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THE EXAMINATIONS POLICY

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Contents

DEFINITIONS 4

GENERAL INTRODUCTION 5

ABBREVIATIONS 6

TITLE ONE: ADMINISTRATION OF EXAMINATIONS 7

TITLE TWO: ASSESSMENT AND EXAMINATION PROCEDURES 8

TITLE THREE: METHODS OF ASSESSMENT 8

TITLE FOUR: NUMBER AND TYPES OF EXAMINATIONS 9

TITLE SIX: EXAMINATION MALPRACTICES AND IRREGULARITIES 11

 Section One: Malpractices in Relation to Assignments 11

 Section Two: Fraud in Relation to Assignments 11

 Section Three: Malpractices in the Conduct of Examinations 12

 Section Four: Cheating in an Examination 12

 Section Five: Fraud in Examinations 13

 Section Six: Offences Relating to the Conduct of Irregularities Hearing 14

 Section Seven: Possessions of Firearms during the Examination period 15

 Section Eight: Mitigating and Aggravating Factors When Determining the Appropriate Punishment 15

TITLE SEVEN: PROCEDURE FOR HEARING OF MALPRACTICE CASES 16

 Section 1: Guidelines on Apprehension of a Suspect 16

 Section 2: Law of Natural Justice 16

 Section 3: Pre- Hearing 16

 Section 4: Hearing 17

 Section 5: Value of evidence 19

 Section 6: Post-Hearing 19

 Section 7: Appeal Procedures 20

TITLE EIGHT: MARKS ALLOCATION AND REVIEW 21

TITLE NINE: EXAMINATION OF RESEARCH 22

 Section 1: Progress reports 22

 Section 2: Notice to Submit Report for Examination 22

 Section 3: Appointment of the examiners of Dissertations 22

 Section 4: Submission of Dissertation 22

 Section 5: Examination Procedure 23

 Section 6: Things the Examiners should look for during examination of dissertations 23



Section 7: Examination Format 23

Section 8: Outcome decision of the examination 24

Section 9: Corrections/Revision and Final Evaluation 24

TITLE 10: DELIVERY OF EXAMINATIONS/CATS TO THE LEARNING CENTERS 25

Section 1: The Role of the School/Faculty/Department in the delivery of Examinations/CATs
to the learning centres 25

Section 2: Actual Delivery of Examinations to the Learning Centers 25



DEFINITIONS

Cheating in an examination means using or attempting to use unauthorized materials, getting examination questions or marking scheme in advance, doing an examination for someone else, assisting or being assisted by another person during an examination, exchanging documents or any materials, copying from another student's script, talking with another student, sharing things like calculators and mobile phones in an attempt to gain unfair advantage, scribbling on one's body, giving his/her student ID to someone else to use, or using a forged student or examination ID.

Course, subject and module are used interchangeably.

Day-time student is a student who registers and attends lectures on a day time basis and sits for examinations in order to be awarded an undergraduate degree, after successfully completing all courses for the whole programme.

Degree certificate is an official document offered by the School to testify that an academic qualification was awarded to a student who successfully completed an undergraduate programme. The degree certificate is signed by the Academic Registrar and the Vice chancellor.

Departmental Examiners' Board is a department committee constituting all internal and external examiners, chaired by the HoD, which deliberates on examination results of the department and makes recommendations to the school board.

Evening student is a student who registers and attends lectures in the evening and sits for examinations in order to be awarded an undergraduate degree, after successfully completing all courses for the whole programme.

Exchange Student is a short term visiting student who registers for courses through an exchange programme between institutions of higher learning and sits for examinations in these subjects. Examination results are transferred to his/her respective home institution.

Internal examiner means having another person to re-mark an examination booklet or having an external moderation of examinations.

Passing a course means scoring a grade of at least 50% overall for undergraduate or 60% overall for postgraduate.

Retake means studying the course afresh in case the student failed the module, i.e. attending classes, doing continuous assessment tests and sitting for the final examination.

Senate is the supreme academic organ responsible for academic affairs, research and education at UoK. It is chaired by the Vice chancellor and it is constituted by DVCs, Principals, Deans Academic Registrar, two Student representatives, one academic Staff Representative.

Provisional transcript is an official document indicating a student's academic progress and it is issued to a student who has not yet completed the undergraduate and graduate degree programme. The statement of results is signed by the Academic Registrar.

Unauthorized materials mean anything that is not allowed in the examination room regardless of whether it is relevant or not.

GENERAL INTRODUCTION

This examination policy provides the procedures to which the University of Kigali uses while conducting assessments and examinations. The Assessments and examinations tasks assess what is intended to be assessed and should be fit for purpose as per the university vision and mission. All covered modules have learning outcomes, which form the basis of the assessment. 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.

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 module.

Modules shall be assessed by module work- assignments carried out during the teaching and learning process, where course work marks and feedback are provided before examination and by a final examination at the end of the module.

Students shall receive feedback on their continuous assessment tests before the commencement of the exams.

The final examination shall cover the entire taught module. This examination must take place at the end of the module.

The method for assessing the students' work, progress, knowledge, understanding, and skills shall follow the university academic policy.

The academic regulations specified in this document are complementary to the guidelines for Institutions of higher learning as issued from time to time by the Higher Education Council (HEC).

These academic regulations are stipulated to be specific to the conditions of University of Kigali. Where there will be conflict between these academic regulations and those issued by the HEC, the HEC regulations will supersede.



ABBREVIATIONS

CAT: Continuous Assessment Test(s)

HEC: Higher Education Council

HoD: Head of Department

ID: Identity Card

SPGS: School of Postgraduate Studies



TITLE 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 required of 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 examiner (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 by signing in. 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 front of the examination booklet and sign out.

Article 4: For examinations and continuous assessment 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/chief Invigilator for the examination of his/her course. The HOD 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 departmental



Disciplinary Committee, and if proved guilty will be recommended for dismissal by the School Board to the Senate.

TITLE TWO: 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 at the end of each module.

Article 9: Modules are assessed by module work- assignments carried out during the teaching and learning process, where course work marks and feedback are provided before examination; and by a final examination at the end of the module.

Article 10: Students will normally receive feedback on their continuous assessment tests before the final exams. The publication of continuous assessment results should not go the time of the module.

Article 11: The final examination shall cover the remaining part of the taught module. This examination must normally take place at the end of the module.

Article 12: 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.

TITLE THREE: METHODS OF ASSESSMENT

Article 13: The methods of assessing the work, progress, knowledge, understanding, skills, and the attitudes of the students must be in conformity with the relevant policies of the University.

Article 14: The HoD must coordinate the assessment in order to ensure an equitable distribution of the work of the student over the academic year.

Article 15: 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 DVCA.

Article 16: Before sitting for an examination, students shall present their ID card and financial clearances slip.

Article 17: At the beginning of the exam, the student shall sign in on the attendance sheet. And on the submission of the examination booklet, the student shall sign out the attendance sheet.

Article 18: Students shall not be allowed entering an examination room fifteen minutes after the distribution of exam to students.

Article 19: 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 20: 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 21: 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 UoK or online. 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 22: After each final exam, the lecturer submits both results and booklets to head of the department. Students with complaints have the right to ask for the remark of the examination papers within 10 working days after the results are officially released. For the case of the continuous assessment tests (CATs), the students can formerly write to the HOD requesting for the remark and this should be handled at the departmental level.

TITLE FOUR: NUMBER AND TYPES OF EXAMINATIONS

Article 23: The number and the frequency of the assessments must comprise all the component of the module by respecting the relation credits - award.

Article 24: 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 20% and CATs shall normally make up 40% of the module score and final assessment 40% for undergraduate and assignments shall make up 30% and CATs shall make up 30% of the module score and final assessment 40% for graduate school.

Article 25: 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.

Article 26: Internship permanently supervised by a UoK Lecturer: assessment of the work progressively with its advancement as well as the internship report according to the weightings fixed by the University.

Article 27: The internship is jointly supervised (UoK's lecturer and a person from the outside of UoK): assessment of the work progressively with its advancement as well as the internship report, lecturer from the university 30%, the company supervisor where the internship took place 30% and the internship report 40% marks

Article 28: The assessment of the internship report and the presentation is done in the following way: on the basis of a pre-established form, the content

TITLE FIVE: ABSENCE DURING ASSESSMENTS AND EXAMINATIONS

Article 29: 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 30: 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 31: 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 the examination without official permission as per this article, shall undertake the missed examination when next offered at his or her cost.



Article 32: Claims for special examinations that may be accepted by the HoD/ Dean shall only be granted when the module is next on offer. All application for special examinations must submitted to the Department/Faculty within a period of not more than two (2) months from the date the examination was conducted unless it is a special circumstance granted by the concerned office. For the case of a make up CAT, this should be arranged before the final examination of that module is done

To meet the class attendance requirements, students should have attended not less than 85% of the total classes of each module, including but not limited to lectures, seminars, and practicals in a whole module. 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 course and will be required to retake the module. It is the responsibility of lecturers to take and keep records of students' class attendance.

TITLE SIX: EXAMINATION MALPRACTICES AND IRREGULARITIES

Section One: Malpractices in Relation to Assignments

Article 33: 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.

Section Two: Fraud in Relation to Assignments

Article 34: It is strictly prohibited for a student/candidate to:

- (a) Submit assignments not done by him/her.
- (b) Substantially plagiarize the work of any other person.
- (c) Solicit/purchase any assignments from any other person.
- (d) Falsify/alter marks awarded on a 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 in case there is 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.

Section Three: Malpractices in the Conduct of Examinations

Article 35: 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 15 minutes after the examination/test has commenced.
- (3) Leave the examination hall/room earlier than one 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.

Section Four: Cheating in an Examination

Article 36:

- (a) 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.
- (b) Copy from any other candidate/student.
- (c) 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.
 - (i) Replicate one's own work which one has presented elsewhere for assessment.
- (d) Aid and/ or abet another candidate/student to copy from a script/ book of another person.



- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) 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) On 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.

Section Five: Fraud in Examinations

Article 37: It shall be an offence for a student/candidate involved in an examination to:

- (a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- (b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- (c) Falsify or alter marks awarded on an examination script/book.
- (d) Impersonate another student/candidate.
- (e) Procure or induce another person to sit for him/her.
- (f) Utter false documents in relation to eligibility to sit University examinations.
- (g) Sit or attempt to sit an examination without authority.
- (h) Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.

- (i) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- (j) Fraudulently access or attempt to access examination questions before the examination is due.
- (k) 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.

Section Six: Offences Relating to the Conduct of Irregularities Hearing

Article 38: 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 School Appeals and disciplinary 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.



Section Seven: Possessions of Firearms during the Examination period

Article 39: 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 with aim of intimidating the invigilator.
- (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, or
- iii) Cancellation of the relevant examination and dismissal from the University.

The term "*potentially lethal weapon*" for purposes of Article 39 (a) includes, but is not limited to guns, pangas, machetes, daggers, switch blades, spears, swords, bows & arrows, brass knuckles and any incendiary device. This definition also includes imitations of potentially dangerous weapons such as fake guns.

Section Eight: Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Article 40: 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.

(a) 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.

(b) 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 University staff which are subsequently proved to be false.



6. Second conviction/ recidivism

TITLE SEVEN: PROCEDURE FOR HEARING OF MALPRACTICE CASES

Section 1: Guidelines on Apprehension of a Suspect

Article 41: 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. 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, and in camera
- b. The materials should be taken away as soon as they are found and kept as exhibits.
- c. Identity of the suspect and possible witnesses should be recorded immediately.
- d. A suspect should not be allowed to proceed and should make a statement and fill the malpractice form.

Section 2: Law of Natural Justice

Article 42: In the handling of examination irregularities and malpractices, the Faculty/School/ 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.

Section 3: Pre- Hearing

Article 43: The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the examination officer.

Article 44: Any materials allegedly found on the student/candidate should be submitted to the examination officer for safe custody.

Article 45: The departmental disciplinary Committee 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 46: The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the Chairperson of the Committee.



Article 47: The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.

Article 48: 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 defence of not later than 4 working days.

- (a) 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.
- (b) 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.
- (c) 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.

Section 4: Hearing

Article 49: The departmental Committee shall be properly constituted by the HOD and other faculty members.

The membership of the appeal Committee shall be drawn from the Deans/Principals/Directors and Deputy Deans/Directors and Heads of Departments in each Faculty/School and headed by the DVC
A. 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.

Article 50: The student/candidate shall appear in person and/ or escorted by one 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 51: The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the committee 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 52: 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 disciplinary Committee for information and for any other decisions apart from dismissal. Where, on the face of the record, the Senate Examinations Committee realizes that the Faculty/School Committee erred in its decisions, the Committee has a right to review the decision.

Article 53: 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 54: 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 55: The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.

Article 56: The student/candidate may call witnesses to substantiate his/her defence.

Section 5: Value of evidence

Article 57: 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 58: 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 59: After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

Section 6: Post-Hearing

Article 60: The Committee shall deliberate on the matter preferably on the same day as the hearing.

Article 61: 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 60: 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 61: 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 62: The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

Article 63: 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.

Section 7: Appeal Procedures

Article 64: 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 65: The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School Committee receipt of the appeal.

Article 66: A student/candidate who pleaded guilty to an offence before the Faculty/School Committee shall have a right of appeal only with respect to the penalty.

Article 67: 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 68: The Academic Registrar shall officially notify the Faculty/School Committee that made the decision in the first instance of the date of hearing of the appeal. The Faculty/School Committee shall have a right of representation.

Article 69: At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty/School Committee shall have a right to respond to the student/candidate's presentation.

Article 70: The Senate Examinations Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.

Article 71: Where additional witnesses are called, they will be subject to cross-examination by the representative of the Faculty/School Committee. The Faculty/School Committee



may also adduce additional evidence, which may be responded to by the student/candidate.

Article 72: The Senate Examinations Committee will then deliberate in the absence of the student/candidate and Faculty/School Committee representative preferably on the date of hearing.

Article 73: The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty/School Committee.

Article 74: The Senate Examinations Committee shall take into account the law of natural justice set out in Section 2 Article 42(a).

TITLE EIGHT: MARKS ALLOCATION AND REVIEW

Article 75: 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. The examination paper will not be remarked again after the external examiner's grade.

Article 76: After continuous assessment marks have been submitted by the lecturer to the HoD, only exceptional changes will be made by the lecturer on authorization by the HoD.

Article 77: 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 78: 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 10 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 10 working days of the publication of marks, after Senate approval, provided that he/she pays an appeal fee of 10,000 Rwf per examination paper. The appeal fee will be refunded for upside remarking of at least 5 points.



TITLE NINE: EXAMINATION OF RESEARCH

Section 1: Progress reports

Article 79: All research candidates and their academic advisors are required to submit progress reports on their research, dissertation or dissertation write up as follows:

- a. Doctoral candidates once every six months
- b. Master's candidates once every two months
- c. Undergraduate candidates once every month

Section 2: Notice to Submit Report for Examination

Article 80: A candidate wishing to submit his/her Report for examination should write to the Dean graduate school with a copy to the Head of Department where they belong, giving a one month notice.

Section 3: Appointment of the examiners of Dissertations

Article 81: Once a candidate gives notice of submission, the Department/Faculty/school will then proceed to nominate examiners:

Undergraduate:

An undergraduate's degree will have:

- a) The candidate's supervisor, who will serve as first internal examiner
- b) A second internal examiner from within the Faculty or Department
- c) An external examiner

Master's Degree:

A master's degree will have:

- a) The candidate's supervisor, who will serve as first internal examiner
- b) A second internal examiner from within the Faculty or Department
- c) An external examiner

Doctoral Degree:

A doctoral dissertation will have:

- a) The candidate's supervisor, who will serve as first internal examiner
- b) A second internal examiner from within the Faculty or Department
- c) One external examiner

Section 4: Submission of Dissertation

Article 82: A master's candidate will submit three (3) loosely bound copies of the dissertation for examination to the graduate School. A doctoral candidate will submit four (4)



loosely bound copies of the dissertation for examination to the Faculty/School of Research and Postgraduate Studies.

Section 5: Examination Procedure

Article 83: A loosely bound dissertation will be submitted to an external examiner chosen by the Faculty and the Postgraduate Dean. Examiners for the dissertation/s will be given one (1) month within which they should grade and submit marks for the dissertation. *In addition, each examiner will write a comprehensive report on the dissertation.*

Article 84: Examiners for the theses will be given a period of three (3) months within which to mark/assess the thesis. At doctoral level no mark is awarded. A written report of about three to four pages will be required in the assessment.

Section 6: Things the Examiners should look for during examination of dissertations

Article 85: In the process of assessing dissertations, examiners are asked to give emphasis to the following:

- (a) *Overall structure and presentation.* The order and correctness of construction, with special attention the conciseness and fullness of the Abstract.
- (b) *Introduction.* The clarity of articulation, especially of the research problem, the purpose and objectives of the study, the research question(s) or hypothesis (es), and the theoretical/ conceptual framework.
- (c) *Literature Review.* Whether or not the researcher has presented substantial, selective, balanced comprehensive and evaluative literature review.
- (d) *Methodology.* The appropriateness or inadequacy of the specified methodology in addressing the research problem and realizing the stated objectives.
- (e) *Presentation and Analysis of Data.* Whether or not the data has been presented in a systematic and orderly fashion that enhances the analysis.
- (f) *Discussion of Results.* How the trends that emerge from the data analysis are interpreted and integrated into a final research statement.
- (g) *Conclusion (and Recommendation).* (a) How the findings of the research are brought together, with an indication of whether or not the research question has been sufficiently addressed, the objectives achieved, the research question answered/the hypothesis confirmed, and if the chosen methodology was adequate for the research task. (b) The extent and relevance of the specified Recommendations.
- (h) *References and Appendices.* The order and correctness of the references and appendices, with special attention to the referencing and bibliographic style.

Section 7: Examination Format

Article 86: Postgraduate: The examiner's report should be compiled using the following format:



- (a) Overall structure and presentation 5%
 - (b) Chapter One: Introduction 15%
 - (c) Chapter Two: Literature Review 15%
 - (d) Chapter Three: Methodology 10%
 - (e) Chapter Four: Presentation and Analysis of Data 20%
 - (f) Chapter Five: Discussion of Results 20%
 - (g) Chapter Six: Conclusion (and Recommendation) 10%
 - (h) References and Appendices 5%
- TOTAL 100%**

Section 8: Outcome decision of the examination

- Article 87:** The examiner will be required to indicate whether the work:
- (a) can be awarded a degree in its present form. For the PhD degree the contribution should be significant.
 - (b) needs minor correction and revisions after which a degree can be awarded. These corrections should be pointed out in detail.
 - (c) requires major revisions and fresh submissions for examination.
 - (d) is not acceptable for award of a senior degree.

In the case of (b) above, the examiner should indicate whether the revised version needs to be only finalized to the satisfaction of the supervisor.

Section 9: Corrections/Revision and Final Evaluation

- Article 88:** The examiner is required to indicate exactly what corrections are necessary or whether the dissertation/dissertation needs to be revised. If the Report needs extensive corrections or revision, these should be set out and the affected paragraphs indicated. And even if it is only minor corrections that are required, they should be so indicated.

Article 89: Routing of Dissertations and Examiners' Reports

The dissertations are sent to the examiners by the School or its designated representative. The examiners' reports should be sent directly to the Dean of the School.

Article 90: Viva Voce Examination/Oral Defence

The viva voce or oral examination team should/will be composed of the:

- a) Dean – School (as Chair)/ or representative.
- b) Head of Department or expert from the department.
- c) Supervisor/s - Internal or external.
- d) External examiner

Article 91: Final Submission

Once all the regulatory requirements have been completed to the satisfaction of the Dean of

the School, the candidate will submit both two (1) copy of the dissertation in **hard bind** and (1) **electronic or soft copy** to the Dean of the School; who will deposit a copy in the library.

TITLE 10: DELIVERY OF EXAMINATIONS/CATS TO THE LEARNING CENTERS

Section 1: The Role of the School/Faculty/Department in the delivery of Examinations/CATs to the learning centres

Article 92: Setting of examinations/CAT question papers shall be done by the respective Lecturers under the leadership of HODs and the Deans.

Article 93: Moderation of examinations/CAT shall be done by the by the respective Lecturers under the leadership of HODs and the Deans.

Article 94: The Dean or HoD will submit Examination/CAT question Papers on readable Compact disc/ flash disc to the office of examinations which is under the Academic Registrar.

Section 2: Actual Delivery of Examinations to the Learning Centers

Article 94: The actual delivery of the Examinations/CATs to the learning which includes transportation is the responsibility of the University Registrar and has the following specific roles to play:

- (a) The University Registrar shall identify a staff to print and package the question papers.
- (b) The University Registrar shall identify from his staff, suitable people to deliver exams to the learning centres.
- (c) The University Registrar or his delegate shall sign the mission orders for the registry staff or any other personnel deemed fit to deliver examinations/CATS to the learning centres.

Presented by

Prof. Robert Rugimbana

Vice Chancellor (Chairman Senate)

Date: 23-05-2022

Signature: 

Approved by

Mr. Philibert Afrika

Chairman BODs

Date: 23/5/2022

Signature: 

