



MUHABURA INTEGRATED POLYTECHNIC COLLEGE

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EXAMINATION CODE OF CONDUCT

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LIST OF ABBREVIATIONS

HEC: Higher Education Council

HoD: Head of Department

ICT: Information and Communication Technology

ID: Identity Card

MPIC: Muhabura Integrated Polytechnic College

VPAT: Vice Principal of Training and Training

CHAPTER ONE: 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:

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

Motto

“Striving for excellence...”

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

Vision

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

Mission

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

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.

Values

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

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

CHAPTER ONE: ADMINISTRATION OF EXAMINATIONS

Article 1:

Any identification or documentation that will be required to be presented on the day of an examination, should be publicized not less than a week before the examination period begins, so no student will be discriminated against through the whim or prejudice of a given instructor using the demand that a particular document be introduced to bar a particular targeted student from admission to the examination hall. Any documentation announced as being required must be fulfilled to all students sitting a given examination. There should be absolutely no exceptions simply because an instructor or an invigilator claims to know a student or to be familiar with the student's particular financial situation.

Article 2:

When entering an examination room, a student should carry nothing-on him/her- including any pieces of paper, laptops, calculators or/and cell phone except the student ID and examination card and a pen or any other materials as may be required by the lecturer of the course. Bags, cell phones, scribbling on one's body and any other unauthorized materials that may facilitate cheating will be treated as unauthorized materials in an examination room.

Article 3:

At the time of sitting for the examination, a student must record his/her attendance on the attendance sheet provided by the invigilator. The invigilator must check each student's ID and examination cards bearing the student's name and year of study as required by the administration. Upon handing in the examination booklet to the invigilator, each student must detach one of the examination attendance slips at the back of the examination booklet.

Article 4:

For examinations and semester tests whereby the total number of students would be below or equal to 30, only one invigilator would be assigned to invigilate them. The average recommended number of invigilators for any examination is at least one invigilator for 30 students. The course lecturer or his/her Tutorial Assistant will have to be present during the administration of his/her examination, and he/she should under normal circumstances be the Principal Invigilator for the examination of his/her course. The Examination officer should designate a Chief Invigilator in each examination room who will be the right person to

communicate to students during the time of examination. The Chief Invigilator should be given responsibilities and he/she should be known by students before the start of the examination.

Article 5:

Oral examinations shall be conducted in the presence of at least two examiners, one being the course lecturer, and the other(s) should be appointed by the HoD.

Article 6:

Any staff member or student whose behavior is deemed by the Chief Invigilator to be disruptive of an examination in session, in any way, will be brought before the School Disciplinary Committee, and if proved guilty will be recommended for dismissal to the School Governing Board by the Senate.

CHAPTER THREE: ASSESSMENT AND EXAMINATION PROCEDURES

Article 7

Assessments and examinations tasks will assess what is intended to be assessed and be fit for purpose. All modules have learning outcomes, which are what the assessment is to verify. These learning outcomes cover knowledge/ understanding, cognitive skills, practical skills and personal/transferable skills. The Assessments for each module must cover all these learning outcomes, and it must be clear what a given assessment task covers, and that it is appropriately designed to do so. The marking system is based on the continuous assessment principles.

Article 8

Continuous assessment refers to a set of assessments which are spread over the span of a module. However, at the end of every module, there shall be an examination on the remaining part of the module not assessed in previous exercises; and this takes place during the examination period scheduled at the end of each trimester.

Article 9

Modules are assessed by module work- assignments carried out during the teaching and learning process, where grades and feedback are provided before examination; and by a final assignment or examination at the end of the trimester.

Article 10

Students will normally receive feedback on their continuous assessment tests before the commencement of the exams period. The publication of continuous assessment results should not go beyond the revision week.

Article 11

The method for assessing the students' work, progress, knowledge, understanding, and skills shall be the responsibilities of the module leader and the lecturers' team of the module to be assessed.

CHAPTER FOUR: METHODS OF ASSESSMENT

Article 12

The methods of assessing the work, progress, knowledge, understanding, skills, and the attitudes of the students must be complied with the MIPC policy

Article 13

The HoD must coordinate the assessment in order to ensure an equitable distribution of the work of the student over the academic year.

Article 14

Before being done by students, the exams shall be moderated at the Department level. The examination control is ensured by the examination officer under the supervision of the Dean and VPAT.

Article 15

Before sitting for an examination, students shall present their ID card and financial clearances slip.

Article 16

At the beginning of the exam, the student shall sign on the attendance sheet. And on the submission of the examination booklet, the student shall re-sign the attendance sheet.

Article 17

Students shall not be allowed entering an examination room fifteen minutes after the distribution of exam to students.

Article 18

Except where specified on the examination sheet, students shall not bring into the examination room any book, paper, and calculator with text option, mobile telephone or any other electronic devices.

Article 19

Talking among candidates or looking at each other's work or any other attempt to cheat shall not be permitted in examinations and shall be grounds for exclusion from the examination by the invigilator, who also has the power to initiate disciplinary proceedings for cheating.

Article 20

A part of a research project, the oral examination shall be done in the presence of at least two examiners and in the premises by the MIPC Any person wishing to attend the examination of a student may be authorized on request addressed to the HoD. This person shall not be allowed to ask question or mark.

Article 21

After each final exam, the lecturer submits both results and booklets to head of the department. Students with complaints have the right to check their examination papers with the HoD who will handle the case.

CHAPTER FIVE: NUMBER AND TYPES OF EXAMINATIONS

Article 22

The number and the frequency of the assessments must comprise all the component of the module by respecting the relation credits - award.

Article 23

The grade for a module is made up of the grades for individual assignments, weighted as approved in the Programme Specification. All assignments modules and programmes' marks shall be presented in the form of a percentage. Module Assignments shall make up 30% and CATs shall normally make up 30% of the module score and final assessment 40%.

Article 24

A ten-credit module shall normally be assessed by two-hour examination and substantial element of module work. A fifteen or twenty-credit module shall normally be assessed by a three-hour examination and two substantial elements of the module.

CHAPTER SIX: ABSENCE DURING ASSESSMENTS AND EXAMINATIONS

Article 25

A student's assessment tests, practical work/tutorials and examinations shall be Mandatory. Students are expected to participate in all continuous assessments including take home assignments, group discussions, group assignments, term tests, and any other work that may be assigned by the lecturer to the students. Failure to attend any of the assessments including the final examination without prior official permission shall be treated as an intended absence and may lead to disciplinary action which may include but not limited to repeating the module.

Article 26

The use of cell phones in examination room is strictly prohibited. Disciplinary action shall be taken against unruly students and those who disregard the university telephone policy.

Article 27

A request for permission to be absent from any kind of assessment shall be addressed to the HoD/Dean, at latest 3 days before the assessment. If the request is granted, the HoD/Dean may give permission to the student in writing, and inform the lecturer of the module, in writing. No permission for missing an assessment shall be given retroactively to a student, except for very special cases that may require evidence beyond reasonable doubt. Any evidence that will be proved to have been forged will result in stern disciplinary action, and the student shall not be given any remedial assessment. A student who misses assessment and or examination without official permission as per this article, shall undertake the missed assessment and examination when next offered.

Article 28

Claims for special Continuous Assessment Tests and examinations that may be accepted by the HoD/ Dean shall only granted at the specific schedule planned by the Department/Faculty. Failure to comply without genuine reason may result to the cancellation of the offer and the student will be asked to re-do the module when next offered. All application for special Continuous Assessment Tests and examinations must submitted to the Department/Faculty within a period of not more than two (2) months from the date the assessment/examination was conducted unless it is a special circumstance granted by the concerned office. To meet the class attendance requirements, students should have attended not fewer than 85% of the total classes of each course, including but not limited to lectures, seminars, and practical in a whole semester.

Students with class attendance fewer than 85% will be barred by the Head of Department from sitting for the final examination, regardless of the score he/she may have obtained in the Continuous Assessments. It is the responsibility of lecturers to take and keep records of students' class attendance.

CHAPTER SEVEN: EXAMINATION MALPRACTICES AND IRREGULARITIES

7.1. Malpractices in Relation to Assignments

Article 29

It is prohibited for a student/candidate to avail to another student/candidate his/her prepared assignments with a view to assist the latter to do his/her assignment or to negligently expose his/her assignments to another candidate to use. **Whoever will be found guilty shall be liable to:**

- (1) Cancellation and Caution of his/her assignments if it is the first time or
- (2) Cancellation and Caution of his/her assignments and suspension from his/her studies for a period not exceeding one academic year.

7.2. Fraud in Relation to Assignments

Article 30

i) It is strictly prohibited for a student/candidate to:

- Submit assignments not done by him/her.
- Substantially plagiarize the work of any other person.
- Solicit/purchase any assignments from any other person.
- Falsify/alter marks awarded on an assignments script.

Whoever will be found guilty shall be liable to:

- ii) Cancellation and Caution of his/her assignments for the first time, or
- iii) Cancellation of his/her assignments and suspension from his/her studies for a period not exceeding one academic year as aggravating circumstances, or
- iv) Cancellation of his/her assignments and dismissal from the University when he/she got the same punishment within 2 consecutive academic years.

7.3. Malpractices in the Conduct of Examinations

Article 31

It is prohibited for a student/candidate involved in an examination/test to:

- (1) Sit or attempt to sit the examination without valid documentation.
- (2) Enter the examination hall/room later than half an hour after the examination/test has

commenced.

- (3) Leave the examination hall/room earlier than half an hour after the examination has commenced except in case of emergencies with the express permission of the Invigilator/ any other authority concerned.
- (4) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (5) Involve in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate.
- (6) Take out of the examination room/hall answer booklet(s), used or unused.
- (7) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (8) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

Whoever will be found guilty shall be liable to:

- a) Caution and Cancellation of the relevant examination for the first time, or
- b) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- c) A student/candidate who contravenes point (5) of this article shall be liable to a fine as well as any penalty specified above as per the circumstances.
- d) Any student/candidate contravening point (8) of this article, by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

7.4. Cheating in an Examination

Article 32

- It is strictly prohibited for any student/candidate to take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- Copy from any other candidate/student.

- Involve oneself in plagiarism that is: Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
- Replicate one's own work which one has presented elsewhere for assessment.
- Aid and/ or abet another candidate/student to copy from a script/ book of another person.
- Exchange answers with another candidate/student in or outside the examination room.
- Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Whoever will be found guilty shall be liable to:

- i) Cancellation and Caution of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- iii) Cancellation of the relevant examinations and dismissal from the University.
- (iv) A Government-sponsored student/candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.
- (v) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.
- (vi) In conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision. (vii) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "D" for the submitted work.
- (viii) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.
- (ix) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.
- (x) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

7.5. Fraud in Examinations

Article 33

It shall be an offence for a student/candidate involved in an examination to:

- Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- Falsify or alter marks awarded on an examination script/book.
- Impersonate another student/candidate.
- Procure or induce another person to sit for him/her.
- Utter false documents in relation to eligibility to sit University examinations.
- Sit or attempt to sit an examination without authority.
- Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.
- Fraudulently receive examination papers/questions which have been illegally procured or made available.
- Fraudulently access or attempt to access examination questions before the examination is due.
- Pay or induce another person to illegally procure or make available examination questions/papers.

Whoever will be found guilty shall be liable to:

Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

- i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- ii) Cancellation of the relevant examinations and dismissal from the University.
- iii) A Government-sponsored student/candidate found guilty of contravening Rule 5 above, may have the Government sponsorship cancelled besides any other

punishment except in cases where the student/candidate is dismissed from the University.

7.6. Offences Relating to the Conduct of Irregularities Hearing

Article 34

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty Appeals and Irregularities Committee.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.
- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Whoever will be found guilty shall be liable to:

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

- i) Cancellation of the relevant examinations, or
- ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- iii) Cancellation of the relevant examinations and dismissal from the University.

7.7. Possessions of Firearms during the Examination period

Article 35

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Bring within the precincts of the examination room any firearm or potentially dangerous weapon.
- (b) Use a firearm or any potentially dangerous weapon with the purpose to intimidate, threaten

or otherwise deter investigations into any examination irregularity.

Whoever will be found guilty shall be liable to:

Any student found guilty of the offence defined in Article 39 (a) shall be liable to:

- i) Caution and cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension for a period not exceeding two years.

7.8. Mitigating and Aggravating Factors When Determining the

7.8.1. Appropriate Punishment

Article 36

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

7.8.2. Mitigating circumstances

- 1. Remorse on the part of the student/candidate.
- 2. Truthfulness
- 3. Lack of substantial benefit from the malpractice
- 4. Student/candidate first offender
- 5. Plea of guilty therefore not wasting the Committee's time.

7.8.3. Aggravating circumstances

- 1. Substantial benefit from the malpractice.
- 2. Lack of credibility.
- 3. General misconduct.
- 4. Frivolous and vexatious denials.
- 5. Allegations of misconduct on the part of polytechnic staff which are subsequently proved to be false.
- 6. Second conviction.

CHAPTER EIGHT: PROCEDURE FOR HEARING OF MALPRACTICE C

8.1. Guidelines on Apprehension of a Suspect

Article 37

When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

- A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.
- The materials should be taken away as soon as they are found and kept as exhibits.
- Identity of the suspect and possible witnesses should be recorded immediately.
- A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

8.2. Law of Natural Justice

Article 38

In the handling of examination irregularities and malpractices, the Faculty/School/Institute Committee shall take into account the following principles of natural justice:

- (a) Fair and equal treatment of all students/candidates,
- (b) The opportunity to enter a plea of guilty or not guilty,
- (c) Fair hearing accorded to all students/candidates,
- (d) Right of students/candidates to appear and to defend themselves,
- (e) Staff not to sit in judgment of their own cause, and
- (f) Consistency in punishments.

8.3. Pre- Hearing

Article 39

The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the VPAT.

Article 40

Any materials allegedly found on the student/candidate should be given to the VPAT.

Article 41

The VPAT shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.

Article 42

The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the VPAT.

Article 43

The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.

Article 44

The student/candidate shall be given adequate notice of the date of appearing before the Faculty/School/Institute Committee to enable him/her time to prepare his/her defense.

- A student/candidate who fails or refuses or omits to appear after being effectively summoned three times without a genuine reason shall be suspended indefinitely from the University pending his/her appearance before the Committee.
- The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.
- A student/candidate alleged to have been involved in examination malpractice shall not be registered until such a time that the case has been disposed of.

8.4. Hearing

Article 45

The Committee shall be properly constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Deans/Directors and Deputy Deans/Directors and Heads of Departments in each Faculty/School/Institute. Quorum of the Committee shall be five members present.

- (a) The membership and quorum should be determined in such a way as to ensure that

members do not sit in judgement of their own cases.

- (b) The Board of Studies in each Faculty/School/Institute should determine the membership of the Faculty/School/Institute Appeals and Irregularities Committee.

Article 46

The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.

Article 47

The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.

Article 48

The student/candidate shall formally respond to such allegations. When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the committee.

- (a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
- (b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- (c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
- (d) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

(Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty).

- (e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
- (f) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.
- (g) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
- (h) The report shall be forwarded to the Senate Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the Senate Examinations Committee realizes that the Faculty/School/Institute Committee erred in its decisions, the Committee has a right to review the decision.

Article 49

On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.

- (a) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
- (b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- (c) The student/candidate shall be given an opportunity to respond to allegations of fact.

He/she may disagree with them and he/she has a right to cross-examine the person making the report.

Article 50

Referring to the article 53 of this policy, the Committee may call witnesses whose presence he/she considers important for the just and fair disposal of the case.

Article 51

The student/candidate shall present his/her defense to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.

Article 52

The student/candidate may call witnesses to substantiate his/her defense.

8.5. Value of evidence

Article 53

The Committee may admit oral and material evidence, which may be direct or circumstantial. (Direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an Invigilator.)

Article 54

The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence. (Hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.)

Article 55

After the closure of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

8.6. Post-Hearing

Article 56

The Committee shall deliberate on the matter preferably on the same day as the hearing.

Article 57

The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.

Article 58

The proceedings, Committee deliberations and the decision/ recommendation should be

recorded and a signed record should be forwarded to the Senate Examinations Committee for information for decisions other than dismissal.

Article 59

The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.

Article 60

The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

Article 61

Where the Committee recommends dismissal of a student/candidate, the decision must be confirmed by the Senate Examinations Committee and then the student/candidate shall be officially informed of the final decision.

8.7. Appeal Procedures

Article 62

A student/candidate who is dissatisfied with the decision of a committee may appeal to the Senate Examinations Committee within 30 days from the date of the letter communicating the decision.

Article 63

The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School/Institute Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School/Institute Committee receipt of the appeal.

Article 64

A student/candidate who pleaded guilty to an offence before the Faculty/School/Institute Committee shall have a right of appeal only with respect to the penalty.

Article 65

The Senate Examinations Committee shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate Examinations Committee

and be heard.

Article 66

The Academic Registrar shall officially notify the Faculty/School/Institute Committee that made the decision in the first instance of the date of hearing of the appeal. The Faculty/School/Institute Committee shall have a right of representation.

Article 67

At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty/School/Institute Committee shall have a right to respond to the student/candidate's presentation.

Article 68

The Senate Examinations Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.

Article 69

Where additional witnesses are called, they will be subject to cross-examination by the representative of the Faculty/School/Institute Committee. The Faculty/School/Institute Committee may also adduce additional evidence, which may be responded to by the student/candidate.

Article 70

The Senate Examinations Committee will then deliberate in the absence of the student/candidate and Faculty/School/Institute Committee representative preferably on the date of hearing.

Article 71

The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty/School/Institute Committee.

Article 72

The Senate Examinations Committee shall take into account the law of natural justice set out in Section 2 Article 42(a).

CHAPTER NINE: MARKS ALLOCATION AND REVIEW

Article 73

A lecturer is responsible for marking the continuous assessment and the final examination. However, the grade awarded or recommended by an external examiner is final if it is supported by justification.

Article 74

After continuous assessment marks must be submitted by the lecturer to the HoD, only exceptional changes will be made by the lecturer on authorization by the HoD.

Article 75

At the lecturers' level, students' complaints should be dealt with continuously after the Continuous Assessment Tests marks would be given to students. Two weeks should be given to students to complain about their Continuous Assessment Tests marks to their respective lecturers. Once marks would be submitted to Departments, only exceptional changes would be accepted. Appeals by students against continuous assessment would be entertained even if the final examination of the relevant course has been administered, in case the Continuous Assessment Tests marks were not published on time.

Article 76

Appeals by students against final examination grades should be made to the HoD after publication of provisional results, or to the Chairperson of Senate within five working days of the publication of the Senate approved final examination grades. A student will have the right to appeal for a re-mark of his/her final examination script within five working days of the publication of marks, after Senate approval, provided that he/she pays an appeal fee of 5,000 Rwf per examination paper.

Approved by Academic senate meeting of 05th August 2021

Chaired by

Rev. Vital MANIRAKIZA

Principal