STUDENTS POLICY HANDBOOK

REVISED APRIL, 2021

University of Kigali Student Policy Handbook is specifically designed for all our students with the aim of providing relevant information regarding the university governance structure, general academic regulations, disciplinary regulations, examination rules and process, grievance redress mechanisms etc

Contents

CHAPTER 1: GENERAL INTRODUCTION

1.1 Historical Background

University of Kigali is one of the leading private higher institutions of learning in Rwanda. It is a fully accredited/ chartered University by the Government of Rwanda.

Started its operations in October, 2013.

The university was born out of the dreams and aspirations of individuals namely our Chairman Board of promoters and Chairman Board of Directors Prof. Nshuti Manasseh and Mr. Africa who had the desire to expand and meet the growing demand of for education in the region and the world in general.

1.2 Vision of the University

To be a pole of radiance and excellence nationally and internationally, with its quality education, research and provision of innovative serves to community.

1.3 Mission of the University

To provide quality education programmes that match the labour market and development needs of Rwanda for graduates who are capable of contributing to national economic and social needs and who can compete on the international labour market.

1.4 Philosophy of the University

UoK has the vision of being a pole of radiance and excellence with its quality education, research, services to community and utilization of new information and communication technology.

1.5 Core Values of the University

The university integrates the following core values in all its facets i.e. quality, integrity, firmness, honesty, relevance, professionalism, flexibility and innovativeness.
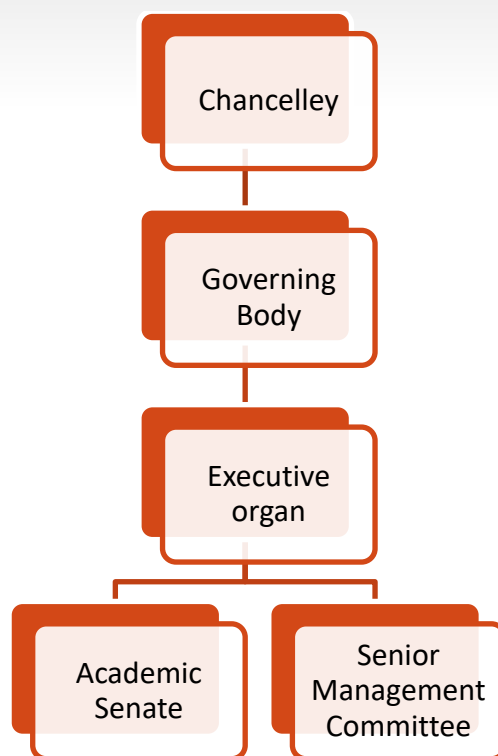
CHAPTER TWO: MANAGEMENT AND GOVERNANCE

2.1 Organs of Governance

The governance of the university is vested in the following main organs: -

a) 1 The Chancellery;

b) 2 The Governing Body;

c) 3 The Executive Organ;

d) 4 The Academic Senate;

e) 5 The Senior Management Committee.

Chart 2.1.1 Governance structure of The University of Kigali

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   │ Academic  │  │  Senior   │
   │  Senate   │  │Management │
   │           │  │ Committee │
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2.1.1   The Chancellery;

The Chancellery of university of Kigali is made of a Chancellor.

The Chancellor of is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles.

2.1.2   The Governing Body;

The Governing Body is composed of persons from outside university of Kigali and are designated based on their competence and expertise including a chairperson and a deputy chairperson. It also comprises a Vice Chancellor, who is also its rapporteur, representatives of teaching staff and learners as chosen by their peers.

2.1.3   The Executive Organ;

The Executive organ is composed of the Vice Chancellor and Deputy Vice Chancellors.

2.1.4   The Academic Senate

Members of Academic Senate are the following:

1° Vice- Chancellor of who is also the Chairperson;

2° Deputy Vice-Chancellors;

3° Principal of Musanze campus;

4° Dean of the school elected by the heads of the Departments of the University;

5° Dean of Musanze campus;

6° Academic Registrar;

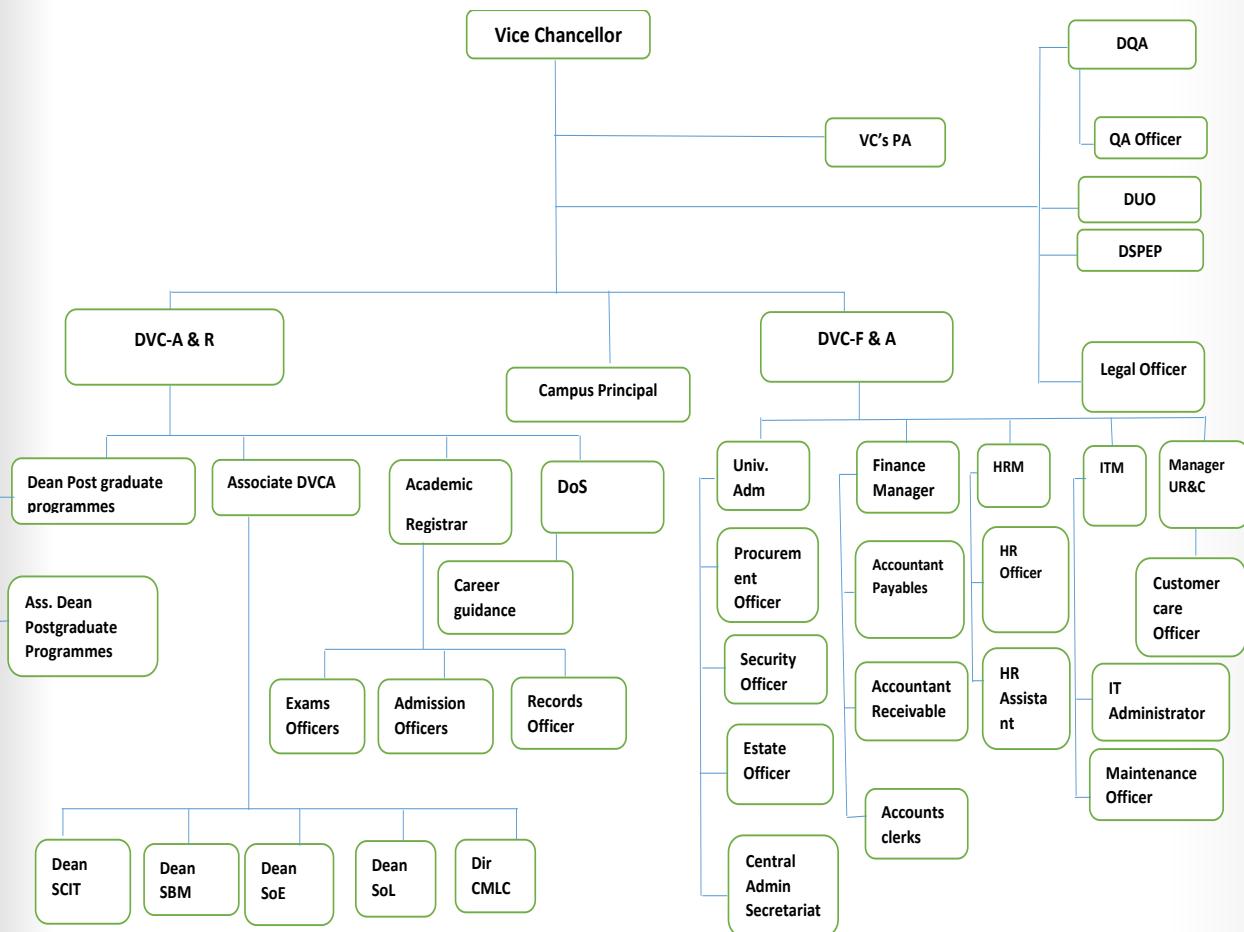7° A lecturer, elected by his or her peers from the departments

8° two (2) learners elected by his or her peers including a male or female, where possible.

2.1.5 The Senior Management Committee.

The board responsible for the day-to-day's university affairs which is directly under the control of the vice – chancellor; it comprises all the heads of the key offices of the university.

2.2 UNIVERSITY OF KIGALI MANAGEMENT STRUCTURE

Chart 2.3.1 The University's administration and management structure

CHAPTER 3: STUDENT REGULATIONS GOVERNING DISCIPLINE AND CONDUCT

3.1 Conduct of Students

3.1.1   conduct within the campus

All students are required to:

1. Respect the rights and privileges of the members of the university community at all times.
2. Avoid any conduct that might bring the university ridicule, disrepute or public odium.
3. Carry themselves with dignity and humility in both public and private places as befits their status.
4. Refrain from all acts of hooliganism, violence, vandalism or any form of rowdy behavior likely to cause disturbance and breach of public peace.
5. Dress decently at all times within the campus.
6. Desist from tampering with firefighting equipment.
7. Desist from intentional misuse and willful damage to university property.
8. Not to use any drugs, intoxicating or any form of drunkenness within the campus.
9. Refrain from creating noise within the university premises.
10. Refrain from involvement in theft, malice, fighting and vulgar language as any of the above acts may amount to dismissal.
11. Desist from tampering with official documents.
12. Not to engage in any form of fundraising without the authority of the administration.
13. Not to engage or use university property for any political activities.
14. Not to use any of the university's facilities for unauthorized purpose.
15. Not to remove furniture or equipment's form buildings/rooms in which they are to be used without prior permission.
16. Not to use the name of the university either as individuals, clubs or society without prior permission from the vice chancellor.

3.1.2   Conduct with the public

The students shall remain accountable to the university in respect of their relationship with the members of the general public, conduct and utterances in matters that lie in the public domain whereof:

1. Correspondence to the press and other mass media outlets.
2. All public statements affecting the university intended to be issued on behalf of the university must receive prior written approval of the vice chancellor.
3. Official invitations by public personalities must be channeled through the dean of student affairs to the relevant university authorities.

3.2 Academic conduct

All students shall conduct themselves diligently to their course of study as approved by the senate and for which they are registered. They are required to:

1. Attend all lectures and maintain a minimum *85%* attendance failure to which one will not be allowed to sit for the end of trimester examinations.
2. In case of absence for a good cause, obtain prior written permission from the head of school after submitting supportive evidence.
3. Abide by all the regulations made by the specific department.

3.3 Student Welfare Services

3.3.1 Health

1. Apart from complying with the general law of health, all students shall be required to comply with the health requirements as laid down by the university from time to time.
2. Students shall seek medical attention for all clinical conditions including pregnancy.
3. Report immediately any medical emergency or serious illness to the administrators or any relevant authority.
4. Except in emergency, whenever a student wishes to seek any outside medical services, he/she shall notify the universities medical officer. The university shall not incur any medical bills incurred for privately sought medical assistance without the prior authorization of the medical officer.
5. Students shall avail themselves for medical examination as and when required by the university.

3.3.2 Counseling

The counseling office is aimed at proving services that seek to improve the well-being of all students; any students with individual problems or concerns are advised to avail themselves for these services from the University counselor.

3.3.3 Sports and recreation

Student are expected to participate in sporting activities of the university; the main patron and authority directing the university sporting activities is vested on the Dean of students.

Any form of assistance required in regards to sport shall be channeled by the students through the Dean of students to the relevant authorities.

3.3.4 Clubs and societies

1. No clubs shall be allowed to operate in the university unless they are registered by the university authorities through the Dean of students.
2. Student preparing to form such club or society within the university must observe the following procedures;
    a) Develop the objectives of the intended club or society.
    b) Submit the names and designation of the interim office bearers and patrons.
    c) Indicate the possible sources of funding.

d) The interim office bearers shall discuss the proposal with the Dean of Students Affairs.

e) The interim office bearers shall then apply for registration of the club/society to the university's administration through the Dean of Students Affairs.

f) The Dean of Students Affairs must approve all scheduled club/societies activities; these activities must be filed with the Dean of Students Affairs at the beginning of each trimester.

g) The university reserves the right to refuse or cancel any club/society registration without giving any reason thereto.

h) The associations must not be political.

3.4 Channels of Communications

In order to redress grievances; students shall be expected to go through the laid down procedures and, in particular the following: -

3.4.1 Academic Matters

The students shall go through their academic advisers, heads of departments, deans of schools and then Deputy vice chancellor, in that order.

3.4.2 Welfare Matters

Non - academic matters shall be channeled to the Dean of Student Affairs through the Guild president; all students are expected to channel their communications through their guild president who in turn will relay the communication passed to the relevant offices on their behalf.

3.5 Students Discipline

The following provisions shall apply to all disciplinary offences specified herein, whether such offences are committed within or outside the university precincts:

3.5.1 Disciplinary Authority

For the purpose of regulations, the vice chancellor, acting on behalf of the senate, is the disciplinary authority of the university and in that capacity may: -

a) Vary or add the list of disciplinary offenses specified herein.

b) Suspend any student suspected of committing disciplinary offence under this regulation from the university, pending appropriate action.

c) Take any measures or actions necessary for the proper operation of disciplinary procedures set out herein.

3.5.2 Disciplinary Offences

Disciplinary offenses shall comprise all crimes and other offenses under the laws of Rwanda including any violation of the rules and regulations laid down for the governance and control of the students of the university.

Without prejudice to the generality of the above provisions, the following conducts shall constitute specific disciplinary offences under these regulations: -

  a) Boycott of scheduled lectures, tutorials and other sessions of instructions.
  b) Assault or issuance of threats to other students or staff.
  c) Willfully missing more than one scheduled lecture will amount to a student being barred from sitting the end of trimester examinations.
  d) Assault on members of staff while discharging official duties.
  e) Possessing knives, sword, metal bars or firearms and items that might endanger the lives of members of staff in any manner.
  f) Conducting any form of negative politics or organized obstruction of students and staff in any form.
  g) Writing or publishing and distributing anonymous literature of malicious rebellious nature including placards.
  h) Attempt to scheme any strategy whose object is to disrupt the due operation of academic programme of the university.
  i) Malicious or willful damage to or loss of university property.
  j) Disorderly conduct and molestation of other members of the university.
  k) Interference with or obstruction of motor vehicles within or outside the university precinct.
  l) Use of profane or vulgar language against any members of the university community and the general public.
  m) Admission of unauthorized persons into the university premises.
  n) Attempt to convene, organize or participate in any form of demonstrations.
  o) Being drunk and disorderly and abusive of others or use of drugs prohibited by the law.
  p) Involvement in cheating in academic matters, examination leakages or impersonation in the university examination.
  q) Conviction in a court of law for commission of a criminal offence of such nature should in the opinion of the senate, warrant expulsion from the university.

Notwithstanding any action that may be taken by the police or law court under foregoing paragraph, the university may take independent action against any student.

3.5.3 Disciplinary Procedures

3.5.3.1 Academic Matters

As per the provision of the university regulations, the senate shall receive and approve recommendations from the school board and the board of examiners with respect to, inter alia the following matters: -

a) Who qualifies to sit the university examinations?

b) Who writes special examinations?

c) Who repeats which years?

d) Who has breached the examination procedures?

e) Who should be discontinued from the approved programmes of study?

The decision of the senate is binding, subject only to appeal or review on the basis of fresh evidence to the Vice - Chancellor.

3.5.3.2 General Matters

The senate shall also operate as the students' Disciplinary Committee with powers to handle general offenses.

3.5.4 Disciplinary Committee

3.5.4.1 Composition of the Disciplinary Committee

a) Deputy Vice Chancellor (Academics) – chairman however can delegate.

b) Academic registrar is the secretary of the committee

c) Dean of students Affairs- Member

d) Dean of School/HOD– Member

e) Two student representatives

f) Any other person co – opted as a member of the committee.

g) A student can appeal to Vice chancellor if isn't satisfied with the verdict.

3.5.4.2 Meeting of the Disciplinary Committee

a) The chairman shall normally call a meeting of the disciplinary committee to be held within one month of the report being received by him or her in this process.

b) The secretary (academic registrar) shall notify the affected students and the complainant of the date and the time of the meeting and their right to be represented and to call a witness or witnesses.

c) All proceedings of a disciplinary committee before which a student is summoned, the procedure adapted shall be determined by the committee and the student shall be entitled to representation in person and not by any other person or lawyer.

d) The committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. However, the committee shall ensure that both sides are heard and the persons required to be witnesses do not sit as members of the committee.

e) The committee's decision shall be arrived at either by consensus or by a simple majority of votes through secret ballot.

3.5.4.3 Powers of the Disciplinary Committee

The committee shall have the power to impose any one or more of the following measures and/or penalties depending on the nature of the offenses committed and evidence in support thereof: -

a) To dismiss the case against a student.
b) To issue a warning or reprimand and such letter shall form part of students' personal record and copy thereof shall be sent to the parent or guardian of the affected student.
c) To require the student to make good any loss or damage to the university property or pay damages commensurate with the nature and gravity of the offense.
d) To suspend student from the university for a specific period.
e) To expel the student from the halls of residence.
f) To impose any other penalties as the committee may deem fit.
g) The university senate through the Disciplinary Committee shall have the right to expel a student who commits any or a combination of the following offenses.

3.5.4.4 Offences Amounting to Expulsion

a) Boycotting of lectures and sessions of instructions.
b) Maliciously or willfully cause damage to university property.
c) Assaulting any member of staff.
d) Possession of any drugs which is not legal or prohibited.
e) Is convicted by the court of law of any criminal offense, which the senate shall deem serious enough to warrant expulsion.

3.6 Handling Appeals

Students appearing before the Students' Disciplinary Committee shall be informed of the committee's' decision within 14 days from the date of conclusion of the proceedings. Students have the right to appeal to the Vice – Chancellor against the decision of the Disciplinary Committee if he/she considers himself/herself aggrieved by the said decision and such appeals will be made in writing within 14 days of the date of communication of the committee's decision.

3.7 Code of Ethics

The university is a secular, non–sectarian educational institution which offers equal education opportunities while dedicated to honest pursuit for knowledge and truth, it enjoins upon its school, staff and students the virtues of integrity, diligence, decency, compassion, a sound work ethic and service to its immediate community and humanity at large.

The university will endeavor to promote the observance of transparency, accountability and incorruptible conduct of all its affairs. It shall require its academic and administrative staff and the students' body to devote themselves wholeheartedly to the pursuit of academic excellence and production of original intellectual work.

3.8 Student Governance

Students are required to elect a student body which shall be responsible for overseeing and advocating for the welfare of students in general; the students' body is made up of its chairman who is the students Guild President surrounded by his/her committee incorporating the various ministries representatives namely:

a) Minister of Finance
b) Minister of Education
c) Minister of sports, culture and recreation
d) Minister of Information.
e) Minister of justice
f) Ministry of gender
g) Ministry of Public relations
h) Ministry of foreign affairs

The Guild president and other officials shall be elected democratically in an electoral process which is conducted once a year in the month of September. This organization works closely with office of Dean of students.

CHAPTER 4: STUDENT REGULATIONS GOVERNING ACADEMICS

4.1 Admission Requirements

Specific Entry Requirements for Undergraduate Programs

a) A candidate must have passed two A level subjects (Two principal passes). Unless directed by the Higher Education Council or the Ministry of Education.
b) Must reach a certain standard of competency in the English language
c) If a candidate has a foreign s.6 certificate, an equivalence awarded by Rwanda Education board must be presented for the candidate to gain entry.

Specific entry requirements for Postgraduate Programs

d) For Master's degree applicants, a candidate should possess a minimum of Second-Class Honors Degree. Or a pass degree (third class) but with minimum of 5 years working experience in the field related to the master's program he /she is applying for with evidence of a service certificate from the employer.
e) For a post graduate diploma an applicant should possess an undergraduate Degree.

4.2 Admission Procedures

a) Application form shall be obtained by the applicants from the main office reception or office of the Academic Registrar or you can apply online using this link https://mis.uok.ac.rw/ .
b) The applicant shall fill the form and make the payment of the appropriate fee required to the designated bank.

c) The form plus the fee receipt attached shall be returned to the university academic registry office where they issue the admission number to the student.

4.3 Registration Procedures

All students admitted to the university must bring with them: -

a) Original copies of letter offering the admission into the university.

b) Original copies of academic certificates or transcripts.

c) Original copies of all result slips and academic transcripts.

d) Guarantee of sponsorship or financial capacity to pay university dues.

e) Completed registration form.

Any student who wishes to be away from the university for more than a week must receive the authority through application of leave of absence to the Dean of the school.

Any absence from the university involving failure to attend lectures must be reported to the Dean of students, Deans of Schools and Head of Departments. Once admitted to the university a student can only change his/her registration in the programme course within two weeks of the first trimester.

4.3.1 Dead trimester/ year

a) Students can ask for a dead trimester or a year through application to the office of academic registrar but copies to the dean of school and head of the department where a student belongs. This can only be done with vivid evidence to why a student wants a dead trimester or year. However, a trimester can be extended to three trimesters but a year can't be extended to years.

b) Once a student does not return in a period mentioned in application letter, he/she is discontinued from the university

4.4 Examination Regulations

a) There shall be an examination board comprised of external and internal examiners appointed by the senate on recommendation of the board of the university.

b) The board of examiners shall receive, consider and recommend to the senate the final examination results of each candidate.

c) The director of examinations board shall chair it and all decisions of the board of examiners shall be subject to verification by the senate.

d) In the emergency, the DVC A&R shall act on behalf of the Examination Board but must report the action taken in the next meeting of the Board. The DVC A&R shall act in consultation with the relevant Heads.

4.5 Course Assessment

Except where stated the course shall be assessed on the basis of 100 total marks with proportions as follows.

Course Work/ Continuous Assessment – 60 % Mark

Final Assessment –   40% Mark

a) The marks shall be converted into grade points.

b) Course work shall consist of continuous assessment derived from at least one assignment and two tests.

c) There shall be an examination at the end of each module.

4.6 Re - Taking a Course

There shall be no supplementary in this programme: however, a student may re – take any course when offered again in order to:

a) Pass it, if the student had failed before

b) Improve the grade if the first pass grade was low

4.7 Academic Grievances and Redress Mechanisms

4.7.1 General Procedure

Any students desirous of expressing concern regarding instructional matters such as perceived unfair grading, cheating or general misunderstanding, shall confer with the Instructor, Department Head and Dean of schools before the matter is taken to the Examination Board. Any complaints to the Board must be made in writing through the chair person and the Dean of Schools except for request of remarks of the examination where form shall be used as outlined.

4.7.2 Remarking a Final examination

A request for remarking a final examination shall be approved by Examination Board. A student requesting for remarking of examination shall be responsible for cost of remarking of (10,000 frw) only.

Any student who feels that his/her final examination paper was not fairly marked has a right to request for a remark of the examination. The procedure for requesting for a remark of examination shall be as follows.

4.7.3 External Examiners

The university shall engage external examiners to ensure that standards are maintained. The external examiners will moderate the set questions and the marked exams then the average shall be considered to be fair question mark respectively.

4.7.4 Promotion to the Next Level of Study

A candidate can be promoted to the next level only if he/she passes at least **80 percent** of the course units offered.

4.7.5 Repeating Courses

A candidate who fails a special examination in a given course unit(s), will repeat the course. A candidate, who fails three or more modules in a given trimester, shall repeat all the modules of that trimester.

4.7.6 Discontinuation

A student can be discontinued on the following grounds:

a) By displaying a high degree of irresponsibility in matters such as class attendance and homework assignment.
b) By failing to do examinations for two consecutive trimesters.

4.8 Course Exemptions

For any module exemption to be affected a student must have score a minimum of *50%* mark in that modules. A student cannot be exempted for more than *50%* of the units in a given course.

4.9 Fees Payment

a) A student is required to pay per module
b) A student will not be allowed to sit for any examination with any fee balance pending unless authorized in writing by the Vice Chancellor.
c) All payments of the tuition fees have to be made to the university back account; no payment in cash is allowed the cashier shall only issue a receipt on presentation of the payment bank slip and after verifying with the bank.

CHAPTER 5: UNIVERSITY ACADEMIC PROGRAMMES, STUDENT EXCHANGE AND MODULE STRUCTURE

5.1   Academic Year

The academic year shall comprise of three (3) trimesters. The degree programmes are designed per trimester then per year.

5.1.1 Length of the Trimester

The length of the trimester shall be sixteen (16) weeks including the teaching, assessment and final examinations of that trimester.

5.2   Programme Assessment

5.2.1   Student Assessment

Except where stated, the course shall be assessed on the basis of 100%. 40% total shall be for written examinations and 60% for continuous assessment.

5.2.2   Class assignments

The university shall administer continuous assignments which shall carry a total of 10 marks each.

5.2.3 Tests

All students must do two tests before they can do end of the module exams. Each test shall carry a total of 20 marks. For industrial training the supervisor at the place of work shall award the student a mark and the supervising lecturer shall also award the same student a mark plus the report is marked in order to get the final overall grade of 100%.

5.3 Ordinary Examinations

5.3.2 Entailment

The university shall administer exams to all students without any form of discrimination. The exams shall be in two sections. Section 1 shall have a compulsory question while section 2 shall have 5 questions, but a student will be expected to answer only 3 questions.

5.3.3 Exam Scheduling

The university shall offer exams at the end of every module. All students are expected to sit for the exams; otherwise one shall repeat the trimester.

5.3.4 Conducting of the Exams

All exams shall be administered by the university examination board whose mandate shall be spelled out below:

    a) The examination board shall be composed of the internal and external examiners appointed by the senate after recommendations from the school and School of Deans Committee.

    b) The board of examiners shall receive, consider and recommend to the senate the examination results of each candidate.

    c) The university shall have a chairperson elected among the Deans of schools and Schools.

    d) The director shall chair it and all decisions of the Board of Examiners shall be subject to verification by the University senate.

5.4 Special Examination

Examinations are usually done by those candidates who are unable to do examinations in other words ordinary examinations due to unacceptable unavoidable circumstances. Such students may on the approval of the senate be allowed to take special examinations which shall be marked and graded as ordinary examinations.

5.5. Grading of the Courses

The course units shall be graded out of a maximum of 100 marks and assigned appropriate letter grades and grade points as follows:

Marks%	Letter Grade	Grade Points
80 -100	A	5.0
70-79	B	4.0
60-69	C	3.0
50-59	D	2.0
Below 50	F	0.0

5.6   Classification of Degrees

The degrees shall be classified as follows, based on the overall average mark: -

CLASSIFICATION GUIDE	DEGREE CLASSIFICATION
➢ A mark of at least 80 per cent in more than half the modules at Levels 4 and 5, including the Project, ➢ No mark lower than 70 per cent.	FIRST CLASS HONOURS
➢ A mark of at least 70 per cent in more than half the modules at Levels 4 and 5, including the Project, ➢ No mark lower than 60 per cent.	SECOND CLASS HONOURS, UPPER DIVISION
➢ A mark of at least 60 per cent in more than half the modules at Levels 4 and 5, including the Project, ➢ No mark lower than 50 per cent.	SECOND CLASS HONOURS, LOWER DIVISION
➢ A mark of 50 percent in all modules at Levels 4 and 5, including the Project.	THIRD CLASS HONOURS

5.7   Industrial Training

All students are expected to undergo industrial training for a minimum period of 6 weeks. The course shall be graded as any other course. The students shall be supervised by the concerned lecturer and be graded by the supervisor at the internship place, the supervisor at the University and the report.

5.8   Project Work

a) A candidate shall submit a project work outlined by the end of the course for approval by the research committee. This outline will be examinable.

b) Students shall be required to submit a project report before the commencement of the final examination.

A candidate who fails in the project shall be given one month to re submit the project to the full satisfaction of the examiners.

5.9   Credit unit

One credit unit shall be equivalent to **15** lecture hours and every unit shall consist of **3** lecture hours per week. Therefore, each unit shall have a minimum of **45** hours which will be equivalent to **3** credit units. Three practical hours shall be considered to be equivalent to **1** lecture hour.

5.10   Graduation

For any student to qualify for graduation, he/she must fulfill the following requirements: -

a) Passed all the modules in that particular curriculum including internship and research project.

b) Must participate in the graduation exercise which is considered to be the climax of academic journey. If he or she is not able to attend, permission must be given by the office of Academic Registrar.

5.11   STUDENTS EXCHANGE PROGRAM

This is to guide the University in the matters related students exchange though the Memorandum of Understanding (MoU) signed by the University and its partners. All students will be eligible basing on the MoU signed.

5.11.1 Grade selection process.

1- Only students with high marks
2- Students that fulfill the matching degree to the school they are going to
3- Student that demonstrate excellent communication skills
4- Student that can speak and represent the Country of Rwanda very well become an ambassador to the Country of Rwanda despite which country they are from
5- Student that can represent the university perfectly and professionally
6- To have pass an assessment evaluation by a committee

The selection committee is made of the deans, the Registrar, the Director University Operations and Deputy Vice Chancellor of Academics and Research who chairs the committee.

The selected students for exchange program sign an agreement with the University, together with the parent or the guardian

5.11.2 Arrival at destination

At arrival, students should comply with:

1- Submitting their passport to the counterpart who signed MoU with UoK up on arrival to destination
2- All students must live in the same establishment upon arrival
3- Options to look into students living with exchange program students' parents and families.

5.11.3 Criminal background checks

1- All students and families of students will undergo a thorough criminal background check before departure

2- All policies must be signed by both the parents and the students themselves with school officials

MODULE STRUCTURE		
SCHOOL OF BUSINESS MANAGEMENT AND ECONOMICS		
DEPARTMENT ACCOUNTING/FINANCE /BCOM		
BSC. ACCOUNTING (HONS)		
LEVEL 1 Trimester 1		
Module Code	Module Title as per initial approval by HEC	credit units
	Trimester 1	
UCU 111	Communication Skills	10
BEC 110	Business Mathematics	15
BMM 112	Principles of Management	15
BAC 113	Fundamentals of Accounting	20
LEVEL 1 Trimester 2		
BEC 120	Introduction to Micro Economics	15
BMK121	Principles of Marketing	15
UCU 101	Computer skills & applications	15
BAC 123	Fundamentals of Accounting II	15
LEVEL 2 Trimester 3		
BEC 230	Business Law	15
BEC 231	ELECTRONIC Commerce	15
BEC 232	Introduction to Macro-Economics	15
BAC 233	Financial Reporting	15
LEVEL 2 Trimester 4		
BMM 240	Organizational Behavior	15
BSF 241	Business Finance	15
BEC 242	Business Statistics	15
BAC 243	Introduction to Auditing & Assurance	15
LEVEL 3 Trimester 5		
BMM 351	Research Methods	15
BSF 352	Introduction to Taxation	15
BAC 353	Quantitative Methods	15
BAC 354	Cost Accounting	15
Bec 350	Entrepreneurship	
LEVEL 4 Trimester 6		
BMM 460	Strategic Management & Business Policy	15

BMM 461	Human Resource Management	15
BAC 462	Risk Management & Insurance	15
BAC 464	Development Accounting	15
LEVEL 5 Trimester 7		
BSF 570	Corporate Finance	15
BSF 571	Financial Statements Analysis & Reporting	15
BAC 572	Management Accounting	15
BAC 573	Computerized Accounting	15
LEVEL 5 Trimester 8		
BEC 580	Company Law	15
BSF 581	Advanced Taxation	15
BAC 582	Advanced Auditing & Assurance	15
BAC 583	Advanced Accounting	15
LEVEL 5 Trimester 9		
BAC 590	Business Ethics	10
BAC 591	Public Sector Accounting	15
UCU 592	Internship and Report	15
UCU 593	Project Report/ Dissertation	20

MODULE STRUCTURE

BACHELOR OF SCIENCE IN FINANCE

Code	Module Title as per initial approval by HEC	credit units
LEVEL 1 Trimester 1		
UCU 111	Communication Skills	10
BEC 110	Business Mathematics	15
BMM 112	Principles of Management	15
BAC 113	Introduction to Financial Accounting	20
LEVEL 1 Trimester 2		
BEC 120	Introduction to Micro-economics	15
BMK121	Principles of Marketing	15
UCU 122	Computer Skills and Application	15
BSF 123	Financial Information Systems	15
LEVEL 2 Trimester 3		
BEC 230	Business Law	15
BEC 231	ELECTRONIC Commerce	15
BEC 232	Introduction to Macro-Economics	15
BAC 233	Intermediate accounting	15
LEVEL 2 Trimester 4		

BSF 241	Business Finance	15
BEC 242	Business Statistics	15
BSF 243	International Trade & Policy	10
BMM 240	Organizational Behavior	15
LEVEL 3 Trimester 5		
BEC 350	Entrepreneurship	15
BMM 351	Research Methods	15
BSF 352	Introduction to Taxation	15
BMM 460	Quantitative Techniques	15
LEVEL 4 Trimester 6		
BMM 460	Strategic Management & Business Policy	15
BSF 461	Money and Banking	15
BSF 462	Monetary Policy & Theory	15
BSF 463	Financial Markets & Institutions	15
LEVEL 5 Trimester 7		
BEC 570	Financial Risk Management	10
BSF 571	Financial Statements Analysis & Reporting	15
BSF 572	Public Finance	15
BSF 574	Portfolio & Investment Management	15
LEVEL 5 Trimester 8		
BEC 580	Company Law	52
BSF 581	Advanced Taxation	15
BSF 324	International Business Finance	15
BSF 582	Microfinance Management	15
LEVEL 5 Trimester 9		
BSF 590	Financial Professional & Ethical Standard	10
BSF 591	Corporate Finance	15
UCU 592	Internship	15
UCU 593	Research Report	20

PROGRAMME STRUCTURE

Bachelor of Science with Honors in Procurement and Supplies Management

Module Code	Module Title	
	Level 1 Trimester 1	**Credit units**
BSE110	Business Mathematics	15
UCU111	Communication Skills	15
BMM 112	Principles of Management	15
BAC113	Introduction to Financial Accounting	20
	Level 1 TRIMESTER 2	
BEC 120	Introduction to micro-Economics	15
BMK121	Principles of Marketing	15
UCU 1101	Introduction to Information Technology	15

BSP123	Introduction to Procurement and Supplies	15
Level 2 TRIMESTER 3		
BEC230	Business Law	15
BEC 231	Electronic-Commerce	15
BEC 232	Introduction to macro-Economics	15
BAC 233	Financial Accounting	15
Level 2 TRIMESTER 4		
BMM 240	Organization Behavior	**15**
BSF 241	Business Finance	15
BEC 242	Business Statistics	15
BSP 243	Procurement Environment	15
Level 3 TRIMESTER 5		
BEC 350	Entrepreneurship	15
BMM 351	Research Methods	15
BSF 352	Introduction to Taxation	15
BSP 353	Public Procurement & Disposal of Assets	15
LEVEL 4 TRIMESTER 6		
BMM 460	Strategic Management	15
BMM 461	Human Resource Management	15
BSP 462	Negotiation & Contract MGT in Procurement	15
BSP 463	Procurement Legal Framework	15
LEVEL 5 TRIMESTER 7		
BMM 570	Project Management	15
BSP 571	E-Procurement & Procurement Research	15
BSP 572	Operations, Quality& Logistics Management	15
LEVEL 5 TRIMESTER 8		
BSP 581	International Sourcing, Clearing& Customs	15
BMK 582	International Marketing	15
BMK 583	Supply Chain Management	15
LEVEL 5 TRIMESTER 9		
BSP 591	Business Ethics	15
BSP 592	Logistics and Risk Management in Procurement	15
UCU 593	Internship	15
UCU 594	Research Report	20

PROGRAMME STRUCTURE- MARKETING

BACHELOR OF SCIENCE WITH HONORS IN MARKETING

LEVEL 1 TRIMESTER 1		
Module Code	**Module Title**	**Credit units**
BEC 110	Business Mathematics	15
UCU 111	Communication Skills	10
BMM 112	Principles of Management	15
BAC 113	Introduction to financial accounting	20
LEVEL 1 TRIMESTER 2		
BEC 120	Introduction to micro economics	15

BMK 121	Principles of Marketing	15
UCU 1101	Introduction to Information Technology	15
BMK 123	Consumer Care &Public Relations	15
LEVEL 2 TRIMESTER 3		
BEC 230	Business Law	15
BMK 231	Electronic-Commerce	15
BEC 232	Introduction to macro Economics	15
BAC 233	Financial Accounting	15
LEVEL 2 TRIMESTER 4		
BMM 240	Organizational Behavior	15
BSF 241	Business Finance	15
BEC 242	Business Statistics	15
BMK 243	Marketing Management	15
LEVEL 3 TRIMESTER 5		
BEC 350	Entrepreneurship	15
BMM 351	Research Methods	15
BSF 352	Introduction to Taxation	15
BMK 353	Advertising & Marketing Communication	15
LEVEL 4 TRIMESTER 6		
BMM 460	Strategic Management	15
BMM 461	Human Resource Management	15
BMK 462	Retail & Brand Marketing	15
BMK 463	Marketing of Services and Product Management	15
LEVEL 5 TRIMESTER 7		
BMM 570	Project Management	15
BSP 571	Operations, Quality and Logistics Management	15
LEVEL 5 TRIMESTER 8		
BMM 580	Business Ethics	15
BMK 581	Marketing Research	15
BMK 582	International Marketing	15
BMK 583	Supply Chain Management	15
LEVEL 5 TRIMESTER 9		
BMK 590	Marketing Strategy Planning and Control	15
BMK 592	Internship	15
BMK 593	Research Report	20

PROGRAMME STRUCTURE
SCHOOL OF BUSINESS AND MANAGEMENT
BACHELOR OF ECONOMICS

Module Code	Module Title	Credit units
	LEVEL 1 -TRIMESTER 1	
BEC 110	Business mathematics	15
UCU 111	Communication skills	10
BMM112	Principles of management	15
BAC 113	Introduction to financial accounting	20
	LEVEL 1-TRIMESTER 2	
BEC 120	Introduction to microeconomics	15
BMK 121	Principles of marketing	15
BEC122	Financial mathematics	15
UCU1101	Introduction to ICT	15
	LEVEL 2-TRIMESTER 3	
BEC 230	Business Law	15
BEC 231	E- Commerce	15
BEC 232	Introduction to macroeconomics	15
BAC 233	Financial accounting	15
	LEVEL 2-TRIMESTER 4	
BMM 240	Organization Behavior	15
BSF 241	Business finance	15
BEC 242	Business Statistics	15
BEC243	Mathematical economics	15
	LEVEL 3- TRIMESTER 5	
BEC 350	Entrepreneurship	15
BMM 351	Research methods	15
BSF 352	Introduction to taxation	15
BEC 353	Intermediate microeconomics	15
	LEVEL 4-TRIMESTER 6	
BEC 460	Quantitative methods	20
BSF 572	Public finance	15
BEC 462	Intermediate macroeconomics	15
BEC 463	Rwandan Economy	10
	LEVEL 5-TRIMESTER 7	
BMM570	Project management	15

BEC 571	Econometrics I	20
BEC 573	Development economics	10
	LEVEL 5-TRIMESTER 8	
BEC 580	Econometrics II	20
BEC 581	International economics	15
BEC 582	Economic policy& analysis	10
BEC583	Monetary economics	15
	LEVEL 5-TRIMESTER 9	
BEC 590	Business Ethics	15
BEC 591	Labour economics	10
UCU 592	Internship	15
UCU593	Research report	20

BACHELOR OF PUBLIC ADMINISTRATION AND LOCAL GOVERNANCE

	LEVEL 1 Trimester 1	
Module Code	**Module Title**	10
ENG 111	Communication Skills	15
BMM 112	Principles of management	15
BEC 110	Business Mathematics	15
BAC 113	Introduction to Financial Accounting	15
	LEVEL 1 Trimester 2	
UCU1101	Introduction to computer skills	15
BEC 120	Introduction to Microeconomics	15
BMM 240	Organization behavior	15
BAPA 124	Introduction to Public Administration	15
	LEVEL 2 Trimester 3	
BAPA 231	Introduction to Philosophy	15
BAPA 232	Introduction to Political Science and Sociology	15
BAPA 233	Contemporary Social Issues	15
BAPA 234	Conflict Management and Resolution	15
	LEVEL 2 Trimester 4	
BAPA 241	Comparative Public Administration	15
BAPA242	Community and Rural based development	15
BAPA 243	Social Psychology	15
BAPA 244	Administrative Law and Labour Law	15
	LEVEL3 Trimester 5	
BAPA 351	Research Methodology	15

Code	Module title	Credits
BEC 350	Entrepreneurship	15
BAPA 353	Political Economy	15
BAPA 354	Public Finance	15
	LEVEL4 Trimester 6	
BMM 461	Human Resource Management	15
BAPA 462	Local Government Administration and Change Management	15
BAPA 463	Public Policy Formulation and Regulatory Process	15
BSF 582	Microfinance Management	15
	LEVEL5 Trimester 7	
BAPA 571	Contemporary Social services in Rwanda	15
BAPA 572	Public Sector Management and Decentralization	15
BAPA 313	Globalization and Regional Integration	15
BAPA 314	Sustainable Development &Environmental Management	15
	LEVEL5 Trimester 8	
BAPA 581	Democracy and Human rights	15
BMM 580	Business Ethics	15
BAPA 323	NGO's Role and Development	15
BMK 583	Supply Chain Management	15
	LEVEL5 Trimester 9	
BAPA 592	Internship	15
BAPA 593	Research Project	20

Bachelor with Honours in Computer Science (BCS)

Code	Module title	CREDITS
	LEVEL 1 TRIMESTER 1	
UCU1101	Introduction to ICT	15
UCU111	Communication Skills	15
MAT1102	Discrete Mathematics	15
CSC1103	Programming in C Language	15
	LEVEL 1 TRIMESTER 2	
MAT1201	Calculus	15
CSC1202	Computer Architecture and Assembly	15
CSC1203	C++ Programming	15
MAT1204	Linear Algebra	15
	LEVEL 2 TRIMESTER 3	
PHY2301	Analogue and Digital Electronics	15
CSC2302	Artificial Intelligence	15
CSC2303	Networking	15
CSC2401	Database Management System	15

	LEVEL 2 TRIMESTER 4	
CSC2402	Computer Maintenance and Repair	15
CSC2403	Object Oriented Programming	15
MAT2401	Probability and Statistics	15
	LEVEL 3 TRIMESTER 5	
BEC350	Entrepreneurship	15
CSC3502	Internet Programing and Web Optimization	15
CSC3503	System Analysis and Design	15
CSC3504	Server and Systems Administration	15
	LEVEL 4 TRIMESTER 6	
MAT4601	Operations Research	15
CSC4603	Advanced Networking	15
BSP512	Research Methodology	15
CSC4605	Industrial Attachment	15
	LEVEL 5 TRIMESTER 7	
CSC5701	Software Engineering	15
CSC5702	Algorithm and Data Structure	15
CSC5703	Multimedia and Computer Graphics	15
CSC5704	Human Computer Interaction	15
	LEVEL 5 TRIMESTER 8	
CSC5705	Wireless Network and Mobile Computing	15
CSC5802	Operating Systems	15
CSC5803	Network Security and Cryptography	15
CSC5804	Java Programming	15
	LEVEL 5 TRIMESTER 9	
CSC5901	Data Mining and Warehousing	15
CSC5904	Research Project	20

Bachelor with Honours in Information Technology (BIT)

Code	Module title	CREDITS
	LEVEL 1 TRIMESTER 1	
UCU1101	Introduction to ICT	15
UCU111	Communication Skills	15
MAT1102	Discrete Mathematics	15
CSC1103	Programming in C Language	15
	LEVEL 1 TRIMESTER 2	
MAT1201	Calculus	15
CSC1202	Computer Architecture and Assembly	15

MAT1204	Linear Algebra	15
CSC1203	Management Information System	15
LEVEL 2 TRIMESTER 3		
PHY1101	Analog and Digital Electronics	15
CSC2302	Artificial Intelligence	15
CSC2303	Networking	15
CSC2401	Database Management System	15
LEVEL 2 TRIMESTER 4		
CSC2402	Computer Maintenance and Repair	15
CSC2403	Object Oriented Programming	15
MAT2401	Probability and Statistics	15
LEVEL 3 TRIMESTER 5		
BEC350	Entrepreneurship	15
CSC3502	Internet Programing and Web Optimization	15
CSC3503	System Analysis and Design	15
CSC3504	Server and Systems Administration	15
LEVEL 4 TRIMESTER 6		
MAT4601	Operations Research	15
CSC4603	Advanced Networking	15
BSP512	Research Methodology	15
CSC4605	Industrial Attachment	15
LEVEL 5 TRIMESTER 7		
CSC5701	Software Engineering	15
CSC5702	Algorithm and Data Structure	15
CSC5703	Multimedia and Computer Graphics	15
CSC5704	Human Computer Interaction	15
LEVEL 5 TRIMESTER 8		
CSC5705	Wireless Network and Mobile Computing	15
CSC5802	Operating Systems	15
CSC5804	Java Programming	15
CSC5901	Data Mining and Warehousing	15
LEVEL 5 TRIMESTER 9		
CSC5904	Research Project	20

Bachelor with Honours in Business Information Technology (BBIT)

Code	Module title	CREDITS
	LEVEL 1 TRIMESTER 1	
UCU1101	Introduction to ICT	15
UCU111	Communication Skills	15
MAT1104	Foundation Math	15
CSC1103	Programming in C Language	15
	LEVEL 1 TRIMESTER 2	
CSC1201	Networking	15
BEC242	Business Statistics	15
CSC123	Management Information System	15
MAT1201	Calculus	15
	LEVEL 2 TRIMESTER 3	
BMM112	Principals of Management	15
BEC120	Micro Economics	15
BMK121	Principles of Marketing	15
BAC113	Fundamentals of Accounting	15
	LEVEL 2 TRIMESTER 4	
CSC2401	Database Management System	15
CSC2402	Computer Maintenance and Repair	15
CSC2403	Object Oriented Programming	15
BAC354	Cost Accounting	15
	LEVEL 3 TRIMESTER 5	
CSC3502	Internet Programing and Web Optimization	15
BEC 350	Entrepreneurship	15
CSC3203	System Analysis and Design	15
BEC230	Business Law	15
	LEVEL 4 TRIMESTER 6	
CSC4602	Artificial Intelligence	15
BAC573	Computerized Accounting	15
BSP512	Research Methodology	15
CSC4605	Industrial Attachment	15
	LEVEL 5 TRIMESTER 7	
CSC5701	Software Engineering	15
BMM460	Strategic Management	15
CSC5703	Multimedia and Computer Graphics	15
BEC 231	E-Commerce	15
	LEVEL 5 TRIMESTER 8	
CSC5804	Java Programming	15

BSF123	Financial Information System	15
BMM461	Human Resource Management	15
BEC232	Macro Economics	15
	LEVEL 5 TRIMESTER 9	
CS5904	Research Project	20

SCHOOL OF LAW/DEPARTMENT OF LAW

<u>MODULE STRUCTURE FOR LLB (BACHELOR OF LAW)</u>

	LEVEL Trimester 1	
Module Code	*Module Title*	*Credit units*
LLB 110	Introduction to law	15
LLB 111	Introduction to scientific research and computer skills	15
LLB 112	Gender and succession law	15
LLB 113	Constitutional law	15
	LEVEL 1 Trimester 2	
LLB 120	Electoral systems	15
LLB 121	General criminal law	25
LLB 122	Social foundations of law	15
LLB 123	Administrative law	15
	LEVEL 2 Trimester 3	
LLB 230	Law of persons and family	15
LLB 231	Legal philosophy and sociology	15
LLB 232	Legal terminology and communication skills	15
LLB 233	Seminar	15
	LEVEL 2 Trimester 4	
LLB 240	Organization, functioning and jurisdiction of courts (OFJC)	15
LLB 241	Civil procedure and evidence	15
LLB 242	Specific crimes	15
LLB 243	Criminal procedure and penology	15
	LEVEL 3 Trimester 5	
LLB 350	Law of obligations	15
LLB 351	Specific contracts and securities	15
LLB 352	Legal clinic	15
LLB 353	Public international law	15
	LEVEL 4 Trimester 6	

LLB 460	Criminology and criminalistics	15
LLB 461	Property law and land titles	15
LLB 462	International humanitarian law	15
LLB 463	International human rights law	15
LEVEL 5 Trimester 7		
LLB 570	Taxation law and public finance	15
LLB 571	Economic and financial law, international development law and regional integration	15
LLB 572	Labor law and social security	15
LLB 573	Insurance law	15
LEVEL 5 Trimester 8		
LLB 580	Commercial and banking laws	15
LLB 581	Private international law	15
LLB 582	International criminal law	15
LLB 583	Legal research	15
LEVEL 5 Trimester 9		
LLB 590	Legal forms and pleadings	15
LLB 591	Consumer protection and intellectual property law	15
LLB 592	Internship	15
LLB 593	Research project	15

6.0. GRADUATE SCHOOL PROGRAMS AVAILABLE

1) Executive Master of Business Administration

2) Master of Science in Finance

3) Master of Business Administration Accounting and Finance

4) Master of Science in Procurement & Supply Chain management

5) Master of Science in Information Technology

6) Master of Science in Business Information Technology

7) Master of Arts in Public Administration

8) Master of Science in Project Management

9) Master of Business Administration in Project Management

10) Master of Science in Human Resource Management

11) Master of Business Administration Human Resource Management

12) Master of Science in Entrepreneurship

13) Master of Science in Economics

14) Master in Public Policy and Management

15) Master of Education Management and Administration

16) Master of Commerce

17) Postgraduate Diploma in Education (PGDE)