

December 14th,  
2010

# Committee Structure in KIST



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**Approved by:**

Executive Council dated  
December 14<sup>th</sup>, 2010

## **1. THE ACADEMIC SENATE**

### ***1.1. COMPOSITION***

- The Rector, Chairperson
- The Vice-Rector (Academics), Vice-Chairperson and Rapporteur
- The Vice-Rector (Administration and Finance)
- Deans of Faculties and Academic Directors
- Directors of Schools and specialized Centres affiliated to KIST
- Heads of Academic Departments
- One professor and one lecturer both elected by their colleagues per Faculty/ school and centres affiliated to KIST, one of whom should be female
- The student in charge of Academic Affairs in the students' Association of KIST
- A student per Faculty, school and specialized centre affiliated to KIST elected by his/her colleagues

### ***1.2. TERMS OF REFERENCE***

- to design the strategies, program and the timetable of courses and of research in KIST, submit them to the Board of Directors for approval and implement them after approval;
- to design strategies and programs aimed at developing education fit for a Rwandan citizen;
- to prepare instructions related to admission of students in KIST, mode of studies, conduct, examinations and diplomas and certificates offered by KIST and to transmit them to the Board of Directors for approval;
- to examine the decisions taken on matters relating to examinations and other tests and submit them to the Board of Directors for approval;
- to prepare and submit to the Board of Directors decisions relating to appointment and promotion of lecturers and researchers and on matters relating to impose punishments whenever necessary;
- to direct and follow up matters relating to courses, research and education in faculties, schools in specialized centres and in departments of KIST;
- to prepare and submit decisions relating to establishing, reducing, changing, closing and merging off faculties, schools, specialized centres or departments of KIST;
- to prepare and submit to the Board of Directors the resolutions relating to reducing, merging and closing KIST;
- to prepare and submit to the Board of Directors the annual report on all academic, research and education activities in KIST;
- to fulfill other duties as may be assigned by the Board of Directors.

### ***1.3. MEETINGS REGULARITY***

- The Academic Senate shall meet once in two (2) months and whenever necessary

### ***1.4. QUORUM***

- 2/3 of the members

### ***1.5. COMMITTEES REPORTING TO ACADEMIC SENATE***

- I. Deans and Directors Committee
- II. Senate Higher Degrees Committee
- III. Institute Examinations Appeals Board
- IV. Research and Publications Committee
- V. Quality Assurance Committee
- VI. Admissions Boards
- VII. Library Committee
- VIII. Staff Development Committee
- IX. Faculty/School Councils
- X. Senate Higher Degrees Committee (SHDC)

## **I. Deans and Directors Committee**

### ***Composition***

- Rector, Chairperson
- Vice-Rector (Administration and Finance), Vice-Chairperson and Rapporteur
- Vice-Rector (Academic)
- All Deans and Directors

### ***Terms of Reference***

- To initiate, examine, and review regularly the Institute's general policies and regulations and recommend for implementation.
- To review and advise Management on the day-to-day running of the Institute

***Regularity:*** Once a month

***Quorum:*** More than 50% of the total membership

## **II. Senate Higher Degrees Committee (SHDC)**

### ***Composition***

- Vice-Rector (Academic)/Chairman
- Director of Post-Graduate Studies (Rapporteur)
- Director of Research and Publications
- Director of Quality Assurance

- Director of Academic Affairs
- Deans of Faculties (or their nominees, who are responsible for PGS at Faculty level)
- Director of the KIST Language Centre (or his nominee)

***Terms of Reference***

- To advise the Senate on Admission of postgraduate students
- To advise the Senate on the Coursework examination results
- To advise the Senate on the Appointment of supervisors as well as examiners for thesis and dissertations
- To advise the Senate on the Appointment of panels viva voce examinations
- To advise the Senate on Curricula for new postgraduate programmes
- To advise the Senate on the Extension of students' registration period
- To advise the Senate on Approval of research proposals for Masters and PhD candidates
- To advise the Senate on Approval of Higher Doctorate awards.

***Regularity:*** Once every four months

***Quorum:*** More than 50% of the total membership

**III. The Institute Examinations Appeals Board**

***Composition***

- Vice-Rector Academics, Chairperson
- Director of Academic Affairs, Rapporteur
- Deans of Faculties
- Director, Quality Assurance
- Director for Research, Publication and Consultancy
- Heads of Departments concerned
- Head, Examinations Office
- President of KISTAS
- One student representative par Faculty/School/Centre affiliated to KIST

***Terms of reference***

- To receive and consider students appeals against examination results as recommended by Faculty Councils
- To deal with cases of students barred from examinations due to class attendance issues.

***Regularity:*** Whenever there is an examination appeal case to deal with

***Quorum:*** More than 50% of the total membership

#### **IV. Research and Publications Committee**

##### ***Composition***

- Vice-Rector Academic, Chairperson
- Director of Research and Publications, Rapporteur
- Deans and Vice-Deans of Faculties
- Director of the KIST Language Centre
- Director, CITT
- Director, Library
- One Professor from each Faculty

##### ***Terms of reference***

- To review research policies and recommend its decisions to Senate for approval
- To review new research proposals
- To review publications submitted by staff for promotion purposes
- To coordinate all research related activities of the Institute
- To review and publish the prospectus annually

***Regularity:*** Once every semester

***Quorum:*** More than 50% of the total membership

#### **V. Quality Assurance Committee**

##### ***Composition***

- The Vice-Rector Academic, Chairperson
- The Director of Quality Assurance, Rapporteur
- Director of Academic Affairs
- Director of Research, Publication and Consultancy
- Director of Continuous Training
- Director, KIST IV laboratories
- Director, Library
- Vice-Deans
- Departmental Quality Assurance Officers

##### ***Terms of Reference***

- To monitor and evaluate Quality Assurance policies, practices, and procedures for purposes of quality assurance and enhancement, and propose changes to Senate for discussion and approval.
- To put mechanisms in place to ensure a continuously supportive learning & teaching environment
- To oversee all matters and/or activities related to the improvement of quality in all key areas of the Institute

- To report to Senate on the conduct of examinations
- To review and discuss external examiners' report; and submit recommendations to Senate

**Regularity:** Once every three months

**Quorum:** More than 50% of the total membership

## **VI. Admissions Board**

### ***Composition***

- Vice-Rector Academic, Chairperson
- Director of Academic Affairs, Rapporteur
- Deans of Faculties
- Director of the KIST Language Centre
- Academic Directors
- Heads of Academic Departments
- Vice-Deans of Faculties

### ***Terms of Reference***

- To keep under review the Institute's admission policy
- To review regulations on admission and forward any amendments to Senate for approval
- To discuss the quotas for distribution of new students
- To consider applications for admission of privately sponsored students

### ***Regularity***

- Once a semester
- As the need arises

**Quorum:** More than 50% of the total membership

## **VII. Library Committee**

### ***Composition***

- Vice-Rector (Academic), Chairperson
- Director of Library, Rapporteur
- Director of Planning
- Director of Finance
- Heads of Academic Departments
- Student in charge of Academic Affairs in KISTAS

### ***Terms of reference***

- To canvass as much as possible for the expansion of the library in terms of both stock and space.

- To advise Senate on the text and reference books required to sustain the teaching and research programs of the institute.
- To work out modalities that would help students and staff appreciate the use of the library as a key source of knowledge.
- To promote and train staff & students on how to use an e-library
- To advise from time to time on the day-to-day running of the Library

**Regularity:** Once per Semester, and whenever it becomes necessary

**Quorum:** More than 50% of the total membership

## **VIII. Staff Development Committee**

### ***Composition***

- Vice-Rector Academic, Chairperson
- Vice-Rector, Administration and Finance
- Director of Continuous Training, Rapporteur
- Deans and Directors

### ***Terms of Reference***

- To advise Senate and the Management on staff requirements and recommend suitable candidates for training
- To consider staff requests for further studies and approve study leave and funding
- To consider progress reports of staff on study leave and recommend the way forward to the Management
- To consider and approve Staff Development Plans for the Institute

**Regularity:** Once a semester

**Quorum:** More than 50% of the total membership

## **IX. Faculty/School/Centre Councils**

### ***Composition***

- The Dean of Faculty/Director of School or specialized centre, Chairperson
- The Vice-Dean/Deputy Director of school or specialized centre, Vice-Chairperson
- Faculty Academic Officer, Rapporteur
- Heads of Academic Departments
- Professors/Lecturers and Researchers of the Faculty, School or Specialized Centre
- One student representative per Department

***Terms of Reference***

- The Faculty/School Council shall be the advisory body to the Dean/Director on all academic and non academic matters and forward to Senate matters that need approval or for information.
- To consider examination matters and forward recommendations to Senate
- To consider student appeals on matters related to examinations and forward recommendations to the Institute Examinations Appeals Board

***Regularity:*** Once every two months

***Quorum:*** More than 50% of the total membership

**X. Senate Higher Degrees Committee (SHDC)**

***Composition***

- Vice-Rector (Academic)/Chairman
- Director of Post-Graduate Studies (Rapporteur)
- Director of Research and Publications
- Director of Quality Assurance
- Director of Academic Affairs
- Deans of Faculties (or their nominees, who are responsible for PGS at Faculty level)
- Director of the KIST Language Centre (or his nominee)

***Terms of Reference***

- To advise the Senate on Admission of postgraduate students
- To advise the Senate on the Coursework examination results
- To advise the Senate on the Appointment of supervisors as well as examiners for thesis and dissertations
- To advise the Senate on the Appointment of panels viva voce examinations
- To advise the Senate on Curricula for new postgraduate programmes
- To advise the Senate on the Extension of students' registration period
- To advise the Senate on Approval of research proposals for Masters and PhD candidates
- To advise the Senate on Approval of Higher Doctorate awards.

***Regularity:*** Once every four months

***Quorum:*** More than 50% of the total membership

## **2. THE EXECUTIVE COUNCIL**

### **2.1. COMPOSITION**

- The Rector, Chairperson
- Vice-Rector (Administration and Finance), Vice-Chairperson and Rapporteur
- Vice-Rector (Academic)
- Deans of Faculties
- All Directors
- Heads of Academic Departments
- Estates Officer
- Public Relations and Marketing Officer
- Head of KIST Clinic
- Head, Health and Safety

### **2.2. TERMS OF REFERENCE**

- to prepare the draft budget proposal of KIST;
- to monitor issues relating to property of KIST;
- to ensure issues relating to recruitment, appointment, promotion as well as dismissal of administrative personnel of KIST;
- to control the personnel management, equipment and finance;
- to prepare and transmit to the Board of Directors resolutions on matters relating to salary categorization and benefits of lecturers and researchers in KIST;
- to determine the allowances to be given to persons present in the meetings of the administrative organs referred to in the Law as well as members of various committees;
- to examine all other issues relating to general performance of KIST;
- to fulfill other duties as may be assigned by the Board of Directors.

### **2.3. REGULARITY OF THE MEETINGS**

The Executive Council shall meet every two months and whenever necessary.

### **2.4. QUORUM**

2/3 of the total membership

## 2.5. COMMITTEES REPORTING TO EXECUTIVE COUNCIL

- I. Appointments and Promotions Committee
- II. Finance Committee
- III. Estates, Health and Safety Committee
- IV. Planning Committee
- V. Welfare Committee
- VI. Disciplinary Committee
- VII. Never Again Committee
- VIII. Students Affairs' Committee

### I. Appointments and Promotions Committee

#### *Composition*

- Rector, Chairperson
- Vice-Rector (Academic)
- Vice-Rector (Administration and Finance)
- Director of Administration and Human Resources Management, Rapporteur
- Dean/ Director of the Faculty/Unit in which appointment/promotion is being made
- Head of Department in which appointment is being made
- Staff representatives to the Board of Directors

#### *Terms of Reference*

- To make recommendations on the appointment/promotion of staff
- Conduct recruitment interviews

*Regularity:* Whenever necessary

*Quorum:* More than 50% of the total membership

### II. Finance Committee

#### *Composition*

- Vice-Rector Administration and Finance, Chairperson
- Director of Finance, Rapporteur
- Chief Accountant
- Director of Planning and Development
- Director of Administration and Human Resource Management
- Tendering Officer
- Procurement Officer

***Terms of reference***

- To review financial status of the institute and report to Executive Council
- To review annual budget for submission to Executive Council
- To attend to matters raised by internal & external auditors

***Regularity:*** Once a month

***Quorum:*** More than 50% of the total membership

**III. Estates, Health and Safety Committee**

***Composition***

- Vice-Rector (Administration and Finance)/Chairperson
- Estates Officer, Rapporteur
- Director of Planning and Development
- Director of Administration and Human Resource Management
- Director of Finance
- Head, Health and Safety Management
- HOD, Construction Management
- HOD, Estates Management
- Director, Students Services
- KISTAS President

***Terms of Reference***

- To formulate the Institute's Estates Management Policy
- To produce a manual on protection & safety of KIST property & ensure implementation.
- To ensure an efficient management and maintenance of buildings, grounds and all other movable & immovable property of the institute
- To ensure health, safety and security management in the institute
- To ensure proper space allocation in the institute

***Regularity:*** Once a month

***Quorum:*** More than 50% of the total membership

**IV. Planning Committee**

***Composition***

- Vice-Rector (Administration and Finance)/Chairperson
- Vice-Rector (Academic)
- Director of Planning and Development/Rapporteur
- Deans/Directors of Faculties/Schools
- Director of Finance
- Director of administration and Human Resource Management

- Estates Officer
- Director Continuous Training

***Terms of Reference***

- To formulate the Institute's Development Policy
- To supervise and report on projects execution
- To draft institute annual budget-action plan
- To conduct a regular review of the Institute's Strategic Plan

***Regularity:*** Once a semester or whenever necessary

***Quorum:*** More than 50% of the total membership

**V. Welfare Committee**

***Composition***

- Vice Rector Administration & Finance (Chairperson)
- Director, Students Services (Rapporteur)
- Director, Academic Affairs
- Director, Administration & HRM
- Director, Finance
- Head, KIST Clinic
- Officer in Charge of Guidance & Counseling
- One Staff representative from each of the Faculties/Schools
- One staff representative from Administrative staff
- Head, PRO
- Minister in charge of Social Affairs, KISTAS

***Terms of Reference***

- Formulate a KIST Welfare Policy
- Regularly review the KIST Welfare Policy
- Attend to all matters related to staff & students welfare
- Present staff and/or students grievances to Management
- To develop a policy on students / staff involvement in extracurricular activities

***Regularity:*** Once every four months

***Quorum:*** More than 50% of total membership

## **VI. Disciplinary Committee**

### ***Composition***

- Rector, Chairperson
- Vice-Rector (Academics)
- Vice-Rector (Administration and Finance)
- Director of Administration and Human resource management/Rapporteur
- Director Students Services
- Staff representatives to the Board of Directors
- Dean/Director of the relevant Faculty/Unit
- Head of the relevant Department
- KISTAS representative

### ***Terms of Reference:***

- To handle cases of staff or students misconduct and give recommendations

***Regularity:*** Whenever there is a case to deal with

***Quorum:*** More than 50% of the total membership

## **VII. Never Again Committee**

### ***Composition***

- Director of Library/Chairperson
- Director of Continuous Training/Rapporteur
- Director of Students Services
- Director of Planning and Development
- Director of Administration and Human Resources Management
- President of SCUR-KIST
- One student representing the Ministry of Gender in KISTAS
- Head of Clinic
- Officer in charge of Counseling and Guidance
- President of AERG – KIST

### ***Terms of reference***

- To fight against genocide ideology and divisionism within the Institution
- To fight against acts, writings and utterances which are intended to promote any kind of discrimination and intolerance
- To promote application of non violence dispute resolution approaches within the Institution
- To prevent and manage conflicts within the Institution
- To coordinate and promote unity and reconciliation in the Institute

***Regularity:*** Once a semester or whenever deemed necessary

***Quorum:*** More than 50% of the total membership

## VIII. Students' Affairs Committee

### *Composition*

- Vice-Rector Administration and Finance (Chairperson)
- Director of Students Services (Rapporteur)
- President, KISTAS
- One member appointed by the staff Welfare Committee
- Minister of Gender in KISTAS
- Head Public Relations Office

### *Terms of Reference*

- To keep under review students' by-laws
- To make adequate provision for the supervision and welfare of the student body
- To attend to all matters related to students welfare
- To oversee the development and implementation of policies on students involvement in extracurricular activities
- To prepare and present students' grievances to Executive Council

***Regularity:*** Once every semester and whenever it becomes necessary

***Quorum:*** More than 50% of the membership