

**KIBOGORA INSTITUTE A.K.A.  
"KIBOGORA POLYTECHNIC"**



**ADMISSION POLICY AND CRITERIA**

**October 2021**



## INTRODUCTION

Kibogora Polytechnic (KP) operate their admissions policy in line with their Equality and Diversity Policies. The admissions policy applies to all programs. No applicant will be refused admission unreasonably or on other than academic grounds or fitness for the program.

This policy sets out the academic, medical (physical and mental) and moral criteria for admission and the specific requirements for different diploma and degree programs. Each student has to meet any specific requirements laid down by the program they are intending to study, including medical and moral ones. Such additional criteria will be included in the documentation submitted for the validation of the program.

### **Academic Requirements**

The general academic requirements for admission are set out in the General Academic Regulations. To be admitted to the first year of our undergraduate programme it is necessary to have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education or a qualification or other evidence of ability to study on the programme which is considered equivalent. Applicants must also demonstrate sufficient competence in English to study in KP. Individual programmes may set requirements above the minimum level.

Prospective student can fill application form on-Line or Hard copy.

At the very first registration each student is required to submit the following documents:

1. Copy of bank payment slip/ receipt for non-refundable application fee (5,000 Rwf)
2. 1 passport photograph
3. Copy of ID card
4. Copy of transcripts of school exams L5/6 and certificate of national exam
5. Sponsor letter (if applicable)



## CRITERIA AND CONDITIONS TO BE ADMITTED IN KP

To be admitted to the first year at KP, it is required to have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education or an equivalent qualification. Applicants must also demonstrate sufficient competence in English.

Students requesting entry with credit transferred from another Higher Education Institution must do so before starting the academic year for which entry is sought.

Admission according to the faculties

### 1. FACULTY OF HEALTH SCIENCES

#### 1.1 Department of Nursing

At Kibogora Polytechnic, Department of Nursing, we are committed to designing an integrated curriculum in which student engagement in the classroom and in clinical placement supports the development of critical thinking skills that will support a higher level of professional practice.

We thus welcome all prospective undergraduate students to our Department.

Nursing students who successfully complete this program will be equipped enough to practice safely, competently and effectively in community and in general clinical area including maternity, pediatric, medical and surgical units by meeting national and international standards of nursing practice.

**Award Type:** Advanced Diploma in General Nursing / Bachelors (Hons) in General Nursing

**Level:** Undergraduate

**Study mode:** Day time

**Course Length:** Advanced Diploma - 3 years; BA (Hons)- 4 years

**Language of teaching:** English

**Start Month:** September / March

**Entry requirements:** For Advanced Diploma in Nursing (A1), Successful completion of secondary L6 in MCB, PCB or similar program of study, with primary passes in biology



(A,B,C,D) and chemistry (A,B,C,D). A2 nurses considered for admission to Level One. Ability to study in English.

For Bachelor Degree in General Nursing with honours (A0), in addition to entry requirement in Advanced diploma in Nursing, candidate should have at least primary passes in biology (A,B,C) and chemistry (A,B,C). In line with our policy of continual improvement of all programs, program details may change.

### **1.2. Department of Midwifery**

At Kibogora Polytechnic, Department of Midwifery, we are committed to designing an integrated curriculum in which student engagement in the classroom and in clinical placement supports the development of critical thinking skills that will support a higher level of professional practice. We thus welcome all prospective undergraduate students to our Department.

Midwifery students who successfully complete this program will be equipped enough to practice safely, competently and effectively in community and in general clinical area by meeting national and international standards of midwifery practice.

**Award Type:** Advanced Diploma in Midwifery

**Level:** Undergraduate

**Study mode:** Day time

**Course Length:** 3 years

**Language of teaching:** English

**Start Month:** September / March

**Entry requirements:** Successful completion of secondary L6 in MCB, PCB or similar program of study, with primary passes in biology (A,B,C,D) and chemistry (A,B,C,D). A2 nurses considered for admission to Level One. Ability to study in English. In line with our policy of continual improvement of all programs, program details may change.



### 1.3. Biomedical Laboratory Sciences

Laboratory science students who successfully complete this program will be equipped enough to practice safely, competently and effectively in laboratories in the health service and other industries, meeting an acute shortage of scientists qualified to national and international standards of laboratory practice.

**Award Type:** Bachelors (Hons) in Medical Laboratory Science (or Advanced Diploma)

**Level:** Undergraduate

**Study mode:** Day time

**Course Length:** 3-4 years

**Language of teaching:** English

**Start Month:** September/March

**Entry requirements:** Successful completion of secondary L6 in MCB, PCB, BCG or similar program of study, with primary passes in biology (A,B,C) and chemistry (A,B,C,D). A2 laboratory technicians considered for admission to Level One. Ability to study in English

In line with our policy of continual improvement of all programs, program details may change.

## 2. EDUCATION FACULTIES

### 2.1 Languages (English, French, Kinyarwanda and Swahili)

**Award Type:** Bachelor of Education/Diploma in Education (secondary) in English-OPTION

**Level:** Undergraduate

**Study mode:** Day time, Weekends or Holidays

**Delivery Method:** Standard

**Course Length:** Diploma 2 years; B Ed (Hons) - 3years

**Start Month:** September, March

**Entry requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English and the Option language selected

In line with our policy of continual improvement, all programs are subject to change.



## **2.2 Humanities (History and Geography, Economics and Entrepreneurship)**

Graduates will be the change agents, the young teachers with appreciation of modern teaching and learning approaches, clear vision and expertise who can carry forward the secondary schools of the region to international standards of excellence. They are also the prime source of entrepreneurial endeavor, setting up the new businesses on which the future growth of the region depends, and all the service industries which will support these primary endeavors. There is unlikely to be any significant shortage of job opportunities for graduates from the program. Some forward-looking employers will take the opportunity of filling professional roles with graduates rather than lower skilled individuals for the enhancement of their organization. The net benefit to growth in the region will be the clear indicator of the success of this program. The design of the program has been informed by best international practice.

**Award Type:** Bachelor of Education/Diploma in Education (Secondary) in [options]

**Level:** Undergraduate Honours

**Study mode:** Day time, Evenings, Weekends or Holidays

**Delivery Method:** Standard

**Course Length:** B Ed (Hons) – 3-4 years

**Start Month:** September, March

**Entry requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English and the Option selected

In line with our policy of continual improvement, all programs are subject to change.

## **2.3 Sciences (Biology, Chemistry, Mathematics or Physics)**

The programme was done by considering the professional duties related to the roles; responsibilities and accountability; current performance gaps and future roles. It is our hope that this curriculum will meet the expectations and produce qualified science teachers in mathematics, physics, biology and chemistry that are efficient, relevant and able to perform their duties optimally

**Award Type:** Bachelor of Education/Diploma in Education (secondary) in Sciences-OPTION

**Level:** Undergraduate



**Study mode:** Day time, Weekends or Holidays

**Delivery Method:** Standard

**Course Length:** Diploma 2 years; B Ed (Hons) - 3years

**Start Month:** September, March

**Entry requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English and the OPTION language

In line with our policy of continual improvement, all programs are subject to change.

#### **4.2 Post Graduate Diploma in Education**

These programs of Post Graduate Diploma in Education (PGDE) prepares professional qualified teachers with the necessary knowledge, teaching techniques, skills and attitudes required for teaching well. The overall aim of the programs is to prepare competent and qualified teachers who can contribute to effective teaching based on learner-centered methods.

**Award type:** Post Graduate Diploma in Theology.

**Level:** Postgraduate

**Study Mode:** Weekends, or Holiday

**Delivery Method:** standard

**Course length:** Postgraduate Diploma – 15 months

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6, having at least Bachelor Degree with Honors in any subject and ; ability to study in English

In line with our policy of continual improvement, all programs are subject to change.

### **3. BUSINESS DEVELOPMENT STUDIES**

#### **3.1 Economics and Management**

It is in this perspective that the program of Economics and Management was designed to prepare students for a variety of career opportunities requiring good management. These opportunities include: Training, customer care services, public relations, business, etc. Furthermore, this programme aims at preparing students to work for both public and private institutions at the



national and international levels. The major modules that will be taught in this programme relate to economics and Management in theory and practice, Entrepreneurship, and related skills to that areas. Students may study for Diploma, Advanced Diploma or the Bachelor's Degree.

**Award type:** Degree/Diploma in Development Studies (Economics and Management).

**Level:** undergraduate

**Study Mode:** Day time or Weekends

**Delivery Method:** standard

**Course length:** Diploma - 2 years; BA (Hons)-3 years

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English

In line with our policy of continual improvement, all programs are subject to change.

### 3.2 Rural Development

There is need to train the Rwandan Community to the entrepreneurial spirit. It is in this perspective that the program of rural development was designed to prepare students for a variety of career opportunities requiring good qualification in rural sciences skills. To live in remote areas is not to live miserably, but these areas have a lot to do, so we have to develop our regions based on strong and sustainable milestones. KP is proud to see our contribution shining towards the positive improvement in development. The positive changes will come through our own initiatives and knowledge sharing. The dream is wide but the reality is perfect, and the alternative solutions are found with our training. Career opportunities include: Agronomist, Rural Development Technician, Business etc. Furthermore, this programme was designed to prepare students to serve both public and private institutions at the national and international levels. The major modules that will be taught in this programme must allow the laureate to be a multipurpose technician who can understand the rural problems, and accompany the rural dwellers in the process of changing their mentality and their environment and undertake development activities. Students may study for Diploma, Advanced Diploma or the Bachelor's





Degree. In order to be awarded a Bachelor's Degree, the student must successfully complete all the modules listed.

**Award type:** BA(Hons)/Advanced Diploma/Diploma in Development Studies (Rural Development)

**Level:** Undergraduate

**Study Mode:** Day time or Weekends

**Delivery Method:** Standard.

**Course length:** Diploma- 2 years; BA(Hons)- 3years

**Start Month:** September; March

**Entry requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English.

In line with our policy of continual improvement, all programs are subject to change.

### 3.3 Finance

It is in this perspective that the program of Finance was designed to prepare students for a variety of career opportunities requiring good management. These opportunities include: Training, financial management, business, etc. Furthermore, this programme aims at preparing students to work for both public and private institutions at the national and international levels. The major modules that will be taught in this programme relate to financial reporting, managerial finance, and finance theory and practice, and related skills to that areas.

Students may study for Diploma, Advanced Diploma or the Bachelor's Degree.

**Award type:** BA(Hons) / Diploma in Finance

**Level:** Undergraduate

**Study Mode:** Day time or Weekends

**Delivery Method:** standard

**Course length:** Diploma - 2 years; BA (Hons)-3 years

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English

In line with our policy of continual improvement, all programs are subject to change.



### 3.4 Accounting

It is in this perspective that the program of Accounting was designed to prepare students for a variety of career opportunities requiring good management. These opportunities include: Training, accounting and management, business, etc. Furthermore, this programme aims at preparing students to work for both public and private institutions at the national and international levels. The major modules that will be taught in this programme relate to advanced financial reporting, auditing, assurance services, and accounting theory and practice, and related skills to that areas.

Students may study for Diploma, Advanced Diploma or the Bachelor's Degree.

**Award type:** BA(Hons)/Diploma in Accounting

**Level:** Undergraduate

**Study Mode:** Day time or Weekends

**Delivery Method:** standard

**Course length:** Diploma - 2 years; BA (Hons)-3 years

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English

In line with our policy of continual improvement, all programs are subject to change.

### 3.5 Cooperative and Small Business Management

It is in this perspective that the program of Cooperative and Small Business Management was designed to prepare students for a variety of career opportunities requiring good management. These opportunities include: Training, and equipping students with cooperative and small business management tools. The major modules that will be taught in this programme relate to cooperative and small business operation management, digital services management, cooperative and small business accounting and audit and related skills to that areas.

Students may study for Diploma, Advanced Diploma or the Bachelor's Degree.

**Award type:** BA(Hons) / Diploma in Cooperative and Small Business Management

**Level:** undergraduate

**Study Mode:** Day time or Weekends



**Delivery Method:** standard

**Course length:** Diploma - 2 years; BA (Hons)-3 years

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English.

In line with our policy of continual improvement, all programs are subject to change.

## 4. THEOLOGY AND RELIGION

### 4.1 Theology

These programs of Bachelor of Arts in Theology prepares professional qualified church leaders, pastors and evangelists with the necessary knowledge, teaching techniques, skills and attitudes required for pastors. The overall aim of the programs is to prepare competent and qualified church leaders, pastors and evangelists who can contribute to effective advancing the gospel in Rwanda.

Students may study for Diploma, Advanced Diploma or the Bachelor's Degree.

**Award type:** Degree/Diploma in Theology.

**Level:** undergraduate

**Study Mode:** Day time or Weekends, Holiday

**Delivery Method:** standard

**Course length:** Diploma - 2 years; BA (Hons)-3 years

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6; Two principal passes; ability to study in English

In line with our policy of continual improvement, all programs are subject to change.

### 4.2 Post Graduate Diploma in Theology

These programs of Post Graduate Diploma in Theology (PGDT) prepares professional qualified church leaders, pastors and evangelists with the necessary knowledge, teaching techniques, skills and attitudes required for pastors. The overall aim of the programs is to prepare competent and



qualified church leaders, pastors and evangelists who can contribute to effective advancing the gospel in Rwanda.

**Award type:** Post Graduate Diploma in Theology.

**Level:** Postgraduate

**Study Mode:** Weekends, or Holiday

**Delivery Method:** standard

**Course length:** Postgraduate Diploma – 15 months

**Start Month:** September; March

**Entry Requirements:** Successful completion of secondary L6, having at least Bachelor Degree with Honors in any subject and ability to study in English

In line with our policy of continual improvement, all programs are subject to change.

#### **Associated Documents**

General academic regulation

Governance Manual

Academic Calendar

National Framework for Equality & Diversity

Student Guide to Orientation & Conduct

Student Support & Guidance Policy

Finance & Administration Regulations

Quality Assurance Manual

Programme Design Handbook

