

# **SCHOOL OF FINANCE AND BANKING**



## **GENERAL ACADEMIC AND EXAMINATION REGULATIONS**

*“As amended by the SFB Senate, July 2011”*

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## **INTRODUCTORY REMARKS**

Regulations stipulated in this document are legal and constitute academic statutes governing the SFB undergraduate programmes. The SFB Senate is the highest academic organ of SFB. No amendments to the rules and regulations may be made without approval by the Senate.

Academic regulations of the School of Finance and Banking (SFB) include a set of standards approved by the SFB Senate with a view to defining and determining the students' categories, admission requirements and registration procedures, the conduct of classes, and assessment conditions. The academic regulations further stipulate the structure of the programme, conditions for promotion, failure and discontinuation from the programme, as well as categories of degrees awarded by the School.

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

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

## **ABBREVIATIONS**

CAT:	Continuous Assessment Test(s)
DAS:	Director of Academic Services
EXCO:	Executive Committee
HEC:	Higher Education Council
HoD:	Head of Department
ID:	Identity Card
SFB:	School of Finance and Banking
VRAC:	Vice-Rector Academic

## **DEFINITIONS**

### ***Academic Transcript***

is a document which shows all final grades scored by a student over the whole programme which have been approved by Senate. The document also bears a student's photograph; the signatures of the Director of Academic Services and of the Vice-Rector Academic, and a seal of the Vice-Rector's office.

### ***Auditing Student***

is a student who registers for subjects, pays tuition fees, but does not sit for examinations in these subjects and is not awarded a degree.

### ***Cheating***

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

### ***Course and subject***

are used interchangeably.

### ***Day-time student***

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

### ***Degree certificate***

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

### ***Departmental Examiners' Board***

is a department committee constituting all internal and external examiners, chaired by the HoD, which deliberates on examination results of the department and makes recommendations to the Senate. It is this organ that authorises the HoD to issue provisional results of departmental examinations.

***Evening student***

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

***Exchange Student***

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

***External examiner***

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

***Passing a course***

means scoring a grade of at least 50% overall, provided that the student passed the continuous assessment with a grade of at least 30%.

***Repeating a course***

means starting a course afresh, i.e. attending classes, doing continuous assessment tests and sitting for the final examination.

***School***

in this document is used to mean the “School of Finance and Banking”.

***Senate***

is the supreme organ responsible for academic affairs, research and education in SFB. It is chaired by the School Rector and it is constituted by Vice-Rectors of SFB, Deans of the Faculties, all Heads of Department, Directors of specialized Centres affiliated to SFB, Director of Academic Services, Director of Library, Director of Research and Consultancy, academic member of staff elected by his/her colleagues per Faculty, academic member of staff elected by his/her colleagues per Department, and in each specialized Centre affiliated to SFB, one student representing the General Students’ Association (SFBAS) of SFB who is in charge of academic affairs and one student from each Faculty and from each specialized Centre of SFB elected by his/her fellow students.

***Statement of results***

is an official document indicating a student’s academic progress and it is issued to a student who has not yet completed the undergraduate degree programme. The statement of results is signed by the HoD and DAS. The person who will prepare statement of results will also sign on it.

### ***Testimonial***

is an official document issued to a student who did not, for some reason, complete his/her studies. This document shows the number of courses covered and the academic performance that a student had before he/she discontinues his/her studies. It is signed by the Director of Academic Services.

### ***Unauthorised materials***

mean anything that is not allowed in the examination room regardless of whether it is relevant or not to the examination in question, including mobile phones. Being found with unauthorised materials in an examination room will be treated as cheating.

### ***Working days***

means days from Monday to Friday.

## **SECTION I: GENERAL ADMISSION REQUIREMENTS**

**Article 1:** SFB reserves the right to admit a candidate provided that the candidate fulfils the minimum university entrance criteria as set by the Ministry of Education. The admission process will be transparent and non-discriminatory. The admission process will be competitive, based on the candidate's performance and will take into account the capacity of the School.

**Article 2:** A student will be admitted to the undergraduate programme as either a day time or as an evening time student. A degree awarded to a day time student is equivalent to that awarded to an evening time student. A student cannot be admitted to a day time and an evening time programme simultaneously.

**Article 3:** To be admitted to an undergraduate degree programme, a day time or an evening time student has to have a valid certificate of secondary education or any other equivalent certificate deemed as such, giving eligibility to higher education.

**Article 4:** A student will be admitted to the undergraduate programme between 2<sup>nd</sup> May and 30<sup>th</sup> June of each year. Students transferring from other institutions of higher learning should as well submit their applications for admission between 2<sup>nd</sup> May and 30<sup>th</sup> June of each year.

**Article 5:** Candidates from other Higher Learning Institutions can transfer to SFB if the equivalence of their education level is established by the Admissions Board appointed by the Senate. The Admission Board may recommend admission of such students on condition that they do compensatory courses such students may have not done in their previous institutions. The number of compensatory subjects cannot exceed a third of the course load of the level a candidate is applying to be registered in. The admission of transfer candidates is approved by Senate on the recommendation by the Admissions Board. In any case no student shall transfer to SFB in year/level three or year/level four.

**Article 6:** Admission letters to candidates are issued by the Admissions Office, and signed by the Vice-Rector Academic on the recommendation of the Admissions Board and approval by Senate.

## **SECTION II: REGISTRATION**

**Article 7:** No one can be admitted to courses and examinations if he/she is not registered under one of the two student categories.

**Article 8:** Registration must be done in person at the Directorate of Academic Services' Office at least two weeks before the beginning of each academic year.

**Article 9:** Applications for late registration will be accepted in very exceptional circumstances whereby they will have to be submitted in writing two weeks after the beginning of academic year to the Vice-Rector Academic, who will appraise each application on its own merit on the basis of supporting documents submitted.

**Article 10:** When registering for the first time, the names and other information that a student will provide will be the only information that will be used for the student's official academic documents. Any change will be supported by legal documentation. A day time or an evening time student shall provide the following documents:

- i) One certified copy of the secondary and/or higher education certificate or any other certificates deemed equivalent;
- ii) One certified copy of transcripts of the last two years of secondary school and/or where necessary last two years of higher education;
- iii) One copy of the national identity document or passport;
- iv) One recently taken passport size photograph;
- v) Clearance from the Finance Unit as proof of payment of registration fees as well as part of tuition fees (50%);
- vi) Any other document that may be required.

**Article 11:** Required documents for registration as an *Auditing Student* include:

- i) One copy of the national identity document or passport;
- ii) One recently taken passport size photograph, and
- iii) Proof of payment of fees.

**Article 12:** Continuing students will be required to re-register at the beginning of each academic year and they shall provide clearance from the Finance Unit as proof of payment of registration fees and 50% of tuition fees and proof of payment of any other dues to the School.

**Article 13:** All the required documents for registration shall be submitted to the Directorate of Academic Services' Office.

**Article 14:** A student's registration will be cancelled immediately at any time of the academic year if it will be noticed that he/she submitted falsified information and/or documents at the time of registration, and legal action will be taken against the student. Registration will also be cancelled if it will be noted that at the time of registration there was violation of registration regulations. In such cases, no refund of tuition fees will be given.

Registration will also be cancelled on student's request if his/her request is within one month from the beginning of academic year. In such a case, only tuition fees paid will be refunded.

Cancellation of registration shall be approved by the Vice-Rector Academic on the recommendation of the Admissions Board.

## **STUDENT IDENTITY CARD**

**Article 15:** A student identity card (ID) shall be issued to every student at latest two weeks after registration. The ID will bear, amongst other details, the student photograph and a signature of the Vice-Rector Academic. For continuing students, at the time of registration, every student is required to bring back his/her old ID card.

**Article 16:** A student ID will be valid for one academic year. A valid student ID will remain the property of SFB, and it will have to be surrendered in the event that a student is de-registered for any reason.

**Article 17:** An Auditing Student shall be issued a student ID indicating his/her registration status as an Auditing Student.

**Article 18:** A student ID has to be presented when demanded by any School authority and when accessing the School facilities including the library, lecture rooms, laboratories, examination rooms, and any other facilities.

## **REGISTRATION, TUITION AND ANY OTHER FEES**

**Article 19:** Registration, tuition and any other fees charged shall be approved by the statutory bodies.

**Article 20:** Fees charged to foreign students from countries with which Rwanda has cultural and scientific agreements shall be in accordance with the provisions of bilateral/multilateral agreements.

**Article 21:** The School may grant scholarships, the amount and modalities of which shall be determined by EXCO, and approved by the Board of Directors.

## **SECTION III: CLASS ATTENDANCE, CONDUCT IN CLASS, AND ABSENCE FROM TESTS AND EXAMINATIONS**

**Article 22:** A student's class attendance, practical work/tutorials and examinations shall be mandatory. When a lecture session has started, the lecturer has the right to deny entrance to late students. Likewise, a student will not leave the classroom while the class is in session without the lecturer's consent. In a class lasting two hours or more, there will be allowance for a short break.

The use of cell phones during class sessions is strictly prohibited. Disciplinary action will be taken against unruly students and those who disregard the above regulations.

**Article 23:** Students are expected to participate in all continuous assessments including take home assignments, group discussions, group assignments, term tests, and any other work that may be assigned by the lecturer to the students. Not attending any of the assessments including the final examination without prior official permission will be treated as an intentional unexcused absence, and will attract a grade of zero.

**Article 24:** A request for permission to be absent from any kind of assessment shall be addressed to the HoD, at latest 5 working days before the assessment. If the request is granted, the HoD will immediately give permission to the student in writing, and inform the DAS's office and the lecturer of the subject, in writing. No permission for missing an assessment opportunity shall be given retroactively to a student, except for very special cases that will require proof which is beyond reasonable doubt.

**Article 25:** Applications for special Continuous Assessment Tests will be accepted by the HoD on very exceptional circumstances whereby students failing to participate in such kind of assessments because of hospitalization or any other genuine reasons will have to submit official evidence to the Head of Department. Any evidence that will be proved to have been forged will result in stern disciplinary action, and the student will not be given any remedial assessment.

**Article 26:** To meet the class attendance requirements, students should have attended not fewer than 70% of the total classes of each course, including but not limited to lectures, seminars, and practicals in a whole semester. Students with class attendance between 50%-69% will be deducted 10 marks from the total marks of the entire course. Students with class attendance fewer than 50% will be barred by the Head of Department from sitting for the final examination, regardless of the score he/she may have obtained in the Continuous Assessments. It is the responsibility of lecturers to take and keep records of students' class attendance.

**Article 27:** The DAS' office will have to ensure that class attendance is recorded by the respective lecturers or any other designated person. Any student who will be proved to have signed for another student who had been absent from the class will be issued with a warning letter. Furthermore, this student will be penalized by deducting 10 points from the overall course grade at the end of the course.

## **SECTION IV: CURRICULUM**

**Article 28:** All courses offered will be according to the Senate approved curriculum of the programme and of the courses. No lecturer will be allowed to use a course outline that will not have been approved by the Senate.

**Article 29:** Each student will receive a copy of the detailed course outline at the beginning of the course.

Course outlines will be quite detailed to show the objectives of the course, the expected outcomes from the course, the detailed topics and subtopics to be covered and a detailed schedule of delivery of topics and sub-topics by dates, the evaluation methods and weighting of grades, the main text book and a list of recommended text books, a list of reference journals and other reading materials; titles of case studies to be used, dates of continuous assessments, method and time of students consultation with the lecturer, and details of the lecturer and his/her assistants.

**Article 30:** The Vice-Rector Academic shall ensure the implementation of the approved curriculum.

**Article 31:** Every course has a unique name (title) and a unique code made up of a three-letter department abbreviation and three digits, the first representing the year of study, the second representing the semester of study and the third representing the subject.

**Article 32:** Every subject is measured according to its weight in the whole programme. The unit of measure is a credit. The credit is defined as 15 hours of theoretical courses, laboratory sessions, seminars, or practical work. A course hour is defined as 50 minutes.

Under the modular system, modules are valued in terms of the number of credits and one credit is equated to 10 hours of notional student learning effort.

**Article 33:** A student's programme includes theoretical subjects, laboratory sessions, seminars, practical work, internships, research report, etc. for which the student has registered at the beginning of the academic year and for which he/she will be assessed.

**Article 34:** The academic year is divided into two semesters. The academic calendar is determined and approved by Senate. Any lengthening or shortening of the academic year shall be authorized by the Board of Directors on the recommendation of the Senate.

**Article 35:** The undergraduate degree programme is offered over four years in general, and upon its successful completion an undergraduate degree with a specialization is awarded.

A student can repeat a year only twice throughout his/her studies. A student cannot repeat the same year of study more than once, i.e. students with repeat subjects would be allowed to cover all the undergraduate courses over a period not exceeding six academic years.

To be awarded such a degree, a student must have successfully completed the entire programme.

## CREDITS FOR THE UNDERGRADUATE PROGRAMME

For a student to be awarded an undergraduate degree, he/she has to accumulate the minimum required credits and the total credits for the undergraduate programme are 168 credits.

The following table summarizes the number of courses and credits taught from year 1 to year 4 in the undergraduate programme.

**Table 1: Number of courses and credits for the undergraduate programme**

Semester	YEAR OF STUDY								Total	
	1		2		3		4			
	No. of courses	Credits	No. of courses	Credits	No. of courses	Credits	No. of courses	Credits	No. of courses	Credits
Semester 1	6	24	6	24	6	24	5	20	23	92
Semester 2	6	24	4	19	6	24	3	12	19	76
<b>Total</b>	12	48	10	43	12	48	8	32	42	168

## LEVELS OF STUDY UNDER THE MODULAR SYSTEM

Modules in undergraduate programmes shall normally be offered at one of five levels (Level 1, Level 2, Level 3, Level 4 or Level 5).

**Table 2: Credit Accumulation and Modular Scheme**

<u>Undergraduate</u>	<u>Level</u>	<u>Credit</u>	<u>Year</u> (u/g full time)
Certificate of HE	1	120	1
Diploma in HE	2	240: 120 Level 1 +120 Level 2	2
Advanced Diploma in HE	3	300: 120 Level 1 +120 Level 2 + 60 Level 3	3 Sem. 1
Ordinary Bachelor Degree	4	360: 120 Level 1 +120 Level 2 + 60 Level 3 + 60 Level 4	3 Sem. 2
Bachelor Degree with Honours	5	480: 120 Level 1 +120 Level 2 + 60 Level 3 + 60 Level 4 + 120 Level 5	4

Level 1 corresponds to the first year of an undergraduate course, Level 2 to the second year, Level 3 and 4 cover the third year and Level 5 corresponds to the fourth and final year.

## **SECTION V: INTERNSHIP REPORT**

**Article 36:** Day and Evening time students have to do an internship during the 2<sup>nd</sup> semester of year four. However, evening students who are employed in positions relevant to their studies will be required to produce an experience report that will be evaluated and be given credits equivalent to the internship report. It will be the prerogative of Heads of Department to judge the relevancy of the students' jobs.

Regulations and guidelines for the internship report are stipulated under the internship policy and presented separately from these academic and examination regulations.

## **SECTION VI: ASSESSMENT**

### **ASSESSMENT METHODS AND NATURE OF ASSESSMENTS**

**Article 37:** There will be two major categories of assessment for each course, i.e. continuous assessment(s) and a final examination.

Assessment of students' academic performance shall be carried out in different ways including continuous assessment tests such as (but not limited to) take home assignments, group/syndicate assignments, quizzes; essays, written tests, laboratory tests, field assignments as well as written or oral examinations. Each lecturer will determine a combination of the type of continuous assessment methods which will be most suitable for his/her course, and this will be made explicitly clear to students at the beginning of the course through the course outline/syllabus which should be distributed to students.

Continuous assessment will consist of evaluations that will be administered while the course is in progress. Overall, continuous assessment should carry a weight of 40% of the total grades of the course.

The final examination paper is an assessment that will be done at the end of the course. The final examination and the marking scheme will be subjected to external moderation if need be. The overall weight for the final examination will be 60%. There will be no defence of the research report by 4<sup>th</sup> year students.

Under the modular system, the weight attached to each module will be taken into consideration when determining the weight of continuous assessment and of the final examination.

**Article 38:** The School's management through Heads of Department shall ensure that students are continuously assessed and that continuous assessment is evenly distributed throughout the academic year.

## **PROCEDURE**

**Article 39:** Continuous assessment and the final examination have to be taken when they are administered to the whole class. Except under very special circumstances, the School will not allow setting and administering special continuous assessment. Missing an assessment without genuine reasons will attract a zero grade. Permission to be absent with reason from a test or a final examination must be obtained from the HoD in writing, prior to the date when the test or the final examination is scheduled to take place.

**Article 40:** There will be no special/supplementary final examinations. A student who fails an examination must re-take the course he or she has failed, and take the examination at the end of that re-taken course. Fees will have to be paid to take a course a second or subsequent time.

If a student has taken the course but he/she did not sit for the final examination, he/she would be required to only sit for the final examination of that course when it is next offered.

**Article 41:** Graders must give feedback about the students' performance in the continuous assessment, including the marking schemes, for them to know what was expected and to take remedial action.

**Article 42:** Overall continuous assessment results for each course shall be published by the HoD at least one week before the end of each semester, before students sit for the final examination. No student will be allowed to participate in a CAT during or after the final examination.

**Article 43:** Before the Senate approves the examination results, whatever results will be published will be provisional. An official final examination result is the one that has been approved by Senate after the examination exercise.

## ADMINISTRATION OF EXAMINATIONS

**Article 44:** Any identification or documentation that will be required to be presented on the day of an examination, should be publicized no less than a week before the examination period begins, so no student will be discriminated against through the whim or prejudice of a given instructor using the demand that a particular document be introduced to bar a particular targeted student from admission to the examination hall.

Any documentation announced as being required must be required of all students sitting a given examination. There should be absolutely no exceptions simply because an instructor or an invigilator claims to know a student or to be familiar with the student's particular financial situation.

**Article 45:** When entering an examination room, a student should carry nothing-on him/her-including any pieces of paper, laptops, calculators or/and cell phone except the student ID and examination card and a pen or any other materials as may be required by the lecturer of the course. Bags, cell phones, scribbling on one's body and any other unauthorised materials that may facilitate cheating will be treated as unauthorized materials in an examination room.

**Article 46:** At the time of sitting for the examination, a student must record his/her attendance on the attendance sheet provided by the invigilator. The invigilator must check each student's ID and examination cards bearing the student's name and year of study as required by the administration.

Upon handing in the examination booklet to the invigilator, each student must detach one of the examination attendance slips at the back of the examination booklet.

**Article 47:** For examinations and semester tests whereby the total number of students would be below or equal to 30, only one invigilator would be assigned to invigilate them. The average recommended number of invigilators for any examination is at least one invigilator for 30 students. The course lecturer or his/her Tutorial Assistant will have to be present during the administration of his/her examination, and he/she should under normal circumstances be the Principal Invigilator for the examination of his/her course.

The Director of Academic Services should designate a Chief Invigilator in each examination room who will be the right person to communicate to students during the time of examination. The Chief Invigilator should be given responsibilities and he/she should be known by students before the start of the examination.

**Article 48:** Oral examinations shall be conducted in the presence of at least two examiners, one being the course lecturer, and the other(s) should be appointed by the HoD.

**Article 49:** Any staff member or student whose behaviour is deemed by the Chief Invigilator to be disruptive of an examination in session, in any way, will be brought before the School Disciplinary Committee, and if proved guilty will be recommended for dismissal to the School Governing Board by the Senate.

## **CHEATING**

**Article 50:** Students caught/suspected for cheating should be given another answer book to continue with the examination or any other assessment that she/he was doing. The original answer book will be confiscated by the Chief Invigilator and will be kept as evidence. Where possible, students sitting next to the accused student(s) should be required to testify the event. The examination incidence form should be signed by both invigilators and the student who will be suspected of cheating. That student should also be required to write a statement certifying what happened. At the time the cheating case would be identified, the Chief Invigilator should take photos as evidence, using a camera if available.

The Chief Invigilator will be required to write a report to the HoD and present all the evidence within 18 hours of the event.

Cheating cases should be dealt with by the Senate to the degree possible, before the beginning of the next Semester.

Lesser cheating cases such as not stopping to write when requested to do so can be handled by the concerned instructor without having to be escalated to the Head of Department.

**Article 51:** Each Head of Department should determine the level of cheating cases to be handled by him/her and those ones to be submitted to the Vice-Rector Academic who would send them to the Standing Examination Irregularities Committee which will subsequently make its recommendation to Senate.

Cheating in the continuous assessment should be given the same treatment as cheating in the examinations.

**Article 52:** A member of staff who will be proved to have been an accomplice or who may have facilitated a student to cheat will be submitted to an internal disciplinary process.

**Article 53:** Any person who is not an SFB student or staff member who will assist or facilitate a student in cheating, or who will disrupt an on-going examination, SFB should report him/her to the Rwanda police for further investigation, under the control of the SFB Legal Advisor. If he/she is a member of SFB community (both students and staff), the case should be exhausted using internal regulations and if it is becoming difficult for SFB to do investigation, he/she should also be submitted to Rwanda Police for further investigation.

**Article 54:** A student who will be proved to have cheated in an examination will be summarily dismissed from studies by Senate on recommendation from the Examinations Irregularities Committee.

**Article 55:** A student who will be proved to have cheated in an examination or to have disrupted an examination will be allowed to appeal in writing to the Chairperson of Senate on condition that he/she brings new evidence or information, and the Chairperson of the Senate would deliberate to see if the new evidence were convincing enough to put the item on the Senate agenda or if he could respond to the student without going through Senate.

## **MARKING**

### **MARKS ALLOCATION AND REVIEW**

**Article 56:** A lecturer is responsible for marking the continuous assessment and the final examination. However, the grade awarded or recommended by an external examiner is final if it is supported by justification.

**Article 57:** After continuous assessment marks have been submitted by the lecturer to the HoD, only exceptional changes will be made by the lecturer on authorisation by the HoD.

**Article 58:** At the lecturers' level, students' complaints should be dealt with continuously after the Continuous Assessment Tests marks would be given to students. Two weeks should be given to students to complain about their Continuous Assessment Tests marks to their respective lecturers. Once marks would be submitted to Departments, only exceptional changes would be accepted. Appeals by students against continuous assessment would be entertained even if the final examination of the relevant course has been administered, in case the Continuous Assessment Tests marks were not published on time.

**Article 59:** Appeals by students against final examination grades should be made to the HoD after publication of provisional results, or to the Chairperson of Senate within five working days of the publication of the Senate approved final examination grades.

A student will have the right to appeal for a re-mark of his/her final examination script within five working days of the publication of marks, after Senate approval, provided that he/she pays an appeal fee of 10,000 Rwf per examination paper.

The appeal fee will be refunded for upside remarking of at least 5 points.

## **CALCULATION OF CREDIT- WEIGHTS**

**Article 60:** "Course Credits" constitute the weight of a course in a programme. In computing the overall average percentage score of a student at the end of the academic year, the relative weights of each course have to be taken into consideration.

**Article 61:** Except students who followed courses in the Faculty of Management at KIST before the Faculty of Management was transferred from KIST to SFB, other cases would be handled in such a way that marks obtained from other higher learning institutions would not be considered while calculating the overall average and only marks obtained while at SFB will be considered.

## **DISQUALIFYING FOR SITTING A FINAL EXAMINATION**

**Article 62:** As stipulated in Section III, Article 27, students with less than 50% of class attendance will be barred by the Head of Department from sitting for the final examination regardless of the score he/she may have obtained in the Continuous Assessment Tests.

**Article 63:** A student who scores less than 30% in the continuous assessment, including quizzes and assignments in a given subject does not qualify to sit for a final examination in that subject, and will have failed the course. In such a case, the student will repeat the subject when it is next offered.

## **SECTION VII: QUALIFICATION FOR REPEATING A COURSE AND MOVING FROM ONE LEVEL TO ANOTHER**

**Article 64:** Decisions on student's promotion, repeating a course and discontinuation will be made at the end of each level, after considering the minimum credit accumulation required for a student to move from one level to another. A student may be allowed to have a re-take module/course as many times as he/she is capable of paying for it, as long as the entire duration for having accumulated minimum credit for graduation does not exceed six (6) years in total.

To progress from:

- Level 1 to Level 2: a student must have been awarded 100 credits in total at Level 1.
- Level 2 to Level 3: a student must have been awarded 220 credits in total, of which at least 100 are at Level 2.
- Level 3 to Level 4: a student must have been awarded 280 credits in total, of which at least 40 are at Level 3.
- Level 4 to Level 5: a student must have been awarded 340 credits, of which at least 40 are at Level 4.

## **OTHER PROVISIONS**

**Article 65:** Requests for suspension and for resumption of studies may be granted by the Director of Academic Services in writing. Suspension of studies can be done any time during an academic year and penalty would be calculated in terms of percentage of the teaching time spent before suspension (the time spent would be calculated in terms of weeks). The maximum period to suspend studies would be two years during the whole programme. The two years of suspension should not be included in the completion period of studies.

**Article 66:** After suspension, the resumption of studies is subject to the recommendation of the Head of Department who shall take into account any change in the curriculum and assess the equivalency between old and new requirements. The student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/ programme. The request for resumption of studies should be done in writing, at the time of registration.

## **SECTION VIII: EXAMINATION DECISIONS MADE AT THE DEPARTMENT AND SENATE LEVELS**

**Article 67:** Examination results of the department will be tabled at the Departmental Examiners' Board for deliberations and the Examiners' Board will discuss observations and recommendations made by external examiners. The Heads of Promotion and the Class Representatives from level 1 to level 5 should attend the Departmental Examiners' Board meetings. The Heads of Department should inform the Departmental Examiners' Board members about the Departmental meetings two days in advance.

The Examiners' Board has a prerogative of analysing results and making recommendations to Senate.

**Article 68:** The Departmental Examiners' Board is the only body entitled to authorize the Heads of Department to issue provisional results of examinations. It is the responsibility of the Heads of Department to publish the provisional results.

**Article 69:** The minutes of the Departmental Examiners' Board, along with examination results of the Department should be tabled at the Senate meeting that will be deliberating examinations.

**Article 70:** Senate makes ultimate decisions on all examination results of the School and may, if requested, share its decisions with the Board of Directors.

## **SECTION IX: STATEMENTS OF RESULTS, TESTIMONIALS, ACADEMIC TRANSCRIPTS AND DEGREE CERTIFICATES**

**Article 71:** After semester examinations, a student will be issued with a statement of results which may be required by sponsors or other interested parties in the academic progress of the student. The first copy of the statement of results will be issued to all students and free of charge, one month after approval of marks by Senate. After that period, whoever would need a statement of results would pay the normal rate. Students who would need a second copy would also pay for it.

**Article 72:** A student who for any reason discontinues studies will, on request, be issued with an official testimonial. However, students who would be discontinued because of cheating would be issued a statement of results and an official testimonial and the reason for dismissal would be shown on his/her statement of results and on his/her official testimonial.

**Article 73:** One month after approval of the examination results by Senate, and after paying required fees/charges, the Directorate of Academic Services shall issue official academic transcripts to finalist students based on the grades approved by Senate.

**Article 74:** On successful completion of all the requirements of the undergraduate programme, a degree certificate is issued to the student.

**Article 75:** SFB may provide opportunities for students to exit with the following awards:

- Certificate of Higher Education: On successful completion of Level 1.
- Diploma in Higher Education: On successful completion of Level 2.
- Advanced Diploma in Higher Education: On successful completion of Level 3.
- Ordinary Bachelor Degree: On successful completion of Level 4.
- Bachelor Degree with Honours: On successful completion of Level 5.

**Article 76:** The Undergraduate degree will be classified as either:

- First Class:** awarded to a student with an overall cumulative weighted average score of 80% and above, or
- Second Class Upper Division:** awarded to a student with an overall cumulative weighted average score of between 70% and 79%, or
- Second Class Lower Division:** awarded to a student with an overall cumulative weighted average score of between 60% and 69%; or
- Pass:** awarded to a student with an overall cumulative weighted average score of between 50% and 59%

## **SECTION X: APPLICATION OF THESE REGULATIONS**

**Article 77:** These amended Academic and Examination Regulations shall come into effect from the first day of academic year 2011/2012.



**Dr. Papias Musafiri MALIMBA**  
**Vice-Rector Academic**



**Prof. Reid WHITLOCK**  
**Rector**