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COLLEGE OF MEDICINE AND HEALTH SCIENCES (CMHS)
ACADEMIC REGULATIONS

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ACRONYMS

CMHS: College of Medicine and Health Sciences

HEC Higher Education Council

HLIs: Higher Learning Institutions

OSCE: Objective Structured Clinical Examination.

RNQF: Rwanda National Qualifications Framework

UR: University of Rwanda

ACADEMIC REGULATIONS

Introduction

Academic Regulations are a set of rules adopted to define and determine:

- Admission criteria and registration requirements;
- Organisation of educational programmes;
- Assessment modalities;
- Rules governing final papers and dissertations;
- Categories of students;
- Expected students' academic conduct
- Conditions for promotion, repeating a year of study, and discontinuation/exclusion of students;

CHAPTER I: ADMISSION AND REGISTRATION REQUIREMENTS

Section 1: Admission

Article 1: College of Medicine and Health Sciences reserves the right to admit applicants who fulfill the admission requirements set in accordance with the entry profile specific to each programme, in addition to the minimum requirements for entrance criteria as set in the Rwandan National Qualifications Framework by the Ministry of Education.

Article 2: Applicants holding relevant diplomas/certificates or equivalent from outside Rwanda and approved by the Higher Education Council may be admitted to CMHS through the CMHS admission board in consultation with the relevant School.

Article 3: Applicants from other higher learning institutions can transfer to CMHS if the equivalence of their education level is established by HEC. The request shall be submitted at least one month before the beginning of an academic year for which the transfer is sought. The determination of the amount of credit to be awarded, the point of the programme at which the student should join and/or the modules to be taken or exempted will rest with the Admission Board, based on the recommendation by concerned School.

Article 4: As a proof of admission to any programme, the Academic Registrar's office shall issue an admission letter and thereafter a registration letter to the candidate after fulfilling all the requirements of the registration process.

Section 2: Registration

Article 5: Each year's academic calendar indicating registration periods is proposed by the Deputy Vice Chancellor in charge of Academic Affairs adopted by the Academic Senate and approved by the Board of Directors. The Office of Academic Registrar monitors registration and makes sure that opening and closing dates for registration are respected.

Article 6: For new students, the following information shall be published by the institution at least six months before the beginning of the following academic year:

- i. Procedures for registration
- ii. Required documents,
- iii. Entry requirements,
- iv. Fees structure and
- v. Period for registration.

Article 7: For the first registration, the student shall submit the required documents in duplicate and pay in full the registration fees and caution money in accordance with UR fees structure.

The required documents include:

1. A certified copy of the relevant educational qualifications;
2. A medical certificate not exceeding three months validation;
3. A copy of national identity card or passport;
4. Two recently taken passport size photographs.
5. Proof of financial clearance/sponsorship

Article 8: Continuing students including those repeating the academic year shall register individually at the Academic Registrar's office two weeks before the beginning of the following academic year, and shall submit the financial clearance to complete the registration process.

Article 9: The amount of tuition fee shall be proposed by UR Management and approved by the Board of Governors Directors in accordance with the Ministry of Education policy. Tuition fee is paid before or during the registration period except when otherwise authorized by the UR Management.

Article 10: Late registration will be subject to approval by the Admission Board and a mandatory penalty fee of five thousands Rwandan Francs (Rwf 5000) per week of delay except when exempted by the Admission Board. No registration will be accepted two weeks after the end of registration period.

Article 11: A student's registration may be cancelled at any time during the academic year by the Principal on the grounds of absence without permission for two weeks.

Such cancellation shall last for a period of one academic year. The student shall re-register for the cancelled year of study in the following academic year. In a case of serious omission, false declaration at registration or a serious violation of the rules governing UR, a student shall be indefinitely excluded, and legal action may be taken against him or her.

Article 12: A student may make a written request to the Dean to suspend his/her registration.

Except documented emergencies, only a request submitted not later than two weeks after the beginning of academic year will be considered and the decision will be taken by the Principal on the strength of the evidence provided. The suspension shall be granted only once and for a period of one year. An exception on such period may be made in cases of serious or debilitating illness/ handicap, or any justifiable reasons, and this extension of the suspension period shall not be more than two years.

Otherwise, a student shall re-apply for admission

Article 13: In case a student abandons studies for a period exceeding one month without permission, he/she shall be considered as indefinitely excluded.

Article 14: Upon completion of registration process, the Academic Registrar's office shall issue a student's identity card, indicating the name, registration number, programme and level of study. It bears among other details, the photograph of the student and the academic registrar's signature. Replacement card can be issued as a duplicate upon presentation of a police report and payment of five thousands Rwandan francs (Rwf 5000).

Article 15: When, for whatever reasons, a student is discontinued before the end of the academic year, he/she shall hand all items belonging to UR that would be in his/her possession, including student's identity card, back to the Academic Registrar's office within five working days.

Article 16: Orientation is compulsory for newly registered students at the beginning of each academic year.

CHAPTER II: TEACHING AND LEARNING ORGANISATION

Section 1: General Teaching-Learning organization

Article 17: The medium of instruction and assessment shall be English.

Article 18: UR teaching and learning activities are organized according to the semester system. Each academic year comprises of two semesters and at the end of each semester, the results are approved by the Academic Senate. Any change to the academic calendar shall be approved by the academic senate.

Article 19: At the end of each academic year, the School Council designs the annual plan of its School for the following academic year and submits it to the academic quality committee for review before being finally approved by the College Council academic senate.

Article 20: The Academic Registrar shall release the full semester teaching and learning timetable at least one month week before the semester begins.

Article 21: Teaching-learning activities shall be carried out in accordance with individual module specifications which may include: (1) lectures, (2) tutorial sessions,(3) tutorial assignments, (4) laboratory including skills laboratory demonstrations, (5) clinical/field training, (6) community outreach (7) research projects, and other related educational activities which aim at consolidating student knowledge, skills, and change of attitudes.

Article 22: Each programme consists of modules with a particular number of credits required in order to obtain a relevant academic award, in accordance with the RNQF for Higher Education. Each curriculum should specify pre-requisite module(s) to the subsequent

one(s).

Article 23: Each module, including clinical training, is valued in terms of credits. One credit is equated to 10 hours of notional student learning effort. One academic year of fulltime undergraduate study is equivalent to 120 credits. For clinical/field training module, the number of credits shall be in accordance with individual programme and approved by College Council. Each teaching-learning session is 50 minutes.

Article 24: All modules in the programme are assigned to the team that has the required competence for facilitating learning. The members of academic staff who undertake such an assignment form a module team, headed by a module team leader.

Article 25: Each module has a unique title (name) and unique code made up of:

1. a three-letter providing a mnemonic for the title of the module;
2. a code of the department responsible for the module;
3. number of the module level, as defined in RNQF;
4. number of credit weight for the module.

Article 26: Each module leader must submit to the departmental council the module guideline for approval before it is given to students.

Article 27: Each student will receive a soft copy of the module guideline at the beginning of the module. Module guideline shall include:

1. the objectives of the module;
2. the expected outcomes from the module;
3. the detailed topics and subtopics to be covered;
4. the detailed schedule of delivery of topics;
5. the teaching-learning methods;
6. the schedule for continuous assessment;
7. the assessment weighting and criteria;
8. the main text book and a list of references.

Article 28: A module is considered complete if the number of hours for teaching learning activities that were conducted is at least 90% of the planned hours in the programme, except for clinical training modules which must be conducted at 100%.

Article 29: Students are considered to have completed their studies and obtain their awards once they have passed all of the required modules and accumulated the required number of credits.

Section 2: Regular Attendance

Article 30: Attendance at lectures, seminars, practical, and Continuous Assessment tests, is compulsory. A lecture session or any other teaching-learning activity shall start according to the scheduled timetable; therefore, the lecturer has the right to deny entrance to students that come 10 minutes late.

Article 31: A student shall not miss lectures, seminars, and practical without prior permission of the head of department or his/her representative. To meet the class attendance requirements, students should have attended at least 90% of the total learning activities of each module, and 100% for clinical/field training. Attendance check up is the responsibility of each lecturer while the head of department ensures that this is implemented.

Article 32: Each student shall use uniform for specific academic activities and display his/her student card in all academic activities. Failure to do so will deny a student access to academic premises and clinical activities.

CHAPTER III: ORGANISATION OF ASSESSMENTS

Section 1: Assessment methods and procedures

Article 33: All tests and final examinations shall be set in accordance with UR approved structure of examination guidelines.

Article 34: For the completion of a module, two major assessments have to be conducted: continuous assessments and a final examination. The above assessments shall include, but not limited to, take home assignments, group assignments, essays, written tests, OSCE, field assignments as well as written or oral examinations. It is the responsibility of each lecturer to abide to assessment methods stated in the curriculum and module description. Assessment procedures need to be clearly informed to students at the beginning of the module through the module guideline distributed to students.

Article 35: Clinical/field training modules shall comprise of continuous assessments at the end of each rotation and the aggregation mark shall be made for the whole module. The clinical/field training shall be undertaken by a student after he/she has passed successfully the OSCE of the prerequisite module where applicable. The end of cycle clinical/field examination shall be conducted as part of final clinical/field placement module.

Article 36: Students will receive feedback on their grade and performance on coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same module, whichever is earlier..

Article 37: All continuous assessment tests shall be moderated by the module team and approved by the module leader. All final examinations shall be approved by the departmental examination council. The final examination and the marking scheme will also be subjected to moderation by the School examination board.

Article 38: A ten credit module shall normally be assessed by a one to two hour examination and/or one substantial piece of coursework. A twenty-credit module shall normally be assessed by a three- hour examination and/or two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.

Article 39: External examiners from accredited higher learning institutions shall be appointed by the academic registrar in consultation with Deans of School and heads of department to evaluate modules, research projects, assessment methods and procedures, as well as the curriculum.

Article 40: Each final examination script shall be marked by at least two examiners. One of the examiners shall be the lecturer who will have taught the module/unit, the second examiner shall be appointed by the departmental council. If the difference in marks between the two examiners is more than five percent (5%) of their average mark, a third examiner shall be involved; and if he/she gives a mark different from the marks of the first two examiners, the average mark of all the three examiners shall be made and considered as final.

Article 41: The module leader shall submit a hard copy of his/her typed examination and the marking scheme to the head of the department. Thereafter, the head of department shall forward only the examination papers to the examination office for its administration.

Examination papers along with module description shall be sent to external examiners by post four weeks prior to its date of administration.

Article 42: All examinations shall indicate the code and name of the module, the duration of the examination, name of the department, programme, the date and time of administration, mark allocation for each question and other relevant instructions.

Section 2: Admission to Assessments

Article 43: Admission to examination is subject to regular attendance of at least 90 % of the module and full time attendance of clinical/field placements and practical training.

Article 44: A student who faces unanticipated circumstances that would prevent him/her from attending the examination shall notify the reason for absence in writing with supporting evidence to the Head of department with a copy to the Dean of the concerned School and the academic registrar not later than two (2) working days after the occurrence of the incident.

Section 3: Invigilation

Article 45: It is the responsibility of the School to appoint/avail trained invigilators of examinations and the venues. A minimum of two invigilators shall supervise each examination and module leader as chief invigilator. If there are strong reasons to be absent, the Head of department shall take the responsibility. If there are more than thirty students, they shall be supervised by more than two invigilators, in ratio of one invigilator by fifteen students' increase.

Article 46: During the clinical assessments, every student performing a procedure shall be assessed by not less than two examiners.

Article 47: Invigilators shall be in the examination venues at least 30 minutes before the commencement of examinations and shall have the responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted according to UR assessment regulations. They are required to give their undivided attention to the surveillance of candidates and must not take into the examination room any work or reading material.

Article 48: No student shall be allowed to enter the examination venue without presenting valid examination pass provided by the academic registrar's office, indicating clearance of tuition and other fees.

Article 49: Students shall sit in the examination venue at least 15 minutes before the commencement of the examination. Students shall be seated as directed by invigilators.

Article 50: Invigilators shall check up the candidates' identity, ensuring that instead of names of students, registration numbers are written on the examination answer booklets.

Article 51: Except where specified, students shall not be allowed to bring into the examination room any books, papers, calculators with text facility or any other materials that may facilitate cheating. Mobile telephones are prohibited in the examination room. The violation of this article will be treated as cheating.

Article 52: The chief invigilator informs the students at half time, thirty minutes, and ten minutes before the end of the written examination.

Section 4: Academic malpractices

Article 53: Any form of academic malpractice is a serious disciplinary offence. It includes, but is not limited to, plagiarism and submitting another person's work as your own, the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents, use of prohibited materials, sharing of answer sheets.

Unsuccessful attempts to cheat are regarded as successful cheating.

Article 54: Cheating cases and/or complicity in cheating are punishable by repeating the academic year and do all the modules. Plagiarism is punishable by expulsion and the name of the student shall be published on the CMHS notice board, and communicated to all HLIs in Rwanda.

Article 55: A student who will be proved to have cheated during assessment or to have disrupted any assessment process will be allowed to appeal in writing to the Chairperson of Academic Senate within three working days on condition that he/she brings new

evidence or information, and the Chairperson of the Senate would use his/her discretion to see if the new evidence(s) was/were convincing enough to be put as item on the Academic Senate agenda or if he/she could respond to the student without involving the Academic Senate.

Article 56: The lecturer, or the invigilator(s), who has/have noticed the offence shall fill an incident form and shall write a statement on the spot, attach the evidence, and shall then submit it to the Head of department. The Head of department forwards it to the Dean of School with copy to the Academic Registrar, the Deputy Vice Chancellor in charge of Academics affairs, and the student accused of cheating. The Dean of School shall forward the case to the CMHS academic disciplinary committee that shall study the case and make recommendation to the Academic Senate.

Article 57: If any lecturer or staff member is suspected of facilitating, or of complicity of cheating or attempting to cheat, a written incidence report by the witness will be submitted to the Dean of faculty who shall submit the case to the Academic Registrar. The Academic Registrar shall report the case to the disciplinary committee; and give copies to the suspect and the Deputy Vice Chancellor in charge Academic Affairs. If the lecturer or staff member is found guilty he/she will be subject to dismissal from UR. However, the concerned person has the opportunity to appeal to the Vice Chancellor within three working days.

Section 5: Awarding and Calculation of Marks

Article 58: The grade of modules shall be made up of the marks for individual assessments, weighted as approved in the programme specifications. All Continuous Assessments and examination marks shall be presented as percentage scores.

Article 59: The final marks of modules without practical component include 60% of continuous assessments and 40% of the final examination weighted according to the programme specifications.

Article 60: For modules with a practical component, the final marks of each module are awarded as follows: 25% for theoretical continuous assessment, 35% for practical continuous assessment and 40% for the final examination. The last one may be totally theoretical or comprising both theoretical and practical components, and in the second case, the weighting of marks shall be as mentioned for continuous assessment.

Article 61: At the end of the programme, the final grade shall be calculated based on grades of the last two levels. These marks shall also include clinical/field placement and the research project modules, which are part of the final year total credits.

Article 62: The end of cycle clinical/field examination must be passed before the final grade is determined. In case a student fails the end of cycle clinical examination, he/she shall register for the following academic year and shall undergo clinical clerkship for a period proposed by the department and approved by the College Council .

Article 63: Each module leader hands in continuous assessment and final examination marks to the head of department not later than two weeks after each assessment or examination. No changes shall be made to the marks already handed to the departmental council either by the relevant lecturer or head of department. The changes can only occur in case of errors duly verified by the departmental council.

Article 64: Every student is entitled to access his/her continuous assessment results before copies are handed in to the department. The end of module examination scripts may be accessed by the students under supervision of module leader only after double marking. Then, the module leader shall submit the marks to the department.

Article 65: At the end of each semester, the departmental council shall consider the students' marks and grades, and forward the decisions to the School council for validation. The School shall then forward the recommendations to the College Council for approval.

Article 66: Students' annual marks/grades and decisions on progression shall be published two days after the official approval by the College. Examination results shall be displayed on college notice-boards or may be accessed on the college website. Students' examination results shall be indicated by students' registration numbers.

Article 67: CMHS shall withhold issuing statements of results to students owing fees or property to the UR.

Section 6: Progression requirements

Article 68: The student passes automatically if he/she has at least 50% for undergraduate, 60% for postgraduate programmes in each module and 60% in clinical/ field placement module. A student who does not obtain 60% in clinical/field placement, even if he/she has passed other modules, automatically repeats all the modules of the year.

Article 69: A student who fails 20 credits or less out of shall be promoted to the next level with the carry forward of the failed module(s). Where the failed modules are prerequisites the student shall not be promoted to the next level. Instead, he/she shall register for the next academic year and repeat only the failed modules.

Article 70: A student who fails more than 20 credits up to 40 credits out of 120 credits will automatically repeat the year. Such a student shall register for the following academic year and repeat only the modules he/she failed. A student who fails repeated module(s) shall be disqualified from the program; and may opt to register for another program, or discontinue.

Article 71: A student who fails more than 40 credits up to 60 credits out of 120 credits in a year may opt to register for another program of study or discontinue.

Article 72: A student who fails more than 60 credits out of 120 credits in a year will be discontinued.

Article 73: A student who repeats a year shall register and pay for the module(s) he/she has to repeat. No student is allowed to repeat more than twice during the whole period of study in a particular program.

Article 74: Failure for a student to demonstrate professional requirements other than academic failure, the School Council shall take necessary action, and the action will be forwarded to College Council for approval.

Article 75: A student who has qualified to progress but has failed English language test may be permitted to progress to level 2. No student will be permitted to progress from level 2 to 3 until they have passed the test.

CHAPTER IV: RESEARCH PROJECTS

Article 76: Research projects shall comprise of a research report for bachelor's degrees, dissertations for master's degrees and theses for doctoral studies. Research reports for bachelor's degrees shall be assigned 30 credits, for masters degree, the number of credits will depend on the nature of the programme. Research projects may include investigations or experimentations, making some contribution of knowledge relevant to a particular discipline and pertinent to the needs of the community. Advanced diploma programme shall not have requirement for a research report.

Article 77: A research project must be an individual work for master's and PhD students. For bachelor's level, four students at maximum may undertake one research project. In both cases, the project must be their original work. Research projects form an integral and compulsory part of a student's programme. They must be submitted within the time specified

Article 78: A student(s) shall submit and present his/her (their) research project in accordance with the institutional Guidelines for Research Projects as shall be amended from time to time.

Article 79: Supervisors and co-supervisor(s) of research projects shall be chosen on the basis of their qualifications and competence and shall be from UR academic teaching/ research staff or from recognized institutions.

Article 80: In case of conflict between the student and his/her supervisor/co-supervisor; the case shall be submitted to the department council for scrutiny and solution, failure to agree, the case shall be submitted to the School council for a final decision.

Article 81: Where the research project forms the final assessment of the programme, no resubmission of an undergraduate Project or Masters Dissertation, or extension of the time, shall be allowed except where submission was delayed for medical reasons

Article 82: Oral presentation of the research project shall be scheduled only if two or at least three members of the panel for undergraduate and postgraduates respectively are available. Oral presentation is held in open session for academic community only. The research project shall be graded according to its quality and oral presentation.

Article 83: The panel is appointed by the departmental council for undergraduate and by the college for postgraduate programmes. It is made up of the chairperson, who shall be the most senior of the members, Members of the panel shall be full-time or part-time academic members of CMHS or from recognized institutions. However, the secretary shall be a full-time academic staff member of the concerned department. Where there is substantial disagreement among members of the panel, the view of the Chair shall prevail.

Article 84: The project write-up represents 60% while oral presentation represents 40%. The panel members shall decide on the quality of the project before its presentation. A project shall not be presented if its score is less than 50% of the write-up component. For higher degrees, it will depend on the programme requirements.

Article 85: For the undergraduate programmes, the student(s) shall bring 3 copies of his/her (their) final research report to the department not later than eight weeks before the end of the academic year. Oral presentation of the research reports shall take place within three weeks after submission. Within three weeks after presentation, the student(s) shall hand in two corrected hard copies and an identical electronic version of the research project to the department for approval. The head of the department shall forward the approved version to the library.

CHAPTER V: ACADEMIC AWARDS AND FINAL PROVISIONS

Article 86: A student cannot obtain two or more awards following completion of one programme except at the discretion of the Academic Senate.

Article 87: No academic document will be issued to students without clearance from the dean of students, the head of department, director of library, director of finance, the School dean and the academic registrar. The clearance document duly signed is submitted to the academic registrar for issuance of official academic documents.

Article 88: Every official document issued by the College shall always bear the official stamp or seal of the College and the signature of the appointed authority.

Article 89: At the end of each academic year, an academic transcript shall be issued to the student on request and after payment of necessary fees. The academic transcripts shall be signed by the Academic Registrar.

Article 90: All College awards shall be duly signed by the Principal and shall bear an Official College seal.

Article 91: Where a case does not have any reference in these regulations, the general academic regulations of the HEC shall be applied.

Article 92: All previous provisions contrary to the present regulations are invalid.

Article 93: The present amended CMHS Academic Regulations shall come into effect the day it will be signed by Principal of College of Medicine and Health Sciences.

GLOSSARY

Annual Average Mark: The average mark obtained by a student in the two semesters of one academic year

Candidate: A student who is registered and qualifies to sit for examinations

Carry forward: A module to be repeated by a student who is promoted to the upper level

Clinical clerkship: A period of medical education in which students practice under the supervision of a health practitioner

Continuous Assessment: Involves quizzes, take-home assignments, case studies, laboratory practice including OSCE, short tests, oral presentations, and field/clinical work reports where applicable. It excludes the final examination of module

Credit: A unit that gives weighting to the value, level or time requirements of a module unit/module. For a taught module unit/module, 10 hours constitute one credit.

Discontinuation: Exclusion by cancellation of registration

Exclusion: Cancellation of Registration

Final examination: An assessment done at the end of the module

Indefinite exclusion: Cancellation of registration and barring the candidate from re-registering in CMHS

Module: A group of related units that may be taught in logical sequence. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes

Module Leader: The person responsible for coordinating the teaching/learning and assessment activities related to any particular

Module Team: Members of academic staff who facilitate learning on a given module

New student: Student registered for the first time in any programme

Pre-requisite module: A module for which a student must have obtained credit before undertaking another specified module or modules.

Programme: The totality of modules offered towards the award of a certificate

Programme Specification: 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 programme.

Registration: Admission of a student into KHI for any programme of study offered by the Institute

Registration Fees: The fees paid by a student for processing registration documents.

Repeating: Attending and being examined in all modules or only module(s) failed in a particular year of study after failing to secure progression

Student: Any person admitted to any programme of study offered by the Institute.

Uniform: Professional attire that is worn by all CMHS students in specific academic activities.