
ULK POLYTECHNIC INSTITUTE UPI



UPI INTERNAL REGULATIONS

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To appoint, promote and remove the teaching staff and researchers;	33
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To submit academic programmes and teaching methodology to the agency in charge of the institutions of higher learning for approval;.....	33
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The Executive organ members are appointed by the owner upon request of the Governing body of ULK and 30% of the members must be women.34

Responsibilities of the Executive Organ:34

To oversee the daily administration of an institution of higher learning;34

To coordinate the activities of the institution of higher learning;34

To establish strategies of administration and partnership of the institution of higher learning within the country and abroad;34

To implement instructions and decisions of the Governing Body;34

To prepare an action plan and the budget of an institution of higher learning and present it to the Governing Body for its approval;34

To prepare a draft budget of an institution of higher learning and present it to the competent organs;34

To prepare activity and financial reports of the previous year;34

To perform any other activities assigned by the Governing Body.34

The Executive organ meets once a week upon the request of the chairman (The Principal). In case of his absence, the deputy vice principal academics may call for the executive organ meeting. The Deputy Vice Principal academics is the rapporteur of the organ. Upon its end, the secretary will prepare the minutes, shared with the members 3 working days after the meeting.35

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Deputy Vice-Principal Academics;.....	35
Deans of the faculty or Head of department in their absence;	35
A Registrar; the rapporteur.....	35
Assistant to Deputy vice principal academics;	35
A lecturer, elected by his or her peers from the institute;	35
Learners (two) elected by their peers.....	35
The Deputy Vice-Principal in charge of academics is the Vice chairperson and rapporteur of the Organ while the Registrar is the Deputy rapporteur of the Organ. In the absence of the Registrar, the Assistant to the Deputy Vice Principal academics becomes rapporteur.	35
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To ensure recruitment and promotion of the teaching staff and researchers to be approved by the Governing Body for approval;35

To evaluate and monitor academic programs, research and education of an institution of higher learning;35

To take decisions regarding learners' performance, promotion, repeating or expulsion; 5° to draft academic rules;35

to develop academic programs and teaching methodology and submit them to the Governing Body for approval by the national agency in charge of the institutions of higher learning;36

To submit to the Governing Body of the institution of higher learning its quarterly and annual activity report36

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Head of Departments;.....	36
Director of Academic services.....	36
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-The role of the Principal is to provide leadership, direction and co-ordination within the Institute;38

-The Principal's main focus should be to develop and maintain effective educational programs within the Institute and to promote the improvement of teaching, training, consulting and learning with Institute. The Principal should strive to create an organization and or climate which foster student, teacher and staff growth;38

In fulfilling this role the Principal shall work under the supervision of the President of ULK and within Governing Body policy.38

Keep the President of ULK fully advised as to the conditions and needs of the institute.38

The principal is continuallyendeavouring to improve the operating effectiveness of Institute.38

The Principal keeps informed of current practices and techniques relating to institute programs, teaching and administration by attending meetings and professional development conferences.....38

The Principal is in charge of the supervision of the Institute; observing methods of instruction and endeavoring to improve the efficiency of the staff and the institute in general.....38

The Principal liaises with other institutes and with relevant divisions and campuses to develop, implement, promote and review strategies designed to enhance educational excellence.39

The Principal suggests appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.39

The Principal co-ordinates and foster the development of programs within the institute to best meet the needs and interests of the students. This includes the establishment, supervision, and evaluation of special education programs where a student needs one. 39

The Principal assists the teaching staff in the development, implementation, modifications, and selection of curriculum materials, and keep the Superintendent informed as to any modifications in or substitution of approved courses.39

The Principal develops and supports a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.	39
The Principal takes an active role in the selection, planning, and implementation of professional development activities for the staff in cooperation with the President's Office.	39
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Teaching staff of the Department;.....	40
Instructors	40
The student representing the department, this one being elected by his/her colleagues.	40
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The following are to be taken into consideration during recruitment:.....40

The existence of a vacant post;41

Submitting an application;.....41

Curriculum Vitae;.....41

Notified copies of the degrees;41

If possible an official act of appointment to the latest position;41

Two (2) passport photographs;.....41

To display scientific; intellectual, professional and moral aptitudes and abilities tailored to the post to be provided;.....41

A photocopy of a national Identity Card or passport for foreigners ;card or a residence card for foreigners;41

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**The following are the types of employment contracts at the ULK-Polytechnic Institute:
.....41**

For Administrative and support staff:41

Permanent Contract;41

Fixed Term Contract (An annual contract);41

For teaching staff, the staff should sign an Academic contract with the Principal before starting teaching.....41

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A probationary employee is one who, for a period of three months renewable once, is being observed and evaluated to determine whether or not he/she is qualified for permanent contract or annual contract.....42

The probation employment or its renewal must be concluded in writing and can only cover a maximum period of six (6) months. During that period, each party can terminate the contract in accordance with the law regulating Labour in Rwanda.....42

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Members of the teaching staff as well as those of the administrative, technical and support staff are requested:42

To observe ULK Polytechnic Institute regulations, procedures and other requirements;42

To serve ULK Polytechnic Institute with commitment and integrity;.....42

To abide by the ULK Polytechnic Institute philosophy and values;42

To safeguard ULK Polytechnic Institute interests in any circumstance;42

To avoid any act or attitude likely to compromise/jeopardize the dignity of their functions and that of the ULK Polytechnic Institute on service as well as off service; ...42

To avoid words of defamation and criticism towards ULK Polytechnic Institute and authorities;.....42

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To ensure the follow-up and assistance to students in their studies and project work, industrial attachmentetc...;	43
To participate in students assessment tests, invigilation, processing students’ academic claims about their marks, and whatever academic/administrative tasks requested by the hierarchy;.....	43
To be committed to students’ education and to serve as a model in matter of good conduct.	43
To engage in consultancy;	43
Represent the Institution in various conferences, seminars and workshops;	43
To participate in other activities in relation to the mission of the Institution.....	44
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Receiving the ULK Polytechnic Institute harmonized module/unit notes from the Department;.....	44
Signing the contract with Polytechnic Institute authorities.	44
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His/her pedagogic competence (methodology, techniques and strategies applied in transmitting efficiently the module/unit contents);	44
His/her moral values (punctuality, integrity, sense of responsibility, commitment to students' education, etc);.....	44
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Instructor: the candidate must be having advanced diploma in related field45

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Lecturer: Candidate must have a PhDor three years of experience as assistant lecturer with Master’s degree and one unit of research publication45

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Every staff is subjected to a monthly evaluation by his/her line manager for monitoring and guidance purpose; and to administrative staff evaluation conducted after six month period for his/ her performance level which is structured as follows:46

86% and above (A⁺),.....46

80 – 85 % (A).....46

76-79 % (B⁺)46

70 – 75% (B)46

60 – 69 % (C).....46

Below 60 % is mediocrity or professional insufficiency (D).The performance at workplace is a sine qua none condition for a staff to be maintained at work place.46

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Article 63:Immoral spirit47

Are also strictly prohibited, all forms of corruption, intolerance and immorality.....47

Article 64: Sanctions47

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Outrageous behavior vis-à-vis accepted moral standards of the Rwandan culture are prohibited. For example: the case for miniskirts, shorts and tight trousers for girls and ladies, earrings and plaits for boys and gentlemen. The subsequent sanction may reach definite exclusion in case the misconduct is repeated.47

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Any member of the ULK Polytechnic Institute community has to be obedient, polite, tolerant, respectful and honest.....47

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Vice Principal of Administration and Finance (Chairperson)48

Vice Principal Academics;48

Related Head of the Department. 48

This Committee will analyze teaching staff and students disciplinary cases. In case of students, the Head of Students and President of Guild are also invited.48

The Administrative and Supporting Staff Committee is made of:.....48

Vice Principal Administration and Finance (Chairman);48

Vice Principal Academics;48

Related Line Manager of the Service. 48

The Disciplinary Committee is held upon the request of the Chairman of the Executive Organ or Vice Principal in charge of Academic services after consultation in case of absence of the chairman of the Executive Organ. Disciplinary Committee, after having followed the disciplinary procedure, proposes the sanction to the Executive Organ for final decision.48

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The following are the disciplinary sanctions taken by the Executive Organ, applicable to the ULK Polytechnic Institute members:48

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Blaming Letter;48

Suspension (for the staff) whose maximal duration is 8 days determined at the very moment it was pronounced49

Termination of the contract (for staff) and exclusion (for students).....49

Article 70: Staff gross Misconduct49

For all staff, the Executive Organ has the right to stop him or her from any activity for a gross misconduct (fraud of marks, plagiarism, complicity in cheating during or before the assessment session, corruption, ethnic, discrimination, professional insufficiency (*less than 60% of annual evaluation*), absenteeism, violence, drunkenness, insubordination, recidivism, forgery, and the use of forgeries, subversion, sexual harassment, uttering bad words between students, staff or against the institution, etc..)49

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Any member of the Management (Executive Organ, Directors and Heads of Departments) who gets a Blaming Letter loses his/her position in the Management.....49

Two Warning Letters are equivalent to one Blaming Letter; this has a retroactive effect.49

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Any member of the ULK Polytechnic Institute (staff and student) officially acknowledges having read and agreed with the text of the ULK Polytechnic Institute Internal Regulations.49

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The current regulations are susceptible to modification anytime circumstances related to the ULK Polytechnic Institute development will oblige.....50

Done at Kigali May 31st, 202250

Assoc. Prof MBEREYAHU Leopold.....50

Chairperson of the Governing Body50

1. CREATION, VISION, MISSION, PHILOSOPHY, MOTTO, VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS

Article 1: CREATION AND ACCREDITATION

ULK POLYTECHNIC INSTITUTE UPI is a private technical learning Institution founded on 2ndOctober, 2014, now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of Education, Ministerial Order determining Rwanda Qualification Framework N° 001/MINEDUC/2021 of 20/10//2021, Ministerial Order determining Standards in Education N° 003/MINEDUC/2021 of 20/10//2021, UPI statutes, its Internal Regulations and other academic regulations.

Article 2: VISION

In line with the vision of the Government of Rwanda to promote practical skills, ULK Polytechnic Institute aims to stand out as a remarkable Institute for excellence with hands on skills and highly motivated students endowed with elevated ethical values.

Article 3: MISSION

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 find solutions on the labor market.

Article 4: PHILOSOPHY

The philosophy of Kigali Independent University ULK is based on four fundamental principles:

To have faith in God;
To know one's mission on earth;
To live ethical values;
To have positive thoughts.

Article 5: MOTTO

The motto of ULK Polytechnic Institute is “Science, Conscience and Skills”.

Article 6: OBJECTIVES

ULK Polytechnic Institute has the following objectives:

To contribute to capacity building hands on skills based;

To promote projects innovation for serving the community;

To provide middle technicians with technical trainings to meet the community needs;

To provide service to the community;

and self employers;

Etc...

Article 7. Responsibilities of ULK Polytechnic Institute

The main responsibilities of ULK Polytechnic Institute are the following:

1. To carry out and promote technological disciplines according to labor market demand at the national and regional level;
2. To collaborate with other institutions to ensure their dissemination in order to contribute to the promotion of development at the national, regional level and worldwide;
3. To provide the student with knowledge, hands on skills, technology and education for innovation and self employment;
4. To promote the national culture with end-purpose of promoting technical education that meets Rwandan needs;
5. To contribute to resolution of issues related to national development;

Article 8: Powers of ULK Polytechnic Institute

ULK Polytechnic Institute has the following powers:

1. To award A1 Advanced Diplomas offered in accordance with the law;
2. To award Diploma and Certificates to candidates who successfully complete training courses;
3. To conclude cooperation agreements with different organs in charge of education, either national or foreign institutions of higher learning;
4. To organize trainings for lecturers in order to be competitive at the international level.
5. To promote lecturers to academic ranks;

Article 9: Founder and President's Office

The Founder and President's Office comprises:

Founder and President of the ULK Polytechnic Institute;

Advisors;

The Committee of Auditors.

Article 10: Attributions

The attributions of the Founder and President are:

To represent legally the Institution;

To designate the Chancellor to be approved by the Governing Body;

To appoint and cancel the appointment of any member of the Governing Body;

To designate members of Executive Organ to be approved by the Governing Body;

To appoint and dismiss ULK Polytechnic Institute authorities;

To appoint and dismiss members of the auditors committee;

To ratify activities programs and that ULK Polytechnic Institute budget;

To decide about the ULK Polytechnic Institute investments and extension;

To decide about equivalence between levels of studies.

To decide about the strategic plan of the UPI.

Article 11: Advisors

The Advisors of the Founder and President Office are in charge of the day to day coordination of activities of the Founder and President's Office.

Article 12: Committee of Auditors

The Committee of financial Auditors carries out the financial control of financial statements, bank accounts, and the quality of service provided by the ULK Polytechnic Institute organs. Its members shall check all accounting documents without moving them from the place where they are kept.

The Committee of Academic Auditors carries out the academic control of the content of module syllabus and notes, the veracity of marking, students' marks, etc.

Article 13: Type of Institution

UPI is a private education institution which complies with education standards in Rwanda and is subject to regular inspection by the National agency in charge of the inspection of education institutions for the category to which such an education institution belongs.

Article 14. Cycles in each category of education

UPI comprises one cycle which is the Undergraduate (Advanced Diploma award)

Article 15. Establishment

UPI is an established private education institution undertaking the education development with a focus on courses (Construction Technology, Land surveying engineering, Electrical Technology, Electronics & Telecommunication Technology). These courses are needed in the country and on the labour market in Rwanda

Article 16. Management

UPI is managed by the owner in accordance with education law, ministerial orders, education policies and other relevant laws in managing private organizations without prejudice to the interests of Education.

Article 17: Management organs

ULK management organs are the following:

The chancellery,
The Governing Body,
Executive organ,
Academic Senate,
Senior management committee.

The chancellor of UPI is designated by the owner and approved by the Governing Body.

The chancellor of UPI is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may attend other events or meetings if necessary. The Chancellor is replaced by the Chairperson of the Governing Body of the Institution when he/she is absent during graduation and other merit titles awarding.

Article 18: Composition of the Governing Body

The Governing Body of UPI is composed by persons from outside who are designated based on their competence and expertise including a chairperson and a deputy chairperson. It also comprises a Principal of an institution of higher learning, who is also its rapporteur, Deputy vice principals, one representative of teaching staff, one representative of learners as chosen by their peers and Four experts in education, science and technology appointed by the Founder of the Institute. All members of the Governing Body are appointed by the owner and have a 4-year term renewable once.

Article 19: Responsibilities of the Governing Body

The governing body is responsible:

To provide the vision of an institution of higher learning;
To approve the strategic plan and annual action plan of the institution of higher learning;
To monitor the implementation of the action plan of the institution of higher learning;
To approve the internal rules of ULK Polytechnic Institute;;
To approve the rules of learning and teaching ethics;
To approve the annual draft budget of ULK Polytechnic Institute;
To monitor and assess the performance of ULK Polytechnic Institute;
To approve the activity and financial reports of the previous year and submit them to the Minister;

To select members of the Executive Organ in order to be approved by the relevant organ;

To approve the appointment and removal of deans of faculties in the institution of higher learning;

To appoint, promote and remove the teaching staff and researchers;

To approve candidates for the award of degrees, certificates, certificates of merit and other awards granted by ULK Polytechnic Institute;

To submit academic programmes and teaching methodology to the agency in charge of the institutions of higher learning for approval;

To submit to the Minister the annual activity report

To approve members of the Executive appointed by the Founder and President of ULK;

To approve the recruitment of lecturers and their promotion in different academic ranks;

To approve the conclusions and decisions submitted by the Academic Senate, including particularly the academic awards, recruitment, promotions for lecturers and researchers of higher learning institutions;

To make monitor activities which allow the ULK Polytechnic Institute to fulfill its mission;

Article 20. Power of the Governing Body

Powers of the Governing Body has absolute powers regarding governance and leadership, human resources and property management of an institution of higher learning in order to fulfil its responsibilities.

Article 21: Frequency of the Governing Body meeting

The Governing Body meets once in three months upon the request of the Chairperson or Vice-Chairperson in case of the Chairperson's absence or unavailability while the quorum of 2/3 of its members is present.

Article 22: Complementarity of Executive Organ and Governing Body

In case of emergency and impossibility for the Governing Body to sit, the Executive Organ of the Institute can urgently decide in order that the Institute may fulfil its mission. In this case, the Principal shall communicate the decision in writing to the chairperson of Governing Body not later than five (5) working days starting from the day on which the decision was taken.

The Governing Body shall examine the urgent decision taken by the Executive Organ during its next meeting.

Article 23: Reporting of the decisions of the Governing Body meeting

The decisions of the Governing Body are reported to the Founder and President of the Institute within five (5) working days after the meeting.

Article 24. Sitting allowances for members of the Governing Body is presented as follows:

Chairman of the Governing body	200,000Rfw
Deputy Chairman	150,000Rfw
Rapporteur	150,000Rfw
Student Representative	100,000Rfw
Representative of Staff	100,000Rfw

Article 25. Executive Organ

The Executive organ is composed of the Principal, Deputy Vice Principal Academics, Vice Principal Administration and Finance, Assistant to Vice Principal Academics, and Heads of Departments.

The Executive organ members are appointed by the owner upon request of the Governing body of ULK and 30% of the members must be women.

Responsibilities of the Executive Organ:

- To oversee the daily administration of an institution of higher learning;
- To coordinate the activities of the institution of higher learning;
- To establish strategies of administration and partnership of the institution of higher learning within the country and abroad;
- To implement instructions and decisions of the Governing Body;
- To prepare an action plan and the budget of an institution of higher learning and present it to the Governing Body for its approval;
- To prepare a draft budget of an institution of higher learning and present it to the competent organs;
- To prepare activity and financial reports of the previous year;
- To perform any other activities assigned by the Governing Body.

The Executive organ meets once a week upon the request of the chairman (The Principal). In case of his absence, the deputy vice principal academics may call for the executive organ meeting. The Deputy Vice Principal academics is the rapporteur of the organ. Upon its end, the secretary will prepare the minutes, shared with the members 3 working days after the meeting.

Article 26. Academic senate.

Members of academic senate

Members of Academic Senate are the following:

- Principal of a higher learning institution who is also the Chairperson;
- Deputy Vice-Principal Academics;
- Deans of the faculty or Head of department in their absence;
- A Registrar; the rapporteur
- Assistant to Deputy vice principal academics;
- A lecturer, elected by his or her peers from the institute;
- Learners (two) elected by their peers.

The Deputy Vice-Principal in charge of academics is the Vice chairperson and rapporteur of the Organ while the Registrar is the Deputy rapporteur of the Organ. In the absence of the Registrar, the Assistant to the Deputy Vice Principal academics becomes rapporteur.

Except members of Academic Senate due to their administrative duties, other members of the Academic Senate are elected for two (2) year term of office renewable once. However, learners elected by their peers serve a one-year term

Article 27. Powers of the Academic Senate

The Academic Senate has powers related to teaching, research and education. Specifically, responsibilities of the Academic Senate are as follows:

- To determine guidelines on learners' admission, assessment or evaluation;
- To ensure recruitment and promotion of the teaching staff and researchers to be approved by the Governing Body for approval;
- To evaluate and monitor academic programs, research and education of an institution of higher learning;
- To take decisions regarding learners' performance, promotion, repeating or expulsion;
- 5° to draft academic rules;

to develop academic programs and teaching methodology and submit them to the Governing Body for approval by the national agency in charge of the institutions of higher learning;

To submit to the Governing Body of the institution of higher learning its quarterly and annual activity report

Article 28. Meeting of the Academic senate.

The ordinary academic senate meets once in a month while the extra ordinary academic senate meetings can be convened by the chairman when 1/3 of its members and whenever necessary.

In the absence of the chairman, the deputy vice principal academics can convene the ordinary and the extra ordinary meeting.

The academic senate decisions are made through consensus. However, they may be taken through the absolute majority by polling the members present in the meeting. In case of equality the chairman's decision is preponderant.

Article 29. Senior Management Committee

The Senior Management Committee is composed of the following persons:

Principal who is also the Chairperson of the Committee;

Deputy Vice-Principals;

Head of Departments;

Director of Academic services.

The Deputy Vice-Principal in charge of Administrative and finance is the Deputy Chairperson of the Committee, while the Director of Academic Services is the Rapporteur. In the absence of the Registrar, the Assistant to the Deputy Vice Principal academics becomes rapporteur.

Article 30. Powers and responsibilities of Senior Management Committee

Senior Management Committee has power to take decisions regarding the management of ULK Polytechnic Institute.

Senior Management Committee has the responsibility of advising the Executive Organ in regard to academic matters, discipline and education, planning, the use of finance, property and management of the ULK Polytechnic Institute.

Article 31. Meeting of the Senior Management Committee

The Senior Management Committee meets once in two weeks, upon invitation of the chairperson or its deputy chairperson in case of the absence of the chairperson. The extraordinary senior management committee meeting is convened by the chairperson when requested by 1/3 of its members and whenever necessary.

Article 32: Designation of the Chancellor

The Founder and President of ULK Polytechnic Institute designate a Chancellor and is approved by the Governing Body.

Article 33: Attributions of the Chancellor

The main attributions of the Chancellor include:

To preside over the academic year opening ceremonies of the Institute;

To preside over the graduation ceremonies;

To award academic titles, award merits and excellence titles;

To attend other events or meetings when appropriate.

The Chancellor is replaced by the Chairperson of the Governing Body of the Institution when he/she is absent during graduation and other merit titles awarding.

Article 34: Appointment of Chairperson and the election of the Vice chairperson of the Council

The Chairperson of the Governing Body is appointed by the Founder and President of the Institute. The Vice-Chairperson of the Governing Body is elected by his/her colleagues during the first meeting chaired over by the Chairperson of the Council.

Article 35: Responsibility of the Vice-chairperson

The Vice- Chairperson replaces the Chairperson of the Governing Body in case of the latter's absence or unavailability.

Article 36: Designation of the Principal

The Principal is designated by the Founder and the Owner of ULK and approved by the Governing Body.

Article 37: Attributions of the Principal

-The role of the Principal is to provide leadership, direction and co-ordination within the Institute;

-The Principal's main focus should be to develop and maintain effective educational programs within the Institute and to promote the improvement of teaching, training, consulting and learning with Institute. The Principal should strive to create an organization and or climate which foster student, teacher and staff growth;

In fulfilling this role the Principal shall work under the supervision of the President of ULK and within Governing Body policy.

Keep the President of ULK fully advised as to the conditions and needs of the institute.

The principal is continuallyendeavouring to improve the operating effectiveness of Institute.

The Principal keeps informed of current practices and techniques relating to institute programs, teaching and administration by attending meetings and professional development conferences.

The Principal is in charge of the supervision of the Institute; observing methods of instruction and endeavoring to improve the efficiency of the staff and the institute in general.

The Principal liaises with other institutes and with relevant divisions and campuses to develop, implement, promote and review strategies designed to enhance educational excellence.

The Principal suggests appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

The Principal co-ordinates and foster the development of programs within the institute to best meet the needs and interests of the students. This includes the establishment, supervision, and evaluation of special education programs where a student needs one.

The Principal assists the teaching staff in the development, implementation, modifications, and selection of curriculum materials, and keep the Superintendent informed as to any modifications in or substitution of approved courses.

The Principal develops and supports a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.

The Principal takes an active role in the selection, planning, and implementation of professional development activities for the staff in cooperation with the President's Office.

The Principal shall evaluate the effectiveness of each member of the staff in accordance with the establishment plan.

The Principal works cooperatively with public and private industries/Institutions.

Article 38:

Term of Office for the Principal

The term of office of the Principal is set for 4 years renewable and this can be cancelled any time by the Founder and President of ULK, in case of poor performance and lack of compliance with Laws and ULK Polytechnic Institute Regulations.

Article 39;

The departmental council

The Department council; analyses all the issues related to teaching, projects in the Department. Its members appear as follows:

The Head of Department;

Teaching staff of the Department;

Instructors

The student representing the department, this one being elected by his/her colleagues.

The Department Council meets at least once every two weeks on the request of the Head of the Department whenever necessary.

Article 40: Heads of Departments

The mandate of Heads of Departments is set for 3 years renewable and this can be cancelled any time by the Founder and Owner of ULK, in case of poor performance and lack of compliance with Laws and ULK Polytechnic Institute Regulations.

Article 41: Instructors

Instructors are appointed for laboratories and workshops management as technical staff support.

Article 42: Staff recruitment

All candidates, to any rank of lecturer must succeed the test of recruitment with at least 80%. Before being recruited, all candidates with Academic documents issued abroad, must legally procure their equivalence at Ministry of Education.

The following are to be taken into consideration during recruitment:

The existence of a vacant post;

Submitting an application;

Curriculum Vitae;

Notified copies of the degrees;

If possible an official act of appointment to the latest position;

Two (2) passport photographs;

To display scientific; intellectual, professional and moral aptitudes and abilities tailored to the post to be provided;

A photocopy of a national Identity Card or passport for foreigners ;card or a residence card for foreigners;

Article 43:

After being recruited, all candidates with Academic documents issued abroad, must look for their equivalence at Ministry of Education

Article 44:Staff Contract

The following are the types of employment contracts at the ULK-Polytechnic Institute:

For Administrative and support staff:

Permanent Contract;

Fixed Term Contract (An annual contract);

For teaching staff, the staff should sign an Academic contract with the Principal before starting teaching.

Article 45: Probation employment

A probationary employee is one who, for a period of three months renewable once, is being observed and evaluated to determine whether or not he/she is qualified for permanent contract or annual contract.

The probation employment or its renewal must be concluded in writing and can only cover a maximum period of six (6) months. During that period, each party can terminate the contract in accordance with the law regulating Labour in Rwanda.

Article 46: Obeisance of regulations

Members of the teaching staff as well as those of the administrative, technical and support staff are requested:

To observe ULK Polytechnic Institute regulations, procedures and other requirements;

To serve ULK Polytechnic Institute with commitment and integrity;

To abide by the ULK Polytechnic Institute philosophy and values;

To safeguard ULK Polytechnic Institute interests in any circumstance;

To avoid any act or attitude likely to compromise/jeopardize the dignity of their functions and that of the ULK Polytechnic Institute on service as well as off service;

To avoid words of defamation and criticism towards ULK Polytechnic Institute and authorities;

To partake into other Polytechnics Institute's activities aimed at the population development.

Article 47: Duration of work

The legal employment's duration is forty five hours (45) per week following the structure of the institution. However, for the teaching staff, working hours are reduced to 40 hours per week split as follows: from 8:00 am to 2:00 pm and from 5:30 pm to 9:30 pm in working days and from 8:00am to 4: 00 pm in the weekend.

Article 48: Annual leave

The Executive Organestablishes the annual leave timetable for all his/her staff. The action of requesting for a leave remains valid within two (2) years from the date where the worker enjoys the right to the leave. A request for leave is made by the worker in writing and the employer shall respond to the request in writing, too. Working days of the Polytechnic Institute holidays are part of the workers' leave.

Article 49: Categories of staff

The following categories constitute Polytechnic Institute's staff.

The teaching staff;

The administrative staff;

The instructor staff and supporting staff.

Article 50: Teaching staff Attributions

Attributions of the teaching and research personnel are the following:

To lecture modules/units from 300H to 450 H per year;

To carry out research in order to promote science, technology and services to the community;

To ensure the follow-up and assistance to students in their studies and project work, industrial attachmentetc...;

To participate in students assessment tests, invigilation, processing students' academic claims about their marks, and whatever academic/administrative tasks requested by the hierarchy;

To be committed to students' education and to serve as a model in matter of good conduct.

To engage in consultancy;

Represent the Institution in various conferences, seminars and workshops;

To participate in other activities in relation to the mission of the Institution.

To upload updated modules into ULK E-learning platform according to the administered department standards.

Article 51: Requirements before teaching

No lecturer can start teaching without:

Receiving the ULK Polytechnic Institute harmonized module/unit notes from the Department;

Signing the contract with Polytechnic Institute authorities.

He/She is also required to teach (theory, practical exercises and presentations) the contents of the module/unit in its entirety according to WDA requirements.

Article 52: Evaluation of lecturers

Any teaching staff member is evaluated by students at the end of the module/unit and by the Executive Organ at the end of the academic year based on:

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 moral values (punctuality, integrity, sense of responsibility, commitment to students' education, etc);

His/her assiduity and commitment to accomplish academic and administrative tasks.

Lecturers are evaluated by students, student's representatives, Department Council and Executive Organ.

In order to maintain or keep teaching his/her module or unit, the lecturer must get at least 80 % of marks of the evaluation done by his/her students and the evaluation done by the Executive Organ

On the overall evaluation.

Article 53: Recruitment

Teaching personnel with at least the degree of bachelor of engineering may be recruited among the staff from other universities. Experts from other fields holding the required scientific competence can be recruited as well.

Article 54: Part time teaching authorization

In order to teach, conduct activity in another institution, a lecturer or instructor must be authorized to do so by the Principal upon the request of principals or any other competent authority of the sister institution.

Article 55: Academic ranks and respective requirements

Academic ranks and requirements are the same as those applied throughout the academic world. ULK Polytechnic Institute recruits candidates under the following ranks and holders of the following degrees:

Instructor: the candidate must be having advanced diploma in related field

Assistant Lecturer: Candidate must have at least a Master degree (experience and publication not) or Bachelor's degree with required experience

Lecturer: Candidate must have a PhD or three years of experience as assistant lecturer with Master's degree and one unit of research publication

Article 56: Part time teaching contract

Academic services contract of teaching staff is signed between the Principal and a teaching staff, however its annex related to its financial benefits is signed between Authorities in charge of Finance Services and the staff.

Article 57: Consultancy fees

The teaching and research staff members have the right to engage in consultancy services on the basis of a duly signed consultancy contract of which fees are distributed after tax deduction and all related expenses at 50% for the Lecturer(s) and 50% for the ULK Polytechnic Institute.

Article 58: Attribution of administrative staff

The Administrative Staff is hired to assist the Executive Organ in fulfilling the ULK Polytechnic Institute's mission.

Article 59: Attribution of supporting staff

The support staff is the staff employed by the ULK Polytechnic Institute, other than the teaching and the administrative staff.

Article 60: Rights and Obligations

The rights and obligations of the ULK Polytechnic Institute administrative, instructor and support staff are regulated by the Law regulating Labor in Rwanda, the law governing the Organization and functioning of RTB, the ULK Polytechnic Institute Regulations, the Manual of Procedures and the Manual of Attributions.

Article 61: Performance classes

Every staff is subjected to a monthly evaluation by his/her line manager for monitoring and guidance purpose; and to administrative staff evaluation conducted after six month period for his/ her performance level which is structured as follows:

86% and above (A⁺),

80 – 85 % (A)

76-79 % (B⁺)

70 – 75% (B)

60 – 69 % (C)

Below 60 % is mediocrity or professional insufficiency (D). The performance at workplace is a sine qua none condition for a staff to be maintained at work place.

DISCIPLINE AND SANCTIONS

Article 62:Discipline

Are strictly prohibited, all forms of ethnic segregation, regionalism and discrimination.

Article 63:Immoral spirit

Are also strictly prohibited, all forms of corruption, intolerance and immorality.

Article 64: Sanctions

All forms of moral, physical aggression, oral or written threats directed at teachers, colleagues or at any member of the ULK Polytechnic Institute are sanctioned by definite or temporary exclusion from ULK Polytechnic Institute according to the graveness of the case.

Article 65: Clothing

Outrageous behavior vis-à-vis accepted moral standards of the Rwandan culture are prohibited. For example: the case for miniskirts, shorts and tight trousers for girls and ladies, earrings and plaits for boys and gentlemen. The subsequent sanction may reach definite exclusion in case the misconduct is repeated.

Article 66: Behavior

Any member of the ULK Polytechnic Institute community has to be obedient, polite, tolerant, respectful and honest.

Article 67: Sanctions

Any breach or infringement against the obligation defined in the current Regulation by the ULK Polytechnic Institute member is liable to sanctions.

Article 68:Committees

The following are different Disciplinary Committees:

The Academic Disciplinary Committee is made of:

Vice Principal of Administration and Finance (Chairperson)

Vice Principal Academics;

Related Head of the Department.

This Committee will analyze teaching staff and students disciplinary cases. In case of students, the Head of Students and President of Guild are also invited.

The Administrative and Supporting Staff Committee is made of:

Vice Principal Administration and Finance (Chairman);

Vice Principal Academics;

Related Line Manager of the Service.

The Disciplinary Committee is held upon the request of the Chairman of the Executive Organ or Vice Principal in charge of Academic services after consultation in case of absence of the chairman of the Executive Organ. Disciplinary Committee, after having followed the disciplinary procedure, proposes the sanction to the Executive Organ for final decision.

Article 69: Disciplinary sanctions

The following are the disciplinary sanctions taken by the Executive Organ, applicable to the ULK Polytechnic Institute members:

Written Warning;

Blaming Letter;

Suspension (for the staff) whose maximal duration is 8 days determined at the very moment it was pronounced

Termination of the contract (for staff) and exclusion (for students).

Article 70: Staff gross Misconduct

For all staff, the Executive Organ has the right to stop him or her from any activity for a gross misconduct (fraud of marks, plagiarism, complicity in cheating during or before the assessment session, corruption, ethnic, discrimination, professional insufficiency (*less than 60% of annual evaluation*), absenteeism, violence, drunkenness, insubordination, recidivism, forgery, and the use of forgeries, subversion, sexual harassment, uttering bad words between students, staff or against the institution, etc...)

Article 71: Other provisions on disciplinary sanctions

Any member of the Management (Executive Organ, Directors and Heads of Departments) who gets a Blaming Letter loses his/her position in the Management.

Two Warning Letters are equivalent to one Blaming Letter; this has a retroactive effect.

Any member of the permanent personnel who gets two Blaming Letters in his/her file is dismissed from the ULK Polytechnic Institute; this has a retroactive effect.

FINAL PROVISIONS

Article 72: Agreeing of regulations

Any member of the ULK Polytechnic Institute (staff and student) officially acknowledges having read and agreed with the text of the ULK Polytechnic Institute Internal Regulations.

Article 73: Modification of regulations

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

Done at Kigali May 31st, 2022

Assoc. Prof MBEREYAHU Leopold

Chairperson of the Governing Body