

# **INSTITUT CATHOLIQUE DE KABGAYI (ICK)**



## **ICK STUDENT REGULATIONS AND DISCIPLINARY PROCEDURES POLICY**

Revised and approved by Academic Senate 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 24<sup>th</sup>, 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. PURPOSE AND SCOPE**

### **Article 1**

These student regulations and disciplinary procedures policy apply to all students of ICK. Cheating and plagiarism, and failure to attend teaching sessions and examinations, are covered in the *ICK General Academic Regulations*. These Regulations cover other forms of unacceptable behaviors.

### **Article 2**

ICK is convinced that in all cases except criminal matters, every effort will be made by staff to resolve matters informally through day-to-day counseling and advice before the formal procedure is invoked.

### **Article 3**

The purpose of the procedure is to provide guidelines and a structure to ensure that disciplinary matters are dealt with promptly, fairly, consistently and in a transparent and accountable manner. The emphasis should be on the identification and correction of problems rather than on punishment.

## **3. DISCIPLINE ORGAN AND RESPONSIBILITIES**

### **Article 4**

The discipline organ committee has three committees, namely Advisory committee, Discipline committee and Senior Discipline Committee.

## **Article 5**

*Advisory Committee* is composed of:

- Dean of Students
- Head of Department in which the student is registered
- President of the ICK Students Union
- In charge of discipline in the ICK Students Union
- Representative of the class in which the student is registered

## **Article 6:**

The Advisory Committee is in charge of advising and helping faulty student to change behavior. This committee is chaired by Dean of Students, and the secretary is the President of the ICK Students Union. The president of the committee shall call for a meeting of the committee members when there is indiscipline case to handle or whenever it is required.

## **Article 7**

*The Discipline Committee* is composed of Academic Registrar, Dean of the faculty of faulty student, Dean of Students, Human Resource Management, President of the ICK Students Union, and it is chaired by the Academic Registrar. The president of this committee calls for a meeting of the committee members when there is indiscipline case to handle from Advisory committee or whenever it is required. The secretary of the committee is the Dean of Students.

## **Article 8**

*The Senior Discipline Committee* is supreme discipline committee and it is composed of the Vice-Chancellor, Deputy Vice-Chancellor for Academic Affairs and Research, and Academic Registrar. It is chaired by the Vice-Chancellor, and the secretary is the Academic Registrar.

# **4. INFRACTIONS**

## **Section 1: Less serious offences**

## **Article 9**

Less serious offenses, in these regulations, are defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes to the institution's property, but does not make it difficult or impossible for the institution to trust the offender or

staff or students to work with him or her. For the purpose of this disciplinary procedure the term includes, but is not restricted to, cases of:

- Smoking in designated non smoking areas;
- Unsatisfactory behavior towards staff or in class;
- Use of mobile telephones during lectures or other teaching sessions, in the Library
- Breach of safety regulations;
- Misuse of institutional facilities;
- Willful refusal to carry out a reasonable request or instruction (e.g. refusal to present student card);
- Inappropriate clothing styles

### ***Stages of disciplinary procedures for less serious offences***

#### **Article 10**

**Stage 1** – If the level of alleged misconduct is such that the Advisory committee decides, on a preliminary view, that a formal oral warning may be appropriate, it will inform the student and it will convene a hearing. The hearing will involve all the members of the committee, and the concerned faulty student. At the end of the hearing, and if the student admits the offence, the Advisory committee will decide whether it is necessary to issue a formal written warning. If a formal written warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence and argument presented to the committee is judged by the same committee to support the allegation, then the student has a right of appeal to a higher discipline committee.

#### **Article 11**

**Stage 2** – If a student has failed to heed a formal written warning, the Discipline committee will then convene for hearing, and it will involve all the members of the committee together with the concerned faulty student. On the basis of this hearing, they shall decide whether it is appropriate to issue another written warning or a final written warning. At the end of the hearing, and if the student doesn't admit the offence in spite of the real evidences, the committee will decide whether it is necessary to issue a required sanctions.

***Penalties*****Article 12**

Penalties for less serious offences include:

- Oral warning
- Written warning
- Blame in public

**Section 2: Gross misconduct****Article 13**

Gross misconduct is defined in these Regulations as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible.

Gross misconduct' includes, but is not limited to, cases of:

- Theft;
- Fraud, including deliberate falsification of records;
- Fighting;
- Assault on another person (including sexual assault);
- Bullying and harassment of a student or a member of staff (including sexual harassment);
- Harassment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;
- Deliberate damage to the institution's property;
- Incapability on campus through alcohol or being under the influence of illegal drugs;
- Negligence which causes or risks unacceptable loss, damage or injury;
- Continued refusal to carry out a reasonable request or instruction;
- Willful and/or confirmed breach of safety rules;
- Disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.

***Disciplinary procedures for gross misconduct*****Article 14**

Where a student is accused of gross misconduct, as defined in article 13, the Disciplinary Committee must inform the Vice-Chancellor and requests him/her to temporarily suspend the faulty student. The Vice-Chancellor shall organize the meeting of the Senior Discipline



Committee as soon as possible thereafter and in all cases within three days, for hearing and taking the appropriate action.

### **Article 15**

Any student excluded shall be entitled to receive written notification of the suspension from the Vice-Chancellor within 24 hours, setting out the grounds on which the decision to suspend has been taken. Exclusion would normally take place only when investigation is inhibited or there is a risk to students or staff.

### **Article 16**

If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are:

- a) Exclusion from campus for a fixed period of up to three years (following failure to comply with a final written warning);
- b) Permanent exclusion from campus
- c) In exceptional mitigating circumstances, a final written warning (following gross misconduct).

The hearing shall also determine whether or not to allow the student to be awarded any academic qualification he or she may have earned so far in his or her course of studies.

## **5. INTERNAL DISCIPLINARY PROCEDURES – GENERAL PRINCIPLES**

### **Article 17**

No disciplinary action will be taken against a student until the case has been fully investigated.

### **Article 18**

In reaching a disciplinary decision, note should be taken of the evidence for the alleged misconduct, its gravity and the disciplinary record of the student.

**Article 19**

All allegations of misconduct shall be reported in the first instance to the Advisory committee, and it shall be its duty to decide whether the presented case is sufficient to call for further investigation and/or the use of disciplinary procedures.

**Article 20**

Except for gross misconduct, no student will be permanently excluded from the campus for a first breach of these regulations.

**Article 21**

A student will have the right of appeal against any formal disciplinary action.

**Article 22**

A student will at all stages have the right to be accompanied by a representative of the Students' Union in charge of discipline.

**6. RIGHT OF APPEAL****Article 23**

All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of disciplinary action. Notice of intention to appeal shall be submitted in writing to the Vice-Chancellor within seven calendar days of the receipt of written confirmation of disciplinary action.

**Article 24**

An appeal hearing will be held at a time mutually agreed, but not later than fourteen calendar days following the notification of appeal. The appeal will be held in accordance with these Regulations, and shall be conducted by the Vice-Chancellor.

**Article 25**

Appeals against final formal written warnings or exclusion from campus shall be heard by the Vice-Chancellor. In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.

**Article 26**

Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Vice-Chancellor against the exclusion, who shall determine the appeal as soon as practicable. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.

**7. ALLEGATIONS OF CRIMINAL MISCONDUCT****Article 27**

Where any member ICK community receives an allegation of criminal misconduct against a student, he or she shall record the allegation (but without undertaking any further investigation or attempting to test the evidence). If the nature of the allegation suggests danger to any student or member of staff, the matter shall be reported immediately to the police. If this does not appear to be the case, the staff member to whom the allegation is reported shall immediately consult the Vice-Chancellor, or in his or her absence the Deputy Vice-Chancellor for Academic Affairs and Research or in their absence another member of Senior staff.

**Article 28**

Unless there is, quite clearly and beyond dispute, no basis to the allegation, the senior member to whom the allegation is reported shall immediately consult the Vice-Chancellor or the Deputy Vice-Chancellor for Academic Affairs and Research if they can be contacted, and then report the matter to the police.

**Article 29**

If the police decide to proceed with the case, staff and students shall cooperate fully with them. No further internal investigation of the alleged offence shall take place until the police have completed their investigations.

**Article 30**

If the police do not detain the alleged offender, and it seems to him or her that staff or students could be in danger, the Vice-Chancellor or his/her nominee shall exclude the alleged offender from the campus. This action must be confirmed by the Vice-Chancellor or Deputy Vice-Chancellor for Academic Affairs and Research within 24 hours, and a notice of suspension issued.

**Article 31**

If the police decide not to proceed with the allegation, or when their investigation is complete, the Vice-Chancellor and Deputy Vice-Chancellor for Academic Affairs and Research shall confer to decide whether to proceed with internal disciplinary procedures.

**Article 32**

A student convicted of and imprisoned for a serious criminal offence may be permanently excluded from the campus by the Vice-Chancellor without further investigation or disciplinary procedure.

**Article 33**

In other cases where a student is convicted of an offence, guilt of the offence may be taken as proven but the disciplinary procedures shall be used to determine the penalty to be applied by the institution. If the police decide not to proceed with the case, this does not preclude the institution from proceeding with the disciplinary procedures.

## 8. FINAL DISPOSITIONS

### Article 34

These student regulations and disciplinary procedures can be subject to modifications on a decision of ICK Academic Senate, either on a proposal from the Senior Discipline Committee or the Vice-Chancellor of ICK.

### Article 35

Concerning other cases that are not provided here, the Senior Discipline Committee refers to other regulations of ICK or to the national laws.

### Article 36

The present ICK Student regulations and disciplinary procedures 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

