



ARCHDIOCESE OF KIGALI

RULI HIGHER INSTITUTE OF HEALTH (RHIH)

SAINTE ROSE DE LIMA

P.O.BOX: 1285 KIGALI TEL: (+250)781850008

E-mail: [rhih2013@gmail.com](mailto:rhih2013@gmail.com) // [info@rhih.org](mailto:info@rhih.org) Website: [www.rhih.org](http://www.rhih.org)

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# **ACADEMIC RULES AND REGULATIONS**

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## **PREFACE**

The Academic Regulations document of RHIH is aimed to ensure quality of education, ultimate professional values, attitudes and aptitudes to students.

The following academic regulations will be applied to all RHIH students. All RHIH Students are responsible to follow and respect these regulations, Ignorance of the regulations described below will not be accepted as a justification for failing to act in accordance with them

In order to deal with emergencies not provided for in these Regulations, in cases where it is impracticable to convene the senate in time will deal with the emergency. The senate is authorized to make such temporary exceptions and adopt such temporary supplements to these Regulations as it deems necessary to deal with the emergency.

These Regulations will be reviewed by the school quality committee and re-adopted by the academic senate, with changes as appropriate, at least once each year.

The academic regulations further stipulate the structure of the program conditions for promotion, failure and discontinuation from the program.

The academic regulations specified in this document are complementary to the guidelines for NCNM and HEC.

The academic regulations are stipulated to be specific to the conditions of RHIH. Where there will be conflict between these academic regulations and those issued by the NCNM and HEC, their regulations will supersede.

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## **DEFINITION OF TERMS AND ACRONYMS**

**Annual Average:** Refers to the average mark obtained by a student in the two semesters of one academic year.

**Candidate:** Refers to a student who is registered and fulfills all financial requirements and qualified 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 clinical training in which students practice under the supervision of a health practitioner

**Continuous Assessment:** Refers to quizzes, assignments, case studies, laboratory practice including OSCE, tests, oral presentations, and field /clinical work reports where applicable. It excludes the final exam of a module.

**Coursework:** Refers to any of the components of continuous assessment or final examination of the module.

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

**Discontinuation:** Refers to exclusion by cancellation of registration.

**Exclusion:** Cancellation of Registration

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

**First Session of Examinations:** Refers to the first set of examinations held at the end of each regular semester.

**GPA:** Refers to Grade Point Average.

**HEC:** Refers to Higher Education Council in Rwanda.

**HoD:** Head of Department

**HLI(s):** Higher Learning Institution(s)

**Module Leader:** The person responsible for coordinating the teaching and assessment activities related to any particular module.

**Module Team:** Members of the academic staff who teach on a given module.

**Module:** Refers to a group of related course units that may be taught in logical sequence. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. In these regulations, an article that concerns a module applies also to individual subjects.

**MPA:** Refers to Marks Percentage Average.

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

**OSCE:** Refers to the Objective Structured Clinical Examinations.

**PC:** Refers to the levels in acquisition of the competencies.

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

**Program:** Refers to the totality of modules offered towards the award of a certificate.

**Programme Specification:** Refers to a validated document that gives details of the learning outcomes, curriculum, mode of delivery, resources available, and quality control and enhancement, qualifications framework and regulations governing the award of any programme.

**Recall:** Refers to a level of knowledge acquisition (knowledge and comprehension).

**Registration Fees:** Refers to the fees paid by a student for processing registration documents and include student's identity card (ID) for first year students.

**Registration:** Refers to admission into RHIH for any programme of study offered by the Institute.

**Relevant Uniform:** Refers to professional attire that is worn by all RHIH students in all academic activities.

**Remedial teaching and examination:** Teaching or instructional work carried for helping the student (or individual student) in getting rid of their common or specific weaknesses and reassessment

**Repeating:** Refers to attending and being examined in all modules failed in the particular year of study after failing to secure progression.

**RHH:** Refers to Ruli Higher Institute of Health.

**RNEC:** Refers to Rwanda National Examinations Council.

**Special exam:** Any kind of evaluation for students who missed the formal evaluation with justifiable reason.

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

**Subject:** Refers to the grouping of a distinctive and homogeneous body of knowledge within a given discipline e.g. the subject of microbiology or General Nursing Procedures.

**Discrimination :** refers to any conduct that adversely affects or impacts an individual's or group's ability to function and participate as a member of the institute because of their age, color, disability, ethnicity, marital status, national origin, race, religion, or actual affiliation or association with such individuals or groups

**Harassment:** refers to any unwanted conduct that is intended to cause or could reasonably be expected to cause an individual or group to feel intimidated, demeaned, abused or fear or have concern for their personal safety because of their age, color, disability, ethnicity, marital status, national origin, race, religion, veteran status, or actual affiliation or association with individuals or groups identified by such characteristics.

## **CHAPTER O: INTRODUCTION**

### **1. Background of RHIH**

RHIH Sainte Rose de Lima has its origin from ESSA Sainte de Rose de Lima –Ruli, a former Secondary Health Science school opened in October 8<sup>th</sup>, 2001. Its cornerstone has been laid in February 16<sup>th</sup>, 2000 by **H.E Paul KAGAME President of the Republic of Rwanda** who was the Vice-President of the Republic of Rwanda and Minister of Defense at that time.

Since 2009 January, Kigali Archdiocese established ISSA Sainte de Rose de Lima-Ruli which was at a high level, but after a while, ISSA had been closed. At the beginning of 2012, Kigali Archdiocese negotiated the reopening of **Ruli Higher Institute of Health (RHIH), Sainte Rose de Lima** which was granted by the **Hon. Minister of Education**; it was reopened in 2013 and the main purpose was to address the human resource needs of Rwanda’s health services.

It is now governed by the law No 27/05/2013 and was granted a full Accreditation by the ministerial order No 010/2015/MINEDUC of 22<sup>nd</sup> June 2015 to offer Advanced Diploma in General nursing and Midwifery and in accordance with the law, the RHIH is entitled to its own legal status.

### **2. Mission**

Improve the health and well-being of society through the impact of our programs in educating skilled and competent health professionals.

### **3. Vision**

Lead and influence the healthcare system through the impact of our educational programs and practice innovations on health.

### **4. Core values**

1. Integrity,
2. Accountability,
3. Excellence,
4. Charity,
5. Respect,
6. Diversity

## **5. Mandate and Functions**

The mandate of Ruli Higher Institute of Health includes the following:

- Training higher qualified nurses, midwives competitive at the job market at the national level in particular, regional, and international as well.
  - Promoting scientific research, technology and vulgarization of scientific work in the domains of health and education.
  - Contributing to the national social, economic, cultural, moral and spiritual development.
- These regulations apply to all programs leading to the various awards as stipulated in the institutional qualifications frameworks. In order to facilitate the implementation of academic activities, the academic senate shall put in place committees and councils /boards that work hand in hand with the Deputy vice chancellor Academic Affairs and Research; in accordance with the requirements of High Education council in Rwanda.

## **6. Overview of academic regulations**

Academic Regulations are a set of rules adopted by the RHHH's Academic Senate. Its objective is to define and determine:

- Admission criteria and registration requirements;
- Organization of educational programs ;
- Assessment modalities;
- Categories of students ;
- Conditions for promotion, special examinations, repeating a year of study and discontinuation/exclusion of students;
- Academic documents issued by RHHH



## **CHAPTER I: ADMISSION AND REGISTRATION**

### **Section 1: Admission**

**Article 1** Applicants holding A2 nurses /high school certificates with two principal pass in combination or equivalent issued by the Rwanda National Examinations Council and approved by the National Council for Higher Education are eligible for admission to Ruli Higher Institute of Health. Applicants should fulfill admission requirements set in accordance with the entry profile specific to each program.

**Article 2** Applicants holding relevant diplomas/certificates or equivalent from outside Rwanda and approved by the National Council for Higher Education may be allowed to be admitted to Ruli higher institute of Health through the RHIH admission board.

**Article 3** 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 4** Each year's academic calendar indicating registration periods is proposed by the registrar, adopted by the academic senate and approved by the Council of the institution. The registrar monitors registration and makes sure that opening and closing dates for registration are respected.

**Article 5** For new students, procedures for registration, required documents, entry requirement, fees structure and period for registration shall be published by the institution at least three months before the beginning of the following academic year .For continuing students, including those repeating the academic year, they shall register individually at the Registrar's office two weeks before the beginning of the following academic year.

**Article 6** At the time of the first registration, the student shall submit his/her required documents in duplicate and pay in full for registration fees, caution money, tuition fees, clinical fees, paper blade and uniform. The required documents include:

1. A certified copy of the approved secondary/high school certificate or equivalent;
2. A medical health certificate not exceeding three months;
3. A copy of national identity card or passport
4. Four recently taken passport size photographs.
5. A proof of financial sponsorship.
6. A proof of hepatitis B vaccination or being ready for hepatitis B Vaccination

**Article 7** In case the applicant is not yet vaccinated for hepatitis B, she/he should be able to pay the fees for vaccination which the cost should be determined by RHIH according to the ministry of health division of immunization during the period of vaccination.

**Article 8** Applicants from other higher learning institutions (HLIs) can transfer to RHIH SAINTE ROSE DE LIMA if he/she fulfills the following:

- i. The HLI from which a student wishes to transfer from must be accredited by a recognized body assigned to deal with such matters in the country.
- ii. Must present an authentication letter and certified copies of academic transcripts from the institution the student has been attending
- iii. Must be ready to seat for the entry exam.

**Article 9** Students seeking transfer from other higher learning institutions (HLIs) after a period less than one year (counting from the first day he/she was registered into that institution) shall be considered as a new applicant and must undergo the process of admission as mentioned above

**Article 10** An applicant from other HLIs shall apply for credits transfer to the RHIH registrar office in writing, attaching copies of academic transcripts and all relevant documents for admission as stipulated in article 6 and NCNM index number as well. The RHIH registrar shall communicate to the institution to be certain if he/she was student there and has cleared all requirements for that institution. In case they report misconduct, applicant shall not be admitted. 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 documents and the recommendation by concerned School

**Article 11** Students requesting entry with credit transferred from another higher education institution or another department within Ruli Higher Institute of Health must do so one month before the beginning of an academic year for which the entry is sought.

**Article 12** The amount of tuition fees is determined by Ruli Higher Institute of health management and approved by the council of the institution in accordance with the presidential order no 32 of 09/08/2010. Tuition fees are paid in installments at registration before the beginning of the new academic year as indicated by the finance department.

**Article 13** Late registrations will be subject to approval by the admission board and a mandatory fine of five thousands Rwanda francs (5000 RWF) per week of delay. No registration will be accepted four weeks after the registration period. This article should be cancelled in case of any social problem with justification.

**Article 14** A student's registration may be cancelled at any time during the academic year by the academic senate on the ground of absence without permission for two weeks. Such cancellation shall last for a period of one year. In a case of serious omission, false declaration at registration or a serious offence to the rules governing the students' community, a student shall be indefinitely excluded.

**Article 15** Upon completion of registration process, the Academic Registrar's office shall issue a student's identity card, indicating the name, registration number, program and level of study. It bears among other details, the photograph of the student and the academic registrar's signature. If the student loses his/her card, he/she can be issued another upon presentation of a police report and payment of five thousands Rwandan francs (Rwf 5000).

**Article 16** Registration is an individual's responsibility, renewed each academic year in the registrar's office.

**Article 17** When, for whatever reasons, a student is discontinued before the end of academic year, he/ she give back his/her student card to the Deputy vice chancellor academic affairs and research office immediately.

**Article 18** A student may make a written request to the registrar to suspend his/her registration. Only a request submitted not later than two weeks after he beginning of academic year will be considered and the decision will be taken on the strength of the evidence provided. In case a student abandons studies without suspension permission, he/she is considered as indefinitely excluded. 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, and this extension of the suspension period shall not be more than two years. Otherwise, a student shall re- apply for admission.

**Article 19** Orientation of one week is compulsory for newly registered students at the beginning of each academic year. Student shall be provided with a handbook informing them about Ruli higher institute of health, academic programmes and code of conduct.

## CHAPTER II: TEACHING AND LEARNING ORGANISATION

### Section 1: General Teaching Organization

**Article 20** Ruli Higher Institute of Health programs are organized according to the semester system. Each academic year comprise two semesters; each semester comprises of 15 weeks in which thirteen of them are of teaching, situations for consolidating competencies and clinical training; and two weeks of examination.

**Article 21** At the end of each academic year, the department council designs the annual plan of its department for the following academic year and submits it to the Deputy vice chancellor academic affairs and research for review before being finally approved by the academic senate.

**Article 22** Teaching duties include: (1) course lectures, (2) tutorial sessions, (3) tutorial assignments, (4) skills lab demonstrations, (5) clinical/field training, (6) and supervision of case studies related educational activities which aim at consolidating student's knowledge, skills, and change of attitudes.

**Article 23** The Deputy vice chancellor academic affairs and research (DVCAR) shall release the full semester teaching and learning timetable at least one month before the semester begins.

**Article 24** Each programme consists of modules with a particular number of credits required in order to obtain an academic relevant award, in accordance with the Rwandan National Qualification Framework for higher education.

**Article 25** 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 (1200 hours). For clinical/ field training module, the number of credits shall be in accordance with individual program specifications. Each teaching session is 50 minutes.

**Article 26** All modules in the program are assigned to the team that is competent for teaching them. The members of academic staff who undertake such an assignment form a module team, headed by a module leader.

**Article 27** Each module leader shall submit to the respective Head of Department the module guideline /outline in order to be approved by the departmental council before two weeks it is given to students.

**Article 28** Each module has a unique title (name) and unique code made up of:

1. Letters providing a mnemonic for the title of the module;
2. A letter indicating field of study
3. Number of the module level;
4. Number of semester ;
5. Number of module.

**Article 29** Student will receive a soft copy of the module guideline at the beginning of the module. The module teaching guideline shall include the following:

- A. The objectives of the module;
- B. Learning outcomes from the module and its units;
- C. Indicative content; the detailed topics and subtopics to be covered
- D. The detailed schedule of delivery of topics
- E. Teaching and learning methodology;
- F. Assessment weighting and marking criteria;
- G. Indicative references ;
- H. Schedule for continuous assessment and final examination.

**Article 30** A module is considered complete if the number of hours for teaching / learning activities that were conducted is 90 % or more of the planned hours in the programme, except for clinical training modules which must be conducted at 100 %.

**Article 31** Students are considered to have completed their studies and obtained their awards once they have passed all of the required modules and the covered required number of credits.

**Article 32** The language of teaching instruction and assessment shall be English.

## **Section 2: Regular Attendance of Course**

**Article 33** No student is allowed to be absent from class, to miss assignments, clinical placement, exercises or examinations without prior permission of the head of department or his/her substitute.

**Article 34** 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 35** 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 checkup is the responsibility of each lecturer while the Head of department ensures that this is implemented.

**Article 36** The absence in clinical practice up to three (3) days without prior permission, the student will be suspended and do registration after one (1) year. The absence in clinical practice with prior permission and spend less than 1/3 of all clinical practice in all academic year student will complete all hours of clinical practice and repay clinical fees.

**Article 37** The absence of more than 1/3 clinical practice hours with prior permission and justification, student will suspend and do registration for next academic year. Every student is requested to reach the clinical site on time determined by institutions. The lack of punctuality and other misconduct behaviors of students at clinical practice settings are considered as indiscipline behaviors, and then are sanctioned accordingly. In this case, the clinical supervisor is allowed to sanction the student accordingly and inform the

clinical coordinator, HoDs and Deputy Vice-Chancellor Academic and Research. More on clinical practice are stipulated in clinical practice guidelines.

**Article 38** Each student shall use a uniform and display his/her student card in all academic activities. Failure to wear the relevant uniform will deny a student's access to academic premises and clinical activities.



## CHAPTER III: ORGANISATION OF ASSESSMENTS

### **Section 1 : Admission on Assessments**

**Article 39** All tests and final examinations shall be set in accordance with RHIH approved structure of examination policy.

**Article 40** At the end of each module, a final examination will be done. A student absent during the examination session with justified reasons shall seat for other exam during the period established by the academic senate.

**Article 41** 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 42** The student is entitled to one examination session in one academic year for a module. A student who faces unexpected circumstances that would prevent him/her from attending the examination or course test shall notify this in writing with supporting evidence to the head of department with a copy to the Deputy vice chancellor academic affairs and research and the academic registrar not later than two days after the incident has occurred. This student shall register for special exam.

**Article 43** A student who will fail to attend an exam and not report a justifiable reason will repeat the module.

**Article 44** No student is allowed to progress to the following level without having completed all required clinical learning hours.

### **Section 2 : Assessments**

**Article 45** 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. Each lecturer is responsible to abide on the 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 46** Modules are assessed by coursework – assignments carried out during the teaching weeks, where grades and feedback are provided before the final examination – and by a final assignment or examination at the completion of the module. Students will normally receive feedback on their grade and performance on coursework within three weeks of the due date or at least a week before the final examination of the same module, whichever is earlier.

**Article 47** 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.

**Article 48** In addition to theoretical exams, clinical practice shall be assessed by two clinical instructors to ensure reliability of clinical practice examination. Every finalist is allowed to sit for National Professional exam prepared by National Council of Nurses and Midwives for license which leads to registration as professional Nurses or Midwives after successful completion of the program.

**Article 49** A Ten credit module shall normally be assessed by one- two hour examination. A twenty credit module shall normally be assessed by a three hour examination. The assessment burden for modules of other lengths shall be in proportion to their size.

**Article 50** The grade of modules shall be made up of the marks for individual assignments, weighted as approved in the program specifications. All continuous assessment and examination marks shall be presented as scores showing the level of knowledge acquisition (recall) and the level of competencies acquisition (PC).

**Article 51** A module is passed if specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved.

**Article 52** At the end of the academic year, the final grade shall be calculated based on continuous assessments and the final examination for each module, clinical placement assessment and case study which is part of the final year total credits.

**Article 53** External examiners from accredited higher institutions of learning shall be appointed by the Vice chancellor in consultation with the Deputy Vice chancellor Academic affairs and research, Academic Quality Assurance Officer and heads of departments to evaluate professional modules, assessment methods and procedures, and the curriculum.

**Article 54** Each final examination script shall be marked by at least two examiners. One of examiners shall be the lecturer who will have taught the module, the second examiner shall be appointed by the departmental council. If the marks difference between the two examiners is more than the five marks (5), a 3<sup>rd</sup> 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.

### **Section 3 : End of cycle assessment**

**Article 55** At the end of program, each student shall seat for an end of cycle exam (The end of cycle comprises both theoretical and clinical/field exams) before the final grade is determined. Note that the eligible students are those who have successfully completed all theoretical and practical courses. The end of cycle shall be based on before final decision is taken.

**Article 56** External examiners from accredited higher institutions of learning and teaching hospitals appointed by the Vice chancellor in consultation with the Deputy Vice chancellor Academic affairs and research, Academic Quality Assurance Officer and heads of departments shall participate in the end of cycle examination. During practical

clinical/field examination, each student shall be assessed by the team of two examiners; (internal examiner and external examiner).

**Article 57** For the end of cycle marks calculation, the theoretical exam shall weigh 1/3 (34%) and the clinical/field exam shall weigh 2/3 (66%) of the whole end cycle marks. The pass mark is  $\geq 60\%$  after compilation of practical and theory components, but there is “no pass” to any examinee that has failed the component of practical examination.

**Article 58** A student who fails to obtain the pass mark (including who failed practical exam) as stipulated in the article 57, is entitled to be a graduate only after having undergone a clinical clerkship for a period of 6 months and be reassessed; He/she must register for the following academic year. Note that he / she must pay each credit for this period according to current school fees.

**Article 59** A student who faces unexpected circumstances that would prevent him/her from attending the examination shall notify this in writing with supporting evidence to the head of department with a copy to the Deputy vice chancellor academic affairs and research and the academic registrar not later than two days from the day of the incident has occurred. This student, whose reason is justifiable, shall register for year the exam will be reoffered. He/she shall graduate after passing successfully the exam.

**Article 60** A student who misses the end of cycle exam without justifiable reason shall not graduate in that year; he/she shall register for the following academic year and repeat the year.

**Article 61** For details to clinical placements, RHH clinical guideline shall be considered.

#### **Section 4 : Assessment Procedures**

**Article 62** All academic teaching staff members are responsible for the way of assessing students' progress and acquired skills.

**Article 63** The submission of coursework by due to date is obligatory. None & late submission will lead to a mark of zero for the assignment unless adequately justified.

**Article 64** The module leader submits a hard copy of his/ her typed examination and the marking scheme to the head of the department one week prior to its date of administration. After checking that the evaluation meets the criteria agreed upon by the department council, the head of department submits the examinations in a sealed envelope to the Registrar for multiplication. No examination shall be sent by e-mail or fax.

**Article 65** All examinations shall indicate the name of the module, the duration of examination, the date and time of administration, mark allocation for each question and other important instructions.

**Article 66** No Supplementary examinations shall be done but special examinations may be considered on merit of individual case.

### **Section 5 : Invigilation**

**Article 67** It is the responsibility of heads of departments to appoint/ avail invigilators of examinations and the venues. A minimum of two invigilators shall supervise each examination and one of them shall be designated as chief invigilator. If there are more than forty students they shall be supervised by more than two invigilators, in ratio of one invigilator by twenty students' increase.

**Article 68** During the clinical assessments, every student performing a procedure shall be assessed by not less than two examiners; the duration of clinical exam should be a one hour and half.

**Article 69** 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 Ruli Higher Institute of Health assessment policy. 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 matter. They must be positioned such that the whole room is observed.

**Article 70** No examination shall be administered in the absence of the concerned lecturer. If there are strong reasons to be absent, the head of department shall take the responsibility.

**Article 71** No student shall be allowed to enter the examination venue without presenting valid examination pass provided by the school accountancy, indicating clearance of tuition and other fees.

**Article 72** Students shall sit in the examination venue 15 minutes before the commencement of examination. Candidates shall be seated as directed by invigilators.

**Article 73** Invigilators shall checkup the candidates' identity, ensuring that instead of names of students, examination index numbers are written on the examination answer booklet before distributing examination material to students/ candidates.

**Article 74** Students shall not be allowed to bring into examination room any books, papers, calculators with text facility, except where specified in the Module Description. Mobile telephones are prohibited in the examination room.

**Article 75** Examinations of the same duration may be scheduled at the same venue with adequate capacity.

**Article 76** The chief invigilator informs the students at half time, thirty minutes, and ten minutes before the end of the written examination.

### **Section 6 : Awarding and calculation of Marks and remedial teaching and assessment**

**Article 77** Every student is entitled to access his (her) semester continuous assessment script and examination scripts, score and marking scheme before copies are handed in to the department.

**Article 78** 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.

**Article 79** No changes shall be made to the examination marks already handed to the departmental council/Deputy vice chancellor Academic Affairs and research either by the

relevant lecturer or head of department. The changes can only occur in case of errors verified by the departmental council.

**Article 80** Any student who misses both test and/or examination without valid reasons and evidence is awarded a zero mark. The evidence has to be notified to the head of the department not later than two days after the incident has occurred, as described in article 42 of these regulations. No lecturer shall accept a justification which is not countersigned by the head of the department. A copy of this justification must be given to the Deputy vice chancellor academic Affairs and research.

**Article 81** Continuous assessments shall make up 50% of the module score while the final examination shall make up 50 % of the module score.

**Article 82** For modules with a practical component, the final marks of each module are awarded as follows: 30% for theoretical continuous assessment, 20% for practical continuous assessment and 50% for the final examination. The last one (final exam) 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 83** Clinical placement module marks shall be awarded as follow: 20% of clinical portfolio, 10% of clinical setting's staff evaluation and 20% of clinical instructor/mentor evaluation shall make up continuous assessment and the remaining 50% will be of final evaluation.

**Article 84** The student passes automatically if he/she has at least 50% in each theoretical module and 60 % in clinical placement.

**Article 85** There will be a remedial teaching and examination for the identified failed modules in semester one and semester two. The following are requirements for a student to qualify for remedial teaching and examination:

- a. Students must have at least 50% or 25/50 in continuous assessment CA and the all marks of the module (CA and final examination) should be at least 35%.

- b. Students must pay fees for the failed modules before attending remedial classes. The fees to be paid must be calculated according to the module's number of credits
- c. HoD shall identify students qualifying for remedial teaching and examination indicating modules and number of credits and report shall be presented to academic senate at the end of semester/year

**Article 86** A Student who fails a module of not more than 10 credits after remedial, will progress to the next level, but he/she will pay and retake it the next time it will be reoffered. No student shall be allowed to retake a module more than once; he/she shall be discontinued.

**Article 87** A student who fails module weighing more than 10 credits after remedial, shall register and repeat the year.

**Article 88** A student who was deemed to sit for special examination, and miss special exam due to a justifiable reason shall be considered as the one who failed remedial and he/she will progress to the next level and retake the module once it is reoffered if module does not weight more than 10 credits.

**Article 89** A student who was deemed to sit for special exam, and miss special exam due to a justifiable reason won't progress to the next level; he/she shall be allowed to register as part-time student and repeat the module he/she has missed for exam, if the module weights more than 10 credits.

**Article 90** A student who fails more than 50 credits out of 120 credits in a year will be discontinued. The Module which should be considered as a special examination and because of the justifiable reason; it has been missed, should not be considered as a failure

**Article 91** 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 92** No student shall be allowed to repeat more than once in any year and not more than twice in any programme. If so, student shall be discontinued.



**Article 93** Failure for a student to demonstrate professional requirements other than academic failure, the departmental council shall take necessary action.

**Article 94** The weighted annual average is the sum of final marks multiplied by the credits of each module, divided by the total number of credits of the whole year.

**Article 95** For the last year, the end of cycle result shall appear on their academic transcript.

**Article 96** No exemption shall be granted to students from other institutions for professional modules, but credit transfer may be accepted based on international standards or equivalence from the National council for higher education.

**Article 97** The students' grades shall be proposed by the department council to the academic senate for approval.

**Article 98** The students' annual marks and decisions on progression shall be made known a week after the official approval by the academic senate. Examination results shall be displayed on institute notice-board or may be accessed on the institute website wherever possible using individual passwords. Students' examination results shall be indicated by students' index numbers.

**Article 99** The institute shall withhold issuing statements of results to students owing fees or property to the institute.

**Article 100** The marks awarded for each module shall be converted into letter grades and the results shall be approved by the academic senate. The academic transcripts shall show grades as follows

<b>Marks</b>	<b>Letter</b>	<b>Grade points</b>
80-100	A	5
70-79	B <sup>+</sup>	4
60-69	B	3
50-59	C	2
<50	F	1

The classification of the award shall depend on the average percentage or average point score based on the credit hours of the module. The system of computing the **Marks Percentage Average (MPA)** and **Grade Point Average (GPA)** is defined by the equations:

$$MPA = \frac{\sum C_i M_i}{\sum C_i}$$

$$GPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where, **C<sub>i</sub>** stands for the credit hours for course **i** , **M<sub>i</sub>**, stands for the percentage marks for the course and **p<sub>i</sub>** stands for the grade point score for the course ,based on the letter scale **A, B, C, D** and **E**, which relates to the percentage marks and grade points as shown in the table above.

The final classification of the diploma /degree shall be based on the performance of a candidate in all the modules done during the last two years of study. The final score for the diploma/ degree award shall be obtained by computing the **MPA** or **GPA** rounded to the nearest decimal place.

The classification of the diploma/degree award is based on the **MPA** or **GPA** as shown below.

<b>Marks</b>	<b>Letter</b>	<b>Grade points</b>
80-100	A	3.50 – 4.0
70-79	B <sup>+</sup>	2.50 – 3.49
60-69	B	1.50 – 2.49
50-59	C	1.0 – 1.49
<50	F	0.0

### **Section 7 : Appeal procedures**

#### **Article 101**

There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing with the Head of Department responsible for the programme within one week of the mark being published and shall be supported by evidence. The appeal shall be considered by a committee consisting of the Head of department, the module leader (or

another academic member of the programme team if the programme Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade. The students may appeal regarding the result confirmed by the academic senate. Application for appeal shall be made in writing to the Deputy vice chancellor Academic Affairs and Research not later than two days after the posting of results on notice-board. The Deputy vice chancellor Academic Affairs and Research shall give a reply to the student not later than five working days. A copy shall be given to the chairperson of the academic senate and to the relevant Head of Department. A non-refundable application fee for the appeal of five thousands (5000frw) shall be paid by the student at Ruli Higher Institute Health account

### ***Section 8 : Cheating***

***Article 102*** Cheating of any variety is serious disciplinary offence. It includes, but is not limited to plagiarism and submitting another person' work as your own, any attempt to obtain copies of unseen examinations or tests beforehand or to influence the use of prohibited materials, sharing of answer sheets contents. Unsuccessful attempts to cheat are regarded as successful cheating

***Article 103*** Cheating cases and complicity in cheating are punishable by expulsion of the student caught while cheating or any form of academic plagiarism. The name of the student shall be published on the RHIH notice board, and communicated to all HLIs in Rwanda.

***Article 104*** 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 105** The lecturer or the invigilator(s), who has/have noticed the offence, fill(s) an incident form and write(s) a statement on the spot, attach the evidence, then submit(s) it to the head of department. The head of department forwards it to the Deputy vice chancellor Academic Affairs and Research.

**Article 106** Any lecturer or staff member who shall be found facilitating cheating, complicity in cheating or cheating attempt during examinations shall be subject to dismissal and legal prosecution without any prior warning. The examination shall be cancelled immediately. A written statement with examination incidence form about cheating confirmed by the witness will be reported to the head of relevant department who submits the case to the Deputy vice chancellor Academic Affairs and Research. The Deputy vice chancellor Academic Affairs and Research reports the case to the Vice chancellor and gives copies to the suspect and to the relevant authorities. However, the suspect has the opportunity to appeal to Ruli Higher Institute of Health management through the Deputy vice chancellor Academic Affairs and Research.

### **Section 9 : Academic malpractices**

**Article 107** It is prohibited for the student to consume alcohol and others drugs in any academic activity, any discovered case will be punished by exclusion from institute.

**Article 108** Fire safety is very important to the community. Most fire-related emergencies can be avoided by practicing fire safety, so that the students are required to avoid any activity that can cause fire incidence such as all flammable and combustible materials

**Article 109** Both harassment and discrimination are prohibited within RHIH during all form of academic activities, any student who will try to exert harassment and discrimination will be immediately excluded from RHIH after investigation with testimonial.

**Article 110** The institute is committed to maintaining a safe and secure environment in which to conduct educational and research activities. This requires minimizing the risk

of injury or death associated with deliberate or accidental use of weapons. Students are therefore not permitted to possess or imply possession of a weapon anywhere on property owned, leased or controlled by the institute

**Article 111** University network resources may not be used to defame, harass, intimidate, or threaten any other persons. Social networking sites present unique circumstances for their users, but do not necessitate a deviation from the policies and practice that guide the Institute community's use of the internet.

Students are advised to be aware that the information they post on these sites may be seen by their relatives, their faculty, their future employers, etc.

Sharing copyrighted works without the copyright owner's permission, also known as file sharing, is illegal and a violation of the policy. Copyrighted works may include songs; television shows software, and other original creative works.

No student or group of students may print, publish, distribute or otherwise circulate any false or cruel information or circulate information without the name and signature of the authors. It must be seen by dean of students.

#### **CHAPTER IV. RESEARCH PROPOSAL**

***Article 112*** Final students shall write a research proposal and submit it in the department.

***Article 113*** A student(s) shall write and submit his/her (their) research proposal in accordance with the institutional Guidelines for Research Projects as shall be amended from time to time

## CHAPTER V: ACADEMIC AWARDS AND FINAL PROVISIONS

### Section 1: Academic awards

**Article 114** All academic awards shall be credit-based. Students who successfully complete the programmes shall be awarded as follows, in accordance with the national qualification framework: certificates: 120credits and advanced diplomas: 360 credits.

**Article 115** A student cannot obtain two or more awards following completion of one programme except at the discretion of the academic senate.

**Article 116** No academic document will be issued to students without clearance from the head of department, in charge of library, the finance manager, and the Deputy vice chancellor Academic Affairs and Research. The clearance document duly signed is submitted to the principal for issuance of official academic documents.

**Article 117** Every official document issued by the institute shall always bear the official stamp or seal of the institute and the signature of the appointed authority.

**Article 118** At the end of each academic year, an academic transcript shall be issued to the student on request and after payment of the due fees established by the Academic Senate. The academic transcripts shall be assigned by the academic registrar.

**Article 119** All institute awards shall be duly signed by the Vice chancellor and shall bear an official institute seal.

### Section 2: Final provisions

**Article 120** All previous provisions contrary to the present regulations are invalid.

**Article 121** Where a case does not have any reference in these regulations, the general academic regulations of the Higher education council in Rwanda shall be applied.

The present academic regulations shall be applied the day it has been approved by the senate and signed by the Vice chancellor of the RHH.

Signed by

A blue circular stamp from the Archdiocese of Kigali is stamped over a handwritten signature. The stamp contains the text "ARCHDIOCESE OF KIGALI" at the top, "R.H.H. Ste ROSE DE LIMA - BULI" at the bottom, and "P.O. Box: 1285 KIGALI" in the center. A star is visible on the left side of the stamp. The handwritten signature is written in blue ink and appears to be "Ruh".

**Father Innocent DUSHIMIYIMANA, PhD**

**Vice chancellor, RULI HIGHER INSTITUTE OF HEALTH SAINTE ROSE DE LIMA**

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