

# **INSTITUT CATHOLIQUE DE KABGAYI**



## **GENERAL ACADEMIC REGULATIONS**

**REVISED**

**ADOPTED BY ACADEMIC SENATE ON MARCH 22, 2019**

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## **CHAPTER 1: GENERALITIES**

### **Article 1**

The General Academic Regulations of the *Institut Catholique de Kabgayi* (I.C.K.) is a whole of the standards adopted by the Academic Senate and approved by the Council. It aims at defining and determining the categories of students, the admission requirements and the registration procedures, transfer, suspension of registration, programmes of study, industrial attachment, Memoirs, assessments, the conduct of examinations, absence/late submission of assignments and mitigation of results, cheating, deliberation boards, progression and awards decreed by the *Institut Catholique de Kabgayi*.

### **Article 2**

These regulations apply to all programmes leading to the various awards as stipulated in institutional *Qualifications Frameworks* up to Bachelor's degree with honors.

### **Article 3**

Where programmes need to vary these regulations or require additional regulations, these will be included in the approved and published Programme Documents. With the exception of variations specifically approved at programme validation, however, in the event of any conflict these General Regulations shall have precedence over the Programme Document.

## **CHAPTER 2: CATEGORIES OF STUDENTS**

### **Article 4**

At the *Institut Catholique de Kabgayi*, students normally register for an academic year, on either a full-time or part-time basis.

Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits, students who may have taken an approved interruption of studies, part-time students whose programmes run on trimester calendar year, students who register for auditing modules.

**Article 5**

A full-time student is one who takes 120 or 160 credits of modules during the academic year according to the requirements of the programme.

A full-time student opts for registration in a regular programme of study in one given academic year, attends all the scheduled programme modules and sits for all required assessments leading to an award of certificates, diploma or degree of the ICK.

A part-time student has permission to cover the same ground over a longer period and so to take fewer credits in a given year.

A part-time does not register for all the required modules in a given programme in anyone academic year and, therefore, takes longer to complete the requirements for the relevant award.

A candidate opting to register on a part-time basis is required to take at least half of the modules offered in a trimester as minimum and shall aim at completing a degree programme in a period not exceeding seven (7) years.

**Article 6**

Auditing a module allows students to take class without the benefit of a grade or credit for a module. A student who audits a module does so for the purpose of self-enrichment and academic exploration.

An auditing student is not obliged to take assignments and examinations, but is expected to attend classes regularly. An auditing student shall be issued with a certificate of attendance by the Faculty.

A student auditing module is required to pay fees as if the module was being taken on a credit basis.

**Article 7**

On his /her wish, a full-time student can also be registered as part-time student in another programme.

**Article 8**

Teaching is organized in three sections day, evening and week-end. The students of all sections are identically subjected to the present General Academic Regulations.



## **CHAPTER 3: ADMISSION REQUIREMENTS**

### **Article 9**

To be admitted to the first year of an undergraduate programme, it is necessary to have an Advanced General Certificate of Secondary Education, a TVET Certificate or equivalent **with at least two principal passes** permitting entry to higher education or a qualification or other evidence of ability to study on the programme which is considered equivalent.

### **Article 10**

At the beginning of each academic year, it is organized a placement test during the induction week for new students at the *Institut Catholique de Kabgayi* by the office of the Deputy Vice-Chancellor for Academics.

Applicants must also demonstrate sufficient competence in medium of instruction used in Higher Education.

Alternative entry requirements may be allowed and determined by ICK depending on the programmes equivalent requirements.

## **CHAPTER 4: REGISTRATION PROCEDURES**

### **Article 11**

To be admitted to lectures or other teaching/learning activities of the institution or to examinations or other assessments, students must be registered on the appropriate programme.

### **Article 12**

Students must register individually at Registry Services at the beginning of the approved academic period for registration before the beginning of teaching. The dates between which students may register shall be advertised before the end of the preceding academic period.

For full time and part-time students, there shall be multiple intakes to a maximum of three in a year. The first intake shall take place in September, second in February or March, and the third at the start of the summer session (June-August).

**Article 13**

Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the institution in due time before the beginning of the registration period.

**Article 14**

For the first registration, a student must present to the Registrar the following documents

- 1 notified copy of higher or secondary education certificate or any other certificate deemed equivalent. In case the student is still awaiting the certificate, the academic testimonial is used in its place and it will be replaced as soon as the certificate is delivered to him/her;
- 1 copy of identity card or passport;
- 2 recent passport size color photographs with white background;
- A bank-slip as proof of payment of required fee;
- Any other documents required.

**Article 15 :**

For the ongoing registration, the student is required to present to the Registrar the copy of the transcript of the previous academic year and a bank-slip as proof of payment of required fees.

**Article 16**

Late applications to register should be exceptional. They should be addressed in writing to the Deputy Vice-Chancellor for Academics, stating the reasons for the lateness, within fifteen days of the end of the Registration Period. The Deputy Vice-Chancellor for Academics will decide on the case with the advice of the Faculty responsible for the programme on which registration is sought.

Students who fail to register in due time will automatically lose the right to register during that academic year.

**Article 17**

All students are required to supply Registry Services with their specific addresses for administrative purposes. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him/her.

**Article 18**

The names under which students are registered will be used on all Institution documents. Any request for change of name must be supported by legal documentation.

**Article 19**

A student's registration may be withdrawn at any time during the academic year by the Vice-Chancellor for Academics on the grounds of a serious omission or false declaration at registration.

**Article 20**

On disciplinary grounds, Registration may be withdrawn by the Deputy Vice-Chancellor for Academics who submits the report to the Vice-Chancellor for students' exclusion from the Institution.

**Article 21**

A registered student shall be issued with a student's identity card. The card shall have the student's photograph, registration number, the Deputy Vice-Chancellor for Academics signature and the stamp of the Institution.

**Article 22**

A student's identity card shall be required at the main gate, for use of the library, admission to lectures, tutorials, practicals, laboratories, examinations and access to other services offered by ICK.

**CHAPTER 5: TRANSFER****Article 23**

At request, students may be permitted to transfer from full-time to part-time, from part-time to full-time or from a section to another at an appropriate point in the programme as specified by the Faculty managing the programme.

**Article 24**

The shift from one programme to another or from full time to part-time shall be permitted after receiving a written authorization by the Deputy Vice-Chancellor for Academics considering observations from the Dean of the concerned Faculties.

The above shifts have to be done at least in the first two weeks of academics year and after verification of the student's progression report.

**Article 25**

Students who have accumulated credit at one or more approved institutions within Rwanda or outside may apply to have this credit taken into account when joining a programme at ICK, for as long as the total credits do not exceed ½ of the total required for the final exit award.

The determination of the amount of credit to be awarded, the point of the programme which the student should join and/or the modules to be taken or excused will lie with the Deputy Vice-Chancellor for Academics, acting on the advice of the Faculty managing the programme.

**CHAPTER 6: SUSPENSION OF REGISTRATION****Article 26**

Students may make a written request to the Deputy Vice-Chancellor for Academics to suspend their registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible for them to continue with their studies but which do not preclude them from coming back in the following year.

The requests will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependent.

Other kinds of reasons may also be given, and the decision will be taken by the Deputy Vice-Chancellor for Academics on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his/her studies at the beginning of the next year.

**Article 27**

In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not

be required to redo these assignments/ examinations but will rejoin the programme at an appropriate point to be agreed with the Faculty.

### **Article 28**

Normally, only one such period of suspension shall be granted and for only one year. The exceptions are requests for maternity leave, debilitating illness/handicap where medical evidence suggests that the student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances that made the request necessary will clearly still be in force in the next year. However, the student shall renew his/her request with updated proofs.

### **Article 29**

No student may suspend studies for more than two years, nor may there be more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

## **CHAPTER 7: PROGRAMMES OF STUDY**

### **Article 30**

A programme of study at *Institut Catholique de Kabgayi* consists of a set of modules which together have a defined set of learning outcomes which a student must complete in order to be eligible for the award of a qualification. Certain programmes may also include industrial attachment and other elements which a student must complete to meet the requirements of a qualification.

### **Article 31**

A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module.

### **Article 32**

Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

**Article 33**

Modules provided for undergraduate programmes of study which are available on a full-time basis will normally be taught within a single semester/trimester but may stretch across two semesters/trimesters within a single academic year. Modules which, for sound academic reasons, require inputs outside the normal semester/trimester period like field courses shall require specific approval by the Academic Senate.

**Article 34**

The academic year at ICK consists of 30 weeks which are divided into two semesters for a four-year programme. Each notionally comprises fifteen weeks of learning, teaching and assessment normally twelve weeks of teaching, a week of consolidation and two weeks of examination.

For a three-year programme, the academic year consists of 39 weeks divided into 3 trimesters for full time students. Each of the first two trimesters notionally comprises fourteen weeks of learning, teaching and assessment normally eleven weeks of teaching, one week of revision, and two weeks of examination. The third trimester comprises the total of eleven weeks, with eight weeks of teaching, one week of revision and two weeks of examination.

The above model does not apply to part-time programmes.

**Article 35**

Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually.

**Article 36**

All modules and programmes of study must be approved by Academic Senate before they are advertised and before any students may be admitted.

**Article 37**

Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

**Article 38**

The programme 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 programme.

**Article 39**

Modules shall normally be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall be the maximum.

**Article 40**

A pass for language skills module is compulsory for progression. This module does not bear a credit rating and is additional to the programme's academic modules. It is required that it be passed but it does not contribute to grade-point averages, distinctions or honors classification.

This will not apply to programmes where languages are core subjects.

**Article 41**

Where programme requirements include a substantial period of industrial attachment, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and counts towards grade-point averages, honors classification or the award of distinction.

**CHAPTER 8: INDUSTRIAL ATTACHMENT****Article 42**

Industrial attachment aims at putting the students in a concrete situation related to the professional framework in which they will work after completing their university studies. This period gives the students the opportunity to make comparison and apply theories, techniques and principles that they have acquired through their academic programmes to the social reality.

**Article 43**

Industrial attachment is compulsory to finalist students to be awarded a Bachelor's degree where programme requirements include it. It is carried out mainly in institutions having partnership with ICK, whose activities are relevant to students' field of study.

**Article 44**

Due to the nature of the programmes delivered, Academic Senate, under the request of faculties, can approve some changes with regard to level, the period and credits allocated to the industrial attachment.

**Article 45**

At the end of the industrial attachment period, students are required to elaborate an industrial attachment report. The summative evaluation of industrial attachment is done based on the activities carried out during the industrial attachment period and the final report.

**Article 46**

Other more specifications related to the industrial attachment are specified in the internal industrial attachment regulations adopted by Academic Senate.

**CHAPTER 9: MEMOIRS****Article 47**

Undergraduate Memoirs at ICK are an integral and compulsory part of academic programmes and counts 20 credits. They must be submitted by the time specified by the Academic Senate.

**Article 48**

The undergraduate Memoir shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline. All Memoirs shall be the student's individual work.

**Article 49**

At the beginning of the students' final academic year, students are expected to have chosen a research topic and propose a supervisor to be submitted to the faculty for approval.

**Article 50**

With the supervisor's written authorization, the student is required to submit 3 copies of the work to the faculty secretariat 2 weeks before the oral defense of the work. After both written and oral



assessments, the students are required to submit 2 copies of the work; one for the main library and the other for the faculty library.

### **Article 51**

The board of examiners nominated by the Dean is composed of 3 panelists of the relevant discipline, including the supervisor of the work, the chairperson of the jury and the main reader. The supervisor of the work cannot be allowed to chair the panel. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

### **Article 52**

Memoirs are defended in the period specified in academic calendar. Students who failed to defend their memoirs during the above-mentioned period are required to register for the following academic year.

The failure to defend his/her memoir during this period of registration, the student is deemed to retake the whole final academic year.

### **Article 53**

The Memoir is evaluated on the basis of both written work (60%) and oral defense (40%).

### **Article 54**

As it forms the final assessment of a programme, no resubmission of the Memoir or extension of time shall be allowed except where there is medical evidence of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependant, and other tangible reasons judged worth by the Faculty.

### **Article 55**

Memoir examination shall be postponed if the candidate's absence is authorized. Where students fail to attend to defend the Memoir without authorization, and retrospective authorization is not granted, they shall be given one more opportunity to do so on the date decided by the Faculty. Those failing to attend on the second occasion shall be deemed to have failed.

**Article 56**

Students who fail the Memoir component of a programme will be deemed to have failed the final year.

**Article 57**

Other more specifications related to the Memoir are detailed in the Memoir regulations adopted by Academic Senate.

**CHAPTER 10: ASSESSMENT****Article 58**

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

**Article 59**

Modules are assessed by coursework – assignments carried out during the teaching weeks, where grades and feedback are provided before the final examination – and by a final assignment or examination at the end of the semester/trimester.

**Article 60**

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 61**

No member of academic staff shall mark coursework, examine orally or invigilate or mark examination scripts produced by students with whom he or she has a close relationship, nor shall he/ she be a member of an Examination Board considering such students. Where this bars a Dean from a particular Board, a substitute shall be appointed by the Dean or Vice-Chancellor for Academics, as appropriate. Members of staff are required to recuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

**Article 62**

A ten-credit module shall normally be assessed by one two-hour examination. A twenty-credit module shall normally be assessed by a three-hour examination. The assessment burden for modules of other lengths shall be in proportion to their size.

**Article 63**

The grade for a module is made up of the grades for continuous and final assessments, weighted as approved in the Programme Specification. All assessments, module and programme marks shall be presented as percentage scores. Continuous assessments shall make up 60% of the module score while the final assessment shall make up 40% of the module score.

**Article 64**

The marks of all modules shall be provisionally published by the faculty not later than 5 days before the deliberation session. The students shall be given 72 hours for complaints where necessary.

**Article 65**

Students 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 Dean of the Faculty responsible for the Programme within one week of the mark being published and shall be supported by evidence.

The appeal shall be considered by a committee consisting of the Dean, the Programme Leader (or another academic member of the programme team if the Programme Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade within one week of the receipt of the appeal.

One further appeal is permitted against bias or maladministration, to the Deputy Vice-Chancellor for Academics, but any such appeal must be accompanied by fresh evidence not considered at the level of Faculty. There is no further appeal beyond this level.

**CHAPTER 11: THE CONDUCT OF EXAMINATIONS****Article 66**

The Module leader shall be the Chief Invigilator for examinations of his or her module or a substitute nominated by the Dean if he/she is unable to be present, supported by other academic staff as invigilators. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

**Article 67**

Talking among candidates or looking at each other's work and exchange of materials like rulers, calculators, etc shall not be permitted in examinations and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

**Article 68**

At the beginning of an examination, the Chief Invigilator shall remind students of the length 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.

**Article 69**

Students may not enter an examination after it has started except with the permission of an invigilator and may not hand in their scripts and leave within one hour of the end of the examination.

**Article 70**

Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning must be accompanied by an invigilator.

**Article 71**

Except with the permission of the module leader, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

**Article 72**

The final list of students allowed to sit for an examination is published by the chairperson of the examination board within 24 hours before the exam.

**Article 73**

When attending examinations, students must display their registration cards before entering the examination room and keep it on the desk during the session. Students have to sign the attendance list after submitting the examination booklet.

**CHAPTER 12: ABSENCE/LATE SUBMISSION OF ASSIGNMENTS,  
AND MITIGATION OF RESULTS****Article 74**

Attendance at lectures, seminars and practical sessions is compulsory. 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.

**Article 75**

Submission of coursework by the due date and attendance at examinations and in-course tests is compulsory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

**Article 76**

Students may make a written request to the Dean to be absent from teaching sessions or one or more examinations, producing evidence of circumstances that make it impossible for them to attend. 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 specially convened Mitigating Circumstances Board chaired by the Deputy Vice-Chancellor for Academics, with a membership of the Deans and the heads of academic departments, on the strength of the evidence that the absence is unavoidable and not likely to recur.

**Article 77**

An application may also be made after failure to attend an examination but within 7 days of it, and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Deputy Vice-Chancellor for Academics.

**Article 78**

Students may decide not to apply for leave of absence but may instead apply to the Dean for mitigation of results, before an examination or within seven days after it, on strong and compelling evidence that they were not able to perform at their normal level by reason of a medical condition, an accident or another unforeseen event or circumstance. The Dean will determine whether the application is to be accepted, and the Examination Board 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 79**

Where a student fails an examination because of authorized absence or performs badly in it with agreed mitigation, he/she shall take the supplementary examination and shall be eligible for the full range of marks. Otherwise, the mark attainable is capped at the pass mark.

**Article 80**

Failure to pass modules because the date for the special examination has not yet been reached shall not preclude students from progressing between levels.

**Article 81**

Students may make a written request to the Programme Leader 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 Programme Leader 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 82**

Extensions may be for no longer than a month or up to one week before the module examination whichever is shorter. Where a student is likely to need an extension longer than this, the application must go to the Dean.

**Article 83**

Where a student decided not to apply for late submission, but his/her performance is materially affected by circumstances which might have formed the basis of such an application, he/she may apply to the Dean, with evidence, for mitigation of result. If this is granted, the student will be allowed to resubmit or take the test again, within one month of the application. Whatever mark is achieved at the second take will stand as the student's mark for the assignment. In other cases, the mark is capped at the pass mark.

**Article 84**

Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding shall not preclude students from progressing between levels.

**CHAPTER 13: CHEATING****Article 85**

Cheating of any variety is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level or temporary or permanent exclusion from the Institution.

**Article 86**

“Cheating”, here, includes but is not confined to plagiarism and passing off another's work as the student's own, collusion between students in the production of submissions which are required to be individually authored though discussion of their content is permitted, the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

**Article 87**

Where an invigilator detects or suspects cheating on the part of a student, he/she must immediately fill in the Cheating Report form to be transmitted to the in Charge of Examinations who will eventually notify the Dean by writing with evidence supporting the charge within 24 hours after hearing from both chief invigilator and the student.

**Article 88**

If the Dean is satisfied there is a case to answer, he/she shall send copies of the evidence to the Deputy Vice-Chancellor for Academics and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defense or justification in writing.

**Article 89**

After examining the evidences, the Faculty decides whether it appears that cheating has occurred and submits a report to the Deputy Vice-Chancellor for Academics and recommends a penalty. In case of confirmation by the Vice Vice-Chancellor Academic, he/she will eventually send a report to the Vice-Chancellor for the final decision.

**Article 90**

Cheating shall be substituting a mark of zero and shall always be punished by 2 years of suspension. In case of repetition of an offence, the student will be punished by permanent exclusion from the Institution. Student who helps or conspires or colludes with someone to cheat shall be held equally guilty and shall receive the same penalty.

**Article 91**

After the suspension period, a student is required to write to the Deputy Vice-Chancellor for Academics for the reinstatement in the Programme.

**Article 92**

The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

**Article 93**

When plagiarism is proven for any component of a Memoir that has been submitted for summative assessment, the student shall fail that assignment without possibility of resubmission.



**Article 94**

Where plagiarism or other cheating is discovered in a Memoir, 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 degree will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Deputy Vice-Chancellor for Academics.

**Article 95**

A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file.

**Article 96**

Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

**CHAPTER 14: DELIBERATION BOARDS****Article 97**

Each Faculty shall establish a deliberation Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Dean or nominee and consists of all members of staff on permanent contracts plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Dean.

The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

**Article 98**

The quorum for such meetings is three quarters of the potential full attendance, and the Dean or his/her nominee must be present as Chair.

**Article 99**

In case of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favorable to the student shall be taken. The vote is done in secret.

The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

**Article 100**

The Minutes of the Board shall be passed to the Deputy Vice-Chancellor for Academics not later than three days after the deliberation session. The deliberation resolutions shall be published by 7 days.

**Article 101**

In case of complaints, student will address a complaint letter to the Chair of the Deliberation Board within 72 hours after the publication of the resolutions. An ad hoc committee is established by the Chair to consider the case.

**Article 102**

After the deliberation, students are provided with academic transcripts of the obtained results signed by the Dean of the Faculty.

**CHAPTER 15: PROGRESSION****Article 103**

Module leaders are responsible for delivering the list of module grades to Deans, and the Deans are responsible for presenting the grades for all the modules in a programme to the Deliberation Board, by a time to be specified by the Institution.

**Article 104**

The Faculty shall publish to students the grades of all modules not later than five days before the deliberation session for any possible complaints or rectifications.

**Article 105**

Marks awarded for each module will be provisional until confirmed by the relevant Deliberation Board and by Academic Senate.

**Article 106**

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%.

No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

**Article 107**

Where a module has more than one assignment, students are normally required to pass them all, but students who have failed one assignment but achieved a grade of at least 45% may be allowed to pass the module provided their overall module average reaches the pass grade.

**Article 108**

The minimum credits for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 100 credits at each level for four-year programme with 120 credits per year.

For three-year programme with 160 credits per year, the minimum credits for progression from one year of study to another, shall be 130 credits.

Students allowed to progress shall retake any failed modules during the next year. At minimum students should in addition have reached the level of a pass on the test of language competency in English to progress.

**Article 109**

Exceptionally a student who is otherwise qualified to progress but has failed the language test may be permitted to progress to year 2. No student will be permitted to progress from year 2 to 3 until they have passed the test.

**Article 110**

The minimum credits for progression from level 3 to level 4 will be 40 credits for four year programme. Students allowed to progress shall retake any failed modules during the next semester.

**Article 111**

The minimum credits for progression from level 4 to level 5 will be 40 credits for four year programme. Students allowed to progress shall retake any failed modules during the next year.

**Article 112**

Part-time students shall be permitted to progress to a pattern of study in the following year, which shall include some modules from the next higher year of study when they have achieved at least 80 credits for an academic year of 120 credits, or at least 105 credits for an academic year of 160 credits in the previous year of study. However, they must include all the modules from the lower year of study, which have not yet been passed. Part-time students may seek academic advice before committing themselves to module choices for the new academic year.

**Article 113**

Students who are not allowed to progress to the next level will be allowed to register as a part-time student and repeat the modules they have failed, but a bare pass will be the maximum grade they can achieve. However, students who re-take the entire year will not have their achievable grade capped in this way.

In either case, student's transcripts will show the module as being failed at the first attempt and retrieved when repeated or when the year is re-taken. No module may be retaken or repeated more than twice.

In some modules, the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules, industrial attachment and memoir). Such modules should be designated as "repeat only" in published module descriptions.

**Article 114**

Students who fail retaken modules, or who do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

## **CHAPTER 16: AWARDS**

### **Article 115**

Student may be awarded only one qualification following completion of a programme of study.

### **Article 116**

The awards are conferred by ICK based on the decisions and recommendations of Academic Senate. Vice-Chancellor, Deputy Vice-Chancellor for Academics, the holder's signature, and the seal of ICK are compulsory on the awards.

### **Article 117**

The graduation ceremony is chaired by the Chancellor of ICK or his/her nominee.

### **Article 118**

The credit and grade requirements for the award of degrees, diplomas and certificates, the honors classification and the award of distinction where appropriate shall be as specified in the *Rwandan National Qualifications Framework for Higher Education*.

## **CHAPTER 17: TRANSITORY AND FINAL MEASURES**

### **Article 119**

Other prior provisions contrary to this General Academic Regulations are hereby repealed.

### **Article 120**

These General Academic Regulations shall come into force on the date of its approval by the Council of ICK.