



**INTEGRATED POLYTECHNIC REGIONAL CENTE**  
**IPRC WEST**  
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## General Students Regulations/ Code of Conduct

### INTRODUCTION

- 1 These regulations shall apply to all students at Polytechnic. 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 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.
- 3 The operation of these Regulations is without prejudice to the laws of the land, which apply to all persons in the Polytechnic.

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

### REGULATIONS AND SANCTIONS PERTAINING TO POLYTECHNIC/DIPLOMA STUDENTS

#### RESIDENCE

##### Article 1:

Integrated Polytechnic Regional Center (IPRC WEST) is a Polytechnic institution that offers secondary school education, vocational training and a polytechnic program. It accommodates only Technical Secondary School (TSS) and Vocational Training Center (VTC) students due to insufficiency of infrastructure. As an integrated school, polytechnic students are lodged outside of campus. IPRC WEST is thus not responsible for the management of their accommodation.

However, students shall be expected to take 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.

## **MEALS**

### **Article 2:**

As IPRC WEST does not host polytechnic students, 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.

## **HEALTH**

### **Article 3:**

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 Services during registration. On reporting to IPRC WEST, students may be required to undergo a further examination by the Polytechnic's medical staff, if deemed necessary by IPRC WEST.

Every student is required to take Medical Insurance, as IPRC WEST is not responsible for provision of medical insurance. A student who does not have medical insurance shall not be registered.

### **Article 4:**

A student, who is unable to attend classes for medical reasons, must consult IPRC WEST medical assistant, who shall then inform, where necessary, the students' welfare officer and hall warden. If a student requires further treatment, the medical assistant shall provide the student with a transfer and the students' welfare officer shall report the case to the Director of Students' Affairs. The student must inform the Director of Students' Affairs immediately on completing treatment and being declared fit to resume classes.

## **FORMATION OF STUDENTS UNION/ASSOCIATIONS AND CLUBS**

### **Article 5:**

Neither union/association nor club shall be allowed to operate in the IPRC WEST without first obtaining written authorization to do so by the institution.

### **Article 6:**

A request to form an association or club shall be submitted to the Director of Students 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 association 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 Students 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.

## **PUBLIC FUNCTIONS**

### **Article 7:**

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

An application for permission by students 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.

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 Students Affairs at least three days before the function takes place.

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 IPRC WEST.

## **PROCESSIONS AND DEMONSTRATIONS**

### **Article 8:**

Any student or students wishing to organize a procession/demonstration in IPRC WEST shall seek permission to do so from IPRC WEST Principal, through the Director of Students 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.

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 9:**

If in the opinion of the Director of Students 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 IPRC WEST, the Director of Students 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.

### **Article 10:**

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 IPRC WEST, the organizer(s) shall in addition to the foregoing, seek prior permission from the police.

## **CORRESPONDENCE**

### **Article 11:**

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 circulate false or fabricated information. Likewise, the student or group of students shall not print, publish, disseminate, or circulate information without the names and signatures of the authors.

## **PUBLICATIONS**

### **Article 12:**

The Principal will be informed of any intention to produce a student publication within IPRC WEST 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 Students' Affairs and IPRC WEST 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.

## **COLLECTION OF MONEY**

### **Article 13:**

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 student unions/association, 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 representative of each respective body, shall after have clearance by the Director of Student Affairs, be displayed clearly on the campus notice boards.

## **IPRC WEST'S PROPERTY**

### **Article 14:**

Every student shall exercise the highest standard of caution in handling IPRC WEST's property so as to avoid possible damage.

Any student who wilfully or negligently loses or damages IPRC WEST's property shall be held fully liable for its recovery, replacement or repair. The caution money deposited at the beginning of the academic year shall be used to recover, replace or repair that damaged property.

## **CONSUMPTION OF NON-PRESCRIBED, INTOXICATING DRUGS AND ALCOHOL**

### **Article 15:**

Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the IPRC WEST 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 two (2) weeks, without recourse to remedial classes of any classes missed.

### **Article 16:**

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 IPRC WEST 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 IPRC WEST for use by students; shall be expelled indefinitely from the institution.

### **Article 17:**

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.

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.

### **Article 18:**

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 IPRC WEST.

## **DISCIPLINARY PROCEDURES**

### **Article 19: General Disciplinary Offences**

Any student against whom 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 IPRC WEST.

**Article 20:**

As IPRC WEST is a mixture of TSS, VTC and Diploma program, no relationship and extracurricular contacts are allowed between TSS and VTV's students with diploma program students.

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

- Being in love with each other
- Sharing telephones
- Exchanging clothes
- Borrowing/lending money
- Sharing rooms
- Frequenting TSS students refectory
- Being involved in insults, quarrels and troubles which do not result into fights.

**Article 21:**

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

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

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

**Article 22:**

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

Conduct which does or is likely to cause damage or defacement to a person, persons or property within IPRC WEST, 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 23:**

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

**Article 24:**

Any act or conduct, which is likely to obstruct or frustrate the holding of Lectures or other lawful activities in the IPRC WEST and meetings, functions or other lawful activities authorized by IPRC WEST 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 IPRC WEST, shall lead to a suspension from studies for a period of two years.

**Article 25:**

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

Unauthorised possession of a key or keys to any IPRC WEST facility, shall lead to a suspension for a period of two years.

**Article 26:**

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

**Article 27:**

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

**Article 28:**

Refusal or failure to comply with a lawful order or directive given by any officer of IPRC WEST acting on his/her behalf or under an order from any competent organ or officer of IPRC WEST 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 IPRC WEST regulations or rules promulgated by a competent organ of IPRC WEST, 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 IPRC WEST Disciplinary Committee or any other competent organ of IPRC WEST 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 IPRC WEST.

**Article 29:**

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

**Article 30:**

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 IPRC WEST 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 IPRC WEST, 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 31:**

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 32:**

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.

**Machinery for Implementation of the Regulations of IPRC WEST**

**Article 33:**

All members of IPRC WEST 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.

**Article 34:**

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

- i. The Principal as Chairperson of the Committee.
- ii. The Vice-Principal in charge of Academics and Training
- iii. Relevant Heads of Departments.
- iv. The Director of Academic Services.
- v. The Director of Students' Affairs.
- vi. Two senior academic staff members appointed by the Principal.
- vii. Two students' representatives.
- viii. 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 35:**

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

- i. Dismiss the case against the student.
- ii. Reprimand the student.
- iii. Demand an apology from the student.
- iv. Impose a fine not exceeding 25,000 FRW.
- v. Demand the refund of costs of repair of damaged IPRC WEST property or the costs of replacing any lost of any property.
- vi. Make a recommendation to Senate for temporary or permanent removal of the concerned student(s) from the IPRC WEST.



## APPENDIX

### 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.

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