STUDENT
HANDBOOK

December, 2023

Skills for a better destiny
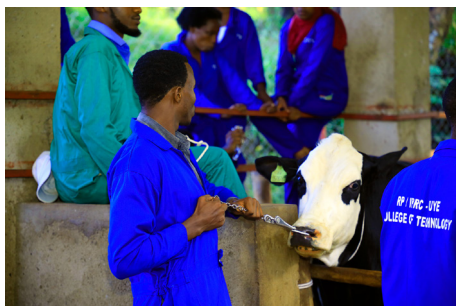
VISION

To provide quality education that complies with applicable standards through vocational education that enables beneficiaries to acquire skills required to create jobs and compete in the labor market.

MISSION

- To prepare technical and vocational education curricula for their use at various technical and vocational training levels and submit them to the competent authority for approval.
- To offer technical and vocational courses leading to a certificate or diploma.
- To provide science and technology based technical and vocational training as well as education which enable the beneficiary to create jobs for personal development and contribute to national development.
- To carry out and promote research and technology in technical and vocational fields and disseminate their findings to foster national development.
- To participate in the discovery, exchange, and preservation of knowledge in the technical and vocational field.
- To promote education, culture, and Rwandan values.
- To impart knowledge required to provide technical and vocational education and apprenticeship training.
- To offer in-service training to practitioners in various fields to develop their technical and vocational skills.
- To coordinate programs and activities aimed at developing teaching and research staff within institutions of technical and vocational education, upgrade their knowledge and skills capacities and improve their management.
- To contribute to finding solutions to other problems related to national development.
- To cooperate and collaborate with other national, regional or international institutions with similar missions in order to achieve its mission.
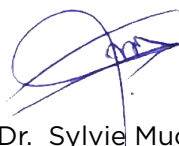
Welcome to Rwanda Polytechnic (RP), Rwanda Polytechnic (RP) is a public Higher Learning Institution with the vision of providing quality education that complies with applicable standards of technical and vocational education. Rwanda Polytechnic (RP) aims to enable its students and trainees to acquire relevant skills for job creation and for successfully entering and competing in the labour market.

RP offers training through eight (8) Colleges also known as Integrated Polytechnic Regional Colleges (IPRC), namely: IPRC-Gishari, IPRC-Huye, IPRC-Karongi, IPRC-Kigali, IPRC-Kitabi, IPRC-Musanze, IPRC-Ngoma, and IPRC-Tumba

RP strives to create an environment and a community where young people flourish through competency-based training and assessment, an industrial placement program, an active entrepreneurship system with an innovation spirit at the center, and the promotion of Made in Rwanda in our well-equipped workshops and business incubation centers. We want the profile of a Rwanda Polytechnic graduate to be defined by a high work ethic, professionalism, good citizenship, and aspiring to the highest standards.

Dr. Sylvie Mucyo
Vice chancellor, Rwanda Polytechnic
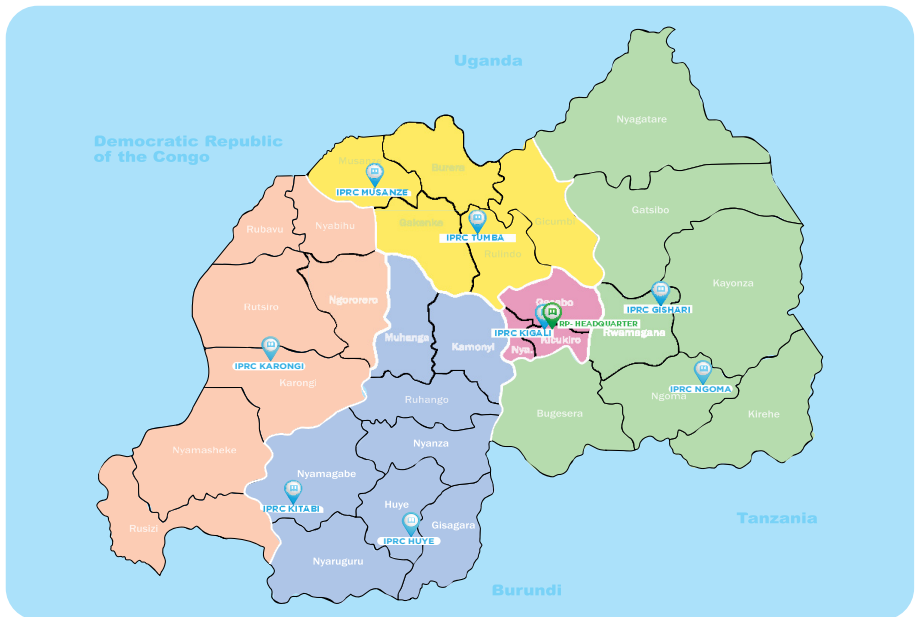
Further administrative and academic information of each IPRC can be found via the Rwanda Polytechnic website by CTRL Click to follow link below: www.rp.ac.rw

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SECTION ONE: ABBREVIATIONS AND DEFINITIONS

A. ABBREVIATIONS

BTech: Bachelor of Technology
CA: Continuous Assessment
CAT: Continuous Assessment Test
CBA: Competency Based Assessment
CBT: Competency Based Training
HoD: Head of Department
ICT: Information Communication Technology
ID: Identity Card
INC: Incomplete
IPRC: Integrated Polytechnic Regional College
MIS: Management Information System
N/A: Not Applicable
RP: Rwanda Polytechnic
WAM: Weighted Average Marks
CWAM: Cumulative Weighted Average Marks

B. DEFINITIONS

Academic College Board: Shall mean the IPRC Academic Board composed by the Principal as Chair, the Deputy Principal in charge of Academics and Training as co-chair, the Administrative Assistant to the Deputy Principal in charge of Academics and Training as minutes taker, Corporate Services Division Manager, Director of Academic Quality Assurance, Director of Academic Services, Director of Student Affairs, Director of Career Development and Guidance, Head of Departments, representatives of students (Vice Guild President), trainers representing others at the college level in the RP Senate, and any other staff invited for specific purposes.

Admission Board: Shall mean the RP Admission Board which is made by the Registrar' office, Directors of Academic Services, Admission and registration officers from RP colleges.

Diploma/ Advanced diploma Certificate/ BTech: An official document offered by the Rwanda Polytechnic to testify that an academic qualification was awarded to a student who successfully completed an Advanced Diploma or diploma program.

Assessment: Timed evaluation; Measuring the progress of student learning

Assessor: The person responsible for supervising the conduct of the assessment

Candidate: A student who is registered and qualified to sit for assessments.

Cheating: In an assessment, cheating means using or attempting to use unauthorized materials, getting assessment questions or marking scheme in advance, doing an assessment for someone else, assisting or being assisted by another person during an assessment, exchanging documents or any materials, copying from another student's script, talking with another student, sharing electronic devices (calculators), using mobile phones in an attempt to gain unfair advantage, scribbling on one's body, giving his/her student ID to someone else to use, or using a forged student or assessment ID.

Chronogram: A calendar of modules sequence.

Coursework: Lectures, tutorials, practice (labs & workshops) and assessments.

Competency: A combination of skills, abilities, and knowledge, attitude and values needed to perform a specific task.

Competence: Ability to apply learning outcomes adequately in a defined context (education, work, personal or professional development).

Competent:	A trainee who has required competences as per assessment guidelines.
Continuous Assessment:	Consists of quizzes, take-home assignments, case studies, laboratory/workshop practice, short tests, and field/project work reports where applicable. It also consists of an assessment conducted in the middle of a module of over 5 credits in CBT/CBA program.
Corruption:	An improbity or decay in the decision-making process in which a decision-maker consents to deviate or demands deviation from the criterion which should rule his or her decision-making, in exchange for a reward of the promise or expectation of a reward. While this motive influencing his or her decision-making cannot be part of the justification of the decision.
Dismissal:	Permanent de-registration from studies in a program.
Evidence:	Proof of having passed assessments.
Formative assessment:	Assessment conducted at the end of learning outcomes
Harassment:	A repeated offensive behavior that appears to a reasonable observer to intentionally target a specific person. The purpose is to make the targeted person feel threatened, intimidated, undermined, frightened, or discouraged.
Integrated Situation:	An assessment that combines parts from different learning units to make one consistent paper. It can be done in workshops or as a presentation in front of a panel or in any other ways set and approved by the Institution.
Institution:	In this document, institution issued to mean the Integrated Polytechnic Regional College.
Main Assessment:	Assessment held at the end of each module.
Mid-way Admission:	A student admitted with earned credits from other higher learning institution.
Module Leader:	The person responsible for managing the implementation of teaching and assessment activities related to any module.
Module:	Any unit offered in a program that has a unique identification code and title.
Pass mark:	Minimum mark to pass a module

Portfolio: A systematic and purposeful collection of the evidence which reflect the success, performance, and efforts of the students in one or more areas over a period

Program Specification: A Validated document that gives details of the learning outcomes, curriculum, mode of delivery, available resources, qualifications framework, regulations governing the award of any program.

Program: The totality of subjects offered towards the award of a diploma or advanced diploma Certificate.

Regular Student: A student who attends classes regularly.

Repeating: Attending and being examined in all failed modules prescribed for the specified year.

Reassessment: Repeated assessment

Special Assessment: Assessment given as an alternative for students who failed to attend the main assessment for reasons acceptable by the college.

Sub-Admission Committee: Shall mean College Admission Committee made by Deputy Principal in charge of Academics and Training, Director of Academic Services, Admission and Registration officer and HoDs.

Summative Assessment: Assessment done at the end of the module

Students Disciplinary Committee: It is composed by the Deputy Principal in Charge of Academics and Training (Chair), Corporate Services Division Manager (co-chair), the Director of Academic Services, the Director of Student Affairs (Secretary), Heads of Departments, Legal officer, two students' representatives, any other relevant person, as decided by the principal.

RP Academic Senate: Shall mean the RP highest academic organ established by the presidential order.

Unauthorized materials: Anything that is not allowed in an assessment venue, whether relevant or not to the assessment in question. Being found with unauthorized materials in an assessment venue, will be treated as cheating.

Vocational Training: A short period training program designed to provide people with technical and hands on skills for quicker employment.

General courses: Courses were designed to empower the student through learning the skill. They are no-technical courses, and mostly cross-cutting courses. There are courses that support other departments.

Bridging courses: Bridging courses are designed to be offered to high school students who want to enter a higher learning institution with the goal of empowering students with the knowledge and skills needed to join programs at a higher learning institution. They are perceived as introductory-level courses and can vary from six months to one year.

Disability: This is the partial or complete loss of use (or ability) of a certain body part or organ. This leads to a reduction or loss of function of that body part or organ. This is also a social issue, because different societies interpret abilities or disabilities in accordance to their social norms and standards. In this document, reference is made to Visual Disability, Hearing Disability, Physical Disability, Communication Disabilities, Intellectual Disabilities and Multiple Disabilities.

PART I: GENERAL ACADEMIC REGULATIONS

INTRODUCTORY REMARKS

Regulations stipulated in this document are legal and constitute academic statutes governing Rwanda Polytechnic Diploma, Advanced Diploma, and BTech programs. Rwanda Polytechnic Academic Senate is currently the highest academic organ of Rwanda Polytechnic. The following regulations will guide students' journey at RP from their time of application up to graduation.

SECTION TWO: ADMISSION AND REGISTRATION REQUIREMENTS

A. PROGRAMS OFFERED/TO BE AT RP AND THEIR DURATION

1. Bachelor of Technology (BTech) Program: One year upgrading to advanced diploma. However, upon approval by the RP competent organ, students can register for 4 years BTech program.
2. Advanced Diploma Program: 3 years
3. Diploma Program: 2 years
4. Professional and /short Courses: Varied, but maximum is 1 year.

B. APPLICATION

Article 1:   A student who wishes to join RP should submit an application to RP specifying the program he or she wishes to pursue and pay an application fee of 5000 FRW.

C. ADMISSION PROCEDURES

Article 2:   RP is open to any person fulfilling the admission requirements. RP admits full-time students, visiting students and exchange students.

Article 3:   A full-time student is the one who registers for all modules of the program in general, and sits for learning and assessments of all modules to be awarded in RP programs.

Article 4:   The status of a visiting student is recognized for any person who registers for modules of one of RP programs but does not sit for the assessments of these modules BTech. The visiting student will pay registration fees, plus 70% of the current credit price times the number of credits in the module.

Article 5: An exchange student is the one who registers for Modules within an exchange program between institutions, and sits for assessments of these modules. The student pays 100% of the current credit price times the number of credits of the module.

Article 6: A part-time student is the one who registers for all modules of the program in general and sits for assessments of all modules but differs from full time on the number of credits covered in a semester and study duration.

Article 7: At the time of application, the student will be allowed to apply to one of the RP programs such as Diploma, Advanced Diploma or Bachelor of Technology.

Article 8: Candidates qualifying for admission for Advanced Diploma and Diploma at RP shall have an Advanced General or Technical Certificate of Secondary Education, with at least two relevant/related principal passes permitting entry to higher education.

Article 9: A student who wants to join BTech. programs must fulfill the following requirements:

- Having completed at least TVET Advanced Diploma in relevant fields.
- Provide a proof of English proficiency for students who have background studies in a non-English system.
- Candidates with degrees from foreign Universities have to show the equivalence provided by a competent organ in Rwanda.

Article 10: Applications for admission from international students will be analyzed and approved by the RP admission board. If judged necessary by the RP admission board, it shall request for recommendation from the competent authority in providing qualification equivalence to ensure the qualification of international students is of required standards.

Article 11: Students who have completed their studies outside Rwanda and wish to join RP must provide an equivalent qualification issued by a Rwandan competent authority to ensure that they are at the standards consistent during application with RP requirements.

Article 12: Applicants shall be re-oriented to other programs depending on the previous admission criteria regardless of their choice. Admission will be revoked if it is discovered that the criteria and procedures were not followed. The person in charge of admission will be held responsible. A student who wants to cancel his/her admission/registration because of various circumstances will need to inform the RP Registrar.

Article 13: Students need to keep their original admissions letters, offered at the time of admission, to be used for future actions.

Article 14: For mid-way admission, students requesting entry with credit transferred from another Higher Education Institution must do so by two months before the beginning of the academic year program for which entry is sought. The request should be sought through the Deputy Vice-Chancellor in Deputy Vice Chancellor in charge of Academics, Research and Institutional Advancement (DVC-ARIA) and a copy to the Principal of a specified College.

1. DIPLOMA AND ADVANCED DIPLOMA

Article 15: Eligibility for admission requirements for each program are prescribed in Table 1 (Annex), and may include other admission criteria.

Article 16:   Advanced Diploma Admission rules:

1. For applicants from TVET education, principal passes in two core modules will be considered for admission. Courses like Entrepreneurship and Technical Languages will not be considered as core modules for admission points in engineering programs.
2. Courses like entrepreneurship and technical languages can be considered in non-STEM or non-engineering programs where applicable.
3. For applicants from advanced General Secondary Education, a minimum of two Principal passes of core courses (STEM courses for applicants in engineering diploma/advanced diploma trades) relevant to the program in which they applied for, will be considered for admission.
4. For applicants from both General Secondary Education and TVET, guidelines from HEC regarding principal passes and minimum aggregates (16 for applicants from TVET, and 18 for applicants from General education) will be applied during admission process
5. Prospective students must meet admission requirements as stipulated by the respective Program Specifications
6. Students from TVET level 5 are eligible for admission only in diploma and advanced diploma programs of the same field. Only students from STEM general education are eligible for admission in engineering trades at diploma/advanced diploma.
7. Any student from General Education who completed secondary education can be enrolled in non-Engineering/STEM trades at diploma/advanced diploma if he/ she meets admission criteria set in point 4 of this article and the admission board in consultation with department finds his/her application file relevant to the program.
8. Applicants who studied other courses different from combinations mentioned in annex, and candidates with special backgrounds can apply for different RP programs. In such case, the sub-admission committee at college level shall analyze courses studied by the applicant and make a recommendation to the Admission Board for approval once they find him/her suitable to the program.
9. The aggregates to be considered during admission shall be decided by the RP admission board according to the number of received applications, and available places. The aggregates cannot be less than the those indicated in paragraph 4 of this article.
10. Admissions will have a validity of one academic year, during which the application is made. A student who gets admitted and fails to register will have to reapply for admission.
11. Admitted students can attend the bridging courses before joining RP programs when it is recommended by an RP competent organ.
12. Applicants for some programs may be required to pass an entry interview as part of selection process.
13. In case the applicant's qualification is not listed in Table 1, the applicant's suitability for admission will be approved by the RP competent organ.

Notes: Admission board may add others selection criteria

2. BACHELOR OF TECHNOLOGY

Article 17:   Students who want to join Bachelor of Technology must fulfill the requirements described in Table 2 (Annex).

3. PROFESSIONAL AND SHORT COURSES

Article 18:   A student who wants to join professional courses will have to fulfill the following requirements:

- Possess a National ID card
- Certificate from high school
- Other specific entry requirements may be determined depending on the complexity of the course as determined by the college admission board

Article 19:   For professional and short courses, admission and registration of students will be managed by the college admission boards Except for academies affiliated to RP (ADMA, RTTI)

D. REGISTRATION GUIDELINES

Article 20:   Registration shall be done prior to the beginning of the first semester of each academic year. (All students who wish to study in the new academic year shall register in the registration period

Article 21:   Registration shall be made online. At the first registration, each student shall submit the following documents:

1. One certified copy of the National Assessment Certificate or equivalent certificate.
2. Copy of national identity card or passport for foreign students.
3. One colored recent passport size photograph.
4. Proof of payment of all charges required for registration.
5. Admission letter
6. Filled online student registration form.
7. One copy of a residence permit for continuing foreign students..
8. Students are required to submit the hard copy of documents used during the registration process to the office of DAS to be kept for administrative purposes within one month after starting the academic year.

Article 22:   All students are required to pay all approved fees as a precondition for registration.

Article 23:   Registration shall be done according to the published annual academic calendar. All students will be required to present at the campus their respective proof of registration.

Article 24:   No student is allowed to enter classes without being registered. Neither is any trainer allowed to train a non- registered student.

Article 25:   A non-registered student will not be considered as RP student and will not be assessed. Registered student will not be allowed to change courses or programs or IPRC except if it is recommended by the college for relevant reasons.

Article 26: No student will be allowed to register after the specified late registration period. In such cases, the deadline for registration is late registration.

Article 27: Every student must hold a student card and in case a student Card is not yet issued, a student should present a proof of registration during lectures and assessment period. Only registered students will have access to the learning materials and other related facilitations. Both national and international students must comply with registration regulations.

Article 28: Requests for Late registration applications are submitted in writing to the Registrar, upon recommendations from colleges, who will appraise their eligibility based on supporting documents within the late registration period. The special late application and registration will be considered by the office of Registrar after consulting the concerned colleges.

Article 29: Application for Late registrations will be considered upon payment of mandatory late registration fee amounting to twenty-five thousand Rwandan Francs (25,000 RwF).

Article 30: A person who is not registered in either one of the programs offered by RP as a student shall not be entitled to take part in any activity in the institution as a student. If the above-mentioned case is identified, appropriate laws will be considered.

Article 31: The names under which students are registered will be used on all of the institution's documents . Any request for changing the names must be supported by legal documents, and a student will be admitted only if names on secondary school certificates or equivalence match with names on the National Identification Card or passport for foreign students.

Article 32: Procedures for registration, documents to be produced, entry requirements, and fee structure shall be published by RP through the Academic Registrar's office before the registration period.

Article 33: All students are required to give to College Registry Services with telephone number, email, postal, parent or guardian contact and residential addresses, 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 34: A student shall submit to the Directorate of Academic Services in hard copies within one month after the start of the academic year the following documents:

- One notified copy of S.6/Level 5/advanced certificate for nationals or its equivalent for foreigners.
- Copy of national identity card or passport for foreign students.
- One colored recent passport size photograph.
- Admission letter
- Filled online student Proof of registration form.
- A copy of study/residence permits for continuing foreign students.

Article 35: The registration requirements will be the same for both Diploma, Advanced Diploma and B.Tech. programs.

Article 36: All procedures relating to registration fees are processed online through RP Management Information System.

Article 37: Continuing students will be required to re-register at the beginning of each academic year and they shall provide to their respective college the proof of registration generated by the system. Students who fail to register the following academic year will be considered to have abandoned studies and shall apply for re-admission/resumption with earned credit or completed modules and provide evidence that made him/her not to register.

Article 38: For the case of suspect on forged document the case should be reported to Registrar, and shall be assessed by the Admission Committee which will provide recommendations to RP Senate for further decision.

Article 39: Student's registration will be canceled immediately at any time of the academic year:

- If it is noticed that he/she submitted falsified information and/or forged documents at the time of registration.
- If noticed that at the time of registration, there was violation of registration procedure or student's serious misconduct. In such cases, no refund of tuition fees will be given.

Article 40: Cases of impersonation, falsification of documents or giving false/incomplete information, shall lead to cancellation of registration or withdrawal of any certificate awarded. Legal action may also be taken by the Institution, against the culprit.

Article 41: Any student whose registration is canceled, may appeal to that decision and shall address appeal to the DVC-ARIA clearly stating their grounds for appeal. The DVC-ARIA will assess the appeal and inform the academic senate a decision taken for approval.

E. POSTPONEMENT OF STUDIES

Article 42: Students may be allowed to postpone   studies for a maximum of one year and shall be reintegrated into the semester of study where they left off, at the expiry of the postponement period. In the event of a curriculum change during the time of suspension, rejoining students may only join in at the beginning of the 1st Semester of the academic year, no matter at what point in the academic year they posponed their studies. If there is a new module introduced into the program, a student shall take the new module. Postponement will be permitted anytime there is proof showing the valid reasons..

Article 43: Permission to pospone and to resume studies will be done by the college Deputy Principal in charge of Academics and Training on request from a student and on production of satisfactory evidence. Each case shall be considered on its own merit. Special circumstances for which postponement of studies may be granted include the following:

- Health problems supported by a report from a certified medical practitioner
- Serious or debilitating illness, or handicap which may require time to overcome.
- Social problems such as:
  - Requests for maternity leave,
  - The death or illness of a close relative or sponsor
  - Financial problems leading to inability to continue schooling Or any other genuine reason

Article 44: A regular student can be allowed to pospone studies any time during an academic year upon justifiable evidence presented.

Article 45: After postponement period, resumption of studies is subject to the recommendation of the Head of Department, who shall consider any change in the curriculum and assess the equivalence between old and new requirements. A student who resumes his or her studies will have to comply with any change that may have been made in the curriculum or program. Two weeks before the registration period, a request for resumption of studies should be made in writing to the Deputy Principal in charge of Academics and Training. Uncompleted modules by the time of posponement will be redone.

Article 46: Students may postpone studies not more than one year, instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

Article 47: Consecutive posponements are not allowed unless in case of chronic sickness supported by medical reports.

Article 48: Students resuming studies must register during the registration period of that academic year.

F. MIDWAY ADMISSION AND TRANSFER

Article 49: Applications from students seeking transfers from other institutions of higher learning shall be considered by the Deputy Vice Chancellor in charge of Academics, Research, and Institutional Advancement upon recommendation from colleges. The admission board will process the midway admission once it has been recommended by the DVC-ARIA. If the student is from non-CBT/CBA system, the application will be assessed to determine if she/he fulfills all the required minimum competences.

Article 50: Candidates from other Higher Learning Institutions can transfer to RP if the equivalence of their education level is established through a committee and forwarded to the Admission Board. The Admission Board may recommend admission of such students on condition that they do compensatory modules, which the students may have not done in their previous institutions. The number of compensatory modules cannot exceed a third of the module load of the level a candidate is applying to be registered in. He /She should have covered 70% of the program he/she wants to join.

However, under special circumstances, the admission board can consult the concerned department to determine the credits to be awarded, credit point of the program which a student should join and/or the modules to be covered or exempted. The admission board will submit the report to the Deputy Vice-Chancellor in charge of Academics, Research and Institutional Advancement(DVC-ARIA) for further approval.

Article 51: Students seeking transfer from other institutions must present academic testimonials from their previous institution before being considered for admission.

Within Rwanda Polytechnic colleges, transfer requests shall be addressed to the Deputy Vice-Chancellor in charge of Academics, Research and Institutional Advancement through Principals of respective colleges starting with the college where he/she wants to be transferred and for exceptional circumstances. The request to DVC-ARIA shall include the signed clearance form from the hosting college. The transfer should include the registration and other reasonable payments made from the former college which will be recommended by the CBM from the two colleges.

Article 52: The students who seek transfer must fulfill all registration requirement.

Article 53: The Registrar and the Director of Academic Services shall facilitate in all matters relating to the admission and registration of students.

G. STUDENT IDENTITY CARDS

Article 54: A student identity card shall be issued respectively by the Director of Academic Services of the respective college. The validity of a card is one academic year. In case of issuing delay, Students will temporarily use proof of registration.

Article 55: For library users from outside of the RP College, the visitors' library card will be issued by the Director of Library subject to paying relevant fees.

Article 56: Identity card shall bear the holder's photograph, department & Program, academic year and year of study, student's registration number, and the signature of the relevant authority and the stamp of the Institution.

Article 57: A student's identity card shall be required at the entrance of the campus, to use the library, admission to lectures, tutorials, practices, laboratories, assessments, and other institutional services.

Article 58 A student who loses his/her student's identity and library card shall pay five thousand Rwandan francs (5000 Rwf) to get a replacement.

Article 59: Student's identity card shall only be replaced on request by individual student in writing and only if the Institution is convinced of their loss and circumstances of loss.

Article 60: Students are advised to carry their Institution identity cards while on campus or during any other learning activity.

H. MATRICULATION

Article 61 During induction week, each registered student shall be required to take the following matriculation oath at a public ceremony, organized by RP and presided over by the RP authority. All academic staff and senior members of administrative staff shall attend this ceremony .

The oath shall be articulated as:

I promise on my honor,
To obey RP authorities over me,
To abide by the rules and regulations of RP,
To keep peace on campus,
To obey the laws of the land,
To study diligently, and in every way possible to advance the aims of RP.

So, help me God.

Article 62: After the oath, each student will enter his/her full name and respective student registration number in the matriculate and append his/her signature next to their respective names. The paper shall be filed in the student file.

Skills for a better destiny

Article 63: The Directorate/Unit of Career Development and Guidance will coordinate all activities for the induction week in collaboration with the Unit of Student Affairs, with the support of other units and departments.

SECTION THREE: ACADEMIC YEAR, MODULES, ASSESSMENTS, PROGRAM OF STUDY, AWARDS

A. ACADEMIC YEAR

Article 64: The academic year shall consist of two semesters, each with a minimum of 15 weeks (this includes training and assessment). The academic calendar shall be published by RP at least 2 weeks before the start of the academic year. The academic calendar shall be harmonized with CBT and CBA chronograms, and it shall be published by RP two weeks before the start of the academic year.

B. CLASS ATTENDANCE AND CONDUCT IN CLASS

Article 65: A student's class attendance, practical work/tutorials and assessments shall be mandatory. When a lecture session has started, the lecturer has the right to deny entrance to late students. Likewise, a student will not leave the class venue while the class is in session without the lecturer's consent. Training time and breaks will be specified on the training timetable. The use of cell phones during class sessions is strictly prohibited. Disciplinary action will be taken against unruly students.

Article 66: Attendance at lectures, seminars, and practical sessions is mandatory. Attendance will be monitored as agreed by the department. Students who attend less than 80 percent of such sessions will be considered to have not achieved the module's learning outcomes and will not be allowed to take summative assessments. HoDs will need to submit class attendance to DAS weekly. DAS will report students who did not attend for the whole week to DPAT with a copy to DAQA for further action. A student who will not attend classes for the whole month without satisfactory reasons will be reported as drop out in MIS by DAS after approval of the competent authority.

Article 67: Student attendance at official extra-curricular public and civic lectures is mandatory. The module leader shall be responsible for the attendance, which shall be submitted to the HOD afterwards. If the activity is related to a module in the program of study, the attendance shall be added to the module to which the activity is linked. Students shall add the extra-curricular activities to their portfolio.

Article 68: Submission of assignments and projects by the due date and attendance at assessments and in-course tests are obligatory. Failure to submit or attend classes will lead to a zero for the assignment or assessment unless adequately justified.

Article 69: Students are expected to participate in all continuous assessments, including take home assignments, group discussions, group assignments, formative assessments, and any other work that may be assigned by the module leader to the students. Not attending any of the assessments without prior official permission will be treated as an intentional, unexcused absence and will attract a grade of zero.

C. AUTHORIZED ABSENCE/ LATE SUBMISSION OF ASSIGNMENTS, AND MITIGATION OF RESULT

Article 70: Students may make a written request supported by evidence to the Head of Department through the Director of Student Affairs to be absent from training sessions or one or more assessments, producing evidence of circumstances that make it impossible for them to attend. Such requests will be granted automatically, on the provision of medical evidence, in cases of:

- Debilitating illness or handicap which may require time to overcome,
- In the latest stages of pregnancy or after recently giving
- birth,
- Illness of a dependent or the death of a close relative.

Other kinds of reasons may also be given, and the decision will be taken by the Head of Department, who will judge the weight of missed assessments and absences and decide whether the student can be given special assessments, retaken, or another alternative among those proposed in this handbook.

Article 71: The evidence for missing training sessions and assessments should be submitted to the HoD at least one working day before the day of the missed training sessions/ assessments or within five working days after that day. If the request is granted, the HoD will immediately give permission to the student in writing and inform the module leader in writing. In case, if the request is not submitted on time to the office of the HoD, it will be rejected.

Article 72: A candidate who fails to attend a required assessment 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 assessment, unless leave of absence has been allowed depending on the student's circumstances.

Article 73: Where repeated applications for late submission, absence from assessment, or mitigation are based on a chronic, on-going medical condition, they shall be recognized by a medical doctor from a government hospital. Instead, the director of student affairs shall consult with the institution's medical officer or other disability officer to see what help the institution can offer to help overcome the effect of the condition.

D. PROGRAMS OF STUDY

Article 74: A program of study consists of a set of modules that together have a defined set of learning outcomes that a student must complete to the satisfaction of a departmental board to be eligible for the award of a qualification.

Article 75: All programs of study must be approved by the RP academic senate and accredited by the regulatory body before they are published and before any student may be admitted.

Article 76: The program requirements may indicate specific core modules that to be passed at each level and any other requirements for progression or its successful completion.

Article 77: Modules shall normally be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum of credits is 5, while 20-credit modules shall be the maximum, with the exception of Industrial Attachment modules that can weigh more than 20 credits.

Article 78: Where the program requirements include a substantial period of internship, industrial attachment, or training, the industrial attachment shall be considered to be another module and assessed for related competencies.

E. MODULES

Article 79: A module can comprise different learning units with coherent and identifiable learning outcomes. Modules provided for diploma (level 6), advanced diploma (level 7), and B.Tech. (level 8). RP programs of study that are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year. Every module has a unique name (title) and a unique code.

Article 80: All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module. Level descriptors are given in the RQF.

Article 81: 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 82: There shall be a module description for every module approved by the RP academic 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 as prescribed in the curriculum.

Article 83: Module descriptions may include pre-requisite and/or co-requisite modules, and   program specifications may prohibit parallel teaching of certain combinations of modules.   A prerequisite is a module for which a student must have attended 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 taught together within the same program.

Article 84: Wearing uniforms or attire and personal protective equipment (PPE) during practice as required by the respective lab or workshop is mandatory. A student who fails to comply with it shall be refused access to the lab or workshops, the overalls will be purchased by the student, whereas other PPE will be provided by the college

F. ASSESSMENT

Article 85: By registering, the student agrees to be assessed on the modules being taken at the time and place set by the institution and by the methods prescribed in the program and course regulations, unless they are visiting students.

Article 86: The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any subject shall be appropriate for this purpose.

Article 87: Modules are assessed through formative assessment (including assignments, quizzes, short tests, practical reports, and case studies) carried out during the teaching weeks, where grades and feedback are provided before the summative assessment. The summative assessment will be done at the end of the module. Assessment methods for each training domain are shown in Table 4.

Table 4: Assessment methods

Learning domain	Assessment Method
Knowledge	Formative and summative assessment
Practical Skills	Project Work and Practical assignment
Communication Skills	Presentation and Teamwork
Critical Thinking and Problem-Solving Skills	Teamwork and Case Study
Social Skills and Responsibilities	Teamwork and Case Study
Lifelong Learning and Information	Assignment and Presentation

Management Skills	Teamwork, Planning practical and projects,
Entrepreneurial Skills	Case Study, Project Work and Teamwork
Ethics, Professionalism and Morals	Project Work and Practical
Teamwork and Leadership Skills	Teamwork, excellence
Attitude and values	Teamwork, Practical, presentation, communication, creativity and innovation

Article 88: The grade for a module is made up of the grades for formative and summative assessment weighted as approved in the Assessment Guidelines. All Formative assessment, and summative assessment scores shall be presented as percentage scores as detailed in the Assessment Guidelines.

Article 89: In CBT/CBA program, training will be derived through Project Based Learning/ Problem Based Learning (PBL), and both formative (quiz, tests, assignments, cats,) and summative (final exam) are considered to pass the module.

Article 90: A score of 50% in formative assessment is compulsory for students to be allowed to sit for the final exam.

Article 91: For CBT/CBA program, the unit / module pass is 50%, a candidate must score at least 50% of Formative /continuous Assessment, and at least 50% of End of Module assessment (summative) as detailed in Table 5.

Table 5: Contribution of Assessments to Overall Module result for CBT/ CBA   Programs

Teaching guidelines	Theoretical module			Practical Module		
• Introduction	Excite/Engage students			Excite/Engage students		
•Development	Explore	Explain	Elaborate	Explore	Explain	Elaborate
• Conclusion	• Evaluate (Knowledge, skills and attitudes) • Teachers and students 'self-reflection			• Evaluate (Knowledge, skills and attitudes) • Teachers and students 'self-reflection		
Assessment guidelines	**Theoretical module**			**Practical Module**		
• Diagnostic assessment	An assessment can be used to discover a candidate's strengths and weaknesses, to identify a learning programme for them, or to assign them to a specific group (0%)			An assessment can be used to discover a candidate's strengths and weaknesses, to identify a learning programme for them, or to assign them to a specific group (0%)		
• Formative assessment	• Formative assessment 20% for (assignments, quiz, group works, presentations, etc) 30% CAT (1)			• Formative assessments, end of module summative assessment 30% practice or integrated situation, 10% CAT (1), 10% (Assignments, quiz, group works, presentations, etc)		
• Summative assessment	• 50% end module summative assessment			• 50% end module summative assessment (practice or integrated situation 30% and theory 20%: Knowledge of procedures and tools to be used in practice). • Integrated situation is given to students before the assessment is due to take place as per RP CBA guidelines.		

The above methodology is detailed in Figure 1 and Figure 2.

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Figure 1: CBT guidelines

Figure 1: CBT guidelines

Figure 2: CBA guidelines
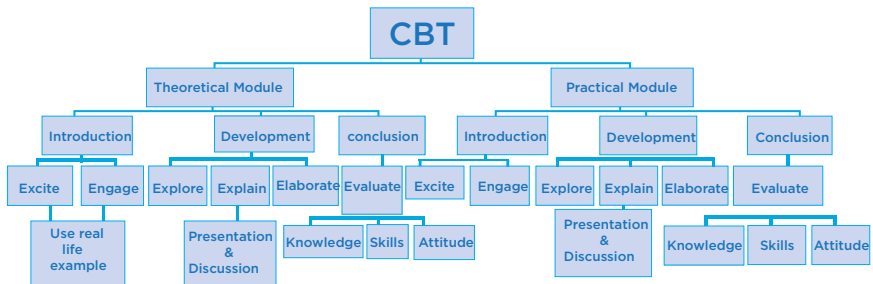
Figure 2: CBA guidelines
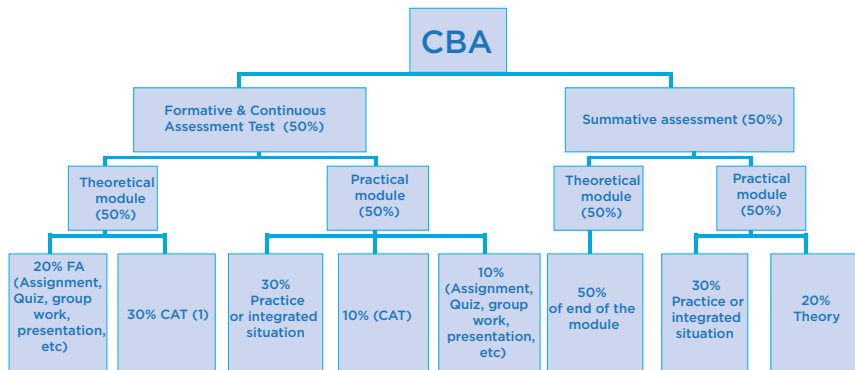
Note:
a) The moderation report will be validated by the Directorate of Academic Quality Assurance before the summative assessment.
b) A student must score at least 70% in formative assessment (practice or integrated situations, assignments, quizzes, group works, presentations, etc.). This mark will finally be measured at 20% and 10% in theoretical and practical modules respectively. If a student fails to achieve 70% in formative assessment, he/she will be reassessed not more than twice.
c) When a module is at least 70% complete, CAT can be administered.

Article 92: Formative assessments shall be done for each learning unit, with a question(s) for each learning outcome. Students shall be duly informed by the module leader on how the module will be assessed at the beginning of the said module. All evidence related to assessments shall be presented in the trainee's portfolio.

Article 93: The main or summative assessment shall only be held during periods specified in the chronograms and academic calendar and according to timetables approved by the Deputy Principal in charge of for Academics and Training.

Article 94: All main and summative assessment papers shall be subject to internal moderation as prescribed by RP's guidelines. The practical summative assessment is administered for specific modules by a panel of assessors which is composed by the module leader and other two assessors in the same option.

Article 96: Before the Summative assessment takes place, the module leader shall submit to HoD the list of students with their performances in formative assessment, indicating who is eligible to sit for summative assessment. The HoD shall submit the list to DAQA for checking and then the list of not eligible for summative assessment shall be submitted to DAS office to prepare sitting plan

Article 97: In case of circumstances where a special decision is required to a student with close relationship with a staff member, the staff should not be a member of the decision panel.

Article 98: Summative assessment for a module of up to ten-credit shall normally be assessed in not more than two-hours. A twenty-credit module shall normally be assessed in three-hour. The assessment burden for modules of other lengths shall be in proportion to their size.

Article 99: The HoD will assign class tutors to each class. The latter will support students in portfolio building, and it will be done all along the year.

Article 100: The verification of a student's portfolio will not be required in order for the student to sit for summative assessment. The portfolio must contain documentation of all training and extracurricular activities. To be promoted to the next year or level, a student must have a complete portfolio. The institution will verify the progress of portfolio building regularly throughout the academic year, and a report shall be presented by the Directorate of Academic Quality Assurance to the college academic board. A student must have a well-constructed and complete portfolio at the end of the year.

A Trainee Learning Progress Portfolio is composed by the following elements:

- Cover page which contains the logo of RP and IPRC, the main title of the portfolio, the student identification details and a list of elements that compose the portfolio.
- Student profile which comprises Information about the student in a training environment such as personal characteristics, interest for learning, prior knowledge, prior experience with learning, prior learning skills, learning circumstances and learning preferences.
- Chronogram which shows the allocation of modules along the school/academic year.
- Mapping of Learning Outcomes.
- Student Learning Outcomes checklist: This shows the results and decisions taken by the trainers, for each of the outcomes that make a module. It contains a part where internal and external verifiers will put their observation during internal and external verification.
- Evidence: contains the proof of work done from assignments, formative/continuous assessment, summative assessment, IAP report and project work report, modules Extra-curricular activities related.

1. THE CONDUCT OF FORMATIVE ASSESSMENT

Article 101: Formative assessment shall be conducted in accordance with the RP's assessment regulations.

Article 102: Module leaders with assistance from their respective Heads of the Departments have the responsibility of organizing formative assessment. Module leaders must ensure that formative assessment is scheduled in times and venues that do not disrupt the conduct of other classes.

Article 103: CATs shall be conducted in assessment venues that allow students to carry out assessment without being influenced by others (cheating) and in respect of health and safety requirements.

Article 104: Cellular phones, electronic devices and other illegal materials are not allowed to be used in assessment unless specified as permitted by the module leader. This can cause cheating.

Article 106: Students' absenteeism from classes without known reason is illegal and shall be penalized in accordance with the RP's regulations on class attendance, available in this handbook.

Article 107:   All students will be required to carry their Student Identity Cards with them to all academic activities.

Article 108:   All regulations regarding the conduct of assessment and cheating will also apply to formative assessment. Students found to have cheated in a formative assessment will be treated in the same way as cheating in a summative assessment.

Article 109:   Reassessment for formative assessment will be conducted by the module leader during the period when the module is still ongoing, CAT is not considered to be reassessed. No reassessment of formative assessment will be done after the start of summative assessment for the same semester.

Article 110:   Students can be reassessed in formative assessment only twice when a student has failed to achieve the pass mark of 70% in each assessment.

2. CONDUCTS OF SUMMATIVE ASSESSMENT

Article 111:   The final timetable for summative assessment, approved by the Deputy Principal in charge of Academics and Training, will be posted at least one week before the first assessment is due to take place.

Article 112:   It is a candidate's responsibility to consult the summative assessment timetable to be aware of the exams to be done each day and be available at the assessment on time.

Article 113:   Students shall arrive at their appropriate assessment venue thirty(30) minutes prior to the start of the assessment.

Article 114:   Both senior and invigilators shall arrive at the assessment venues at least 15 minutes before it is due to commence.

Article 114:   All assessment venues shall be out of bound for all unauthorized persons (anyone who is not involved in academic activities and candidate not concerned with the assessment to be conducted).

Article 115:   No student shall enter the assessment venues until he/she is allowed in by the assessors/invigilators.

Article 116:   No candidate is allowed to borrow materials during assessment

Article 117:   All other belongings must be deposited in place indicated by the chief assessor/senior invigilators.

Article 118:   Assessors/invigilators are not responsible for any loss or damage of students' belongings in the assessment venues.

Article 119:   Every candidate must enter the summative assessment venue with his/her student ID card and valid financial clearance proof, both of which must be presented on their assessment desk before the start of the session, sign out at the end of the assessment when the booklet is submitted to the invigilator, who will check that each student who signs the assessment attendance list bears the correct student ID card.

Article 120: The assessors/ invigilators shall not allow any students whose names do not appear on the assessment attendance lists to sit for the assessment. Students must not write their names or registration number by hand on the attendance list. If there is any doubt about the student's status, contact the designated staff in the DAS/registrar's office for clarification.

Article 121: The chief assessor/senior invigilator shall be the module leader, and be responsible for all activities happening in the assessment venue; other arrangements must be approved by DAS.

Article 122: A candidate who is suspected of hiding unauthorized material on his/ her own may be asked by the assessor to produce the material and, if necessary, be subjected to a body search. Refusal to comply with such a request shall be deemed to constitute misconduct and will result in the student being stopped from sitting for the specific assessment. Such a candidate shall subsequently be subjected to offensive action if the college academic board is satisfied that he or she contravened the institution's assessment regulations.

Article 123: The module leader is responsible for the assessment dispatching. Each assessment venue shall have a senior invigilator supported by other invigilators; the module leader should be one of the invigilators. The practical assessment panel shall consist of a minimum of three panelists.

Article 124: Talking among candidates or looking at each other's work shall not be permitted in assessments; it is considered cheating and shall be grounds for exclusion from the assessment by the senior invigilator, who also has the power to initiate disciplinary proceedings for cheating.

Article 125: At the beginning of an assessment, the senior invigilator shall remind students of the duration of the assessment, warn them that they may not talk to each other or look at each other's work during the assessment, and tell them when they may start. Students shall be told how much time remains at the end of each hour and 30 minutes and ten minutes before the end of the assessment. When the senior invigilator announces the end of the assessment, all assessment activities shall cease.

Article 126: A candidate must enter before the starting of assessment.

Article 127: A candidate who finishes the assessment ahead of time may leave the assessment venue provided that at least 2/3 of the time allocated to the assessment has elapsed since the start of the assessment.

Article 128: In assessment that requires the candidate to sit down, no candidate shall stand up in the assessment venue after the assessment has started without an authorization of the invigilator.

Article 129: A candidate may leave the assessment venue temporarily for unavoidable circumstances only with the express permission of the invigilator. In such cases, the student will be escorted by the invigilator, who must also ensure that the candidate does not take any unauthorized material out of the assessment venue.

Article 130: A candidate who is allowed to leave the assessment venue temporarily will be accompanied while outside the assessment venue by an invigilator or an assessment attendant designated by the senior invigilator. Upon returning, the candidate must comply with assessment regulations.

Article 131: At the end of each assessment, each candidate shall ensure that he/she hands his/her work to the senior invigilator.

Article 132: For assessments that require the use of answer booklets, a candidate should not, in any way, fill in the booklets before the start of the assessment. Any complaints a candidate may have about the answer booklet should be brought to the attention of the invigilator within 10 minutes after receiving the answer booklet. A tampered with answer booklet will be considered spoilt and will not be graded. Any candidate who submits a spoiled answer booklet will face disciplinary action for cheating or document forgery.

Article 133: A student who falls sick during the assessment period shall inform his/her head of department in writing, not more than 5 days after the incident. If this prevents him or her from sitting for other subjects, a certified medical report from a registered medical practitioner should be forwarded to the department head, with a copy to the director of student affairs, not later than one week after assessments. The institution has the right to make independent verification of the medical report and may take legal action against a practitioner deemed to have issued a false medical report.

Article 134: A student whose parent, guardian, spouse, child, or sibling passes away during an assessment period is required to notify his / her head of department within 24 hours of the receipt of such information, and permission to stay away shall be granted for a period to be determined by his/her head of department.

Article 135: For assessment, which requires many students to sit in one room, the following shall be observed:

1. Absolute silence shall be maintained, and no communication between candidates shall be permitted.
2. A candidate shall not pass or attempt to pass any information or tool from one candidate to another.
3. A candidate shall not copy, attempt to copy, or engage in any similar activity as another candidate.
4. A candidate shall not disturb or distract any other candidate during an assessment.
5. Candidates may attract the attention of the invigilator only by raising their   hands. Smoking, chewing, eating or drinking of beverages are not permitted.
6. No candidate shall be allowed to borrow from another candidate, any material or device, such as pen, ruler, calculator, paper.

Article 136: A candidate shall be stopped from sitting for summative assessment if he/she:

1. fails to show the invigilator his/her student ID card and financial clearance proof.
2. is under suspension or has been dismissed from the college
3. reports to the assessment venue after the assessment has started.
4. Less than 50% of overall marks of continuous assessment
5. has less than 80% of the class attendance.

Article 137: A candidate who fails to attend a required assessment 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 assignment or assessment, unless mitigation or a leave of absence has been allowed in light of the student's circumstances.

Article 138: Re-assessments will be conducted per RP assessment guidelines on the following conductions:

1. Failed summative assessment in the current academic year
2. Has paid 3000 Frw per credit
3. Has submitted the request to the HoD after the publication of final results as per academic calendar.

Article 139: For the CBT/CBA program, CAT will be scheduled after covering 2/3 of the module and will cover the learning outcomes learned so far. Based on the program chronogram, the timetable will be prepared by the Directorate of Academic Services in consultation with the HoD, Chief of Promotion, and Module Leader.

Article 140: There won't be any reassessment of continuous and summative assessments apart from what is stipulated in the articles of this chapter.

3. ASSESSMENT IRREGULARITIES

Article 141: Assessment cheating, or malpractice, is a grave offense. Anyone found to have cheated or to have been involved in assessment malpractice shall be subjected to disciplinary sanction.

Article 142: For any assessment, cheating of any variety is a serious disciplinary offense and may render the student liable to fail an assignment or assessment, fail a module, fail a level, or face temporary or permanent exclusion from the institution. Deceitful conduct during an assessment includes, but is not limited to, the following:

1. Copying another's work or in any way exchanging information with a fellow examinee.
2. Having access to any unauthorized material (aid, tool, or device) not specifically permitted in the assessment.
3. Having access to any means of communication, including a book, dictionary, text, notes, or other information medium (programmable calculator, phone, etc.), unless specifically listed on the cover of the assessment paper as permitted.
4. Leaving the assessment venue without the express permission of the module leader or invigilator
5. Plagiarism (copying another person's ideas, text, or other creative work and presenting it as one's own, without permission).
6. The impersonation of a candidate by another in an assessment
7. Unsuccessful attempts to cheat are regarded just as seriously as successful ones.

Article 143: Students who help, conspire with, or collude with someone to cheat shall be held equally guilty and receive the same penalty.

Article 144: For written assessments, should an invigilator catch a candidate writing answers from prepared notes "illegally" brought into or found in the assessment venue, the notes as well as the assessment answer booklet shall be confiscated for documentary evidence, the incident recorded on the Incident Report Form to be signed by both the senior invigilator and the one who caught the candidate if he/she is not one of the invigilators, and a detailed report given to the Director of Academic Services' Office, at most, one day after the incident, with a copy to the Head of Department. Disciplinary action shall be taken against the student thereafter, following a verdict by the academic board that the particular incident constituted a breach of the Assessment Regulations.

Article 146: After the end of assessment, the invigilator shall report to the Director of Academic Services' Office or other appropriate authorities any instance of a breach of the Assessment Regulations. The report, signed by the invigilators and the senior invigilator, is forwarded to the Director of Academic Services, with a copy forwarded to the Head of Department.

Article 147: The college academic board shall review all reports received in connection with assessment cheating or malpractice. On the basis of its review, the board may impose a sanction on any offending candidate, including expulsion from the institution.

Article 148: Any person who is not an RP College student or staff member who assists or conspires with a student in cheating, or disrupts an ongoing assessment shall be subject to criminal investigation.
Any member of staff proved to be complicit in a student's cheating shall be subject to disciplinary sanctions as prescribed by the law governing public servants based on recommendation from the college Academic Board and may be subject to criminal proceedings.

Article 149: Any staff member who witnesses a cheating case and ignores reporting it as prescribed in this handbook, will be subjected to disciplinary sanctions as prescribed by the law governing public servants and education law. or subject to criminal investigation depending on the severity of the cheating.

Article 150: Students convicted of very serious assessment offenses shall be dismissed from the College, and shall further have their assessment results canceled for the semester during which the offenses were committed. Very serious assessment offenses include:

- Impersonation
- Attempts to change assessment booklets inside or outside the assessment venue
- Fighting or attempt to fight in an assessment venue
- Taking assessment booklets outside the assessment venue
- Harassment
- Corruption
- Dishonest/disrespect of student to the staff invigilating or supervising assessments.

Article 151: Students convicted of serious assessment offenses shall be suspended from studies for a period of one year   and their assessment results for the assessment module in which the offenses were committed will be canceled. Serious assessment offenses include:

- Refusal to be checked by invigilator,
- Leaving an assessment venue without permission from the invigilator.
- Possession of illegal written materials in hard copy, E-form or both intended or not for use in the assessment to be or being taken.

Article 152: Students convicted of less serious assessment offenses shall have the assessment results for the subjects nullified and will thereafter be given a chance to retake a module. Less serious assessment offenses include:

- Failure to register attendance in an assessment
- Failure to present valid student identity Card and/ or financial clearance card in the assessment venue
- Refusal to occupy an assigned seat
- Smoking in the assessment venue
- Eating or drinking beverages in the assessment venue
- Refusal to stop writing after the assessor has timed out the assessment,
- Verbal communication with any other person in or outside the assessment venue.

Article 153: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Academic Board and may bring a witness 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 shall be increased.

Article 154: 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 155: When plagiarism is proven for any component of a project report that has been submitted for assessment (assignments, projects, final projects, IAP projects, etc.), the following sanctions displayed in Table 6, will be applied:

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Level of Seriousness of Plagiarism	Percentage of Material Plagiarized	Sanctions for Plagiarism
Major Plagiarism	>(49)	• Rejection of academic works (e.g. assignment, research proposal, Projects, industrial attachment report, thesis, etc) or part of the work and therefore the student is required to rewrite or re-take the research work • Overall failure of the Module • Revoke recognition of a degree or other academic
		• credentials already awarded by RP • Academic suspension for up to one year • Discontinuation from studies
Moderate Plagiarism	(31-49)	• Award a zero mark on the particular academic work • Given a written reprimand or warning
Minor Plagiarism	(0-30)	• No action is required

Article 156: Where draft project or dissertation work is submitted to a supervisor purely for comment, rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offense has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate, and also the examiners of the final work if he or she is not himself one of them.

Article 157: A record of any proven charges of cheating, attempted cheating or collusion in cheating related to assessments, and the penalty awarded, shall be held in the student's file and the record shall be produced to the Academic Board in any further cases involving the same student.

Article 158: In all instances of assessment cheating or malpractice, a formal report shall be made to the Academic board as soon as practicable. The Academic Board will then review all such reported cases and may classify the imposed sanctions in accordance with the assessment regulations.

G. ONLINE TEACHING AND ASSESSMENT

Article 159: RP e-Learning platform can be used in training and assessment by the module leader and students. The module leader shall prior be sure that students can access the e-Learning platform.

Article 160: A module leader who is teaching online will seek the approval from the head of department in advance which module will be taught and/or assessed online. HoD will then communicate the information to the Directorate of Academic Services and Director of Quality assurance.

Article 161: The use of online means provided by RP in teaching and assessment is allowed. However, before undertaking such initiatives, the module leader shall seek the approval of the head of the department and inform the Directorate of Academic Services.

H. RESULTS, SPECIAL ASSESSMENTS AND PROGRESSION

Article 162: Applications for special formative assessment will be accepted by the HoD under very exceptional circumstances, whereby students who are unable to participate in such assessments because of hospitalization, death of close relatives, or any other genuine reason will have to submit official evidence to the Head of Department. Any evidence that is proved to have been forged will result in stern disciplinary action, and the student will not be given any special assessment. All requests for special exams or summative assessments shall be approved by the college academic board on the recommendation of the HoD.

Article 163: All special assessments are subject to the same assessment conditions as the main assessments and shall only be administered by the DAS Office according to RP assessment procedures. The approved special assessment shall be done within the course of the same academic year.

Article 164: Module leaders are responsible for uploading and submitting students' results online. The departmental board thereafter approves them provisionally, and signed copies of the results shall be kept by the head of department. Heads of Departments are responsible for presenting the results for all the modules in a program to the college academic board for deliberation and approval, and then a signed copy by the Head of Department and Deputy Principal in charge of Academics and Training will be submitted to the Directorate of Academic Services for record purposes. The provisional grades must be submitted to the RP academic senate for final approval by the academic calendar deadline.

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Article 165: Decisions on a student's promotion, repeating a course, or discontinuation will be made at the end of each year/level, after successfully evaluating the criteria for promotion, repeating a course, or discontinuation as per the program descriptions. However, discontinuation sanction can be imposed anytime during the academic year based on the severity of the fault.

Article 166: A module is passed if its specific learning outcomes have been achieved. Each module will be assessed with a single mark ranging from 0 to 100%, indicating how well the learning outcomes were met. The pass mark for all modules shall be in accordance with RP assessment guidelines.

Article 167: A student who fails modules equivalent to twenty (20) credits or more will not progress to the next year. The number of modules that provide the 20 credits cannot exceed three.

Article 168: A student who fails a module shall be eligible to retake it upon payment of fees set by RP. The student will not be obliged to retake the passed assessment

Article 169: The result for retaken modules will be awarded the maximum of pass mark (50%) regardless of the marks that will be obtained.

Article 170: 1. Level 6 students who discontinued when the system was Knowledge-Based Curricula (KBC) and want to join the new Competence-Based Curricula (CBC) system, the request for reintegration will be addressed to the principal of the college. The departmental board will assess and make recommendations based on the following documents:

- Student request (with detailed explanations) to Principal
- Statement of results
- Curricula (both for Knowledge based and Competency Based).

the departmental board will assess the request and make recommendations about which modules the student shall undertake to be reintegrated in a specific year of study.

- Student request (with detailed explanations) to Principal of the college .
- Statement of results
- Curricula (both for Knowledge based and Competency Based).

2.Level 7 students in KBC who discontinued studies shall request reintegration and will have a chance to complete the remaining KBC modules in the Academic Year 2024-2025. Students who do not complete their KBC modules in the academic year 2024-2025 for whatever reasons will be reintegrated into the CBC curricula where applicable.

3. Students who discontinued their studies before Rwanda Polytechnic (RP) took place, will be eligible for readmission. The request will be addressed to the principal of the college. The departmental board will assess the competencies and recommend modules to the sub-admission committee. The sub-admission committee will consolidate recommendations from the college departments, and provide recommendations to the college academic board for approval. The RP registrar will be notified before college board approval. The departmental board will base its decision on the following documents.

- Student request (with detailed explanations) to Principal
- Statement of results
- Curricula (both for Knowledge based and Competency Based)

Note: The request is processed during the application period so that the recommended students can register during the dedicated registration period.

Article 171: A student who for personal reasons drops out from studies will, upon request, be eligible for official testimonial. However, students who will be dismissed because of disciplinary sanction, will be get a statement of results and an official testimonial, and the reason for their dismissal shall be shown on their statement of results and on their official testimonial.

Article 172: The student who wants to discontinue his or her studies needs first to get clearance approved by all concerned units.

I. ASSESSMENT BOARDS

Article 173: A student cannot do a module that requires a prerequisite if he / she did not attend the prerequisite module.

Article 174: Each department shall establish an assessment board to consider student grades and recommend to the college academic board the progression status of students. The department board shall be chaired by the head of department (or nominee) and consist of all members of staff on permanent contracts, plus all module leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the head of department, plus a member of the staff of the Academic Quality Assurance Office. The Board shall consider student results at the end of each semester and their progress at the end of each year.

Article 175: The quorum for such meetings is three quarters of the full potential attendance, and the Head of Department (or his/her nominee) must be present as Chair.

Article 176: In cases of dispute, decisions shall be taken by an absolute majority of those present. In the event of a tie vote, the outcome most favorable to the student will be considered.

Article 177: The details of the departmental board's deliberations remain confidential and shall not be conveyed to any student or other person outside the departmental board until deliberations are approved by the College Academic Board.

Article 178: The minutes of the Department Board shall be passed to the Deputy Principal in charge of Academic and Training, for onward transmission to and ratification by the College Academic Board.

Article 179: The College Academic Board shall meet as per the academic calendar and from time to time whenever necessary to approve the students' results for the semester and the year following the Department Board's deliberations.

J. RELEASE OF RESULTS

Article 180: Before the RP academic Senate approves the semester assessment results, all published results will be provisional.

1. 1. Provisional and final results shall be published by the Deputy Principal in charge of Academics and Training after the College Academic Board and RP Academic Senate meetings, respectively.
2. An official assessment result is the one that has been approved by the College Academic Board after the assessment exercise. The RP academic senate will validate the final marks report from college academic boards.

Article 181: The institution shall withhold issuing statements of results to students owing fees to the institution.

K. APPEALS

Article 182: There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing to the Head of Department responsible for the program within five working days of the mark being published and shall be supported by evidence. The students who will appeal against marks shall pay a non-refundable fee of five thousand Rwandan francs (5000 Rwf). The appeal shall be considered by a committee consisting of the head of department, the module leader, and one other academic member with relevant knowledge, and this committee shall change or confirm the grade.

Article 183: For written assessment, appeals by students against provisional assessment grades should be made to the HoD after the publication of provisional results, within five working days of the publication of the academically approved summative assessment grades.

Article 184: The department will investigate the written assessment appeals and present them to the college academic board for a final decision. In their investigations, the involved department may interview the candidate, the assessor, or the examiners if necessary. If students are dissatisfied with the department's feedback, they may file an appeal with the chairperson of the college academic board within three working days of receiving the department's feedback, or within ten working days if the department has not provided feedback.

Skills for a better destiny

Article 185: A student who is found to have cheated in any assessment or disrupted an assessment will be allowed to appeal in writing to the Chairperson of the College Academic Board on the condition that he/she brings new evidence or information, and the Chairperson of the College Academic Board will deliberate to see if the new evidence was convincing enough to put the item on the college College Academic Board or if he could respond to the student without going through the college academic board process.

Article 186: The RP Academic Senate will approve results at the end of each semester, and at the end of the year, after the College Academic Boards have provisionally approved them. The RP Academic Senate shall take place anytime it is found to be necessary.

L. CLASSIFICATION OF AWARDS

Article 187: The classification of award shall be in accordance with the RP conversion table below:

Table 7. Grade awards

Mark/WAW	Remark
80.0 and above	First Class
70.0- 79.9	Second Class Upper Division
60.0-69.9	Second Class Lower Division
50.0-59.9	Pass
Below 50.0	Fail

Article 188: For transcripts and statement of results, the weighted average marks/ WAM for each year will be shown. The system of computing the Weighted Average Marks (WAM) and Cumulative Weighted Average Marks (CWAM) is defined by the equations:

$$WAM = \frac{\sum_{i=1}^{n} mi\ ci}{\sum_{i=1}^{n} ci} \quad \text{and} \quad CWAM = \frac{\sum_{all\ acad.} \sum_{i=1}^{n} mi\ ci}{\sum_{all\ acad.} \sum_{i=1}^{n} ci}$$

Where:

W weight of each module
Ci stands for the credit hours for module I,
Mi stands for the percentage marks for the module i.

M. ISSUANCE OF ACADEMIC DOCUMENTS

Article 189: All academic documents shall originate from the Directorate of Academic Services and be approved by the Deputy Principal in charge of Academics and Training. Advanced Diploma, Diploma, and BTech. certificates, degrees, and transcripts shall be issued by RP. The format of all those academic documents shall be the same for all colleges, designed and approved under the office of the Deputy Vice-Chancellor in Deputy Vice Chancellor in charge of Academics, Research and Institutional Advancement (DVC-ARIA).

N. INDUSTRIAL ATTACHMENT

Article 190: Industrial Attachment Program (IAP) is a work-based experience program providing a real-life workplace/organizational context for students to develop specific or generic skills, valuable to their professional development. For each program in RP, there shall be an industrial attachment period for finalist students as stipulated in the program specification. For the Diploma and Advanced Diploma programs, the industrial attachment is a minimum of eight (8) weeks, which includes: six (6) weeks in the field, one (1) week of theory at college, and one (1) week of reporting for Diploma and Advanced Diploma programs. Students need to be briefed about the procedures and guidance about the activities to be done in each week.

Article 191: Level 7 students will go for industrial attachment at the beginning of semester 2, while level 6 students will go for industrial attachment at the end of semester 2.

Article 192: A student who is not able to complete the industrial attachment for whatever reasons shall be required to complete it within the following academic year at his own expense. The student will have to register and do the module as a retake.

Article 193: A student must complete and return to the college an arrival note signed by the industrial supervisor and IPRC supervisor within two weeks of the commencement of their industrial attachment. A student must obtain permission to change his/her assigned industrial attachment place before effecting the change. A student who does not go to the assigned or confirmed place of industrial attachment and not notify the college about the new placement will be deemed to have failed.

Article 194: Industrial attachment reports must be submitted by each student within 10 working days after ending the industrial attachment program.

Article 195: An industrial attachment report shall be assessed in accordance with the existing RP guidelines.

Article 196: Industrial attachment may only be repeated once, and a student who fails the industrial attachment twice shall be discontinued.

Article 197: Students should communicate to the college the company identified for the IAP, and the college (Directorate of Career Development and Guidance in collaboration with the Head of Department) will confirm if the company is approved to host the student for the IAP.

Article 198: The student should be given a recommendation letter by the college for industrial attachment addressed to the company where the student is placed.

Article 199: A field visit is mandatory for students who are placed for IAP in the right company that matches their field. Monitoring will be done by industry liaison specialists, HoDs/trainers, and RP head office staff, who can also participate in monitoring.

Article 200: Evaluation of IAP module will be done as follows:

Assessment of Industrial Attachment Program (IAP) in TVET Higher Education		
Assessment Parts	IAP Theory	Performance at workplace (Company)	IAP report presentation
Grade contribution	20%	40%	40%
	↑ Assessed by the trainer	↑ Assessed by the company supervisor	↑ Assessed by the panelists

Note:
- Only level 7 students will make a presentation and write a report, whereas level 6 students will only make a written report.
- Students' Industrial attachment Final Report 40% for level 6 and 40% for level 7 (20%for the report content   and 20 % of feedback session).

Article 201: IAP report will reflect the following points:

1. Cover page
   - RP /IPRC logo/Address
   - Title
   - Student name
   - Student no
   - Academic year
   - Date of submission
2. Preliminary pages (Table of content, …….)
3. Chapter 1: General introduction
4. Chapter 2: Industrial attachment life- experience
5. Chapter 3: Performed activities in IAP
6. Chapter 4: General conclusion and recommendations
7. References
8. Appendices

O. FINAL YEAR AND CAPSTONE PROJECTS

Article 202: The project shall consist of the identification of a real-life problem, investigation or experimentation, and compilation, making some creativity or innovation contribution to knowledge and skills in the relevant discipline.

Article 203: The project work shall be spread over two semesters of the final year of the diploma, advanced diploma, and BTech. programs and in line with the respective curricula.

Article 204: Candidates shall identify a project topic in consultation with the proposed supervisor and then prepare a project proposal within one month before the end of the second semester of the previous year for level 7 and project proposal will thereafter be submitted to the Department for approval. The final year project implementation is supervised by one of the specialized trainers according to the topic that is being worked on.

Article 205: The maximum length for projects and dissertations on taught programs shall not exceed 6,000 words, not including tables, diagrams, and appendices, which contain ancillary material not essential for the argument of the main text. The minimum length shall normally be two-thirds (4000 words) of these limits.

Article 206: At the beginning of the first semester, each candidate shall submit a project proposal and work plan. Candidates shall submit a progress report of the work done and subsequently make oral presentations of the project to a departmental panel of examiners at a date specified on the academic calendar.

Article 207: On receipt of the written project report, the head of department shall appoint an internal examiner to examine the report, prepare a schedule for oral presentation, and appoint a panel of examiners who will then conduct an oral presentation to the candidate.

Article 208: After the oral presentation, the examiner and panel members will prepare a report and submit it to the HoD within one week.

Article 209: Upon receipt of the report, the HoD shall then forward it to the student author, who shall then carry out any recommendations given under the supervision of the project supervisor.

Article 210: The candidate must complete the project work and submit three copies and one softcopy on CD in editable to the college department through his/her supervisor, at the time stipulated in the academic calendar.

Article 211: The defense of the project and presentation of project work shall be conducted before a panel made up of a minimum of three trainers, including the supervisor. The supervisor shall not take part in the evaluation. The project will reflect the following points:

1. Cover page
   - RP/IPRC logo/Address
   - Title
   - Student name
   - Student no
   - Academic year
   - Date of submission
2. Preliminary pages (Table of content, …….)
3. Abstract
4. Chapter 1: General instruction
5. Chapter 2: Literature review
6. Chapter 3: Methodology (data collection, analysis)
7. Chapter 4: Results
8. General conclusion and recommendations
9. Appendices

Article 212: Students are required to make an oral defense of their project or dissertation. Normally, the defense should not last more than half an hour.

Article 213: The chair of the panel of examiners shall not be the project supervisor. Where there is substantial and irreconcilable disagreement between examiners, the view of the chair shall prevail.

Article 214: Assessments shall be postponed if the candidate's absence from them is authorized. Where students fail to attend the project defense without authorization and retrospective authorization is not granted, they shall be given one more opportunity to do so, not later than two weeks from the date of the assessment. Those who do not attend on the second occasion will be considered to have failed.

Article 215: The candidate must submit two hardcopies for endorsement and a softcopy on CD of the final corrected project report, one for the student (optional) and one kept in the library. The submission shall be made not later than two weeks after the defense. Failing to submit the corrected project report will lead to the cancellation of the marks given to the project.

Article 216: The final year/capstone project will be an ''industry-related applied research project.'' The projects will be assessed in accordance with the written institution's rules, which shall also provide guidance on the distribution of marks. It has will follow the following guidelines:

- The final year project proposal is submitted and assessed by the Department for approval.
- The final year project implementation is supervised by one of the specialized trainers according to the topic that is being worked on.
- The final year project report
- A presentation of the project work which should be conducted before a panel of three trainers and the supervisor.

a. **Final year project:** Advanced diploma (200 hours)
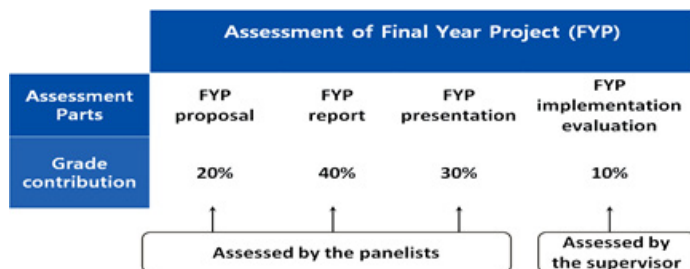
b. **Capstone:** Bachelor of technology (200 hours)

Stage	Timeline	Activity	Responsible Parties	Hours
Project Identification	Semester 1, Week 1-2	• Identify potential industry partners • Develop and agreed on a project catalog.	Academic Institution and Industry Partners	10 (5%)
Student Matching	Semester 1, Week 3-4	• Match students with projects based on their interests and skills.	Academic Institution	5 (2.5%)

Project Planning	Semester 1, Week 5-8	• Students develop a project plan, including a timeline, budget, and deliverables.	Students, Academic Institution, and Industry Partners	15 (7.5%)
Project Execution	Semesters 1 and 2, Week 9-20	Students execute their project plan and collect data.	Students, Academic Institution, and Industry Partners	150(75%)
Project Assessment	Semester 2, Week 21-23	• Students submit their project report, presentation, and other deliverables to the assessment team.	Assessment Team (Industry)	10(5%)
Project Defense	Semester 2, Week 24	• Students defend their project to the assessment team.	Students and Assessment Team	10 (5%)

Article 217: No submission of the project report on the due date stipulated in the academic calendar shall result in the award of a 'zero' mark. There will be no   extensions   to the project submission deadline unless approved by the College Academic Board.

Article 218: : A candidate who fails in the project will be allowed to do a repeat project and complete it within a period of eight (8) weeks of the succeeding semester in the following academic year, and that only if he/she maintains the same project. For a different project, the repeat will be conducted in the whole following academic year. The student shall undergo registration procedures to be given authorization to finish the project in that academic year.

Article 219: A student who fails level 7 and level 8 final year/capstone project after repeat, shall be awarded a Diploma certificate and advanced Diploma certificate respectively. Similarly, a student who does not fulfill the requirements for   level 6 but has passed a number of modules can be eligible for the certificate of competence.

Article 220: Where more than one candidate is assigned to one project, the contributions of everyone shall be specified and assessed according to the specifications in the original project proposal.

Article 221: Apart from being in attendance, the student project supervisor shall not help in any way during the oral assessment of the student, except where clarification is required on matters that may have limited the student in doing their project.

Article 222: The provision of academic documents while the student is still in training will be done after clearing through RP MIS.

P. REQUIREMENTS FOR GRADUATION AND AWARD OF DIPLOMA, ADVANCED DIPLOMA AND BTECH CERTIFICATES/DEGREES

Article 223: Candidates who fulfill all the requirements for graduation shall be conferred with their diploma, advanced diploma and BTech Certificate/degree at an official graduation ceremony.

Article 224: A candidate shall be deemed eligible for the award of a graduation certificate/degree if there is evidence of:

1. Admission to the program
2. Regular enrollment and attendance in the program
3. Satisfactory performance in the required assessments
4. Having well filled personal files, containing all required documents at the admission time
5. Discharge of all obligations owed to the College including payment of fees, return of library books and filled clearance form.

Article 225: The names of candidates who qualify for graduation shall be published in the official graduation book released on the graduation day. Publication will be done according to award classification and order.

Article 226: Only candidates whose names appear in the graduation book shall be awarded certificates or degrees. For students who didn't clear through the RP MIS, to collect a certificate or degree, a graduate will be required to present to the college registrar a copy of the duly filled-out clearance form.

Article 227: Every graduand will be required to pay an amount of 10,000 Rwfs for graduation fee. The students will be entitled to receive official graduation gowns and hoods. The gowns and hoods must be returned to the college store within five working days after the graduation ceremony. A fine of one thousand Rwandan francs (1,000 Rfws) shall be charged for each extra day of delay in returning the gowns and hoods. In case of loss or damage to the gown, the student will pay sixty thousand Rwandan francs (60,000 Rwfs).

Article 228: A graduate who loses or contributes to errors in his or her diploma, advanced diploma, or BTech. certificate or degree shall apply for a duplicate to the office of registrar. A duplicate certificate shall then be issued to the graduate on the instruction of the office of the DVC-ARIA, only after payment of a fee of thirty thousand Rwandan francs (30,000 Rwfs) through MIS at RP.

Article 229: Graduates shall withdraw their degree or certificate within one year after their release. Those who will not collect their degrees within that period, will be charged a fee of twenty thousand Rwandan francs (20,000 Rfws).

Article 230: Students who will not be able to collect their degree, academic transcript, or statement of results by themselves, will provide a certified procuration to another person who will collect those documents on their behalf.

SECTION FOUR: FEES STRUCTURE AND ACADEMIC RECORD RETENTION GUIDELINES

A. RWANDA POLYTECHNIC FEE STRUCTURE FOR DIPLOMA, ADVANCED DIPLOMA AND BTECH PROGRAM

Article 230: All fees paid shall be in conformity with the guidelines in Table 8.

Table 8. Fees structure for Diploma, Advanced Diploma and BTech

Types of fees	Government sponsored	Self-Sponsored	Comments
Application for Admission	5,000	5,000	Upon Application
Registration fees	50,000	50,000	Continuing students pay 25,000 every year
Students Identity Card	2,000	2,000	Every Year
Insurance Against Accident	2,000	2,000	Every Year
Tuition Fees (Diploma and advanced Diploma) for private candidates	-	600,000	Every Year for private & International students
Tuition Fees (BTech) for private candidates	-	1,651,000	
Types of fees	Government sponsored	Self-Sponsored	Before starting the module
Retake – repeat fees per one credit	5,000 and 17,815 for BTech.	5,000 and 17,815 for BTech.	Before starting the module
Students' Union Fee	3,000	3,000	Every Year
Accommodation fee	5,000	5,000	Every month (A minimum of 25,00Frw at the beginning of each semester)
Graduation fee	10,000	10,000	Before graduation

Table 9. a) RP fee structure for RP academic documents

Item	Amount
Statement of Results	2,000
To Whom It may concern document	2,000
Duplicate of Academic Testimonial	5,000
English Language Proficiency	2,000
Duplicate Student ID (Smart card)	5,000
Duplicate Financial Clearance Proof	2,000
Duplicate of Transcript	10,000
Duplicate of Diploma, Advanced Diploma and B.Tech. Certificate /Degree	30,000
Correction of errors committed by the students on academic documents (Diploma/Advanced Diploma/BTech)	30,000

b) RP fee structure for professional courses for stem and non-stem related options

Item	Status	Time period	Amount (Rwf)/ STEM options	Amount (Rwf)/ NON STEM options
Tuition fees	Day	1 year	600,000	400,000
		6 months	300,000	200,000
		3 months	150,000	100,000
Personal Protective Equipment		Price may change according to the option	60,000	NA
Uniform			15,000	15,000
Student identity card			2,000	2,000
Insurance			2,000	2,000
Application fees			5,000	5,000
Occupation hygiene		1 year	8,000	8,000
		6 months	4,000	4,000
		3 months	2,000	2,000
Total		1 year	692,000	432,000
		6 months	392,000	226,000
		3 months	236,000	126,000

1. Other uniform and attire fees detailed in the table below will be paid at college level and may change due to changes in the market prices; in case of change, the college will communicate the changes through official channels.

2.   At the beginning of the year, the college had a list of mandatory PPES for each program, the corresponding cost and where to pay it.

3.   There is a room for training cost negotiation for all stakeholders that wish to support or fund the specific training for a specific group of people. Any fund from stakeholders will be approved first by the Senior Management Meeting (SMM), that will be informed, after the completion of the course, how that fund has been used.

Table 10. Uniform and other attire fees

Government sponsored/mode of payment (Frws)		Self-sponsored/mode of payment (Frws)	
Overall	15,000	15,000	Once in 1st Year
F&B Attire	20,000	20,000	
Culinary Arts Attire	25,000	25,000	
Room Division Attire	18,000	18,000	
Field Uniforms	26,000	26,000	
Gum boots	10,000	10,000	
Lab overcoat	12,000	12,000	
Additional PPE for Engineering programs	15000	15000	

NB: The fees in the table above may change depending on the variation of prices on the market.

Article 231: Modalities for paying the tuition fees:

1. Concerning personal protective equipment (PPE), the student should consult the respective colleges to determine which fee should be paid.
2. Tuition fees can be paid at once or at least in three equal installments, with the first installment of 200,000 FW paid in the first month after registration. The minimum amount of tuition fees payable before the end of the first semester is 300,000 francs.
3. The remaining installment should be paid within the first month of the second semester's final assessments.
4. Before formative assessments, there will be accurate lists of students who have settled payment of the above installments and a list on which students will sign for attendance purposes during these exams. Anyone who does not appear on these lists is not eligible to take any assessment.
5. All fees paid to IPRC bank accounts (for registration and all other academic payments) are not refundable, except in cases of double payment, and other reasonable cases and requests.

B. PAYMENTS OF ACADEMIC DOCUMENTS

Article 232: : Payment of academic documents shall be done as reported in Table 11

Table 11. Fees for academic documents

Item	Amount (Frw)	Observation
Statement of Results	2,000	Per each statement of result
To Whom	2,000	Free of charge in case student ID card has not yet been issued, Issued for RSSB purpose
Duplicate of Academic Testimonial	5,000	NA
English Language Proficiency	2,000	NA
Duplicate Student ID (Smart card)	5,000	NA
Duplicate Financial Clearance Proof	2,000	NA
Duplicate of Transcript	10,000	NA
Duplicate of Diploma, Advanced Diploma and BTech. Certificate / Degree	30,000	NA

Correction of errors committed by the students on academic documents (Diploma/Advanced Diploma/BTech)	30,000	NA

Note: Each student seeking a duplicate of their academic testimonial, transcript, and diploma/advanced/BTech certificate or degree will present police proof of the loss of the original document.

C. LIBRARY FEES

Article 233: Access to the library equipment is free of charge for all IPRC registered students. However, some students fail to bring back different library items. Fines are charged to students who fail to bring back on time different library items and these charges are as follows:

1. Thesis: 500 Frw per copy and per day of delay,
2. Final Year/Capstone Project Report: 500 Frw per copy and per day of delay,
3. Books: 500 Frw per copy and per day of delay,
4. Newspaper/magazine: 500 Frw per copy and per day of delay.

Article 234: The loss of a library item shall be paid at the equivalent current cost of the item. The request to pay will be made by the Directorate of Library, with a copy going to the Directorate of Finance.

Article 235: The return of library items is due within 10 working days after the day of borrowing the item. After that period, fines will start to be applied for the next 10 working days. If the item is not returned to the library within those 20 working days, it will be considered lost and Article 231 will be applied.

D. APPROVAL AND RETENTION OF ACADEMIC DOCUMENTS

Article 236: All academic documents issued to RP students shall be harmonized and approved by the same authority(ies) at the different colleges. The following table highlights the types of academic documents and their approval.

Table 12. Academic documents approval

TYPE OF DOCUMENT	APPROVAL
Statement of Results	Prepared by DAS, Approved by DPAT
To Whom	Signed by DPAT
Transcript	Registrar
Academic Testimonial	Signed by Principal

Recommendation Letter	Signed by DPAT
English Language Proficiency	Signed by DPAT
BTech, Advanced Diploma/Diploma Certificate	DVC-ARIA, VC RP

Article 237: The documentation and archiving of student data are critical to ensuring the accuracy, privacy, and integrity of student records. It is the responsibility of the concerned office or unit to ensure the appropriate use, storage, retention, and destruction of student records in accordance with established records management practices consistent with these guidelines.

Article 238: The list of students' documents and data with the time of retention is highlighted in Table 13.

Table 13. Documents time retention

Official Record	Minimum time of retention	Official Repository
Student's admission and registration records.	Permanent (electronic) 3 Years after course completion (Hard copy)	Registrar-RP/ Admissions and Registration office IPRC
Lists of admitted, suspended, expelled students and those who abandoned	Permanent	Office of Registrar-RP/DAS-IPRC
Lists of admitted, suspended, expelled students and those who abandoned	Permanent	Office of Registrar-RP/DAS-IPRC
Graduation records (list of graduation, graduation booklets)	Permanent	Registrar-RP/Academic records Office-IPRC
Course Documentation (examination answer booklets)	3 years after graduation	Office of Timetables and Examinations
Portfolios (student's test papers for Formative assessments and Summative assessments results as evidence, etc.)	3 years after graduation	Office of CBA verifier

Departmental students' files (logbooks, Project pre-defense and final defense marks reports, Industrial Attachment reports and students' attendance reports, copies of draft reports for final year/ capstone projects, students appeal and request documents, etc.)	3years after graduation Permanent for Final Project Reports	Departments/ Library
Notification letters for academic suspension, resumption of studies or dismissal, recommendation letters, To Whom It may concern, etc.	Permanent	Registrar-RP/DAS-IPRC
Minutes of meetings departmental boards, academic boards and academic senate	Permanent	Department/DPAT/DVC-ARIA respectively
Minutes of any kind related to academic decisions	Permanent	Concerned Office, Unit, department in charge of the meeting
Records pertaining to student academic grievances	Permanent	Directorate of Student Affairs Unit
Student Transcripts & Certificates, and results records	Permanent	Academic Records Office-IPRC

Article 239: Administrative offices and units are designated as official repositories and have the responsibility for meeting records management standards to ensure all academic records are securely stored and/or destroyed.

Article 240: The protection of security and privacy of student information housed in each of the administrative offices and units must have the highest priority in both the maintenance and destruction of records.

Article 241: The above guidelines are limited to only academic documents and records defined within this handbook.

Article 242: Departments, offices, or units should maintain or keep academic records in a manner that provides:
1. Access for authorized department, unit and staff.
2. Reasonable protection against misuse, misplacement, loss, destruction, damage, or theft.

Article 243:	Records may be maintained in hardcopy, or electronic, or image format.
Article 244:	College records must always be stored on college premises or in a college-approved venue.
Article 245:	Departments, offices, or units should document official records loaned to other departments or individuals, by describing the record, loan date, return date, borrowing department, individual, and signature of the borrower.
Article 246:	Academic records can be disposed-off upon reaching the minimum retention period as stated above, provided the department/office or unit does not need the records for future administrative, legal, research/historical, or fiscal purposes.
Article 247:	The head of department/unit (or designee) is responsible for performing an annual review to determine the value or usefulness of departmental records. During this review, the department head (or designee) should identify and designate for disposal (destruction) the records with elapsed retention periods that are no longer useful.
Article 248:	The department or unit head is responsible for requesting authorization for the disposal of records addressed to the Academic Board. When authorized, dispose of the records containing sensitive and/or confidential information properly.

SECTION FIVE: GRADUATION

Article 256:	1) After completion of the training program, the student shall be required to clear with departments/units/directorates as shown on clearance form before claiming to appear on the graduation list, and getting any academic document. However, a student who graduated will not have to clear again to collect degrees, transcript, and caution money. If the college deems it necessary, they will show a copy of the original clearance form filled before the graduation. However, student who didn't graduate for other reason, will be required a clearance form to be given academic document or caution money
	2) Students who meet the requirements for graduation after completing the appropriate course of study shall be entitled to a certificate or Diploma/ Advanced Diploma/BTech. Degree. 3) No student will be added to the list of Graduands before he/she has fulfilled the following requirements:

1. A complete file consisting of Copy of National ID, Certified Copy S6/Level 5 Certificate/Advanced Diploma or equivalence, acceptance letter.
2. Completed all academic requirements (has successfully passed all modules for the Diploma/Advanced Diploma or BTech. program).
3. Approved online clearance for graduation.

PART II. CODE OF CONDUCT

A. INTRODUCTION

This section is concerning students' general regulations and code of conduct, which must be adhered to. The regulations shall help to develop a well-ordered social system within the student body and set up activities that help in the intellectual, physical, and social advancement of students.

Each RP college strives to improve the learning environment for students by offering a variety of services, including, but not limited to, accommodations, restaurant services, a student health clinic, games and sporting facilities, counseling and career guidance, clubs and societies, disability liaisons, peer support and mentoring programs, catering for female special needs, etc. Students are expected to preserve and secure all facilities in order to ensure the long-term viability of a pleasant learning environment.

Article 257: These rules apply to all students at the college. The term "student" refers to a person who is enrolled at the polytechnic to pursue an approved course. The rules apply to students throughout their time at the college, and students are expected to follow them completely.

Article 258: Regulations affecting students shall be revised from time to time by the Academic Senate and in accordance with the statutes of the Vice Chancellor. In addition to these regulations, each center, department, library, hostels, and any other unit of the polytechnic may also issue their own regulations governing the conduct of students within each unit's respective precincts, provided that such regulations are not inconsistent with these regulations.

Article 259: Soft copies of all regulations shall be available on RP and its colleges' websites. It is a mandatory requirement that each student obtain and consult these regulations. Ignorance of any regulations or any public notice given out by the RP or its colleges shall not be accepted as an excuse for any breach of either of the two.

Article 260: The operation of these regulations is without prejudice to the laws of the land, which apply to all persons in the college.

Article 261: The principal is the competent authority of the college and is therefore the final authority on all matters related to academic and administrative life at the college level.

Article 262: The deputy principal, corporate and division manager, directors, and heads of departments are some of the other people at the college who have special responsibilities under the principal. It is an offense to disobey any of the management, academic, or administrative staff in the execution of their duties.

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B. RESIDENCE

Article 263: In collaboration with the Students Union, students may be offered accommodation in the college hostels or private facilities acquired for such purposes. The hostel management committee, led by the directorate of students' affairs, establishes criteria that are to be followed while considering requests from applicants. Priority will be given to female students, students with disabilities, students who excelled in class, and other categories of students as determined by the hostel management committee from time to time.

Article 264: Students that are assigned rooms shall fill out and sign the "Accommodation Form" available in the Directorate of Student Affairs for the good use and upkeep of property found in the rooms at the beginning of the semester and will be charged to fully pay for any damage to the property. Students who are discovered staying in rooms that were not assigned to them will be held liable for any damage.

Article 265: It is forbidden to host over-night visitors, friends, or family in hostels. Only the students allocated to the room will be allowed to sleep in the room. Those who fail to comply with this article will be charged a fee of thirty thousand Rwandan francs (30,000 Rwfs). If the student fails repeatedly (more than three times), he/she will be expelled from the college hostel. In special cases, they must get written permission from the warden.

Article 266: Students shall be expected to take good care of hostels and other buildings and the furniture therein assigned to them for purposes of accommodation and training.

Article 267: Furniture or fittings in the residence shall not be transferred from any part of the college without prior permission from the Director of Student Affairs.

Article 268: Other than reading lamps, table fan, radio, record player, television, electric iron, computers, mobile phones, I-pads, electronic organizers, palm devices, no other electrical appliances or devices shall be permitted in students' rooms.

Article 269: No cooking of any sort (frying, roasting, baking, boiling, or warming) by use of electricity or other energy source is permitted in student rooms.

Article 270: Electric lights may not be left on during the day or at night when not needed.

Article 271: Musical appliances and instruments may be used, provided the music is not played at noise levels that are a nuisance or an annoyance to any member of the college.

Article 272: For the avoidance of nuisance and annoyance to other residents, musical instruments may not be played in hostels at night between 10:00 p.m. and 6:00 a.m.

Article 273: Students must not entertain visitors in hostels or elsewhere within the college premises between 6:00 p.m. and 6:00 a.m.

Article 274: Students must vacate hostels at the end of the academic year and submit the room key to the designated office. Once started, the accommodation period cannot be terminated before the end of the academic year, except in cases of suspension, discontinuation, or other cases that were treated by the accommodation committee. In any case, if a student fails to submit the room key, he/she will be obliged to pay the cost incurred by the room key replacement.

Article 275: Two students are not allowed to sleep on a single bed. If they are caught sleeping on the same bed, the owner of the bed will pay a fine of thirty thousand Rwandan francs (30,000 Rwfs). If he/she is caught three times, he/she will be expelled from the hostel with no refund of prepaid fees.

Article 277: No secret or uncommunicated meetings are allowed to take place in hostels. In case there is a need for such meetings, the concerned students will be required to get their permission.

C. MEALS

Article 278: Meals shall be served at prescribed times. All meals are to be taken in the dining hall. Proper table manners must always be observed. The guild council will ensure that no abuse of manners is practiced in the dining hall. If a student goes contrary to the statement here above, he/she will be suspended for two days from the same restaurant; if the case is repeated by the same student, he/she will be expelled completely from the same restaurant for the rest of the academic year, and will not be reimbursed the amount paid to the service provider.

Article 279: Smoking is not allowed in the dining hall or at any other place in the college.

Article 280: Students may not enter the kitchen or remove any equipment outside the dining hall, such as furniture, cutlery, and glasses.

Article 281: Books and other writing or reading materials should not be brought into the dining hall.

Article 282: The dining hall furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided, unless permission has been sought.

Article 283: Students must use furniture and cutlery provided by the college carefully in order to avoid damage or loss. Each student shall be held individually liable for any loss or damage to college furniture or cutlery and for its replacement.

Article 284: Students are encouraged to leave the dining hall as soon as they finish their meals, and to eat in shifts, if possible, to allow for routine cleaning of the facilities.

Article 285: Orderly and decent behavior and language shall always be adhered to while in the dining hall. To avoid the spread of an epidemic, table spacing and seating arrangements must be followed in the event of an outbreak.

Article 286: Complaints or criticisms of services at the dining hall shall be made to the Director of Student Affairs through the guild council. Before terminating the contract, the restaurant service provider should be warned in writing at least three times about poor-quality services provided to students.

Article 287: For the college restaurant manager to be able to provide quality service, students must subscribe for meals for at least one semester. Every student will be served after the presentation of a meal card. In case of misuse or loss of the meal card, the concerned student shall complain to the restaurant manager and the welfare officer, who will allow the student three days' meals for the complaint to be addressed.

Article 288: Payment for meals shall be made before the service is provided and through deductions and bank transfers for students whose living allowances are deposited into their college accounts.

D. HEALTH

Article 289: All students are required to possess medical insurance.

Article 290: The college is responsible for the provision of first-aid care. The college nurse shall issue a transfer report to the hospital. He or she will also monitor the transfer. During epidemics or at any other time, students are obliged to follow all health instructions and regulations as communicated by the college authorities to prevent epidemics.

Article 291: All students are required to get insurance against accidents.

Article 292: A student who, for medical reasons, is unable to attend classes must communicate this information to the director of student affairs who will communicate to the concerned head of department in writing with supporting documents.

Article 293 Students must inform the concerned head of department, with a copy to the director of student affairs, immediately upon completing treatment and being declared fit to resume classes. The concerned Head of Department shall in turn inform the concerned module leader.

Article 294: The death of an RP student will imply the support of his respective college and guild council. The college will provide transportation for staff and students who will participate in funerals and wreaths to put on the grave. The college shall contribute one hundred thousand Rwandan Francs (100,000 Rwfs) to the family, to support the funeral ceremony. If a student dies at college, in addition to what is provided in this article, the college shall provide the coffin and transportation of the body from college to home.

E. FORMATION OF SOCIETIES AND CLUBS

Article 295: The RP Student Union is led by the Guild Council. The structure, the election guidelines and procedures, and the functions of the guild councils of the students' union at college shall be approved by RP.

Article 296: Students are allowed to form professional, socio-cultural, and civic societies or clubs in the college. No society or club shall be allowed to operate in the college without first obtaining written authority to do so from the authorities.

Article 297: Students are allowed to form professional, socio-cultural, and civic societies or clubs in the college. No society or club shall be allowed to operate in the college without first obtaining written authority to do so from the authorities.

Article 298: A request to form an association or club shall be submitted to the Director of Student Affairs through the student council, and shall be accompanied by the recommendation of the student council and the constitution (by law) of the proposed society or club. The request shall also clearly identify a proposed patron and include the patron's signed letter of consent to serve in this role

Article 299: On receipt of such requests, the director of student affairs shall then request approval from the senior management with his/ her written recommendation.

Article 300: Where applicable, the proposed professional society or club must be mentored by a member of the teaching staff from the related department. On fulfillment of these prerequisites and thereafter, the society or club shall be formally promulgated in the college after written approval has been granted.

Article 301: Within three months from the date of the promulgation of the society or club, the secretary of the society or club shall deposit the names of persons holding principal offices of the society or club with the Director of Student Affairs. Thereafter, the Corporate Services Division Manager shall be furnished with the names of the societies or clubs, a copy of which shall be transmitted to the office of the principal.

Article 302: Societies or clubs shall be self-funded, and those formed by the Guild Council shall be supported through the Guild Council. However, if societies or clubs are to perform a college activity, then the college will fund the related activities.

F. PUBLIC FUNCTIONS

Article 303: For this section, a "public function" is one to which persons other than staff and students at the college are invited or entitled to attend, including religious activities. Public lectures, coaching activities (e.g., firefighting demos), and pitching of start-ups, to name but a few, will be mandatory to be attended. Failure to comply will attract penalties of a disciplinary nature.

Article 304: Students who wish to organize any public functions within or outside the campus shall obtain prior permission from the Director of Student Affairs, who shall in turn inform the Director of Academic Services, the Corporate Services Division Manager, and the principal.

Article 305: An application for permission by students to organize such a function shall be accompanied with the following information:
1. proposed date and time of the function;
2. proposed venue of the function;
3. names and descriptions of expected lecturers and speakers;
4. performers at the function;
5. details of the proposed activities and persons that are expected to participate in the function.

Article 306: This information, together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function, must reach the Director of Student Affairs at least five days before the function takes place. The Director of Student Affairs may impose such other requirements and conditions as may appear to him/her to be necessary and desirable.

Article 307: Permission may be granted up to 12 midnights for functions involving the use of musical instruments, such as dance or choirs. The principal and other college authorities may grant extensions beyond this time.

G. PROCESSION AND DEMONSTRATION

Article 308: No strike or rebellion is allowed under any circumstance, and this is in accordance with the public law of the country.

Article 309: Any student wishing to organize a procession or demonstration within the campus shall seek permission to do so from the college authorities by notifying the Director of Student Affairs in writing, with a copy to the Deputy Principal in charge of Academics and Training and the Principal at least five days before the procession or demonstration is due to begin.

Article 310: The notification shall state the purpose of the procession or demonstration and the name(s) of the organizer(s), as well as any details concerning participants.

Article 311: The Director of Student Affairs, in consultation with the Corporate Services Division Manager, may prescribe special conditions, limitations, or restrictions as may be considered appropriate in the circumstances.

Article 312: The procession or demonstration outside the campus, with state security approval, will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.

Article 313:	The fact that a procession or demonstration is not prohibited in any way implies that the college has either approved of it or is in sympathy with its objectives.
Article 314:	No procession or demonstration shall be held between the hours of 6:00 p.m. and 6:00 a.m.
Article 315:	During the procession or demonstration, nothing will be done or said that may cause violence or a breach of peace.
Article 316:	If, in the opinion of the Director of Student Affairs, the procession or demonstration is likely to lead to any offense to a person(s) and/or may constitute a breach of peace or cause serious interference with the workings of the college, the Director of Student Affairs shall deny permission for the procession or demonstration and refer the matter to the Corporate Services Division Manager, who in turn will inform the principal. The principal may take such action as he deems necessary under the circumstances.
Article 317:	If any acts of violence and/or breaches of regulations occur during a procession, demonstration, or other mass action, the organizer(s) shall be held jointly and severally responsible.
Article 318:	For processions or demonstrations outside the college, the organizer(s) shall, in addition to the foregoing, seek prior permission from the police.

H. CORRESPONDENCE

Article 319:	As an act of good faith and to ensure no conflict of interest arises, all official correspondence by students to the government or other official bodies both within and outside the country shall be channeled through the principal. If the opposite happens, students will be held responsible for any problems that may arise from that action.
Article 320:	No student or group of students must print, publish, disseminate, or otherwise circulate any false or fabricated information.
Article 321:	No student, group of students, or association must circulate information without the names and signatures of the authors.
Article 322:	No student is allowed to use social media with abusive intention in any form, such as defamation, discrimination, etc. If the individual fails to follow this regulation, disciplinary measures will be imposed.

I. PUBLICATIONS

Article 323:	The student publication shall pass through the Public Relations Office of the college from the Guild Council with a recommendation from the Director of Student Affairs, who will endorse and inform the Corporate Services Division Manager.
Article 324:	Each publication shall state the name of the editor and publisher and an indication of the institution's approval.

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Article 325: A copy of each issue of the publication will be lodged with the principal, the director of student affairs, and the library on the day of publication.

Article 326: If a publication is made without complying with the above articles, the author, editor, and publisher will be held jointly responsible for the full contents of each issue of the publication.

J. USE OF VEHICLES, MOTORCYCLES AND BICYCLES

Article 327: Any student who wishes to keep his/her vehicle, motorcycle or bicycle on campus, hostels or other boarding facilities obtained through the College for use by students must obtain prior permission from the Security Officer.

Article 328: The College accepts no responsibility for such vehicles, motorcycles or bicycles or for any damage that may occur to them or to their owners, drivers or passengers, or that which may be caused by the vehicles, motorcycles or bicycles. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned. It will be withdrawn if it is abused.

Article 329: The college does not provide garages for student vehicles. Any parking arrangement for them should be granted by the security Officer in consultation with the Estate Manager.

K. COLLECTION OF MONEY

Article 330: Permission to make general collections of money, other than for club subscriptions or for solidarity in times of joy and grief, cinema shows or parties, must be obtained from the Director of Student Affairs. Students are advised to ask to see the license or other valid documents of authority of any collector who comes either from within or without the college.

Article 331: Collections for societies, clubs, or for solidarity in times of joy and grief, cinema shows, or parties shall adhere strictly to the respective constitutions and their details shall be routinely cleared with the Director of Student Affairs. Copies of these details, duly signed by the officials of each respective body, shall after clearance by the Director of Student Affairs be displayed clearly on the campus notice boards.

Article 332: The Guild council shall deem to provide the action plan with related budget to the office of the Chief Budget Management (CBM/CSDM) of the college for approval.

Article 333: The college finance unit will be in charge of the monitoring and approval of budget execution of the Guild council and provide a financial report to the CBM/CSDM.

L. COLLEGE PROPERTY

Article 334: Every student shall exercise the highest standard of caution in handling college property to avoid possible damage.

Article 335: Any student or group of students who willfully or negligently loses or damages college property shall be held fully liable for its recovery, replacement, or repair.

Article 336: No college property of any description shall be taken from its place without the written consent of the head of the concerned department's logistics officer, the warden or matron (or the Director of Student Affairs). Anyone who violates this article shall get a warning letter.

M. CONSUMPTION OF NON-PRESCRIBED DRUGS, INTOXICATING DRUGS AND ALCOHOL

Article 337: Any student who gets drunk either on or off campus, in hostels or other boarding facilities obtained through the college for student use, by the voluntary consumption of intoxicating alcoholic beverages or products, shall be charged with a misdemeanor and suspended for two weeks by the Student Disciplinary Committee, without recourse to remedial classes or any classes thus missed. The enforcement of these sanctions shall be notified to the head of department, DAS, and director of academic quality assurance.

Article 338: Any student who uses or is caught with any intoxicating nonprescription drugs or drink within the campus, hostels, or other boarding facilities will be solely held responsible and expelled indefinitely from the college.

Article 339: Any student who forces another student or students to use intoxicating drugs of whatever nature within or outside the campus, hostels, or other boarding facilities shall be solely held responsible and expelled indefinitely from the college.

Article 340: It is an offense for any student or group of students to cultivate, use, or peddle narcotics or any other drugs recognized by law to be dangerous, and whose cultivation is illegal. Any such activity shall lead to indefinite expulsion from the college and the case shall be reported to the police.

N. DISCIPLINARY PROCEDURES

1. GENERAL DISCIPLINARY OFFENSES

Article 341: Any student against whom criminal proceedings are entered or are pending in court shall automatically be suspended, during the course of the trial. If the event of a court judgment finds the student guilty of the criminal charges raised, the student shall be discontinued from the studies. Classes or assessments missed by the students during all that process will not be justified and not provided in special assessments.

2. GENERAL DISCIPLINARY OFFENSES SHALL INCLUDE:

Article 342: Any student or group of students found guilty of boycotting a class or any other illegal academic activity shall be expelled indefinitely from the college.

Article 343: Any conduct which does or is likely to cause damage or defacement to a person, persons or property within the college and in the neighborhood of the college, is criminal and shall be referred to the competent organ for prosecution, and the disciplinary committee shall also analyze the case, depending on the seriousness of the issue following punishment can be considered: suspension from one month to one year, fines to pay damaged property.

Article 344: Use of force or striking a fellow student, an officer of the college or any other person at or outside the campus, is criminal and action shall be taken as per the article 343.

Article 345: Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the college, is criminal and action shall be taken as per the article 343.

Article 346: Any act or conduct which is likely to obstruct or frustrate the holding of lectures, lawful activities, meetings, functions or other lawful activities authorized by the college is illegal and action shall be taken as per the article 343.

Article 347: Unauthorized use of or interference with any service, facility, equipment or installation belonging to the college, shall lead to a given period of one month to a year of suspension or indefinite expulsion from studies depending on the gravity of the case.

Article 348: Theft committed within the college or outside the college will lead to immediate suspension from studies, and will be reported to the competent organ for prosecution.

Article 349: Unauthorized possession of a key or keys to any college facility, shall lead to a suspension depending on the gravity of the case.

Article 350: Perpetrating forgery with or without intent to cause loss to any person, college or any other institution whether in cash or otherwise, is criminal and action shall be taken as per the article 343.

Article 351: Knowingly inviting or entertaining a student or students in the college's premises whose name or names has or have been posted on any of the college notice boards as having been barred from the college's premises by a competent authority shall warrant the issuance of a warning letter, which shall be duly entered in the particular student's records, and sanction shall be taken if the students repeat it, among other sanctions being expulsion from hostels.

Article 352:	Refusal or failure to comply with a lawful order or directive given by any officer of the college acting on his behalf or under an order from any competent organ or officer of the college shall warrant the issuing of a warning letter, which shall be duly entered in the particular student's records.
Article 353:	Refusal or failure to obey any lawful order issued under the college regulations or rules promulgated by a competent organ, shall warrant the issuing of a warning letter, which shall be duly entered in the concerned student's records.
Article 354:	Failure or refusal to attend a meeting or function called or authorized by the college or any other competent organ of the college when summoned to do so by way of a proper written notice by such an organ, shall warrant the issuing of a warning letter, which shall be duly entered in the student's records.
Article 355:	Refusal or failure to abide by a ruling, decision and/or penalty imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the college.
Article 356:	Inviting outsiders as guest speakers, social entertainers and/or media houses without the permission of the relevant organs of the college shall warrant the issuing of a warning letter which shall be duly entered in the concerned student's records.
Article 357:	If misconduct in (article 349, 350 or 343, 351, 352 and 353) are repeated by the same student or group of students, the disciplinary committee shall take sanction among them suspension from one to six months depending on the seriousness of the case and classes or assessment provided during the suspension time will not be given as special classes or assessments.
Article 358:	Without derogating from the right to freedom of assembly of persons as enshrined in the laws of the land, forming and/or establishing unauthorized student groups or being party to groups that are likely to cause disunity and disorder at the college or in the wider community, is criminal, and action shall be taken as per Article 341.
Article 359:	Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, willful writing of defamatory literature or use of abusive, slanderous, obscene or threatening language by any student against any other student(s), employee or officer of the college, or persons within the wider community, in the course of performing their duties, is criminal and action shall be taken as per the article 341.
Article 360:	Sexual activities between students and trainers are prohibited. If a student is married to or engaged to an academic staff member, he or she must notify the Directorate of Students Affairs.

Article 361: If a student is harassed sexually or in any other way by an administration or academic staff, and company supervisors during IAP, he/she shall report it to one of the following persons: Principal, Deputy Principal in charge of Academics and Training, Corporate Services Division Manager or in the Directorate of Students Affairs so that lawful measures can be taken towards the concerned staff.

Article 362: Sexual harassment of whatever kind is criminal and shall lead to expulsion of the concerned student and referred to the competent organ for prosecution.

Article 363: Rape or indecent assault is criminal and shall lead to expulsion of the concerned student and referred to the competent organ for prosecution.

Article 364: Colleges with TVET program at Level 3 to 5 whose status is considered as Minors, shall sanction all unbecoming relationship with students at college level. College students found guilty of those unbecoming relationship will be suspended for 1 year.

Article 365: Mismanagement and/or embezzlement of student organizations, funds and/or of any other organized student society established under the auspices of the student organizations and in accordance with the relevant provisions of the constitution of the student organizations in force are criminal and action shall be taken as per the article 341.

Article 366: For preservation of integrity and self-respect and respect towards others, each student should respect the dressing code by putting on decent clothing and avoiding the following during curricula activities:

1. Leaving out workshop attire: overalls, over coats, aprons.
2. Shabby, dreadlocks (for male) and dirty hairs
3. Body and clothes dirtiness
4. Pocket down
5. Mini skirt (excessively short)
6. Excessively short Shorts
7. Sex clothes
8. Caps/hats during classes and public functions
9. Slippers
10. Trousers which are torn in (déchirés)
11. Headphones/earphones during classes and public functions

Article 367: For enforcement, security officers will not allow access to the college to anyone with the above-mentioned dressing (in article 364). Staff in charge of students' welfare will also be responsible for enforcement of this regulation within the campus. Any appeal will be referred to the Disciplinary Committee.

O. MACHINERY FOR IMPLEMENTATION OF COLLEGE REGULATIONS (REGULATION ENFORCEMENT)

Article 368: All members of the college have the obligation to report to the authorities any infringement of rules, which come to their notice and to check immediately any such breach of regulations whenever they occur. This must however be done with due care not to put one in the way of harm as a result of their action to stop the breach. When in doubt about what action to take, the breach should be reported to a competent authority who then shall take the necessary action.

Article 369: Breaches of regulations, hostel or other college facilities for use by students shall be reported to the Wardens and the Director of Student Affairs. The latter may then prepare a report on the case and submit this to the College Disciplinary Committee.

Article 370: There shall be in each hostel a disciplinary committee shall include the following:

1. Director of Students Affairs as Chairperson
2. Students' welfare officer (Member)
3. Matron
4. Two guild council members, one male and one female
5. (especially the Arbitration team)
6. Representative of hostel block (s)

The quorum for each hostel Disciplinary Committee shall be arrived at by the presence of the committee chairperson, warden/matron one female member of guild council in the case of female hostels and at least one member from each one of the other categories.

Article 371: Before any hearing, the chairperson of the relevant Hostel Disciplinary Committee shall write to the concerned student(s) notifying them of the complaint(s) lodged, enumerating the complaint(s) and requesting for a response to the letter within seventy-two (72) hours of its receipt. The Committee shall thereafter always hold an inquiry into the complaint(s) but while observing the principles of natural justice will not be obliged to follow the rules of evidence as in a court of law.

Article 372: The committee has the power to do any or several of the following as long as the academic board is properly briefed on the committee's decisions:

1. Dismiss the case.
2. Reprimand the student and record such a reprimand.
3. Demand an apology from the student.
4. Demand a refund for the cost of repairs, damage, or replacement.
5. Recommend to the academic board the student's temporary suspension or expulsion from college, to be communicated to the student within seven (7) days of the hearing's conclusion.

Article 373: There shall be a Student Disciplinary Committee, which shall include the following office-bearers:

1. The Deputy Principal in Charge of Academics and Training (Chair)
2. Corporate Services Division Manager (co-chair)
3. The Director of Academic Services,
4. The Director of Student Affairs (Secretary)
5. Relevant Heads of Departments
6. Legal Officer
7. Two students' representatives
8. Any other relevant person, as decided by the Principal.

Article 374: The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committee. Following the hearing, the committee may take any or several of the following actions which shall be communicated in writing to the student within seven (7) days of the decision being made:

1. Dismiss the case against the student
2. Reprimand the student
3. Demand an apology from the student
4. Impose a fine not exceeding 25,000 Rwfs
5. Demand the refund of costs of repair of damaged college property or the cost of replacing any lost or destroyed property
6. Resolve a temporary suspension or expulsion of the concerned student(s) from the college.

Article 375: The Principal may consider an appeal against decisions taken by the college Disciplinary Committee and change the verdict.

P. STUDENTS WITH DISABILITY

Article 376:   Students who have a chronic illness (an illness that can last for long or probably cannot be treatable) or disability, which would imply special support from the college, will be supported where possible in terms of learning, social interaction, and communication. The student is asked to provide documentation that confirms or specifies his or her disability. The DSA or other staff in charge of students' disabilities will thereafter examine the documents, confirm the disability of the student, and assist in providing the possible support.

Q. REGULATIONS CONCERNING INTERPRETATION AND RE-VIEW

Article 377:   The RP Academic Senate shall be the final authority for the interpretation of these regulations.

Article 378:   These regulations are subject to be reviewed from time to time as may be determined by the RP Academic Senate.

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ANNEX

Table 1: Eligibility for admission requirements in diploma and Advanced Diploma programs

DEPARTMENTS	OPTIONS	CODES	COMBINATION/ TRADE	RELEVANT SUBJECT
AGRICULTURAL ENGINEERING	Agri-Mechanization Technology	AD3AGM	Agri-Mechanization	
			Crop production	
			Physics - Chemistry - Biology (PCB)	CB/PC/PB
			Physics - Chemistry - Mathematics (PCM)	PM/MC/PC
			Mathematics-Chemistry- Biology (MCB)	MC/CB/MB
	Crop Production	AD3A GP	Crop production	
			Agriculture	
			Mathematics-Chemistry- Biology (MCB)	CB/MB
			Biology – Chemistry – Geography (BCG)	CB/BG
			Physics - Chemistry - Biology (PCB)	CB
	Irrigation and Drainage Technology	AD3IDT	Irrigation and drainage	
			Crop Production	
			Plumbing	
			Mathematics - Physics – Geography (MPG)	MP/MG/PG
			Mathematics-Chemistry- Biology (MCB)	CB/MC/MB
			Physics - Chemistry - Mathematics (PCM)	MC/MP/PC
			Physics - Chemistry - Biology (PCB)	PC/PB/CB
			Mathematics-Economics- Geography (MEG)	MG

	Food Processing	AD3F OP	Food processing	
			Crop production	
			Mathematics-Chemistry- Biology (MCB)	MC/CB/MB
			Physics - Chemistry - Biology (PCB)	PC/PB/CB
			Biology – Chemistry – Geography (BCG)	CB
	Horticulture Technology	AD3H OT	Horticulture	
			Crop production	
			Physics - Chemistry - Biology (PCB)	CB/PC/PB
			Mathematics-Chemistry- Biology (MCB)	MC/MB/CB
			Mathematics-Economics- Geography (MEG)	MG
CIVIL ENGINEERING	Construction Technology	AD3C OT	Road Construction	
			Masonry	
			Construction	
			Interior Design	
			Physics- Chemistry- Mathematics (PCM)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP/MG
			Mathematics-PhysicsComputer (MPC)	MP/MC
			Mathematics-Physics-Biology (MPB)	MP/MB
			Mathematics-Chemistry- Biology (MCB)	MC/MB
			Mathematics-Economics- Geography (MEG)	MG/ME

	Quantity surveying	AD3Q US	Surveying	
			Masonry	
			Physics- Chemistry- Mathematics (PCM)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP/MG
			Mathematics-Physics Computer (MPC)	MP/MC
			Mathematics-Physics- Biology (MPB)	MP
			Mathematics- Chemistry- Biology (MCB)	MC
	Highway Engineering	AD3H WE	Road Construction	
			Masonry	
			Surveying	
			Public works	
			Physics- Chemistry- Mathematics (PCM)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP/MG
			Mathematics-PhysicsComputer (MPC)	MP/MC
			Mathematics-Physics- Biology (MPB)	MP
			Mathematics- Chemistry- Biology (MCB)	MC

	Water and Sanitation Technology	AD3W AS	Irrigation and drainage	
			Plumbing	
			Masonry	
			Physics- Chemistry- Mathematics (PCM)	MP/MC/PC
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- Chemistry- Biology (MCB)	MC/CB
			Mathematics-PhysicsComputer (MPC)	MP
			Mathematics-Physics-Biology (MPB)	MP
	Railway infrastructure engineering	AD3RI E	Road construction	
			Masonry	
			Surveying	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics-PhysicsComputer (MPC)	MP
			Mathematics-Physics-Biology (MPB)	MP
ELECTRICAL AND ELECTRONICS ENGINEERING	Electrical Technology	AD3EL T	Electronic Services	
			Industrial Electricity	
			Electricity	
			Hydropower	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics-PhysicsComputer (MPC)	MP/MC/PC
			Mathematics-Physics-Biology (MPB)	MP
			Mathematics- Economy-Computer (MEC)	MC

	Electronics and Telecommunications Technology	AD3ET T	Telecommunication	
			Electronic Services	
			Electronic and Telecommunication (ELT)	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- Economy- Computer (MEC	MC
			Mathematics- PhysicsComputer (MPC)	MP/MC/PC
			Mathematics-Physics- Biology (MPB)	MP
	Biomedical Equipment Technology	AD3B ME	Telecommunication	
			Electronic Services	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- Economy- Computer (MEC	MC
			Mathematics- PhysicsComputer (MPC)	MP/MC
			Mathematics-Physics- Biology (MPB)	MP

	Electrical Automation	AD3E AT	Electronics and	
			Telecommunication (ETL)	
			Industrial Electrical (MEL)	
			Hydropower Energy	
			Solar Energy	
			Computer Electronics (CEL)	
			Production Technology	
			Mathematics- Physics- Computer (MPC)	MP/MC/PC
			Mathematics- Physics- Biology (MPB)	MP
			Mathematics- PhysicsGeography (MPG)	MP
			Physics- Chemistry- Mathematics (PCM)	MP
	Renewable Energy Technology	AD3R EN	Solar Energy	
			Methane gas	
			Peat Energy	
			Hydropower	
			Geothermal Energy	
			Industrial Electricity	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- PhysicsComputer (MPC)	MP
			Mathematics-Physics- Biology (MPB)	MP
HOSPITALITY MANAGEMENT	Hospitality Management wit option of Food and Beverage	AD3FB M	F&B Services	
			Culinary arts	

	Hospitality Management wit option of Room Division	AD3R DM	Housekeeping	
			Front office operations	
			F&B Services	
			Culinary arts	
			Tourism	
			Business Services	
			History-Economy-Geography (HEG)	HE / EG
			English- French-Kinyarwanda (EFK)	EF / EK
			English- Kiswahili-Kinyarwanda (EKK)	EK / EK
			Literature-EconomicsGeography (LEG)	LE / EG
	Culinary Arts	AD3C UL	F&B Services Culinary arts	
ICT	Information Technology	AD3IT E	Multimedia	
			Computer Science	
			Networking	
			Software Development	
			Electronic Services	
			Telecommunication	
			Mathematics- Economy-Computer (MEC)	MC/ME
			Mathematics- Physics-Computer (MPC)	MP/MC/PC
			Physics- Chemistry-Mathematics (PCM)	MP
			Mathematics- Physics-Geography (MPG)	MP/MG
			Mathematics-Economics- Geography (MEG)	MG/ME

	E-Commerce	AD3E CO	Networking	
			Software Development	
			Computer Applications	
			ICT	
			Mathematics- Computer- Economy- (MCE)	MC/ME/CE
			Mathematics- Economics- Geography (MEG)	ME
			Mathematics- Physics- Computer (MPC)	MP/MC/PC
			Mathematics- Physics- Geography (MPG)	MP
			Physics- Chemistry- Mathematics (PCM)	MP
CREATIVE ARTS	Film Making and TV Production	AD3FT V	Graphic Arts	
			Mathematics- Economy- Computer (MEC)	MC
			Mathematics- Physics- Computer (MPC)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP
			Multimedia	
			Music	
			Physics- Chemistry- Mathematics (PCM)	MP
			Software Development	
			Telecommunication	
	Graphic Design and Animation	AD3G DA	Graphic Arts	
			Mathematics- Economy- Computer (MEC)	MC
			Mathematics- Physics- Computer (MPC)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP
			Multimedia	
			Music	
			Physics- Chemistry- Mathematics (PCM)	MP
			Software Development	
			Telecommunication	
	Fashion And Design	AD3FA D	Tailoring	
			Graphic Arts	
			All combinations of General Education	

MECHANICAL ENGINEERING	Automobile Technology	AD3A UT	Auto Electricity and Electronics Systems	
			Auto Transmission and control Systems Technology	
			Moto Vehicle Mechanics (MVM)	
			Mathematics- Physics- Computer (MPC)	MP/MC/PC
			Mathematics- Physics- Geography (MPG)	MP
			Physics- Chemistry- Mathematics (PCM)	MP
	Production and Manufacturing Technology	AD3P MT	Production Technology	
			Welding Technology	
			General Mechanics	
			Casting Technology	
			Moto Vehicle Mechanics (MVM)	
			Mathematics- Physics- Computer (MPC)	MP/MC/PC
			Mathematics- Physics- Geography (MPG)	MP
			Physics- Chemistry- Mathematics (PCM)	MP/MC
			Mathematics- Economy- Computer (MEC)	MC
			Mathematics- Chemistry- Biology (MCB)	MC
	Renewable Energy Technology	AD3R EN	Solar Energy	
			Methane gas	
			Peat Energy	
			Hydropower	
			Geothermal Energy	
			Industrial Electricity	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- PhysicsComputer (MPC)	MP
			Mathematics-Physics- Biology (MPB)	MP

	Air conditioning and Refrigeration Technology	AD3A CR	Electronic Services	
			Mathematics- Physics- Computer (MPC)	MP/MC
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- Economy- Computer (MEC)	MC
			Physics- Chemistry- Mathematics (PCM)	MP
	Aircraft maintenance Technology	AD3A CM	Electronic Services	
			Industrial electricity	
			Hydropower	
			Production Technology	
			Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- PhysicsComputer (MPC)	MP
			Mathematics-Physics- Biology (MPB)	MP
	Mechatronics Technology	AD3M ET	Physics- Chemistry- Mathematics (PCM)	MP
			Mathematics- Physics- Geography (MPG)	MP
			Mathematics- PhysicsComputer (MPC)	MP/MC/PC
			Mathematics-Physics- Biology (MPB)	MP
			Electronic Services	
			Industrial Electricity	
			Production Technology	
MINING ENGINEERING	Mining Technology	AD3M NG	Physics-Chemistry- Mathematics (PCM)	MP/MC
			Physics- Chemistry- Biology (PCB)	PC/PB
			Mathematics- PhysicsGeography (MPG)	MP/MG
			Mathematics- EconomicsGeography (MEG)	ME/MG
			Mathematics-Chemistry- Biology (MCB)	MC/MB
			Mathematics- PhysicsComputer (MPC)	MP/MC

NATURE CONSERVATION	Wildlife and Conservation Technologies	AD3W CT	Animal health	
			Mathematics-ChemistryBiology (MCB)	MC/MB/CB
			Physics-Chemistry-Biology (PCB)	CB/PC/PB
			Biology-ChemistryGeography (BCG)	CB/BG/CG
			Mathematics-EconomicsGeography (MEG)	MG/ME/EG
			History-EconomicsGeography (HEG)	HG/EG
			Literature-EconomicsGeography (LEG)	EG
TOURISM	Tourism Destination Management	TL7TD M	Tourism	
			Biology-EconomicsGeography (BEG)	BE/BG/EG
			History-EconomicsGeography (HEG)	HG/EG/HE
			History-Economics-Literature (HEL)	HE/HL/EL
			English- French-Kinyarwanda (EFK)	EF/EK/FK
			English- Kiswahili-Kinyarwanda (EKK)	EK/KK
			Literature-EconomicsGeography (LEG)	LE/LG/EG

	Tours and Travel Management	TL7TT M	Tourism	
			Biology-EconomicsGeography (BEG)	BE/BG/EG
			History-EconomicsGeography (HEG)	HG/EG/HE
			History-Economics-Literature (HEL)	HE/HL/EL
			English- French-Kinyarwanda (EFK)	EF/EK/FK
			English- Kiswahili-Kinyarwanda (EKK)	EK/KK
			Literature-EconomicsGeography (LEG)	LE/LG/EG
FORESTRY	Forest Resources Management	AD3FR M	Forestry	
			Physics - Chemistry - Biology (PCB)	CB/PB/PC
			Physics - Chemistry - Mathematics (PCM)	MP/MC/PC
			Mathematics-Chemistry- Biology (MCB)	MC/CB/MB
			Biology – Chemistry – Geography (BCG)	BC
	Forest Engineering and Wood Technology	AD3FW T	Carpentry	
			Wood Technology	
			Physics - Chemistry - Mathematics (PCM)	PM
			Mathematics- Physics-Computer (MPC)	MP/MC/PC
			Mathematics- Physics-Geography (MPG)	MP
			Mathematics- Economy-Computer (MEC)	MP
VETERINARY TECHNOLOGY	Animal Health	AD3A NH	Animal health	
			Physics – Chemistry – Biology (PCB)	CB
			Biology – Chemistry – Geography (BCG)	CB
			Mathematics-Chemistry- Biology (MCB)	MC/CB

TRANSPORT AND LOGISTICS	Logistics and Supply Chain Management	AD3L CM	Mathematics-Economics Geography (MEG)	ME/EG
			Literature-Economics-Geography (LEG)	LE/EG
			History-Economics-Geography (HEG)	EG/HE
	Advanced Diploma in Airline and Airport Management	TL7AA M	Accounting	
			Mathematics – Economics – Geography (MEG)	ME/EG
			Literature-Economics-Geography (LEG)	LE/EG
			History-EconomicsGeography (HEG)	EG/HE
			Accounting	
			Mathematics- Economy-Computer (MEC)	MP

Table 2: Bachelor of Technology

SN	Department	Program	Codes	Requirement
1	Agricultural Engineering	Agricultural Mechanization technology	AGRAM8001	TVET Advanced Diploma in Agricultural Mechanization technology or any other equivalent qualifications from another jurisdiction
2	Mechanical Engineering	Air Conditioning and Refrigeration Technology	TSVACR8001	TVET Advanced Diploma in Air Conditioning and Refrigeration Technology or any other equivalent qualifications from another jurisdiction
3	Veterinary Technology	Animal Health	ANHA 8001	TVET Advanced Diploma in Animal Health or any other equivalent qualifications from another jurisdiction
4	Agricultural Engineering	Crop Production by	AGRCRP8001	TVET Advanced Diploma in Crop Production or any other equivalent qualifications from another jurisdiction
5	Forestry	Applied Forestry	AGRAF8001	TVET Advanced Diploma in Forestry Resource Management or any other equivalent qualifications from another jurisdiction
6	Electrical and Electronics Engineering	Electronics and Telecommunication	TSVETT8001	TVET Advanced Diploma in Electronics and Telecommunication technology or any other equivalent qualifications from another jurisdiction
7	Civil Engineering	Water and Sanitation	CBSWAS8001	TVET Advanced Diploma in Water and Sanitation Technology or any other equivalent qualifications from another jurisdiction
8	Civil Engineering	Highway Engineering	CBSHWT8001	TVET Advanced Diploma in Highway Engineering or any other equivalent qualifications from another jurisdiction

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9	Civil Engineering	Geomatics Engineering	CBSGET8001	TVET Advanced Diploma in Land surveying or any other equivalent qualifications from another jurisdiction
10	Tourism	Tourism Management	HOTTOM8001	TVET Advanced Diploma in Tourism Management or any other equivalent qualifications from another jurisdiction
11	Mining Engineering	Mining Technology	MFMMNG8001	TVET Advanced Diploma in Mining Technology or any other equivalent qualifications from another jurisdiction
12	Agricultural Engineering	Irrigation and Drainage Technology	AGRIDT8001	TVET Advanced Diploma in Irrigation and Drainage Technology or any other equivalent qualifications from another jurisdiction
13	Mechanical Engineering	Mechatronics Technology	MFMMCT8001	TVET Advanced Diploma in Mechatronics Technology or any other equivalent qualifications from another jurisdiction
14	Civil Engineering	Quantity Surveying	CBSQUS8001	TVET Advanced Diploma in Quantity Surveying any other equivalent qualifications from another jurisdiction
15	Mechanical Engineering	Renewable Energy	ENGRET8001	TVET Advanced Diploma in Renewable Energy or any other equivalent qualifications from another jurisdiction
16	Nature conservation	Wildlife and Landscape management	ENVWLM8001	TVET Advanced Diploma in Wildlife and management or any other equivalent qualifications from another jurisdiction
17	Civil Engineering	Construction Technology	CBSCST8001	TVET Advanced Diploma in Construction Technology or any other equivalent qualifications from another jurisdiction
18	Mechanical Engineering	Automobile Technology	TLOAUT8001	TVET Advanced Diploma in Automobile Technology or any other equivalent qualifications from another jurisdiction

19	Mechanical Engineering	Manufacturing Technology	MAMMAT8001	TVET Advanced Diploma in Manufacturing Technology or any other equivalent qualifications from another jurisdiction
20	Agricultural Engineering	Food Technology	AGRFOP8001	TVET Advanced Diploma in Food Technology or any other equivalent qualifications from another jurisdiction
21	Forestry	Wood Technology	FORFWT8001	TVET Advanced Diploma in Wood Technology or any other equivalent qualifications from another jurisdiction
22	Information and Communication Technology	Information Technology	ICTITL8001	TVET Advanced Diploma in Information Technology or any other equivalent qualifications from another jurisdiction
23	Electrical and Electronics Engineering	Electrical Technology	ENGELT8001	TVET Advanced Diploma in Electrical Technology or any other equivalent qualifications from another jurisdiction

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Table 3: RP Departments & Programs

Departments	AIM	Content Summary
1. AGRICULTURAL ENGINEERING	Agricultural Engineering is the area of engineering that focuses on the science behind food and farming, and how to help today's agricultural methods and products meet national and global food demands.	
Food technology	To train Food Processing technicians equipped with knowledge, competences and skills required to contribute to efficient post-harvest handling, harvest processing & nutritional value addition, and to new food product development to ensure food security.	It identifies the most important historical events of the transformation of cooked ingredients, by physical or chemical means into food, or of food into other forms. It develops food safety-related behaviors and practices, food processing activities such as mincing and macerating, liquefaction, emulsification, and cooking, pickling, pasteurization, and many other kinds of preservation and canning or other packaging.
Crop Production	To train Agriculture technicians equipped with knowledge, competences and skills required to contribute to efficient & sustainable agriculture and efficient post-harvest handling to ensure food security.	It focuses on growing crops for use as medicine, food and fiber. It includes grains, cotton, flowers, fruits, vegetables, nuts and tobacco, etc.
Agri-Mechanization Technology	To expose trainees to the agricultural sector with specific reference to farm machinery operation. This qualification will allow qualifying trainees to become economically active in farming practices. That will have a direct impact on economic development through the increase of agricultural production and market oriented agriculture.	It uses heavy farm machinery applied in agriculture to perform advanced maintenance on farm machinery, and operate farm machinery in crop establishment and maintenance, as well as harvesting and post-harvesting activities. It also performs water supply in irrigation systems, operates farm machinery in land clearing and excavation, repairs the pneumatic and air conditioning systems of farm machinery, the fuel supply system, cooling system, and engine of farm machinery, repairs the brake system, transmission, and hydraulic system of farm machinery, and repairs the electrical and electronic systems of farm machinery.

Irrigation Drainage Technology	To train Irrigation and Drainage technicians equipped with competences and skills required to plan, design, install and maintain surface irrigation, pressurized irrigation and drainage systems and having fundamental theoretical knowledge underlying those practical skills to make a significant contribution to the agricultural sector to ensure food security.	Students concentrate on technical welding, agriculture, fluid hydraulics, energy conservation, water pumps, irrigation and drainage, irrigation wells, system design and maintenance, etc.
Horticulture Technology	It aims at training Advanced Diploma students in Horticulture Technology dealing with garden crops such as fruits, vegetables and ornamental plants.	It covers the crop management of a wide range of crops, an introduction to garden design, floristry, pest and nutrient management, and studies in rural development and agricultural policies. It also covers a range of technologies used in the agricultural sector as well as its interconnectivity with entrepreneurship and business and the hospitality sector in relation to garden design and agri- and ecotourism.
2.CIVIL ENGINEERING	In civil engineering, students acquire the knowledge and technical skills needed to implement civil engineering projects. They get insight on what a civil engineering technician needs to know in order to design, construct, and manage relevant projects in building construction, water systems, road construction, and land surveying. Our students develop skills in computer applications, field, workshop, laboratory testing, and project management; consequently, they are well equipped with knowledge and hands-on skills that are in high demand on the job market.	
Construction Technology	This qualification provides the skills, knowledge, and attitude for a learner to be competent in a range of routine tasks and activities that require the application of practical skills in a defined context. Work would be undertaken in various Construction sites with specific reference to the field of Construction Technology, including supervision and other managerial responsibilities.	It covers topics such as construction materials and concrete technology, construction management and building services, soil mechanics, foundation and geotechnical engineering, architectural drawing and computer-aided design (CAD), structural analysis, detailing and design of reinforced concrete, steel, and timber, measurement and estimation of civil engineering works, highway engineering and engineering surveying, road construction materials and testing, and engineering geology and principles of soil mechanics.

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Highway Engineering	Highway engineering is an engineering discipline branching from civil engineering that involves the planning, design, construction, operation, and maintenance of roads, bridges, and tunnels to ensure safe and effective transportation of people and goods.	It covers several skills relating to road construction materials and testing; engineering geology & principles of soil mechanics; engineering surveying & road geometric design and road drainage Advanced Computer Aided Design: Civil 3D/ Covadis; pavement design and construction & reinforced concrete design, etc.
Land Surveying	It prepares graduates for professional careers in Land Surveying, undertaking land and cadastral boundary surveys. The course imparts to students, a knowledge of land law, cadastral systems, and surveying practice necessary for undertaking cadastral surveys as well as a knowledge of the professional, ethical and business standards and practice in which land surveyors operate; and appropriate communication skills.	It covers the basics topography and surveying equipment & topographical surveying, surveying mathematics & surveying CAD softwares, land information management, land development; administration law & physical planning, principles of quantity surveying & highway engineering, elementary geodesy, astronomy and GPS, cadastral surveying and mapping, geodetic survey & geodatabase creation, geo-Information System (GIS) and GPS applications & remote sensing, photogrammetric measurements, etc.
Quantity surveying	The program will give you an excellent and effective start to your career as a professional Quantity Surveyor/Estimator. Advanced Diplomas are well respected industry qualification for engineering students and employers value the skills that you gain on the program. It can lead to a fantastic professional career for men and women in the construction industry.	It covers the construction materials, strength of materials & soil mechanics, measurements of civil engineering works, cost and estimation & financial accounting, construction and building economics, construction technology & concrete technology, engineering surveying theory & practice, workshop practices in quantity surveying & construction technology and property valuation & construction law, etc.
Water and Sanitation Technology	It introduces students to the core principles for planning, designing and implementing activities to improve sustainable and equitable access to domestic water supply and sanitation services and to improve hygiene behaviours.	It was designed to cover the applies related to the construction materials, measurement and estimation of civil engineering works, construction technology and management & computer aided design, hydrology, hydraulic engineering and hydraulic structures; irrigation engineering & drainage, water resources and solid & hazardous wastes management, air pollution control, engineering surveying, urban drainage & sewerage system, water supply and distribution & domestic water and sanitary appliances, etc.

3. ELECTRICAL AND ELECTRONICS ENGINEERING	Electrical and electronic engineering focuses on the work at the cutting edge of technology, developing the products and systems used on a daily basis. Electrical engineers design, develop, test, and supervise the fabrication and installation of electrical systems, equipment, or components. Electrical engineers are responsible for the design, development, testing, and supervision of electrical equipment such as electric motors, radar and navigation systems, communications systems, and power generation equipment.	
Biomedical Equipment Technology	Biomedical Equipment Technician/Technologist ('BMET') will ensure the safety and proper functioning of medical equipment in health facilities. The professional technician from BMET in healthcare services will ensure the safety of both patients and equipment for diagnostics, monitoring, and technology management for successful treatment.	It covers the diagnostic equipment installation and maintenance, fundamentals of mechanics and thermodynamics, fundamentals of biomedical engineering, human anatomy and physiology, lighting automation, solar system, medical electronics, etc.
Electrical Technology	To train Electrical technicians equipped with the skills, knowledge, and attitude required to contribute to the efficient use of electricity to produce, deliver, store and transmit it, distribute and control the power of large scales systems, analyze Electrical circuits, operate high voltage applications with heavy currents, etcs.	Students are expected to have an understanding of the specifications for electrotechnology and electrical engineering projects, developing or designing briefs and managing risk in electrotechnology activities, being able to provide engineering solutions for problems in complex multiple path circuits and in complex polyphaser power circuits as well as using industry-standard engineering application software.
Electronics and Telecommunications Technology	Electronics and Telecommunication technicians use their technical expertise to provide a range of services and engineering solutions revolving around different modes of communication and information transfer, such as wireless telephony services, radio and satellite communications, internet and broadband technologies.	It is expected to covers the following content: Hydraulic and automation system, analog Digital communication II, Pc and Os maintenance and troubleshooting, radar technology and navigation Aids, satellite and Mobile Communication, networking and Routing technology, microwave communication, fiber optics communication technology, electrical machines I, analog and digital communication I.

Electrical Automation Technology	The purpose of the electrical automation major is to develop high-quality application oriented talents with innovative and entrepreneurial abilities who have mastered the basic theory and professional skills of electrical automation, as well as the ability to install, debug, maintain, and manage industrial electrical control equipment and systems. Students will be able to use robotics, programmable logic controllers, and the principles of automation and how they apply to multiple industries.	The competences acquired from this program include application of single chip microcomputers, programmable controller system design, maintenance electrician, electrical control technology, automatic production line installation and debugging, and other important courses are among the courses offered by this major. Students can pursue careers in automation technology product debugging and maintenance, application development, and electrical system operation, maintenance, and management after graduation.
4.FORESTRY	This department provides skills, knowledge, and right attitudes required by the forest industry. Graduates from this qualification will help the country to diversify tree species including exotic and native, mainstream agroforestry practices, increase forest cover and sustainable management of existing woodlots and natural forest, increase the production and increase the employment rate.	
Forest Resources Management	Advanced Diploma in Forest Resources Management aims at equipping students with knowledge, skills and attitudes to responding to the rapidly changing Forestry Sector where innovation and use of technology are key ingredients to create solutions for today's most challenging issues such as the problem of poor management, low productivity of existing man made forests and poor quality of forest genetic material.	Their scope of practice includes: home forest farms, agroforestry farms, industrial forest blocks, public forest plantations, seedlings production in a commercial nursery, tree seed center, private forest consulting firms, and forest extension in public and private institutions. Further, these graduates are able to help the country to diversify tree species including exotic and native, to mainstream agroforestry practices, to increase forest cover and sustainable management of existing woodlots and natural forest, increase the production and increase the employment rate.
Forest Engineering and Wood Technology	Advanced Diploma in Forest Engineering and Wood Technology aims at training learners to produce sustainable solutions for today's most challenging issues related to poor quality sawed timbers and poor-quality wood products. Its students will acquire relevant knowledge and skills in forest engineering and mechanization, assessing wood properties, etc.	Their scope of practice includes: wood workshop, wood industry, woodworks company, construction company, architectural company, forestry schools, sawmill company, carpentry schools, wood waste management company, home forest farms, industrial forest blocks, public forest plantations, private forest consulting firms, and urban forest.

5.HOSPITALITY	Hospitality was designed to equip students with all the required competencies to efficiently discharge the technical duties and responsibilities in the Hospitality industry, especially in the Hotel Management. The program involves in-depth practical work to deliver required knowledge, skills and attitudes based on the standards in the operational areas of Professional cookery, Food & Beverage Services, room division, and other related areas.	
Hospitality management with option of Food and Beverage Services	This program offers competencies that allow graduates to facilitate the hotel management; establish and ensure the use of professional customer care and customer service tactics; effectively plan and implement marketing strategies and tactics of a hospitality business; exercise business and service in accordance within the framework of Hospitality Law; etc.	Students are expected to acquire the skills such as supervising laundry operations, room and public areas cleaning, linen room, restaurant and bar operations, managing food and beverage operations, kitchen operations, reservations, revenues; controlling food & beverage with the aim to avoid unnecessary wastes and maximize related profits, etc.
Hospitality management with option of Room division	RP trains students about all essential areas of room maintenance, management and cleaning in hotels so that guests can always feel comfortable to stay longer, come again and recommend fellows.	The trade includes room preparation and cleaning, bed-making process, bathroom cleaning, cart preparation, stocking of linen, operations of Laundry, cleaning of other hotel areas among others. All these make our Hospitality Management graduates confident in the needs of housekeeping and stand out in a competitive job industry.
Culinary Arts	The aim of the Culinary Arts trade is to deliver knowledge, skills and attitudes for students to learn how to prepare food, how to make recipes and create their own. We nurture professionals at the labour market and help them advance in their career path.	It covers the required skills and competences in preparing, cooking, presenting and serving food, human relations management, food safety and sanitation, foodservice equipment, safety, and security, culinary Foundations, and applications.
6.CREATIVE ARTS	The objective of department is to upgrade the level of talented young people in areas related to the programs such as fashion design, film making and tv production and graphic design and animations.	

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Fashion Design	This program aims at equipping knowledge, skills and attitudes in Fashion Design in order to provide the labour market with professional fashion designers who will guide the Fashion Design industry to better days. The program prepares and equip our students with specific fashion skills and soft skills to address emerging issues in the fashion industry. This is achieved through conducting research studies on matters affecting or relating to the fashion industry.	In the Fashion Design program, students learn the history of fashion to know how it came into existence. This covers chronicles of fashion movement from renaissance era to current styles and forecasts what style will be popular in future times. Beside fashion history, students learn about fashion theories and color theories which enable them to be creative from being inspired. They also learn how to create different styles using Computer Aided Design (CAD) software from illustration to marker lay planning. Students have a wide range of skill development starting at being inspired, design collection, creating a mood board, communicating using a storyboard, etc.
Film Making and TV Production	To offer training in Film Making and TV Productions in order to provide the labor market with professional technicians in the industry.	Film making and TV Production program as a discipline of creative arts deals with Audio Visual development using camera. It involves skills, imagination, inspiration, creativity and artistic innovation. Students are equipped with skills enabling them to perform all FTV processes, namely, pre-production, production, and postproduction. Moreover, students are equipped with the ability to perform film production, a variety of scripting, TV production, acting for films and TV, cinematic techniques and technology, TV presentation, and operation of various TV equipment.
Graphics Design and Animation	Offer training in Graphic Design and Animations in order to provide the labor market with professional technicians in the industry.	Graphic Design and Animation is a creative technology that involves the creation of visual content to communicate messages and make imaginative characters to appear in motion and acting. Its practice involves creativity, innovation and lateral thinking using digital tools. It is applied in branding, digital marketing, advertising strategies, and digital entertainment products creation. It is also used to simulate complex experiments like the aviation world or space exploration.

7.INFORMATION AND COMMUNICATION TECHNOLOGY	ICT was designed to be empowered with different technologies related to internet service providers, telecommunication technology equipment and services, media and broadcasting, libraries and documentation centers, networks based information services and other ICT related areas. ICT also means computers, ancillary equipment, software, hardware, services and resources bought together to form a network for automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of information or data.	
Information Technology	This program has a purpose to prepare students for successful careers as IT professionals, that are believed to make a positive contribution to society.	This program covers knowledge in ICT essentials; PC Maintenance and Computer Literacy, Data structures and Algorithms, Computer Programming Languages (C, Java, C#, Python, PHP), Web applications Development, Mobile applications Development, Networking and Network Security, Database Management Systems (MySQL, Oracle, PostgreSQL).
E-commerce	To train E-commerce Technologists and Professionals equipped with competences and skills required for E-commerce. E-commerce qualification aspires candidates to work in the E-Commerce field confidently and professionally. It also benefits people who have been working within the ICT field to obtain formal international recognition and enhance career progression. The competences contained in this qualification are essential for social and economic transformation, empowerment and upliftment within the ICT field.	Graduated students will be able to shipping, receiving and Traffic clerk to perform the activities related to customer services representative, graphic and media designer, market research analyst, E-Commerce web developer, E-commerce software developer, Search Engine Optimization Engineer, Internet sales associates, branding manager, E-Commerce operation manager, E-Commerce network administrator, etc.
8. MECHANICAL ENGINEERING	It is dedicated to developing dynamic, knowledgeable, and skilled graduates with right attitude and entrepreneurial ability to engage and realize their full potential in automobile industries, production and manufacturing technologies, transport, developing companies, and contributing to the community at the large.	

Automobile Technology	The good automobile engineer should be to innovate, design, create, manufacture, build, join, repair, code and modify the whole world surrounding him/her. Graduates work in transport companies (fleet management), vehicle Maintenance services (manage garages), maintenance of construction equipment, valuator in insurance company, sales of vehicles, industrial maintenance, Thermal Power stations, defense services, Vehicle parts manufacturing, etc.	It offers the skills related to vehicle preventive maintenance, fuel supply system, complete garage documentation requirements, vehicle driveline and electrical system, maintenance of power-train electronic control system, suspension and steering system, repair vehicle trim, maintenance of brake system and hybrid and electric cars, performing vehicle computer programming, maintenance of anti-theft system, infotainment systems, vehicle heating, ventilation and air conditioning,, resize and reshape vehicle panel, protect and paint vehicle panel, etc.
Heating, Ventilation and Air Conditioning Technology	This program helps to regulate the temperature, humidity, and air quality for residential homes, hospitals, commercial locations and industrial facilities. These systems are made up of many different parts, including electrical, mechanical, and electronic parts.	This program is designed to cover knowledge and skills that help a student to design, install, repair and carry out maintenance of heating, air conditioning and refrigeration systems in industries, hospitals, hotels, commercial buildings, thermal power plants, etc.
Manufacturing Technology	The option deals with different manufacturing practices and includes: design and development of systems, processes, machines, tools and equipment. It focuses on turning raw materials into a new or updated product in the most economic, efficient and effective possible way. It also includes maintenance and mechanical machines in different industries.	It covers the methodologies and principles of manufacturing engineering applied to all industries. Graduates can work in numerous sectors including metal, food and drink, oil, plastics, and pharmaceutical industries, Hydropower plants. Manufacturing engineers have a high level of technical expertise and skills, which they use to plan, design, set up, modify, optimize and monitor manufacturing processes. Plan and carry out installation, maintenance and repair of plant, machines and equipment. Design tools and jigs and produce proto-type of such items.

Mechatronics Technology	The mechatronics technology field of study provides students with multi-disciplinary and/or inter-disciplinary skills and knowledge (mechanical, electrical, electronics, and information technology) in installing, setting up, commissioning, operating, maintaining, and servicing mechanical machine tools and systems, industrial automated production equipment, line, and systems. It offers advanced skills to manage process control in production and quality control. It offers skills in Industrial automation; Technicians will be able to maintain and operate modern industries through different systems.	This program focuses on the activities such as processing mechanical parts, assembling components into mechatronics systems, installing electrical sub-assemblies and component, measuring and testing electrical values, installing and testing hardware and software components, building and testing control systems, programming mechatronics systems, assembling components into machines and systems, assembling and dismantling machinery and systems and organizing their transport, testing and adjusting the functions of mechatronics systems, commissioning and operating mechatronics systems, maintaining mechatronics systems, handing over mechatronic systems, instructing users in their operation and providing services, etc.
Renewable Energy Technology	This qualification aims to prepare candidates to work in Renewable Energy subsector confidently and professionally. It also benefits people who have been working within the Energy industry to obtain formal international recognition and enhance career progression.	Competencies gained from this program include performing domestic electrical installation, designing and operating solar PV power plant, installing DC and AC machines, fabricating (design) and testing improved cook stove, designing and operating renewable energy plants (Biogas, pico-hydropower, geothermal, methane gas and peat), producing briquettes, performing biogas technology, operating solar thermal technologies, AC Motors rewinding, industrial automation and other complementary competences.

Mining Technology	The purpose of this program is to provide students with great practices in mining, mineral identification, and mineral processing that are needed in mineral processing companies, mineral testing laboratories, mineral and gemstone trading, etc. The program aims to produce graduates who are ready to take up mining occupations in the Rwanda Mining Sector, the region, and beyond. Among career opportunities, we may enumerate the following: Working in both underground and surface mining, mineral processing, quarrying and cement production, mineral testing laboratories, and mineral and gemstone trading. Mining programs offer opportunities structured around three important mining domains: the practices of mining, mineral identification, and mineral processing.	The programs are expected to cover the fundamental concepts, principles and theories of Mining Engineering, mine plans and designs, mining methods, geology specifications and its types, environmental aspects, mine safety, mine legislations, installation of ventilation and environmental engineering, mining machineries, Materials handling equipment, maintenance and repairs and its optimum usage and mine assets management, surveying and its applications in mining engineering.
10.NATURE CONSERVATION	The purpose of this program is to supply the nature conservation industry with people who can competently contribute to the conservation of biodiversity and provide knowledgeable assistance to natural resource managers.	
Wildlife and Conservation Technologies	The purpose of this program is to supply the nature conservation industry with people who can competently contribute to the conservation of biodiversity and provide knowledgeable assistance to natural resource management. Also, it aims to stop biodiversity loss and increase the economic benefits associated with the biological resources utilization and ecosystem services. Its graduates will help the country to reduce dependencies on external expertise, increase employment rate, reduce cost of labour and increase decent jobs.	Advanced Diploma in Wildlife and Conservation Technologies equips trainees with a broad range of technical, managerial, research, communication and life skills for employment in the fields of nature conservation. Its graduates employ indispensable knowledge of plant diversity and conservation, conservation research and monitoring techniques, hydrological and climate system, geographic information systems, soil system, principles of ecology and conservation biology. With this program, students develop the expertise they need to create solutions for today's most challenging conservation issues such as climate change, water quality, and wildlife diseases management, both in Rwanda and the wider Albertine Rift region.

11.TOURISM	Tourism embodies all the activities and services undertaken by tourists towards their destinations.	
Tourism Destination Management	Advanced Diploma in Tourism Destination Management aims at responding to the rapidly changing Tourism Sector where innovation and use of technology are key ingredients to create solutions for today's most challenging Tourism issues such as digital marketing, product design and development. Further, it is ambitious to solve the existing great gap in terms of tour guiding and interpretation of natural, historical and cultural resources in Rwanda and the wider Albertine Rift Region.	This qualification provides the skills, knowledge and attitudes for a trainee to be competent in a range of routine tasks and activities in the Tourism industry including governmental and private institutions. Its trainees may work with full autonomy as they are equipped with the ability to provide professional tourism services with local and global knowledge, working in the design and implementation of activities of tours, transportation, and logistics. Its graduates can also be responsible for managerial functions including organizing, controlling, coordinating, planning, marketing the attractions of a destination to be visited by domestic, regional and international visitors. Specifically, the graduates can serve as destination guides, tourism product developers, tourism product sellers and tourism event organizers, and the like.
Tours and Travel Management	This program provides skills, knowledge and right attitudes required by the tourism industry and graduates from this qualification will help the country to reduce dependencies on external expertise, increase employment rate, reduce cost of labour, and increase decent jobs. It prepares candidates aspiring to work in tours and travel management subsectors confidently and professionally and it also benefits people who have been working within the tourism industry to obtain formal international recognition and enhance career progression.	Advanced Diploma in Tours and Travel Management covers the content and skills about visa agent, sales & ticketing agent, tour consultant, travel consultant, tourism marketing officer, tour guide, travel document verifier, customer experience officer, service recovery officer, digital marketing officer, tour designer, tours manager, travel manager, transport manager, customer experience manager, tour sales executive or tour marketing manager. Further, the competencies contained in this qualification are essential for social and economic transformation, empowerment, and upliftment within the tourism environment, whilst simultaneously improving the skills base of the country.
12.TRANSPORT AND LOGISTICS	The student is expected to fully understand concepts and ideas around strategy and demonstrate competence in logistics and transportation management	

Skills for a better destiny

Airline and Airport Management	This qualification provides skills, knowledge and right attitudes required by the aviation industry and graduates from this qualification will help the country to reduce dependencies on external expertise, increase employment rate, reduce cost of labour and increase decent jobs in the aviation sector.	This program was designed to embrace the introduction to aviation industry, aviation business development and operations, airline management, air cargo services, human factors and performance, risk analysis and management, air cargo services, air traffic management, aircraft weight balance and dispatch, environmental factors in aviation, aviation security and contingency planning, airport operation, aviation project, etc.
Logistics and supply chain management	This qualification provides skills, knowledge and right attitudes required to build the pull of capable logistics and supply chain management professionals for a strong network of logistics ecosystems in Rwanda. Graduates from this qualification will help the country to reduce dependencies on external expertise, increase employment rate, reduce cost of labour and increase decent jobs	It is expected to cover the skills in operational procurement principles, introduction to transportation economics, introduction to Logistics and supply chain management, introduction to warehouse management, safety for logistics, inbound logistics, supply chain network, introduction to the air transport industry, use of transportation simulation model, international business global Supply chain, transport of people, GIS for logistics, transportation and logistics project, costing for Logistics, IT, employability and entrepreneurial skills community social responsibility, etc.
13.VETERINARY TECHNOLOGY	To produce all-round competent veterinary professionals and practitioners with positive attitudes to engage in the delivery of quality veterinary services to the Rwandan farmer; and engaging in promoting animal health, the quality assurance of animal food products and products processing.	
Animal Health	The aim of this program is to provide knowledge, skills and competencies on clinical services or treatment of diseased animals and control of production limiting disorders, preventive services.	It covers the knowledge and skills on animal feed production technology, dairy value addition technology, poultry production technology, wine production technology, leather production technology, fish production technology, bee keeping value addition and entrepreneurship.

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