

University of Technology and Arts of Byumba



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GENERAL STUDENT GUIDE HANDBOOK

ACADEMIC YEAR 2019-2020

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I. INTRODUCTION

This student hand book contains information on various aspects of University of Technology and Arts of Byumba (UTAB) that every student needs to know. It enables students to have information on operations of the University so that they may fully benefit from all services available for them. It further helps them to know their responsibilities in matters of discipline and finance as well as their academic obligations so that they may succeed and achieve their objectives.

In this introductory chapter, students will be informed about senior officers of UTAB, background information on UTAB, vision, mission and objectives of UTAB, and its organizational structure. The second chapter comprises the general academic regulations of UTAB which govern all academic practices of the University. Chapter three contains financial information and payment process to which students must pay attention to avoid some unpleasant consequences that result from non-timely payment of tuition fees. The fourth chapter informs students on various support services from their welfare to learning resources necessary for enjoyable stay at UTAB and success in their learning. The last three chapters contain detailed information on particular programmes and practices of the three faculties of UTAB.

1.1 Senior Officers of UTAB

Chancellor

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Chairperson of the Board of Director

Prof. Kayumba Pierre Claver

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Director of Library and ICT

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Mr Munyandamutsa Fabrice

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1.2 Background of UTAB

UTAB is a fully accredited private university. It was founded by ADEB asbl (Association pour le Développement Economique et le Bien-être Social). This non-profit making organization was the result of the meeting of the natives of fifteen communes of the former Byumba Province in 2000. Their purpose was to get together and promote integrated development of Byumba.

The idea of creating an institution of higher learning at Byumba was launched during the meeting of ADEB asbl on 30 June 2002. At that time the name “Université Polytechnique de Développement Rural de Byumba, (UNIPODEB)” (Byumba Polytechnic University for Rural Development) was given to that institution of higher learning. Later the name of the University was changed to “Université Polytechnique de Byumba (UPB) (Byumba Polytechnic University), then to Institut Polytechnique de Byumba (IPB) (Byumba Polytechnic Institute).

UTAB (IPB at that time) began teaching on 26 January 2006. At that time it had only one faculty, the Faculty of Social Sciences, Management and Development Studies with 3 degree programmes: Bachelor of Arts in Accounting, Bachelor of Arts in Social Work and Bachelor of Arts in Rural Development. In 2007 the

Higher Education Council (HEC) decided that all higher learning institutions should be headed by associations which led to the foundation of UTAB Association (Association of Institut Polytechnique de Byumba) and since then UTAB has been headed by UTAB Association chaired by His Excellency Bishop NZAKAMWITA Servilien.

On 16 June 2010, The Government of Rwanda granted full accreditation to UTAB (Ministerial Order N° 002/2010/ MINEDUC of 16/06/2010. On 2 August 2011, UTAB held the first graduation ceremony.

In 2013, UTAB opened the Faculty of Education; and in 2015, it opened the Faculty of Agriculture, Environmental Management and Renewable Energy.

On 20 December 2015, Institut Polytechnique de Byumba (IPB) upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB).

1.3 Vision, Mission and Core Values of UTAB

Vision of UTAB

The vision of UTAB is to become a regional centre of radiation and expertise contributing to the sustainable socio-economic development of the country and the entire region.

Mission of UTAB

- To provide quality higher education and community oriented research
- To shape a skilled workforce in the domain of technology and arts
- To promote a culture of excellence

UTAB Core Values

- Academic freedom
- Excellence
- Responsibility

- Ubupfura
- Social justice

1.4 Organizational Structure of UTAB

Board of Directors

UTAB is directed by its Board of Directors. It is the supreme organ of administration of UTAB. Its members are elected by the General Assembly of Organization UTAB and their selection is based on their high competence, their very remarkable moral values and great experience.

UTAB Students' Union has 2 representatives: one male and one female in the Board of Directors so that students may play a role in decision making.

Senate

The Academic Senate is the supreme organ competent in academic affairs, research and education at UTAB.

UTAB Students Union has 2 representatives in the Senate: one male and one female in order to give room to students to participate in decision making.

Executive Council

The Executive Council is responsible for the daily management of UTAB. The Executive Council plans and coordinates all activities in relation to the administration and finance of UTAB; more specifically, it is responsible for the general policy of the management of personnel, equipment and the heritage of UTAB.

The Faculty Council

The Faculty Council coordinates all activities of teaching, research, consultancy and community services at the level of the Faculty.

The Department Council

The Department Council coordinates all activities of teaching, research, consultancy and community services at the level of the Department.

II. GENERAL ACADEMIC REGULATIONS OF UTAB

2.1 Introduction

Article 1: These regulations apply to all programmes leading to various awards as stipulated in UTAB Qualifications Frameworks.

Article 2: Where programmes need to vary these regulations or require additional regulations, these will be included in the approved and published Programme Documents. With the exception of variations specifically approved at programme validation, however, in the event of any conflict these General Regulations shall have precedence over the Programme Document.

2.2. Years, Sessions, Semesters and Terms

Article 3: Students normally register for an academic year, on either a full-time or part-time basis. Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits, students who may have taken an approved interruption of studies, or part-time or postgraduate students whose validated programmes run for a calendar year of three semesters. A full-time student is one who takes 120 credits of modules during the academic year or longer in the case of undergraduate students (see below) or 180 credits in the case of Master's Students in accordance with requirements of the programme and as specified the Rwanda national Qualifications Framework (RNQF). A part-time student has permission to cover the same ground over a longer period and so to take fewer credits in a given year.

Article 4: There shall be multiple intakes to a maximum of three in a year. The first intake shall take place in September, second in February or March, and the third at the start of the summer session (June-August). This arrangement shall allow for multiple registrations for modules throughout the

academic year, not less than sixty credits.

Article 5: The 30-week academic year when Higher Education Institutions (HEIs) are "in session" for students are divided into two semesters, each notionally comprising fifteen weeks of learning, teaching and assessment – normally twelve weeks of teaching, a week of consolidation and two weeks of examination. A programme which works to calendar year is divided into trimesters of four months each.

Article 6: The above model does not apply to part-time programmes provided as part of the HEIs' continuing education activity, or to other programmes with internship or clinical year requirements. If some elements must be undertaken outside the 30 weeks when the HEIs are in session then this shall be specified in the validated Programme Specification.

2.3 Transfer

Article 7: Where programmes are available in both full-time and part-time modes, students may be permitted to transfer from full-time to part-time or vice versa within an institution at an appropriate point in the programme as specified by the Faculty managing the programme.

Article 8: Students who have accumulated credits at one or more approved institutions in Rwanda or outside may apply to have these credits taken into account when joining a programme at UTAB, for as long as the total credits do not exceed $\frac{1}{2}$ the total required for the final exit award. However, under special circumstances, the determination of the amount of credits to be awarded, the point of the programme which the student should join and/or modules to be taken or excused will lie with the faculty council in consultation with the Deputy Vice Chancellor Academics.

2.4 Admission

Article 9: To be admitted to the first year of an undergraduate programme, it is necessary to have a Certificate of Secondary Education with at least two

principal passes or a qualification or other evidence of ability to study on the programme which is considered equivalent. Applicants must also demonstrate sufficient competence in English to study at Higher Education.

Article 10: To be allowed to attend lectures or other teaching/learning activities of UTAB or to examinations or other assessments, students must be registered to the appropriate programme.

Article 11: To be admitted to a postgraduate programme, it is necessary to have a recognized Bachelor's Degree with Honors (Level 5 in the Rwandan qualifications Framework) or a qualification deemed equivalent. Applicants must also demonstrate sufficient ability in English.

2.4 Registration

Article 12: Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the institution at least six months before the beginning of the registration period.

Article 13: Students must register individually at Registry Services at the beginning of each academic year before the beginning of teaching. The dates between which students may register shall be advertised by Registry.

Article 15: Students requesting entry with credit transferred from another Higher Learning Institution must do so by two months before the beginning of the program for which entry is sought.

Article 17: The names under which students are registered will be used on all UTAB documents. Any request for change of name must be supported by legal documentation.

Article 18: A student's registration may be withdrawn at any time during the academic year by the Deputy Vice Chancellor Academics in case of absence without permission or justification of more than a month during the academic year. Such exclusion shall be valid for the very same year and all the results

nullified.

Article 19: A student's registration may be withdrawn at any time during the academic year by the Vice Rector Academic on the grounds of a serious omission, false declaration at registration and student's serious misconduct.

2.5 Suspension of Registration

Article 20: Students may make a written request to the Dean of Faculty to suspend their registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible for them to continue with their studies but which do not preclude them from coming back in the following year. Such requests will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependant. Other kinds of reasons may also be given, and the decision will be taken by the Dean of the faculty on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next year.

Article 21: In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments/ examinations but will rejoin the programme at an appropriate point to be agreed with the Programme Leader.

Article 22: Normally only one such period of suspension shall be granted and for only one year. The exceptions are requested for maternity leave, debilitating illness/handicap where medical evidence suggests that the student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances that made the request necessary will clearly still be in force in the next year.

Article 23: Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead the Dean shall consult with the student and the

Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition in so far as ability to study is concerned.

Article 24: No student may suspend studies for more than two years, nor may there be more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

2.6. Programmes of Study

Article 25: A programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. Certain programmes may also include internship/clinical training and other elements which a student must complete to the satisfaction of the Examiners.

Article 26: Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually.

Article 27: All modules and programmes of study must be approved by Senate before they are advertised and before any students may be admitted. The specific requirements approved by the Senate are detailed in a Programme Specification Form which has been scrutinised and approved by a Validation Panel chaired by the Deputy Vice Chancellor Academics or his or her representative.

Article 28: Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

Article 29: The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression

or for successful completion of the programme.

Article 30: Modules shall normally be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall be the maximum.

Article 31: The skills enhancing modules, on which a pass is compulsory for progression/ graduation, shall be included in all undergraduate programmes. These modules do not bear a credit rating and are additional to the programme's academic modules. It is required that they be passed but they do not contribute to grade-point averages, distinctions or honours classification.

Article 32: Where programme requirements include a substantial period of internship/ industrial placement/clinical study, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

2.6 Modules

Article 33: A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for undergraduate programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year.

Article 34: There shall be a module description for every module approved by the Senate, which includes the following: Faculty/Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and forms of assessment. This document shall have been scrutinised and approved at Faculty level and shall have been available to the Validation Panel which advised on the approval of the Programme.

Article 35: Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules which may not be taken together within the same programme.

Article 36: All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved in the module. Levels descriptors are given in the Qualifications Framework.

Article 37: Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

2.7. Assessment

Article 38: The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.

Article 39: Modules are assessed by coursework – assignments carried out during the teaching period, where grades and feedback are provided before the final examination – and by a final assignment or examination at the completion of the module.

Article 40: Students will normally receive feedback on their grade and performance on coursework within three weeks of the due date or at least a week before the next piece of assessed work on the same module, whichever is earlier. Copies of final exams are kept in archives during 2 years. Claims from students are acceptable within 3 weeks after reception of marks.

Article 41: No member of academic staff shall mark coursework, examine orally or invigilate or mark examination scripts produced by students with whom he or she has a close relationship, nor shall he or she be a member of an Examination Board considering such students. (Where this bars a Dean or a Programme Leader from a particular Board, a substitute shall be appointed by the Dean of the faculty or Deputy Vice Chancellor Academic, as appropriate). Members of staff are required to excuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

Article 42: A ten-credit module shall normally be assessed by one two-hour examination and one substantial piece of coursework or two shorter pieces of coursework. A twenty- credit module shall normally be assessed by a three-hour examination and two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.

Article 44: The grade for a module is made up of the grades for continuous and final assessments, weighted as approved in the Programme Specification. All assessments, modules and programme marks shall be presented as percentage scores. Continuous assessments shall make up 60% of the module score while the final assessment shall make up 40% of the module score.

Article 45: Marks of all assignments contributing more than ten per cent to the module score shall be moderated internally, by second marking by another academic or by marking of a sample of scripts to assure the validity of the standard. All assignments at higher education Level 4 or higher or any other level leading to a specifically validated exit award, and carrying a mark of more than twenty per cent of the module score, shall be moderated by an external examiner.

Article 46: There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing with the Head of Department responsible for the Programme within one week of the mark being published and shall be

supported by evidence. The appeal shall be considered by a committee consisting of the Head of Department, the Module leader (or another academic member of the programme team if the Programme Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade.

2.8. Projects

Article 47: Except where specified in the programme documentation, undergraduate projects and master's dissertations are an integral and compulsory part of their programmes. They must be submitted by the time specified, which will be no less than four weeks before the end of the academic year in the case of undergraduate projects.

Article 48: The undergraduate Project shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline.

Article 49: Students shall be assigned their supervisor for the Project at the beginning of their final academic year or the end of the preceding one. Students are expected to have agreed a plan of work with their supervisor(s) within two months of the start of the academic year.

Article 50: Where it is appropriate to the discipline or field of study and specified in the Programme Document, a construction or performance may stand in place of a Project or Dissertation but must be accompanied by a reflexive written account which demonstrates that the work meets the criteria for the award, of a length specified in the validated Programme Specification.

Article 51: The maximum length for projects and dissertations on taught programmes shall be as follows:

Arts/Humanities/Social Sciences

Undergraduate projects:

12,000 words

Taught master's programmes MSc/MA/MRes: 20,000 words

Science/Engineering/Mathematics

Undergraduate Projects: 6,000 words

Taught master's programmes: MSc/MRes 10,000 words

(Not including tables, diagrams and appendices which contain ancillary material not essential for the argument of the main text).

The minimum length shall normally be two thirds of these limits.

Article 52: Where it forms the final assessment of a programme, no resubmission of an undergraduate Project or Masters Dissertation, or extension of time, shall be allowed except where explicitly specified in the Programme Specification or because submission was delayed for medical reasons

Article 53: Students are required to make an oral defense of their Project or Dissertation. The defense shall not normally extend beyond half an hour for undergraduate Projects.

Article 54: The examiners shall normally be the supervisor and another, senior member of the relevant discipline. The examiner who is not a supervisor of the project shall be the Chair of the panel of examiners. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

Article 55: Examinations shall be postponed if the candidate's absence from them is authorised. Where students fail to attend to defend the Project, Dissertation or Thesis without authorisation, and retrospective authorisation is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. Those failing to attend on the second occasion shall be deemed to have failed.

Article 56: Undergraduate students who fail the Project component of a programme will be deemed to have failed that module; they may be awarded an ordinary degree if this possibility is included in the validated Programme Specification. Similarly, students on taught master's programmes who fail the

Dissertation may be awarded a Postgraduate Diploma, if this is included in the validated Programme Specification and if they meet its learning outcomes.

2.9. The Conduct of Examinations

Article 56: The module leader shall be the Chief Invigilator for examinations of his or her module (or a substitute nominated by the Dean if he or she is unable to be present), supported by other academics as invigilators. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

Article 58: Talking among candidates or looking at each other's work shall not be permitted in examinations and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating (see below).

Article 59: At the beginning of an examination the Chief Invigilator shall remind students of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

Article 60: Students may not enter an examination after it has started except with the permission of an invigilator and may not hand in their scripts and leave within one hour of the end of the examination.

Article 61: Any student needing to leave the examination room during an examination for an unavoidable reason with the permission and intention of returning must be accompanied by an invigilator.

Article 62: Except where specified in the Module Description, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

Article 64: When attending examinations, students must display their student identity cards and tuition fees payment cards on the examination desk before the start of the session and fill in an Attendance Card which must be verified by an invigilator.

2.10. Cheating

Article 65: Cheating of any variety is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level or temporary or permanent exclusion from UTAB. ‘Cheating’, here, includes (but is not confined to) plagiarism and passing off another’s work as the student’s own, collusion between students in the production of submissions which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

Article 66: Talking among candidates or looking at each other’s work shall not be permitted in examinations and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

Article 67: Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 68: Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Programme must be notified in writing as quickly as possible and in all cases within seven days of the cheating being detected, and evidence must be provided to support the charge.

Article 69: If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to the Dean, the Deputy Vice

Chancellor Academic and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defence or justification in writing.

Article 70: A Committee made up of the Dean (or nominee), the originator of the charge, the Head of Department and another senior academic of the Faculty shall consider the evidence and the student's reply, decide whether it appears that cheating has occurred and recommend a penalty, which shall be confirmed by the Deputy Vice Chancellor Academics.

Article 71: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Deputy Vice Chancellor Academics and the committee and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty may be increased.

Article 72: If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

Article 73: The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination (at Level 1) or failure of the module (at Level 2), though in either case a higher penalty may be imposed at the discretion of the committee and the Deputy Vice Chancellor Academics if the offence appears grave. Cheating at Level 3 or higher and second/subsequent offences, shall always be punished by temporary or permanent exclusion from the Institution, according to the gravity of the offence. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

Article 74: When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment without possibility of resubmission. Undergraduate final-year students and master's students may be awarded an ordinary degree or a postgraduate diploma,

respectively.

Article 75: Where plagiarism or other cheating is discovered in a project after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Vice Chancellor.

Article 76: Where draft project or dissertation work is submitted to a supervisor purely for comment, rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offence has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate, and also the examiners of the final work if he or she is not one of them.

Article 77: A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Committee in any further cases involving the same student.

Article 78: Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

2.11 Examination Boards

Article 79: Each Faculty shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Dean (or nominee) and consist of all members of staff on permanent contracts, plus all Programme Leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Dean, plus a member of the staff of the Quality Office. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

Article 80: The quorum for such meetings is three quarters of the potential full attendance, and the Dean (or his or her nominee) must be present as Chair.

Article 81: In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.

Article 82: The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

Article 83: The minutes of the Board shall be passed to the Vice Rector Academics for onward transmission to and ratification by the Senate.

2.12 Progression

Article 84: Module leaders are responsible for delivering the list of module grades to programme leaders, and programme leaders are responsible for presenting the grades for all the modules in a programme to the Examination Board, by a time to be specified by the institution.

Article 85: Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners and the Senate.

Article 86: A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50%. No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

Article 87: Where a module has more than one assignment, students are normally required to pass them all, but students who have failed one assignment but achieved a grade of at least 45% on undergraduate programmes or 55% on postgraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade.

Article 88: A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 89: The minimum credits for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 100 credits at each level for full-time students. Students allowed to progress shall retake any failed modules the next time it is offered. At minimum students should in addition have reached the level of a pass on the test of language competency in English to progress from level 1 to 2; at validation, programmes may set higher requirements for progression.

Article 90: Exceptionally a student who is otherwise qualified to progress but has failed English language test may be permitted to progress to level 2. No student will be permitted to progress from level 2 to 3 until they have passed the test in the English language. Programmes may at validation set additional requirements for progression.

Article 91: Part-time students shall be permitted to progress to a pattern of study in the next year which includes some modules from the next level when they have achieved at least 80 credits at the previous level, but they must include all the modules which have not yet been passed from the lower level. Part-time students should always take academic advice before committing themselves to a new year's module choices.

Article 92: The minimum credits for progression from level 3 to level 4 for full-time students will be 40 credits on all programmes. Students allowed to progress shall retake any failed modules during the next semester. At validation, programmes may set additional requirements for progression.

Article 93: The minimum credits for progression from level 4 to level 5 for full-time students will be 40 credits on all programmes. Students allowed to progress shall retake any failed modules during the next year. Programmes may at validation set additional requirements for progression.

Article 94: Where stated in the validated Programme Specification, certain modules may be designated ‘core’, and progression to the next level will not be permitted until these modules have been passed (except that part-time students may declare a pattern of module choice which includes some modules from the next level, providing all the modules which have not yet been passed from the previous level are also included).

Article 95: Students who are not allowed to progress to the next level will be allowed to register as part-time students and repeat the modules they have failed, but a bare pass will be the maximum grade they can achieve. However, students who re-take the entire year will not have their achievable grade capped at the minimum pass mark. In either case, student’s transcripts will show the module as being failed at the first attempt and retrieved when repeated or when the year is re-taken. No module may be retaken or repeated more than once.

Article 96: In some modules the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules). Such modules should be designated as ‘repeat only’ in published module descriptions.

Article 97: Students who fail retaken modules, or who do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

Article 98: With the agreement of the Dean, a student required to resit or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

Article 99: Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Faculty will normally be expected to make a provision for a further opportunity to satisfy the programme requirements

equivalent to that required for academic components of the programme.

Article 100: Where a student's performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the Programme Specification.

2.13 Authorised Absence/Late Submission of Assignments and Mitigation of Results

Article 101: Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at least five weeks in advance.

Article 102: Attendance at lectures, seminars, practical sessions, etc is obligatory. Attendance will be monitored as agreed by the Faculty. Students who attend less than 85 per cent of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed to sit for the final examination. Submission of coursework by the due date and attendance at examinations and in- course tests is obligatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

Article 103: Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing within the same academic year.

2.14 Awards

Article 103: A student may be awarded only one qualification following completion of a programme of study. In programmes whose validated Programme Specification stipulates that intermediate awards may be made at

stages during the programme, each lower award shall be considered as voided by the achievement of a higher one.

Article 103: The credit and grade requirements for the award of degrees, diplomas and certificates, the honours classification and the award of first class where appropriate shall be as specified in the Qualifications Framework.

III. DISCIPLINARY REGULATIONS AND PROCEDURES FOR STUDENTS

Purpose and Scope

1. These regulations and procedures apply to all students of UTAB. Cheating and plagiarism, and failure to attend teaching sessions and examinations, are covered in the *General Academic Regulations*, thus these regulations cover other forms of unacceptable behaviour.
2. UTAB has a duty of care with regard to its students and staff, and a satisfactory standard of behaviour is required from both students and staff in order that the University may function properly and students can freely follow their courses of study. UTAB has a positive role to play in encouraging all students to perform responsibly and effectively in their studies and helping to solve problems that are hindering them from doing so.
3. It is, therefore, anticipated that in all except criminal matters every effort will be made by staff to resolve matters informally through day-to-day counselling and advice before the formal procedure is invoked. Should the required improvement not be forthcoming or if the perceived disciplinary problem is sufficiently serious, the formal procedure should be adopted.
4. The purpose of the procedure is to provide guidelines and a structure to ensure that disciplinary matters are dealt with promptly, fairly, consistently and in a transparent and accountable manner. The emphasis

should be on the identification and correction of problems rather than on punishment.

Allegations of Criminal Misconduct

5. Where any member of staff receives an allegation of criminal misconduct against a student, he or she shall record the allegation (but without undertaking any further investigation or attempting to test the evidence). If the nature of the allegation suggests danger to any student or member of staff the matter shall be reported immediately to the police. If this does not appear to be the case, the staff member to whom the allegation is reported shall immediately consult the Vice Chancellor, or in his or her absence one of the Deputy Vice chancellors, or in their absence another member of senior staff.
6. Unless there is, quite clearly and beyond dispute, no basis to the allegation, the senior member to whom the allegation is reported shall immediately consult the Vice Chancellor or one of the Deputy Vice Chancellors if they can be contacted, and then report the matter to the police.
7. If the police decide to proceed with the case, staff and students shall cooperate fully with them. No further internal investigation of the alleged offence shall take place until the police have completed their investigations.
8. If the police do not detain the alleged offender, and it seems to him or her that staff or students could be in danger, the Vice Chancellor or the most senior member of staff present shall exclude the alleged offender from the campus. This action must be confirmed by the Vice Chancellor or Deputy Vice Chancellor Academics within 24 hours, and a notice of suspension issued.
9. If the police decide not to proceed with the allegation, or when their investigation is complete, the Vice Chancellor and Deputy Vice

Chancellors shall confer to decide whether to proceed with internal disciplinary procedures.

10. A student convicted of and imprisoned for a serious criminal offence may be permanently excluded from the campus by the Vice Chancellor without further investigation or disciplinary procedure.
11. In other cases where a student is convicted of an offence, guilt of the offence may be taken as proven but the disciplinary procedures shall be used to determine the penalty to be applied by the institution. If the police decide not to proceed with the case, this does not preclude the institution from proceeding with the disciplinary procedures.

Internal Disciplinary Procedures – General Principles

12. No disciplinary action will be taken against a student until the case has been fully investigated.
13. In reaching a disciplinary decision, note should be taken of the evidence for the alleged misconduct, its gravity and the disciplinary record of the student.
14. All allegations of misconduct shall be reported in the first instance to the Deputy Vice Chancellor Academics. It shall be his or her duty to decide, in consultation with the Dean of the Faculty responsible for the student's course of studies, whether the case initially presented is sufficient to call for further investigation and/or the use of disciplinary procedures.
15. Except for gross misconduct, no student will be permanently excluded from the campus for a first breach of these regulations.
16. A student will have the right of appeal against any formal disciplinary action.

17. A student will at all stages have the right to be accompanied by a friend not acting in a professional capacity, and the Students' Union shall have the right to send a representative to any disciplinary hearing.

Stages of Disciplinary Procedure for Less Serious Offences

18. 'Less serious offences', in these regulations, is defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes damage to the institution's property, but does not make it difficult or impossible for the institution to trust the offender or staff or students to work with him or her. For the purposes of this disciplinary procedure the term includes, but is not restricted to, cases of:
 - Smoking in designated non-smoking areas;
 - Unsatisfactory behaviour towards staff or in class;
 - Use of mobile telephones in lecturers or other teaching sessions, in the Library or during examinations;
 - Breach of safety regulations;
 - Misuse of institutional facilities;
 - Discriminatory behaviour on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;
 - Contravention of the institution's rules and/or regulations;
 - Wilful refusal to carry out a reasonable request or instruction.
19. *Stage 1* - If the level of alleged misconduct is such that the Deputy Vice Chancellor Academics decides, on a preliminary view, that a formal oral warning may be appropriate, he will inform the student and they will convene a hearing. The hearing will involve the student (and his/her representative, if any), the Deputy Vice Chancellor Academics, the Registrar and the Dean of the Faculty responsible for the student's course of study, or his/her representative. At the end of the hearing, and if the student admits the offence, the Deputy Vice Chancellor, Registrar

- and Dean will decide whether to issue a formal oral warning. If a formal oral warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence and argument presented to the Deputy Vice Chancellor, the Registrar and the Dean is judged by them to support the allegation, then the institution shall proceed to Stage 2 of these proceedings.
20. *Stage 2* - if the level of alleged misconduct is such that a formal written warning is judged appropriate or the student has failed to heed an initial oral warning, a formal hearing will be held involving the same personnel as for Stage I. If the student concurs in a finding of misconduct and has no previous disciplinary record, then a formal written warning shall be issued stating clearly the nature of the offence and what the student is required to do or refrain from doing. If there is a record of misconduct and/or the student does not concur in the judgment, the Deputy Vice Chancellor, Registrar and Dean shall determine whether to issue a written warning or proceed to Stage 3.
 21. Students have a right of appeal following any disciplinary action. (See Paragraph 16.)
 22. *Stage 3* - If a student has failed to heed a formal written warning, the Deputy Vice Chancellor Academic will then convene a Stage 3 hearing involving the same personnel as for the preceding level. On the basis of this hearing they shall decide whether it is appropriate to issue another written warning or a final written warning
 23. The Vice Chancellor will hear any appeal against a final written warning.
 24. The outcome of any level of disciplinary hearing shall be notified to the student orally and in writing within three days of the date of the hearing. The notification shall include details of the complaint, a clear specification of the improvement required, the timescale within which improvement must be achieved and consequences of failure to improve or repetition of the offence.

25. A record will remain on the student's personal file for a year after a formal oral warning and for two years after a written warning. The student will be informed when the record is expunged and may apply to have it expunged on the appropriate date.

Disciplinary Procedures for Gross Misconduct

26. 'Gross misconduct' is defined in these Regulations as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible. 'Gross misconduct' includes, but is not limited to, cases of:
- theft;
 - fraud, including deliberate falsification of records;
 - fighting;
 - assault on another person (including sexual assault);
 - bullying and harassment of a student or a member of staff (including sexual harassment);
 - harassment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;
 - deliberate damage to the institution's property;
 - incapability on campus through alcohol or being under the influence of illegal drugs;
 - negligence which causes or risks unacceptable loss, damage or injury;
 - continued refusal to carry out a reasonable request or instruction;
 - wilful and/or confirmed breach of safety rules;
 - disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.

27. Where a student is accused of gross misconduct, as defined in Paragraph 26, the Deputy Vice Chancellor Academic (or, in his/her absence, the Registrar or the Dean of the Faculty responsible for the student's course of studies) may, following consultation with the legal advisor, exclude the student from campus, pending a hearing to consider the appropriate action to be taken. The hearing will be convened as soon as possible thereafter and in all cases within fourteen days. This hearing will involve the same personnel as a Stage I hearing plus the Director of Quality or a full professor from outside the student's Faculty.
28. Any student excluded under 27 above shall be entitled to receive written notification of the suspension from the Deputy Vice Chancellor Academics within three calendar days (excluding weekends and Public Holidays), setting out the grounds on which the decision to suspend has been taken. Exclusion would normally take place only when investigation is inhibited or there is a risk to students or staff.
29. Procedures for a hearing for gross misconduct shall be the same as those for Stage 3 hearings (above), but including also the Director of Quality or a full professor from outside the student's Faculty. If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are:
 - a) Exclusion from campus for a fixed period of up to three years (following failure to comply with a final written warning);
 - b) Permanent exclusion from campus
 - c) In exceptional mitigating circumstances, a final written warning (following gross misconduct).

The hearing shall also determine whether or not to allow the student to be awarded any academic qualification he or she may have earned so far in his or her course of studies.

Right of Appeal

30. All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of

- disciplinary action. Notice of intention to appeal shall be submitted in writing to the Deputy Vice Chancellor Academics within seven calendar days of the receipt of written confirmation of disciplinary action.
31. An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal. The appeal will be held in accordance with the Format for Disciplinary Hearings, detailed in an Appendix to these Regulations, and shall be conducted by the Deputy Vice Chancellor Academics, the Registrar and a Dean from a Faculty not responsible for the student's course of studies.
 32. Appeals against final formal written warnings or exclusion from campus shall be heard by the Vice Chancellor. In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.
 33. Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Vice Chancellor against the exclusion, who shall determine the appeal as soon as practicable. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.

IV FINANCIAL INFORMATION AND PAYMENT PROCESS

4.1 Types of Fees to Be Paid

There are different types of fees; some paid by all students, others paid at different levels and others paid for specific services requested. The table below presents all the fees paid by UTAB students according to the levels and services requested.

N°	Type of Fee	Who pays it and when it is paid
1	Registration fee	All students, at the beginning of every level (level 3&4 being considered as 1 level)
2	Tuition fee	All students pay tuition fees. The amount varies according to Faculties and levels.
3	Industrial attachment / school practice fee	Level II and level IV students. Paid before the start of industrial attachment / school practice
4	Application fee	Paid by students joining UTAB from other higher learning institutions. Paid when submitting application for admission.
5	Exemption fee	Paid by a student joining UTAB from a higher learning institution with credits to be transferred.
6	Laboratory fee	Paid by students who have laboratory practices in their curricula (Education: Mathematics-Biology: all options of FAEMRE.
7	ICT fee	Paid by every student in every level.

8	Research fees	Paid by students of level V.
9	Graduation fees	Paid by level V students before graduation
10	Retake / catch-up fees	A student who retakes a module or joins UTAB from another Institution of higher learning and must do a module for catch-up.
11	Special exam fees	At the end of the level, a student who has missed an exam of a module with justification may do a special exam and pay the fee.
12	Penalties due to: <ul style="list-style-type: none"> • Delay for registration • Delay in paying tuition fees • Delay to return library books 	Students who do not follow specific periods for registration, paying tuition fees or return library books.
13	Request for academic documents; <ul style="list-style-type: none"> • Attendance certificate • Diploma testimonial • Bachelor's testimonial • Advanced diploma • Academic transcript (when lost/delay to collect it) • Student ID (when lost) 	Any student who needs any of these documents has to pay for it.

4.2 Specific Periods and Process of Payment

Before registration, a student must pay registration fees. Then the tuition fees may be paid in three installments. The first installment is paid in 2 weeks, the second is paid in 3 months, and the third, which is the last, is paid in three months.

Laboratory and ICT fees are paid after paying tuition fees.

Other fees are paid before the beginning of the activity a student is paying for.

Whenever a student pays any fees, he/she must bring to the Finance office the bank slip and two photocopies. An accounting official will stamp the bank slip to be filed and the photocopy that the student keeps.

Students are strongly advised to keep their photocopies of bank slips as long as they are studying at UTAB.

V STUDENTS SUPPORT SERVICES

5.1 Campus Life in UTAB

5.1.1 Fresher's week

First Year students (Freshers) are by tradition given an “acclimatization” period of normally one week which is referred to as the “Orientation Week” and during this period they are introduced to the key facilities in the Institution as well as other important aspects of academic life.

5.1.2 Accommodation, Restaurant and Other Services

In collaboration with the private owners around UTAB, accommodation rooms, restaurant, transport, stationary services are available at affordable price, as the environment is suburban. UTAB is looking forward to providing decent rooms

for accommodation, restaurant and other essential services in academic environment.

5.1.3 Medical Access and Accident Insurance Cover

UTAB buildings are nearest BYUMBA Hospital, health center and private health clinics. For easy access to medical services, students are requested to carry with them their cards of health insurance scheme of their choice. For any accident on way between home and campus or internship field, UTAB students have an insurance cover from a recognized insurance company. Declared cases are handled immediately.

5.1.4 Counseling and Guidance

The Counseling and Guidance services help students who need assistance or guidance about their daily life problems which might hamper their steady progress in the academic field or prevent them from enjoying their life in general. Such problems embrace the whole range of health (medical and psychiatric) problems, socio-economic, marital, sexual, academic, spiritual and other problems.

These services are provided to individuals in the office of the Directorate of Students' Welfare from Monday to Sunday in working hours but also anywhere needed as long as UTAB has two campuses: one at Byumba, in Gicumbi and another at Kiramuruzi, in Gatsibo District. They are also channeled through the Umbrella of UTAB Students Union committees.

5.2 Directorate of Students Welfare

Students' welfare is paramount in all UTAB endeavors as a University and this justifies the existence of the operating Directorate of Students' Welfare.

The directorate supports the academic and para-academic activities of UTAB by assisting students in their academic, social and cultural development through the delivery of a wide range of services. It plays a key role in creating a welcoming

and supportive environment for the student community, helps students to achieve their educational and personal development goals and works with them to enhance the campus life and to foster academic excellence.

5.2.1 Duties and Responsibilities

- The Directorate of students' welfare provides and monitors services and activities designed to support students along their stay at University of Arts and Technology of Byumba (UTAB).
- The Directorate serves as a link between students and UTAB administration in improving students' life on the campus and in promoting a community climate in which learning can best take place.
- It also welcomes and orients new students and helps them in not only integrating the university community but also in maximizing learning opportunities outside the classroom.
- Mostly it takes care of students' concerns and initiatives and encourages them to develop appropriate community behaviors and personal values and to participate in organizations that prepare them to become tomorrow's leaders.

5.3 UTAB Students Union and Alumni

Every student who comes at UTAB becomes member of the wider community of UTAB Students Union (USU). Its guild council has an office in UTAB buildings and it is structured from class representatives, board of representatives and executive council, clubs and different students' associations, where students learn and develop within the university life. After their studies, the links continue with UTAB ALUMNI Association.

Below are the objectives of USU:

- To promote all members personal, academic, social, community aspirations and interests.
- To represent its members in organs of UTAB at different levels.
- To establish friendly relations and understanding with other relevant associations, whose aims and objectives are similar to those of the Union;
- To collaborate with UTAB administration or other academic bodies concerned with the enhancement of members' standard of living and improvement of facilities at UTAB.

USU guild council works closely with the Directorate of Students' Welfare that has the coordination of students' activities in its attributions.

Any students concern should be channeled in a written form through the class representative, the faculty representative and executive committee of USU.

For emergency issue, all the means of communication should be used to inform as quick as possible USU and the Directorate of students' welfare.

5.4 UTAB Library Services

UTAB Library is a student-focused research and learning center. Library's collection is rich with a wide a range formats (print and electronic) and subjects and its services are delivered appropriately by experienced personnel.

A library is a place to go to read, study, conduct research and engage in other activities. Experienced and helpful staffs in the library are there to help patrons with their research and learning needs.

5.4.1 Registration to Access Library Services

Every user shall be registered with the library in order to acquire a library student ID which gives them rights to borrow University library materials.

If a card issued by the Library is lost, the loss should immediately be reported in writing to the Director of Library who will issue a replacement card.

5.4.2 Circulation

- Primary source materials, multivolume sets and books in the Reference Collection do not circulate/checked out.
- All students must present their library IDs to check materials out from the library.
- ID cards are not transferable.
- Materials will not be checked out for anyone other than the owner of the ID presented.
- Recalls of properly checked out materials during the period of circulation are issued whenever the material is needed for the Course Reserve, or when the material is overdue. When items are recalled they are due immediately upon notification. Failure to return the material in time will result in a block from charging materials
- Checkout material for use outside the Library is limited to UTAB faculty, staff and students. All other researchers must use the collection in the Library.
- Visiting students will require a student ID card from their institutions in order to use UTAB library serves for only reading within and not material check outs.

5.4.3 Reference Collection & Reserve Collection

- Materials in the Reference Collection do not circulate. The Reference Collection includes dictionaries, directories, and almanacs, and single textbook copies or labeled reference copy.
- Reserve Collection includes scarce copies which may be checked out for few hours due to their high demand and no renewals are allowed on Reserve materials.

5.4.4 Lost or Damaged Materials

If a book is not returned, or is returned damaged, a fine will be assessed equal to the replacement cost of the material PLUS a processing fee. If the item is

incapable of being replaced due to being out of print or out of stock, a fee will be commended equivalent to the lost item value in RWF.

5.4.5 Classification of Library Materials

- Library collections are classified according to Dewey decimal classification scheme and shelved to its arrangement of its schedules that ranges from (000- 999; “arrangement of library collection shelves”.
- Library users/patrons are restricted from re-shelving any book after using it. After use, every patron is requested to leave the book at the circulation desk and the Library staffs will reshelv all materials left on the carts or checked in. If you are returning materials that have been checked out, and you want to ensure that they are accounted for on your account, please make sure that you return them directly to someone at the Circulation Desk.
- A library database that includes a variety of electronic collection is available and accessible through a university eBooks server database.

5.4.6 Operational Hours

- Monday - Thursday 8:00 – 17:00
- Friday & Saturday 8:00 – 21:00
- Sunday 8:00 – 11:00

Closed on public holidays.

5.4.7 Other Library Rules & Regulations

- **Food and Drinks**
Food and Drinks are not permitted in the Library without any exception.
- **Cell phones**
Cell phones conversations are prohibited in the Library.
- **Silence**
Silence must always be kept by patrons/clients while in the library.

5.4.8 Suggestions

UTAB Library welcomes suggestions from you regarding additions to the collection, or improvement of Library services, equipment or work hours. Suggestions can be e-mailed directly to the Director of the Library ***or be reported to the Library staff.*** If you have problems, do not hesitate to ask questions. We will always do our best to find solutions **together.**

VI. ACADEMIC PROGRAMMES AND OTHER PRACTICES

6.1 Academic Programmes

Currently UTAB has 3 faculties:

1. Faculty of Social Sciences, Management and Development Studies
2. Faculty of Education
3. Faculty of Agriculture, Environmental Management and Renewable Energy

6.1.1 Faculty of Social Sciences, Management and Development Studies

The Faculty of Social Sciences, Management and Development Studies opened its doors January 26, 2006. In SSMDS Faculty, we are convinced that education is the basis of any meaningful development of a country.

Programs

Faculty of Social Sciences, Management and Development Studies has two departments with various specializations:

Department	Option
Department of Management and Development Studies	Accounting Rural Development Entrepreneurship and Cooperative Management Microfinance
Department of Social Sciences	Social Work Anthropology

Career Opportunities

Social Work

- Family preservation;
- Preservation of child abuse and neglect;
- Public health workers;
- Vocational rehabilitation;

- Mental health practitioners;
- Counselors for drug and alcohol addiction;
- Community integration Officers;
- Publication of community directories;
- Crisis managers;
- Retirement planners;
- Mentors in detention facilities;
- School adjustment counselors;
- Handicap accessibility programs;
- Social insurance programs.

Anthropology

- Anthropologists work in deserts, cities, schools, even underwater archaeological sites or as forensic.
- Anthropologists work in crime labs, in physical anthropology laboratories, and in museums in a wide range of areas.

Accounting

- Certified Public Accountant;
- Auditor;
- Budget Analyst;
- Financial Accountant;
- Management Accountant;
- Tax Accountant, etc

Rural Development

- Local community and economic development;
- Nature conservation;
- Environment and community planning;
- Corporate run developmental agencies;
- Run their own Non-Government Organizations (NGOs) and thereby, directly be associated with rural folk, etc.

Entrepreneurship and Cooperative Management

- Entrepreneurs;

- Innovations in business management;
- Cooperative managers;
- Start and build a successful technology-based company;
- Consultants in entrepreneurship and cooperative management;
- Auditors in entrepreneurship and cooperative management;
- Leverage new science and technologies from corporate or university laboratories;
- Develop winning business plans;
- Scale companies to be globally successful;
- Business advisors, etc.

Microfinance

- Microfinance Institutions Managers;
- Microfinance Institutions Advisors;
- Microfinance Institutions Innovator;
- Microfinance Institutions Auditors, etc.

6.1.2 Faculty of Education

The introduction of the Faculty of Education at UTAB was motivated by the desire of UTAB to significantly contribute to the realization of the education policy of the Government of Rwanda. In this framework, the Faculty of Education aims at producing competent teachers for secondary education in various areas including arts, humanities, sciences and technology.

The Faculty of Education has 2 departments with various options:

Department	Option
Department of Education in Sciences	Education in Biology-Geography Education in Mathematics-Biology Education in Mathematics-Computer Sciences Education in Mathematics-Geography

Department	Option
Department of Arts and Humanities	Education in English-Kinyarwanda Education in English-French Education in English-Swahili Education History-Economy
Postgraduate Diploma in Education	It offers specializations in the following fields: Biology, Chemistry, Computer Science, Mathematics, Physics, History, Economics, Geography, English, Kinyarwanda, Kiswahili, French

Career Opportunities

The Diploma in Education allows the holder to teach various subjects related to specific fields in the Ordinary Level in secondary schools.

The Bachelor of Education degree allows graduates to assume various functions including the following:

- Teachers of their specific subjects at all levels of secondary schools;
- Conception and evaluation of secondary school programmes;
- Advisers and guides in secondary schools;
- Head teachers of secondary schools;
- Head of studies in secondary schools.

6.1.3 The Faculty of Agriculture and Environmental Managements

The programme of the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE) is based on the key pillars of the Government policy in the domain of Agriculture, which is the transformation of the sector from subsistence to a productive, high value and market oriented agriculture. FAEMRE is in line of UTAB objectives of contributing to rural development through promotion of sustainable agriculture and environment protection which are, in return, contained in the 5-year-program for priority skills areas to deliver under EDPRS II.

Programs

The Faculty of Agriculture and Environmental Management has 2 departments with various options:

Department	Option
Department of Agriculture	Agribusiness Agro-forestry Animal Production Crop Production
Department of Environmental Management and Renewable Energy	Management of Forest Plantation and Natural Ecosystems Renewable Energy

Career Opportunities

- Animal Production and management;
- Forest management;
- Environment management;
- Energy generation and management;
- Agribusiness Management;
- Agribusiness advisory services;
- Farm enterprise management;
- Natural resources management;
- Environmental management;
- Community development;
- Agricultural project evaluation;
- Consulting;
- Research.

6.2 Available Awards

Graduates in UTAB from postgraduate programme, undergraduate programmes and short courses get the following awards:

Award	Number of Credits
Certificate of Higher Education	120
Diploma of Higher Education	240
Advanced Diploma of Higher Education	300
Bachelor' Degree with Honours	480
Postgraduate Diploma	120

6.3 Admission Criteria

To be admitted in Level 1 at UTAB, a candidate must have the Secondary School Certificate issued by the Rwanda Education Board (REB) or Workforce Development Authority (WDA), or Equivalent with at least two principal passes required by High Education Council (HEC).

To be admitted in Level 2, 3 & 4 from others Higher Learning Institutions, the following documents are requested:

- Application letter written to the Deputy Vice Chancellor of Academic Affairs and Research;
- Notarized academic transcripts for previous levels;
- Copy of the proof of payment of application fee.

To be admitted in Postgraduate Diploma in Education, a candidate must have a Bachelor's degree in any subjects that he/she can teach in secondary school.

Requested documents for registration:

The following documents are requested:

- Proof of payment of registration fee;
- Notarized certificate of secondary school;
- Copy of result reports of 6th, 5th and 4th years of secondary school;
- Copy of national Identification card for nationals and copy of Passport for foreigners;
- Two (2) colored passport photos.

To register in PGDE:

- Proof of payment of registration fee
- Notarized certificate of secondary school
- Notarized copy of Bachelor's degree
- Copy of transcripts of level 1, 2, 3,4,5.
- Copy of national Identification card for nationals and copy of Passport for foreigners
- 2 colored passport photos.

6.4 Modes of Study at UTAB

UTAB is well known for its flexibility in teaching delivery. A student may study in:

- Day Programme in which students study every day from Monday to Friday from 8.00 am to 5.00 pm.
- Weekend programme where students study from Friday at 6.00 pm to Sunday at 12.00.
- Open and Distance Learning (ODL), except for FAEMRE which is very practical oriented. In the Faculty of Education, ODL is mainly known as Holiday programme in which students come for face-to-face (to meet lecturers and do exams) during school holidays.

6.5 Duration of Studies at UTAB

- 7 At UTAB, you may finish the programme for the bachelor's degree comprising 5 levels and 480 credits in 3 years. This means that in a calendar year, you can study 160 credits, thus finishing 480 credits in 3 years. The table below shows the levels and the number of credits with the normal period in which a level can be covered.

No	Level	Number of credits	Number of Months	Award
1	Level 1	120 credits	9 months	Certificate of Higher Education
2	Level 2	120 credits	9 months	Diploma
3	Level 3	60 credits	4.5 months	Advanced Diploma
4	Level 4	60 credits	4.5 months	-
5	Level 5	120 credits	9 months	Bachelor's Degree with Honours
6	Level 6	120 credits	9 months	Postgraduate Diploma in Education

Note: Level 3&4 are usually combined and while students register to every level, they register once at level 3&4.

6.6 Registration Periods

UTAB register students 3 times a year: in September (intake of September), in January (intake of January) and in May (intake of May). However, there are times when there are not enough candidates and intake of January is pushed to March, and in that case there is no intake of May.

For ODL, particularly holiday programmes, registration is done each holiday: November, April, and July. In this programme, students should register a few months before the holiday in which they intend to start their studies so that they may be given learning materials to be studied at home. It is worth remembering

that ODL students (holiday students included) study at home and come to UTAB for a short period of time to meet lecturers for support where they may have experienced difficulties and for doing examinations.

6.7 Industrial Attachment/School Practice

UTAB educational philosophy puts emphasis on practice, thus two modules of industrial attachment or school practice in all the options: one module in level II and another module in level V. Practical organizations, duration of this practical activity differ from faculty to faculty.

6.7.1 School Practice in the Faculty of Education

In the Faculty of Education, students of level II, level V and postgraduate diploma in education conduct school practice for three months, that is, a whole term in secondary school. They cover a whole term so that they may participate to all educational activities from planning of teaching to final assessment of students' learning.

Before going out to school practice, the Faculty of Education conducts a seminar to explain to the students the expected behavior during school practice, required documents and assessment of school practice activities. Every student is given an academic supervisor in charge of providing necessary assistance including a visit to the school of practice to see the student teaching in order to assess him/her and give him/her advice. The key documents that the students must have during school practice include recommendation letter, school practice assessment form by school mentor, and school practice guide.

During the school practice, an academic supervisor from the Faculty of Education visits a student to see him/her teaching in order to advise him/her and to assess him/her. At the end of school practice, a student

writes a report which is marked by that academic staff. The marks given by the school mentor who follows the student in day-to-day activities, the marks given the faculty supervisor and those given to the report are added together to make the final mark of school practice.

More details on the conduct of school practice are found in the school practice guide which every student should have during that field activity.

6.7.2 Industrial Attachment in the Faculties of SSMDS and AEMRE

Like in the Faculty of Education, level II and level V students in the Faculty of Social Sciences, Management and Development Studies and in the Faculty of Agriculture, Environmental Management and Renewable Energy conduct industrial attachment but for 6 weeks instead of three months like in the Faculty of Education.

These students also need a recommendation letter, industrial attachment guide, and assessment sheet for the workplace mentor. Before going to industrial attachment, every faculty organizes a seminar to brief students on the conduct during industrial attachment, required documents and assessment process. Furthermore, every student is given an academic supervisor in charge of following him/her up, in order to give him/her necessary support and visit him/her on the field for the purpose of assessment and provision of advice. The final mark comprises the marks given by the mentor, the marks assigned by the faculty supervisor if there has been a visit and the marks given to the report by the faculty staff in charge of following up the student.

More details on the conduct of industrial attachment are found in the industrial attachment guide which every student should have during this field activity.

6.8 Research Project

In level V, all the students in all faculties must conduct research projects. They usually do this activity in groups to facilitate supervision and to promote group work skills.

Every group of students is given an academic supervisor at the beginning of level V. The students present three topics to the Department and the Department Council approves them or modifies them. The topics may also be rejected by the Department Council, then, with the support of the supervisor, the students find another topic.

More details on the conduct of research projects are given in General Academic Regulations and in the Guidelines for Research Proposal and Report Writing.