

Republic of Rwanda



Higher Education Council

QUALIFICATION FRAMEWORK AND CODE OF PRACTICE FOR THE ASSURANCE OF ACADEMIC QUALITY AND STANDARDS IN HIGHER EDUCATION

This Code is intended to assist higher education institutions in meeting their responsibilities for the assurance and enhancement of quality and maintenance of standards within which they can consider the effectiveness of their individual approaches to a range of activities. Representatives of higher education institutions prepared the Code. The Code does not cover all the activities of higher education institutions nor does it identify all the circumstances when a particular element would be relevant. However there are a number of principals under laying the Code and an awareness of these and a commitment to them will assist institutions in assuring themselves and others that they have developed and are applying good practice in the range of activities they are engaged in. The main principals are:

1. A clear definition of responsibilities – for example within a particular area of activity which committee, faculties, departments, staff members, students and others should be clearly defined;
2. The consistent application of polices, practices and procedures underpinned by principles of fairness and equality of opportunity;
3. The availability of clear and accessible information – information on policies, procedures and practices, responsibilities and opportunities should be clear, up-to-date and accessible to all potential audiences. Information should help students understand what they should expect from their higher education experience and

staff members to ensure that they are contributing effectively and working, within, the arrangements in place to secure quality and standards.

4. The competence of staff – that all staff are supported to competently fulfil their particular roles and responsibilities. In particular academic staff should be appropriately qualified. Academic staff must normally have a qualification at least one level higher than that at which they are teaching. Academic staff teaching to diploma level should have a good honours degree, to honours level, a master's qualification and to master's level and supervising doctoral students a PhD.
5. The periodic monitoring and review of all policies, procedures and practices to identify and remedy any possible ways in which they are undermining the assurance of quality and the maintenance of standards.

The Code of Practice will be reviewed and revised from time to time to ensure continuing currency. Higher education institutions are required to ensure that they are alert to such changes and that they remain compliant with the Code.