of delay	Fees
Thesis	1	500 Frw
Final Year Report	1	500 Frw
Text books	1	500 Frw
News paper/Magazine	1	500 Frw

Article 6: some of library materials are used only in the library and are the following:

- a. Journals, magazines and news papers
- b. Reference materials
- c. Students' projects/dissertations
- d. Other valuable materials

Only academic staff are allowed to borrow audio –visual materials.

D. IPRC WEST WORKSHOPS RULES AND SAFETY

Article 1: Access to the workshop

1. The trainees are not permitted to enter in workshop without trainer
2. Food and drink are prohibited in the workshop
3. Always wear the correct protective equipment with respective to tasks to be performed.
4. Notify the workshop supervisor of any faulty or broken equipment immediately
5. Always ask if you are not sure how to use tools safely
6. Always keep distance from any person operating tools and machinery
7. Do not talk to anyone operating electrical equipment or machinery
8. More than one person are not allowed to use one machine at once
9. Keep properly your workplace and make sure your workpiece is securely fixed before work starts.
10. Clean up any spills immediately
11. Always wash your hand after using equipment and materials
12. Tools of any kind are not allowed to be removed from workshop without permission.
13. Trainees are not permitted to enter in the store of the workshop .If the tools are required,ask the workshop supervisor.
14. It is a responsibility of each student to keep his or her workplace clean and tidy.
15. Request all needed tools before work starting to avoid time wasting.
16. The trainers are not allowed to leave the trainees in workshop without other supervision.

Article 2: Safety in the workshop

- a. Trainees that are affected by drugs or alcohol are not permitted to attend the workshop practices.
- b. Trainees with any health problems (eg: medication, epileptic fits) must report to the workshop staff.

Article 3: Clothing & footwear

- a. All loose clothing (eg, shirts hanging out) must be tucked in.
- b. Safety boots or enclosed shoes must be worn in the workshop Do not enter under any circumstances without this footwear. (There are no exceptions to this rule).
- c. Long hair has to be tied up including fringes.

- d. Some rings are a hazard, preferably do not wear them.
- e. Trainees that wear glasses must be aware that their ordinary glasses are not safety glasses. They are only impact resistant and may shatter.

Article 4: Common workplace safety

- a. Safety Glasses and hearing protection: Every one entering in the workshop must collect these items from just inside the door. They must be worn when machinery is being in the workshop, but as they are forgotten sometimes, preferably worn at all times.
- b. It is the responsibility of everyone in workshop to keep his or her workplace clean and tidy. This will be done during and after the completion of your project.

Article 5: Workshop entrance

When you enter in workshop, pick up your hearing and eye protection and immediately report to the workshop supervisor.

Article 6: Machinery usage

Machinery that trainees are not allowed operating without permission of trainer:

- a. Lathes
- b. Shaping
- c. Drilling
- d. Hydraulic press
- e. Milling
- f. Grinding

Article 7: Behavior in workshops

Fooling around and practical jokes in the workshop will not be tolerated. These trainees will be told to leave.

Article 8: First aid

All accidents, cuts abrasions must be reported before leaving workshop.

Think before reacting to any emergency in the workshop. Do not attempt to fight any fire unless you have been trained to do so.

Article 9: Operating machinery

When trainee is operating machinery all other trainees are to stay clear and not to talk the operator. If you feel uneasy or unsafe operating any tools or machinery in the workshop, inform the workshop supervisor and help will be provided.

Article 10: Existing the Workshop

Before you leave the workshop check that any tools you have been put away in the appropriate spots cleaned up your workplace and have notified the workshop staff.

Workshop safety is everyone's responsibility

