



East African University Rwanda



ACADEMIC REGULATION POLICY

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PREAMBLE

These regulations shall apply to all programs leading to the various awards as stipulated in the National Qualifications Frameworks as elaborated by the Higher Education Council (HEC) up to Bachelor's degree with honours/Graduate programs.

They include a set of standards adopted by the Academic Senate and approved by the Board of Directors with a view to define and determine students' categories, admission requirements and registration procedures, structure of teaching programs, examination procedures, dissertations, conditions for promotion, repeating a year, failure and suspension of registration of students as well as academic transcripts, certificates, diplomas and degrees awarded by EAUR. No amendments to the rules and regulations may be made without approval by the Academic Senate.

The regulations specified in this document are complementary to the guidelines for HLIs as issued from time to time by the Higher Education Council (HEC).

Where programs 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 take precedence over the Programme Specification documents.

Regulations stipulated in this document are legal and constitute academic statutes governing EAUR programs.

INTERPRETATION AND DEFINITION OF TERMS

Article 1: The interpretation of this Policy document shall rest with the Senate subject to appeal to the University's Board of Directors whose decision is final.

Article 2: In this Policy document, unless the context otherwise requires, the following terms are hereby defined:

“Academic Credit” A value allocated to a course unit to describe the student workload required to complete the course. It is a reflection of the quality of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution such as lectures, practical work, seminars, tutorials, laboratory and/or library work, examination and other assessment activities. Credits can also be allocated to practical placement and to thesis/dissertation preparations when these activities are assessed as an integral part of the official programme.

“Academic Department” means a line administrative academic entity associated with a particular discipline within the University or School.

“Academic Dress” means regalia, which must be worn by all graduands who are attending a university graduation ceremony. This consists of the gown, hood and cap (mortar board).

“Academic year” means such period of twelve calendar months or equivalent in contact hours and usually consisting of two semesters or as the University’s Board of Directors may from time to time prescribe;

“Administrative Department” means a segment of a division of performing specialized professional and staff functions so as to achieve strategic and operational objectives of the University.

“Alumni” mean former students of EAST AFRICAN UNIVERSITY RWANDA

“Chancellor” is the titular and ceremonial head of every institution of higher learning in Rwanda and presides over all graduation ceremonies or any higher authority who may be appointed by the Board of Trustees of EAUR on the recommendation of the chairman of Board of Trustees.

“Convocation” means a ceremony held by the University when students receive degrees, diplomas or certificates after successfully completing prescribed course of study;

“Course of study” means a period of study at the University that leads to an examination or a qualification;

“Course” means the structure for a certificate, diploma, degree or other academic qualifications and the subjects of study in that course;

“Dean” means the Administrative head of a school.

“Degree” means a qualification based on a structured course in a given discipline attained after full cycle of secondary school education or its equivalent and structured according to the provisions of the Rwanda National Qualifications Framework.

“Deputy Vice Chancellor” means any appropriately appointed officer who deputizes the Vice Chancellor for specific functions defined in his or her job description

“Diploma” means a qualification based on a structured course in a given discipline attained after full cycle of secondary school education or its equivalent and structured according to the provisions of the Rwanda National Qualifications Framework.

“Executive Council” means the Executive council of EAST AFRICAN UNIVERSITY RWANDA (EAUR) established under EAST AFRICAN UNIVERSITY RWANDA (EAUR) Statute document.

“Financial Year” means the financial year of the University established under EAST AFRICAN UNIVERSITY RWANDA (EAUR) Statute document

“Graduate” means a person upon whom a degree or other academic qualification has been conferred by the University

“**HEC**” means Higher Education Council

Internal Moderator: An academic member of staff of EAST AFRICAN UNIVERSITY RWANDA (EAUR) at the rank of senior lecturer and above who has been nominated by a department, centre or school from any relevant department, centre or school of the University and approved by senate to moderate examinations. A moderator is expected not to have taught the students being examined in that academic year.

“**Lecturer**” means a member of staff of the University who, is in terms of appointment, a professor, Associate professor, senior lecturer, lecturer, assistant lecturer or tutorial assistant or a person who holds any other teaching position which the Board of Directors have recognized as a post having academic status in the University.

“**Librarian**” means the person appointed by the Senior Management to be the librarian of EAST AFRICAN UNIVERSITY RWANDA

“**Officer of the University**” means a duly authorized member of staff involved in specific administrative and managerial responsibilities for specific functions of the University;

“**Quality**” means all policies, system, and processes directed at ensuring the maintenance and enhancement of the quality of educational provision within an institution with specific reference to the standards sets out in *Rwanda Quality Framework*

“**School**” means a school of the University established under EAST AFRICAN UNIVERSITY RWANDA (EAUR) Statute document.

“**Semester**” means a period of study consisting of 15 study weeks or equivalent in contact hours or as may be prescribed by Senate of EAST AFRICAN UNIVERSITY RWANDA (EAUR)

“**Senate**” means the Academic Senate of the university established under EAST AFRICAN UNIVERSITY RWANDA (EAUR) statute Document.

“**Statutes document**” means that document prepared and sanctioned by the University’s Board of Directors binding all University’s officers and setting the authority, responsibilities, structures, operational units, and mode of operations of the University to ensure that the University meets the requirements and standards of academic excellence set in the Rwanda National Qualifications Framework and under the strict guidance of the Higher Education Council.

“**Student**” means a person who is studying at the University; (EAUR)

“ **University** ” means a tertiary institution or an institution of higher learning duly recognized by the Laws of the Republic of Rwanda, whose object is the provision of higher education offering courses of study leading to the award of certificates, diplomas and degrees in its own right and conducting research and publishing;

“**Vice Chancellor**” means the CEO and Administrative Head of the University

CURRICULUM DESIGN AND REVIEW

Article 3: All EAST AFRICAN UNIVERSITY RWANDA (EAUR) curricula must be designed and developed to meet the needs of the local market as well as regional and global labour force. Emphasis is placed on both employability and job creation through entrepreneurial creativity.

Article 4: Any programme to be designed begins with a discussion and proposal from the Department concerned. A Department level validation workshop is held

to ensure that the proposed programme is relevant and needed by the market. The proposed programme is then forwarded to the Deputy Vice Chancellor-Academic and then to the Senate for validation. It is then approved or rejected by Senate. Senate then recommends approved programs to the Board of Directors for Final approval. Not until this approval is obtained can any addition or change be effected. Before inclusion of a new program, care is taken to be sure of sufficient student enrolment and tuition or some subsidy. In case of uncertainty, the additional programme is postponed.

Article 5: In consultation with different stakeholders, constant evaluation of current programs is effected to determine where updating is required. Proposals for review of programs may come from different sources: EAST AFRICAN UNIVERSITY RWANDA (EAUR) administration, teaching school, students, and government authorities, leaders in non-governmental organizations, the private sector and industry.

Article 6: Review of programs are done after every three years or when it is determined that specific market related demands or corrections identified need to be attended to urgently or whichever is first.

APPLICATION, ADMISSION AND REGISTRATION POLICIES

Minimum Admissions Requirements

Article 7: A candidate for a certificate, diploma or degree, in any Department, School, or Centre must comply with the conditions and meet the selection criteria set out by the HEC and in the University's admissions policy approved by Senate.

Article 8: EAST AFRICAN UNIVERSITY RWANDA (EAUR) admits to its bachelor or degree and Advanced Diploma programmes only students who have completed an Advanced General Certificate of Secondary Education and obtained at least a minimum of *two principal passes* or Equivalent Qualifications.

Article: 9. Guidelines for determine eligibility of students with advanced diploma to be admitted into bachelor program:

- Must have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education.
- Must have completed and graduated in a program leading to award of advanced diploma.
- The higher learning institution which awarded the Advanced Diploma must fully accredited by a body mandated to deal with such issues in the country where that higher learning institution is operating.
- The student should at least spent one and half year at EAUR for him/her to complete his/her studies leading to the award of bachelor's degree.
- The documents of students who have obtained an Advanced Diploma wishing to upgrade their level of education shall be assessed by the Head of Department, Dean of School and the Academic Registrar from recommendations made by the admission Board members in order to determine the Modules and credits that have to be studied in order to accumulate the minimum credits required for one to complete a bachelor's degree in a particular program and admission shall be made basing of the recommendation from the department.
- The Academic Registrar will issue an admission letter in such cases indicating the number of Modules to be covered by the Candidate and also allocating a registration number.
- The program to be upgraded in should be same or similar with the one studied at advanced diploma.

Equal Opportunity Admissions

Article 10: EAST AFRICAN UNIVERSITY RWANDA (EAUR) pursues equal opportunity enrolment to all potential candidates based on merit. Male, female and disable applicants are given equal opportunity to be admitted at EAST AFRICAN UNIVERSITY RWANDA (EAUR). The Admission's Board, however, has the right to refuse or revoke admission to any student should it consider that such admissions is detrimental to the interests and mission of the University.

Article 11: The University reserves the right to review or change the admission regulations and set higher thresholds of minimum requirements without giving prior notice.

Application Procedures

Article 12: Applicants are required to fill in the EAST AFRICAN UNIVERSITY RWANDA (EAUR) application form enclosing certified copies of academic testimonials, copy of the National identity card or passport, and two recent passport size colour photographs. All applications are subject to a selection process. Applicants will be notified upon submission of their application of whether or not they meet the minimum admission requirements. Where necessary, EAST AFRICAN UNIVERSITY RWANDA (EAUR) deserves the right to interview the applicant.

Selection for Admissions

Article 13: Applications are analyzed by the admissions officer and referred to the Registrar for further analysis and issuing of provisional admissions letters. EAST AFRICAN UNIVERSITY RWANDA's Admissions Board sits at the beginning of each academic year to ratify the admissions.

Article 14: The Admissions Board may refuse to admit any student to a course of study in any subject if the standard of proficiency which the student had previously attained is not, in the opinion of the Board, sufficient.

Article 15: Registered students of another Rwandan or internationally recognized Higher Learning Institution who desire to be admitted to the University may be admitted based on the credibility of documents presented and the accreditation status of the said HLI, subject to the approval of the Admissions Board.

Article 16: Students may not be admitted to any course in any subject until their curricula have been approved by the Senate.

Registration

Article 17: Registration shall be done within two weeks before the commencement of the academic year and at most not later than two weeks after commencement of the academic year for applicants on the supplementary list. Students failing to register before the deadline may forfeit their place of admission. To register, new students must bring along the admission letter. EAST AFRICAN UNIVERSITY RWANDA (EAUR) management may demand for the original copies of the Academic and other important documents.

Article 18: At the beginning of each academic year each student is required to renew his/her registration to enable tracking of active students and those who have deferred studies, provided that students may be refused permission to renew their registration for any period of study if they fail to satisfy the prescribed minimum requirements of study. Students who defer studies are required to fill-in the requisite deferment forms.

Article 19: To register, students must show evidence from the Accounts Office that he/she has paid registration fees, caution money (for the new students), Student ID fees and at least 60% of the tuition fees.

Article 20: Tuition fees for each academic year is payable in advance, that is, it is paid at the beginning of each semester. No student will be allowed in class without having paid at least 60% of the tuition fees. Instalment payments may be negotiated and obtained from Finance Unit and the beneficiary must sign the contractual agreement and must abide by it.

Article 21: All payments must be done through bank account using officially designated EAST AFRICAN UNIVERSITY RWANDA (EAUR) Bank Account Numbers. The Finance Office shall publish details of such accounts at the

beginning of each academic year and notify students of any change thereof. Original copy of the bank slip must be presented to the Accountant to obtain a receipt for proof of fees payment. Under no circumstance, shall tuition fees paid be refunded.

Article 22: All registered students will be issued with EAST AFRICAN UNIVERSITY RWANDA (EAUR) Identify Cards (IDs), valid for one academic year. No student shall be allowed in the campus without a valid ID card. No student is allowed to attend lectures, do any practical work or sit for any examination or use any of the University facility/property unless he/she is a registered student.

Article 23: Cases of falsification of documents or giving any false or incomplete information shall lead to the automatic cancellation of admission/registration. Legal actions may also be taken against the culprit. A student found to have presented falsified documents shall lose his/her place in the University (shall be dismissed) any time it is discovered and shall automatically lose all achievements (awards) attained to date of the discovery.

Article 24: at the time of registration, a student is required to supply to the Academic Registrar his/her telephone number, email and residential addresses. Any change must be notified within a week.

Article 25: The Senate may refuse students permission to renew registration in any Department, School, or Centre if they are deemed to be unable to profit from further study, or if they have:

- (a) failed 75% or more of the courses (modules) for which they have been registered for two consecutive years, irrespective of the number of credits so far obtained towards the certificate or diploma or degree.
- (b) Failed to complete their studies within seven years since registering for the programme for the first time

Article 26: The Senate may, after the semester examinations in any academic year, cancel students' registrations for the remainder of that academic year, and may refuse students permission to renew registration in any Department, School, or Centre if the students are unable to satisfy, by the end of the academic year, the minimum requirements of study prescribed by the Department, School, or Centre in which they are registered, and if they are not completing, will not be registered for more than one course in the semester following the semester examinations.

Article 27: Except with the special permission of the Senate, a student who has been excluded on account of failure to satisfy the minimum requirements of study prescribed for in one Department or University or School may not be admitted to any other Department, School, or Centre of the University.

A student may not be registered for more than one certificate or diploma or degree at the same time, or be registered as a student of another University, without the permission of the Senate.

ACADEMIC CALENDAR, TIME TABLING AND LECTURE ATTENDANCE

Article 28: There shall be an academic calendar prepared by the registrar and approved by Senate, which shall define the duration and major activities of the University in a year and in line with the requirements of the HEC.

Article 29: Annual Calendars must be prepared at least two years in advance, but may be modified as required by specific needs.

Article 30: There shall be a time table prepared by the Head(s) of Department(s) in close collaboration with the Registrar. Time tables must be published at least two weeks before the beginning of a semester.

Article 32: Students are responsible for ensuring that there are no timetable clashes in their proposed curricula.

Article 33: A candidate for a certificate, diploma or degree must attend the courses, perform the work and pass the examinations which are prescribed for that certificate, diploma or degree.

Article 34: The student attendance to lectures, practical sessions, seminars and assessments is mandatory. A strict monitoring shall be observed and students who fail to attend at least 80% of class participation shall be automatically denied access to examination papers.

Article 35: Candidates may be required to devote to the curriculum for a certificate or diploma or degree normal period specified in the academic policy and curriculum document. The distribution of the modules / courses in the curriculum under the semester system follows a minimum of 4 to 6 modules.

COMPLETION OF COURSES/MODULES (Modular system)

Article 36: Candidates for a certificate, diploma or degree must comply with all the requirements which the Senate has approved for each subject taken by them. These requirements are defined in each programme curriculum and detailed syllabus.

Article 37: All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved in the module. Levels descriptors are given in the Rwandan National Qualifications Framework.

Article 38: 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 39: In conformity with the HEC; a ten-credit module shall normally be assessed by one two-hour examination and one substantial piece of coursework or two shorter pieces of coursework. A twenty credit module shall normally be assessed by a three-hour examination and two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.

Article 40: A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for undergraduate programs of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year.

Article 41: There shall be a module description for every module approved by the Senate, which includes the following: school/Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinized and approved at school level and shall have been available to the Validation Panel which advised on the approval of the Programme.

Article 42: Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A prerequisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A

prohibited combination is a set of two or more modules which may not be taken together within the same programme.

Article 43: 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 examination shall make up 40% of the module score.

Article 44: all student attendance of lectures, practical sessions, seminars, workshops, laboratory (practical work), structured exercises, set reading, self-directed study, and assessments (preparation and writing) is mandatory. All students must participate in Continuous Assessment which at the minimum shall include at least CAT and Assignments per course/module per semester. A Strict monitoring shall be observed. All students are obliged to respect written Continuous Assessment Tests (CAT) and final examinations instructions, failure to respect such instructions may lead to the disqualification of the students. Such participation must be certified.

Article 45: Except where otherwise provided for in a Department, School, or Centre or where in exceptional circumstances the Senate waives this requirement, a student may not

- (a) Undertake a second or subsequent course/module unless they have obtained credit for the prerequisite of that course/module; or
- (b) Take examinations in more than one programme of study in the same semester.

Article 46: Subject to any exceptions approved by the Senate, a student must have obtained a minimum number of credits in a lower level before progressing to the next level.

ACADEMIC FREEDOM

Article 47: The University believes in promotion of academic freedom. Academic freedom involves freedom in teaching and discussion, freedom in carrying out research without commercial or political interference; freedom to disseminate and publish one's research findings; freedom from institutional censorship, including the right to express one's opinion publicly about the institution or the education system in which one works; and freedom to participate in professional and representative academic bodies.

Article 48: Staff and students must exercise Academic freedom in a manner that meets a school member's professional and ethical obligations to students, to the University and its reputation and to the general public good. This is more so as genuine academic freedom also comes with the responsibility to respect the democratic rights and freedoms of others.

Article 49: The school member is a member of a learned profession, a member of the community, and a representative of the University. When school members speak or write as members of the community, they are free from institutional censorship or discipline, but, they are expected to remember that the public may judge the profession and Institution by their utterances.

EXAMINATIONS POLICIES

THE RATIONALE

Article 50: The purpose of this Section of the Academic policy and procedures is to achieve coordinated and consistent examination practices in the University. It sets out the principles underpinning the management of examinations which is a key pillar in the realization of university started objectives. The integrity of assessment process is central to both quality of learning experience and integrity of the process .This requires properly

structured examination management procedures which are clearly spelt out as to leave no benefit of doubt.

THE POLICY FRAMEWORK

Article 51: The framework of the examination policy rests with examination process principle which encompasses

- a) Managing the examination process, which is inherently stressful in such a way as to minimize extraneous sources of confusion and uncertainty.
- b) Creating a conducive examination environment in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with minimum disruption and distraction.
- c) Willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and do so in a consistent manner.

SETTING AND MODERATION OF EXAMINATIONS

Article 52: The setting of examinations shall be done by an Internal Examiner (IE) for the course/module who shall be a full-time or part-time member of staff who has taken part in the teaching of the course being examined, and who is involved in the examination process for the course.

Article 53: The internal examiner must set an examination that is standard and in which:

- (a) The syllabus is adequately covered
- (b) The questions are comparably challenging especially in cases where candidates make a choice
- (c) All different mental abilities of knowledge, application, analysis, , synthesis, critical evaluation and transferability of knowledge have been tested

- (d) All the questions are relevant and appropriate for the level
- (e) The question can be answered within the time allowed for the paper
- (f) The marking scheme tallies with the question paper and the weighting of each question is fair.

Article 54: The Examination papers, including marking schemes shall be set within the first week of the beginning of the course or module.

Article 55: Each department, school or centre shall have an examination coordinator appointed by the DVC-Academics upon recommendation of the Head of department, Deans of school or centre.

Article 56: Examinations question papers shall be submitted directly to the Assistant Registrar in charge of examinations where sufficient security measures shall be put in place to prevent unauthorized access to the examinations.

Article 57: The Assistant Registrar in charge of examinations shall receive the examinations on behalf of the Registrar by opening a black book where the examinations are recorded and signed by both parties (one submitting and one receiving)

Article 58: The submitted examinations question paper shall be accompanied with designed proofreading certificates to show evidence of proofreading having been properly done. The certificates shall be distributed to the departments, schools by the office of the Registrar.

Article 59: The Assistant Registrar in charge of examinations shall arrange for internal moderation of the examinations by subject or module experts duly approved by the DVC-Academics, before they are sent to the Registrar for moderation by external examiners. In the case of examinations done at the end of each module it may be construed that the moderation by the school subject experts moderation team is adequate.

Article 60: The Assistant Registrar in charge of the Examinations shall submit internally moderated examinations questions papers to the Registrar who shall in person or through reliable courier services deliver them to the external examiner.

Article 61: External examiners shall moderate the examinations and make their comments through written report or on the question papers both of which must be signed by them. Upon receipt of the External Examiners reports, the Assistant Registrar in charge of the Examinations shall call Examiners Board meetings to discuss the reports and make the necessary corrections.

Article 62: In the event that time does not allow for moderation of examinations questions papers by the external examiner the Registrar shall in writing request the Examiners Board to moderate the said question paper(s) provided that a satisfactory explanation is given as to why external moderation is not possible.

Article 63: The corrected question papers together with the moderated question papers with External Examiners comments/reports and soft copies shall be in the custody of the Registrar at least five days before the beginning of examinations for safekeeping and processing. Other copies of the same examinations shall immediately be permanently destroyed and soft copies double deleted.

THE PROCESSING OF EXAMINATIONS

Article 64: The processing of examination in terms of printing, collating, stapling and packaging shall be done in the examinations office under the direct supervision of the Assistant Registrar examination officer and overall supervision by Registrar.

Article 65: Printing of examinations shall be done at least two days before the start of examinations. The examinations officer shall ensure that examinations

are printed in sufficient numbers, the security of examination papers until the examination time and availability of examination papers on the day of examinations. All the unprinted and printed examination papers shall be put under key and lock at all times.

Article 65: All University printed examinations should bear secret marks to differentiate them from the Department's, schools' or centres examinations or tests.

Article 66: All the papers spoilt during the printing should be shredded and burnt. The computer containing the examination should not be connected to the internet and examination folders are protected by the use of password.

ADMISSION TO EXAMINATIONS

Article 67: Subject to any exceptions approved by the Senate, the student may not be admitted to any examination in any course unless the Head of the Department, School, or Centre concerned has certified that the student has satisfactorily attended at least 80% of the class meetings and activities for the course/module under examination, and has satisfactorily performed the learning activities of the class.

Article 68: Certification of attendance and participation in learning activities shall involve the Heads of Departments notifying and certifying to the Registrar immediately after the last class meeting for the course/module that the student has successfully completed the minimum requirements of the course/module.

Article 69: Subject to any exceptions approved by the Senate, certification/notification of satisfactory completion of the minimum requirements of the course/module is valid only for the examination of the semester in which it was issued. In the case of students who do not return to the Department, School, or Centre in any year for reasons of sickness, accidents or financial constraints the Head of Department may extended

the certification/notification accordingly, provided the interruptions of study does not exceed one academic year.

Article 70: A student, before being admitted to an examination or certificate, or diploma or degree shall pay such fees as may be prescribed in each case.

Article 71: The Executive Council may refuse to admit to any examination or certificate, or diploma or degree a student who has failed to pay any fees due to the University.

Article 72: The Heads of Department or School or Centre in which the course/module under examination is taught shall, ex officio, act as chief examiner; provided that they may, with the permission of the Senate, delegate their examining duties to any member of the staff of their Department, School, or Centre.

Article 73: A candidate whose work or progress is considered unsatisfactory may be required by the University Senate or the Board of the appropriate Department, School, or Centre to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

THE CONDUCT OF EXAMINATIONS

Article 74: The conduct of examination shall start with the examination office issuing the chief invigilator with all examination papers and related materials from the registrar at least half an hour before the start of all respective examination. The following documents shall be issued:

- (a) Examination booklets. There shall be a register for recording issuance of examinations booklets to Invigilators;

- (b) Form NO.EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/ECR 01: The Examinations Collection Register to be signed by the invigilators while collecting examinations
- (c) Form NO.EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/IAR 02: The Invigilators Attendances Register
- (d) Form NO.EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/IRF 03: Incidence Recording Form for recording incidences during examinations.
- (e) Form NO.EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/CAR 04: Candidates Attendance Registers to be signed IN and OUT by candidates present during the examinations
- (f) Form No. EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/ERF 05: Examinations Return Form to record the return of required items back to examinations office
- (g) Form No. EAST AFRICAN UNIVERSITY RWANDA (EAUR)/EXAM/ICI 06: Instructions to Candidates and Invigilators which shall be published at the beginning of each semester by the Registrar and read to candidates at the beginning of each examination

All the above documents shall be returned to the Assistant Registrar Examinations at the end of the examination.

Article 73: The Academic Registrar shall ensure the uniformity in colour and appropriate stamping of examination answer booklets.

Article 74: Invigilators who are normally academic member of staff shall be appointed and briefed by the Head of Department, Dean of school or centre, who is the chief internal examiner for his/her academic unit.

Article 75: Names of all invigilators for various examination papers and examinations-time-tables shall be prepared by the Head of Department in close

collaboration with the Assistant Registrar Examinations Officer and later on submitted to the Academic Registrar with a copy submitted to the DVC-academic one month before the start of the examinations.

Article 76: A minimum of two invigilators shall be allocated to each examination room and at least four invigilators shall be allocated to each large class. One of these shall be the chief invigilator. The chief invigilator shall be the one who set the examination paper being done. Where an academic unit cannot provide sufficient invigilators, this is to be drawn to the attention of the Registrar well before the examination period commences. If the Registrar is unable to resolve such a shortfall, it will be drawn to the attention of the DVC-Academic.

Article 77: Talking among candidates or looking at each other's work 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 78: At the beginning of an examination the Chief Invigilator shall brief students of the length of the examination, and take advantage to warn them that they may not talk to each other or look at each other's work during the examination. The chief invigilator shall tell them when they may start. Students shall be informed 30 minutes before the end of the exams; When the Chief Invigilator announces the end of the examination, all writing must cease.

Article 79: Students may not enter an examination 15 minutes after it has started except with the permission of an invigilator and may not hand in their scripts and leave before the end of the examination.

Article 80: Any student wishing to leave the examination room during an examination for a genuine reason upon permission and with expectation of returning must be accompanied by an invigilator.

Article 81: Except where it is authorized by the module leader on the examination sheet, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

Article 82: The place and time period of the examinations shall be prominently advertised at least two weeks before the beginning of the first examination. A numbered registration card shall be issued at this time.

Article 83: When attending examinations, students must display their student cards and registration cards on the examination desk before the start of the session and fill in an Attendance Card which must be verified by an invigilator.

Article 84: The chief invigilator shall ensure that all examinations start and end on time. The chief invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, normally not later than 30 minutes after the examination.

Article 85: Invigilators under the direction of the chief invigilator shall be responsible for security and laying out of examination papers and such other duties specified in the instructions to invigilators.

Article 86: In conformity with the HEC, a ten-credit module/examination 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/exam papers of other lengths shall be in proportion to their size.

Article 87: Examinations may be scheduled any day of the week, from Monday to Sunday, including public holidays.

TYPES OF EXAMINATIONS

Article 88: Unless the contrary should appear from the context of the provisions of this policy document, an examination shall consist of such written, oral or other form of test as the senate may prescribe in each case.

Article 89: The examiners may require students to present themselves for viva voce, in addition to the tests prescribed by the Senate. The percentages of the total marks awarded for **written, practical and oral examinations** in any subject or course shall be determined by the Senate or, in that behalf, by the board or academic committee of a Department, School, or Centre as case may be.

Article 90: Except as may otherwise be prescribed in this policy document **ordinary examinations** shall be held only at the end of each modules or semester as may be prescribed from time to time.

Article 91: The **Pass mark** for all EAST AFRICAN UNIVERSITY RWANDA (EAUR)'s examinations is 50% consisting of both continuous assessment and final examination. Students scoring less than 50% in any subject shall be regarded to have failed that subject.

Article 92: In exceptional cases the Senate through the Examiners' Board may grant permission to a student who has missed examinations as may be the case, to sit for **Special Examinations** in that semester when they are offered. Special examinations may only be permitted under the following strict conditions:

- (a) The full cost of such examination is paid by the candidate.
- (b) The candidate must have a genuine or grave cause that made him/her unable to present himself/herself in the ordinary examinations.

Article 93: Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing within the same academic year.

Article 94: A student who fails a course/module shall undertake a **Retake examination** in that course. A retake means the student must attend lectures, obtain

new continuous assessment marks and final examination in that course/module. The student shall pay specific amount for the retaken paper to cover administrative costs of the examination.

Article 95: Students who retake an examination are required to register for the retake at the beginning of the semester using the retake form

Article 96: A student who undertakes only one of the two (continuous assessment or final examination) assessments shall be considered to have failed the said examination even if he/she obtains scores above 50%

Article 97: A student who qualifies for a retake examination must wait when the course/module in question is being offered to another group/cohort and then join that cohort to undertake the examination.

Article 98: The results of the retake examinations shall be calculated by taking into account the same component elements as those used for the ordinary examinations.

Article 99: A student who fails some of his/her courses/modules in a year may be allowed to progress but he/she shall be issued with caution/warning letters by the Academic Registrar, provided that if the paper(s) failed is a pre-requisite, in that case, he/she cannot be allowed to study and be examined in modules/course that require that pre-requisite

Article 100: The Senate shall be the final authority in deciding the result of an examination. It may delegate this responsibility to the Examiner's Board that receives and analyzes results for presentation to Senate.

RESULTS

Approval of Results

Article 101: The Assistant Registrar in charge of Examinations shall direct all departments, centres, schools or any such relevant academic unit to hold

a departmental, school or centre examinations board to deliberate and approve, at their level, the results of examinations of particular semester and submit detailed report and minutes to the Academic Registrar, and the Academic Registrar has to report to the Senate for further analysis and approval.

Article 102: Senate is the supreme body that approves all results of the University and authorises their publication as the official results. Senate reserves the right to reject the results submitted to it by the lower boards if it deems it appropriate to do so on the basis of depth and satisfactory analysis or lack thereof. Such rejected presentation of results must be re-submitted to Senate within a week for further consideration and approvals.

Publication of Results

Article 103: Subject to any exceptions approved by the Senate, the results of examinations for all courses/modules, arranged in a manner as prescribed by the Senate or in that behalf, shall be published by Academic Registrar and or Assistant registrar in charge of Examinations and Results or as may be decided by the Senate at most one day after Senate approval is obtained. All duly published results shall be sealed appropriately by the Registrar as University's official results.

Examinations Results Verification and Re-Marking

Article 104: The Senate may permit a student to have a re-count and re-check of all marks, calculations and transcriptions of marks in respect of the examination in any particular course, on payment of the prescribed fee. Reasons for such a request must be clearly stated in the Results Complaints Form.

Article 105: In exceptional situations Senate may permit students to have their scripts re-examined on payment of prescribed fees. In exceptional situations, Senate may permit relaxation of this rule.

Article 106: The result of the re-examination and/ or re-count shall supersede the result of the original examination. Thus a student who applies for a re-examination may be awarded a lower mark and thereby forfeit any advantage (e.g. permission to write a special examination) accruing from the original mark.

Article 107: Re-examination of scripts and/or re-count and re-check in repeat examinations is not permitted.

Article 108: University examinations shall be conducted under the control of the Registrar or such other officer of the University as the Registrar may appoint.

Article 109: The examiners for University examinations shall be appointed by the Senate, in the manner it shall prescribe.

Article 110: Every University Examination shall be conducted by a Board of examiners headed by the DVC-Academics, which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the lecturers of the candidates in the subjects under examination. All the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.

Article 111: External examiners shall be entitled to such honoraria as the University Board of Directors shall prescribe.

Article 112: The Registrar shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University

examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

Article 113: A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons may at the discretion of Senate be discontinued from the University.

RIGHT TO APPEAL

Article 114:

- (a) Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- (b) Any student or candidate aggrieved by a decision of the University Board Examiners may appeal to the Senate for reversal or moderation of the decision of the board.
- (c) Any appeal made shall be lodged with the board of the appellant's department, University or school. The department, University or school shall forward the appeal to the Board with observations and recommendation of the Board.
- (d) Any member of the appellant's department, school Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the board over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's department, University or school board, or answering queries, as the case may be, and shall otherwise be absent from the Board session considering any such appeal.
- (e) Appeals shall be lodged directly with the Registrar who is the Chief Examinations officer, who shall forward them to the Senate with observations and recommendations thereon.

- (f) Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Board session considering any such appeal.
- (g) No appeal pertaining to the conduct of any University examination and marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within two years from the date of publication of the results by or under the authority of the Senate.
- (h) In this policy, “the processing of a case” includes reporting or prosecuting of, or collecting evidence for, or giving evidence in, or making a decision on or in relation to the case.

APPEAL FEE

Article 115: All appeals shall be accompanied by an appeal fee decided by the Senate.

- a. The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals: provided that the Senate may prescribe from time to time different rate of the fees.
- b. The same rates or any other rates approved as relevant organs shall be charged or any further appeals or applications for review of appeal decisions.

LOSS OF SCRIPT

Article 116: The Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of

an examinations paper, are misplaced or found to be missing at the time of processing the examinations.

Article 117: The chief internal examiner in the affected examination shall report cases of loss of scripts to the Academic Registrar immediately the loss is noticed. The Examiners Board shall investigate such loss of scripts and report to the Senate. Senate shall then decide how to determine assessment of candidates whose marks are missing as results of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

MODERATION OF MARKING OF SCRIPTS

Article 118: The EE shall moderate the marking of scripts by the Internal Examiners (IE) to ensure that marking has been fairly done and in accordance with an approved marking scheme. For this purpose, EE shall be provided with:

- (a) The examination questions done by the students.
- (b) A written, approved marking scheme (not model answer) for each question.
- (c) The students' scripts which are still as clean as they were when the students handed them in at the end of the examination i.e. IE should not write any remarks etc in the students' scripts except indicating the mark for each question at the appropriate position in the answer sheet/booklet.
- (d) Mark recording sheets indicating the candidates' marks and also incorporating Continuous Assessment Tests (CATs) and other course works assessments marks.

Article 119: During the moderation of the marking of scripts, EE may indicate alternative marks, which may be higher or lower than those of IE. In such situations, the EE's marks shall be final i.e. will be the ones used in the evaluation process.

Article 120: Where student numbers will not allow the EE to moderate the marking of all the scripts, the EE will be expected to review extreme cases plus a randomly selected group of candidates who have scored fail or distinction marks. The EE will then obtain his/her view of the general performance by reviewing a manageable number of scripts randomly selected from the rest of the candidates.

Article 121: The EE may conduct oral examination in respect of all extreme cases plus a randomly selected group of candidates from the rest of the class to give him/her a balanced view of the performance of the class as whole.

Article 122: The EE may attend the Department, School, or Centre Board of Examiners during which each candidate's performance shall be reviewed and decisions made in respect of each candidate as to whether the candidate has passed or failed the examination and at what level.

Article 123: The EE shall sign the final mark sheet, which contains the final decisions made in respect of each candidate by the Examiners Board. Such list shall not contain the Registration Numbers and/or Names of any students whose marks were incomplete at the time of the Examiners Board meeting or who did not sit the examination;

Article 124: The EE should take every chance while at the campus to look at the conditions in which the students are studying to enable him/her writes a meaningful report.

Article 125: The EE shall, as soon as possible, submit a written report regarding the student's Performance in the examination he/she moderated, and how, in his/her opinion, such performance may improve. The report shall be confidential, addressed to the Vice Chancellor and copied to the Dean of school, Head of Department, or Centre. For this purpose, facilities shall be made available to the EE within the University or Department,

School, or Centre, to enable the EE produce the report before leaving the Campus, if he/she so wishes.

Article 126: The number of External Examiners to be invited per discipline shall be commensurate with workload of the discipline as dictated by the courses/modules the discipline teaches in the various curricula. The number should be such that it can fulfil the roles outlined above.

DISPOSAL OF EXAMINATIONS SCRIPTS

Article 127: The Academic Registrar shall be custodian of examination scripts and the examination scripts shall not be disposed off prior to the passing of normally three (3) years after the candidate completes the programme.

CHEATING

Article 128: 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 EAUR. '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 129: A student who helps or conspires or colludes with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 130: Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Program must be notified in writing as quickly as possible and in all cases within seven days of the cheating being detected, and evidence must be provided to support the charge.

Article 131: If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to the Dean and DVC- Academic 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 132: A Committee set up of the Dean, the originator of the charge, the Head of Department and another senior academic of the school shall consider the evidence and the student's reply, decide on the basis of cheating allegations and recommend to the senate council a penalty in provision with EAUR's governance policy.

Article 133: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the DVC (academic). The DVC (academic) shall have two days in order to constitute an ad-hoc committee to sit on ground of appeals. The afore said committee may increase initial penalties if its on conviction that there is serious allegation to consider against the appellant.

Article 134: If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

Article 135: In conformity with HCE, the normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination (at level 1) or failure of the module (at level 2), though in either case a

higher penalty may be imposed at the discretion of the senate council if the offence appears grave. Cheating at level 3 or higher and second/subsequent offences shall always be punished by temporary or permanent exclusion from EAUR, according to the gravity of the offence. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

Article 136: When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment without possibility of resubmission. Undergraduate final-year students and master's students may be awarded an ordinary degree or a postgraduate diploma, respectively.

Article 137: Where draft project or dissertation work is submitted to a supervisor purely for comment, rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offence has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate, and also the examiners of the final work if he or she is not one of them.

Article 138: 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 and the record shall be produced to the Committee in any further cases involving the same student.

Article 139: 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.

INTERNSHIPS

Article 140: Students at level three shall conduct internship for the period not less than six weeks within relevant mentoring institutions. The HOD's shall

display a recommendation letter to all legible students before the commencement of Internship. The HOD would assign supervisors to monitor the attendance of internees and where necessary recommend disciplinary measures against students violating rules and regulations of the University during the internship.

Article 141: At the end of internship programme, internees shall submit reports through assigned supervisors. The report shall be accompanied with a confidential valuation indicating moral and technical aspect characterize internee throughout the internship period. The HOD shall avail evaluation form to every internee.

RESEARCH PROJECT

Article 142: Up on the completion of level IV, every student shall have to undertake a research project. Student shall choose a topic and submit a research project proposal to the Department for the approval. The department council shall assign a qualified supervisor.

Article 143: Students who have completed his/her field research shall submit report to the school council through their assigned supervisor. An internal examiner shall be appointed by Dean of school to evaluate.

Article 144: the HOD shall appoint a panel of three examiners and supervisor inclusive. The panel shall evaluate the written dissertation and award marks. The jury shall equally bear in its duty to address a report to the academic registrar for his record.

EXAMINATIONS IRREGULARITIES

Article 145: All cases of alleged examination irregularities, including alleged authorization of absence from examination, possession of unauthorized material in the examination room, causing disturbance in or near any

examination room and any form or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate Board Examiners. The Board of Examiners may refer the case to the students Disciplinary Committee, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to ratification by Senate.

Article 146: In this policy document:

- a. ***“Unauthorized material”*** includes any written or printed material that is generally or specifically prohibited from being brought into examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Chief Internal examiner, or Head of department, Faculty or Director of School or centre;
- b. ***“Unauthorized absence from examination”*** includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for unduly long period, without authorization or permission of the invigilator or one of the invigilators for examination in question.
- c. ***“Cheating in examination”*** includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity. The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

EXAMINATIONS LEAKAGE

Definition

Article 147: For the purpose of this document Examinations leakage is defined as any act which results in a candidate or a person having unauthorized access to or knowledge of examination questions or of any materials related to the examinations before the scheduled date and time of the examination.

Procedure to be followed in Cases of suspected Examinations Leakage

Article 148: Any person suspecting leakage of an examination shall immediately report to the Academic Registrar who shall notify the DVC-Academics. The latter shall constitute an investigating committee to investigate circumstances surrounding the suspected leakage of examinations and notify senate accordingly. The investigating committee shall make a report of their findings to the Senate within two (2) weeks.

Article 149: Where leakage has been established, the Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.

Article 150: The Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

ACTION BY THE SENATE

Article 151: The chief examiner (Registrar) who is the secretary to the Senate shall give a report on management and administration of examinations to the Senate. S/he shall work closely with the Assistant Registrar Examinations to prepare the said report. The report shall highlight the following:

- a. Setting moderating and submission of examinations.
- b. Timetabling and implementation of examinations
- c. How examinations were conducted, e.g. Performance in invigilators, Problem cases arising from the conduct of examinations.
- d. In regard to problem cases, the chief examiner (Registrar) shall facilitate the Senate with adequate details for Senate's action.

- e. The Chief examiner shall present a report before Senate in good time (by the end of the semester)

TRANSFERS/EXEMPTIONS

Internal Exemptions

Article 152: Subject to approval by Senate a student may transfer his/her studies from one Department, School, or Centre of EAST AFRICAN UNIVERSITY RWANDA (EAUR) to another, in which case the student may be exempted from re-doing the same course/module in the second department.

Article 153: Any course passed, for which exemption is not granted for the certificate, or diploma or degree in the second Department, School, or Centre of EAST AFRICAN UNIVERSITY RWANDA (EAUR), may not be taken again as a course for the certificate, or diploma or degree in the second Department, School, or Centre of EAST AFRICAN UNIVERSITY RWANDA (EAUR).

Credit Transfers

Article 154: Students seeking transfer/entering EAUR from other institutions must present an attestation from their institution before being considered for admission. Candidates discontinued from other universities shall not be allowed to transfer credits to EAUR.

Article 155: Candidates seeking transfer from other HLIs, who have attended the other institutions for a period of less than one academic year, must also meet the general admission requirements defined by EAUR (General Admission Criteria) and (School/Departmental Requirements).

Article 156: The HLI from which a candidate wants to transfer credit must be fully accredited by a recognized body in the country assigned to deal with such matters.

Article 157: Applications from candidates seeking transfers from other HLIs shall first be assessed by the school, and admission shall be on the recommendation of the school. Exemptions for particular subjects may only be considered where the certified module outlines and the assessments for the equivalent modules have been presented.

Article 158: Candidates wishing to transfer from other higher education institutions to EAUR shall apply for admission and credit transfer by the due date of applications for admission.

Article 159: Applications for admission and credit transfer should be submitted in writing to the office of the Academic Registrar, attaching copies of all required supporting documents as detailed on the application form.

Article 160: All applications shall be scrutinized by relevant committees before reaching the University Admission Board for approval and where necessary, candidates aspiring to obtain midway admission may be required to write and pass all examination papers of the year for which they are seeking exemption.

Article 161: Credit transfer can only be allowed if the most recent of such credits have been obtained within a period of not more than two years prior to the candidate's application to EAUR.

Article 162: Modules can be judged to be equivalent to EAUR modules if they meet the following criteria:

- a) The module must be from a program of the same level as that of EAUR;
- b) Module content must be at least 75% similar to that of the EAUR module.
- c) Once a module has been accepted as being equivalent to a EAUR module as per the criteria, the module shall be given the same

number of units as that of the module at EAUR regardless of the units in the other higher education institution.

Article 163: To qualify for the award of a EAUR degree, a candidate must meet the following:

- a) Have accumulated the minimum total number of credits defined by the program specifications of the program for which the award of a degree is being sought or as defined by Rwanda National Qualifications Framework.
- b) Have undertaken at least ½ of the credit units of the degree program at EAUR.
- c) If a course requirement is waived, another course must be substituted. A course waiver does not reduce the overall total credit hours required for an academic programme. The Academic Head or Director of the programme in which the student is seeking admission completes official evaluation of all transfer credit and information.
- d) Once admitted, transfer students shall be subject to the same regulations, rules and policies governing all students at EAST AFRICAN UNIVERSITY RWANDA (EAUR), and shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.

STUDENTS PROGRESSION

Article 164: Examinations Candidates are required to accumulate at least 120 Credits before proceeding to the following level or year of study. EAST AFRICAN UNIVERSITY RWANDA (EAUR) operates on a semester system but depending on consultation with stakeholders conduct three semesters in a year to fast track students progress by utilizing the holiday period, provide the rules of prerequisites are respected. When a student fails a paper, he/she has to wait until it is offered again before

s/he is allowed to progress provided s/he has not accumulated the required number of credits.

Article 165: Except with special permission or approval of the senate upon recommendation of the academic board of the Department, School, or Centre, no candidate shall be allowed to repeat any year of study on grounds:

Provided that:

- a. A candidate who has not accumulated all the Credit Units failed less than five course/modules in the year, but only once, may be allowed to carry over into the next level or academic year such number of failed courses/modules;
- b. When internal Department, School, or Centre examination regulations permit or require, a candidate who has failed in a prerequisite semester course or courses may be allowed to repeat such a course(s) during the academic year to enable him/her to proceed with the rest of the programme in that year.

GRADING SYSTEM AND CREDITS

Article 166: The marks awarded for each module shall be converted into grades before they are presented to Senate and results transcripts shall show grades only. All marks shall be rounded off to the nearest integer. Below is the EAUR Conversion Table.

Marks	Letter	Grade Points	Standards	Grading descriptions
80-100	A	5	Excellent	“Thorough knowledge of concepts and/ or techniques together with a high degree of skill

				and/or some elements of originality in satisfying the requirements of an Assignment or Module.
70-79.9	B+	4	Very Good	“Thorough knowledge of concepts and/or techniques together with fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an Assignment or Module.
60-69.9	B	3	Good/Satisfactory	Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Module.
50-59.9	C	2	Pass	Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment of Module.
40-49.9	D	1	Marginal Pass	D” : Marginal Fail
00-39.9	E	0	Fail	“E” Fail

NB: Each student shall earn credits for the modules specified in the Program specifications upon obtaining at least the pass mark (50%) in each module he/she has been assessed in. In other words, no credit shall be earned in a module in which a student has failed the assessment.

CLASSIFICATION OF AWARDS

Article 167: For purposes of the final classification of awards and where applicable, a five-point system shall be used in averaging the final grades. (The classification of the awards will depend on the average percentage score or average point score (GPA) computed based on the credit hours of the module. The system of computing Grade Point Average (GPA) is defined by the following equation:

$$\text{GPA} = \frac{\sum C_i P_i}{\sum c_i}$$

Where, c_i stands for the credit hours for a module m_i stands for the percentage marks for the module and p_i stands for the grade point score for the module, based on the letter scale A, B, C, D and E, which relates to the percentage marks and grade points as shown in the table under article 167.

Article 168: The final classification of the diploma/degree shall be based on the performance of a student in all the modules done from the second year of study. The final score for the Diploma/Degree award shall be obtained by computing the GPA rounded to the nearest integer or two decimal points, respectively.

Article 169: The classification of the Degree award is based on the GPA as shown below:

Marks	GPA	Classification
80-100	4.4-50	First Class Honours
70-79	3.6-4.39	Second Class Upper Division/ Upper Second Honors

60-69	2.8-3.59	Second Class Lower Division/Lower Second Honors
50-59	2.0-2.79	Pass

Article 170: The final classification for Diploma award shall be as follows:

Marks	Classification
80-100	Distinction
70-79	Credit
60-69	Merit
50-59	Pass

Article 171: Diploma/Degree certificates will be awarded after successful completion of a Diploma/Degree program, and upon conferment of the award at the official graduation ceremony.

CERTIFICATES AND TRANSCRIPTS

Article 172: Official transcripts and Certificates are issued by the Registrars' office. Transcripts are issued only at the written request of the student.

Article 173: Certificates bear the seal of the University and the signatures of the Vice Chancellor and Deputy Vice Chancellor (Academic Affairs).

Article 174: Official transcripts bear the seal and the signature of Academic Registrar and the DVC (Academic Affairs). Transcripts and Certificates may be withheld if the student has an unresolved obligation to the University.

Article 175: All (EAUR) certificates and Transcripts shall bear serial numbers coded to provide extra security.

REQUIREMENTS FOR GRADUATION

Article 176: students shall qualify for the award of a certificate, diploma or degree only after accumulating the required number of credits specified in the Rwanda National Qualifications Framework.

Article 177: Candidates who fulfil all the requirements for the graduation shall be conferred with their degrees at an official graduation ceremony. A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

- a) Admission to the program
- b) Regular enrolment and attendance in the program
- c) Attaining the required satisfactory performance in the required examinations
- d) Discharge of all obligations owed to the University including payment of fees and return of library books and having gone through clearance process.

Article 178: The graduation Candidates names shall be published in the official university college graduation book released on the graduation day. Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Academic Registrar Office a duly filled and signed clearance form

Article 179: Original copies of the certificates and transcripts shall be made available for collection from the Academic Registrar Office, by individual graduates after graduation.

Article 180: In case of loss of the degree certificate or its copy, the university may issue a copy on condition that:

- a. The applicant produces to the Academic Registrar, a Police Certificate confirming the loss, evidence that the loss had been adequately and publicly announced on the Radio or in a reputable newspaper with mass circulation with a view to its recovery in an official recognized form or manner in the applicant's home country or where the loss is believed to have taken place;
- b. A duplicate certificate shall be issued by the office of the Academic Registrar in consultation with the Dean of the relevant school and on the instruction of the office of the DVC-Academic, after payment of a fee to be determined by the university;
- c. The replacement certificate will not be issued until a period of 6 months from the date of such loss has elapsed and the university has been notified; except such replacement may be issued within a short period where there has been partial destruction of the original certificate or a copy;
- d. A duplicate certificate shall only be issued once the lost one is legally withdrawn and declared null and void;
- e. In the process of waiting for the above mentioned period to elapse, the university may decide to issue a testimonial for applicants with urgent need and have fulfilled all other requirements mentioned in a), b), c), and d).

RESCINDING OF A DEGREE

Article 181: The University may rescind any Degree, Diploma, or certificate awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a Rescinded Degree or Diploma shall be communicated to all relevant parties.

GRADUATION CEREMONY

Preparation of Graduation List

Article 182: The list of students whose names have been approved by senate from different schools/ Universities for the conferment of degrees and award of diplomas are compiled by the academic and published in graduation booklets.

Article 183: The head of departments, Dean of schools or centres are called upon to proofread the draft to ensure that all the graduands' names and details are correctly spelt out and have been inserted in their relevant degree/diploma/certificate places and on the transcripts. When all the proofreading is done, the registrar organizes for the production of the graduation booklet. These are issued to graduands on graduation day.

Hire of Academic Dress

Article 184: All the graduands who intend to attend the graduation ceremony must pay for hire of academic dress from the University at a fee that shall be determined or varied by the finance office as the situation may require.

The Convocation

Article 185: The Convocation or Graduation ceremony shall be held at EAST AFRICAN UNIVERSITY RWANDA (EAUR) main campus or at any such venue as may be determined by Senate in consultation with the Board of Directors.

Article 186: All graduands are required to pay a compulsory graduation/convocation to be determined by the Senate from time to time.

Article 187: Rehearsals for all graduands are conducted at EAST AFRICAN UNIVERSITY RWANDA (EAUR) main campus one day prior to the graduation ceremony. During the rehearsal, all graduands must be formally dressed and in full academic dress. Seats for all the graduands are arranged labelled and reserved by respective departments, schools or centres.

Article 188: On Graduation Day all graduands are required to be seated by the specified time. No person shall be allowed into or out of the graduation square when the ceremony is in progress until the end of the ceremony. Movement and photography by graduands and guests are prohibited during the ceremony. Each graduand must stand (or come forward) when the respective Dean reads his/her name.

Article 189: The chancellor of the University performs the conferment of degrees and award of Diplomas.

INTERPRETATION AND REVIEW OF EAUR EXAMINATION POLICY AND PROCEDURES

Article 190: The Senate shall be the final authority in the interpretation of the examination policy and procedures

Article 191: The examination regulations are subjects to review by the Senate, from time to time, as may be directed by the Board of Directors. The Senate may alternatively seek authority from the Board of Directors to review the regulations, where it is deemed necessary. Any changes in examination regulations shall in all instances be effective upon approval by the Board of Directors.

REVIEW OF THIS POLICY DOCUMENT

Article 192: The policy provisions in this document may be amended and improved as and when Senate deems appropriate subject to the approval of Board of Directors and in line with the most recent developments by the regulatory authority (HEC) and or its successors or assigns.

VERSION CONTROL

Version Number	8
Prepared by	Dr. Ismael Buchanan Aboui
Version Reference number	EARP/08/2017
Description	EAUR ACADEMIC REGULATION POLICY
Policy owner	East African University Rwanda (EAUR)
Responsible division	Directorate of Quality Assurance
Internally validated	Yes
Date of Internal Validation	
Approved by	Board of Directors (BOD)
Date of approval	
Amendments	
Proposed Review date	
Web address of this policy	www.eaur.ac.rw

POLICY APPROVAL FORM

Checked by:

**Prof. Joseph GAHAMA
Vice-Chancellor /EAUR**

Signature_____

Approved by:

**Prof Dr. Eugene Ndabaga
The Chairman of the Board of Directors**

Signature_____

Done at Nyagatare on:_____