

Contents

SECTION I	3
GENERAL STUDENT REGULATIONS.....	3
A INTRODUCTION	3
B RESIDENCE	4
C MEALS	5
D HEALTH	5
E FORMATION OF SOCIETIES AND CLUBS	6
F PUBLIC FUNCTIONS	7
G PROCESSION AND DEMONSTRATION	7
H CORRESPONDENCE	8
I PUBLICATIONS	9
J USE OF VEHICLES	9
K COLLECTION OF MONEY	9
L INSTITUTE PROPERTY	10
M CONSUMPTION OF NON-PRESCRIPTION INTOXICATING DRUGS AND ALCOHOL	10
N DISCIPLINARY PROCEDURE	11
A GENERAL DISCIPLINARY OFFENCES	11
B MACHINERY FOR IMPLEMENTATION OF THE REGULATIONS OF THE INSTITUTE	13
SECTION II.....	16
ADMISSION AND REGISTRATION REGULATIONS.....	16
A STUDENTS ALLOCATED TO KIST BY THE RWANDA NATIONAL EXAMINATIONS COUNCIL (RNEC)	16
B STUDENTS WHO APPLY FOR ADMISSION DIRECTLY TO KIST	16
C GENERAL ADMISSION CRITERIA	17
D FACULTY/DEPARTMENTAL REQUIREMENTS	17
E OTHER ADMISSION CRITERIA	18
F MIDWAY ADMISSIONS AND TRANSFERS	19
G FEES STRUCTURE	19
H PROCEDURES FOR REGISTRATION OF STUDENTS	20
I DOCUMENTS THAT ARE REQUIRED FOR REGISTRATION	22
J REGISTRATION AND SPECIAL FEES	23
K STUDENT'S IDENTITY CARDS	23
L POSTPONEMENT OF STUDIES	24
M STUDENT DE-REGISTRATION	25
N NAMES OF STUDENTS	25

O THE CURRICULUM	25
P CODING OF SUBJECTS	26
SECTION III.....	28
EXAMINATION REGULATIONS	28
DEFINITIONS	28
A ASSESSMENT.....	29
B ATTENDANCE	30
C REGISTRATION FOR EXAMINATIONS.....	30
D REGULATIONS CONCERNING THE CONDUCT OF CONTINUOUS ASSESSMENT	31
E SUPPLEMENTARY EXAMINATIONS	32
F PROGRESSION FOR THE MPA NON-CREDIT SYSTEM..	32
G PROGRESSION FOR THE GPA/ CREDIT SYSTEM.....	33
H SPECIAL CIRCUMSTANCES	34
I RELEASE OF RESULTS	34
J APPEALS.....	35
K GRADING SYSTEM	35
L CLASSIFICATION OF AWARDS	36
M ELECTIVE COURSES.....	37
N INDUSTRIAL ATTACHMENT.....	38
O FINAL YEAR PROJECTS.....	38
P INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS.....	40
Q EXAMINATION IRREGULARITIES	43
R REGULATIONS CONCERNING THE USE OF ELECTRONIC DEVICES IN AN EXAMINATION ROOM	46
S REQUIREMENTS FOR GRADUATION, AWARD OF DEGREES AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS	47
T INTERPRETATION AND REVIEW OF THE KIST ACADEMIC STUDENT REGULATIONS.....	48

SECTION I

GENERAL STUDENT REGULATIONS

A INTRODUCTION

- 1 These regulations shall apply to all students at the Institute. The term "student" refers to a person who is enrolled at the Institute to pursue an approved course. The rules shall apply to students throughout their period of enrolment at the Institute, and are expected to abide by them fully during and off Semester.
- 2 Regulations affecting students shall be revised from time to time by Senate and in accordance with the Statutes of the Institute and shall be promulgated by the Rector of the Institute. In addition to these Regulations, each Faculty, Centre, Department, Library Hostel and any other unit of the Institute 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.
- 3 Copies of all regulations shall be deposited with the Registrar, Dean of Students, Deans of Faculties, Wardens of Hostels and Heads of Departments. It is a mandatory requirement of the Institute that each student obtain a copy of these regulations on first registration. These regulations shall also be made available on the Institute website.
- 4 Ignorance of any regulations or any public notice given out by the Institute shall not be accepted as an excuse for any breach of either one of the two.
- 5 The operation of these Regulations is without prejudice to the laws of the land, which apply to all persons in the Institute.
- 6 The Rector of the Institute is the Chief Executive of the Institute and is therefore the final authority on all matters, academic and administrative, only reporting to the Institute Board of Directors. The Rector is a member of the Institute Board of Directors and an ex-official member of every other board in the Institute. He may from time to time, appoint any members of the Institute to represent him in these other boards as he deems fit. Other

persons within the Institute who have special responsibilities under the Rector are; the Vice-Rectors, Deans, Directors, Heads of Departments, Dean of Students, Wardens and Residential Officers. It is an offence to disobey any of these officers in discharge of their duties.

B RESIDENCE

- 7 In consultation with the KIST Students' Association (KISTAS), students may be offered accommodation in the Institute's hostels or private facilities acquired for such purposes. Priority will be given to female students, the disabled and other categories of students, to be determined from time to time.
- 8 Students that are assigned rooms shall sign for the good use and upkeep of property found in the rooms at the beginning of the semester and will be surcharged for any damage to the property, damage to any other Institute property or loss, at the end of the semester. No student may be assigned to a room without first paying in full any surcharge for an assessed damage to or loss of Institute property.
- 9 Students shall be expected to take good care of rooms and furniture therein assigned to them in a hostel or a private building acquired for purposes of accommodation.
- 10 Furniture or fittings may not be transferred from any part of the Institute without prior permission from the Dean of Students.
- 11 Other than reading lamps, table fan, radio, record player, television, electric iron/ electric Kettle, Computers or hand -dryer, mobile phones, I-pods, electronic organizers, palm devices, no other electrical appliances or devices shall be permitted in students' rooms.
- 12 No cooking of any sort e.g. frying, roasting, baking, boiling or warming by use of electricity or other energy source is permitted in student rooms.
- 13 Electric lights must not be left on during the day or night when not needed.
- 14 For the avoidance of nuisance and annoyance to other residents, musical instruments may be played to room sound only/and in any case, not between midnight and 6:00 am.
- 15 Students must not entertain visitors of opposite sex in their rooms or elsewhere within the Institute premises during the hours of 9: 00pm and 6:00am.

- 16 Students must vacate their rooms, with all their belongings at the close of each Semester.

C MEALS

- 17 Meals shall be served at prescribed times. All meals shall be taken in the Institute Dining Hall/Restaurant and at tables provided by the Institute for this purpose, in an orderly manner.
- 18 Smoking is not allowed anywhere on campus.
- 19 Students may not enter the kitchen or remove any equipment outside the Institute Dining Hall/Restaurant, such as cutlery grasses or cutlery provided for their meals.
- 20 Students may not enter the Institute Dining Hall/Restaurant with their own cutlery and may not bring in any furniture in there as well.
- 21 Books and other writing or reading materials should not be brought into the Institute Dining Hall/Restaurant.
- 22 The Institute Dining Hall/Restaurant furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.
- 23 Students must use furniture and cutlery provided by the Institute carefully in order to avoid damage of loss. Each student shall be held individually liable for any loss of damage to Institute furniture or cutlery, while being used by him/her.
- 24 Students are advised to vacate the Institute Dining Hall/Restaurant as soon as they finish taking their meals in order clear the way for routine cleaning of the facilities.
- 25 Orderly and decent behaviour and language must be adhered to at all times while in the Institute Dining/Restaurant.
- 26 Complaint or criticisms of services at the Dining Room/Restaurant shall be made to the Dean of students through the student leaders appointed to oversee meals.

D HEALTH

- 27 All new students shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority, and which further must be availed to the Director of Academic Affairs Institute during registration. On reporting to the Institute, students may be required to undergo a further examination by the Institute's medical staff, if deemed necessary by the Institute.
- 28 All students are required to take Medical Insurance, as the institute is not responsible for provision of medical care. The office of the Director of students' services handles all matters related to students' Medical Insurance
- 29 A student who for medical reasons is unable to attend classes must communicate this information to the Dean of students and provide evidence to that extent, who shall then inform the respective Deans of Faculty, Hall Wardens and Heads of Department. The Heads of Department shall in turn inform the lecturers concerned.
- 30 Students must inform the Dean of students immediately on completing treatment and being declared fit to resume classes, who in turn shall inform the respective Deans of Faculty, Hall Wardens and Heads of Department. The Heads of Department shall in turn inform the lecturers concerned.

E FORMATION OF SOCIETIES AND CLUBS

- 31 No society or club shall be allowed to operate in the Institute without first obtaining written authority to do so by the Institute.
- 32 Students' societies and clubs in the Institute shall be formed at the request of at least ten interested students. Each such society or club must have a Patron drawn from amongst the academic or senior administrative staff in the Institute as a pre-condition for recognition by the Institute.
- 33 A request to form an association or club shall be submitted to the Dean of Students through the students Representative Council and shall be accompanied by the recommendation of the Student's Representative Council and the Constitution / By-laws of the proposed society or club. The request shall also clearly identify a proposed Patron with the patrons signed letter of consent to serve in this role.
- 34 On receipt of such requests, the Director of students' services shall then request the Rector, through the Vice-Rector Academic, together with his written recommendation.
- 35 The proposed Society or Club shall be formally promulgated in the Institute after written approval has been granted.

- 36 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 Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Students shall be furnished with the names of the society's or club's Principal Officers once a year.

F PUBLIC FUNCTIONS

- 37 Students who wish to organize any public functions within or outside campus shall obtain prior permission from the Dean of Students who shall in turn inform the Director of Academic Affairs, the Vice-Rector Academic and the Rector.

- 38 An application for permission by students to organize such a function shall be accompanied with the following information:

- a. Proposed date and time of the function;
- b. Proposed venue of the function;
- c. Names and descriptions of expected Lecturers, Speakers, or Performers at the function.
- d. Details of the proposed activities and persons that are expected to participate in the function.

- 39 This information together with evidence of fulfilment by the organisers of any requirements imposed by law in relation to the holding of such a function must reach the Dean of Students at least three days before the function takes place. The Dean of Students may impose such other requirements and conditions as may appear to him to be necessary and desirable.

- 40 For the purpose of this section, a public function is one to which persons other than staff and students of the Institute are invited or entitled to attend.

- 41 For functions involving use of musical instruments such as at a dance, permission may be given up to 12 mid – night. Extension beyond this time may be given by the Rector and no other authority in the Institute.

G PROCESSION AND DEMONSTRATION

- 42 Any student or students wishing to organize a procession/demonstration in the Institute shall seek permission to do so from the institute, by notify the Dean of Students in writing with a copy to the Registrar at least three days before the procession /demonstration is due to begin.

- 43 The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser(s), as well as details of the participants.

- 44 The Dean of Students, in consultation with the Director of Academic Affairs, may prescribe special conditions, limitations or restrictions; as may be considered appropriate in the circumstances.
- 45 The procession/demonstration 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.
- 46 No procession/demonstration shall be held between the hours of 6:00pm and 6:00am.
- 47 During the procession/demonstration, nothing will be done or said that may occasion violence or cause a breach of the peace.
- 48 If in the opinion of the Dean of Students, the procession/demonstration will be likely to lead to any offence to a person(s) and/or may constitute a breach of the peace or cause serious interference with the workings of the Institute, he shall deny permission for the procession/demonstration and refer the matter to the Rector. The Rector may take such action as he deems necessary in the circumstances.
- 49 If any acts of violence and/or breach of Institute or other regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.
- 50 The fact that a procession/demonstration is not prohibited in any way implies that the Institute has either approved of it or is in sympathy with its objectives.
- 51 For processions/demonstrations outside the Institute, the organizer(s) shall in addition to the foregoing, seek prior permission from the police.

H CORRESPONDENCE

- 52 As an act of good faith and in order to ensure no conflict of interest arises, all official correspondence by students to Government or other official bodies both within and outside the country shall be channelled through the Rector.
- 53 No student or group of students may print, publish, disseminate or otherwise circulate any false or fabricated information.
- 54 No student, student group or association may circulate information without the names and signatures of the authors.

I PUBLICATIONS

- 55 The Rector will be informed of any intention to produce a student publication within the Institute and his approval in writing shall be obtained prior to any such a publication being done.
- 56 A copy of each issue of the publication will be lodged with the Rector and Dean of Students and the Institute Librarian on the day of publication.
- 57 Each issue shall state the name of the Editor, the membership of the Editorial Board and the Publisher.
- 58 The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

J USE OF VEHICLES

- 59 Any student who wishes to use or keep a vehicle on the campus, hostels or other boarding facilities obtained through the Institute for use by students, must obtain prior permission from the Rector through the Dean of students.
- 60 The Institute accepts no responsibility for such vehicles, 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. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- 61 The Institute does not provide garages for students' vehicles. Any arrangement for garaging them in the Institute should be made privately by the owners.

K COLLECTION OF MONEY

- 62 Permission to make general collections of money, other than for club subscriptions and cinema shows or parties, must be obtained from the Dean of Students. 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 Institute.
- 63 Collections for societies, clubs, cinemas shows or parties shall adhere strictly to the respective bodies' constitutions and their details shall be routinely cleared with the Dean of Students. Copies of these details, duly signed by the officials of each respective body, shall after clearance by the Dean of Students, be displayed clearly on the campus notice boards.

L INSTITUTE PROPERTY

- 64 Every student shall exercise the highest standard of caution in handling Institute property so as to avoid possible damage
- 65 Any student who wilfully or negligently loses or damages Institute property shall be held fully liable for its recovery, replacement or repair.
- 66 No Institute property of any description shall be taken from its place without the written consent of the Head of department concerned, wardens of the Dean of Students.

M CONSUMPTION OF NON-PRESCRIPTION INTOXICATING DRUGS AND ALCOHOL

- 67 Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, by the voluntary consumption of intoxicating alcoholic beverages or products shall be held guilty of misdemeanour and shall be suspended by the Student Disciplinary committee for a period of 2 weeks, without recourse to remedial classes of any classes thus missed.
- 68 Any student(s) who forces another student or other students to consume intoxicating alcoholic beverages or products on or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, shall also be held guilty of misdemeanour and shall be suspended by the Student Disciplinary committee for a period of 2 weeks, without recourse to remedial classes of any classes thus missed.
- 69 Any student who uses any intoxicating non-prescription drugs of whatsoever nature within or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students; shall be expelled indefinitely from the Institute.
- 70 Any student who forces another student or students to use intoxicating non-prescription drugs of whatsoever nature within or outside on campus, hostels or other boarding facilities obtained through the Institute for use by students; shall be expelled indefinitely from the Institute.
- 71 No student shall be allowed to use any intoxication alcohol or non-prescription drug(s), on or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, unless by prescription for a recognized medical authority.

- 72 No intoxicating alcohol or non-prescription drugs whatsoever shall be consumed by students at any party organized in campus, hostels or other boarding facilities obtained through the Institute for use by students. Disorderly behaviour under the influence of intoxicating alcohol or drugs shall lead to a suspension by the Students' Disciplinary committee for 2 weeks for the case of intoxicating alcohol and indefinite expulsion for intoxicating non-prescription drugs. The concerned student(s) shall also be held fully liable for the repair and replacement of any property that is damaged as a result of their disorderly behaviour. They shall further be held fully liable for any injury caused to any person of creature as a result of their disorderly behaviour.
- 73 It shall be an offence 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 of those concerned from the Institute.

N DISCIPLINARY PROCEDURE

A GENERAL DISCIPLINARY OFFENCES

- 74 Any student against who criminal proceedings are entered or are pending in court shall automatically be suspended from the institute, during the course of the trial. In the event of a court judgment that finds the student guilty of the criminal charges raised, the student shall be suspended indefinitely from the institute.

General disciplinary offences shall include:

- 75 Any student or group of students found guilty of boycotting a class or any other legal academic activity shall be expelled indefinitely from the Institute.
- 76 Conduct which does or is likely to cause damage or defacement to a person, persons or property within the Institute, is criminal and shall be referred to the Police for prosecution.
- 77 Using force against or striking a fellow student, an officer of the Institute or any other person at or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, is criminal and shall be referred to the Police for prosecution.
- 78 Maliciously damaging, defacing or destroying a wall, gate, fence, post, document, records or any other item or property of the Institute, is criminal and shall be referred to the Police for prosecution.

- 79 Any act or conduct, which is likely to obstruct or frustrate the holding of:
- a. Lectures or other lawful activities in the Institute
 - b. Meetings, functions or other lawful activities authorized by the Institute;
- Such acts of conduct are criminal and shall be referred to the Police for prosecution.
- 80 Unauthorized use of or interference with any service, facility, equipment or installation belonging to the Institute, shall lead to a suspension from studies for a period of two years.
- 81 Theft committed within the Institute will lead to indefinite expulsion of the persons concerned from the Institute. Where a student is charged with and convicted, the Institute shall take necessary disciplinary measure against such a student not with standing that he/she is prosecuted and or punished by a court of law.
- 82 Unauthorised possession of a key or keys to any Institute facility, shall lead to a suspension for a period of two years.
- 83 Perpetrating forgery with or without intent to cause loss to any person, Institute or any other institution whether in cash or otherwise, is criminal and shall be referred to the Police for prosecution.
- 84 Knowingly inviting or entertaining a student or students in the Institute whose name or names has or has been posted on any of the Institute Notice boards as having been barred from the premises of the Institute by a competent authority, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 85 Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his behalf or under an order from any competent organ or officer of the Institute shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 86 Refusal or failure to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 87 Failure or refusal to attend a meeting or function called or authorized by any Institute Disciplinary Committee or any other competent organ of the Institute 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 particular students' records.

- 88 Refusal or failure to abide by the ruling, decision and/or penalty made imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the Institute.
- 89 Inviting outsiders as guest speakers and/ or social entertainers without the permission of the relevant organs of the Institute shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 90 Without derogating 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 which are likely to cause disunity and disorder at the Institute or in the wider community, is criminal and shall be referred to the Police for prosecution.
- 91 Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, wilful 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 Institute, or persons within the wider community, in the course of performing their duties, is criminal and shall be referred to the Police for prosecution.
- 92 Sexual harassment of whatever kind is criminal and shall be referred to the Police for prosecution.
- 93 Rape or indecent assault, is criminal and shall be referred to the Police for prosecution.
- 94 Mismanagement and/or embezzlement or students' organization funds and/or of any other organized student society established under the auspices of the students organisation and in accordance with the relevant provisions of the constitution of the students organisation that is in force, is criminal and shall be referred to the Police for prosecution.

B MACHINERY FOR IMPLEMENTATION OF THE REGULATIONS OF THE INSTITUTE

- 95 All member of the Institute have the obligation to report to the authorities any infringement of rules, which comes 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.

- 96 Breaches of the regulations of the Institute, hostel or other boarding facilities obtained through the Institute for use by students, shall be reported to the Wardens and Dean of Students. The latter may then prepare a report on the case and submit this to the Students' Disciplinary Committee.
- 97 At the Hostel - there shall be in each hostel a Disciplinary committee, which shall include the following:
- a. Warden as Chairperson.
 - b. Two senior members of academic staff, one of whom must be female in the case of female hostels.
 - c. Two students
- Quorum for each Hostel Disciplinary Committee shall be arrived at by the presence of the committee chairman, one female member of academic staff in the case of female hostels and at least one member from each one of the other categories.
- 98 Before any hearing, the chairperson of the relevant Hostel Disciplinary Committee shall write to the concerned student(s), notifying the student(s) of the complaint(s) lodged, enumerating the complaint(s) and requesting for a response to the letter within 72 hours of its receipt. The Committee shall thereafter hold an inquiry into the complaint(s) but while at all times observing the principles of natural justice, will not be obliged to follow the rules of evidence as in a court of law.
- 99 The Committee has power to do any or several of the following for so long as Senate is briefed properly of the decisions of the committee.
- a. Dismiss the case.
 - b. Reprimand the student and record such a reprimand.
 - c. Demand an apology from the student.
 - d. Impose a fine not exceeding 5,000 FRW.
 - e. Demand a refund for the cost repair, damage or replacement to both Institute and persons.
 - f. Recommend to Senate, temporary or permanent removal of the student from the Institute to be communicated to the student within 7 days of the conclusion of the hearing
- 100 At the Institute level, there shall be an Institute Disciplinary Committee, which shall include the following office bearer in KIST:
- a. The Vice-Rector Academic as Chairman of the committee.
 - b. Relevant Faculty Dean and Head of Department.
 - c. The Director of Academic Affairs as Secretary
 - d. The Director of students' services.

- e. Two senior academic members of staff appointed by the Rector.
 - f. Two students' representatives.
 - g. Any other relevant person, as decided by the Rector.
- 101 The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committees. It may also initiate the leavings into any breaches of regulations, which are referred to it.
- 102 Following the leaving, the committee may take any or several of the following actions, which shall be communicated in writing to the student within 7 days of the decision being made:
- a. Dismiss the case against the student.
 - b. Reprimand the student.
 - c. Demand an apology from the student.
 - d. Impose a fine not exceeding 25,000 FRW.
 - e. Demand the refund of costs of repair of damaged Institute property or the costs of replacing any lost of any property.
 - f. Make a recommendation to Senate for temporary or permanent removal of the concerned student(s) from the Institute.
- 103 The Rector may consider an appeal against decisions taken by the Institute Disciplinary Committee and change the verdict. If the student still feels aggrieved a final appeal may be addressed to the Institute Board of Directors. If the student is still not satisfied with the decision of the Institute Board of Directors, he/she may then refer the matter to a Court of Law.

SECTION II

ADMISSION AND REGISTRATION REGULATIONS

A STUDENTS ALLOCATED TO KIST BY THE RWANDA NATIONAL EXAMINATIONS COUNCIL (RNEC)

- 104 Students qualifying for admission to all Rwandan Institutions of Higher Learning on government sponsorship are selected and their details published by the Rwanda National Examinations Council (RNEC), immediately after the Senior Six examination results are released. Students attending secondary schools in Rwanda are given opportunity to select in order of preference, an institution where they wish to continue their higher education. The RNEC makes the allocation of students to Higher Education Institutes (HEIs) based on the candidate's preference and performance in the Senior Six examinations, as well as the minimum performance declared by the respective institutes for admission to their programs.
- 105 Students who have completed their secondary school education outside Rwanda and who wish to join KIST must first submit their certificates to RNEC, in order to have them vetted to ensure that they are of a standard consistent with the KIST admission requirements. Successful candidates will thereafter, be given a letter directing them to come and study at KIST.

B STUDENTS WHO APPLY FOR ADMISSION DIRECTLY TO KIST

- 106 Prospective students wishing to secure admission to KIST on a full time or part time basis on private sponsorship, through direct application to the institute, must apply for admission on the KIST application forms, which are available from the Institute and on its website. Completed application forms, accompanied by certified copies of certificates and application fees, as stipulated on the KIST application forms, must be returned to:

The Office of the Director Academic Affairs
Kigali Institute of Science, Technology and Management (KIST)
B.P. 3900, Kigali, Rwanda
Tel:+250-574698
Fax: +250-571925/571924

E-mail: info@kist.ac.rw OR registrar@kist.ac.rw

Website: www.kist.ac.rw

- 107 Applications shall only be processed after the Institute has received the application forms and certified copies of certificates, accompanied by the prescribed application fees.
- 108 Since the academic year at KIST begins in January, the closing date for all applications is 30 September of the year before which admission is being sought. All applications are subject to a selection process. Applicants will be notified as soon as possible after the above-mentioned closing date, whether or not their applications for admission have been successful.

C GENERAL ADMISSION CRITERIA

- 109 Subject to Faculty/Departmental requirements, the normal basic requirement for entrance to undergraduate degree programs shall be an advanced level secondary school certificate or its equivalent (12 years of primary and secondary education). The minimum cut-off points for government sponsored students are declared annually for each subject combination, by the Rwanda National Examination Council.
- 110 Students wishing to join KIST by applying directly to the Institute must possess an advanced level secondary school certificates or its equivalent (12 years of primary and secondary education). To be admissible the candidate must have at least two relevant principal passes with a minimum score of grade “C” in each of the two subjects, at ‘A’ level, unless otherwise stipulated by the KIST Board of Directors.
- 111 Students who wish to join KIST from outside Rwanda must apply through RNEC and must meet the KIST minimum qualification requirements.
- 112 GCE-O level and Cambridge IGCSE alone do not qualify one for admission. They are only used to complement A-level or Cambridge HIGCSE qualifications. For admission, two relevant principal passes at A-level are the minimum requirement.

D FACULTY/DEPARTMENTAL REQUIREMENTS

- 113 Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective faculty Program Specifications and Prospectus. For admission into respective programs the required subjects read and passed at Senior Six Secondary School level are as follows:

Program	Options (Combinations)/ Appropriate subjects
1. Bachelor of Science in Engineering Degrees	<ul style="list-style-type: none"> • Math-Physics • Technical courses (ETOs)
2. Bachelor of Science in Applied Math and Applied Physics	<ul style="list-style-type: none"> • Math-Physics
3. Bachelor of Science in Applied Biology, Applied Chemistry, and Food Science and Technology	<ul style="list-style-type: none"> • Biology & Chemistry
4. Bachelor of Science in Architectural Courses	<ul style="list-style-type: none"> • Math- Physics • Technical course (ETOs)

E OTHER ADMISSION CRITERIA

- 114 Other school leaving qualifications may be accepted on their own merit as alternatives, and shall be evaluated against existing admission criteria.
- 115 Admission to the Institute is based solely on merit and is dependent upon the number of places available within each department. Therefore, attainment of the minimum score does not necessarily guarantee admission.
- 116 KIST reserves the right to interview candidates before admission.
- 117 Admission of students applying directly to the Institute are subject to availability of places and can only be considered if the Institute receives satisfactory evidence that the candidate has sufficient funds for the full duration of the course for which he/she intends to register. Please note that the Institute is not yet able to assist any of its students financially nor is it in a position to consider applications for financial assistance from candidates who are seeking admission at the Institute.
- 118 Students who have been discontinued from other higher institutions because of cheating in examinations or any other act of dishonesty shall not be considered for admission.

- 119 Students with criminal records or who have previously been implicated with offenses of a criminal nature shall not be considered for admission.
- 120 No student will be discriminated for admission to the Institute on any basis, be it gender, race, ethnicity, or HIV/AIDS status.
- 121 Students discontinued from studies shall not be considered for re-admission

F MIDWAY ADMISSIONS AND TRANSFERS

- 122 Students seeking transfer from other institution must present an attestation from their institution before being considered for admission.
- 123 Applications from students seeking transfers from other institutions of higher learning shall first be assessed by the Faculty, and admission shall be on the recommendation of the Faculty. Exemptions for particular subjects may only be considered where the certified course outlines and the assessments for the equivalent courses have been presented.
- 124 Where necessary, students aspiring to obtain midway admission may be required to write and pass all examination papers of the year for which they are seeking exemption.
- 125 To qualify for the award of a KIST degree, a candidate must as a minimum requirement accumulate a total of 480 credits of the program for which the award of a degree is being sought for.

G FEES STRUCTURE

i General Fees Common to all Students

Type of fees	Rwandese Students (FRw)	International Students (US\$)
Application Fees (paid once)	2,000	10
Caution Money (paid once)	30,000	40
Registration Fees to be paid once a year	10,000	25
Late Registration	5,000	35
Identity Card Fee to be paid each year	1,000	10
Student Union (KISTAS) Membership Fee to be paid on initial registration	1,000	5

ii Tuition and Examination Fees per Course

Type of fees	Rwandese Students (FRw)	International Students (US\$)
Tuition Fees in Masters programs per course	65,000	200
Tuition Fees in Postgraduate Diploma programs per course	55,000	160
Tuition Fees in Bachelor Degree programs per course	45,000	150
Tuition Fees in Diploma programs per course	35,000	100
Examination Fees in each program per course	1,000	5

iii Estimated Annual Fee Estimated Based on Six Degree Subjects Per Semester

Type of fees	Rwandese students (FRw)	International students (US\$)
Tuition fees	540,000	1,800
Examination fees	12,000	60
Other Fees (First year students)	54,000	115
Other Fees (Continuing students)	22,000	65
Total (First Year)	606,000	1,975
Total (Continuing students)	574,000	1,925

H PROCEDURES FOR REGISTRATION OF STUDENTS

- 126 Arrangements for registration shall be published in the Institution's annual academic calendar, which shall be posted on all KIST notice boards and on the KIST website, as well.

- 127 A student admitted at Kigali Institute of Science and Technology may register as a **full-time** student, a **part-time** student or a **visiting** student.
- 128 A **full-time** student is one who opts for registration in a regular study program in any one year, attends all the schedule program courses and sits for all the required examinations leading to the award of a certificate, a diploma or a degree of Kigali Institute of Science, Technology and Management.
- 129 A **Part-time** student is one who does not register for all the required courses in a program in any one year and therefore takes longer to complete the requirements for obtaining a certificate, a diploma or a degree of KIST.
- 130 A **visiting** student is one who registers in isolated or selected courses of special interest, but has no obligation to take examinations and has no intention of obtaining a certificate, a diploma or a degree of KIST.
- 131 A **full-time** student may register for a part-time course in another department provided the timetable permits and that this is not deemed likely to adversely affect performance in the full-time courses the student is already undertaking.
- 132 Registration shall be done prior to the beginning of the 1st semester of each academic year.
- 133 Privately sponsored and part-time students must reconfirm their registration status at the beginning of the second semester.
- 134 All students are required to pay all approved fees as a precondition for registration.
- 135 A registration fee and refundable caution money (against loss of or damage to Institute property) shall be paid once to the Institute by all students seeking registration for the 1st time.
- 136 To be admitted to lectures, tutorials, practicals or any other teaching/learning activities of any faculty in the Institution, one must be registered under one of the categories of students defined in Articles 145 – 147, inclusive.
- 137 Normally, registration shall be done over a period of four weeks and end two weeks before the beginning of each academic year.

- 138 First year student failing to register within the stipulated time will forfeit his/her place of admission, for the year but shall have a last opportunity to register again during the following academic year.
- 139 No student shall be allowed to register as a full or part-time student for more than one program at the same time. Likewise, no student registered on a full or part time basis at KIST shall be permitted to enrol in either one or both of the two capacities at another institute of higher learning at the same time.
- 140 All registered students, are expected to conform fully to the Institute regulations.
- 141 No student will be allowed to change courses or programs later than the fourth week after the beginning of the semester.
- 142 Each student shall register personally and not through a third party or proxy.
- 143 The Director of Academic Affairs shall be responsible for all matters relating to the registration of students.
- 144 Registration will not be allowed outside the registration period stipulate above, unless in very exceptional circumstances and only through consultation with the Director of Academic Affairs and the Vice-Rector (Academic). In such cases there shall be a mandatory penalty amounting to 50% of the registration fee. No student will be allowed to register after commencement of lectures.

I DOCUMENTS THAT ARE REQUIRED FOR REGISTRATION

- 145 All documents required for registration shall be submitted to the Director of Academic Affairs, together with the completed application forms for registration. The original documents belonging to a registering student shall be returned to the student soon after registration.
- 146 At the first registration, each student shall produce the following documents:
- a. Original of National Examination Certificate or equivalent.
 - b. Two certified copies of National Examination Certificate or equivalent.
 - c. Two attestations of identity.
 - d. Two attestations of good behaviour and morality.
 - e. Two attestations of single or marriage status.
 - f. Two copies of a medical certificate issued less than three months before the registration date.

- g. Four recent passport size photographs.
 - h. Written evidence of having paid registration fees.
 - i. Proof of sponsorship for all sponsored prospective students.
 - j. Two copies of a residence permit for the on going academic year, for foreign students;
- 147 For subsequent registration, each student shall:
- a. Provide proof of having paid registration fees.
 - b. Complete the student registration form;
- 148 The names of students to be used in the Institute will be those appearing on the certificates used for admission. Any change of name(s) requested for by a student must be supported by legal documents.
- 149 Cases of impersonation, falsification of documents or giving false/incomplete information, shall lead to automatic cancellation of registration or withdrawal of any Diploma/Degree awarded. Legal action may also be taken by the Institute, against the culprit.
- 150 Any student thus de-registered, may appeal the decision and shall address any such appeal to the Vice-Rector Academic clearly stating their grounds for appeal. The Vice-Rector Academic shall after study of the appeal present the same to Senate for a decision.
- 151 At the time of registration students shall provide the Director of Academic Affairs with a postal and residential address as well as an address for the receipt of KIST's accounts. Any change of address must be submitted to the Director of Academic Affairs without delay not later than 7 days after such a change. Official correspondence/accounts sent to the address thus provided by a student shall be deemed to have been received by him/her.

J REGISTRATION AND SPECIAL FEES

- 152 A Registering student shall pay such registration and other fees as has been fixed by the Institute Board of Directors and made public before registration. All matters relating to fees apart from its actual payment, such as payments by installment, bank transfers, bank stop orders, etc. shall be referred to the Director of Finance.

K STUDENT'S IDENTITY CARDS

- 153 Each student shall on registration be issued with a student's identity card, at a fee of FRW 1000. Each student identity card shall bear the holders photograph, signature and registration number, the signature of the Director of Academic Affairs and a the stamp of the Institute.

- 154 A student's identity card shall be required for use of the library, admission to lectures, tutorials, practicals, laboratories, examinations and for access to the Institute restaurant, canteen and other services.
- 155 A student who loses his/her card shall pay a fee of FRW 2000 in order to get a replacement.
- 156 Students identity cards shall only be replaced on request by individual students and only if the Institute is convinced of their loss and circumstances of loss.
- 157 Students are advised to carry their Institution identity cards with them throughout their period of study at the Institute.

L POSTPONEMENT OF STUDIES

- 158 Students may be allowed to suspend studies for a maximum of two years and shall be re-admitted into the 1st semester of the same year of study where they left off, at the expiry of the postponement period, unless postponement was done for the 2nd semester, in which case they shall join in at the beginning of the 2nd semester on return. 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, no matter at what point in the academic year they suspended their studies.
- 159 Permission to postpone studies/admission will be considered by the Director of Academic Affairs after receiving recommendations from the relevant Faculty Dean, on request from a student and on production of satisfactory evidence and documents supporting the request for postponement. Each case shall be considered on its own merit. Special circumstances for which postponement of studies/admission may be granted include:
- a Health problems supported by a report from a certified medical practitioner
 - b Serious social problems supported relevant documents
 - c Severe financial problems supported relevant document
- 160 A student who absents himself/herself from studies for more than four consecutive weeks (which is normally equal to one third of the semester), without prior permission from his/her relevant Faculty Dean, shall be discontinued from studies on grounds of having absconded.
- 161 A student who has been discontinued under article 160 may however, appeal the decision by addressing a letter of appeal to the Vice Rector Academic, who on study of the appeal shall present the case to Senate for decision.

- 162 Any student thus discontinued shall not be re-admitted for studies in the Institution in the same program whatsoever.

M STUDENT DE-REGISTRATION

- 163 A student may be de-registered any time during the academic year due to one or more of the following reasons:
- a. Omission, false declaration, impersonation or falsification of documents, at the time of registration.
 - b. Non compliance with the registration rules and procedures.
 - c. Absence from the Institute for one or more months without justifiable reasons and without prior permission from the relevant Faculty Dean.
- 164 De-registration of a student shall be done by the Director of Academic Affairs, on instructions from the Vice-Rector (Academics) and pursuant to a decision to this extent by Senate.

N NAMES OF STUDENTS

- 165 For the purposes of the Institute, students shall be known by the names on their certificates, submitted to the Director of Academic Affairs during registration or otherwise changed in accordance with the law of the land, which same names shall have been entered in the Register of Matriculation during matriculation. The sequence in which the names have been entered in the foregoing documents shall be maintained i.e. first name, middle name (s) and surname).
- 166 Where a female student gets married, she may apply to have her name altered to include other names acquired by marriage, subject to her providing an authentic marriage certificate and documents showing compliance with the legal requirements for a change of names.
- 167 A student may apply to the Dean of Students for recognition by the Institute of a new name or names and must attach documents showing compliance with the legal requirements for a change of names to their application. If the Dean of students is satisfied that legal requirements have been fulfilled, he/she shall forward the application to the Rector who, on approval of the application, shall authorise the change of name or names. Any change of name or names thus approved, shall be entered in the Register of Matriculation and shall be published in the Institute Newsletter.

O THE CURRICULUM

- 168 Each Faculty shall have well rationalized academic programs comprising of lectures, tutorials, laboratory sessions, seminars, dissertations and other activities that are deemed appropriate for learning.
- 169 The programs in each Faculty shall be made available in the Institute Library and in both Departmental and parent Faculty offices, bound in the form of a booklet. Copies of the programs shall also be deposited in the offices of the Rector, Vice Rector Academic, Vice Rector Administration and Finance, as well as that of the Director of Academic Affairs.
- 170 All academic programs shall be approved by the institute Board of Directors on the recommendation of Senate, before being mounted. They shall for each course/module, indicate the objectives, content, expected learning outcomes and identify available learning resources and their locations.
- 171 Each course/module shall be considered to have 20 credits per year with each credit being equivalent to 10 student notional learning hours.
- 172 Each program shall constitute of 6 courses/modules per semester thus bringing the total number of student notional hours per semester and per year to 600 and 1200, respectively.
- 173 All lectures shall start five minutes after the hour and shall finish exactly five minutes to the hour, and will therefore be of 50 minute duration each. All students are expected to be sat quietly in their respective lecture rooms ready for lectures at the prescribed time.

P CODING OF SUBJECTS

- 174 Each course of the syllabus shall be indicated by a code, which is a literal abbreviation of three letters followed by four digits.
- 175 The three letters in the subject code designate the department.
- 176 The first digit in the subject code shall designate the level of study: program: 1 – for certificate program, 2 – for diploma program, 3 – for bachelors degree program, 4 – for postgraduate diploma program, 5 – for masters degree program, and 6 – for doctorate degree program.
- 177 The second digit in the subject code shall designate the year of study.
- 178 The third digit in the subject code shall designate the semester: odd numbers for first semester subjects and even numbers for second semester subjects.

- 179 The last digit in the subject code shall designate the subject number.
- 180 The full title of the course shall be indicated immediately after the code. The number of contact hours and credits for each course shall be indicated in brackets immediately after the title.
- 181 At the beginning of each course the lecturer delivering the course shall give students the course outline, which shall have details of the course content. The lecturer shall also communicate to the students the methods to be used in covering the course and the assessment procedure to be used. The lecturer shall further provide the students with a list of reading resources available, clearly indicated their location.
- 182 The Vice-Rector (Academic), Deans, Heads of Department and Academic Officers shall ensure that all the academic programs are delivered properly.
- 183 The academic programs shall be based on the Semester System. A normal semester shall have 12 weeks of teaching, one week for revision and two weeks for examination.
- 184 An academic year shall comprise of two semesters and there shall be a vacation at the end of each semester, the length of which shall be determined by Senate.
- 185 The Institute Board of Directors may, on the recommendation of Senate, change the length of any semester or vacation.
- 186 Undergraduate degree courses at KIST shall last four years, as approved by Senate and shall lead to the award of the respective Bachelor's degrees. In order to obtain a degree; a student must have accumulated a total of at least 600 credits.
- 187 The Kigali Institute of Science Technology may also award diplomas after the successful completion of selected courses in selected fields, as instructed by Senate. It may also award certificates after the successful completion of selected courses in the form of modules in selected fields, also as instructed by Senate. The Board of Directors, on the recommendations of Senate shall set the minimum requirements for the award of each diploma or certificate.

SECTION III

EXAMINATION REGULATIONS

DEFINITIONS

Annual Average	Refers to the average mark obtained by a student in the two semesters of one academic year.
An immediate Family Member	An immediate family member here is taken to mean parent/guardian, sibling, spouse or child/adopted child.
CA	Refers to Continuous Assessment and consists of quizzes, take-home assignments, case studies, laboratory practice, short tests, oral presentations and field/project work reports where applicable.
CAT	Refers to continuous assessment test.
Candidate	Refers to a student who is registered and qualifies to sit for examinations.
Coursework	Refers to lectures, tutorials and continuous assessment.
Discontinuation	Refers to permanent de-registration from studies in a program.
GPA	Refers to Grade Point Average.
MPA	Refers to Marks Percentage Average.
INC	Refers to Incomplete.
Institute	Refers to Kigali Institute of Science and Technology.
Main Examination	Refers to the first set of examinations held at the end of each regular semester.
Program	Refers to the totality of courses offered towards the award of a certificate, diploma or degree.
Program Leader	Refers to the person responsible for managing the implementation of teaching and assessment activities related to any particular program.
Repeating	Refers to attending and being examined in all courses prescribed for the particular year of study after failing to secure progression.
RNEC	Refers to Rwanda National Examinations Council.
Student	Refers to any person admitted for any program of study offered by the Institute.
Course	Refers to the smallest teachable component of a program that is identifiable by a unique code, title, aims and objectives, and which can be

administered on average, in a 15 week semester and conventionally on three to four hours weekly contact time, and usually resulting into an examination, e.g. Fundamentals of Microbiology and Structural Analysis.

Supplementary Examinations Refers to examinations held as a second attempt for students who fail the main examinations.

Program Specification Refers to a validated document that gives details of the learning outcomes, curriculum, mode of delivery, resources available, quality control and enhancement, qualifications framework and regulations governing the award, of any program.

A ASSESSMENT

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

189 Assessment shall be done according to the assessment criteria as specified in the student course handbook.

190 Courses are assessed by continuous assessment (CA) (includes assignments, quizzes, short tests, practical reports, case studies, etc) carried out during the teaching weeks, where grades and feedback are provided before the final examination, and by a final examination at the end of the semester, unless otherwise stated.

191 Students shall receive feedback on their performance on coursework not more than two weeks after any assessment work is given. Feed back here means, return of marked assessment work to respective students and discussion of the same with the students.

192 The final marks for a course are made up of the marks for CA and examination, weighted as approved in the Program Specification. All CA scores shall be presented as percentage scores. CA shall make up 40% of the course score and the examination is weighted at 60%. In the case of courses that are assessed purely by course work, CA shall make up 100% of the total score.

193 The CA weighting shall be specified in the curriculum. Students shall be duly informed by the lecturer on how the course will be assessed at the beginning of the semester.

- 194 The CA weighting shall consist of a maximum of up to 20% for CATs and a minimum of 20% for other forms of assessment such as quizzes, assignments, mini-projects, essays, practical laboratory work etc. No CA shall be scheduled in the revision week.
- 195 The main examinations will be governed by Institute regulations, and shall be held during periods specified in the academic calendar.
- 196 All examination papers shall be subject to external moderation as prescribed by the Institute's quality assurance guidelines.
- 197 The pass mark after combining CA and examination in each course is 50%. Candidates scoring below 50% will be deemed to have failed in that course.

B ATTENDANCE

- 198 A student who has not registered for classes must not attempt to attend classes. Any attempt by a student to attend classes without having registered shall lead to denial of registration for the concerned student for the entire academic year.
- 199 Attendance of lectures, course seminars, practical sessions, tutorials etc is mandatory for all registered students. Attendance will be monitored as directed by the Institute.
- 200 Any attempt by a student to falsify the student attendance list shall be treated as impersonation and will result into suspension of the concerned student for the entire academic year.
- 201 The Dean of the Faculty shall bar from taking an examination, students whose overall attendance in a course is less than 85%. Such students will be deemed to have failed in that course and will be awarded "Zero" mark. Management shall set up a committee to assess students with attendance records less than 85% in one or more subjects and advise Senate on actions to be taken.
- 202 Students are required to submit all CA by their respective due dates and to also attend all scheduled examinations for the courses whose coursework they have completed. Non-submission of CA or non-attendance of scheduled examinations will lead to a mark of zero for the CA or examination unless adequately justified.

C REGISTRATION FOR EXAMINATIONS

- 203 It is a requirement that a student must have completed paying his/her fees,

in full, prior to obtaining registration for examinations.

- 204 Registration for examinations requires at least 70% attendance of the course during the semester, to be endorsed by the Program Leader.
- 205 The procedure for registration will be as advised by circular from the Director of Academic Affairs at the beginning of each academic year.
- 206 A candidate, who is registered for a program and has subsequently undergone instruction as required, may register to take the examinations for the courses in the program they are admitted to.
- 207 All students wishing to sit for any examination in a semester are required to register formally for each course in the program they are admitted to, during the examination registration period.
- 208 Students opting not to sit for examinations without acceptable reasons will be considered to have absconded and therefore will be discontinued.
- 209 On registration for examinations, each student will be issued with an examination card containing his/her examination number. The registration number together with the examination number must be inscribed on every answer book used by the student in the examinations

D REGULATIONS CONCERNING THE CONDUCT OF CONTINUOUS ASSESSMENT

- 210 Continuous assessment (CA) shall be conducted in accordance with the Institute's examination regulations.
- 211 Lecturers with assistance from their Heads of the Departments have the responsibility of organizing CA. Lecturers must ensure that CA are scheduled in times and venues that do not to disrupt the conduct of other classes.
- 212 Tests shall be conducted in rooms that have sitting space for each individual to prevent cheating and communication between candidates.
- 213 Cellular phones and other electronic communication devices are not allowed in the room where tests are being conducted.
- 214 Regular teaching will continue to take place during the CAT administration period. Students who absent themselves from classes in order to prepare for tests shall be penalized in accordance with institute regulations on class attendance.

- 215 All CATs shall be written on special paper provided by the examination office. No student will be allowed to write on his/her own writing paper.
- 216 All students will be required to display their Registration Identity Cards during the conduct of CATs. Lecturers invigilating CATs must ensure that all students taking CATs sign the attendance list.
- 217 All regulations regarding the conduct of examination and cheating will apply to CATs. Students found to have cheated in a CAT will be treated in the same way as cheating in an examination.

E SUPPLEMENTARY EXAMINATIONS

- 218 A supplementary examination is a second attempt to a failed main examination paper. Supplementary examinations will be held at the end of each academic year prior to the commencement of the following academic year, in accordance with the academic calendar
- 219 Supplementary examinations will be held at least two weeks after the conclusion of main examinations.
- 220 Supplementary examination papers are subject to external moderation. Where it is not possible to get external moderation of a supplementary examination paper, a second internal examiner in the same subject area will be appointed to carry out moderation of the paper and eventual inspection of the related marked scripts.
- 221 The highest mark awarded in a passed supplementary examination shall be 50% or C grade for Undergraduate programs and 60% or B grade for Postgraduate programs.

F PROGRESSION FOR THE MPA NON-CREDIT SYSTEM

- 222 After the second semester main examinations, a candidate who passes all courses in both semesters of a year of study shall progress to the next year of study.
- 223 After the second semester main examinations, a candidate whose annual average mark is 50% and above will be allowed to sit for supplementary examinations for all failed courses, irrespective of the number of courses failed.
- 224 After the second semester main examinations, a candidate whose annual average is 40% and above who fails less than half of all the courses

examined will be allowed to sit for supplementary examinations.

- 225 After the second semester main examinations, a candidate whose annual average is 40% and above who fails more than 50% of all the courses examined, will not be allowed to sit for supplementary examinations but rather, will be allowed to repeat the academic year and do only the failed subjects.
- 226 After the second semester main examinations, a candidate whose annual average mark is below 40% shall be discontinued.
- 227 A candidate, who fails more than one course after attempting supplementary examinations, shall repeat only the failed courses and shall be required to attend all classes, take all CA and finally sit for the end of semester examinations for such failed courses, in the subsequent academic year.
- 228 A candidate who fails in only one course after attempting supplementary examination and who has an annual average mark of 50% and above shall be allowed to progress to the next academic year and carry forward the failed course. However a failed course will be carried forward only once.
- 229 A student, who fails repeated courses, shall be discontinued from studies.
- 230 A student who is discontinued from studies on academic grounds shall not be allowed back to study in the same program. He/she may however, apply for a fresh admission in another program if he/she meets the admission criteria.
- 231 Final year students failing repeated course (s) will be given one more chance to sit and pass the examination of the failed course (s) in the subsequent year, in order to graduate.

G PROGRESSION FOR THE GPA/ CREDIT SYSTEM

- 232 To progress from one level to another, students need to attain the required minimum credits and GPA. Students who fail to attain the requirements for progression will be given one chance to make up failed courses in the subsequent year. Second failure will lead to discontinuation.
- a. Progression from Level 1 to Level 2: a student must have been awarded 100 credits in total at Level 1 and must have obtained GPA 2 and above
 - b. Level 2 to Level 3: a student must have been awarded 220 credits in total, of which at least 100 are at Level 2 and must have obtained GPA 2 and above

- c. Level 3 to Level 4: a student must have been awarded 280 credits in total, of which at least 40 are at Level 3 and must have obtained GPA 2 and above
- d. Level 4 to Level 5: a student must have been awarded 340 credits, of which at least 40 are at Level 4 and must have obtained GPA 2 and above

H SPECIAL CIRCUMSTANCES

- 233 Special examinations shall not be offered by the Institute to any student, except under the following circumstances;
- 233.1 Students who experience health conditions (necessitating hospitalization) or who experience other exceptional circumstances (e.g. death of an immediate family member) that prevent them from sitting examinations, must submit written details of these backed by supporting evidence and documents to the Dean of Students, within 2 weeks of the said circumstances. All such circumstances must be verified by the Dean of Students in collaboration with the respective Heads of Department, who then shall prepare and submit a written report on the matter to Senate. Senate shall then take these circumstances into consideration when assessing individual cases.
- 233.2 Special examinations will be offered during supplementary period and will be considered as first sitting.

I RELEASE OF RESULTS

- 234 Provisional examination results shall only be released at the end of every semester after approval by Senate
- 235 Final examination results shall be released only after their approval by the Institute Board of Directors.
- 236 After approval of both provisional and final examination results, the Deans shall release the examination results for all students in their respective faculties. Each student shall thereafter, personally collect a statement of their individual results from his/her Dean's office and shall sign on a master roll in the Dean's office to indicate receipt of his/her statement of results. It is the responsibility of each individual student to check their results and to also collect their individual statements of results from their respective Deans office.
- 237 The Institute may withhold issuing statements of results for students owing fees to the Institute.

J APPEALS

- 238 Students may appeal against released examination–results where they have good reasons to.
- 239 Such an appeal shall be lodged in writing with the respective Head of Department responsible for the Program, within one week of the results being approved and released, clearly outlining the student’s reasons for the appeal. An official appeal form is available from the offices of the Heads of Departments.
- 240 Where the student is requesting re-marking of the examination paper, then he/she must pay a fee of FRW 3000 that shall be refunded only if the appeal is successful. Remarking implies checking for completeness in marking according to the marking scheme or arithmetical errors.
- 241 The Departmental Appeals Committee shall study each appeal and make written recommendations to the Faculty Board of Appeals, which in turn will consider each appeal and make written recommendations to the Institute Board of Appeals. The Institute Board of Appeals will consider each appeal and make the final decision on behalf of Senate, which same decision shall be communicated to the concerned students individually, through their respective Faculty and Department. In their investigations, the Appeals Committees and Boards may interview individual candidates, invigilators, or examiners if necessary.
- 242 Where an appeal for remarking is merited, the Department shall appoint an internal examiner other than the lecturer concerned, at the same grade or higher, to carry out the re-mark. In the event of a variation in the marks awarded on remarking, the original examiner and remarking examiner shall sit together and agree on the final marks to be awarded. The student’s appeal shall be considered successful if the re-mark leads to an upward change in the marks awarded. The mark awarded on re-marking shall override any previous mark, irrespective of whether it is lower or higher.

K GRADING SYSTEM

- 243 The marks awarded for each course shall be converted into letter grades before they are presented to Senate and results transcripts shall only show letter grades. All marks shall be rounded off to the nearest integer. Below is the KIST Conversion Table.

<i>Marks</i>	<i>Letter</i>	<i>Grade Points</i>
80 - 100	A	5
70- 79	B+	4
60 - 69	B	3
50 -59	C	2
40-49	D	1
Below 40	E	0

A GRADING DESCRIPTIONS

a) **“A” Excellent:** Thorough knowledge of concepts and/ or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an Assignment or Course.

b) **“B+” Very Good:** Thorough knowledge of concepts and/or techniques together with fairly high degree of skill in the use of those concepts/ techniques in satisfying the requirements of an Assignment or Course.

c) **“B” Good:** Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.

d) **“C” Pass:** Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment of Course.

e) **“D”: Marginal Fail**

i) **“E” Fail**

B EARNING CREDIT

1. Each student shall earn credits for the courses specified in the Programme specifications.

2. A credit shall be earned when a student has obtained at least the **pass mark** in each course he/she had been assessed in. In other words, no credit shall be earned in a course in which a student has failed the assessment.

L CLASSIFICATION OF AWARDS

244 The classification of the awards will depend on the average percentage

score or average point score (GPA) computed based on the credit hours of the course. The system of computing the Marks Percentage Average (MPA) and Grade Point Average (GPA) is defined by the equations:

$$MPA = \frac{\sum c_i m_i}{\sum c_i} \quad GPA = \frac{\sum c_i p_i}{\sum c_i}$$

Where, c_i stands for the credit hours for a course m_i stands for the percentage marks for the course and p_i stands for the grade point score for the course, based on the letter scale A, B, C, D and E, which relates to the percentage marks and grade points as shown in the table under item 243 above.

- 245 The final classification of the diploma/degree shall be based on the performance of a candidate in all the courses done from the second year of study. The final score for the Diploma/Degree award shall be obtained by computing the MPA or GPA rounded to the nearest integer or two decimal points, respectively.
- 246 The classification of the Degree award is based on the MPA or GPA as shown below:

<i>MPA</i>	<i>GPA</i>	<i>Classification</i>
80-100	4.4-5.0	First Class
70-79	3.6-4.39	Upper Second Honors
60-69	2.8-3.59	Lower Second Honors
50-59	2.0-2.79	Pass

- 247 Diploma/Degree certificates will be awarded after successful completion of a Diploma/Degree program, and upon conferment of the award at the official graduation ceremony.
- 248 Postgraduate degrees shall not be classified.

M ELECTIVE COURSES

- 249 All students shall be required to register for the elective courses as stipulated in the curriculum for each program. The program leader shall take the responsibility of informing the students of the elective courses that will be offered in that semester, at the end of the previous semester and again at the beginning of the semester.
- 250 No student will be allowed to change an elective course for which he/she has registered after the second week of that semester.
- 251 All elective courses shall be assessed according to the regulations governing compulsory courses.

N INDUSTRIAL ATTACHMENT

- 252 For each Diploma/Degree program there shall be industrial attachment periods, spread over the academic year, as stipulated in the program specification
- 253 Industrial Attachment shall be assessed and the grade obtained shall count towards the final diploma/degree award.
- 254 Students will not be allowed to graduate until they complete their industrial attachment. A student who is not able to complete his/her industrial attachment for any reason shall be required to complete his/her attachment at his/her own expense, within one academic year.
- 255 A student must complete and return to the Institute, an arrival note signed by the industrial supervisor and the KIST supervisor within two weeks of commencement of Industrial attachment. A student must obtain permission to change his/her allocated industrial attachment place before effecting the change. A student who does not go to the allocated place of industrial attachment will be deemed to have absconded and will be required to complete his/her attachment at his/her own expense, within one academic year.
- 256 Each student must submit an Industrial Attachment report within three weeks of completing the attachment.
- 257 Every submitted industrial attachment report shall be assessed in accordance with the existing Departmental or Faculty rules.
- 258 Industrial attachment may only be repeated once and a student who fails the industrial attachment twice shall be discontinued.

O FINAL YEAR PROJECTS

- 259 The project work shall be spread over the two semesters of the final year of the degree program.
- 260 The final year project shall carry the weight as stipulated in the program specifications. In the timetable, as a minimum, a 6-hour slot per week will be assigned to the project work.
- 261 Before the start of their final year of study, candidates shall identify a

- research topic in consultation with the proposed supervisor, and then, prepare a project proposal indicating the Title, Student(s), Supervisor(s), Background, Objectives, Justification, Methodology, and Budget, within three weeks of the first semester of the final year.
- 262 The project proposal will thereafter be submitted to the Departmental Board for approval.
- 263 The number of final year projects to be supervised by any member of academic staff shall not exceed six.
- 264 At the end of the first semester, each project student shall submit a project progress report to their supervisor. Supervisor shall provide students with feed back on their progress and shall report to the Head of Department any cases of unsatisfactory progress.
- 265 On receipt of the written project report, the Head of Department shall appoint an internal examiner, who will examine the report and give back a written assessment, within 2 weeks of receipt of the student's project report.
- 266 The Head of Department will further appoint an oral examination panel comprising of not less than 3 appointed academic members of staff in the department.
- 267 Each student will make an oral 10 – 20 minute presentation of the project to a selected panel of examiners, on a date to be set by the Head of Department. The oral examination panel will assess both the submitted project report and the oral presentation and communicate their written findings to the Head of Department, within 2 days of the oral presentation.
- 268 The two reports submitted by oral panel of examiners and the internal examiners shall both be forwarded to the student author before the end of semester, who shall then implement the recommendations given during the course of the second semester, under supervision of the project supervisor.
- 269 Before the start of the second semester main examination period, project students shall submit four copies of their individual final year project reports to the department responsible for their program of study. Project reports shall be limited to 10,000 words.
- 270 Rules 267 – 269, inclusive, shall then be applied to the submitted end of year project reports, with oral presentation seminars being scheduled in the week following the end of the second semester main examinations.
- 271 The two reports emanating from the oral panel of examiners and the internal examiners at this stage shall both be forwarded to the student author within

a week of the presentation.

- 272 The student shall then implement the recommendations given and resubmit the corrected project report to the respective department within two weeks after the oral presentation, through the Head of Department and the supervisor, whose job is to ensure that all recommended corrections are addressed satisfactorily.
- 273 The project reports will be assessed in accordance with written Departmental and Faculty rules, which shall also provide guidance on the distribution of marks between the first semester work and the second semester work.
- 274 Non-submission of the final year project report on the due date stipulated in the academic calendar shall result in award of a 'zero' mark against the project. No extension to the project submission deadline will be given.
- 275 A candidate who fails in the project will be allowed to do a supplementary project and complete it within a period of ten weeks of the succeeding semester. The maximum mark that can be awarded to a supplementary project is 50%.
- 276 Where more than one candidate is assigned to one project, each student will be expected to submit their own individual report and the contributions of each student shall be assessed according to the specifications in the original project proposal.

P INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS

- 277 Admission to an Examination shall be in accordance with procedures to be indicated by circulars issued by the office of the Director of Academic Affairs from time to time.
- 278 The provisional timetable for examinations will be posted at least two weeks before the first examination is due to take place. It shall be the duty of the candidate to consult the examination timetable for changes, to ascertain the papers to be written each day and to make himself / herself available at the appointed place at least half an hour before each respective examination is scheduled to begin.
- 279 All examination venues shall be out of bounds for all persons, *other than invigilators, examiners and students taking the particular examination*, during the examination period. No student shall enter the Examination Room until he/she is allowed in by the invigilators.

- 280 Every candidate shall carry into the examination room, his/her student identity card and a valid examination card, both of which shall be displayed on their examination desk at all times, for inspection by the invigilators.
- 281 A candidate shall be stopped from sitting for an examination if he/she:
- i. Fails to produce his/her student ID (registration) card and examination card for inspection.
 - ii. Reports to the Examination Room more than half an hour after the examination has commenced.
- 282 A candidate shall not bring to the Examination Room any unauthorized material, whether or not he/she intends to use it. A candidate who is suspected of hiding unauthorized material may be asked by the invigilator 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 examination. Such a student shall subsequently be subjected to disciplinary action if the Disciplinary Committee is satisfied that he/she contravened an institute examination regulation.
- 283 The Chief Invigilator at all examinations shall allow 5 minutes prior to the commencement of any examination, for all candidates to fill in the details on top of their respective answer booklets. They shall check to ensure that this is done correctly after which they shall issue out the question papers, to be placed face down on the individual desks of each candidate. The candidates shall be instructed not to touch the issued question papers until authorized to do so by the Chief Invigilator.
- 284 While an examination is in progress the following shall be observed:
- a. Absolute silence shall be maintained and no communication between candidates shall be permitted.
 - b. A candidate shall not pass, attempt to pass, borrow or attempt to borrow any information, material or instrument, such as pen, ruler, calculator, paper, etc, from or to another candidate.
 - c. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
 - d. A candidate shall not disturb or distract any other candidate during an examination.
 - e. Candidates may attract the attention of the invigilator only by raising their hands.
 - f. Smoking, chewing, eating or drinking of beverages shall not be permitted.
- 285 A candidate may leave the examination room temporarily, only with the express permission of the Invigilator. In any such event, the Invigilator will

be required to satisfy himself that the candidate does not carry out of the examination room, any material related to the examination.

- 286 A candidate who is allowed to leave the Examination Room temporarily will be accompanied by an Invigilator or an Examination Attendant designated by the Chief Invigilator, at all times while outside the examination room. The Examination Attendant must ensure that the student has no access to any reading material while out side the examination room. Upon return, the candidate must comply fully with the Institute examination regulations.
- 287 A candidate who finishes an examination ahead of time may leave the Examination Room provided at least thirty minutes has elapsed since the start of the examination, and after surrendering his/her answer book(s) to the invigilator. The candidate shall not be allowed to return to the Examination Room, while the same examination is in progress, during the same examination period.
- 288 No candidate shall be allowed to leave the examination room during the last fifteen (15) minutes of an examination.
- 289 The candidates shall be requested to fill in the details of the questions attempted on top of their respective answer booklets, during the first five minutes before the start of any examination and no time beyond the official examination period shall be allocated for this exercise.
- 290 At the end of each examination, each candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the Examination Room. Such an act will attract disciplinary action.
- 291 A candidate should not in any way interfere with the stapling of the answer book(s). Any complaints a candidate may have about an answer book should be brought to the attention of the Invigilator. An answer book that has been tampered with shall be regarded as spoilt and will not be marked. Any candidate who hands in a spoilt answer book will be subjected to disciplinary action.
- 292 A candidate who fails to attend an examination without a satisfactory reason shall be awarded a zero mark.
- 293 A student whose parent/guardian, spouse, child or sibling passes away during the teaching or examination period is required to notify the head of his/her department within 24 hours of the receipt of such information. In such cases, normally permission to stay away shall be granted for a period to be determined by the Vice Rector Academic provided that supporting documents are produced. The Vice Rector Academic will then bring such

cases to the attention of Senate.

- 294 A student who becomes hospitalized during the examination period is required to report this to the Dean of Students immediately, who after verifying the students' medical status, will inform the respective Head of Department about the matter, within 48 hours of receiving the report. The students will then be allowed a period of one week to submit all relevant written evidence for consideration by the Vice Rector Academic. The Vice Rector Academic will then bring the case to the attention of Senate, for deliberation and decision.
- 295 Other circumstances resulting in students missing examinations must be submitted to the relevant Faculty Dean at least two weeks prior to the Faculty Board Meeting in which examinations results are to be considered, who will then table this information to the Faculty Board. If the reasons submitted for missing examinations are deemed genuine and satisfactory, the Faculty Board shall then refer the matter to Senate for deliberation and decision.
- 296 Students who become ill during the examination period and receive treatment as outpatients are expected to sit for their examinations, for so long as they are not certified as being medically unfit to do so.
- 297 Any student who falsifies evidence (e.g. medical report, death certificate, etc) shall be de-registered and expelled indefinitely from the institution.

Q EXAMINATION IRREGULARITIES

- 298 Examination cheating or malpractice is a grave offence. Any one found to have cheated or to have been involved in any form of examination malpractice whatsoever shall be de-registered and expelled indefinitely from the Institute
- 299 Examination cheating or Malpractice shall be understood to include any attempt on the part of a candidate to gain an unfair advantage in any examination, and any breach of the Examination Regulations and Instruction to candidates including ;
- i. failure to register attendance in an examination,
 - ii. failure to present a valid student identification and/or examination card in the examination room,
 - iii. refusal to be inspected by invigilators,
 - iv. refusal on the part of a candidate to occupy an assigned place in an examination room,
 - v. ICT or verbal communication or any other form of communication with another candidate or other persons apart

- from the invigilator or examiner during an examination in or outside the examination room,
 - vi. possession inside the examination room of any form of written material in hard copy, E-form or both except as required by the rules of a particular examination,
 - vii. leaving an examination room without permission from the invigilator, or refusal to follow instructions,
 - viii. impersonation,
 - ix. taking examination booklets outside the examination room,
 - x. attempts to change examination booklets outside the examination room,
 - xi. plagiarism,
 - xii. attempts to obtain examination material outside the prescribed examination schedule and examination room,
 - xiii. smoking, eating or drinking beverages in the examination room,
 - xiv. refusal to stop writing after the invigilator has timed out and
 - xv. Contravention of any other examination regulation not mentioned here.
- 300 Any student who helps, conspires or colludes with someone to cheat in an examination or commit an examination malpractice, whether a candidate or not, shall be held equally guilty of examination cheating or malpractice and shall also be de-registered and expelled indefinitely from the institution
- 301 Students must not bring any unauthorized paper (printed or not) or any form of electronic information to the examination room. Should an invigilator catch a candidate in possession of such material, the following steps will be taken;
- i. the material as well as the examination answer booklet shall be confiscated for documentary evidence,
 - ii. the candidate shall then be issued with a fresh booklet on which it's time of issue shall be recorded, and allowed to continue writing the examination,
 - iii. the incident shall be recorded on the Examination Incident Report Form to be signed by both the Chief Invigilator and one of the other Invigilators in the room
 - iv. at the end of the examination and after collecting all examination material and dismissing all the other candidates, the offending student, shall be asked to comment and sign on the Examination Incident Report form, which will be submitted to the Principal Examination Officer, with copies to the relevant

Faculty Dean and Head of Department, immediately after the exam, no later than 24 hours after the occurrence of the incidence.

- v. The student shall be permitted to continue writing the rest of the remaining examinations. The evidence collected and the written statements of the invigilators and student shall then be submitted to the Institute Students' Disciplinary Committee for deliberation. If the student is thereafter found guilty of examination cheating or malpractice, the Committee shall recommend to Senate that the student be de-registered and expelled indefinitely from the institution.
- 302 Invigilators/ Examiners are required to submit written reports to relevant Heads of Departments or other appropriate authorities as soon as possible any instance of a breach of Examination Regulations.
- 303 The Institute's Students Disciplinary Committee shall review all reports received in connection with Examination Cheating or malpractice. If the findings of the Student Disciplinary Committee are that a candidate is guilty of examination malpractice or cheating, the committee shall recommend to Senate that the student be de-registered immediately and expelled indefinitely from the Institution.
- 304 If a student found guilty of examination cheating or malpractice, against who a decision has been entered for de-registration and indefinite expulsion, wishes to appeal against the penalty, he or she shall have a right to a hearing by the Institute Students Disciplinary Committee and may bring a witness to support him or her in the hearing. He or she shall be warned, however, that if the previous verdict is confirmed by this hearing then, the Student Disciplinary Committee may levy a fine of RWF 5,000 in addition to upholding the previous verdict of de-registration and indefinite expulsion from the Institute.
- 305 If a student makes an appeal against a penalty imposed by the Institute Students Disciplinary Committee and then fails to attend the hearing, the appeal hearing shall be held in his or her absence, the evidence available reviewed and the penalty reconfirmed or varied.
- 306 When plagiarism is proven for any component of written assignment, project report for an undergraduate degree or dissertation for a higher degree that has been submitted for summative assessment, the student shall fail the project or dissertation without possibility of resubmission. Further to this the student shall be de-registered and expelled indefinitely from the institution.

- 307 Where plagiarism or other cheating is discovered in a final year undergraduate project report, dissertation or thesis of a higher degree after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider any available evidence in the same way as if the evidence had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a continuous six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree award shall be withdrawn and rule 309 applied. In such a case, the student shall have a right of appeal to a hearing chaired by the Rector of the Institute.
- 308 Where a 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 will be taken to have been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate of this offence and guide the student in making necessary amendments to his/her work.
- 309 A record of any proven charges of cheating, attempted cheating or collusion in cheating related to CA or examinations, and the penalty given or details of acquittal shall be held on the student's file.
- 310 Any member of staff proved to be an accomplice in a case of student examination cheating shall be liable to disciplinary action by the Institute Staff Disciplinary Committee.
- 311 In all instances of examination cheating or malpractice, a formal report shall be made to Senate not later than 3 weeks from the date of any particular incidence. Senate will then review all such reported cases and may vary the imposed sanctions in accordance with the examination regulations.

R REGULATIONS CONCERNING THE USE OF ELECTRONIC DEVICES IN AN EXAMINATION ROOM

- 312 The use of calculators with facilities for storing and retrieving text is not permitted
- 313 The use of calculators with keys in the range A-F that are used with hexadecimal numbers is permitted.
- 314 Portable personal computers, electronic organizers, palm devices, I-pods and mobile phones are not permitted in the examination room.
- 315 Calculators capable of communicating directly with other similar devices

are not permitted.

316 Departments may decide on any particular restriction on the use of electronic devices depending on the requirements of an examination paper.

317 Contravention of rules 315 – 320 shall be considered as examination cheating or malpractice and will be subject to disciplinary action, in accordance with the examination regulations.

S REQUIREMENTS FOR GRADUATION, AWARD OF DEGREES AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

318 Candidates who fulfill all the requirements for graduation shall be conferred with their degrees or diploma at an official graduation ceremony

319 A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

- i. Admission to the program.
- ii. Regular enrolment and attendance in the program.
- iii. Attaining the required credits (480 for Bachelors Degree with Honors). For non credit system, satisfactory performance in the required examinations shall be required.
- iv. Discharge of all obligations owed to the institution including payment of fees, return of library books, etc.

320 Names of candidates who qualify for graduation shall be published in the official Institute graduation book released on the graduation day.

321 Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Director Academic affairs/ Registrar a duly filled and signed clearance form.

322 Original copies of the certificates and transcripts shall be made available for collection from the Director of Academic Affairs, by individual graduants, after graduation. Each transcript shall attract a fee to be determined by the Institute.

323 In case of loss of the degree certificate or its copy , the Institute may issue a copy on condition that:

- i. The applicant produces to the Director of Academic Affairs, a Police Certificate confirming the loss, evidence that the loss had been adequately and publicly announced

on the Radio or in a reputable newspaper with mass circulation with a view to its recovery in an official recognized form or manner in the applicant's home country or where the loss is believed to have taken place.

- ii. A duplicate certificate shall be issued by the office of the Director of Academic Affairs in consultation with the Dean of the relevant Faculty and on the instruction of the office of the Vice Rector Academic Affairs, after payment of a fee to be determined by the Institute.
- iii. The certificate so issued shall be marked "DUPLICATE COPY" across it.
- iv. The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed and the institute has been notified; except such replacement may be issued within a short period where there has been partial destruction of the original certificate or a copy.
- v. A duplicate certificate shall only be issued once the lost one is legally withdrawn and declared null and void.
- vi. In the process of waiting for the above mentioned period to elapse, the institute may decide to issue a testimonial for applicants with urgent need and have fulfilled all other requirements mentioned in i, ii iii & iv.

T INTERPRETATION AND REVIEW OF THE KIST ACADEMIC STUDENT REGULATIONS

- 324 The Board of Directors shall be the final authority in the interpretation of the examination regulations.
- 325 The examination regulations are subject to review by Senate, from time to time, as may be directed by the Board of Directors. Senate may alternatively seek authority from the Board of Directors to review the regulations, where it deems this to be necessary. Any changes in examination regulations shall in all instances be effective upon approval by the Board of Directors.