

INSTITUT CATHOLIQUE DE KABGAYI (ICK)



ICK ADMISSION AND REGISTRATION POLICY

Reviewed and approved on October 25, 2023

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1. GENERAL PRESENTATION OF INSTITUT CATHOLIQUE DE KABGAYI

This section includes an overview of Institut catholique de Kabgayi and focuses on the its background, vision, mission, motto, values and objectives.

1.1. Background of ICK

The “Institut Catholique de Kabgayi” (ICK) is a private Higher Learning Institution founded in 2002 by the Catholic Diocese of Kabgayi, under the name *Université Catholique de Kabgayi* (UCK). The idea to create a university came as a continuation of Kabgayi Diocese’s apostolic mission to contribute to the socio-economic development of Rwanda through education. More specifically, UCK was created with a goal to produce well trained and competent professionals who are able to take on various socio-economic challenges facing the country. To maintain its Catholic stamp, UCK was meant to produce graduates who are endowed with a critical mind but who are also morally conscious.

UCK was given recognition by the Ministry of Education by Convention of Allocation N°001/03/2003 concluded between the Government of Rwanda via the Ministry of Education and the Catholic Diocese of Kabgayi. It got the legal personality on 15/03/2006 by the Minister order n° 51/11 of 15/05/2006 as published in the Official Gazette of the Republic of Rwanda n°10 of 15/05/2006. What started as *Université Catholique de Kabgayi* (UCK) became *Institut Catholique de Kabgayi* (ICK) by the Ministerial Order N° 03/08.11 of 04/02/2010 promulgated in *Official Gazette of the Republic of Rwanda* N° 08 of 22/02/2010. The institute obtained accreditation or Definitive Operating License by the decision of the Cabinet, on March 24th, 2010.

1.2. Vision

ICK has the following vision: To be a Centre of Academic and Professional Excellence at national, regional and international level.

1.3. Mission

The mission of ICK is to advance and promote knowledge and development of skills in professionalism and innovativeness through quality education, research and community services for the transformation of society and sustainable development.



1.4. Motto

The motto of ICK is: Science – Conscience - Development.

1.5. Values

In all its teaching and research-related activities, ICK strives to instill the values of truth, justice and solidarity for the integral development of mankind.

Thus, in the implementation of its programs, the ICK will highlight the following values:

- a) The respect of the human rights: promoting social justice and respect of the human dignity; denying discrimination, favouritism and exclusion;
- b) Integrity: Transparency and accountability, privileging truth and honesty;
- c) Serving the community: Commitment to achieve our mission in developing synergy and solidarity with the community;
- d) Unity in diversity: Supporting the “unity in diversity” principle in promoting the spirit of tolerance, dialogue, participation and national unity and reconciliation;
- e) Gender equity: notion of complementing each other in the country development.

1.6. ICK objectives

The ICK objectives in the realization of its mission are:

- To provide a scientific and technological higher education, by taking into account the population's needs for development;
- To provide the student with skills, technology and education that enables him or her to assert himself or herself so as to create employment for his or her personal fulfillment and advancement as well as national development;
- To promote a formal framework of continuous learning and research in the curricular areas provided by the institution;
- To contribute to cultural, civic, moral and Christian education of the population;
- To promote, through learning and research, the values of truth, justice and solidarity for the integral promotion of the human being;
- To contribute to the search for solutions to other issues related to national development.



2. POLICY STATEMENT

The admission and registration policy of ICK is a statement of minimum standards leading a new applicant to be admitted and to register for one of the academic programmes offered by ICK.

3. VISION STATEMENT

The vision of admission and registration policy is to develop requirements for admission in academic programme offered by ICK and with conformity of Higher Education Council regulations, and supporting the registration procedures in order to ensure quality education.

4. ADMISSION REQUIREMENTS

- 3.1 The minimum age to be admitted at ICK is at least 18 years old. *should be*
- 3.2 To be admitted to the first year of undergraduate programmes at ICK, it is required to have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education or a qualification or other proof of ability to study on the programme which is considered equivalent.
- 3.3. The following table indicates the required combinations for admission per programme:

| N° | PROGRAMME | REQUIRED COMBINATIONS | ENTRY REQUIREMENTS |
|----|-------------------|--|---|
| 1 | <i>Journalism</i> | Literature in English-French-Kinyarwanda-Kiswahili | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History - Literature in English - Psychology | |
| | | History-Geography –Literature in English | |
| | | History-Economics-Literature | |
| | | Latin et Langues Modernes | |
| | | Lettres/Literature | |
| | | Secretariat | |
| | | Normale Primaire | |
| | | Droit et Administration | |
| | | Electronics and Telecommunication | |

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| | | ICT and Multimedia | |
| | | Languages Education | |
| | | Other related combinations | |
| 2 | Public Relations | Literature in English-French-Kinyarwanda-Kiswahili | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History - Literature in English - Psychology | |
| | | History-Geography –Literature in English | |
| | | History-Economics-Literature | |
| | | Latin et Langues Modernes | |
| | | Lettres/Literature | |
| | | ICT and Multimedia | |
| | | Electronics and Telecommunication | |
| | | Secretariat | |
| | | Normale Primaire | |
| | | Droit et Administration | |
| | | Languages Education | |
| | | Other related combinations | |
| 3 | Rural and Urban Development | History-Economics-Geography | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | Math-Economics-Geography | |
| | | Math-Computer Science-Economics | |
| | | Math-Physics-Computer Science | |
| | | Agriculture and Food Processing | |
| | | Veterinaire | |
| | | Electricity/Energy | |
| | | Forestry | |
| | | Public Works | |
| | | Sciences Humaines | |
| | | Normale Primaire | |
| | | Mecanique | |
| | | Math-Chemistry-Biology | |
| | | Travaux Public et Construction | |
| | | Construction and Building Services | |
| | | Other related combinations | |
| 4 | Environment Management | Biology-Chemistry-Geography | Having an Advanced Secondary |
| | | Math-Chemistry-Geography | |

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| | | Math-Chemistry-Biology | School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | Math-Physics-Geography | |
| | | Physics-Chemistry-Biology | |
| | | Physics-Chemistry-Mathematics | |
| | | Forestry | |
| | | Nutrition | |
| | | Public Works | |
| | | Physics-Economics-Math | |
| | | Biochimie | |
| | | Latin-Sciences | |
| | | Math-Physique | |
| | | Normale Primaire | |
| | | Other related combinations | |
| 5 | Sociology | Social Studies Education | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History-Economics-Geography | |
| | | Math-Economics-Geography | |
| | | Secretariat | |
| | | Sciences Humaines | |
| | | Action Sociale | |
| | | Lettres | |
| | | Early Childhood Education | |
| | | Nutrition | |
| | | Normale Primaire | |
| | | Other related combinations | |
| 6 | Accounting | Accountancy | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History-Economics-Literature | |
| | | Literature –Economics-Geography | |
| | | Math-Economics-Geography | |
| | | Math-Computer Science-Economics | |
| | | Physics –Economics-Math | |
| | | Computer Science and Management | |
| | | Normale Primaire | |
| | | Other related combinations | |

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| 7 | Finance | Accountancy | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History-Economics-Literature | |
| | | Literature –Economics-Geography | |
| | | Math-Economics-Geography | |
| | | Math-Computer Science-Economics | |
| | | Physics –Economics-Math | |
| | | Computer Science and Management | |
| | | Normale Primaire | |
| | | Other related combinations | |
| 8 | Economics | Accountancy | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History-Economics-Literature | |
| | | Literature –Economics-Geography | |
| | | Math-Economics-Geography | |
| | | Math-Computer Science-Economics | |
| | | Physics –Economics-Math | |
| | | Computer Science and Management | |
| | | Normale Primaire | |
| | | Other related combinations | |
| 9 | Geography and History | History-Geography-Literature | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | History-Geography-Economics | |
| | | Social Studies Education | |
| | | Sciences Humaines | |
| | | Normale Primaire | |
| | | Other related combinations | |
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| 10 | English-French | Literature in English -French-Kinyarwanda - Kiswahili | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | Latin et Langues Modernes | |
| | | Lettres/Literature | |
| | | Secretariat | |

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| | | Normale Primaire | |
| | | Social Studies Education | |
| | | Languages Education | |
| | | Early Childhood and Lower Primary Education | |
| | | Other related combinations | |
| 11 | English-Kinyarwanda | Literature in English -French-Kinyarwanda - Kiswahili | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | English-Kiswahili-Kinyarwanda | |
| | | Social Studies Education | |
| | | Early Childhood and Lower Primary Education | |
| | | Latin et Langues Modernes | |
| | | Lettres/Literature | |
| | | Secretariat | |
| | | Normale Primaire | |
| | | Languages Education | |
| | | Other related combinations | |
| 12 | English-Kiswahili | Literature in English -French-Kinyarwanda – Kiswahili | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | English-Kiswahili-Kinyarwanda | |
| | | Social Studies Education | |
| | | Early Childhood and Lower Primary Education | |
| | | Latin et Langues Modernes | |
| | | Lettres/Literature | |
| | | Secretariat | |
| | | Languages Education | |
| | | Normale Primaire | |
| | | Other related combinations | |
| 13 | Advanced Diploma in Midwifery | Physics-Chemistry- Biology | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. |
| | | Mathematics-Chemistry-Biology | |
| | | Biology-Chemistry-Geography | |

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| | | Biology-Chemistry-Nursing | The acceptable minimum grade is at least D compulsory in Chemistry and Biology. |
| | | Sciences Infirmières | |
| 14 | Advanced Diploma in Nursing | Physics-Chemistry- Biology | Having an Advanced Secondary School Certificate with at least 2 principal passes in core subjects related to the program applied for. The acceptable minimum grade is at least D compulsory in Chemistry and Biology . |
| | | Mathematics-Chemistry-Biology | |
| | | Biology-Chemistry-Geography | |
| | | Biology-Chemistry-Nursing | |
| | | Sciences Infirmières | |

4.1. To be admitted to the Postgraduate Diploma, it is required to hold a Bachelor's Degree in any other programme different from that of Education or its equivalence.

5. APPLICATION PROCEDURES AND SUPPORTING DOCUMENTS

An applicant for admission on programmes offered at ICK must apply online at ICK website: <http://www.uck.ac.rw> and to provide the following supporting documents:

- Copy of secondary school or its equivalent for national/international applicant;
- Copy of national identity card or passport for international applicant;
- Copy of academic transcript for non-first year applicant;
- A passport photo.

6. OFFER OF ADMISSION

All offer of admission to pursue a programme of study at ICK is made by the Deputy Vice-Chancellor for Academic and Research Affairs or nominee by providing an official admission letter to the applicant with his signature and the stamp of the institute. No promise or purported offer made otherwise than in accordance with this regulation has no validity.

7. ELIGIBILITY OF ADMISSION

Admission to ICK is qualified upon an applicant after receiving an admission letter, he/she completed the registration form and signed a declaration and undertook he/she will abide by the policies and regulations of ICK and provided the required documents for registration.

8. DECLINE OF ADMISSION REQUEST

ICK reserves the right to reject application to study on academic grounds or if places are no longer available, or if an applicant comes from another Higher Learning Institution and has been excluded or suspended for cheating and their exclusion is *less than two years*.

9. REGISTRATION PROCEDURES

9.1 A student's date of registration is the date of their first admission and enrolment at ICK on their academic programme.

9.2 Students must register online at the beginning of the approved academic period for registration. For 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 December, third in April and the fourth at the start of the summer session July. This arrangement could allow for multiple registrations for modules throughout the academic year, not less than sixty credits.

9.3 The duration of registration period takes 30 days from the date of the beginning of the current Academic Year. After this period the online registration is closed.

9.4 For a new student the process of registration starts by making admission request and end with obtaining their registration number. This process includes the following steps:

- Online application at ICK website: <http://www.uck.ac.rw>
- Receiving online their admission letter to the academic programme
- Payment of registration fees
- Obtaining the registration number and being given student card.



- 9.5 The registration number presents three codes: the first code indicates the year of admission, the second code means the mode of attendance and Faculty and the third code indicates the serial number of each student.
- 9.6 The card shall have the student's names, his/her passport photograph, class level, Faculty/programme, mode of attendance, registration number, month Intake, the Deputy Vice Chancellor for Academic and Research Affairs signature, and the logo of the Institution.
- 9.7 For the continuing students' registration, they are required to submit online the transcript testifying their level of progression of academic year and the bank-slip as proof of payment of registration fees, and after he/she is given the student card.
- 9.8 Late application to register should be exceptionally accepted. It should be addressed in writing to the Deputy Vice-Chancellor for Academic and Research Affairs, to state the reasons for the lateness, within fifteen days after the end of the registration period. The Deputy Vice-Chancellor for Academic and Research Affairs will decide on the case with the advice of the faculty responsible for the programme on which registration is sought.
- 9.9 Students who fail to register in due time will automatically lose the right to register during that academic year.
- 9.10 To be admitted to lectures or other teaching/learning activities of ICK or to examinations or other assessments, students must be registered on the appropriate programme.
- 9.11 Names and date of birth of a student should be the same on their secondary school certificate and their national identity card and will be used on their all-official academic document. Otherwise, the student is required to provide a right document until all of them correspond, unless non authorized academic document will not be given to them.



- 9.12 A student who has suspended their registration should apply online for reintegration and submitting the previous academic year transcript and receives admission letter for approval, and the payment of registration fees, and after he/she is given the student card.
- 9.13 For a continuing, reintegrated or newly admitted student who wish to shift the mode of attendance or academic programme should first complete registration process in the same mode of attendance or programme, and make online the mobility request after being enrolled.
- 9.14 It is the responsibility of applicant and student to ensure that information which they provide is accurate and complete. This requirement applies amongst other things to applications, qualifications and registration documents.
- 9.15 A student who has been awarded at ICK's Diploma/Degree and wish to apply for a different programme will be considered as a new applicant and receive a new registration number after completing all the registration requirements.
- 9.16 After the registration period all students receive their student card which allow them to have access to different institutions' facilities, to attend classes and examinations, the entry the premises, and the use of the library.
- 9.17 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.
- 9.18 The names under which students are registered will be used in all Institution documents. Any request for change of name must be supported by legal documentation.



- 9.19 A student's registration may be withdrawn at any time during the academic year by the Deputy Vice-Chancellor for Academic and Research Affairs on the grounds of a serious omission or false declaration at registration.
- 9.20 On disciplinary grounds, Registration may be withdrawn by the Deputy Vice-Chancellor for Academic and Research Affairs who submits the report to the Vice-Chancellor for students' exclusion from the Institution.
- 9.21 At the end of the programme and after graduation all graduates receive their Diploma/Advanced Diploma/Bachelor's Degree, Postgraduate Diploma, which specifically presents the academic programme, names and date of birth of a graduate award conferred, and date of graduation.

10. FINAL DISPOSITIONS

- 10.1 From time to time, ICK may make changes to this Policy and relevant Guidelines to improve the effectiveness of their operations.
- 10.2 The present ICK Admission and Registration Policy is reviewed and approved by ICK Academic Senate in its ordinary meeting held on October 25, 2023.

Father Prof. Fidèle DUSHIMIMANA
Vice Chancellor of ICK

