

**KIGALI INDEPENDENT UNIVERSITY ULK**



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# **EXAMINATION AND ASSESSMENT 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 15<sup>th</sup> 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.

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 16:** The lecturer should prepare the examination paper and send to the HoD four days prior to the FAT to allow the all the examination process be followed. The standards exam paper should respect the following criteria:

- (i) Five questions comprising section A and Section B
- (ii) Section A is compulsory and covers 60% of the module content.
- (iii) Section B comprises of 4 questions from which the candidate selects only three
- (iv) All questions carry the same marks
- (v) The examination question paper will be printed with the logo of ULK
- (vi) For year 3 exam, section A should be a case study with a minimum 4 sub-questions while for other classes demonstration application questions are required

**Article 17:** Each and every ULK Head of Department is responsible for the security of information relating to examination papers.

**Article 18:** The Head of Department should keep a record of the progress of each paper, including date submitted for typing, date typed, date final version checked, signed and approved for print by the examiner concerned, and date delivered to the Examinations Office.

**Article 19:** There should be no student access to a room in which examination papers are being prepared. If this is not possible, care must be taken to ensure that, whenever students are in the room, examination material is not visible either on paper or on a computer screen. Offices should be locked when unattended and PCs should be 'locked' or staff logged out. Where possible, papers should be typed outside of student hours.

**Article 20:** ULK Examination questions should not be transmitted via the campus computer network – i.e. they should not be stored locally on a PC hard disc. Instead they should be typed and stored on a portable drive and should be printed only on printers which are connected directly to a PC, not on printers which are attached to a network.

**Article 21:** ULK Examination papers stored on a portable drive should be password protected to prevent unauthorized access. It is of course important that nobody else knows or can easily guess the password

**Article 22:** All examination material on a portable drive must be locked away securely when not being used. If papers are stored on portable drives, these must not be used for other purposes.

**Article 23:** Care must be taken when disposing of earlier versions or unwanted copies of examination papers. Hard copies should be destroyed by shredding.

**Article 24:** Examination questions and papers should not be sent by internal mail or as email attachments within the institution but should always be delivered by hand.

**Article 25:** Arrangements for the conveyance of examination papers or external examiners' comments should take account of the need for security. Examination papers should not be sent by fax to the External Examiners but should always be sent through the external post by recorded delivery. The External Examiner should return the examination papers by a similar postal method.

**Article 26:** The final typed version of an examination paper should be checked carefully by the internal examiner and at least one other person before being sent to the Director of Academic Services' office for printing.

**Article 27:** After printing, papers should be packaged ready for the examination, clearly labelled, and securely stored in the Director of Academic Services's office.

**Article 28:** All organization of examinations invigilation and recovery shall be done by Examination Follow up Committed appointed by Executive organ. Heads of Departments will send the information regarding the Weekly Scheduling Meeting to Examination Follow Up committee not later than Tuesday every week. Upon receiving all relevant information the Examination Follow up Committee shall disseminate the full time table as follows:

- Publish information on the date, time and place of each examination;
- Draw an 'invigilation of examination' schedule in consultation with Heads of Departments;
- Ensure that relevant question papers are available at each examination in sufficient quantity;
- Ensure that sufficient examination script books are available and that they are securely stored both before and after any examination;
- Making the attendance of all students to the examination be taken by finance recovery officers;
- Complying with the Finance Recovery Office drawn sitting arrangement for students in the examination room with each student allocated a seat number.

**Article 29:** Examinations of different durations should not normally be scheduled in the same rooms. In case this is done all arrangements to preserve order when some examinations are ending must be provisioned.

**Article 30:** Where two or more groups of students are undertaking different examinations in the same room, a clear indication of the division(s) between the groups must be communicated in advance and published, under the supervisory of the Directorate of Academic Services.

**Article 31.** All day exams and recovery process start from 8:30 am while Evening exams start from 5;30 pm to 9;30 pm The exam duration is for 3 hours' maximum. After one hour, candidates are not allowed to enter in the examination room, but the candidates who have finished the exam can submit and sign out. the same time. During the examination administration in the room, the chief invigilator will prepare the exam attendance list and be submitted to the Head of department. The examination attendance list, will have sign in and



sign out for quick student claim processing. The examination papers are to be submitted to the Head of Department 4 days before the exam to facilitate any other examination processes.

**Article 32.** In each module, students will be given both individual and group assignments marked out of 30% while CAT2 will also be administered after 60% of the contents coverage and market at 30%. The final exam carries 40% and will be administered 3 days after the module is covered and before any other teaching module is planned.

**Article 33:** For a student to qualify for the final exam, he or she will have done CAT1, CAT2 and have attended the teaching at least 80%.

**Article 34:** Every lecturer is responsible to invigilate his/her exam for the module he/she has taught and Heads of Departments are responsible to inform those lecturers and submit the names to the Examination Follow Up Committee. If more than two hundred candidates are to be examined in any room, an additional invigilator should be provided. Chief invigilator is responsible of the invigilation throughout the invigilation duration an examination report is signed and kept in the office of the Head of Department.

**Article 35:** Examination committee headed by its Chairperson should release the examination time table every Thursday at 10:00 am for dissemination to all concerned people.

**Article 36:** Sufficient invigilators should be designated to cover all examinations. Under no circumstances whatsoever must the examination room be left unattended during any part of an examination.

**Article 37:** Heads of Departments together with Examination Follow Up Committee should ensure arrangements are in place to designate invigilators in each examination room as well as the Chief Invigilator, with overall responsibility for the conduct of the examination in a particular room. A due invigilation time table will have to be released each Thursday of the week preceding an examination week.

**Article 38:** Invigilators may not delegate their appointment. If an invigilator is unable to fulfil his or her duties because of circumstances beyond their control, he/she should notify his/her Head of Department, who should designate an alternative invigilator.

**Article 39:** Students should not be permitted to enter an examination an hour after it has started, nor to hand in their scripts and leave within one hour of the starting of the examination.

**Article 40:** The Chief Invigilator should remind students, at the beginning of an examination 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 should 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 41:** Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning should be accompanied by an invigilator.

**Article 42:** Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the present ULK Academic Regulations and any specific institutional rules.

**Article 43:** Talking among candidates or looking at each other's work will not be permitted in examinations and will be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

**Article 44:** The Chief Invigilator should collect all examination stationery, including question papers not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination. Recovers are to be in their designated places on time to smoothly, efficiently and effectively carry their e-recovery system.

**Article 45:** Invigilators must arrive in the examination room or laboratory at least 30 minutes before the planned start of the examination. They should then ensure that the examination room

is suitably prepared. They should see that there are sufficient places for the number of candidates expected, that each place is provided with the materials, aids and equipment indicated on the rubric of the paper, and with an answer book where required.

Invigilators should also ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.

**Article 46:** Candidates should be seated as directed by the invigilators and in accordance with the sitting arrangement provided by Examination Fellow Up Committee.

**Article 47:** Students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones, except where specified in the Module Description. If a candidate reports that he or she has inadvertently brought an unauthorised item to his or her desk, the invigilator should remove the item, make a report on the Examination Incident Form and report the full circumstances to Head of Department. The candidate should be permitted to continue the examination.

**Article 48:** In the event of a candidate becoming ill (or similar emergency), the Chief Invigilator should call immediately upon the ULK or any other Health Personnel or ask that it be done and submit a full report using the Examination Incident Form.

**Article 49:** The Chief Invigilator should announce the end of the examination and instruct candidates to stop writing.

**Article 50:** The Chief Invigilator should remind candidates that all work, including rough work, must be handed in and that no answer book, official stationery or equipment is to be removed from the examination room. Candidates should be reminded to complete the front of their script(s) (answer book(s)) and, if special loose sheets are used, to attach these to the completed scripts (answer book(s)).

**Article 51:** Prior dismissing the candidates, the Chief Invigilator must ensure that all completed scripts are collected from each candidate who has signed the candidate list and check that the number of candidates agrees with the number of scripts collected.

**Article 52:** Candidates should be reminded that they must remain seated and silent until all scripts have been collected, counted and sealed.

**Article 53:** All scripts (completed answer books) are packed into envelopes and enveloped sealed and are immediately picked the copies for marking finance services will collect the unused scripts and stationery.

**Article 54:** In case it appears impossible to return completed examination scripts and unused stationery immediately to the Examination Follow Up Committee (e.g. after an evening examination) the Chief Invigilator should ensure that completed examination scripts, any unused scripts (answer book(s)) and the Examination Incident Form are kept secure and returned to the Office at 08:30 AM the following morning.

**Article 55:** An examination should be deemed not to have started provided that students have not yet been given the opportunity to read the examination question papers.

**Article 56:** Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start fifteen minutes after the building has been re-opened or in an alternative room.

It is the responsibility of the invigilators to remain in the vicinity of the building so that they may be the first people to (re)enter the building after the all-clear is given. It is the responsibility of the students to ensure that they are present at the time when the building is re-opened. No examination candidates should (re)enter the examination room until authorised to do so by the Chief Invigilator.

**Article 57:** As soon as possible after the emergency is over, the Chief Invigilator will (re)enter the examination room. Where an examination has been in process and it is disrupted because of an emergency then such an examination may be rescheduled. When the disruption occurs before 75% of the time allocated has passed, the examination will be rescheduled.

**Article 58:** The Director of Academic Services, in consultation with the Head of Department, is responsible for communicating the decision to students within 48 hours of the interrupted examination, by means of a notice affixed to the students' notice boards, that the examination will not take place as scheduled. The Head of Department will fix a new date, time and place and display the information on the students' notice board and forward the same to the Department concerned. It is the responsibility of the students to ascertain the revised schedule and to be present at the designated time and place for the examination.

**Article 59:** 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 temporarily or permanently being excluded from ULK. '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. A teacher or a support staff member of an institution of higher learning who is proven to be involved in a learner cheat during assessment of knowledge and skills commits a fault. He or she is subject to an administrative fine of at least 100,000 Rwf but not exceeding 200,000 Rwf and is immediately expelled. A student who is found cheating or causing cheating in an assessment of knowledge and skills, commits a fault he or she is punished in accordance with the university disciplinary rules and regulations.

In case of cheating and evidence is shown during the examination process by the invigilator or possession of any electronic material, the student will be called in the disciplinary hearing committee 3 days after the exam.

**Article 60.** The student disciplinary committee is made by:

- i) The Deputy Vice Chancellor Academic and Research (the chairperson),
- ii) The Dean of student services and customer care
- iii) The Dean of the school
- iv) The guild president in the AGEULK
- v) The Director of Academic services (The secretary)

In the absence of the Deputy vice chancellor academic and research, the dean of student's services and customer care will chair the meeting while in the absence of the Dean of the school; the Head of Department will replace him.

**Article 61:** A student will appear in the disciplinary hearing, and if the committee is not convinced by the facts, and the student is found guilty by copying or exchanging exam booklet or answer with his colleagues, the student will **retake the module when will be on offer**.

**Article 62:** A student who will be caught with any related written material during the examination or any electronic gadget, will be called in the disciplinary hearing and if there is an evidence from the chief invigilator, the student will **retake the module when will be on offer**

**Article 63:** A student who will be caught with a written related exam material with evidence from the chief invigilator during the exam, the guilty student after the hearing committee, will be penalized by the **suspension of the trimester**.

**Article 64:** A student who be caught with a written material and had got another disciplinary sanction previously, will be **expelled** from the university.

**Article 65:** 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 physical evidence must be provided to support the charge. If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to Vice Chancellor 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 66:** A Committee made up of the Head of Department (or nominee), the originator of the charge, the Director of Academic Services (or the Director of Students Services) and another senior academic of the Department 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 Vice Chancellor.

**Article 67:** If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Vice Chancellor and the Committee and may bring a friend 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 68:** If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

**Article 69:** The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination or failure of the module, though in either case a higher penalty (temporary or permanent exclusion from the Institution) may be imposed at the discretion of the Senior Management if the offence appears grave.

**Article 70:** When plagiarism is proven for any component of a Project on an undergraduate degree, the student shall fail without possibility of resubmission.

**Article 71:** Where plagiarism or other cheating is discovered in a project, dissertation or thesis 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 Principal.

**Article 72:** 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 73:** 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.

**Article 74:** Before students sit for their assessments, HOD should appoint an assessment moderation team composed of three lecturers.

**Article 75:** The ULK Marking System has to be taken into account when allocating marks to scripts items.

**Article 76:** Grades sheet, evaluation sheets together with their marking schemes are handed into the department offices. In case there appears a marking error, the latter is corrected by the department commission which is composed by three lecturers appointed by the head of department. Hereupon a report is made and handed into the department with a copy to the Deputy Vice Chancellor Academics and concerned students are informed as soon as possible.

**Article 77:** Within a period of fifteen (15) days after the results have been released to students, any complaint (marks claiming) should be written to Head of Department with a copy to the Director of Quality. The Head of the Department then appoints a commission of 3 teaching staff members to treat the claims within a period of 4 days. The Department Commission examines the claim and a feed-back is given to the student within two working days.

**Article 78:** The marks of a module of which a student received an examination dispensation are included in the year's general average calculations. Exemption marks are 12/20 or beyond.

**Article 79:** Where a module has more than one assessment, students are normally required to pass them all, but students who have failed one assessment but achieved a grade of at least 45% on undergraduate programmes or 55% on Master's programmes may be deliberated provided their overall module average reaches the pass grade.

**Article 80:** A student 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 81:** A student who will have been unable to sit for the final assessment due to proven unavoidable circumstances will sit for the special exam. Unavoidable circumstances with authentic documents are limited to:

- Being admitted to the hospital at the time of the exam;
- Being on work mission outside Rwanda;
- Being on maternity bed at the time of exam.
  
- Students who sat for exam with proof and couldn't get marks will be given an opportunity to sit for a special exam at no charge.
- Any other reason that the Senior Management Committee will judge genuine/relevant.

**Article 82** The student whose general average marks are below 50% automatically fails.

**Article 83:** The jury decision is approved and signed immediately on the deliberation grids. Students are informed of the decision immediately after the deliberation.

**Article 84:** 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% on undergraduate programmes and 60% on Master's ones. No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

**Article 85:** The deliberation stipulates the following:

- Have succeeded the students who have obtained 50% at least for each module without any failure;
- Are promoted students who obtained at least 50% of general marks and failed modules to be retaken in the next academic year.
- No student will be allowed to graduate if he/she has failed two core modules or failed any retakes.

**Article 86:** Candidates registered for the coursework and dissertation programme shall sit for course examinations following assessment procedures. Unless stipulated otherwise the general

university regulations shall be used to guide the conduct of examinations of all Master's courses.

**Article 87:** The Masters programme's mode of teaching and learning shall mainly be interactive with discussions as the main method used. For all the programmes, students will study core and elective courses. The marking scheme is 60% for continuous assessment (assignments, presentations...) and 40% for the final examination.

**Article 88:** The minimum pass mark for each prescribed master's module is 50%, provided that a subminimum of 50% has been obtained in the final examination.

**Article 89:** The student or his/her relative should submit the proof to the directorate of Master's studies not later than 48 hours from the time of exam. Students on work mission can submit the proof ahead of time or scan and send it to the University email.

A student who fails in a module in a given year shall repeat it next time it is offered.

**Article 90:** A Masters student, who fails a module for a second time, shall be obliged to attend and pay for that module in order to rewrite its examination.

**Article 91:** To complete the module work phase of the Masters programme, a student must pass all the 6 prescribed core modules and four (4) elective modules.

**Article 92:** After having completed the coursework phase, the Masters candidate will proceed to the dissertation phase of the programme. It is essential that he/she writes and submit a comprehensive proposal to the Director of Master's studies.

A candidate who, for valid reasons, fails to complete the dissertation within the specified period may apply for an extension of the registration period.

The extension period shall not exceed six months. Under very special circumstances, the Deputy Vice Chancellor of Research and Master's studies may consider a further extension of registration period for a maximum of six months.

**Article 93:** Each ULK Department shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Head of Department (or nominee) and consist of all members of staff, plus all Programme Leaders,

plus such appropriately qualified staff members on temporary contracts as nominated by the Head of Department, 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 94:** The quorum for such meetings is three quarters of the potential full attendance, and the Head of Department (or his or her nominee) must be present as Chair. The Head of Department shall set up and chair a commission of three lecturers to work as mini- jury.

**Article 95:** 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 96:** 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 97:** The Minutes of the Board, duly signed by present members shall be passed to the Principal for onward transmission to and ratification by Senate and publish (physical or electronic)

**Article 98:** Module/Units leaders are responsible for delivering the list of grades to the Head of Department, who will prepare the grades lists for the Central Secretariat of Schools. The Head of Department will then avail the marks grids to the Examination Board for deliberations, by a time to be specified by the Department, in accordance with the Academic Calendar.

**Article 99:** Marks awarded for each module/unit will be provisional until confirmed by the relevant Board of Examiners and by Senate and be archived. Final copies of confirmed marks will be kept at the Principal Office, the Directorate of Academic Services as well as at the Department.

**Article 100:** Where a module has more than one assessment, students are normally required to pass them all, but students who have failed one assessment but achieved a grade of at least 40% on undergraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade of 50%.

**Article 102:** 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 103:** The minimum average pass mark for progression in undergraduate from level 1 to level 2 and level 2 to level 3 on all programmes shall be 50% at each level for full-time students prior to the completion of 160 credits. A student who has failed at least 2 modules with 40% will be promoted with retakes. However, a student who will fail 2 modules with less than 40% will repeat the year. Moreover, for the year 3 or level 3, the student is required to pass all modules with an aggregate of 50% to be allowed to defend his/her dissertation.

**Article 104:** 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 as yet un-passed modules from the previous level are also included).

**Article 105:** Students who are not allowed to progress to the next level will be allowed to register and repeat the modules they have failed. Student's transcripts will show the mark of succeeded modules.

**Article 106:** 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 be allowed to repeat the modules they have failed.

**Article 107:** Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Department 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 108:** 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.

**Article 109:** 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 by the Department, in line with the students-departments joint set up dates.

**Article 110:** An application may be made after failure to attend an examination (but within 7 days of it), and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Senior Management.

**Article 111:** Where a student fails to attend an examination and has obtained authorised absence, he/she may request for a special exam to replace the missed exam.

**Article 112:** Where repeated applications for special assessments due to a failure to attend assessments are based on a chronic, on-going medical condition, they shall not normally be allowed. Instead, the Head of Department shall consult with the student to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.

**Article 113:** Student may be awarded only one qualification following completion of a programme of study.

**Article 114:** Degrees bear obligatorily the signatures of the Founder and President of the University, the Vice Chancellor, the Academic Director and that of the recipient. The Diplomas and Certificate and Testimonials bear the signature of the Deputy Vice Chancellor Academics/

the recipient. Transcripts are signed by Director of Academic Affairs. The seal of the University must be put on Diplomas, Transcripts, Testimonials and Degrees.

**Article 115:** The allocated mention to the end cycle degree is cumulative.

**Article 116:** The credit and grade requirements for the award of degrees, diplomas and certificates shall be classified and published as follows (this applies also to any academic progress, if the student has no failure):

- From 80%: First Class (A);
- From 70% : Second Class, Upper Division (B);
- 60-69%: Second Class, Lower Division (C);
- From 50%: Pass (D)
- Under 50%: Fail.

**Article 117:** Any member of the Kigali Independent University ULK (Teaching Staff and Students) acknowledges having read and agreed to the text of the Kigali Independent University ULK Academic Regulations.

**Article 118:** The current regulations are susceptible to modification anytime circumstances related to the Kigali Independent University ULK development will oblige.

**Article 119: 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 120: Modification**

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

**Done at Kigali on 26<sup>th</sup> May, 2022**

**Prof. Dr Karangwa Chrysologue**  
**Chairperson of ULK Governing Body**