



# **INDEPENDENT INSTITUTE OF LAY ADVENTISTS OF KIGALI**

## **GENERAL ACADEMIC REGULATIONS**

Revised Edition

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FEBRUARY 2014



# INTRODUCTION

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Regulations stipulated in this document are legal and constitute academic statutes governing the Independent Institute of Lay Adventists of Kigali (INILAK) programs. The INILAK Senate is the highest academic organ of INILAK. No amendments to the rules and regulations may be made without approval by the Senate.

Academic Regulations of INILAK include a set of standards proposed by the Academic Senate and approved by the Board of Directors. Among the standards include the students' categories, Years, Sessions, Semesters and Terms, Transfer, Suspension of registration, Programmes of Study, Modules, Assessment, Projects admission requirements and registration procedures, and the conduct of classes, and assessment conditions. The regulations are further stipulating the structure of the programme, conditions for promotion, repeating a module, failure and discontinuation from the programme, as well as categories of degrees awarded by INILAK

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# CHAPTER 1

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## ACADEMIC YEAR, SESSIONS, SEMESTERS AND TERMS

### SECTION ONE: INTAKES

#### Article 1:

There shall be three intakes in a year. The first intake shall take place in September, second in March, and the third one at the start of the summer session (June-August). This arrangement shall allow multiple registrations for modules throughout the academic year.

#### Article 2:

The academic year is divided into two semesters, plus the summer session. Notionally, each of the two semesters comprising fifteen weeks of learning, teaching and assessment normally twelve weeks of teaching, a week of consolidation and two weeks of examination and the summer session of twelve weeks.

### SECTION 2: STUDENTS CATEGORIES

#### Article 3:

A student can register at INILAK under one of the following categories:

#### 1. Full-time student

A full-time student is a student who registers for all modules (120 credits/academic year for four years and 160 credits/academic year for 3 years system). A full time student attends lectures on a full time basis and sits for examinations in those subjects in order to be awarded a Bachelors' degree.

#### 2. Part time student

A part-time student is a student who has permission to cover the same ground over a longer period and so to take fewer credits (not less than sixty (60) credits) on his/her choice in a given academic year. Therefore, the respect of prerequisites is compulsory.

#### 3. Others

This category includes students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits, or students who may have taken an approved interruption of studies. However, the number of credits should be less than sixty.

It includes also an auditing student who registers for modules, pays tuition fees, but does not sit for examinations in these modules and is not awarded a degree.

# CHAPTER 2

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## ADMISSIONS PROCEDURES

### SECTION ONE: CONDITIONS OF ADMISSION

#### Article 4

To be admitted to the first year of an undergraduate programme it is necessary to have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education or a qualification or other evidence of ability to study on the programme which is considered equivalent.

#### Article 5

Applicants must also demonstrate sufficient competence in English to study at Higher Education level. Applicants without English background must pass an English test organized by the institution or attend compulsory intensive English course.

#### Article 6

Selections of candidates are conducted on the basis of applications submitted and the priority is given following applicants' academic performance, as well as their specializations at the secondary school level vis a vis the course applied.

Section Two: Required documents for admission

### SECTION TWO: REQUIRED DOCUMENTS

#### Article 7

The following are the required documents for admission at INILAK:

- A photocopy certified secondary school certificate with two principal passes or its equivalence;
- Secondary school transcripts of two last years;
- A photocopy of the identity card or valid passport;
- A proof of admission fees payment;
- A recently taken passport size photograph in color on a white background.

#### Article 8

Students from other Institutions of Higher Learning applying for an admission, they must present the statement of results of previous years in addition to requirements set out above. After thorough analysis of the submitted documents, only the modules passed and matching with INILAK programs will be exempted.

After assessing all the admission requirements, a student is given the admission letter.

#### Article 9

A part-time student who acquires the status of a full-time student is granted exemption from all passed modules if he/she holds a certificate testifying it.

#### Article 10

Exempted and transferred modules for new students are decided by the Admission Commission, and delivers a certificate of module exemption and /or transfer to the student with a copy to the Faculty.

Students who were not in the modular applying for exemption of some modules, addresses a letter to the Dean of the Faculty who, after a favorable decision from the Faculty Council, delivers a certificate of exemption to the student concerned.

### SECTION THREE: TRANSFER

#### Article 11

Students may be permitted to transfer from full-time to part-time or from part-time to full-time or from one campus to another within INILAK at an appropriate point in the programme as specified by the Faculty managing the programme.

#### Article 12

Students who have accumulated credits at one or more approved institutions within Rwanda or outside may apply to have this credit taken into account when joining a programme at INILAK as long as the total credits do not exceed  $\frac{1}{2}$  the total required for the final exit award. However, under special circumstances, the determination of the amount of credits to be awarded, the point of the programme which the student should join and/or the modules to be taken or excused will lie with the faculty council in consultation with the Vice Rector Academics.

#### Article 13

For each transferred module, the student must have at least 50% points.

# CHAPTER 3

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## REGISTRATIONS

### Article 14

No student will be allowed in lectures, practical sessions, seminars and assessments or examinations if he/she did not register for the appropriate modules at the beginning of the intake.

### Article 15

The registration of students must be done individually at the Registration Office within the period fixed by the Board of Directors, and as specified in the academic calendar of each year.

### Article 16

The student must pick registration form from registrar's office showing all modules registered for, during the current academic year/ semester.

### Article 17

Late applications to register should be exceptional. They should be addressed in writing to the Vice Rector Academics, stating the reasons for the lateness, within fifteen days of the end of the Registration Period. The Vice Rector Academics will decide on each case based on the advice of the Dean of the responsible Faculty for the programme on which registration is sought.

### Article 18

The names under which students are registered will be used on all Institution documents. Any request for change of name must be supported by legal documentation.

### Article 19

The registration of part-time students must be done individually at the Registration Office following the views from the Dean of the concerned faculty. This registration may be done at the beginning of each semester for modules not yet introduced.

### Article 20

To shift from part-time to full-time status and vice versa, the student must clarify the requested status during the registration. Under the authorization of the Vice Rector for Academics, a student can be accepted to register for another program. Such a student may be granted exemption from some exams

#### Article 21

The required documents for registration are deposited in the Registration Office and constitute the student academic file.

#### Article 22

Any forged document or false declaration presented during registration leads to the cancellation of the latter as soon as it is established. This cancellation produces retroactive effects and is decided by the Academic Senate. The Academic Senate may also recommend to end the case to the Rwanda National Police for further investigation and subsequent legal action.

#### Article 23

The appeal against the cancellation of the registration is placed before the Academic Senate within 15 days as from the date the decision was notified. The Academic Senate shall rule within 15 days as from the date the appeal was placed.

#### Article 24

All students are required to supply Registry Services with telephone number, email, postal and residential addresses, for the receiving the institution information. 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 25

A student's registration may be withdrawn at any time during the academic year by the senate in case of absence without permission or justification of more than a month during the academic year. Such exclusion shall be valid for the very same year and all the results nullified. The same applies by the Senate on the grounds of a serious omission, false declaration at registration and student's serious misconduct.

# CHAPTER 4

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## SUSPENSION AND RESUMPTION PROCEDURES

### SECTION ONE: SUSPENSION

#### Article 26

Students may fill a suspension form, which must be verified by the head of department, library office, recovery office, and approved by the Dean. This form must be received and filed by the registrar office after submission of student card. The non respect of this will be considered as a drop-out and therefore, the student will re-apply for the admission and the modules covered during that academic year will not be considered.

#### Article 27

The suspension of student may be for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible for them to continue with their studies but which do not preclude them from coming back in the following year or semester. Such requests will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependant.

#### Article 28

Other kinds of reasons may also be given, and the decision will be taken by the Dean on the strength of the evidence that a period of suspension is needed.

#### Article 29

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

#### Article 30

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

**Article 31**

Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead the Dean shall consult with the student and his/her medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study is concerned.

**SECTION TWO: RESUMPTION PROCEDURES**

**Article 32**

After suspension, the resumption of studies is subject to the recommendation of the Head of the Department who shall take into account any change in the curriculum. The student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/ program.

**Article 33**

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

**Article 34**

To resume the studies, the student must fill the resumption form which must be analyzed by the head of department for modules allocation to that student by considering the prerequisites, and approved by the Dean. That form shall be also verified by the recovery office for financial records updates. Finally, the form must be received and filed by the registrar office to issue the required registration documents.

# CHAPTER 5

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## PROGRAMME OF STUDY AND MODULES

### SECTION ONE: PROGRAMS

#### Article 35

A programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. Certain programmes may also include internship/clinical training and other elements which a student must complete to the satisfaction of the Examiners.

#### Article 36

Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually.

#### Article: 37

All modules and programmes of study must be approved by Senate before they are advertised and before any students may be admitted. The specific requirements approved by Senate are detailed in a Programme Specification Form which has been scrutinized and approved by a Validation Panel chaired by the Vice Rector for Academics or his or her representative.

#### Article: 38

Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

#### Article 39

The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for successful completion of the programme.

#### Article 40

Modules shall normally be credit-rated, where a credit is defined as ten hours of study / learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall be the maximum.

#### Article 41

The skills enhancing modules, on which a pass is compulsory for progression/ graduation, shall be included in all

undergraduate programmes. These modules do not bear a credit rating and are additional to the programme's academic modules. However, they must be passed although they do not contribute to grade-point averages, distinctions or honors' classification.

#### Article 42

Where programme requirements include a substantial period of internship/ industrial placement/clinical study, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

### SECTION TWO: MODULES

#### Article 43

A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for undergraduate programmes of study which 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.

#### Article 44

There shall be a module description for every module approved by the Senate, which includes the following: Faculty/ Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinized and approved at Faculty level and shall have been available to the Validation Panel which advised on the approval of the Programme.

#### Article 45

Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules which may not be taken together within the same programme.

#### Article 46

All modules must be defined by level and credit value. The level of a module is an indicator of complexity, depth of study and learner autonomy involved in the module. Levels descriptors are given in the Qualifications Framework.

#### Article 47

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.

# CHAPTER 6

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## CLASS ATTENDANCE, CONDUCT IN CLASS, EXAMINATIONS AND ASSESSMENT

### SECTION ONE: ATTENDANCE AND CONDUCT AND EXAMS

#### Article 48

The student attendance to lectures, practical sessions, seminars and assessments is obligatory. When the lecture has started the student can neither enter nor get out of the classroom without the lecturer's authorization. Likewise, a student will not leave the classroom while the examination is in session without the lecturer's consent. The use of cell phones during class sessions is strictly prohibited.

Disciplinary action will be taken against unruly students and those who disregard the above conditions.

#### Article 49

Students are expected to work on all continuous assessment including take home assignments, group discussions, group assignments, term tests, and any other work that may be assigned by the lecturer to the students. Not attending any of the assessments including the final examination without prior official permission will be treated as abandonment, and will attract a grade of zero.

#### Article 50

A student who attends less than 85% of the classes will not qualify to sit for the final examination. A student who will have not attended at least 85% of the lectures without prior consent from the HoD, will automatically score a grade of zero in that module. A student who will have missed more than 40% of the classes on written permission from the HoD will be required to repeat the module..

#### Article 51

In the framework of boosting quality teaching, when a lecturer comes to the end of all lectures, the students fill out an evaluation form for appraisal; the group average shall be calculated as an additional indicator of the whole evaluation of the lecturer.

#### Article 52

Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at

least five weeks in advance.

#### Article 53

Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

#### Article 54

Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing within the same academic year.

The entire year will not have the achievable grade capped at the minimum pass mark. In either case, student's transcripts will show the module as being failed at the first attempt and retrieved when repeated or when the year is re-taken.

#### Article 56

In some modules the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules). Such modules should be designated as 'repeat only' in published module descriptions.

#### Article 57

Students who fail retaken modules, or who do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

#### Article 58

With the agreement of the Dean, a student required to resist or repeat optional module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

#### Article 59

When a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Faculty will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

#### Article 60

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

## SECTION TWO: ASSESSMENT

### Article 61

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

### Article 62

Undergraduate students who fail the Project component of a programme will be deemed to have failed that module; they may be awarded an ordinary degree if this possibility is included in the validated Programme Specification. Similarly, students on taught master's programmes who fail the Dissertation may be awarded a Postgraduate Diploma, if this is included in the validated Programme Specification and if they meet its learning outcomes.

### Article 66

Where a module has more than one unit, students are normally required to pass them all, but students who have failed one unit but achieved a grade of at least 45% on undergraduate programmes or 55% on postgraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade.

### Article 67

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

### Article 68

The minimum credits for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 120 credits at each level for full-time students. Students allowed to progress shall retake any failed modules the next time it is offered. At minimum students should in addition have reached the level of a pass on the test of language competency in English to progress from level 1 to 2; at validation, programmes may set higher requirements for progression.

### Article 69

Exceptionally a student who is otherwise qualified to progress but has failed English language test may be permitted to progress to level 2. No student will be permitted to progress from level 2 to 3 until they have passed the test in the English language. Programmes may at validation set additional requirements for progression.

### Article 70

Part-time students shall be permitted to progress to a pattern of study in the next year which includes some modules from the next level when they have achieved at least 80 credits at the previous level, but they must include all the modules which have not yet been passed from the lower level. Part-time students should always take academic advice before committing themselves to a new year's module choices.

### Article 71

The minimum credits for progression from level 3 to level 4 for full-time students will be 60 credits on all programmes. Students allowed to progress shall retake any failed modules during the next semester. At validation, programmes may set additional requirements for progression.

#### Article 72

The minimum credits for progression from level 4 to level 5 for full-time students will be 60 credits on all programmes. Students allowed to progress shall retake any failed modules during the next year. Programmes may at validation set additional requirements for progression.

#### Article 73

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

#### Article 74

Students who are not allowed to progress to the next level will be allowed to register as part-time students and repeat the modules they have failed, but a bare pass will be the maximum grade they can achieve.

#### Article 75

No member of academic staff shall mark coursework, examine orally or invigilate or mark examination scripts produced by students with whom he or she has a close relationship, nor shall he or she be a member of an Examination Board considering such students. (Where this bars a Dean or a Programme Leader from a particular Board, a substitute shall be appointed by the Dean or Vice Rector Academic, as appropriate.) Members of staff are required to excuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

#### Article 76

Modules are assessed by coursework – assignments carried out during the teaching weeks, where grades and feedback are provided before the final examination – and by a final assignment or examination at the completion of the module.

#### Article 77

Students will normally receive feedback on their grade and performance on coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same module, whichever is earlier.

#### Article 78

A ten-credit module shall normally be assessed by one two-hour examination and one substantial piece of coursework or two shorter pieces of coursework. A twenty-credit module shall normally be assessed by a three-hour examination and two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.

#### Article 79

Assessment of the final exam will cover the learning outcomes of the whole module.

#### Article 80

The grade for a module is made up of the grades for continuous and final assessments, weighted as approved in the Programme Specification. All assessments, module and programme marks shall be presented as percentage scores. Continuous assessments shall make up 60% of the module score while the final assessment shall make up 40% of the module score.

Final assessment is compulsory. Failure to do the final exam, the marks obtained in continuous assessment will be nullified.

#### Article 81

For CAT's (continuous assessment tests) an academic staff must provide the following activities:

1. Individual assignment 10%
2. Group assignment 10%
3. Class attendance 10%
4. Test 30%

#### Article 82

Marks of all assignments contributing more than ten per cent to the module score shall be moderated internally, by second marking by another academic staff or by marking of a sample of scripts to assure the validity of the standard.

#### Article 83

Student 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 with the Head of Department responsible for the Programme within one week (seven working days) of the mark being published and shall be supported by evidence. The appeal shall be considered by a committee consisting of the Head of department, the Module leader (or another academic member of the programme team if the Programme Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade marker).

# CHAPTER

# 7

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## CONDUCT OF EXAMS, MARKING AND SUBMISSION OF MARKS

### SECTION ONE: CONDUCT OF EXAMINATIONS

#### Article 84

The office of examination is responsible for all aspects of the administration of the exams. This includes the responsibilities below:

- Publication of examination timetables;
- Receiving and photocopying scheduled examinations;
- Keeping records of all planned and written examinations;
- Organization of invigilators;
- Supervision of the exams;
- Keeping safely the scripts before and after marking.

#### Article 85

The Module leader shall be the Chief Invigilator for examinations of his or her module (or a substitute nominated by the Dean if he or she is unable to be present), supported by other academics as invigilators. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

#### Article 86

Talking among candidates or looking at each other's work shall not be permitted in examinations and shall be grounds for exclusion from the examination by the Chief Invigilator/Examination Officer, who also has the power to initiate disciplinary proceedings for cheating .

#### Article 87

At the beginning of an examination the Chief Invigilator/Examination Officer shall remind students of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told time remaining at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator /Examination Officer announces the end of the examination, all writing must cease.

#### Article 88

Students may not enter an examination after it has started except with the permission of an invigilator and may not hand in their scripts and leave before the elapse of one hour after commencement of the exam.

#### Article 89

Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning must be accompanied by an invigilator.

#### Article: 90

Except where specified in the Module Description, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

#### Article: 91

Two days before the exam, students must pick tuition clearance form (Hall Ticket) from the Recovery Office.

#### Article 92

When attending examinations, students must display their student identity cards, registration cards and tuition clearance form (hall tickets) on the examination desk before the start of the session and fill in an Attendance list which must be verified by an invigilator.

### SECTION TWO: MARKING

#### Article 93

A lecturer is responsible for the allocation of continuous assessment and final examination marks.

#### Article 94

The marking system is based upon the continuous assessment principle. By 'continuous assessment we should understand a series of assessments extended over the duration of modules, practical sessions, seminars or internships. Each theoretical module is subject to a final examination on all the material covered.

#### Article 95

The lecturer submits the final marks to the Department within the period not exceeding one month after the examination and, in any case, not later than seven days before deliberation, except in case of force majeure noted by the HoD.

#### Article 96

Results of all assessments must be communicated provisionally to students not later than two weeks before deliberation.

#### Article 97

After continuous assessment marks have been submitted by the lecturer to the HoD, only genuine changes will be made on authorization in writing by the HoD.

#### Article 98

Credits-points correspond to the final mark obtained by a student in a module. This mark is calculated out of the maximum of 20, multiplied by a number of credits allocated to the module.

#### Article 99

The general average is calculated at the end of the academic year. This calculation is done by working out a total of all credits-points obtained by a student, and by dividing the sum obtained by the total number of credits.

### SECTION THREE: MARKS SUBMISSION PROCEDURES

#### Article 100

The lecturer is given 21 days for marking from the date the exam was done. In case of urgency this period can be shorten by the request of HOD.

#### Article 101

The lecturer must submit well recorded marks in soft copy to the HOD within the period specified above (21 days) and the HOD will publish a stamped and signed copy of the marks to the students. Thereafter, students shall address their claims within 5 working days to the department using the claiming form. The availability of the lecturer to handle the addressed Claims will be indicated on the published draft by the HOD

#### Article 102

Within a period of 30 days from date of the exam, the stamped hard copy submitted by HOD will be hand written rectified by the lecturer and resubmitted with claims made attached to it. The HOD will then submit an approved final copy to the registrar.

#### Article 103

After the final submission of marks, any kind of appeal should be addressed to the Academic committee in writing.

# CHAPTER 8

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## CHEATING IN EXAMINATION AND PENALTIES

### Article: 104

Cheating of any variety with evidence is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level and/or temporary (2 years) or permanent exclusion from the Institution. 'Cheating', here, includes (but is not confined to):

- plagiarism and passing off another's work as the student's own,
- collusion between students in the production of submissions which are required to be individually authored (though discussion of their content is permitted),
- the fabrication of laboratory, practical or observation data,
- any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and
- the impersonation of a candidate by another in an examination.
- Etc.

### Article 105

Any student who is caught red-handed committing fraud, and attempts any threat against the person who tries to denounce him/her for the act or any subsequent offence shall be expelled from the Institution. E.g. Resisting to be searched while under suspicion of hiding the materials, refusing to be moved from a seat, fighting the invigilator, etc. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

### Article 106

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

### Article 107

When a member of staff detects or suspects cheating on the part of a student, the Dean of Faculty responsible for the Programme must be notified in writing as quickly as possible and in all cases within seven days of the cheating being detected, and evidence must be provided to support the charge.

### Article 108

The Dean of Faculty through the Faculty Council analyzes the case and reports to the Senate for the decision. The student shall then have five working days to submit a defence or justification in writing to the Rector.

### Article 109

If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Deputy Vice Chancellor/

Vice Rector Academic and the committee 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 may be increased.

#### Article 110

If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the appeal reviewed and the decision taken will be final.

#### Article 111

The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination (at Level 1) or failure of the module (at Level 2), though in either case a higher penalty may be imposed at the discretion of the committee and the Deputy Vice Chancellor/ Vice Rector Academic if the offence appears grave. Cheating at Level 3 or higher and second/subsequent offences, shall always be punished by temporary or permanent exclusion from the Institution, according to the gravity of the offence. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

The details of levels and grades awarded are found in the qualification framework policy

#### Article 112

When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment without possibility of resubmission. Undergraduate final-year students and master's students may be awarded an ordinary degree or a postgraduate diploma, respectively.

#### Article 113

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

#### Article 114

When 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 offence 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 one of them.

#### Article 115

A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Committee in any further cases involving the same student.

#### Article 116

Any member of staff proved to be a complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

# CHAPTER 9

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## ORGANS FOR MODERATIONS AND DELIBERATIONS (ASSESSMENT /EVALUATION BOARDS)

### SECTION ONE: ORGANS

#### Article 117

The faculty in collaboration with examination office is responsible for all examination procedures (Preparation, moderation and administration).

Each Faculty Assessment /Evaluation board shall analyze student's grades and determine whether students may proceed. The Board shall be chaired by the Dean (or nominee) and consist of all members of staff on permanent contracts, plus all Programme Leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Dean, plus a member of the staff of the Quality Office. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

#### Article 118

The quorum for such meetings is three quarters of the potential full attendance, and the Dean (or his or her nominee) must be present as Chair.

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

#### Article 119

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

The Minutes of the Board shall be passed to the Vice Rector Academic for onward transmission to and ratification by Senate.

### SECTION TWO: DELIBERATIONS (PROGRESSION)

#### Article 120

Module leaders are responsible for delivering the list of module grades to programme leaders, and programme leaders are responsible for presenting the grades for all the modules in a programme to the Examination Board, by a time to be specified by the institution.

#### Article 121

Marks awarded for each module will be provisional until confirmed by the relevant Board of assessment/evaluation and

by Senate.

#### Article 122

A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all modules of each level shall be 50% on undergraduate programmes and 60% on postgraduate ones.

No supplementary examinations should be allowed in the modular system but special examinations may be considered on individual case, approved by the academic committee.

However, a student who will fail a module the institution will provide a refresher revision to upgrade their comprehension of the course, after which he/she will sit for the final assessment.

# CHAPTER 10

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## DISSERTATION PROJECTS

### Article 123

Except where specified in the programme documentation, undergraduate projects and masters dissertations are an integral and compulsory part of their programmes. They must be submitted by the time specified, which will be no less than four weeks before the end of the academic year in the case of undergraduate projects.

### Article 124

The undergraduate Project shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline. Masters dissertations are expected to be at the forefront of knowledge in their discipline or area of practice unless otherwise stated in the Programme Specification, all Projects and Dissertations shall be the student's individual and original work

### Article 125

Undergraduate students shall be assigned their supervisor for the Project at the beginning of their final academic year or the end of the preceding one, and master's students within one month of the start of a one-year programme or six months of the start of a two-year programme. Undergraduate students are expected to have agreed a plan or work with their supervisor(s) within two months of the start of the academic year, and master's students within two months of appointment of a supervisor.

### Article 126

Where it is appropriate to the discipline or field of study and specified in the Programme Document, a construction or performance may stand in place of a Project or Dissertation but must be accompanied by a reflexive written account which demonstrates that the work meets the criteria for the award, of a length specified in the validated Programme Specification.

### Article 127

At the end of all the Modules required to obtain a degree, students are required to write a dissertation. The maximum length for projects and dissertations on taught programmes are provided in INILAL dissertation and research manuals.

### Article 128

Where it forms the final assessment of a programme, no resubmission of an undergraduate Project or Masters Dissertation, or extension of time, shall be allowed except where explicitly specified in the Programme Specification or because submission was delayed for medical reasons

#### Article 129

Students are required to make an oral defence of their Project or Dissertation. The defence shall not normally extend beyond half an hour for undergraduate Projects.

#### Article 130

The examiners shall normally be two senior member of the relevant discipline. One will chair the presentation and another will be the principle evaluator. To avoid bias, the supervisor of the dissertation will not attend. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

#### Article 131

When students fails to attend to defend the Project proposal , Dissertation or Thesis without authorization, and retrospective authorization is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. Those failing to attend on the second occasion, the panel will continue assessment and the assessment will be based on the dissertation which covers 50%.

# CHAPTER 11

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## AWARDS AND FINAL PROVISIONS

### SECTION ONE: AWARDS

#### Article 132

Student may be awarded only one qualification following completion of a programme of study. In programmes who's validated Programme Specification stipulates that intermediate awards may be made at stages during the programme, each lower award shall be considered as voided by the achievement of a higher one.

#### Article 133

The credit and grade requirements for the award of degrees, diplomas and certificates, the honours classification and the award of distinction where appropriate shall be as specified in the Qualifications Framework.

### SECTION TWO: FINAL PROVISIONS

#### Article 134

This regulations comes into force upon approval of the Academic senate and approval of the board of Directors of INILAK

#### Article 135

Amendment of these academic regulations requires the approval of the Senate and the Board of governors of INILAK.

Kigali, February 2014

Signed and stamped by:

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Chairman,  
INILAK Board of Directors

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Rector of INILAK and  
Secretary of Board of Directors



