



East African University Rwanda



STUDENTS GUIDE BOOK

September 2017

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A WELCOME MESSAGE FROM THE VICE CHANCELLOR OF EAUR

Dear Student,

On behalf of East African University Rwanda (EAUR) community, we wish to thank you to have made a right choice of studying at EAUR and take this opportunity to welcome you with our warmest heartfelt feelings. This student guide book has been designed and elaborated to help you with all the necessary information you may need, and to ensure that you have the support you need to make your experience at EAUR the best it can be. This EAUR Student Guide Book will helping students to know the vision, mission, values, rules and procedures that govern the university. It highlights among others, the followings:

- Extract from EAUR Regulations;
- Extract from EAUR Manual procedures;
- Financial information;
- Academic Programs, etc

We recommend all students to refer most often to this students guide book and take many advantages available at EAUR. Your time at the University will be packed with new opportunities, adventures and challenges, and we hope that you will really enjoy your time here at EAUR. We wish you success in your studies.

May God bless you

Prof. Joseph GAHAMA
Vice-Chancellor of EAUR

1. GENERAL BACKGROUND OF THE UNIVERSITY

1.1 Creation and Agreement

East African University Rwanda (EAUR) is a nonprofit organization, located in Nyagatare Cell, Nyagatare District, Eastern Province. The institution founded by the East Africa University Rwanda Ltd (EAUR Ltd), was accredited to operate in Rwanda as a Private Institution of Higher Learning by Ministerial order during an extraordinary cabinet of meeting 20/3/2015 to start with Accredited and approved courses offered at undergraduate (Degree and Diploma) levels.

EAUR is governed by laws and regulations concerning Higher Education in Rwanda, the Law Regulating Labour in Rwanda, EAUR Internal Regulations and Manual of procedures.

EAUR provides a conducive student friendly environment and mixed student community. Its mode of learning currently is open for full time basis and part time basis for professional courses and in-service programs. EAUR has a flexible timetable that is customized to suit the ever-dynamic student and corporate training needs respectively.

1.2 Fundamental Statements

Vision

EAUR is destined to become a leading academic institution of HLI of first choice in the provision of relevant vocational skills, professionalism and affordable market oriented quality education as well as production of morally upright and competent self-sustaining professionals in their various field.

Mission

Derived from the above vision statement, the mission of EAUR is to transmit quality knowledge and skills, conduct research, and provide community service to the region and the world at large. This mission is pursued through market demand driven programs that instill EAUR students, the ability to assume responsibility in their future career in the society. EAUR acts as a vehicle of social-economic development in the region.

Core Values

East African University Rwanda (EAUR)'s core values are follows:

- Excellence,
- Integrity,

- Professionalism,
- Teamwork,
- Diversity,
- Leadership,
- Responsibility and
- Innovation to guide the promotion of student learning and success.

EAUR's motto is "the *Fountain of Knowledge and Character*"

2. ACADEMIC AND PROFESSIONAL PROGRAMMES

2.1. Degree Programmes

EAUR offers the Bachelor of Business Studies with specializations in:

- Accounting
- Finance
- Procurement
- Credit Management
- Marketing
- Leisure Tourism and Hotel Management
- Economic
- Human Resource Management

EAUR offers the Bachelor of Education (BED) and Advanced Diploma (DED) with specializations in:

- Mathematics
- Physics
- Math
- Computer
- History
- Geography

EAUR offers the Bachelor and Advanced Diploma in:

- Film Making and production
- Mass Communication
- Industrial and Fine Arts

3. GOVERNANCE AND MANAGEMENT

3.1. Governance Structure

EAUR has a Board of Directors which the highest decision-making organ. Below the board are: Senate (the supreme academic organ of the university), Executive Management (the administrative organ of the university), and various

committees such as the admissions committee, Quality Assurance committee, School Council, Department Council, Finance committee, Library Committee, Research and Consultancy Committee, Students Disciplinary Committee, Staff Review Committee, Procurement Committee, ICT Committee, Marketing Committee, Safety and Security Committee.

3.2 Management Team

The day to day operations are entrusted to the Vice chancellor who is the Chief Executive Officer of the University. He is assisted in his work by a team of high calibre managers that include the Deputy Vice Chancellor Affairs and Research, Deputy Vice Chancellor (Finance and Administration), Academic Registrar, Dean of schools, Head of Departments, Human Resources Manager, Director of Quality Assurance, Dean of students and a number of academic and administrative staff.

BACHELOR DEGREE PROGRAMME AND CURRICULUM

3.2. The Credit Accumulation Modular System of Learning (CAMS)

EAUR adopted the Credit Accumulation Modular system (CAMS) since 2014. Under this system student's progress by accumulating credits for modules they pass. They may graduate with different levels of exit awards depending on the number of credits accumulated. Upon accumulation of 120 credits in a year at the level of Certificate of Higher Education, students are promoted to the next level of Diploma in Higher Education, Advanced Diploma in Higher Education and Ordinary Degree in any program respectively. Upon accumulation of 480 credits, students shall be awarded a Bachelor's degree with honours in any relevant specializations.

3.3. The Programme Rationale

Different programs were introduced in cognizance of the fact that Rwanda lacks sufficient and qualified manpower in different specialized. The transformations and technological changes experienced by modern organizations are increasing the demand for professionals with qualified skills at all levels.

Our programs are designed to equip prospective professionals and technicians in different domain with basic knowledge, attitudes and skills in the generic areas and to add value to the organizations within which the candidates (will) work.

3.4. Duration of the study

Our programs are a *three academic year's* programme consisting of 480 credit hours. However, by operating a semester system EAUR is able to fast track and completes the study in three years.

3.5. Sessions of study

The programme is conducted as:

- Day program for regular students;
- Evening program for working people; and
- Weekend program for working professionals.

3.6. How will I learn?

You will learn through a combination of lectures, tutorials, problem based learning techniques and practical work. Workshop teaching in small groups is combined with your practical project work. Students will also be required to undergo intensive and rigorous field attachment (industrial training) culminating into project work in their area of specialty. The superiority of this project work will make these students qualify for the award with a bachelor with honours in his or her choose program.

3.7. The Curriculum Structure

PROGRAMME MODULE STRUCTURE: LEISURE, TOURISM AND HOTEL MANAGEMENT

YEAR	BBA		Bachelor with honors in leisure, tourism and hotel management		
	Code	Module Code	Module Title	Comment	
	Level 1	Award : Certificate of Higher Education			
YEAR 1	Year 1 Trimester 1	BLTH 1101	Introduction to Hospitality and Tourism Industry	15 Credits	
		BLTH 1102	Principles of Hotels and their Management	10 Credits	
		BLTH 1103	Food and Beverage , service Operations	20 Credits	
		BLTH 1104	Front Office Operations I	15 Credits	
		BLTH 1105	Quality Sanitation and Hygiene	10 Credits	
		Sub total			70 Credits
	Year 1 Trimester 2	BLTH 1201	Introduction to Leisure and recreation facilities	10 Credits	
		IT 111	Basic Computer Literacy	10 Credits	
		DECN 1202	Microeconomics	10 Credits	
		BLTH 1103	English for Tourism and Hospitality	10 Credits	
		BLTH 1204	Swahili language tourism and hospitality	10 Credits	
		Sub total			50 Credits
		Total			120 Credits
	Level 2	Award : Award: Diploma in Higher Education			
	Year 1 Trimester 3	BLTH 1201	Accommodation Operations I	15 Credits	
		BLTH 1202	French for Tourism and Hospitality	10 Credits	
		BLTH 1203	Leisure theories and recreation facilities Management	15 Credits	
BLTH 1204		Food Preparation and Cookery	10 Credits		
BLTH 1205		Food and Beverage costing and Control	10 Credits		
	Sub total			60 Credits	
YEAR 2	Year 2 Trimester 1	BLTH 2101	World Travel and Tour Guiding	10 Credits	
		BLTH 2102	Health, Safety and security management	15 Credits	
		BLTH 2103	Wildlife and Protected area Management	15 Credits	
		CENT 1201	Entrepreneurship Development skills	10 Credits	
		BBAD 1202	Introduction to accounting	10 Credits	
		Sub total		60 Credits	
		Total		120 Credits	
	Level 3	Award : Advanced Diploma in Higher Education			
	Year 2 Trimester 2	BLTH 2301	Basic Statistics for Tourism and Hospitality Industry	10 Credits	
		BLTH 2302	Food Science and Nutrition	10 Credits	
		BLTH 2303	Cultures and Tourism in Rwanda	10 Credits	
		BLTH 2304	Events Operations and Management	10 Credits	
		MGT 222	Business Ethics	10 Credits	
		CMAC 2303	Research Methods	10 Credits	
		Total		60 Credits	
	Level 4	Award: Ordinary Degree in Business Administration			
	YEAR 2	Year 2 Trimester 3		Core Modules	
BLTH 2401			Tourism and Hospitality sales and Marketing	15 Credits	
BLTH 2402			Travel and Tour Operations Management	10 Credits	
BLTH 2403			Tourism recreation and Environmental Management	10 Credits	
BLTH 2404			Project Management	10 Credits	
BLTH 2405			Beverage Management and Cocktail making	15 Credits	
Sub total			60 Credits		
		Total		120 Credits	
YEAR 3 LEVEL 5		YEAR 3		YEAR 3 Trimester 1	

	Trimester 1	BLTH 3101	Tourism planning, policy and Development in EAC	10 Credits
		BLTH 3202	Tourism Operating and Management	15 Credits
		BLTH 3303	Food Production Management and Ethics Cookery	15 Credits
		BLTH 3404	Front Office Operations II	10 Credits
		BLTH 3505	Industrial / Internship training	10 Credits
				60 Credits
	Bachelor's Degree in Business Administration			
	Year 3 Trimester 2 & 3	BLTH 3201	Strategic Management in Tourism	10 Credits
		BLTH 3202	Hospitality and Tourism Law	10 Credits
		BLTH 3203	Accommodation and Operations II	10 Credits
		BLTH 3204	Bio-diversity and Environmental pollution	10 Credits
		BLTH 3205	Hospitality and Customer care	10 Credits
		BLTH 3216	Research Project in Tourism and Hotel	10 Credits
				60 Credits
			Total	120 Credits
			Total for the programme	480 Credits

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES
DEPARTMENTS OF BUSINESS STUDIES AND ECONOMICS: ACCOUNTING, FINANCE
AND ECONOMICS

YEAR	BBA		Bachelor with honors in Business Administration with four options: Accounting, Finance, Marketing and HRM		
	Code	Module Code	Module Title	Comment	
	Level 1	Award : Certificate of Higher Education			
YEAR 1	Year 1 Trimester 1	MCOM 111	English Language	10 Credits	
		FIN 111	Business Mathematics	10 Credits	
		ECON 111	Introduction to Micro-Economics	10 Credits	
		HRM 111	Principles of management	15 Credits	
		ACC 111	Introduction to Financial Accounting	15 Credits	
		Sub total			60 Credits
	Year 1 Trimester 2	HRM 112	Business law	10 Credits	
		ECON 112	Introduction to Macro-Economics	15 Credits	
		BA 121	Business Administration	10 Credits	
		IT 111	Computer Skills	10 Credits	
		MKT 111	Principles of Marketing	15 Credits	
		Sub total			60 Credits
		Total			120 Credits
	Level 2	Award : Award: Diploma in Higher Education			
	Year 1 Trimester 3	ACC 112	Intermediate Accounting	15 Credits	
		HRM 213	Human Resource Management	10 Credits	
		MCOM 112	Business Communication	10 Credits	
HRM 113		Business Law II	10 Credits		
FIN 213		Financial Management	15 Credits		
	Sub total			60 Credits	
YEAR 2	Year 2 Trimester 1	ENT 111	Entrepreneurship Development	10 Credits	
		FIN 212	Business Statistics	15 Credits	
		ACC 223	Principles of Taxation	10 Credits	
		FIN 324	Research methods	15 Credits	
		HRM 322	Industrial Psychology	10 Credits	
		Sub total			60 Credits
		Total			120 Credits
	Level 3	Award : Advanced Diploma in Higher Education			
	Year 2	BA 212	Production and Operations Management	15 Credits	

YEAR 2	Trimester 2	CSIT 114	Management Information System	10 Credits
		HRM 223	Organization Behavior	10 Credits
		ECON 223	Quantitative Techniques	15 Credits
		CSIT 213	E-Commerce	10 Credits
			Total	60 Credits
YEAR 3 LEVEL 5	Level 4	Award: Ordinary Degree in Business Administration		
	Year 2 Trimester 3	Core Modules		
		MGT 213	Project Management	10 Credits
		HRM 224	Labour Relations and Law	10 Credits
		BA 233	Risk Management and Insurance Management	10 Credits
			Specialization Modules in Finance (Choose only two: Elective Modules)	
		FIN 231	Public finance	15 Credits
		FIN 232	Money and Banking	15 Credits
		FIN 233	Management of financial institutions and markets	15 Credits
		FIN 234	Computer Applications in Finance	15 Credits
			Total	60 Credits
			Specialization Modules in Accounting (Choose only two)	
		ACC 231	Advanced Financial Accounting	15 Credits
		ACC 232	Auditing and Assurance	15 Credits
		ACC 233	Cost Accounting Management	15 Credits
		ACC 234	Management Accounting	15 Credits
			Total	60 Credits
			Specialization Modules in Economics (Choose only two)	
		ECON 231	Mathematical Economics	15 Credits
		ECON 232	Computing for Economics	15 Credits
		ECON 233	Development Economics	15 Credits
		ECON 234	Resource and Environmental Economics	15 Credits
			Sub Total	60 Credits
			Total	120 Credits
	YEAR 3 Trimester 1	Bachelor's Degree in Business Administration		
		Core Modules		
		BA 231	Business ethics	10 Credits
		BA 232	Strategic Management	10 Credits
		Specialization Modules in Finance		
		FIN 311	Security analysis and portfolio management	15 Credits
		FIN 312	Finance of international Business	15 Credits
		FIN 313	Law related to financial institutions	15 Credits
		FIN 314	Management Control Systems	15 Credits
			Sub Total	80 Credits
			Specialization Modules in Accounting	
		ACC 311	Computerized Accounting	15 Credits
		ACC 312	Advanced Auditing & Assurance	15 Credits
		ACC 313	Public Sector Accounting	15 Credits
		ACC 314	Corporate Accounting	15 Credits
			Sub Total	80 Credits
			Specialization Modules in Economics	
		ECO 321	Econometrics	15 Credits
		ECO 322	Industrial Economics	15 Credits
		ECO 323	International Economics	15 Credits
		ECO 324	Economics Policy and Planning	15 Credits
			Sub Total	80 Credits
	Year 3	Industrial Attachment and Research Project		
		INA 3201	10 Weeks for industrial attachment for Finance	20 Credits

	Trimester 2 &3	INA 3201	10 Weeks for industrial attachment for Accounting	20 Credits
		INA 3201	10 Weeks for industrial attachment for Economics	20 Credits
		RES 3202	Research Project in Finance	20 Credits
		RES 3202	Research Project in Accounting	20 Credits
		RES 3202	Research Project in Economics	20 Credits
			Sub Total	40 Credits
			Total	120 Credits
			Total for the programme	480 Credits

PROGRAMME MODULE STRUCTURE: BACHELOR DEGREE WITH HONORS IN INDUSTRIAL AND FINE ART

YEAR	BBA		Bachelor with honors in industrial and fine art	
	Code	Module Code	Module Title	Comment
	Level 1	Award : Certificate of Higher Education		
YEAR 1	Year 1 Trimester 1	BIAD 1101	Basic Terminologies in Design and Drawing	10 Credits
		BIAD 1102	Basic Theories in design and Computer aided Graphics	15 Credits
		BIAD 1103	Terminologies in Painting and Graphics	15 Credits
		BIAD 1104	Practices in Print Making and fabric Design	10 Credits
		BIAD 1105	Theory of Photography and Special Drawing	10 Credits
			Sub total	60 Credits
	Year 1 Trimester 2	BIAD 1201	Introduction to Weaving and Multimedia	10 Credits
		BIAD 1202	Basics of sculpture , Ceramics and Exhibition	10 Credits
		BIAD 1203	Computer aided, technical drawing and Design I	10 Credits
		BIAD 1204	Design and appreciation theories I	10 Credits
		BIAD 1205	Painting and Print making practices I	10 Credits
		CLCS 1201	Computer Literacy and Communication skills	10 Credits
			Sub total	60 Credits
			Total	120 Credits
	Level 2	Award : Award: Diploma in Higher Education		
	Year 1 Trimester 3	BIAD 1301	Principles of design, Visual Communication and exhibition I	10 Credits
		BIAD 1302	Weaving and Multimedia Practices I	10 Credits
		BIAD 1303	Drawing and Photo media Theory and Practice I	15 Credits
		BIAD 1304	Sculpture and Ceramics Practices I	15 Credits
		BIAD 1305	Computer aided, Technical drawing and design II	10 Credits
YEAR 2			Sub total	60 Credits
	Year 2 Trimester 1	BIAD 2101	Design and appreciation theories II	15 Credits
		BIAD 2102	Painting and Print making practices II	10 Credits
		BIAD 2103	Principles of design, Visual communication and exhibition II	10 Credits
		BIAD 2104	Drawing and Photo media Theory and practice II	10 Credits
		BIAD 2105	Entrepreneurship and Project planning management	15 Credits
			Sub total	60 Credits
			Total	120 Credits
	Level 3	Award : Advanced Diploma in Higher Education		
	Year 2 Trimester 2	BIAD 2201	Sculpture and Ceramics practices II	15 Credits
		BIAD 2202	Introduction to Production Management and research Methods	15 Credits
		BIAD 2203	Computer aided, technical drawing and Design II	10 Credits
		BIAD 2204	Advanced Design and Appreciation theories I	10 Credits
		BIAD 2205	Advanced Painting and Print Making Practices I	10 Credits
			Sub total	60 Credits
	Level 4	Award: Ordinary Degree in Industrial and fine Art		
	Year 2 Trimester 3		Core Modules	
		BIAD 2301	Advanced Principles of design, Visual Communication and Exhibition I	15 Credits

YEAR 2		BIAD 2302	Advanced Drawing and Photo Media Theory and Practice I	15 Credits
		BIAD 2303	Advanced Weaving and Multimedia Practices I	10 Credits
		BIAD 2304	Advanced Sculpture and Ceramics Practices I	10 Credits
		BIAD 2305	Professional Practices in Art I	10 Credits
			Sub total	60 Credits
			Total	120 Credits
YEAR 3	Year 3 Trimester 1	BIAD 3101	Advanced Computer aided, technical Drawing and Design II	10 Credits
		BIAD 3102	Advanced Design and Appreciation theories II	10 Credits
		BIAD 3103	Advanced Painting and Print making Practices II	10 Credits
		BIAD 3104	Advanced Principles of Design, Visual Communication and Exhibition II	15 Credits
		BIAD 3105	Advanced Drawing and Photo Media Theory and Practice II	15 Credits
			Sub total	60 Credits
Level 5				
Award: Bachelor Degree with honors in Industrial art and fine Art				
Year 3 Trimesters 2&3		BIAD 3201	Advanced Weaving and Multimedia Practices II	15 Credits
		BIAD 3202	Advanced Sculpture and Ceramics Practices II	15 Credits
		BIAD 3203	Rwandan Culture and Professional Ethics	10 Credits
		BIAD 3301	Research project in industrial and Fine Art	20 Credits
		BIAD 3302	Internship in industrial and Fine Art	20 Credits
			Sub total	60 Credits
			Total	120 Credits
			Total for the programme	480 Credits

PROGRAMME MODULE STRUCTURE: MASS COMMUNICATION

YEAR	BBA		Bachelor Degree with honors in Mass Communication		
	Code	Module Code	Module Title	Comment	
	Level 1	Award : Certificate of Higher Education			
YEAR 1	Year 1 Trimester 1	BMAC 1101	Introduction to mass communication	15 Credits	
		BMAC 1102.	BMAC 1102. Writing for the mass media	15 Credits	
		BMAC 1103	Media History	10 Credits	
		BMAC 1104	Communication skills	10 Credits	
		ECS 111	Computer skills	10 Credits	
		Sub total			60 Credits
	Year 1 Trimester 2	BMAC 1201	Theories of Mass Communication	15 Credits	
		BMAC 1202	Introduction to Public Relations	15 Credits	
		BMAC 1203	Introduction to Broadcasting	15 Credits	
		BMAC 1204	Introduction to photo journalism	15 Credits	
		Sub total			60 Credits
		Total			120 Credits
	Level 2	Award : Award: Diploma in Higher Education			
	Year 1 Trimester 3	BMAC 1301	Introduction to Kiswahili language	10 Credits	
BMAC 1302		Media Law	10 Credits		
BMAC 1303		Radio production	15 Credits		
BMAC 1304		Media Management	15 Credits		
BMAC 1305		Research methods in Mass Communication	10 Credits		
	Sub Total			60 Credits	

YEAR 2	Year 2 Trimester 1	BMAC 2101	Mass Media and Society	20 Credits
		BMAC 2102	News writing and Editing	20 Credits
		BMAC 2103	Development Communication	10 Credits
		BMAC 2104	Advertising, Copy & Layout	10 Credits
		Sub total		60 Credits
		Total		120 Credits
	Level 3	Award : Advanced Diploma in Higher Education		
	Year 2 Trimester 2	BMAC 2202	Documentary History and Theory	10 Credits
		BMAC 2203	Newspaper editing, design and layout	15 Credits
		BMAC 2204	Art of Public Speaking	15 Credits
		BMAC 2205	Desktop Computing for Magazines and Newspapers	10 Credits
			Sub Total	60 Credits
	Level 4	Award: Ordinary Degree in Mass Communication		
	Year 2 Trimester 3		Core Modules	
		BMAC 2201	Online Journalism	20 Credits
		BMAC 2301	Television and Radio News writing (Theory and Practice)	20 Credits
		BMAC 2302	Investigative and Interpretative Reporting	20 Credits
			Sub Total	60 Credits
			Total	120 Credits
		Award : Bachelor's Degree in Mass Communication		
YEAR 3 LEVEL 5	3 rd year 1 st Trimester	BMAC 3101	Public Affairs Reporting	15 Credits
		BMAC 3102	Introduction to Rwandan Culture and Media Ethic	10 Credits
		BMAC 3103	Public Relations Production & Services	15 Credits
		BMAC 3201	Diplomatic Communication & International relations	20 Credits
		LSFE 3202	Language : Swahili, French and Kinyarwanda	10 Credits
			Sub Total	70 Credits
	3 rd year 2 nd & 3 rd Trimester	BMAC 1205	Human Rights and Democracy	10 Credits
		BMAC 3203	Industrial attachment in Mass Communication	20 Credits
		BMAC 3304	Research Project Mass Communication	20 Credits
			Sub Total	50 Credits
			Total	120 Credits
			Total for the programme	480 Credits

PROGRAMME MODULE STRUCTURE: BACHELOR WITH HONORS IN FILM MAKING AND PRODUCTION

YEAR	BBA		Bachelor with honors in Film Making and Production	
	Code	Module Code	Module Title	Comment
	Level 1	Award : Certificate of Higher Education		
YEAR 1	Year 1 Trimester 1	BFS 1101	Film History & Theory	10 Credits
		BFS 1102	Introduction to Cinematography & Light	15 Credits
		BFS 1103	Introduction to Sound Recording for Film	15 Credits
		BFS 1104	Introduction to Digital Editing	10 Credits
		BFS 1105	Principles of Scriptwriting	10 Credits
			Sub total	60 Credits
	Year 1 Trimester 2	BFS 1201	Basic Principles of Directing	10 Credits
		BFS 1202	Film, Professional Ethics & Society	10 Credits
		BFS 1203	Production Techniques I	15 Credits

		BFS 1204	Basic Computer literacy/ICT skills I	15 Credits
		BFS 1215	Interpersonal Communications- Language skills I	10 Credits
		Sub total		60 Credits
		Total		120 Credits
	Level 2	Award : Award: Diploma in Higher Education		
	Year 1 Trimester 3	BFS 1301	Intermediate Cinematography	10 Credits
		BFS 1302	Intermediate Sound Recording for Film	10 Credits
		BFS 1303	Intermediate to Digital Editing	15 Credits
		BFS 1304	Scriptwriting Lab	15 Credits
		BFS 1305	Film acting	10 Credits
YEAR 2	Year 2 Trimester 1	Sub total		60 Credits
		BFS 2101	Film analysis	15 Credits
		BFS 2102	Computer skills/ICT II	10 Credits
		BFS 2103	Interpersonal Communications- Language skills II	10 Credits
		BFS 2104	Production Techniques II	10 Credits
		BFS 2105	Visual Anthropology for Filmmakers	15 Credits
		Sub total		60 Credits
		Total		120 Credits
	Level 3	Award : Advanced Diploma in Higher Education		
	Year 2 Trimester 2	BFS 2201	Advanced Digital Editing	15 Credits
		BFS 2202	Directing with Actors II	15 Credits
		BFS 2203	Film marketing and distribution	10 Credits
		BFS 2204	Internship in Film.	10 Credits
		BFS 2205	Production Management	10 Credits
		Sub total		60 Credits
	Level 4	Award: Ordinary Degree in Business Administration		
	Year 2 Trimester 3	Core Modules		
		BFS 2301	Advanced Sound Recording for Film	15 Credits
		BFS 2302	Production design	15 Credits
		BFS 2303	Advanced Cinematography	10 Credits
		BFS 2304	Business & Entrepreneurship	10 Credits
		BFS 2305	Film Industry and Media law	10 Credits
		Sub total		60 Credits
		Total		120 Credits
YEAR 3	Year 3 Trimester 1	BFS 3101	Film Lighting II	20 Credits
		BFS 3102	Digital studio recording and sound design	20 Credits
		BFS 3103	Multimedia Advertising	20 Credits
		BFS 3104	Music Video Production	20 Credits
		Sub total		80 Credits
	Year 3 Trimester 1&2	BFS 3201	Research Project in Film production	20 Credits
		BFS 3202	Industrial Attachment in Film making and Production	20 Credits
		Sub total		40 Credits
		Total		120 Credits
		Total for the programme		480 Credits

PROGRAMME MODULE STRUCTURE: ADVANCED DIPLOMA IN FILM MAKING AND FILM PRODUCTION

YEAR	BBA		Advanced Diploma in Film Making and Production	
	Code	Module Code	Module Title	Comment
	Level 1	Award : Certificate of Higher Education		
YEAR 1	Year 1 Trimester 1	DFFP 1101	Introduction to Cinematography, Sound and Editing	15 Credits
		DFFSI 1102	Documentary History and Theory	15 Credits
		DFFP 1103	Introduction to Documentary techniques, fiction and scriptwriting	10 Credits
		DFFP 1104	Film Analysis	10 Credits
		DFFP 1105	Intermediate Cinematography, editing and Sound	10 Credits
		Sub total		
				60 Credits
	Year 1 Trimester 2	DFFP 1201	Film History, European and World Cinema	15 Credits
		DFFP 1202	Advanced Cinematography	15 Credits
		DFFP 1203	Advanced Sound and Editing	15 Credits
		DFFP 1205	Film Industry and Media Law	15 Credits
		Sub total		
				60 Credits
		Total		
				120 Credits
	Level 2	Award : Award: Diploma in Higher Education		
	Year 1 Trimester 3	DFFP 1301	African Cinema	15 Credits
		DFFP 1302	Lighting	15 Credits
		DFFP 1303	Final Film , Journal and Film Directorship	15 Credits
		DFFP 1304	Introduction to Multi-Media Advertising	15 Credits
		Sub total		
				60 Credits
		Sub total		
YEAR 2	Year 2 Trimester 1	DFFP 2101	Editing Effects	10 Credits
		DFFP 2102	Advanced Directing	15 Credits
		DFFP 1204	Research Methods in film Making	15 Credits
		DFFP 2104	Sound Design for Screen	20 Credits
		Sub total		
				60 Credits
		Total		
				120 Credits
	Level 3	Award : Advanced Diploma in Higher Education		
	Year 2 Trimester 2			
		DFFP 1305	Vision Culture	10 Credits
		DFFP 2103	Introduction to Studio Practice	10 Credits
		DFFP 2201	Internship for film making and Production	20 Credits
		DFFP 2202	Research project	20 Credits
		Sub total		
				60 Credits
		Total for the Programme		
				300 Credits

PROGRAMME MODULE STRUCTURE: BACHELOR OF EDUCATION WITH HONOURS IN HISTORY AND GEOGRAPHY (BAED)

YEAR	BAED	Programme	Bachelor of Education with Honours in History and Geography	
	Code	Module Code	Module Title	Number of Credits per module
	Level 1	Award: Certificate of Higher Education		
	Year 1 Trim. 1	COM 1101	Communication skills	10 credits
		COL 1101	Computer literacy	10 credits
		HUM 1101	Humanities	15 credits
		HIS 1101	History of Rwanda	10 credits

YEAR 1		GEO 1101	Physical Geography	15 credits
			<i>Sub-total 1</i>	<i>60 credits</i>
	Year 1 Trim. 2	GEO 1202	Human Geography	10 credits
		HIS 1202	History of Civilizations	10 credits
		IRM 1201	Introduction to Research methodology	10 credits
		EDP 1201	Fundamental psychology	15 credits
		EDG 1201	General pedagogy and methodology	15 credits
			<i>Subtotal 2</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
	Level 2 Trim. 3	Award: Diploma in Higher Education		
		GEO 2301	Environmental Geography	10 credits
		HIS 2301	Imperialism in the Third World	10 credits
		HIS 2302	Transformation in Europe	10 credits
		GEO 2302	Methods and Techniques in spatial analysis	15 credits
		EDH 2301	Human developmental psychology	15 credits
			<i>Sub-total 3</i>	<i>60 credits</i>
		HIS 2103	World Revolutions	10 credits
		EDC 2101	Curriculum studies	10 credits
		GEO 2103	Economic Geography	20 credits
		GEO 2104	Geomorphology	20 credits
			<i>Sub-total 4</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
	Level 3	Award: Advanced Diploma in Higher Education		
	Year 2 Trim.2	EDF 2101	Foundation of education	10 credits
		EDS 3201	History and Geography Teaching Methods	15 credits
		ENT 3201	Entrepreneurship Skills	10 credits
		EDL 3201	School management and Legislation	10 credits
		HIS 3201	African History	15 credits
			<i>Sub-total 5</i>	<i>60 credits</i>
	Level 4	Award: Ordinary Degree in Education		
	Year 2 Trim. 3	HIS 4301	Media, Society And History	10 credits
		EDR 4301	Educational research	10 credits
		HIS 4302	American History	10 credits
		HIS 4303	Genocide and related Discriminative Ideologies	10 credits
		GEO 4301	Geography of Africa	10 credits
		EDM 4301	Educational Measurement and evaluation	10 credits
			<i>Sub-total 6</i>	<i>60 credits</i>

			Total	120 credits
Year 3	Level 5	Award: Bachelor's Degree in Education with Honours in History and Geography		
	Year 3 Trim. 1	HIS 5101	World Socio- Economic and Political Developments	10 credits
		GEO 5101	Climatology and Hydrology	15 credits
		HIS 5102	History of Asia	10 credits
		GEO 5102	Urban and Political Geography	15 credits
		GEO 5103	Geography of Natural Resources	10 credits
			Sub-total 7	60 credits
	Year 3 Trim. 2	HIS 5203	Phenomenon of Human Rights in Africa	10 credits
		HIS 5204	History of Emergent States in Africa	10 credits
		GEO 5204	Applied Remote sensing and Geographical information system (GIS)	15 credits
		GEO 5205	Population Geography	10 credits
		EDE 5201	Educational Technology and microteaching	15 credits
			Sub-total 8	60 credits
			Total 8	120 credits
	Year 3 Trim.3	EDT 5301	Teaching and School Practice	30 credits
		RSP 5301	Research Project	30 credits
			Sub-total 9	60 credits
			Total	120 credits
		TOTAL	GENERAL TOTAL	480 CREDITS

**PROGRAMME MODULE STRUCTURE: BACHELOR OF
EDUCATION WITH HONOURS IN MATHEMATICS AND PHYSICS
(BSED)**

YEAR	BSED	Programme	Bachelor of Education with Honours in Mathematics and Physics	
	Code	Module Code	Module Title	Number of Credits per module
	Level 1	Award: Certificate of Higher Education		
	Year 1 Trim. 1	COM 1101	Communication skills	10 credits
		COL 1101	Computer literacy	10 credits

YEAR 1		HUM 1101	Humanities	15 credits
		PHY 1101	Classical Mechanics	10 credits
		MAT 1101	Mathematics Analysis I	15 credits
			Sub-total 1	60 credits
	Year 1 Trim. 2	PHY 1202	Properties of Matter and Thermodynamics	10 credits
		MAT 1202	Statistics and Probability I	10 credits
		IRM 1201	Introduction to Research methodology	10 credits
		EDP 1201	Fundamental psychology	15 credits
		EDG 1201	General pedagogy and methodology	15 credits
			Sub-total 2	60 credits
			Total	120 credits
	Level 2 Trim. 3	Award: Diploma in Higher Education		
		MAT 2301	Linear algebra and Geometry I	15 credits
		PHY 2301	Electromagnetism	10 credits
		PHY 2302	Waves and Optics	10 credits
		MAT 2302	Mathematics Analysis II	10 credits
		EDH 2301	Human developmental psychology	15 credits
			Sub-total 3	60 credits
		PHY 2103	Modern Physics	10 credits
		EDC 2101	Curriculum studies	10 credits
		MAT 2103	Linear algebra and Geometry II	15 credits
		PHY 2104	Special relativity and Electrodynamics	15 credits
		EDF 2101	Foundation of education	10 credits
			Sub-total 4	60 credits
			Total	120 credits
	Level 3		Award: Advanced Diploma in Higher Education	
	Year 2 Trim.2	EDS 3201	Mathematics and Physics Teaching Methods	15 credits
		PHY 3201	Analytical Mechanics	10 credits
		ENT 3201	Entrepreneurship Skills	10 credits
		EDL 3201	School management and Legislation	10 credits
		MAT 3201	Statistics and Probability II	15 credits
			Sub-total 5	60 credits
	Level 4	Award: Ordinary Degree in Education		
	Year 2 Trim. 3	PHY 4301	Mathematical Physics	10 credits
		EDR 4301	Educational research	10 credits
		MAT 4301	Mathematics Analysis III	10 credits
		PHY 4302	Solid State Physics	10 credits
		MAT 4302	Functional Analysis	10 credits

		EDM 4301	Educational Measurement and evaluation	10 credits
			<i>Sub-total 6</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
Year 3	Level 5	Award: Bachelor's Degree in Education with Honours in Mathematics and Physics		
	Year 3 Trim. 1	PHY 5101	Quantum Mechanics	15 credits
		MAT 5101	Numerical Analysis and Linear Programming	15 credits
		MAT 5102	Stochastic Processes	15 credits
		PHY 5102	Statistical Physics	15 credits
			<i>Sub-total 7</i>	<i>60 credits</i>
	Year 3 Trim. 2	PHY 5203	Atomic Physics	15 credits
		MAT 5203	Group Theory	10 credits
		MAT 5204	Data Analysis	10 credits
		MAT 5205	Multivariate Analysis	10 credits
		EDE 5201	Educational Technology and microteaching	15 credits
			<i>Sub-total 8</i>	<i>60 credits</i>
			<i>Total 8</i>	<i>120 credits</i>
	Year 3 Trim.3	EDT 5301	Teaching and School Practice	30 credits
		RSP 5301	Research Project	30 credits
			<i>Sub-total 9</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
		TOTAL	GENERAL TOTAL	480 CREDITS

PROGRAMME MODULE STRUCTURE: BACHELOR OF EDUCATION WITH HONOURS IN MATHEMATICS AND COMPUTER (BSED)

YEAR	BAED	Programme	Bachelor of Education with Honours in Mathematics and Computer	
	Code	Module Code	Module Title	No. of Credits per module
	Level 1	Award: Certificate of Higher Education		
YEAR	Year 1 Trim. 1	COS 1101	Communication skills	10 credits
		COL 1101	Computer literacy	10 credits
		HUM 1101	Humanities	15 credits
		CSE 1101	Introduction to information Technology	10 credits
		MAT 1101	Mathematics Analysis I	15 credits
			SUB-TOTAL 1	60 credits
	Year 1 Trim. 2	CSE 1201	Computer Basics	10 credits
		MAT 1201	Statistics and Probability	10 credits
		IRM 1201	Introduction to Research methodology	10 credits

1		EDP 1201	Fundamental psychology	15 credits
		EDG 1201	General pedagogy and methodology	15 credits
		Sub-total 2		60 credits
		Total		120 credits
	Level 2 Trim. 3	Award: Diploma in Higher Education		
		MAT 2301	Linear algebra and Geometry	15 credits
		CSE 2301	Basic Mathematics for computing	20 credits
		MAT 2302	Mathematics Analysis II	10 credits
		EDH 2301	Human developmental psychology	15 credits
		SUB-TOTAL 3		60 credits
		CSE 2101	General Physics for Computing Science	15 credits
		EDC 2101	Curriculum studies	10 credits
		CSE 2102	Artificial Intelligence	15 credits
		CSE 2102	Object oriented Programming with C ++	10 credits
		EDF 2101	Foundation of education	10 credits
		SUB-TOTAL 4		60 credits
		Total		120 credits
	Level 3	Award: Advanced Diploma in Higher Education		
	Year 2 Trim.2	EDS 3201	Mathematics and Computer Teaching Methods	15 credits
		CSE 3201	Electromagnetism for Computer Science	10 credits
		ENT 3201	Entrepreneurship Skills	10 credits
		EDL 3201	School management and Legislation	10 credits
		CSE 3201	Computer Graphic and multimedia	15 credits
		SUB-TOTAL 5		60 credits
	Level 4	Award: Ordinary Degree in Education		
	Year 2 Trim. 3	CSE 4301	Electronics	10 credits
		EDR 4301	Educational research	10 credits
		CSE 4301	Operating System	10 credits
		CSE 4302	Computer Architecture and Assembly	10 credits
		MAT 4302	Functional Analysis	10 credits
		EDM 4301	Educational Measurement and evaluation	10 credits
		SUB-TOTAL 6		60 credits
		Total		120 credits
Year 3	Level 5	Award: Bachelor's Degree in Education with Honours in History and Geography		

	Year 3 Trim. 1	CSE 5101	Data Communication and Computer networks	15 credits
		MAT 5101	Numerical Analysis and Linear Programming	15 credits
		MAT 5102	Stochastics Processes	15 credits
		CSE 5102	Database and Software Engineering	15 credits
			<i>SUB-TOTAL 7</i>	<i>60 credits</i>
	Year 3 Trim. 2	CSE 5201	Internet Programming	15 credits
		MAT 5201	Group Theory	10 credits
		MAT 5202	Data Analysis	10 credits
		MAT 5203	Multivariate Analysis	10 credits
		EDE 5201	Educational Technology and microteaching	15 credits
			<i>SUB-TOTAL 8</i>	<i>60 credits</i>
			<i>TOTAL 8</i>	<i>120 credits</i>
	Year 3 Trim. 3	EDT 5301	Teaching and School Practice	30 credits
		RSP 5301	Research Project	30 credits
			<i>SUBTOTAL 9</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
		TOTAL	<i>GENERAL TOTAL</i>	<i>480 CREDITS</i>

**PROGRAMME MODULE STRUCTURE: BACHELOR OF
EDUCATION WITH HONOURS IN MATHEMATICS AND
CHEMISTRY (BSED)**

YEAR	BSED	Programme	Bachelor of Education with Honours in Mathematics and Chemistry	
	Code	Module Code	Module Title	Number of Credits per module
	Level 1	Award: Certificate of Higher Education		
YEAR 1	Year 1 Trim. 1	COM 1101	Communication skills	10 credits
		COL 1101	Computer literacy	10 credits
		HUM 1101	Humanities	15 credits
		CHE 1101	General Chemistry	10 credits
		MAT 1101	Mathematics Analysis I	15 credits
			<i>Sub-total 1</i>	<i>60 credits</i>
	Year 1 Trim. 2	CHE 1202	Aromatic and Natural products	10 credits
		MAT 1202	Statistics and Probability I	10 credits
		IRM 1201	Introduction to Research methodology	10 credits

Year 2		EDP 1201	Fundamental psychology	15 credits
		EDG 1201	General pedagogy and methodology	15 credits
		<i>Sub-total 2</i>		<i>60 credits</i>
		<i>Total</i>		<i>120 credits</i>
	Level 2 Trim. 3	Award: Diploma in Higher Education		
	Year 2 Trim.1	MAT 2301	Linear algebra and Geometry I	15 credits
		CHE 2301	Basic and Practical Physical Chemistry	20 credits
		MAT 2302	Mathematics Analysis II	10 credits
		EDH 2301	Human developmental psychology	15 credits
		<i>Sub-total 3</i>		<i>60 credits</i>
		CHE 2102	Electrochemistry and Analytical Chemistry	10 credits
		EDC 2101	Curriculum studies	10 credits
		MAT 2103	Linear algebra and Geometry II	15 credits
		CHE 2103	Basic and Practical Organic Chemistry	15 credits
		EDF 2101	Foundation of education	10 credits
		<i>Sub-total 4</i>		<i>60 credits</i>
		<i>Total</i>		<i>120 credits</i>
	Level 3	Award: Advanced Diploma in Higher Education		
	Year 2 Trim.2	EDS 3201	Mathematics and Chemistry Teaching Methods	15 credits
		CHE 3201	Stereochemistry and reaction mechanisms	10 credits
		ENT 3201	Entrepreneurship Skills	10 credits
		EDL 3201	School management and Legislation	10 credits
		MAT 3201	Statistics and Probability II	15 credits
		<i>Sub-total 5</i>		<i>60 credits</i>
	Level 4	Award: Ordinary Degree in Education		
	Year 2 Trim. 3	CHE 4301	Basic and Practical inorganic Chemistry	20 credits
		EDR 4301	Educational research	10 credits
		MAT 4301	Mathematics Analysis III	10 credits
		MAT 4302	Functional Analysis	10 credits
		EDM 4301	Educational Measurement and evaluation	10 credits
		<i>Sub-total 6</i>		<i>60 credits</i>
		<i>Total</i>		<i>120 credits</i>

Year 3	Level 5	Award: Bachelor's Degree in Education with Honours in Mathematics and Chemistry		
	Year 3 Trim. 1	CHE 5301	Periodicity and transition metals	15 credits
		MAT 5101	Numerical Analysis and Linear Programming	15 credits
		MAT 5102	Stochastics Processes	15 credits
		CHE 5102	Thermochemistry and Thermodynamics	15 credits
			Sub-total 7	60 credits
	Year 3 Trim. 2	CHE 5203	Polymer Chemistry and Biochemistry	15 credits
		MAT 5203	Group Theory	10 credits
		MAT 5204	Data Analysis	10 credits
		MAT 5205	Multivariate Analysis	10 credits
		EDE 5201	Educational Technology and microteaching	15 credits
			Sub-total 8	60 credits
			Total 8	120 credits
	Year 3 Trim.3	EDT 5301	Teaching and School Practice	30 credits
		RSP 5301	Research Project	30 credits
			Sub-total 9	60 credits
			Total	120 credits
		TOTAL	GENERAL TOTAL	480 CREDITS

**PROGRAMME MODULE STRUCTURE: BACHELOR OF EDUCATION WITH
HONOURS IN BIOLOGY
AND CHEMISTRY (BSED)**

YEAR	BSED	Programme	Bachelor of Education with Honours in Biology and Chemistry	
	Code	Module Code	Module Title	Number of Credits per module
	Level 1	Award: Certificate of Higher Education		
	Year 1 Trim. 1	COM 1101	Communication skills	10 credits
		COL 1101	Computer literacy	10 credits
		HUM 1101	Humanities (philosophy, Ethics and sociology)	15 credits
		BIO 1101	Cell Biology	15 credits
		CHE 1101	General Chemistry	10 credits
			Sub-total 1	60 credits

YEAR 1		CHE 1202	Basic and Practical Physical Chemistry	20 credits
		IRM 1201	Introduction to Research methodology	10 credits
Year 2		EDP 1201	Fundamental psychology	15 credits
		EDG 1201	General pedagogy and methodology	15 credits
		Sub-total 2		60credits
		Total		120 credits
	Level 2 Trim. 3	Award: Diploma in Higher Education		
		BIO 2301	Genetics	15 credits
		BIO 2302	Basic Ecology and Biosystematics	10 credits
		CHE 2301	Basic and Practical inorganic Chemistry	10 credits
		CHE 2302	Electrochemistry and Analytical Chemistry	10 credits
		EDH 2301	Human developmental psychology	15 credits
		Sub-total 3		60 credits
	Year 2 Trim.1	BIO 2103	Evolutionary Biology	15 credits
		EDC 2101	Curriculum studies	10 credits
		CHE 2102	Aromatic and Natural products	10 credits
		CHE 2103	Basic and Practical Organic Chemistry	15 credits
		EDF 2101	Foundation of education	10 credits
		Sub-total 4		60 credits
		Total		120 credits
	Level 3	Award: Advanced Diploma in Higher Education		
	Year 2 Trim.2	EDS 3201	Biology and Chemistry Teaching Methods	15 credits
		BIO 3201	Flesh Water Biology	10 credits
		ENT 3201	Entrepreneurship Skills	10 credits
		EDL 3201	School management and Legislation	10 credits
		CHE 3201	Periodicity and transition metals	15 credits
		Sub-total 5		60 credits
	Level 4	Award: Ordinary Degree in Education		
	Year 2 Trim. 3	BIO 4301	Animal Diversity	20 credits
		EDR 4301	Educational research	10 credits
		CHE 4301	Thermochemistry and Thermodynamics	20 credits
		EDM 4301	Educational Measurement and evaluation	10 credits
		Sub-total 6		60 credits
		Total		120 credits
Year 3	Level 5	Award: Bachelor's Degree in Education with Honours in Biology and Chemistry		

	Year 3 Trim. 1	BIO 5101	Plant Diversity	20 credits
		CHE 5101	Polymer Chemistry and Biochemistry	15 credits
		BIO 5102	Laboratory Design and Management	10 credits
		BIO 5103	Entomology and Parasitology	15 credits
			<i>Sub-total 7</i>	<i>60 credits</i>
	Year 3 Trim. 2	BIO 5204	Microbiology, Mycology and Immunology	15 credits
		BIO 5205	Nutrition and Population life communication	15 credits
		CHE 5202	Stereochemistry and Mechanisms of Reactions	15 credits
		EDE 5201	Educational Technology and microteaching	15 credits
			<i>Sub-total 8</i>	<i>60 credits</i>
			<i>Total 8</i>	<i>120 credits</i>
	Year 3 Trim.3	EDT 5301	Teaching and School Practice	30 credits
		RSP 5301	Research Project	30 credits
			<i>Sub-total 9</i>	<i>60 credits</i>
			<i>Total</i>	<i>120 credits</i>
		TOTAL	<i>GENERAL TOTAL</i>	<i>480 CREDITS</i>

N.B Bachelor Degree candidate shall be required to successfully accumulate at least **480 credit** units of approved modules as well as project papers.

Assessment Pattern:

Component	Weighting⁰%
CATS	
Invigilated Assessment	30
Substantial Course works	30
End of Semester Exam	40
Total	100

4. ADMISSIONS AND REGISTRATION

4.1. Admissions

4.1.1. Minimum entry requirement: 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. Applicants who might not have attained the above performance level but have other relevant qualifications may be considered case by case.

4.1.2. 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.

4.1.3. Application procedures: The applicants are required to complete official application forms enclosing certified copies of academic testimonials, copy of the National Identity Card, notarized copy of the passport in lieu of the National Identity Card (or for international students) and recent two passport size photographs. All applications are subject to a selection process. Applicants will be notified soon after the selection process is completed. Where necessary, EAUR deserves the right to interview the applicant. Students must ensure that the names and particulars provided on the application forms are genuine and shall not be arbitrarily changed except with permission of courts of law. Whatever information is provided shall appear on relevant academic documents and final Certificates and Transcripts.

4.1.4. Change of Admission Regulations: The University deserves the right to review or change the admission regulations without giving a prior notice.

4.2. Registration

4.2.1. New and Continuing Registration: Both new and continuing students must register their present with The University at the beginning of each semester. The registration shall be done within two weeks before the commencement of the semester. No student shall be registered after the deadline. Students failing to register before the deadline will forfeit their place of admission. EAUR management may demand for the original copies of the Academic and other important documents.

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

4.2.3. Students' Identity Card: All registered students will be issued with ID cards. 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's facility/property unless he/she is a registered student. Identity cards shall have a validity period of one year only.

4.2.4. Forged Documents: 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 and shall be dismissed any time it is

discovered or She/he shall automatically lose all achievements (awards) attained to date of the discovery.

4.3. Credit Transfers

- 4.3.1. Possibility:** Students from others Institutions of Higher Learning (HLIs) in or outside Rwanda may on case by case be admitted and registered at EAUR on credit transfer arrangements.
- 4.3.2. Credit Transfers:** Students entering The University from another HLI as transfer students cannot transfer the grades they achieved elsewhere. However, The University will only transfer credits for courses that have a EAUR equivalent course/module as well as programmes into which the student is admitted.
- 4.3.3. Authority for Credit Transfer:** Any course to be accepted for transfer credit can only be considered by the Head of Department, School as an equivalent of a course/module in the student's programmes. An evaluation is then made of each course and a determination arrived at by the Head of Department, School based on clearly articulated standards (Transfer Equation). No more than half of the credits required for graduation at EAUR may be taken at another HLI.
- 4.3.4. Credit Transfer Payments:** candidates for credit transfers are required to study and be examined in and pay for all modules in preceding levels in which they had not accumulated credits in their former HLI.
- 4.3.5. Rights and Obligation under Credit Transfer:** Once admitted, transfer students shall be subject to the same regulations, rules and policies governing all students at 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.

5. FEES STRUCTURE AND PAYMENTS

5.1. Fees Structure

5.1.1. Fees common to all students can be obtained from the finance/academics offices.

5.1.2. Fees Variations: fees may vary between different cohorts of students as may be determined from time to time by management

5.2. Fees Payments

5.2.1. Tuition fees for each academic year are paid at the beginning of each semester.

5.2.2. New Students Fee payment: to register new students must have paid at least 60% of tuition fees as well as registration fees, guild fees and insurance.

5.2.3. No continuing student will be allowed in class without having paid at least 30% of the tuition fees or paid for at least one module in the semester.

5.2.4. Paying in instalments may be negotiated and obtained from Director of Finance and the beneficiary must sign the contractual agreement and must abide by it.

5.2.5. Modes of payment: to avoid risks of handling cash in the office and in transit to the bank, Tuition payments must be done through bank account with the following details:

Account Name: EAUR
Bank: Bank of Kigali
Account number: 00058067269139

Account Name: EAUR
Bank: ECOBANK
Account number: 0030133811988602

5.2.6. Non Refund of Fees: Under no circumstance, shall tuition fees paid be refunded.

6. CLASS ATTENDANCE AND COMPLETION OF MODULES

6.1. Attendance Percentage

6.1.1. Class Attendance: Students are urged to participate diligently in lectures, tutorials, exercises and examinations. This participation is compulsory. A student anticipating being absent from classes shall seek permission from the Head of Department. A student who misses classes for medical reasons shall submit within two days written evidence from approved physicians. The University full time classes start at 8 am up and end at 5.30 pm, part time classes start at 5.30 pm and end at 9.30 pm. Any student who fails to report for classes twenty minutes after the scheduled time will not be allowed in class.

6.1.2. Minimum Acceptable level of Attendance: To sit for examinations a student must have achieved at least 80% attendance in the module and semester.

6.2. Required Number of Credit Hours Per Level

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. (Certificate: 120 Credits; Diploma: 240 Credits; Advanced Diploma: 300 Credits; Bachelor Degree: 360 Credits and Bachelor's Degree with honours: 480 Credits).

6.3. Division of Learning Hours

Learning Hours and Course works are subdivided into lectures, seminars and workshops, laboratory (practical work), structured exercises, set reading, self-directed study, and assignments preparation and writing. The specific number of hours for each learning activity is defined in each module description form. Lecture hours vary between a minimum of 24 hours and 48 hours depending on the whether a module/course is 10, 15 or 20 Credits.

6.4. Deferment of studies;

6.4.1. Student wishing to postpone their studies may be permitted only after production of satisfactory evidence giving reasons for postponement. Reasons supplied shall be considered on their own merits.

6.4.2. Students deferring studies must fill and submit the "Deferment Forms". Upon resumption of studies such a student is required to fill in and

submit a “Resumption Form. Students who do not register their deferment may be required to pay tuition for the period they were away.

- 6.4.3.** Students may defer studies for only one academic year at a time and this may be formally renewed once depending on the gravity of the case. Thereafter, a student may be de-registered.

7. EXAMINATIONS AND EVALUATION OF LEARNING

7.1. Continuous Assessments

7.1.1. Composition of Continuous Assessments: Students' performance in all courses shall be assessed continuously throughout the semester. Such continuous assessments shall consist of tests, individual and group assignments as well as structured exercises provided by the lecturer.

7.1.2. Weights of Continuous Assessments: the weight of continuous assessment in every subject shall be 60% and the University examination shall carry a weight of 40% which is in line with HEC directives.

7.1.3. University examination shall be done at the end of every semester or module. 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.

7.2. Examinations

7.2.1. Period of Examinations: University examination shall be done at the end of every semester or module.

7.2.2. Examinations Instructions: All students are obliged to respect written final examinations instructions, failure to respect such instructions may lead to the disqualification of the students.

7.2.3. Pass mark: a minimum score of 50% (i.e. the total of Continuous Assessment Test and Final examination) is required for the student to pass a subject. Student scoring less than 50% in any subject shall be regarded to have failed in that subject.

7.2.4. English Language Pass mark: any student without a minimum score of 50% pass mark in English Language in any semester where it is taught and examined will not proceed to Final year. To qualify to sit for the English Language examinations, students must have at least 70% attendance in the course of English Language in that semester.

7.2.5. Retaking a Module: if a student fails any module, he/she shall retake the module in a new semester or period when that module is being offered. A student retaking a module must attend lectures and obtain new continuous assessment marks. The student shall pay specific amount for the retaken module.

- 7.2.6. Absconding:** student who shall not appear for any University examinations without permission from the University shall be regarded to have absconded and shall repeat the semester. Those granted permission may, at the discretion of the Academic Registrar, be made to do special examinations. Also a student who absents himself/herself from studies for more than four weeks consecutively without prior permission from the University shall repeat the semester.
- 7.2.7. Release of results:** Final results shall always be approved by the Senate of The University and published within three weeks after the date of last examination in the semester. The University will withhold results of students with outstanding accounts of unpaid fees.
- 7.2.8. Appeals:** To appeal against examination results, the student must apply to the Head of Department concerned within two weeks after release of final results. Thereafter this appeal shall be processed only after paying an appeal fee determined by the University. This fee is non-refundable. Remark is applicable within one month after the official publication of the results. Remark is not allowed for Retake examinations.
- 7.2.9. Examinations Booklets and Answer Scripts:** Examinations Booklets are the property of the University and students are allowed to handle them only during examinations. The used answer booklets are stored in the archive for a maximum of two (2) years.
- 7.2.10. Examination time table:** The time table for the examinations shall be posted on the notice board at least three weeks before the date of first examination.

7.3. CAT and Final Examination Malpractices

- 7.3.1. Gravity of Offences:** Cheating or malpractices in CAT and Final Examinations of any form is a grave offence
- 7.3.2. Forms of Cheating:** Cheating in CAT or Final Examinations shall be understood to include any attempt on the part of the candidate to exchange notes, answers, copy from electronic device, written materials, talk or discuss examination question in the examination room or carrying out any other act that may be interpreted as gain of unfair advantage and breach of examination rules and regulations.
- 7.3.3. Role of Disciplinary Committee:** All cases of cheating shall be brought to the disciplinary committee. The disciplinary committee shall study case by

case and has final authority to take disciplinary measures found appropriate

7.3.4. Forms of Punishments: may include but is not limited to one or several of the following:

- a) The student may be suspended for a period ranging from one semester to two years (maximum possible on first offence).
- b) That particular examination the student is caught cheating or all the examinations of that session may be cancelled and the student is asked to repeat the entire examination(s) of the session under a new arrangement.
- c) That examination the student is caught cheating may be cancelled and the culprit is asked to repeat the course including, paying tuition fees for that course, writing Continuous Assessment Tests (CATs), assignment and final examination.
- d) The student may be warned in writing and/or counselled.
- e) The disciplinary committee can take any other measures not mentioned above which it finds appropriate depending on the circumstances of each case.
- f) If the student commits such offence the second time, he/she shall be dismissed or expelled for good from the University.
- g) Any punishment given, however heavy or light shall be accompanied by a warning letter.

7.4. The Examination Rules and Regulations

7.4.1. Publication: Examinations Rules and Regulations shall be periodically published through a circular. They are also spelt out on the examinations answer booklets and on examinations question papers and may be revised from time to time.

7.4.2. Examinations Attendance: All students attending the examination must sign the attendance list. If you do not sign the attendance list your script shall not be marked because signing attendance list is provisional evidence that you have attended and actually done the examination. There will be no basis for you to make a convincing claim if you have not signed the list. A signature put on a wrong list shall not be recognized for the purpose of providing evidence to confirm attendance.

7.4.3. Submission of Answer Scripts: If the invigilators discover and confirm immediately at the end of a particular examination that your answer script is not submitted, you shall be considered not to have done that examination regardless of your signing the examination attendance form.

- 7.4.4. Deception:** Student should not deceive the Academic Registrar or the exam supervisor by giving false or misleading information.
- 7.4.5. Unauthorized Materials:** Student is not allowed to enter the examination room with unauthorized materials such as books, notes, syllabus etc. Failure to do so is considered to be a cheating case.
- 7.4.6. Unauthorized Assistance:** a student may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during his/her exams.
- 7.4.7. Communication during Examinations:** communication between students is forbidden during examinations. A student is not allowed to talk or to exchange tools such as calculators, rulers, pens, etc. If he/she needs any assistance, simply he/she has to raise up his/her hand for the Invigilator's attention.
- 7.4.8. Invigilators Rules:** a student is required to comply with the exam invigilator's rules. Invigilators are obliged to report any cases of irregularity or improper conduct to the Academic Registrar.
- 7.4.9. Powers of Chief Invigilator:** the chief invigilator is empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam hall.
- 7.4.10. Unprofessional conduct:** a student is not allowed to engage in any other unprofessional conduct.
- 7.4.11. Leaving Examinations Rule:** Once the exam has started, a student is allowed to leave the examination hall only after the first 2 HOURS of the EXAMINATION has elapsed.
- 7.4.12. Writing on Question papers:** Students should not write on the question paper during the examination, they should use inner and outer covers of the examination booklet for all rough work. Any exception to this rule shall be provided for in the instruction section of the examination.
- 7.4.13. Unauthorized Dressing:** Students are not allowed to enter examination room with caps, coats, sweaters, overcoats or other top wears.
- 7.4.14. Body Search:** All students entering examination room shall be subject to body search and are thus called upon to cooperate in the matter.

7.4.15. Prohibition of Mobile Phones: Students should not enter examination room with mobile telephones.

7.4.16. Ending of Examinations: Once the time to stop is announced by the invigilator, students must not stand up until their papers are collected by the invigilators.

7.4.17. Penalties for non compliance: Failure to respect examination rules and regulations is an offence punishable.

8. STUDENTS PROGRESSION

8.1. Progression by Prerequisite and Programme

- 8.1.1.** Students may not undertake a second or subsequent course/module unless they have obtained credit for the prerequisite of that course/module;
- 8.1.2.** Students may not or take examinations in more than one programme of study in the same semester.

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

8.3. Progression by Credit Accumulation: Examinations Candidates are required to accumulate at least 120 Credits before proceeding to the following level or year of study. EAUR operates on a semester system but, depending on consultation with stakeholders, conduct three semesters (semester) in a year to fast track students' progress by utilizing the holiday period, provided 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.

8.4. Repeating a year: A student in the second academic year who fails more than four modules in the main examinations (whether accumulated from the first year or failed them in second year) must retake and pass all the courses failed before s/he is allowed to progress to the third academic year. Such a student must attend at least 80% of the lectures, obtain new Continuous Assessment Tests (CATs) and sit for final examinations. Such a student is required to pay retake fees for all the modules/course failed.

8.5. Exceptional Progression: Except with special permission or approval of the senate upon recommendation of the academic board of the Department, School, 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, be allowed to carry over into the next level or academic year such number of failed courses/modules;

- (b) When internal Department, School 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.

8.6. Exit Award

- 8.6.1.** A Student who has accumulated the required number credits at any particular level and who wishes to terminate his or her study at that point for any reason may be awarded an exit award appropriate for that level.
- 8.6.2.** To qualify for an award, the cumulative total number of Credits – as defined by the Rwanda National Qualifications Framework - must be achieved.

9. RESEARCH PROJECTS AND INTERNSHIPS

9.1. Final Year Research Projects

- 9.1.1. Obligation:** All final year students are required to undertake a detailed research project and submit a report before s/he is allowed to graduate.
- 9.1.2. Weighting of Research Projects:** A research project shall be weighted at the equivalent of at least two modules and shall be supervised by a competent lecturer and the report evaluated by at least two examiners.
- 9.1.3. Duration for Research Projects:** The project work shall be spread over two semesters of the final year of the degree course. After the end of the first semester of the last year of study, candidates must submit progress report of the work done during the semester. The final project report must be submitted to the Head of Department through the Supervisor at the end of second semester.
- 9.1.4. Failure of the project report:** a candidate who fails the project work will be allowed to repeat it and pay full tuition fees for each repeat.

9.2. Internships/Industrial Attachments

- 9.2.1. Obligation of Internship:** each student in the final year of study is required to undertake an industrial attachment or internship and submit a report.
- 9.2.2. Supervision of internship:** each student on internship shall be assigned a supervisor to monitor and evaluate progress.

10. SUPPORT SERVICES

10.1. Library Services

10.1.1. Accessibility to Library Services: EAUR Library services are reserved only to the following people:-

- a) Registered student at EAUR
- b) Permanent or Part time Academic staff of EAUR
- c) Academic and Scientific Researchers from other Institutions with a prior permission from the Library Management
- d) Outsiders with permission from Library Management

10.1.2. Registration for Library Use: No person shall borrow books from the Library until he or she has signed and renewed a **Library Card** agreeing to abide by the Library Regulations. It is the responsibility of the borrower to ensure that the address given on his or her registration/Library card is up to-date.

10.1.3. Materials that Cannot be Borrowed: The following reference documents cannot be borrowed;

- a) Dictionaries, Journals, Magazines, Newspapers, references and other documents which are identified as such by a special mark.
- b) Periodicals
- c) Thesis or memoirs
- d) Works bound in several volumes
- e) Other precious documents or deemed to be so by the Library.

10.1.4. Theft or Damage to Library materials: theft or theft attempt or damage of the library document shall result in suspension of the use of library resources for ever plus a fine equivalent to the value of document attempted to steal or damage. Failure to pay the fine, a guilty person shall be suspended from The University for one academic year. In case of the second offense, the offender shall be dismissed from The University forever.

10.1.5. Conduct in Library Hall: Every library user must maintain silence, not use of mobile in any way, and not wear hats. There shall be no smoking nor eating or drinking in the library. Bags, briefcases shall be kept outside the library at the users' risk. Users are advised not to keep valuable items in bags or brief cases. On leaving the library, users may be checked where necessary.

10.2. ICT Services

10.2.1. Availability of Computer and Internet Services: EAUR has internet connection enabled computer laboratories for use by students for lectures, individual study and research. Students with laptops may also access internet services using the EAUR wireless networks broadcast over the EAUR compound.

10.2.2. Rules and regulations for use of Computers and Laboratory: Students are required to abide by computer laboratories rules and regulations published by the ICT department. For instance drinking and eating in the laboratories are completely prohibited. No liquid may be brought into the laboratory. EAUR prohibits the viewing of pornographic materials on its campus.

11. COMPLETION OF STUDIES AND CLASSIFICATION OF DEGREE

11.1. Completion of a degree Programme

11.1.1. Content Requirement: A student is considered to have completed studies if s/he has successfully studied and passed all the modules required by the programme and accumulated the required 480 credits and met all obligations of the University and is now eligible for graduation.

11.1.2. Duration for Completion of a degree programme: the maximum number of years for completion of a degree programme is 6 years. Students who fail to complete their studies within this timeframe shall be discontinued and awarded a lower qualification (e.g. certificate or diploma) if they so merit it.

11.2. Classification of Bachelor Degrees

11.2.1. A student who qualifies for the award of a degree shall be placed in one of the following classifications based on the final average obtained from all modules undertaken during the study.

Marks (%)	Degree classification	
80-100	First Class	A
70-79	Second Class Upper Division	B
60-69	Second Class Lower Division	C
50-59	Pass	D
Below 50	Fail	F

12. GRADUATION

12.1. Eligibility for Graduation

- 12.1.1. Requirements:** Candidates who fulfil all the requirements for the graduation shall be conferred with their degrees at an official graduation ceremony. 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: admission to the program; regular enrolment and attendance in the program; attaining the required satisfactory performance in the required examinations, and discharge of all obligations owed to The University including payment of fees return of library books, etc.
- 12.1.2. Graduation Clearance:** All candidates for graduation must obtain total clearance from the registrar's office, department and school, Finance department, library, and ICT using official clearance forms. During this time they should ensure that all details related to their transcripts are correct and valid.
- 12.1.3. Publication of Names:** Only candidates whose names appear in the graduation book shall be awarded degrees, diplomas or certificates. They appear on a list of students approved by senate.
- 12.1.4. Convocation Fee:** All graduation candidates are required to pay a compulsory graduation/convocation to be determined by the Senate from time to time and pay for transcripts, degrees, diplomas or certificates.

12.2. Rehearsals for all graduation candidates

Rehearsal shall be conducted at EAUR main campus one day prior to the graduation ceremony.

12.3. Collection of Certificates and Transcripts

To collect a degree, diploma or a certificate, a graduate will be required to present to the office of the Academic Registrar a duly filled and signed clearance form.

13. GENERAL CONDUCT

13.1.1. Official names of the students: For the purpose of the University, students shall be known by the names as appearing in the registration form and official documents submitted during registration.

13.1.2. Change of names: a student wishing to change names may apply to The University and if The University is satisfied that legal requirements have been met, student shall be officially allowed to use the new name(s).

13.1.3. Class/Examination boycotts: Class or Examination boycott or attempt to boycott is strictly prohibited. Disciplinary measures shall be taken against any one (individually or a group) guilty of boycott. A person or group of persons who may be discontented with the class conduct by a lecturer or examination conduct are allowed to present their grievances in writing to the Deputy Vice Chancellor (Academic Affairs), who will present the case to senate for assessment and appropriate actions there on.

13.1.4. Procession and demonstration: Any student or students wishing to organize a procession/demonstration within the University shall request in writing to the University authority, stating the purpose of the procession/demonstration and the names of the organizers. The general instructions to students during conduct of approved procession/demonstration shall be issued by circulars from time to time.

13.1.5. Disciplinary offenses: General disciplinary offenses shall include the following:

- a) Conduct which does or is likely to cause damage, defamatory or violence to person or person's property within the University
- b) Act or conduct which is likely to obstruct or frustrate the holding of any lecture, class, meeting, functions or any lawful activity organized by the University
- c) Using force against, or striking a fellow student, staff or any other person inside or outside the campus
- d) Intentionally damaging or destroying an University property
- e) Theft committed within The University where a student charged is convicted
- f) Unauthorized possession of a key to The University property
- g) Refusal or failure to comply with a lawful order or directive issued under The University regulations or issued by any competent authority of the University

- h) Use of abusive, slanderous, obscene or threatening language by any student against fellow student or staff of the University in course of performance his/her duty
- i) Forging a document or making a false document or perpetrating forgery with the intention to cause loss to any person, or University or any other external entity, whether in cash or otherwise
- j) Failure or refusal to abide by the ruling, decision or penalty imposed by disciplinary authority or any other competent authority of the University
- k) Forming or establishing unauthorized student groups which are likely to cause disunity and/or disorder at the University or in the wider community
- l) Without derogating the right to freedom of expression, wilful writing of defamatory literature or uttering insults or obscene language by any student(s) against another student(s) or staff of the University
- m) Rape, indecent assaults or sexual harassment of whatever form and kind
- n) Mismanagement and /or embezzlement of student's organizations fund established under the auspicious of the students organizations in accordance with the relevant provisions of the student's organizations constitutions for the time being in force.
- o) Harassment and bullying are prohibited at EAUR. Students and staff have a legal responsibility to ensure a conducive working environment and a working environment which is free from unlawful discrimination. Everyone has a responsibility to respect the feelings and sensibilities of others in the institutional setting, and to behave in a way which does not cause offence.

13.1.6. Public Functions: Any student or students wishing to organize a Public function within or outside the campus shall request in writing to the University authority, stating the purpose of the function, date, time and place of the function, and the names of the organizers. The general instructions to students during conduct of approved public function shall be issued by circulars from time to time.

13.1.7. Correspondence: All official correspondence by students to public or other official bodies both within and outside the country shall be channelled through the Vice Chancellor or his representative.

13.1.8. Publications: Any intention to produce a student publication within the University must be made only after getting a written approval from the University authority.

13.1.9. Consumption of Drugs, Alcohol and Smoking: It is strictly prohibited to smoke within the campus. Any student gets drunk either within the campus by voluntary consumption of an alcohol shall be guilty of an offense. It is an offense for a student to consume, cultivate or peddle narcotic or other drugs recognized by law within or outside the campus.

13.1.10. Collection of money: Permission to make any general collections of money other than fees for recognized and registered organizations or clubs must be obtained in writing from the University authority. Students are encouraged to ask for licenses of other valid authority of any collector who comes from outside the University.

13.1.11. General morality; Public nuisance or immorality contrary to good morals of our Rwandan culture is prohibited and punishable.

14. INTERPRETATION AND REVIEW OF RULES AND REGULATIONS

14.1. Misinterpretation of the rules and regulations:

14.1.1. Where the dispute arises due to the interpretation of the examination rules, the Senate of the University shall be the final authority to the ruling.

14.2. Review of the Regulations

14.2.1. These rules and regulations are subject to review from time to time as may be determined by the senate.

We wish you fruitful stay at EAUR.