ULK POLYTECHNIC INSTITUTE

UPI

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ADMISSION POLICY

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TABLE OF CONTENTS

TABLE OF CONTENTS 1
LIST OF ABBREVIATIONS.....2
1. PREAMBLE 3
1.1 Creation 3
1.2 Vision 3
1.3 Mission 3
1.4 Philosophy 3
1.5 Motto 3
1.6 Objectives 3
1.7 Responsibilities of ULK Polytechnic Institute 4
1.8 Powers of ULK Polytechnic Institute.....4
1.9 Attributions 5
1.10 Type of Institution.....5
1.11 Cycles in each category of education 5
1.12 Establishment.....5
1.13 Management organs 5
1.14 Years, Sessions, Semesters and Terms.....6
1.15 Registration.....6
1.16 Types of students.....6
2. Admission Requirements (both Advanced Diploma and B-Tech programmes 7
3. Admission procedures 10
4. Withdrawal of Registration.....13
6. Transfer.....13
7. Cancellation 15
8. Suspension 15
9. Programmes and Modules 16
10. Final Provisions.....20
11. Modification.....20

LIST OF ABBREVIATIONS

B-Tech : Bachelor of Technology

CEL : Computer Electronics

COT : Construction Technology

ELT : Electronics and Telecommunication

GME : General Mechanics

HEC : Higher Education Council

IT : Information and Technology

MINEDUC: Ministry of Education

PWO : Public Works

RQF : Rwanda Qualification Framework

TVET : Technical and Vocational Education and Training

UPI : ULK Polytechnic Institute

1. PREAMBLE

1.1 Creation

ULK Polytechnic Institute UPI is a private technical Learning Institution founded on October 2, 2014 and now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of Education, Ministerial Order No 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, UPI statutes, its Internal Regulations and other academic regulations.

1.2 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.

1.3 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.

1.4 Philosophy

The philosophy of ULK Polytechnic Institute 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.

1.5 Motto

The motto of ULK Polytechnic Institute is "**Science, Conscience and Skills**".

1.6 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….

1.7 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; and
5. To contribute to resolution of issues related to national development

1.8 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; and
5. To promote lecturers to academic ranks

1.9 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 the ULK Polytechnic Institute budget;
- To decide about the ULK Polytechnic Institute investments and extension;
- To decide about the strategic plan of the UPI.

1.10 Type of Institution

UPI is a private education institution which complies with education standards in Rwanda and is subject to regular inspection by the Higher Education Council (HEC).

1.11 Cycles in each category of education

UPI comprises one cycle which is the Advanced Diploma award

1.12 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.

1.13 Management organs

UPI management organs are the following:

1. The chancellery,
2. The Governing Body,

3. Executive organ,
4. Academic Senate, and
5. Senior management committee.

The chancellor of UPI is designated by the founder and the president of ULK 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 also attend other events or meetings if necessary.

1.14 Years, Sessions, Semesters and Terms

In these regulations, the following terms shall have the following meanings:

- **Academic Year:** the length of time during which UPI offers studies of full-time Advanced Diploma, equivalent to a minimum of 120 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 UPI holds classes;
- **Semester**: An academic period of a half of the academic year;
- **Term**: A definite continuous period during which instruction is regularly given to students; presently a period of 1/3 of the academic year.
- **Credits**: 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.

1.15 Registration

A student normally registers for an academic year, on a full-time basis for those taking credits equivalent to different levels as specified in Rwanda Qualification Framework (RQF) which leads to the award of a specific degree, and part time are those awarded certificate (short courses)

1.16 Types of students

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 part-time student has permission to cover the same ground over a longer period and so to take fewer credits in a given year. 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 modules programmes.

2. Admission Requirements (both Advanced Diploma and B-Tech programmes

Article 1: Advanced Diploma Entry Requirements

To be admitted to the first year of an advanced diploma programme, the applicant must comply with the minimum requirements set out in this policy.

Programme	**Programme Code**	**Admission criteria**
Construction Technology	**COT**	• Having passed successfully national examinations and have got at least two principal passes(obtained before 2024 are allowed for a transition period of two academic years effective from 14/3/2025); • Applicants who completed their secondary education in Rwanda must hold an advanced certificate in the following trades/combinations: ➢ Construction (CST); ➢ Surveying; ➢ Public works (PWO); ➢ Having background in either physics, chemistry or mathematics among core subjects; and ➢ Any other related fields

Land Surveying	**LS**	• Having passed successfully national examinations and have got at least two principal passes(obtained before 2024 are allowed for a transition period of two academic years effective from 14/3/2025); • Applicants who completed their secondary education in Rwanda must hold an advanced certificate in the following trades/combinations: ➢ Construction (CST); ➢ Surveying; ➢ Public works (PWO); ➢ Having background in either physics, geography or mathematics among core subjects; ➢ Any other related fields
Electronics and Telecommunication Technology	**ETT**	• Having passed successfully national examinations and have got at least two principal passes(obtained before 2024 are allowed for a transition period of two academic years effective from 14/3/2025); • Applicants who completed their secondary education in Rwanda must hold an advanced certificate in the following trades/combinations: ➢ Electricity (ELC); ➢ Electronics and Telecommunication (ELT); ➢ IT related trades; ➢ Computer electronics (CEL); ➢ Having background in either physics, mathematics or computer amongst core subjects; ➢ Any other related fields.
Electrical Technology	**ELT**	• Having passed successfully national examinations and have got at least two principal passes(obtained before 2024 are allowed for a transition period of two academic years effective from 14/3/2025);

		• Applicants who completed their secondary education in Rwanda must hold an advanced certificate in the following trades/combinations: ➢ Electricity (ELC); ➢ Electronics and Telecommunication (ELT); ➢ Computer electronics (CEL); ➢ General mechanics (GME); ➢ Having background in either physics, mathematics or computer amongst core subjects; ➢ Any other related fields.

Article 2: B-Tech Entry Requirements

ULK Polytechnic Institute is open to any person fulfilling the requirements. Any candidate who wishes to apply for any B-Tech programme offered by UPI must submit an application that clearly indicates the programme he/she wishes to pursue. To be admitted to any B-Tech 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;
- Fresh graduates from TVET Advanced diploma with second class lower division but with at least 2 years of experience in relevant field which is in relation with targeted programme;
- 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 B. Tech as provided in the RQF. The same applicant has also to fulfill other admission requirements;

- Any graduate from general education shall advance to BTech after attending and completing TVET Advanced diploma and upon fulfillment of any additional entry requirements.
- An applicant with degrees from foreign TVET Institutions will show the equivalence provided by a competent organ in Rwanda;

Eligibility criteria for admission to various B-Tech programmes are presented in the following Table:

Programme	**Option**	**Requirements**
Civil Engineering	Construction Technology	TVET Advanced Diploma in Construction Technology or any other equivalent qualification
	Land Surveying	TVET Advanced Diploma in Land Surveying or any other equivalent qualification
Electrical and Electronics Engineering	Electrical Technology	TVET Advanced Diploma in Electrical Technology or any other equivalent qualification
	Electronics and Telecommunication Technology	TVET Advanced Diploma in Electronics Telecommunication or any other equivalent qualification

In addition, every applicant must be informed in writing about the duration of his/her programme during the admission.

3. Admission procedures

Article 3: 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 4: In order to be registered for any BTech programme, Advanced diploma, diploma or Certificate Course, the prospective student must submit the following documents:

1. A notified photocopy of the required certificate;
2. A dully filled-in registration form;
3. Two passport photos taken at ULK Polytechnic Institute (for Year one's students and transferees);
4. A copy of the identity card or a valid passport for an international applicant;
5. Advanced diploma certificate and academic transcripts for BTech applicant;
6. Equivalence for students who have foreign academic documents
7. An evidence of registration fees payment.

Article 5: An applicant is admitted in a program after proving that there is a linkage in his/her career development pathway and the program applied for. This is examined and approved by the admission committee.

Article 6: Any late application to register should be addressed in writing to the Admissions Committee, stating the reasons for the lateness, within fifteen days of the end of the Registration Period. The Admissions Committee will decide on the case with the advice of the Department responsible for the programme on which registration is sought.

Article 7: All students are required to supply the ULK polytechnic Institute Directorate of Academic Services with a postal and residential address and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven 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 8: The names under which students are registered will be used on all Institution documents. Any request for change of name must be supported by legal documentation.

Article 9: Registration and academic fees are fixed by the Founder and President of ULK Polytechnic Institute. They are not refundable, except in case of redundant or double payment.

Article 10: At the end of the registration process, a Registration Card is issued to each registered student, it:

- serves as an evidence of eligibility to attend lectures and access to practical classes and for the use of the ULK polytechnic Institute Library and Digital laboratories;
- shall be provide to student for the purpose of identification during all ULK Polytechnic Institute teaching, learning and assessments;
- shall be kept by a student throughout the academic year and shall be presented to the Head of Department at Registration each year;
- shall be presented in order to obtain any academic document ;
- in case of loss of the Student Card, a new Student will be provided upon submitting the evidence of payment of a new one as highlights in the fees structure of ULK Polytechnic Institute;
- remains the property of ULK Polytechnic Institute;
- carries the student's photograph. This image is stored electronically by the ULK Polytechnic, and is made available to faculties and departments, and to residences, for class lists and similar purposes.

The part-time student is given a part time student card. The online student is given an online student card.

Article 11: Successful applicants will be registered only after they have filled in a registration form to be submitted together with a proof of payment of registration fees. All Students are requested to renew their registration at the beginning of every subsequent year. Failure to renew the registration, shall lead to an automatic discontinuation from studies.

A registered student must have a student card as a proof of registration for the academic year. Online registration can be done using the ULK Polytechnic Institute online registration platform and required documents are physically presented to the registry before a student card is delivered to the applicant

Article 12: The Admissions Committee submits final report on enrollment status of the current academic year right after the closure of registration to the Executive Organ clarifying approved and rejected admission applications.

Article 13: The Admissions Committee submits final report on enrollment status of the current academic year right after the closure of registration to the Executive Organ clarifying approved and rejected admission applications.

4. Withdrawal of Registration

Article 14: A student's registration may be withdrawn at any time during the academic year by the Vice Principal in charge 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.

5. Class Representation

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

6. Transfer

Article 17: Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme which transfer is being sought and vacancy exists in that programme. This is authorized upon written request by an applicant of transfer, and a written response will be given within days specified in the routing slip of transfer request.

Article 18: 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 Head of Departments. IT Services will assist in the management of this transfer exercise to avoid duplication of information.

Article 19: A Student who has accumulated credits at one or more 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 credit to be awarded, the point of the programme which the student should join and/or the modules to be taken or excused will lie within the Director of Academic Services, acting on the advice of the Department managing the programme.

Article 20: 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.

Article 21: Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme which transfer is being sought and vacancy exists in that programme. This is authorized upon written request by an applicant of transfer, and a written response will be given within days specified in the routing slip of transfer request.

Article 22: A Student who has accumulated credits at one or more accredited institutions within Rwanda or outside may apply to for credit transfer when joining a programme at ULK Polytechnic. The determination of the number of credits to be exempted, will depend on the score per module. Only a module which the student has passed will be exempted. The score to be considered for credit transfer is a pass mark of 50%. Any module which was not passed by the student will not be exempted. The maximum number of credit transfer is 50% of all the modules done in the program that the applicant has applied. Any other practice of exemption will be determined by the regulator.

Article 23: 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.

7. Cancellation

Article 24: A student may cancel his/her registration by giving a written request-notice to the Director of Academic Services, to suspend his/her registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible to continue studying but which does not preclude from returning back 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 25: A request for registration 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 on the strength of the evidence that 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.

8. Suspension

Article 26: In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments/ examinations but will rejoin the programme at an appropriate point to be agreed with the Programme Leader.

Article 27: 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 next year.

Article 28: 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.

Article 29: 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 30: 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 31: In the case of any suspension done after the beginning of an academic year, any passing 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 32: The Director of Academic Services has to respond in writing to the request for suspension, within seven (7) working days and should reserve copies to the to the Vice Principal in charge of Academics, Director of Administration and Finance, and the Head of the department.

9. Programmes and Modules

Article 33: At ULK Polytechnic Institute, a programme of study consists of a set of modules which together have a defined set of learning 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 34: 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 35: 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 36: 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 37: The programme requirements through each ULK Polytechnic 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 38: ULK Polytechnic Modules shall normally be credit-rated, in multiples of 10 credits, where a credit is defined as ten hours of notional student learning effort. 20-credit modules shall be the norm at undergraduate level, but modules of other lengths are also permitted.

Article 39: The following skills modules, on which a pass is compulsory for progression/ graduation, are included in all full-time undergraduate 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 be passed but they do not contribute to grade-point averages, distinctions or honours classification.

Article 40: Where any ULK Polytechnic Institute programme requirements include a substantial period of internship/ industrial placement/clinical study, 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.

Article 41: 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 programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch, if needed, across two semesters within a single academic year. This has to be subjected to the approval of the Department Council as well as the Senate and be published. The module has 30% for theory and 70% of practical work in order to reinforce students' skills in his/her programme.

Article 42: Modules which, for sound academic reasons, as expressed and publicized by the department, require inputs outside the normal semester period (e.g. field courses) shall require specific approval by the Senate.

Article 43: 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, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinised and approved at Department level and shall have been available to the Validation Panel which advised on the approval of the Programme**.**

Article 44: ULK Polytechnic 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 45: 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 Rwanda Qualifications Framework.

Article 46: 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 47: 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 applied to a student who wants to transfer to ULK Polytechnic from any other recognized Higher Learning Institutions.

Article 48: The Principal assisted by Vice Principal in charge of Academic Services, assures that programmes of modules and contents of units at advanced diploma level are followed up by teaching staff members. Nevertheless, each Institute is autonomous in managing modules, examinations, exemptions, industrial attachment, advanced diploma projects, etc.

Article 49: 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;

The lecturer is also required to teach the contents of the module (theory, practical exercises and presentations) according to HEC requirements of the total module/unit hours, and to abide by the schedule established by the Head of Department.

Article 50: Lecturers are required to reinforce teaching and learning materials; use available ULK Polytechnic institute both physical and digital library, upgrade his/her engineering software and helping students easily to use application of maximizing ICT knowledge. They have to work closely with instructors to set appropriate practical.

Article 51: 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 52: All students are required to fully access both Information and Communication Technology and workshops facilities

10. Final Provisions

Article 53: Any member of the ULK Polytechnic Institute (staff and student) acknowledges having read and agreed to the text of the ULK Polytechnic Institute Examination and assessment policy

11. Modification

Article 54: The current policy is susceptible to modification anytime circumstances related to the ULK Polytechnic Institute development will oblige.

Done at Kigali on May 27, 2026

Prof MBEREYAHO Leopold
Chairperson of UPI Governing Body