

# ULK POLYTECHNIC INSTITUTE

## UPI



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## GENERAL ACADEMIC REGULATIONS

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## **1 .INTRODUCTION**

ULK POLYTECHNIC INSTITUTE (UPI) a high private technical learning institution founded on 2<sup>nd</sup> October, 2014 and now governed by the law N° 010/2021 of 16/2/2021 determining the organization of Education and the Ministerial order N° 001/MINEDUC/2021 of 20/10/2021 determining standards in Education, and the Ministerial order N° 003/MINEDUC/2021 of 20/10/2021 determining Rwanda Qualification Framework, law N°27/2023 of 18/05/2023 amending the law N° 66/2018 regulating labour in Rwanda, UPI statutes, its internal Regulations and other academic regulations.

ULK Polytechnic Institute, in line with the vision of the Government of Rwanda to promote practical skills; strives to stand out as a remarkable Institute for excellence with highly skilled and motivated students endowed with elevated ethical values.

ULK Polytechnic Institute Philosophy is based on four fundamental principles: to have faith in God; to know your mission on earth; to have positive thoughts and to live ethical values. ULK Polytechnic Institute's motto is "Science, Conscience and Skills", ULK Polytechnic Institute key values are: Integrity, Humility, Determination and Excellence.

The Mission of ULK Polytechnic Institute is to educate, teach, conduct technical projects and serve the community. The fundamental mission of ULK Polytechnic Institute is to provide the students with, competitive, creative, innovative skills, which will contribute to finding solutions on the labor market.

The present document sets and presents Academic Regulations of ULK Polytechnic Institute. Achieving Academic Excellence does require sound Academic Regulations, purpose of this paper. Approved and published Programmes Specifications will indicate any need to vary these regulations or requirement for additional regulations. In the event of any conflict, these Academic Regulations shall have precedence over any Programme Document.

## **TITLE 1: YEARS, SESSIONS, SEMESTERS TERMS, CREDITS, AND MODULES**

**Article 1:** In these regulations, the following terms shall have the following meanings:

- **Academic Year:** the length of time during which ULK Polytechnic Institute offers classes of full-time Advanced Diploma study equivalent to a minimum of 360 credits, and Bachelor of Technology(BTech) to a minimum of 480 credits, One credit is equated to 10 hours of notional student learning effort; thus a minimum period of 1200 hours for an academic year;
- **Session:**The part of the academic year during which the Polytechnic Institute holds classes;
- **Semester:** Is an academic period of a half of the academic year;
- **Term:** A definite continuous period during which instructions are regularly given to students; presently a period of 1/3 of the academic year.
- **Credits:** Are one of the primary methods used to determine and document that students meet academic requirements
- **Module:**Any unit offered in a programme that has a unique identification code and title.

**Article 2:** A Student normally registered for an academic year, on full-time basis.

**Article 3:** A full-time student is one who takes a minimum of 120 credits of modules during the academic year, according to the requirements of the programme. A short course student is one who takes a training of 3 months, 6 months or 1 year in a specific trade.

A regular student is the one who:

- complies with the registration requirements;
- has cleared registration and academic fees;
- has registered for the whole range of the academic year course;
- sits for assessments of the module programmes.

## **TITLE 2: ADMISSION**

### **2.1. Admission at Advanced Diploma level and Bachelor of Technology(BTech)**

**Article 4:** To be admitted to the first year of an advanced diploma programme, the applicant must comply with the Higher Education Council Admission requirements: holding an advanced certificate of secondary Education for those completed their secondary education in Rwanda and Equivalence qualification for those who studied outside Rwanda. In addition to that, applicants must comply with ULK Polytechnic Institute developed admission policy.

**Article 5:** To be admitted to any BTech programme, an applicant must fulfill the following requirements:

- Having completed at least TVET Advanced Diploma in the same field or its equivalent;
- Having at least two (2) years of working experience in relevant field from recognized institutions or companies;
- Fresh graduates from TVET Advanced Diploma with second class upper division will be admitted;
- An applicant who has accumulated BTech credits from another accredited Higher Learning Institution within Rwanda or outside has right to apply for consideration of such credits during the admission provided that the total credits transferred do not exceed 50% the total required credits for the award of BTech as provided in the RQF. The same applicant has also to fulfill other admission requirements; and
- An applicant with degrees from foreign TVET Institutions will show the equivalence provided by a competent organ in Rwanda.

**Article 6:** To be admitted to lectures or other teaching/learning activities of ULK Polytechnic Institute or to examinations or other assessments, a student must be registered on the appropriate programme.

**Article 7:** In order to be registered for any Advanced diploma, diploma or Certificate Course, and BTech, the prospective student must submit the following documents:

1. Certified high school certificate (equivalence);

## 2. Copy of the passport/National Identity Card

For Bachelor of Technology:

1. Certified advanced diploma,;
2. Certified transcripts;
3. Certified high school certificate;
4. 2 years of experience to those who are employed

**Article 8:** Senate/Department or Unit may, in addition, prescribe, as a prerequisite, for admission to any programme, the attaining of a specified standard in specified subjects at the National Examination Certificate level or its equivalent. This will then be specified in the Students Admission Policy.

**Article 9:** Any late application to register should be addressed in writing to the Admission Committee, stating the reasons for the lateness, within fifteen (15) days of the end of the registration period. The Admission Committee will decide on the case with the advice of the Department responsible for the programme on which registration is sought.

**Article 10:** All students are required to supply the UPI Directorate of Academic Services with a mobile telephone number, residential address and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven (7) days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him or her.

**Article 11:** The names under which a student is registered will be used on all the documents of the Institution. Any request for name change must be supported by legal documentation.

**Article 12:** Registration and academic fees are fixed by the **Founder and President** of ULK. They are not refundable, except in case of redundant or double payment.

**Article 13:** At the end of the registration process, a Registration Card is issued to each registered student, which shall:

- serve as a permit to attend lectures and practical classes and to use ULK Polytechnic Institute library and laboratories;
- be produced for the purpose of identification during all ULK Polytechnic Institute examinations;
- be retained for the duration of the student's stay at the ULK Polytechnic Institute and be presented to the Head of Department at Registration each year;
- be produced to obtain official certificates of registration;
- be replaced in case of loss after paying a prescribed fee where a student provides satisfactory evidence of the loss of the original;
- remain the property of ULK Polytechnic Institute;
- carry the student's photograph. This image is stored electronically by the ULK Polytechnic Institute, and is made available to departments, and to residences, for class lists and similar purposes.

**Article 14:** A student's registration may be withdrawn at any time during the academic year by the Director of Academic Services on the grounds of a serious omission or false declaration at registration. Checking on the authenticity of the documents handed in by the registered student doesn't stop with the registration. It is ongoing process. In case the student's file contains a non-authentic academic document, the student shall be excluded for good from the ULK Polytechnic Institute.

**Article 15:** Registration may be withdrawn by the Director of Academic Services and the student excluded from the Institution on disciplinary grounds.

**Article 16:** Each class must have a class representative, a Vice Class representative and three (3) advisers who are democratically elected by their peers. Elections are held under supervision of the Head of department (or his/her delegate) and the delegates of the Association of Students Executive committee.

### **TITLE 3: STUDENT TRANSFER**

**Article 17:** Students are allowed to transfer from one session/programme to another; the decision should be taken by the committee chaired by the Director of Academic Services including the

concerned Heads of Departments. The transferring student must present his/her portfolio to the concerned department. IT Services will assist in the management of this transfer exercise to avoid duplication of information.

**Article 18:** A student who has accumulated credits at any approved institutions within Rwanda or outside may apply to have these credits taken into account when joining a programme at ULK Polytechnic Institute. The determination of the amount of credits to be awarded, the point of the programme which the student should join and/or the modules to be taken or exempted will lie within the Director of Academic Services, acting on the advice of the Department managing the programme.

**Article 19:** The applicant will have to submit his or her credits transfer request in writing to the Director of Academic Services who shall decide (in writing) on credits to be awarded, within 30 opening days, on the advice of the Department managing the programme.

#### **TITLE 4: CANCELLATION OF REGISTRATION**

**Article 20:** A student may cancel his or her registration by giving a written request-notice to the Director of Academic Services, to suspend his or her registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible for him or her to continue with studies but which do not preclude him or her coming back in the following year.

Such requests will be granted automatically, on provision of medical evidence, in case of serious/debilitating illness, handicap which may require time to overcome, requests for maternity leave, and death or illness of a close relative or dependant. Other valid reasons may also be given, and the decision will be taken by the Director of Academic Services together with the concerned Head of Department on the validity of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his/her studies at the beginning of the following year.

**Article 21:** A request for registration after cancellation will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependant. Other kinds of reasons may also be given, and the decision will be taken by the Director of



Academic Services, on the advice of the Head of Department. Basing on the strength of the evidence, a period of cancellation is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next year. Failure to do so will render the student liable for both academic and finance matters.

**Article 22:** In the case of a suspension that starts after the beginning of an academic year, any pass grades already earned during that year will be retained on the student's record and the student will not be required to redo the assignments/ examinations but will rejoin the programme at an appropriate point to be agreed with the Programme Leader.

**Article 23:** Normally only one such period of suspension shall be granted and for only one year. The exceptions are requests for maternity leave, debilitating illness/handicap where medical evidence suggests that the student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances that made the request necessary will clearly still be in force in the following year.

**Article 24:** No student may suspend studies for more than two years, nor may there be more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

## **TITLE 5: PROGRAMMES OF STUDY**

**Article 25:** At ULK Polytechnic Institute, a programme of study consists of a set of modules, which together have a defined set of learning units and outcomes, which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. All programmes include industrial attachment/laboratory and in-depth laboratory training and other elements, which a student must complete to the satisfaction of the Examiners.

**Article 26:** Details of the programmes, modules and units, the programme requirements, teaching, learning and assessment methods as well as tuition and fees shall be published annually.

**Article 27:** All modules and programmes of study must be approved by the ULK Polytechnic Institute Senate before they are advertised and before any students may be admitted. The specific requirements approved by Senate are detailed in a Programme Specification Form, which has been

scrutinised and approved by a Validation Panel chaired by the ULK Polytechnic Institute Principal or his or her representative.

**Article 28:** Programme requirements must include, as appropriate, for each academic year of the programme as well as each level of it, the code/reference, title, level and credit value of all the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements, which may be required for the award.

**Article 29:** The programme requirements through each ULK Polytechnic Institute Programme Specification Document have to indicate specific core modules, which must be passed at each level and any other requirements for progression or for successful completion of the programme.

**Article 30:** ULK Polytechnic Institute Modules shall normally be credit-rated, in multiples of 10 credits, where a credit is defined as ten hours of notional student learning effort, but modules of other lengths are also permitted.

**Article 31:** The following skills modules, on which a pass is compulsory for progression/graduation, are included in all full-time advanced diploma programmes: English Language; Computing and Information Technology; Communication and Study Skills; as well as Personal Development Planning. On the proposal of the Department, the Senate will decide on whether or not these modules may bear a credit rating and are additional to the programme's academic modules. It may also be required or not that they are passed but they do not contribute to grade-point averages, distinctions or honours classification.

**Article 32:** Where any ULK Polytechnic Institute programme requirements include a substantial period of industrial attachment, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

## **TITLE 6: MODULES**

**Article 33:** A module at ULK Polytechnic Institute is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for advanced diploma and BTech programmes of study, which are available on a full-time basis will normally be taught in two (2)

semesters within an academic year. Practical modules have 30% of theoretical and 70% of practical work in order to reinforce students' skills in his/her programme.

**Article 34:** Modules, which require inputs outside the normal semester period for sound academic reasons, as expressed and publicized by the department (e.g. field courses), shall require specific approval by the Senate.

**Article 35:** There shall be a module description for every ULK Polytechnic Institute module approved by the Senate, which includes the following: Department, title, code/reference number of the module, its level and credit value, pre-requisites, 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 scrutinised and approved at Department level and shall have been available to the Validation Panel which advised on the approval of the Programme.

**Article 36:** ULK Polytechnic Institute Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A pre-requisite 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 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 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:** For a module to be exempted for a student who has to repeat the year should have been passed with at least 50%, this is also applied to a student who wants to transfer to ULK Polytechnic Institute from any other recognized Higher Learning Institutions.

**Article 40:** The Principal assisted by Vice Principal in charge of Academic Services, assures that programmes of modules and contents of units at Advanced Diploma and Bachelor of Technology levels are followed up by teaching staff members. UPI is autonomous in managing modules, examinations, exemptions, industrial attachment, advanced diploma projects/ BTech industrial oriented final year project, etc.

**Article 41:** No lecturer will start lecturing before:

- Receiving ULK Polytechnic Institute harmonized module/unit notes from the department,
- Signing the Academic Services Contract with the Principal for part time lecturer

The lecturer is also required to teach the contents of the module (theory, workshop, laboratory experiments and presentations) according to Higher Education Council requirements of the total module/unit hours, and to abide by the schedule established by the Head of Department.

**Article 42:** The student participation to modules/units, workshop and laboratory experiments, exercises and assessments is compulsory. Any absence due to disease or any other important reason should be communicated and the notification to the head of the department shouldn't exceed one week. An information copy should be handed to the corresponding Vice Principal in charge of Academic services; the notification will have supporting documents.

**Article 43:** Students may provide a written request to the Director of Academic Services and reserves copy to the Vice Principal in charge of Academic services, Director of Administration and Finance and the Head of the department to suspend their registration for the whole or the remaining of the academic year. The letter must include evidence of circumstances that make it impossible for them to continue with their studies.

**Article 44:** Any student suspending his/her studies must pay the tuition fees related to the term period during which the suspension takes place because of the service provided to him or her.

**Article 45:** In the case of any suspension done after the beginning of an academic year, any pass grades already earned during that year will be kept on the student's record and the student will not retake these assignments/examinations but will rejoin the programme after an appropriate point of time to be agreed with the Department programme.

**Article 46:** The Director of Academic Services has to respond by writing to the request for suspension, within seven (7) working days and should reserve copies to the Vice Principal in charge of Administration and finance, and the Head of Department.

**Article 47:** All teaching staff are evaluated by students (20%), Class representatives (30%), Department Commission (50%) signed by the Head of Department and at least 2 permanent teaching staff at the end the appropriate time based on the following:

- His/her scientific competence (his/her handling of the module/unit contents, scientific articles and books published);
- His/her pedagogic competence (methodology, techniques and strategies applied in transmitting efficiently the module/unit contents);
- His/her assiduity and commitment to accomplish academic and administrative tasks.

In order to maintain or keep his/her module or unit, the lecturer must get at least 80% on the overall average of the evaluation made by the different committees mentioned above. ONLY teaching staff of English skills, English for Technology, entrepreneurship and engineering ethics, ethics and Rwandan Culture and civic education, Construction management are required to teach both face to face and 30% wherever applicable of remote instruction (Blended learning mode teaching, learning and assessments.

## **TITLE 7: ASSESSMENT**

**Article 48:** Regulations under the above title are largely extracted from ULK Polytechnic Institute assessment Policy and E-learning policy. In any case of contraction, the present document shall prevail.

**Article 49:** The purpose of assessment is to measure the achievement of the intended learning outcomes, as enumerated into the Programme Specification and its related module descriptions. The form (s) of assessment for any module shall be appropriate for this purpose.

**Article 50:** The grade for a module is made up of the grades for assessments, weighted as approved in the Programme Specification. Modules and/or units are normally assessed by:

- Continuous Assessment Tests (practical assignments, works, Class participation) carried out during the teaching weeks, where grades and feedback are provided before the final examination.
- Assessment is done respectively, 30% theory and 70% practice.
- Formative assessment (CAT1&CAT2) overall mark is out of 60% of the module/unit total mark;
- Summative Assessment Test at the end of the module/unit. The Final Assessment Test overall mark is out of 40% of the module/unit total mark.

**Article 51:** Students will normally receive feedback on their grade and performance on (practical assignments, class participation, course works, and CAT II at least a week before the next assessed work on the same module, whichever is earlier.

**Article 52:** No academic staff shall be a member of a panel of dissertation of students with whom they have a close relationship.

**Article 53:** In order to enhance quality assurance there is an internal academic auditor appointed by the Founder to verify the accuracy of and prevention of all fraud on a regular basis and external examiners in every academic year whose attributions are the following:

- to comment upon the assessments for each module for which they are responsible, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate achievement of the learning outcomes
- to consider, comment upon, and approve all examination questionnaires, and to comment upon marking schemes for individual papers, assessment criteria, and model answers
- to confirm whether or not the standard of marking is satisfactory by scrutinising a sample of assessed work for each module (sample size to be agreed between the board and the examiner)
- to comment upon the standards of achievement of students, and the comparability of this achievement to standards elsewhere
- to comment upon the standards of proposed awards, and their comparability to similar awards made elsewhere

- to make known any causes for concern in relation to academic standards achieved by students, the standards of modules, and the standards of awards to be made
- to advise the Subject Examination Board on appropriate actions where the marks for a module are significantly outside the normal pattern, and to endorse recommendations by markers for actions where the marks for a module are significantly outside the normal pattern
- to endorse decisions on results, progression, and recommendations for award
- to submit a full written report, including an optional confidential report to the Principal to perform any other duties requested by Senior Authorities.

**Article 54:** Participation to lectures, seminars, practical sessions etc, is obligatory. Attendance will be monitored as agreed by the related Institute. Students who attend less than 70% of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed to sit for the final examination.

**Article 55:** Submission of coursework on due date and attendance at assessment and in-module tests is obligatory. Non submission or non-attendance will lead to a mark of zero for the assignment or assessment unless adequately justified.

**Article 56:** 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 57:** The date for each assessment test is jointly fixed by students and the Department office, who inform the lecturer of the course module/unit.

**Article 58:** The Assessment test questions are set from each module/ unit which has been taught. It must comprise general questions as well as maturity questions.

**Article 59:** Students will normally receive feedback on their grade and performance on coursework within two weeks or at least a week before the next piece of assessed work on the same module, whichever is earlier. As per the final examination, results are to be released within one month from the day the examination takes place.

Examination scripts, the marking scheme and signed nominative grades lists are handed in by the lecturer to the department. A copy of these lists is published either in hardcopy or through the ULK Polytechnic Institute Official Website.

## **TITLE 8: FINAL YEAR PROJECTS AND INDUSTRIAL ATTACHMENTS FOR ADVANCED DIPLOMA AND INDUSTRIAL ORIENTED FINAL YEAR PROJECT FOR BACHELOR DEGREE**

**Article 60:** Except where specified in the programme documentation, advanced diploma projects are an integral and compulsory part of their programmes. They must be submitted by the time specified in academic calendar. Head of Departments together with other authorities are responsible for getting a place where a learner carries out his or her internship as required by the curriculum. MoUs with Government institutions, the private sector and other stakeholders are to be signed to help and find a place for a learner to carry out his or her internship.

**Article 61:** The advanced diploma Project and BTech industrial oriented final year project shall consist of original project, design, compilation or experimentation, making some contribution to knowledge in the relevant discipline. Unless otherwise stated in the Programme Specification, all advanced diploma projects and all BTech industrial oriented final year project shall be the student's individual original work.

**Article 62:** Two students shall be assigned a supervisor for the Project by the department, on the student's own proposal, at the beginning of their final academic year or the end of the preceding one. Advanced diploma students are expected to have agreed a plan or work with their supervisor(s) within two months of the start of the academic year.

**Article 63:** A student who will not be able to defend his/her final year project during the Academic year will be required to start a new project in the next academic year.

**Article 64:** Where it is appropriate to the discipline or field of study and specified in the Programme Specification Document, a performance may stand in place of an advanced diploma project but must be accompanied by a reflexive written account which demonstrates that the work meets the criteria for the award, of a length specified in the validated Programme Specification.



**Article 65:** The average length for advanced diploma projects and BTech industrial oriented final year project shall be an average of sixty pages maximum. The above length does not include tables, diagrams, and appendices which contain ancillary material not essential for the argument of the main text.

**Article 66:** Where it forms the final assessment of a programme, no resubmission of an advanced diploma Project, or extension of time, shall be allowed except where explicitly specified in the Programme Specification or because submission was delayed for medical reasons or other well founded reasons.

**Article 67:** Students are required to make an oral defence (*Viva Voce*) of their Advanced diploma project and BTech industrial oriented final year project. The defence shall not normally extend beyond 30 minutes for advanced diploma Projects and BTech industrial oriented final year project. All students will be expected to defend their Projects in English.

**Article 68:** The examiners shall normally be the supervisor and two other lecturers of the relevant discipline. The examiner who is not a supervisor of the project shall be the Chair of the panel of examiners. Where there is substantial and irreconcilable disagreement between examiners, a consensus will have to be looked for, otherwise, the view of the Chair shall prevail.

**Article 69:** Examinations shall be postponed if the candidate's absence is authorised. Where students fail to attend to defend the Project without authorisation, and retrospective authorisation is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. Those failing to attend on the second occasion shall be deemed to have failed.

**Article 70:** A student is only admitted to present his/her advanced diploma project and BTech industrial oriented final year project after having passed all the academic examinations including the industrial attachment and having paid on the Polytechnics Institute bank account the advanced diploma project fees as stated by the institution.

**Article 71:** The norms and standards of the advanced diploma project and BTech industrial oriented final year project format must follow the model of a scientific work presentation as put forward by ULK Polytechnic Institute.

**Article 72:** Marking the Advanced diploma project and BTech industrial oriented final year project is done as follows:

- Content: 20%
- Form, style and format: 10%
- Oral defence: 10%
- Final product: 60%

The oral defense is done in front of a Jury of three academic staff maximum and not in public audience.

**Article 73:** The candidate must submit two hardcopies and softcopy on CD and **other storage devices** of the final corrected project report, CD and other storage devices to department and two hardcopies to the Library within a month deadline.

**Article 74:** The student who has not been able to present his/her advanced diploma project and BTech industrial oriented final year project in his/her last academic year has two years to do it otherwise he/she must take new registration without any exemption in the final year.

**Article 75:** Any programme of the advanced diploma and BTech industrial oriented final year project studies at ULK Polytechnic Institute must comprise an industrial attachment and the writing of an advanced diploma project.

**Article 76:** Industrial attachment extends on eight weeks for advanced diploma and twelve weeks for BTech and are marked out of 10 credits, i.e. 100 hours and out of 30 credits, i.e. 300 hours respectively. It is supervised by Department lecturers.

**Article 77:** Industrial Attachment reports must be submitted by each student within three weeks of completing the attachment.

**Article 78:** Industrial Attachment shall be assessed and the grade obtained shall count towards the advanced diploma.

**Article 79:** Every submitted industrial attachment report shall be assessed in accordance with the existing departmental rules (50% report, 25% industry supervisor, and 25% UPI Supervising lecturer).

## **TITLE 9: THE CONDUCT OF EXAMINATIONS**

### **9.1. Preparation of examination papers**

**Article 78:** All staff involved in the preparation of examination papers must ensure that students are not able to see or gain access, either accidentally or deliberately, to examination questions or related material. The arrangements to ensure security will depend on circumstances in individual offices but should be in accordance with the following:

**Article 79:** Each and every ULK Polytechnic Institute Head of Department is responsible for the security of information relating to examination papers.

**Article 80:** The Head of Department should keep a record of the progress of each paper, including submission date for, typing date, final version checking date, signed and approved for print by the concerned examiner, and delivery date to the Examinations Office.

**Article 81:** There should be no student access to a room in which examination papers are being prepared. If this is not possible, care must be taken to ensure that, whenever students are in the room, examination material is not visible either on paper or on a computer screen. Offices should be locked when unattended and PCs should be 'locked' or staff logged out. Where possible, papers should be typed outside of student hours.

**Article 82:** ULK Polytechnic Institute Examination questions should not be transmitted via the campus computer network – i.e. they should not be stored locally on a PC hard disc.

Instead they should be typed and stored on a portable drive and should be printed only on printers which are connected directly to a PC, not on printers which are attached to a network.

**Article 83:** ULK Polytechnic Institute Examination papers stored on a portable drive should be password protected to prevent unauthorized access. It is of course important that nobody else knows or can easily guess the password.

**Article 84:** All examination material on a portable drive must be locked away securely when not being used. If papers are stored on portable drives, these must not be used for other purposes.

**Article 85:** Care must be taken when disposing earlier versions or unwanted copies of examination papers. Hard copies should be destroyed by shredding.

**Article 86:** Examination questions and papers should not be sent by internal mail or as email attachments within the institution but should always be delivered by hand.

**Article 87:** Arrangements for the conveyance of examination papers or external examiners' comments should take account of the need for security. Examination papers should not be sent by fax to the External Examiners but should always be sent through the external post by recorded delivery. The External Examiner should return the examination papers by a similar postal method.

**Article 88:** The final typed version of an examination paper should be checked carefully by the internal examiner and at least one other person before being sent to the Registrar's office for printing.

**Article 89:** After printing, papers should be packaged ready for the examination, clearly labelled, and securely stored in the Registrar's office.

## **9.2. Examination Organization**

**Article 90:** All organization of examinations invigilation and recovery shall be done by Examination Follow up Committed appointed by Executive organ. Heads of Departments will send the information regarding the Weekly Scheduling Meeting to Examination Follow Up committee not later than Tuesday every week. Upon receiving all relevant information, the Examination Follow Up Committee shall disseminate the full-time table as follows:

- Publish information on the date, time and place of each examination;
- Draw an 'invigilation of examination' schedule in consultation with Heads of Departments;
- Ensure that relevant question papers are available at each examination in sufficient quantity;
- Ensure that sufficient examination script books are available and that they are securely stored both before and after any examination;
- Making the attendance of all students to the examination be taken by finance recovers;

Complying with the Finance Recovery Office drawn sitting arrangement for students in the examination room with each student allocated a seat number

## **9.3. Accommodation**

**Article 91:** Examinations of different durations should not normally be scheduled in the same rooms. In case this is done all arrangements to preserve order when some examinations are ending must be provisioned.

**Article 92:** Where two or more groups of students are undertaking different examinations in the same room, a clear indication of the division(s) between the groups must be communicated in advance and published, under the supervision of the Directorate of Academic Services.

## **9.4. Invigilation**

**Article 93:** Every lecturer is responsible to invigilate his/her exam for the module he/she has taught and Heads of Departments are responsible to inform those lecturers and submit the names to the

Examination Follow Up Committee. If more than two hundred candidates are to be examined in any room, an additional invigilator should be provided. Chief invigilator is responsible of the invigilation throughout the invigilation duration an examination report is signed and kept in the office of the Head of Department

**Article 94:** Examination committee headed by its Chairperson should release the examination time table every Thursday at 10:00 am for dissemination to all concerned people.

**Article 95:** Sufficient invigilators should be designated to cover all examinations. Under no circumstances whatsoever must the examination room be left unattended during any part of an examination.

**Article 96:** Heads of Departments together with Examination follow up Committee should ensure arrangements are in place to designate invigilators in each examination room as well as the Chief Invigilator, with overall responsibility for the conduct of the examination in a particular room. A due invigilation time table will have to be released each Thursday of the week preceding an examination week.

**Article 97:** Invigilators may not delegate their appointment. If an invigilator is unable to fulfil his or her duties because of circumstances beyond their control, he/she should notify his/her Head of Department, who should designate an alternative invigilator.

**Article 98:** Students should not be permitted to enter an examination an hour after it has started, nor to hand in their scripts and leave within one hour of the starting of the examination.

**Article 99:** The Chief Invigilator should remind students, at the beginning of an examination of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students should be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

**Article 100:** Any student wishing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning should be accompanied by an invigilator.

**Article 101:** Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the current ULK Polytechnic Institute Academic Regulations and any specific institutional rules.

**Article 102:** Talking among candidates or looking at one another's work will not be permitted in examinations and will trigger the exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

**Article 103:** The Chief Invigilator should collect all examination stationery, including question papers and list/lists of candidates, from the Vice Principal in charge of Academic Services not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination.

**Article 104:** Invigilators must arrive in the examination room or laboratory at least 30 minutes before the planned start of the examination. They should then ensure that the examination room is suitably prepared. They should see that there are sufficient places for the expected number of candidates, that each place is provided with the materials, aids and equipment indicated on the rubric of the paper, and with an answer book where required.

Invigilators should also ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.

**Article 105:** Candidates should be seated as directed by the invigilators and in accordance with the sitting arrangement provided by Examination Fellow Up Committee.

**Article 106:** Students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones, except where specified in the Module Description. If a candidate reports that he or she has inadvertently brought an unauthorised item to his or her desk, the

invigilator should remove the item, make a report on the Examination Incident Form and report the full circumstances to Head of Department. The candidate should be permitted to continue the examination.

**Article 107:** In the event of a candidate becoming ill (or similar emergency), the Chief Invigilator should call immediately upon the ULK Polytechnics Institute or any other Health Personnel or ask that it be done and submit a full report using the Examination Incident Form.

### **9.5. Ending the Examination**

**Article 108:** The Chief Invigilator should announce the end of the examination and instruct candidates to stop writing.

**Article 109:** The Chief Invigilator should remind candidates that all work, including rough work, must be handed in and that no answer book, official stationery or equipment is to be removed from the examination room. Candidates should be reminded to complete the front of their script(s) (answer book(s)) and, if special loose sheets are used, to attach these to the completed scripts (answer book(s)).

**Article 110:** Prior dismissing the candidates, the Chief Invigilator must ensure that all completed scripts are collected from each candidate who has signed the candidate list and check that the number of candidates agrees with the number of scripts collected.

**Article 111:** Candidates should be reminded that they must remain seated and silent until all scripts have been collected, counted and sealed.



## **9.6. After the Candidates have Left**

**Article 112:** All scripts (completed answer books) are packed into envelopes and enveloped sealed with the Vice Principal in charge of Administration and Finance seal, list(s) of candidates and unused examination stationery are to be returned to the Office of the Vice Principal in charge of Academic Services immediately after the examination by the Chief Invigilator.

**Article 113:** In case it appears impossible to return completed examination scripts and unused stationery immediately to the Examination Follow Up Committee (e.g. after an evening examination) the Chief Invigilator should ensure that completed examination scripts, any unused scripts (answer book(s)) and the Examination Incident Form are kept secure and returned to the Office at 08:30 AM the following morning.

## **9.7. Dealing with Emergency Interruptions to Examinations**

**Article 114:** An examination should be deemed not to have started provided that students have not yet been given the opportunity to read the examination question papers.

**Article 115:** Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start fifteen minutes after the building has been re-opened or in an alternative room.

It is the responsibility of the invigilators to remain by the building so that they may be the first people to (re)enter the building after the all-clear is given. It is the responsibility of the students to ensure that they are present at the time when the building is re-opened. No examination candidates should (re)enter the examination room until authorised to do so by the Chief Invigilator.

**Article 116:** As soon as possible after the emergency is over, the Chief Invigilator will (re)enter the examination room. Where an examination has been in process and it is disrupted because of an emergency then such an examination may be rescheduled. When the disruption occurs before 75% of the time allocated has passed, the examination will be rescheduled.

**Article 117:** The Director of Academic Services, in consultation with the Head of Department, is responsible for communicating the decision to students within 48 hours of the interrupted examination, by means of a notice displayed on the students' notice boards, that the examination will not take place as scheduled. The Head of Department will fix a new date, time and place and display the information on the students' notice board and forward the same to the concerned Department. It is the responsibility of the students to ascertain the revised schedule and to be present at the designated time and place for the examination.

### **9.8. Cheating**

**Article 118:** Cheating with evidence 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 temporarily or permanently being excluded from ULK Polytechnic Institute. '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. A teacher or a support staff member of an institution of higher learning who is proven to be involved in a learner cheat during assessment of knowledge and skills commits a fault. He or she is subject to an administrative fine (see UPI internal Regulations )according to the law in force. Sanctions are more detailed in Examination policy.

**Article 119:** Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

**Article 120:** Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Programme must be notified in writing as quickly as

possible and in all cases within seven days of the cheating being detected and physical evidence must be provided to support the charge. If the Head of Department is satisfied that there is a case to answer, he or she shall send copies of the evidence to Principal and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defence or justification in writing.

**Article 121:** A Committee made up of the Head of Department (or nominee), the originator of the charge, the Director of Academic Services (or the Director of Students Services) and another senior academic of the Department shall consider the evidence and the student's reply, decide whether it appears that cheating has occurred and recommend a penalty, which shall be confirmed by the Principal.

**Article 122:** If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Principal and the Committee and may bring a friend to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty may be increased.

**Article 123:** If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Principal and the Committee and may bring a friend to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty may be increased

**Article 124:** If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

**Article 125:** The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination or failure of the module, though in either case a higher penalty (temporary or permanent exclusion from the Institution) may be imposed at the discretion of the Senior Management if the offence appears grave.

**Article 126:** When plagiarism is proven for any component of a Project on an advanced diploma degree, the student shall fail without possibility of resubmission.

**Article 127:** Where plagiarism or other cheating is discovered in a project, advanced diploma project or thesis after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Principal.

**Article 128:** 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 129:** 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.

### **9.9. Assessments Marking**

**Article 130:** Before students sit for their assessments, Head of Department should appoint an assessment moderation team composed of three lecturers.

**Article 131:** The ULK Polytechnic Institute Marking System has to be taken into account when allocating marks to scripts items.

**Article 132:** Grades sheet, evaluation sheets together with their marking schemes are handed into the department offices. In case there appears a marking error, the latter is corrected by the department commission which is composed by three lecturers appointed by the head of department. Hereupon a report is made and handed into the department with a copy to the Vice Principal in charge of Academics and concerned students are informed as soon as possible.

**Article 133:** Within a period of fifteen (15) days after the results have been released to students, through Management Information System (MIS-UIP), any complaint (marks claiming) should be written to Head of Department with a copy to the Director of Quality. The Head of the Department then appoints a commission of 3 teaching staff members to treat the claims within a period of 4 days. The Department Commission examines the claim and a feed-back is given to the student within two working days.

**Article 134:** The marks of a module of which a student got an examination dispensation are included in the year's general average calculations. Exemption marks are 10/20 or beyond.

**Article 135:** The student whose general average marks are below 50% automatically fails.

**Article 136:** A student who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

**Article 137:** A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on Advanced Diploma programmes.

**Article 138:** The jury decision is approved and signed immediately on the deliberation grids. Students are informed of the decision immediately after the deliberation.

**Article 139:** The deliberation stipulates the following:

- Have succeeded the students who have obtained 50% at least for each module without any failure (Formative/summative assessment)
- Are promoted students obtained 50% in the academic year

**Article 140:** A student who will have been unable to sit for the final assessment due to proven unavoidable circumstances will sit for the special exam. Unavoidable circumstances with authentic documents are limited to:

- Being admitted to the hospital at the time of the exam;
- Being on work mission outside Rwanda;
- Being on maternity bed at the time of exam.
- Or any other reason that the Senior Management will judge genuine.
- Special exams are scheduled after normal exams

#### **9.10. Examination Boards (*Jurys of Deliberations*)**

**Article 141:** Each ULK Polytechnic Institute Department shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Head of Department (or nominee) and consist of all members of staff, plus all Programme Leaders, plus such appropriately qualified staff members on temporary contracts as nominated by the Head of Department. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

Students allowed to progress shall retake any failed modules the next time it is offered and not more than twice.

**Article 142:** The quorum for such meetings is three quarters of the potential full attendance, and the Head of Department (or his or her nominee) must be present as Chair.

**Article 143:** In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.

**Article 144:** The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

**Article 145:** The Minutes of the Board, duly signed by present members shall be passed to the Principal for onward transmission to and ratification by Senate and publish (physical or electronic).

## **TITLE 10: PROGRESSION**

**Article 146:** Module/Units leaders are responsible for delivering the list of grades to the Head of Department, who will prepare the grades lists for the Central Secretariat of ULK(Academic Directorate). The Head of Department will then avail the marks grids to the Examination Board for deliberations, by a time to be specified by the Department, in accordance with the Academic Calendar.

**Article 147:** Marks awarded for each module/unit will be provisional until confirmed by the relevant Board of Examiners and by Senate and be archived. Final copies of confirmed marks will be kept at the Principal Office, the Directorate of Academic Services as well as at the Department.

**Article 148:** A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on advanced diploma and Bachelor of Technology programmes.

**Article 149:** Where a module has more than one assessment, students are normally required to pass them all, but students who have failed one assessment but achieved a grade of at least 40% on advanced diploma programmes may be allowed to pass the module provided their overall module average reaches the pass grade of 50%.

**Article 150:** A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

**Article 151:** The minimum average pass mark for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 50% at each level for full-time students. Students allowed to progress shall retake any failed modules.

**Article 152:** Where stated in the validated Programme Specification, certain modules may be designated 'core', and progression to the next level will not be permitted until these modules have been passed (except that part-time students may declare a pattern of module choice which includes some modules from the next level, providing all the as yet un-passed modules from the previous level are also included).

**Article 153:** Students who are not allowed to progress to the next level will be allowed to register and repeat the modules they have failed. Student's transcripts will show the mark of succeeded modules.

**Article 154:** Students who fail retaken modules, or who do not either suspend their registration with permission shall be allowed to repeat the modules they have failed.

**Article 155:** A student will be allowed to repeat any failed module(s) only two more times after the 1<sup>st</sup> sitting, if he/she meets requirements for progression; when repeating the level, the student will be allowed to repeat the failed module only one more time, if he/she does not meet requirements for progression.

**Article 156:** Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the



Department will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

**Article 157:** Where a student's performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the Programme Specification.

## **TITLE 11: AUTHORISED ABSENCE/LATE SUBMISSION OF ASSIGNMENTS**

**Article 158:** Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced by the Department, in line with the students-departments joint set up dates.

**Article 159:** An application may be made after failure to attend an examination (but within 7 days of it), and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Senior Management.

**Article 160:** Where a student fails to attend an assessment session and has obtained authorised absence, he or she may request for a special assessment and shall be eligible for the full range of marks.

**Article 161:** Where repeated applications for special assessments due to a failure to attend assessments are based on a chronic, on-going medical condition, they shall not normally be allowed. Instead, the Head of Department shall consult with the student to see what kind of help the Institution can offer that will make it possible to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.

## **TITLE 12: AWARDS**

**Article 162:** Student may be awarded only one qualification following completion of a programme of study.

**Article 163:** Advanced Diploma and BTech industrial oriented final year project bear obligatorily the signatures of the President of the ULK Ltd, the Principal, the services and that of the recipient. The Diplomas, Certificates and testimonials bear the signature of the Principal of the ULK Polytechnic Institute, services and that of the recipient. The seal of the Polytechnics Institute must be put on Diplomas, Certificates and testimonials.

**Article 164:** The allocated mention to the end cycle advanced diploma is cumulative.

**Article 165:** The credit and grade requirements for the award of advanced diplomas shall be classified and published as follows

From 80% and above: First Class (A);

- From 70% up to 79% : Second Class, Upper Division (B);
- From 60% up to 69%: Second Class, Lower Division (C);
- From 50% up to 59%: Pass (D)

- Under 50%: Fail.

**Article 166:** Any member of the Polytechnic Institute (Staff and Students) acknowledges having read and agreed to the text of the ULK Polytechnic Institute Internal and Academic Regulations.

**Article 167:** The current regulations are susceptible to modification anytime circumstances related to the ULK Polytechnic Institute development will oblige.

Done at Kigali on June 3<sup>rd</sup>, 2025

**Prof MBEREYAHU Leopold**

Chairperson of the Governing Body