

KIGALI INDEPENDENT UNIVERSITY ULK



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ADMISSION POLICY

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CREATION, VISION, MISSION, PHILOSOPHY, MOTTO, VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS

Article 1: CREATION

Kigali Independent University ULK is a private Institution of higher learning founded on 15th March, 1996 and now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of education, Ministerial Order determining standards in education N° 003/MINEDUC/2021 of 20/10//2021, Ministerial Order determining Rwanda qualifications framework N° 003/MINEDUC/2021 of 20/10//2021, the ULK statutes, the present Internal Regulations and other academic regulations.

Article 2: VISION

Kigali Independent University ULK has a Vision to stand out as a remarkable university for excellence at the heart of Africa with highly motivated students and highly qualified personnel endowed with elevated ethical values.

Article 3: MISSION

The Mission of ULK is: to educate, teach, conduct research and serve the community. The fundamental mission of ULK is to provide the students with a training which will enable them to become actors and organizers of a complete development of the nation.

Article 4: PHILOSOPHY

The philosophy of Kigali Independent University ULK is based on four fundamental principles:

- To have faith in God;
- To know one's mission on earth;
- To live ethical values;
- To have positive thoughts.

Article 5: MOTTO

The motto of Kigali Independent University ULK is “Science and Conscience”.

Article 6: OBJECTIVES

Kigali Independent University ULK has the following objectives:

- Providing a solid scientific, intellectual and professional training to the students;
- Promoting research in order to meet the community needs;
- Providing services to the community;
- Creating a competent human resources potential and endowed with moral and civic values;
- Organizing conferences and seminars to reinforce its teachings and research;
- Etc...

Article 7. Responsibilities of ULK

The main responsibilities of Kigali Independent University ULK are the following:

1. to develop a curriculum to be approved by the agency in charge of the institutions of higher learning;
2. to offer higher education courses leading to the award of certificates or degrees that it is authorized to award;
3. to carry out and promote research in all scientific and technological disciplines and on different issues at the national, regional and global level;
4. to publish and disseminate research findings;
5. to impart knowledge and skills through face-to-face learning, distance learning or both and promote technology for job creation purposes;
6. to promote education, Rwandan culture and values;
7. to contribute in solving other national development related issues.

Article 8: Powers of Kigali Independent University ULK

Kigali Independent University ULK has the following powers:

1. to award degrees at cycles of education it offers in accordance with relevant laws;

2. to award certificates to candidates who successfully complete short-time training courses;
3. to conclude partnership and cooperation agreements with different organs in charge of education and with other national and foreign institutions of higher learning in accordance with relevant laws;
4. to award merit titles and awards that recognize exemplary achievements;
5. to promote their lecturers, researchers and staff in accordance with relevant laws and ULK Regulations;
6. to award an honorary degree in accordance with relevant laws and ULK Regulations.

Article 9: Founder and President’s Office

The Founder and President’s Office comprises:

- Founder and President of the University;
- Advisors;
- The Committee of Auditors.

Article 10: Attributions

The attributions of the Founder and President are:

- to represent legally the university;
- to designate the Chancellor to be approved by the Governing Body;
- to appoint and cancel the appointment of any member of the Governing Body;
- to designate members of Executive Organ to be approved by the Governing Body;
- to appoint and dismiss ULK authorities;
- to appoint and dismiss members of the auditors committee;
- to appoint and dismiss his advisers;
- to ratify activities programmes and the University budget;

- to decide about the University investments and extension;
- to decide about the strategic plan of the University.

Article 11: Committee of Auditors

The Committee of financial Auditors carries out the financial control of financial statements, bank accounts, and the quality of services provided by the Kigali Independent University ULK establishments. Its members shall check all accounting documents without moving them from the place where they are kept.

The Committee of Academic Auditors carries out the academic control of the content of module syllabus and notes, the veracity of marking, students' marks, etc.

Article 12: Type of Institution

ULK is a private education institution complies with education standards in Rwanda and is subject to regular inspection by the National agency in charge of the inspection of education institutions for the category to which such an education institution belongs.

Article 13. Cycles in each category of education

The general education at ULK is comprised of the following cycles:

Kigali Independent University ULK has two cycles. The first cycle (Bachelor degree with honours) and the second cycle (Graduate studies)

Article 14. Establishment

ULK is an established private education institution undertaking the education development with a focus on courses (Economic and Business studies, Computer Social sciences, and law. These courses are needed in the country and on the labour market in Rwanda

Article 15. Management

ULK is managed by the owner through the established organs in accordance with education law, ministerial orders, education policies and other relevant laws in managing private organisations without prejudice to the interests of Education.

Article 16: Management organs

ULK management organs are the following:

1. The chancellery
2. The Governing Body
3. Executive organ
4. Academic Senate
5. Senior management committee

The chancellor of ULK is designated by the owner and approved by the Governing Body.

The chancellor of ULK is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may also attend other events or meetings if necessary.

Article 17: YEARS, SESSIONS, SEMESTERS AND TERMS

In these regulations, the following terms shall have the following meanings:

- **Academic Year:** the length of time the Kigali Independent University ULK is offering classes of full-time undergraduate or Master's programmes, equivalent to a minimum of 120 credits. One credit is equated to 10 hours of notional student learning effort; thus a minimum of length of 1200 hours for an academic year;
- **Session:** the part of the academic year during which the Kigali Independent University ULK holds classes;
- **Semester:** one of two divisions of 15 weeks each of an academic year;
- **Term:** a definite continuous period during which instruction is regularly given to students; presently a period of 1/3 of the academic year.

Article 18: A Student normally registers for an academic year, on a full-time basis for those taking credits equivalent to different levels as specified in Rwanda National Qualification Framework which lead to the award of bachelor's degree with honour within 3 years, and part time are those awarded certificate (short courses)

Article 19: A full-time student is one who takes a minimum of 160 credits of modules (1600 hours) during the academic year for Undergraduate leading to a Bachelor's degree with honour of 5 levels according to the National Qualification Framework and two years of Masters (level 6).

A regular student is the one:

- who complies with the registration requirements;
- who has cleared registration and academic fees;
- who has registered for the whole range of the academic year course;
- Who sits for assessments of the modules programmes.

Article 20: To be admitted to the first year of an undergraduate programme, the applicant must comply with the Ministry of Education Admission requirements (at least two principal passes) or Equivalence for those who present foreign documents.

Article 21: To be admitted to lectures or other teaching/learning activities of ULK or to examinations or other assessments, a student must be registered on the appropriate programme.

Article 22: In order to be registered for any degree, the prospective student must submit the following documents:

1. A notified photocopy of the required certificate;
2. A dully filled-in registration form;
3. Two passport photos taken at ULK (for Year ones students and transferees) ;
4. A copy of the identity card;
5. Equivalence for students who have foreign academic documents
6. An evidence of registration fees payment.

Any student failing to submit one of the above required documents will remain under provisional registration status until all documents are submitted.

Article 23: An applicant is admitted in a program after proving that there is a linkage in his/her career development pathway and the program applied for. This is examined and approved by the admission committee.

Article 24: Any late application to register should be addressed in writing to the Admissions Committee, stating the reasons for the lateness, within fifteen days of the end of the Registration Period. The Admissions Committee will decide on the case with the advice of the Department responsible for the programme on which registration is sought.

Article 25: All students are required to supply the ULK Directorate of Academic Services with a postal and residential address and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him or her.

Article 26: The names under which students are registered will be used on all Institution documents. Any request for change of name must be supported by legal documentation.

Article 27: Registration and academic fees are fixed by the Founder and President of ULK. They are not refundable, except in case of redundant or double payment.

Article 28: At the end of the registration process, a Registration Card is issued to each registered student, it:

- serves as an evidence of eligibility to attend lectures and access to practical classes and for the use of the ULK Library and Digital laboratories;
- shall be provide to student for the purpose of identification during all ULK teaching, learning and assessments;
- shall be kept by a student throughout the academic year and shall be presented to the Head of Department at Registration each year;
- shall be presented in order to obtain any academic document ;

- In case of loss of the Student Card, a new Student will be provided upon submitting the evidence of payment of a new one as highlights in the fees structure of ULK;
- remains the property of ULK;
- carries the student's photograph. This image is stored electronically by the ULK , and is made available to faculties and departments, and to residences, for class lists and similar purposes.

The part-time student is given a part time student card. The online student is given an online student card.

Article 29: A student's registration may be cancelled at any time during the academic year by the Director of Academic Services on the ground of a serious omission or false declaration at registration.

Checking on the authenticity of the documents handed in by the registered student doesn't stop with the registration. It is ongoing process. In case the student's file contains a non-authentic academic document, the student shall be excluded for good from the University.

Article 30: Each class must have a class representative, a Deputy Class representative and three (3) advisers who are democratically elected by their peers. Elections are held under supervision of the Head of student affairs (or his/her delegate) and the delegates of the Association of Students Executive committee.

Article 31: Registration may be withdrawn by the Director of Academic Services and the student excluded from the Institution on disciplinary grounds.

Article 32: To be admitted to a master's programme, it is a must to have a recognized Bachelor's Degree with Honours or a qualification deemed equivalent. Applicants must also demonstrate sufficient ability in English.

Article 33: Successful applicants will be registered only after they have filled in a registration form to be submitted together with a proof of payment of registration fees. All Students are requested to renew their registration at the beginning of every subsequent year. Failure to renew the registration, shall lead to an automatic discontinuation from studies.

A registered student must have a student card as a proof of registration for the academic year. Online registration can be done using the University online registration platform and required documents are physically presented to the registry before a student card is delivered to the applicant.

Article 34: Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme which transfer is being sought and vacancy exists in that programme. This is authorized upon written request by an applicant of transfer, and a written response will be given within days specified in the routing slip of transfer request.

Article 35: A minimum of 180 credits (150 credits for module work and 30 credits for a dissertation) must be completed for a student to obtain a Master's Degree at the Kigali Independent University ULK.

Article 36: The Admissions Committee submits final report on enrollment status of the current academic year right after the closure of registration to the Executive Organ clarifying approved and rejected admission applications.

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Article 40: Students are allowed to transfer from one session/programme to another; the decision should be taken by the committee chaired by the Director of Academic Services including the concerned Head of Departments after filling the request transfer routing slip.

Article 41: A Student who has accumulated credits at one or more accredited institutions within Rwanda or outside may apply to for credit transfer when joining a programme at ULK. The determination of the number of credits to be exempted, will depend on the score per module. Only a module which the student has passed will be exempted. The score to be considered for credit transfer is a pass mark of 50%. Any module which was not passed by the student will not be exempted. The maximum number of credit transfer is 50% of all the modules done in the program that the applicant has applied. Any other practice of exemption will be determined by the regulator.

Article 42: The applicant will have to submit his or her credits transfer request in writing to the Director of Academic Services who shall decide (in writing) on credits to be awarded, within 30 opening days, on the advice of the Department managing the programme.

Article 43: A student may cancel his/her registration by giving a written request-notice to the Director of Academic Services, to suspend his/her registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible to continue studying but which does not preclude from returning back the following year. Such requests will be granted automatically, on provision of medical evidence, in case of: serious/debilitating illness, handicap which may require time to overcome, requests for maternity leave, and death or illness of a close relative or dependant. Other valid reasons may also be given, and the decision will be taken by the Director of Academic Services together with the concerned Head of Department on

the validity of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his/her studies at the beginning of the following year.

Article 44: A request for registration cancellation 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 Director of Academic Services, on the advice of the Head of Department on the strength of the evidence that a period of cancellation is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next year. Failure to do so will render the student liable for both academic and finance matters.

Article 45: 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 46: Normally only one such period of suspension shall be granted and for only one year. The exceptions are requests 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 47: 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.

Article 48: At ULK, 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.

Article 49: Details of the programmes, modules and units; the programme requirements, teaching, learning and assessment methods as well as tuition and fees shall be published annually.

Article 50: All modules and programmes of study must be approved by the ULK Senate before they are advertised and before any students may be admitted. The specific requirements approved by Senate are detailed in a Programme Specification Form which has been scrutinised and approved by a Validation Panel chaired by the ULK Vice Chancellor or his or her representative.

Article 51: Programme requirements must include, as appropriate, for each academic year of the programme as well as each level of it, the code/reference, title, level and credit value of all 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 52: The programme requirements through each ULK Programme Specification Document have to 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 53: ULK Modules shall normally be credit-rated, in multiples of 10 credits, where a credit is defined as ten hours of notional student learning effort. 20-credit modules shall be the norm at undergraduate level, but modules of other lengths are also permitted.

Article 54: The following skills modules, on which a pass is compulsory for progression/graduation, are included in all full-time undergraduate programmes: English Language;

Computing and Information Technology; Communication and Study Skills; as well as Personal Development Planning. On the proposal of the Department, the Senate will decide on whether or not these modules may bear a credit rating and are additional to the programme's academic modules. It may also be required or not that they be passed but they do not contribute to grade-point averages, distinctions or honours classification.

Article 55: Where any ULK 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.

Article 56: A module at ULK 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 time but may stretch, if needed, across two semesters within a single academic year. This has to be subjected to the approval of the Department Council as well as the Senate and be published.

Article 57: Modules which, for sound academic reasons, as expressed and publicized by the department, require inputs outside the normal semester period (e.g. field courses) shall require specific approval by the Senate.

Article 58: There shall be a module description for every ULK module approved by the Senate, which includes the following: Department/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 the forms of assessment. This document shall have been scrutinised and approved at Department level and shall have been available to the Validation Panel which advised on the approval of the Programme.

Article 59: ULK 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 60: 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 Rwandan Qualifications Framework.

Article 61: 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.

Article 62. For a module to be exempted for a student who has to repeat the year should have been passed with at least 50% this is applied to a student who wants to transfer to ULK from any other recognized Higher Learning Institutions.

Article 63: The Vice Chancellor, assisted by the Deputy Vice Chancellor Academics, assures that programmes, modules and units contents at undergraduate level are followed up by teaching staff members. Nevertheless, each School/Institute is autonomous in managing modules, examinations, exemptions, internship, dissertations, etc.

Article 64: No lecturer will start lecturing before:

- Being given induction by Vice Chancellor, or Deputy Vice Chancellor or any other competent authority;

- Updating the modules notes approved by the vetting team set by the Head of Department and uploading them into ULKE-learning platform according to international standards approved by the IT Manager;
- Signing the Academic Services Contract with the Vice Chancellor and the Deputy Vice Chancellor Administration and Finance;

The lecturer is also required to teach the contents of the module (theory, practical exercises and presentations) according to HEC requirements of the total module/unit hours, and to abide by the schedule established by the Head of Department.

Article 65: The student participation to modules/units, practical assignments, exercises and assessments is compulsory. Any absence due to disease or any other important reason should be communicated and the notification to the head of the department shouldn't exceed one week. An information copy should be handed to the corresponding Deputy Chancellor; the notification will have supporting documents.

Article 66: Students may provide a written request to the Director of Academic Services and reserves copy to the Deputy Vice Chancellor Academics, Director of Administration and Finance, and the Head of the department to suspend their registration for the whole or the remaining of the academic year. The letter must include evidence of circumstances that make it impossible for them to continue with their studies.

Article 67: Any student suspending his/her studies must pay the tuition fees related to the term period during which the suspension takes place because of the service provided to him or her.

Article 68: In the case of any suspension done after the beginning of an academic year, any passing grades already earned during that year will be kept on the student's record and the student will not retake these assignments/examinations but will rejoin the programme after an appropriate point of time to be agreed with the Department programme.

Article 69: The Director of Academic Services has to respond in writing to the request for suspension, within seven (7) working days and should reserve copies to the to the Deputy Vice Chancellor Academics, Director of Administration and Finance, and the Head of the department.

Article 70: All teaching staff are evaluated by students, Class representatives, Department Commission and Executive organ at the end the appropriate time based on the following.

- His/her scientific competence (his/her handling of the module/unit contents, scientific articles and books published);
- His/her pedagogic competence (methodology, techniques and strategies applied in transmitting efficiently the module/unit contents);
- His/her assiduity and commitment to accomplish academic and administrative tasks.

In order to maintain or keep his/her module or unit, the lecturer must get at least 80% on the overall average of the evaluation made by the different committees mentioned above. All teaching staff are required to teach both face to face and 30% wherever applicable of remote instruction (Blended learning mode teaching, learning and assessments. For any exception the Executive organ a written derogation addressed to the concerned HoD for both Undergraduate and Master's programmes.

Article 71: FINAL PROVISIONS

Any member of the Kigali Independent University ULK (staff and student) acknowledges having read and agreed to the text of the Kigali Independent University Examination and assessment policy

Article 72: Modification

The current policy is susceptible to modification anytime circumstances related to the Kigali Independent University ULK development will oblige.

Done at Kigali on May 26th, 2022

Prof. Dr Karangwa Chrysologue

Chairperson of ULK Governing Body