

KIBOGORA POLYTECHNIC

STUDENT GUIDE TO ORIENTATION & CONDUCT

PART I

1. APPLICATION

- a) These guidelines and regulations shall apply to all students of KIBOGORA POLYTECHNIC
- b) Nothing in these regulations shall exclude the enforcement of the laws of RWANDA against any student and the application of the existing rules and regulations or such rules and regulations as may be made from time to time, pertaining to the library, examinations or other faculties /departments of the institution for the guidance of students in the respective places.
- c) These regulations are based on the *Student Regulations and Disciplinary Procedures* published by NCHE. Where there is any conflict between these regulations and those published by NCHE, the latter take precedence.
- d) Where conduct is not specifically governed by these or any other regulations, students shall act at all times with courtesy and consideration to others and with regard to the good name of the institution.

2. ORGANIZATION

2.1 Kibogora Polytechnic has various administrative organs:

- a) Board of Directors: the supreme governing body of the University that oversees the strategic management and governance of the institution.
- c) Senate: handles the academic affairs of the institution, including programme approval and the admission, assessment and awards of students
- d) Executive committee: handles the day to day running of the institution
- e) Faculty Council: addresses all matters of the operation of each Faculty

Each committee convenes appropriate sub-committees to conduct its work. There are elected student representatives on the Board and the Senate, and for each programme, to whom students should refer issues or queries.

2.2 The key positions in the institution

a) The Rector:

- Chief Executive Officer
- provides leadership for the academic, administrative, and financial affairs of the institution
- presides at ceremonial assemblies of the institution

b) Vice-Rector in charge of Administration and Finance:

- assists the Rector in the performance of hi/her functions and oversees the finances and administration of the institution
- Responsible for preparing and reviewing the welfare of all the institution staff

c) Vice-Rector in charge of Academic Affairs:

- to assist the Rector in the management of all academic affairs of the institution
- directly responsible for overseeing the work of the Deans

d) Dean of Faculty

- responsible for the academic and organizational affairs of the faculty. Faculties will be comprised of Departments, but these are not yet formed at this stage in the development of the institution.

PART II

GENERAL INFORMATION

Higher education institutions have a duty of care with regard to their students and staff, and a satisfactory standard of behaviour is required from both students and staff (a) in order for the institution to function and (b) that students can freely follow their courses of study. Institutions have a positive role to play in encouraging all students to perform responsibly and effectively in their studies and helping to solve problems that are hindering them from doing so.

It is, therefore, anticipated that in all except criminal matters every effort will be made by staff to resolve matters informally through day-to-day counselling and advice before the formal procedure is invoked. Should the required improvement not be forthcoming or if the perceived disciplinary problem is sufficiently serious, the formal procedure should be adopted.

The purpose of the procedure is to provide guidelines and a structure to ensure that disciplinary matters are dealt with promptly, fairly, consistently and in a transparent and accountable manner. The emphasis should be on the identification and correction of problems rather than on punishment.

The institution has rules and regulations which students must observe. Some relate to exams and others are general rules that will govern the students' community these must be adhered to by all students at all times, violation of which is punishable. Students should ensure that they read and understand all the university rules and regulations and abide to them.

1. Categories of students

- The institution is open to any person fulfilling the admission requirements. There are admitted full-time students and part-time students.
- A full-time student is a student who registers for all modules of a programme and sits for examinations of all modules in accordance with the fulltime academic calendar in order to be awarded a diploma or a degree. Full time students must have not less than 1200 learning hours per year
- A part-time student is a student who register for modules of a programme and sits for examinations of these modules to be awarded a diploma or a degree after covering the whole programme in a longer period of time than fulltime

2. Student card

Each student will be issued with a student card. All students are required to produce cards on request. A student card must bear compulsorily the name, student number, photograph and signature of the student and the institution seal. A student who loses his/her card shall pay the fee obtaining at the time for a new student card.

3. Institution property

- a) every student shall exercise the highest standard of care in handling institutional property so as to avoid possible damage
- b) no institutional furniture or property of any description shall be taken away from its place without the written consent of the Dean/ Head of Department concerned.
- c) Institutional property shall not be lent to students except where authorized by the Dean or a Vice-Rector
- d) Any student who damages or lose institutional property shall pay the cost or part of the cost of repair or replacement of the property as the circumstances of the case may be.

4. Transport to and from the institution

It is the responsibility of the students to find their own transport to and from the institution.

5. Library facilities

All students have a right to study in the library as and when there is no condition attached, such as failure to present a student card or otherwise. Library opening times will be publicized in handbooks.

6. Payment of institutional dues

- a) Registration fees and other requisite fees (including fines) shall be determined every year by the Board of Directors and made known to the public at least five months prior to registration opening.
- b) Fees may be paid in full at the start of the academic year or in two equal instalments at the start of each semester, in which case the student must re-register each semester.
- c) All fees must be paid before the student attends classes or sits for the examinations. A student who attends lectures and fails to pay up tuition fees and hence misses examinations for a particular semester shall be considered a debtor to the institution and must clear all the fees due before registering for another academic year.
- d) A student who is a debtor to the institution may not be allowed to sit his/her examinations or proceed further with his/her studies or to receive an institutional award.
- e) Any student who misses examinations for two semesters because of the money owed to the institution shall be withdrawn.

7. Attendance of lectures and tutorials

- Attendance at timetabled lectures, tutorials, seminars, practical, examinations and scheduled courses of instructions is compulsory. Non-attendance will be penalized in accordance with the Academic Regulations.
- Preparation for seminars, tutorials and other sessions as required by the tutor is compulsory.
- Any request for the student non attendance at classes, practical work, exercises and examinations shall be submitted to the Dean/Head of Department who will inform the lecturer of the course if the request is granted
- Non attendance at classes, practical work, exercises and examinations due to illness or other good causes shall be notified in writing and the notification shall be submitted at latest in the following week to the Dean/Head of Department or to the administration office – email kibogorapoly@gmail.com

- Practical work and internships shall be fully carried out according to procedures determined by the Faculty

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8. Correspondence

- a) All official correspondence by the student government or other official bodies within and outside Rwanda shall be channeled through the dean of Students, and or other the Rector.
- b) No student or group of students shall with ill intent, print/publish and disseminate or otherwise circulate any offensive, false, malicious or slanderous information of any sort. This includes postings on Social Media websites, including private postings which are then published by others.
- c) No student association or group of students of any description shall print or issue any anonymous letter, circular or document.

9. Cleanliness

- a) Every student shall always be in mode of dress, neat and decent. The institution reserves the right to exclude any student deemed indecently dressed from the institution activities including lectures
- b) Students are expected to assist in keeping the premises and compound of the university to the highest standard of cleanliness.
- c) Any student who litters the compound and other premises of the institution shall be in breach of these regulations

10. Handling and consumption of alcohol and other intoxication drugs

- a) It is a breach of regulations for a student to be within the university campus while drunk or intoxicated by the voluntary consumption of alcohol.
- b) No student shall take any intoxicating drugs such as khat, opium, cocaine, marijuana or any other related drugs in the mentioned category.
- c) Smoking of any kind is prohibited on the university campus.

11. Rules and regulations for the conduct of the students

- a) **Disciplinary Offences**

A student commits a disciplinary offence if he/she:

- Conducts himself/herself in a manner prejudicial to the good image and reputation of the institution e.g. by assault, stealing, robbing, or fighting
- Brings the institution into disrepute
- Commits any act of dishonesty
- Breaches examinations regulations
- Breaches health and safety regulations
- Is insubordinate, insulting, rude or uncooperative to authority or any member of the institution community
- Neglects or fails to fulfill his/her institutional duties/ responsibilities
- Commits any act of indecency as defined by laws of Rwanda, such as indecent assault and indecent practices
- Is dressed indecently, improperly or in a manner distracting to the learning of others in lecture rooms, examinations, workshops or labs
- Distracts the learning of others by unpunctuality or any form of disruptive behaviour in lecture rooms, examinations, workshops or labs
- Is convicted of a criminal offence in a court of law where the offence is prejudicial to the good image of the institution
- Divulges institutional information to unauthorized persons,
- Fails or neglects to attend to his/her personal appearance and cleanliness
- Fails or neglects to attend or observe punctuality at any official function
- Seeks political favour or practices political partiality while performing his/her duties/ responsibilities
- Uses abusive language
- Conducts himself/herself unprofessionally. Smokes or drink alcohol on the campus
- Absents him/her self for:
 - one or two lectures/practicals without written permission from the lecturers concerned
 - more than two lectures/practicals without written permission from the head of department

- Allows a mobile phone to ring in lectures, examinations or workshops. Offending mobiles will be confiscated.

b) Library rules and regulations

- Maximum silence/ order must be observed in and around the library
- Use of mobile phones i.e. receiving/ringing is strictly prohibited in the library. Offending mobile phones will be confiscated.
- Handbags, bags and other similar items, must be left on the table at the entrance of the library, at the owner's risk
- Stealing of any library reading material/property is a criminal offence. Jackets, coats will be checked
- Maximum cooperation with library workers is expected at all times in the library
- No eating/drinking/smoking in the library
- Damaging of any library reading materials is a serious offence
- No library furniture should be moved out of the library
- Respect the seating arrangement in the library

PART III

PROCEDURES FOR DISCIPLINARY OFFENCES

ALLEGATIONS OF CRIMINAL MISCONDUCT

1. Where any member of staff receives an allegation of criminal misconduct against a student, he or she shall record the allegation (but without undertaking any further investigation or attempting to test the evidence). If the nature of the allegation suggests danger to any student or member of staff the matter shall be reported immediately to the police. If this does not appear to be the case, the staff member to whom the allegation is reported shall immediately consult the Rector, or in his or her absence one of the Vice Rectors, or in their absence another member of senior staff.

2. Unless there is, quite clearly and beyond dispute, no basis to the allegation, the senior member to whom the allegation is reported shall immediately consult the Rector or one of the Vice Rectors if they can be contacted, and then report the matter to the police.
3. If the police decide to proceed with the case, staff and students shall cooperate fully with them. No further internal investigation of the alleged offence shall take place until the police have completed their investigations.
4. If the police do not detain the alleged offender, and it seems to him or her that staff or students could be in danger, the Rector or the most senior member of staff present shall exclude the alleged offender from the campus. This action must be confirmed by the Rector or Vice Rector Academic within 24 hours, and a notice of suspension issued.
5. If the police decide not to proceed with the allegation, or when their investigation is complete, the Rector and Vice Rectors shall confer to decide whether to proceed with internal disciplinary procedures.
6. A student convicted of and imprisoned for a serious criminal offence may be permanently excluded from the campus by the Rector without further investigation or disciplinary procedure.
7. In other cases where a student is convicted of an offence, guilt of the offence may be taken as proven but the disciplinary procedures shall be used to determine the penalty to be applied by the institution. If the police decide not to proceed with the case, this does not preclude the institution from proceeding with the disciplinary procedures.

INTERNAL DISCIPLINARY PROCEDURES – GENERAL PRINCIPLES

8. No disciplinary action will be taken against a student until the case has been fully investigated.
9. In reaching a disciplinary decision, note should be taken of the evidence for the alleged misconduct, its gravity and the disciplinary record of the student.
10. All allegations of misconduct shall be reported in the first instance to the Vice Rector Academic or the Registrar. It shall be his or her duty to decide, in consultation with the Dean of the Faculty responsible for the student's course of studies, whether the case initially presented is sufficient to call for further investigation and/or the use of disciplinary procedures.
11. Except for gross misconduct, no student will be permanently excluded from the campus for a first breach of these regulations.
12. A student will have the right of appeal against any formal disciplinary action.
13. A student will at all stages have the right to be accompanied by a friend not acting in a professional capacity, and the Students' Union shall have the right to send a representative to any disciplinary hearing.

STAGES OF DISCIPLINARY PROCEDURE FOR LESS SERIOUS OFFENCES

14. 'Less serious offences', in these regulations, is defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes damage to the institution's property, but does not make it difficult or impossible for the institution to trust the offender or staff or students to work with him or her. See 11(a) of Part II above.
15. *Stage 1* - If the level of alleged misconduct is such that the Vice Rector Academic and Registrar decide, on a preliminary view, that a formal oral warning may be appropriate, they will inform the student and they will convene a hearing. The hearing will involve the student (and his/her representative, if any), the Vice Rector Academic, the Registrar and the Dean of the Faculty responsible for the student's course of study, or his/her representative. At the end of the hearing, and if the student admits the offence, the Vice Rector, Registrar and Dean will decide whether to issue a formal oral warning. If a formal oral warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence and argument presented to the Vice Rector Registrar and Dean is judged by them to support the allegation, then the institution shall proceed to Stage 2 of these proceedings.

Stage 2 - if the level of alleged misconduct is such that a formal written warning is judged appropriate or the student has failed to heed an initial oral warning, a formal hearing will be held involving the same personnel as for Stage I. If the student concurs in a finding of misconduct and has no previous disciplinary record, then a formal written warning shall be issued stating clearly the nature of the offence and what the student is required to do or refrain from doing. If there is a record of misconduct and/or the student does not concur in the judgment, the Vice Rector, Registrar and Dean shall determine whether to issue a written warning or proceed to Stage 3.

Students have a right of appeal following any disciplinary action. (See Paragraph 23.)

Stage 3 - If a student has failed to heed a formal written warning, the Vice Rector Academic will then convene a Stage 3 hearing involving the same personnel as for the preceding level. On the basis of this hearing they shall decide whether it is appropriate to issue another written warning or a final written warning

16. The Rector will hear any appeal against a final written warning.
17. The outcome of any level of disciplinary hearing shall be notified to the student orally and in writing within three days of the date of the hearing. The notification shall include details of the complaint, a clear specification of the improvement required, the timescale within which improvement must be achieved and consequences of failure to improve or repetition of the offence.
18. A record will remain on the student's personal file for a year after a formal oral warning and for two years after a written warning. The student will be informed when the record is expunged and may apply to have it expunged on the appropriate date.

DISCIPLINARY PROCEDURES FOR GROSS MISCONDUCT

19. 'Gross misconduct' is defined in these Regulations as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible.' Gross misconduct' includes, but is not limited to, cases of: theft; fraud, including deliberate falsification of records; fighting; assault on another person (including

sexual assault); bullying and harassment of a student or a member of staff (including sexual harassment); harassment on the grounds of sex, marital status, disability, , race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background; deliberate damage to the institution's property; incapability on campus through alcohol or being under the influence of illegal drugs; negligence which causes or risks unacceptable loss, damage or injury; continued refusal to carry out a reasonable request or instruction; wilful and/or confirmed breach of safety rules; disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.

20. Where a student is accused of gross misconduct, as defined above, the Vice Rector Academic (or, in his/her absence, the Registrar or the Dean of the Faculty responsible for the student's course of studies) may, following consultation with the legal advisor, exclude the student from campus, pending a hearing to consider the appropriate action to be taken. The hearing will be convened as soon as possible thereafter and in all cases within fourteen days. This hearing will involve the same personnel as a Stage I hearing plus the Director of Quality or a full professor from outside the student's Faculty.
21. Any student excluded under 20 above shall be entitled to receive written notification of the suspension from the Vice Rector Academic within three calendar days (excluding weekends and Public Holidays), setting out the grounds on which the decision to suspend has been taken. Exclusion would normally take place only when investigation is inhibited or there is a risk to students or staff.
22. The procedures for a hearing for gross misconduct shall be the same as those for Stage 3 hearings (above), but including also the Director of Quality or a full professor from outside the student's Faculty. If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are: a) Exclusion from campus for a fixed period of up to three years (following failure to comply with a final written warning); b) Permanent exclusion from campus d) In exceptional mitigating circumstances, a final written warning (following gross misconduct). The hearing shall also determine whether or not to allow the student to be awarded any academic qualification he or she may have earned so far in his or her course of studies.

RIGHT OF APPEAL

23. All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of disciplinary action. Notice of intention to appeal shall be submitted in writing to the Vice Rector Academic within seven calendar days of the receipt of written confirmation of disciplinary action.

24. An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal. The appeal will be held in accordance with the Format for Disciplinary Hearings, detailed in an Appendix to these Regulations, and shall be conducted by the Vice Rector Academic, the Registrar and a Dean from a Faculty not responsible for the student's course of studies.

25. Appeals against final formal written warnings or exclusion from campus shall be heard by the Rector. In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.

26. Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Rector against the exclusion, who shall determine the appeal as soon as practicable. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.