



**MUHABURA INTEGRATED POLYTECHNIC COLLEGE**

**Website: [www.mipc.ac.rw](http://www.mipc.ac.rw)**

**E-mail: [info@mipc.ac.rw](mailto:info@mipc.ac.rw)**

**P.O.Box: 26 Musanze – Rwanda**

**Tel: +250788687033**

*"Accredited by WDA Resolutions of the BoD 1094/17 on 29 June 2017"*

# ADMISSION POLICY

## List of abbreviations

e.g: Example Given

ICT: Information and Communication Technology

ID: Identity

MIPC: Muhabura Integrated Polytechnic College

RWF: Rwandan Francs

V/PAT: Vice Principal Academics and Training

## Table of Contents

List of abbreviations.....	1
I. Introduction.....	3
MIPC Moto.....	3
MIPC Vision.....	3
MIPC Mission.....	3
MIPC Philosophy.....	3
MIPC Values.....	3
MIPC Goals.....	4
II. Application procedure.....	4
III. General admission criteria.....	4
IV. Registration for admitted students.....	5
V. Transfer.....	5

## I. Introduction

MUHABURA Integrated Polytechnic College (MIPC) is an institution opened in 2014 by Anglican Church of Rwanda, Diocese of SHYIRA. The idea of creating such kind of Institution is triggered by following objectives

1. To provide technical and professional programs for students who wish to develop competencies in specific career areas or to upgrade their skills.
2. To support economic development by providing job-specific programs for business, industry, hotels, and other organizations.
3. To provide developmental education courses for students who need basic academic skills.

### MIPC Moto

**“Striving for excellence...”**

And whatever you do, do it heartily as to the Lord and not to men. Colossians 3:23

### MIPC Vision

To be the Premier Source for education, workforce training, partnerships and economic development.

### MIPC Mission

To provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

### MIPC Philosophy

We act to foster inclusion education and promote excellence in all that we do. We commit to approach all decisions with integrity, kindness and generosity both on and off campus.

### MIPC Values

1. Commitment
2. Respect
3. Excellence
4. Accountability
5. Diversity

### MIPC Goals

1. Ensure the students access and increase enrollment facilities.
2. Inspiring students' success and enabling to achieve their life skills for the labor market and entrepreneurial skills.
3. Ensure high quality programs and services.
4. Sustain environmental relationship in education.
5. Reinforce continuing education and community service.
6. To develop and implement a student welfare policy.
7. To develop and enhance library services.
8. To generate income and develop projects to support smooth learning of the college.
9. To promote a culture of entrepreneurial and business, technical skills among students.
10. Ensure students access to ICT services

### II. Application procedure

The procedure for admission application at Muhabura Integrated Polytechnic College is organized as follows:

An applicant is only required to appropriately fill out an application form available at the reception desk in the Registration office or on the website [www.mipc.ac.rw](http://www.mipc.ac.rw) , and submit it.

### III. General admission criteria

The following documents are required for students applying for admission at MIPC.

Applicants must make sure that all of the documents mentioned below are made available and submitted to obtain admission:

- A certified copy of the secondary school certificate with a minimum of two principal passes.
- A copy of the identity card (a passport for foreign students).
- Two passport photos (in color on a white background).

- A copy of academic transcripts (for students from other Institutions of Higher Learning).

#### IV. Registration for admitted students

After being admitted, the applicants are required to proceed to the registration to be acknowledged as students of MIPC and given a registration number and a student card and, consequently, entitled to the rights enjoyed by other MIPC registered students.

The procedure for registration is as follows:

- ✓ Pick and fill out the registration form available at the registration office;
- ✓ Return the registration form to the registration office and get the registration number, admission letter and course structure.
- ✓ Submit a bank slip of RWF 35,000 for payment of registration fees in financial office.
- ✓ Return the registration form bearing the stamp from Registrar's office.
- ✓ Get the student ID card.

Late applications to register should be exceptional. They should be addressed in writing to the Academic Registrar, stating the reasons for the lateness, within fifteen days of the end of the Registration period. The Registrar will decide on the case with the advice of the faculty responsible for the programme on which registration is sought.

Students must register individually at Academic Registry Services (ARS) at the beginning of each academic/calendar year before the beginning of teaching and learning. The dates between which students may register shall be advertised by the ARS.

#### V. Transfer

The shift from one programme to another or from full-time to part-time student shall be permitted after having received a written authorization by the Vice Principal Academics and Training considering observations from the Dean of the concerned Faculties, and after providing the proof to have paid all arrears of the academic year underway.

The above shifts have to be done at least in the first two weeks of academic year and after

verification of student's progression report.

A part-time student who becomes full-time is exempted from all modules for which she/he holds proof of success.

Students who have accumulated credits at one or more approved institutions within Rwanda or outside may apply for having this credit taken into account when joining a programme at MIPC, for as long as the total credits do not exceed ½ of the total required for the final exit award. However, under special circumstances, the determination of the number of credits to be covered, the point of the programme which the student should join and/or the modules to be taken or exempted will liaise with the faculty council in consultation with the Vice-Principal Academics and Training (V/PAT).

The following requirements are considered before admission/transfer:

Must present an authentication letter and certified copies of the secondary school certificate with a minimum of two principal passes, academic transcript(s) from the institution the student has attended. The time elapsed since the transcripts were given should be specified.

Applications from students seeking to transfer from other higher learning institutions shall first be assessed by the Department applying for, and admission shall be based on the recommendation from the Department.

Personal identification documents, e.g. birth certificate, passport or national ID;

A standard 2 colored passport photos.

Approved by Academic Senate meeting of 05 August 2021.

Rev. Vital MANIRAKIZA

Principal