

Kigali Health Institute (KHI)



ACADEMIC REGULATIONS

Signed by:

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DEFINITION OF TERMS AND ACRONYMS

Annual Average:	Refers to the average mark obtained by a student in the two semesters of one academic year.
CA	Refers to Continuous Assessment and it consists of quizzes, take-home assignments, case studies, laboratory practice including OSCE, short tests, oral presentations, and field/clinical work reports where applicable. It excludes the final exam of a module/course unit.
Candidate	Refers to a student who is registered and qualifies to sit for examinations.
Coursework	Refers to any of the components of continuous assessment or final examination of the module.
Credit	A credit is a unit that gives weighting to the value, level or time requirements of a course unit/module. For a taught course unit/module, 10 hours constitutes one credit.
Discontinuation	Refers to exclusion by cancellation of registration.
First Session of Examinations	Refers to the first set of examinations held at the end of each regular semester.
GPA	Refers to Grade Point Average.
KHI	Refers to Kigali Health Institute.
Module	Refers to a group of related course units that may be taught in logical sequence. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. In these regulations, an article that concerns a module applies also to individual subjects.

Module Leader	The person responsible for coordinating the teaching and assessment activities related to any particular module.
Module Team	Members of the academic staff who teach on a given module.
MPA	Refers to Marks Percentage Average.
HEC	Refers to Higher Education Council in Rwanda.
OSCE	Refers to the Objective Structured Clinical Examination.
Programme	Refers to the totality of modules offered towards the award of a certificate.
Programme Specification	Refers to a validated document that gives details of the learning outcomes, curriculum, mode of delivery, resources available, quality control and enhancement, qualifications framework and regulations governing the award of any programme.
Registration	Refers to admission into KHI for any programme of study offered by the Institute
Registration Fees	Refers to the fees paid by a student for processing registration documents and include identity card (ID) for first year students.
Relevant Uniform	Refers to professional attire that is worn by all KHI students in all academic activities.
Repeating	Refers to attending and being examined in all modules failed in the particular year of study after failing to secure progression.
RNEC	Refers to Rwanda National Examinations Council.

Student	Refers to any person admitted to any programme of study offered by the Institute
Subject	Refers to the grouping of a distinctive and homogeneous body of knowledge within a given discipline e.g. the subject of microbiology or fundamental nursing.
Supplementary Examinations/ Second Session of Examinations	Refers to examinations held as a second attempt for students who fail the first session of examinations or as a first attempt for students who missed the first session of examinations.

K.H.I. ACADEMIC REGULATIONS

Academic Regulations are a set of rules adopted by the Board of Directors. Its objective is to define and determine:

- Admission criteria and registration requirements;
- Organisation of educational programmes;
- Assessment modalities;
- Rules governing final papers and dissertations;
- Categories of students;
- Conditions for promotion, supplementary examinations, repeating a year of study, and discontinuation/exclusion of students;
- Academic documents issued by KHI.

VISION:

Kigali Health Institute Vision is:

“To be a centre of excellence in training and development of health professionals”.

MISSION:

“To train and improve the capacity of health workers”.

MANDATE AND FUNCTIONS:

The mandate of Kigali Health Institute, as is outlined in the Act of Parliament No 07/2002 of 22nd February, 2002, includes the following:

- Training of sufficient number of highly qualified personnel for nursing and paramedical professions;
- Providing training in curative medicine;
- Providing continuous and proficiency training for in-service health personnel;

- Providing proficiency training for teachers who teach professional courses in health-related schools;
- Promotion of technology in the field of health;
- Promotion of research in the field of health;
- Teaching of strategies related to the population health preservation.

These regulations apply to all programmes leading to the various awards as stipulated in the institutional qualifications frameworks.

In order to facilitate the implementation of academic activities, the academic senate shall put in place committees and councils/boards that work hand in hand with the vice rector for academic affairs and research; in accordance with the requirements of Higher Education Council in Rwanda.

CHAPTER I: ADMISSION AND REGISTRATION

Section 1: Admission

- Article 1:** Applicants holding A2 secondary/high school certificates or equivalent issued by the Rwanda National Examinations Council and approved by the National Council for Higher Education are eligible for admission to KHI. Applicants should fulfil admission requirements set in accordance with the entry profile specific to each programme.
- Article 2:** Applicants holding relevant diplomas/certificates or equivalent from outside Rwanda and approved by the National Council for Higher Education are allowed to be admitted to KHI.

Section 2: Registration

- Article 3:** Each year's academic calendar indicating registration periods is proposed by the vice rector for academic affairs and research, adopted by the academic senate and approved by the Board of Directors. The academic registrar monitors registration and makes sure that opening and closing dates for registration are respected.
- Article 4:** For new students, procedures for registration, required documents, entry requirements, fees structure and period for registration shall be published by the institution at least three months before the beginning of the following academic year. For continuing students, including those repeating the academic year, they shall register individually at the academic registrar's office two weeks before the beginning of the following academic year.

Article 5: At the time of the first registration, the student shall submit his /her required documents in duplicate and pay in full for registration fees, caution money, and uniform.

The required documents include:

1. A certified copy of the approved secondary/high school certificate or equivalent;
2. A health certificate not exceeding three months;
3. A certified copy of identification;
4. Three passport size photos.
5. A proof of financial sponsorship (for international/private students).

Article 6: Students requesting entry with credit transferred from another higher education institution or another department within KHI must do so one month before the beginning of an academic year for which the entry is sought.

Article 7: The amount of tuition fees is determined by KHI Management and approved by the Board of Directors in accordance with the Ministry of Education policy. Tuition fees are paid at registration before the beginning of the new academic year.

Article 8: Late registrations will be subject to approval by the admission board and a mandatory penalty fee of five thousands Rwanda Francs (RWF5000) per week of delay. No registration will be accepted two weeks after the end of registration period.

Article 9: A student's registration may be cancelled at any time during the academic year by the academic senate on the grounds of absence without permission for two weeks. Such cancellation shall last for a period of one year. In a case of serious omission, false declaration at registration or a serious offence to the rules governing the students' community, a student shall be indefinitely excluded.

- Article 10:** Registration is an individual's responsibility, renewed each academic year in the academic registrar's office.
- Article 11:** When, for whatever reasons, a student is discontinued before the end of academic year, he/she gives back his/her student card to the academic registrar's office immediately.
- Article 12:** A student may make a written request to the Registrar to suspend his/her registration. Only a request submitted not later than two weeks after the beginning of academic year will be considered and the decision will be taken by the academic registrar on the strength of the evidence provided. In case a student abandons studies without suspension permission, he/she is considered as indefinitely excluded. The suspension shall be granted only once and for a period of one year. An exception on such period may be made in cases of serious or debilitating illness/handicap, and this extension of the suspension period shall not be more than two years. Otherwise, a student shall re-apply for admission.
- Article 13:** Orientation is compulsory for newly registered students at the beginning of each academic year. Students shall be provided with a handbook informing them about KHI academic programmes and code of conduct.

CHAPTER II: TEACHING ORGANISATION

Section 1: General Teaching Organisation

- Article 14:** KHI teaching and learning programmes are organised according to the semester system. Each academic year comprises of two semesters. Each semester comprises of 20 weeks which are composed of seventeen weeks of teaching and clinical training; a week of consolidation and two weeks of examination.
- Article 15:** At the end of each academic year, the faculty council designs the annual plan of its faculty for the following academic year and submits it to the academic quality committee for review before being finally approved by the academic senate.
- Article 16:** Teaching duties include: (1) course lectures, (2) tutorial sessions, (3) tutorial assignments, (4) laboratory including skills laboratory demonstrations, (5) clinical/field training, (6) and supervision of diploma research proposal /degree research project and other related educational activities which aim at consolidating student knowledge, skills, and change of attitudes.
- Article 17:** Each programme consists of modules with a particular number of credits required in order to obtain an academic relevant Award, in accordance with the Rwandan National Qualifications Framework for Higher Education. Each curriculum should specify professional and non professional modules.
- Article 18:** Each module, including clinical training, is valued in terms of credits. One credit is equated to 10 hours of notional student learning effort. One academic year of fulltime undergraduate study is equivalent to 120 credits.

For clinical/field training module, the number of credits shall be in accordance with individual programme specifications. Each teaching session is 50 minutes.

Article 19: All modules in the programme are assigned to the team that is competent for teaching them. The members of academic staff who undertake such an assignment form a module team, headed by a module team leader.

Article 20: Each module leader shall submit to the head of department the module guideline in order to be approved by the departmental council before it is given to students.

Article 21: The module teaching guideline shall include but not be limited to the following:

- A. Learning outcomes of the module and its units;
- B. Indicative content;
- C. Teaching methodology;
- D. Assessment weighting and marking criteria;
- E. Indicative references;
- F. Schedule for continuous assessment and final examination.

Article 22: A module is considered complete if the number of hours for learning/ teaching activities that were conducted is 90% or more of the planned hours in the programme, except for clinical training modules which must be conducted at 100%.

Article 23: Students are considered to have completed their studies and obtain their awards once they have passed all of the required modules and obtained the necessary number of credits.

Section 2: Regular Attendance of Courses

- Article 24:** No student is allowed to be absent from class, to miss assignments, clinical placements, exercises or examinations without prior permission of the head of department or his/her substitute. Absence of two weeks or more is punishable by discontinuation in accordance with article 9 of these regulations.
- Article 25:** Attendance check up is the responsibility of each lecturer while the head of department ensures that this is implemented.
- Article 26:** Each student shall use a uniform and display his/her student card in all academic activities. Failure to wear the relevant uniform will deny a student access to academic premises and clinical activities.

CHAPTER III: ORGANISATION OF ASSESSMENTS

Section 1: Admission to Assessments

Article 27: The student is entitled to two examination sessions in one academic year. However, a student absent during the first examination session with justified reasons shall register for the supplementary examination period, which will be considered as very unique.

Article 28: Admission to examination is subject to regular attendance of at least 2/3 of the course time and full time of clinical placements and practical training.

Article 29: A student who faces unanticipated circumstances that would prevent him/her from attending the examination shall notify this in writing with supporting evidence to the head of department with a copy to the dean of the concerned faculty and the academic registrar not later than 2 days after the incident has occurred.

Section 2: Assessments

Article 30: A module is assessed by continuous assessments and a final examination. Grades and feedback on continuous assessments are provided to students before the final examination.

Article 31: Clinical/field training module shall be assessed after each rotation and the aggregation mark shall be made for the whole module.

- Article 32:** A ten credit module shall normally be assessed by one-two hour examination and/or one substantial piece of coursework (e.g. a 3000-word essay) or two shorter pieces of coursework (e.g. a 1000-word essay, an assessed oral presentation). A twenty-credit module shall normally be assessed by a three-hour examination and/or two substantial pieces of coursework. The assessment burden for modules of other lengths shall be in proportion to their size.
- Article 33:** The grade of modules shall be made up of the marks for individual assignments, weighted as approved in the programme specifications. All CA and examination marks shall be presented as percentage scores.
- Article 34:** 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.
- Article 35:** At the end of the programme, the final grade shall be calculated based on continuous assessments and the final examination for each module, clinical placement assessment and the project, which is part of the final year total credits.
- Article 36:** All examinations and tests shall be approved by the faculty examination board in collaboration with relevant department.
- Article 37:** External examiners from accredited higher institutions of learning shall be appointed by the academic registrar in consultation with deans of faculty and heads of department to evaluate professional modules, research projects, assessment methods and procedures, and the curriculum.

Article 38: Each final examination script shall be marked by at least two examiners. One of the examiners shall be the lecturer who will have taught the subject, the second examiner shall be appointed by the departmental council. If the marks difference between the two examiners is more than five marks (5), a 3rd examiner shall be involved; and if he/she gives a mark different from the marks of the first two examiners, the average mark of all the three examiners shall be made.

Section 3: Assessment Procedures

Article 39: All academic teaching staff members are responsible for the way of assessing students' progress and acquired skills.

Article 40: The module leader submits a hard copy of his/her typed examination and the marking scheme to the head of the department a month prior to its date of administration. The head of department then forwards the examinations through the dean of the faculty to the academic registrar. The academic registrar submits the examinations in a sealed envelope to the examination officer for multiplying. No examination shall be sent by e-mail or fax. Examination papers will be sent to external examiners by post a month prior to its administration.

Article 41: The language of instruction in teaching and assessment shall be English.

Article 42: All examinations shall indicate the name of the module, the duration of the examination, the date and time of administration, mark allocation for each question and other important instructions.

Article 43: Supplementary examinations shall be done only once at the end of the second semester.

Section 4: Invigilation

- Article 44:** It is the responsibility of the academic registrar to appoint/avail invigilators of examinations and the venues. A minimum of two invigilators shall supervise each examination and one of them shall be designated as chief invigilator. If there are more than thirty students they shall be supervised by more than two invigilators, in ratio of one invigilator by fifteen students' increase.
- Article 45:** Invigilators have the responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted according to KHI assessment regulations. They are required to give their undivided attention to the surveillance of candidates and must not take into the examination room any work or reading matter. They must be positioned such that the whole room is observed.
- Article 46:** No examination shall be administered in the absence of the concerned lecturer. If there are strong reasons to be absent, the head of department should take the responsibility.
- Article 47:** Students shall sit in the examination venue 15 minutes before the commencement of the examination. Candidates shall be seated as directed by invigilators.
- Article 48:** Invigilators shall check up the candidates' identity, ensuring that instead of names of students, examination index numbers are written on the examination answer booklet before distributing examination material to students/candidates.
- Article 49:** Students shall not be allowed to bring into the examination room any books, papers, calculators with text facility, except where specified in the Module Description. Mobile telephones are prohibited in the examination room.

Article 50: Examinations of the same duration may be scheduled at the same venue with adequate capacity.

Article 51: The chief invigilator informs the students of the remaining time thirty minutes before the end of the written examination.

Section 5: Awarding and Calculation of Marks

Article 52: Every student is entitled to access his (her) semester continuous assessment script, score and marking scheme before copies are handed in to the department. The end of semester examinations scripts may be accessed by students only after the approval of the results by the academic senate.

Article 53: Each module leader hands in continuous assessment and final examination marks to the head of department not later than two weeks after each assessment or examination.

Article 54: No changes shall be made to the examination marks already handed to the departmental council either by the relevant lecturer or head of department. The changes can only occur in case of errors duly verified by the departmental council.

Article 55: Any student who misses an examination without valid reasons and evidence is awarded a zero mark. The evidence has to be notified to the head of the department not later than two days after the incident has occurred, as described in article 29 of these regulations. No lecturer shall accept a justification which is not countersigned by the head of the department. A copy of this justification must be given to the dean of relevant faculty.

- Article 56:** The final marks of modules without practical component include 40% of continuous assessments and 60% of the final examination weighted according to the programme specifications.
- Article 57:** For modules with a practical component, the final marks of each module are awarded as follows: 20% for theoretical continuous assessment, 30% for practical continuous assessment and 50% for the final examination.
- Article 58:** The student passes automatically if he/she has at least 50% in each module and 60% in clinical placement.
- Article 59:** A student who fails to obtain the pass mark of 50% in the module is eligible to a supplementary examination, and the mark obtained above 50% will be averaged down to 50%. For a student who misses the first session of examination with valid reason(s) and registers for a supplementary examination, the mark obtained shall be averaged over the 100%.
- Article 60:** A student who fails 20 credits or less out of 120 after the supplementary examinations shall be promoted to the next level with the carry forward of the failed module(s). A carry forward of a module is only allowed once. After supplementary examinations, a student who fails a carried forward module shall be discontinued.
- Article 61:** A student who fails more than 20 credits up to 40 credits out of 120 credits after the supplementary examinations will automatically repeat the year. Such a student shall register for the following academic year and repeat only the modules he/she failed.

- Article 62:** A student who fails more than 40 credits up to 60 credits out of 120 credits in a year after the supplementary examinations may opt to change to another department of study or discontinue.
- Article 63:** A student who fails more than 60 credits out of 120 credits after the supplementary examinations in a year will be discontinued.
- Article 64:** A student who does not obtain 60% in clinical/field placement, even if he/she has passed other modules, automatically repeats all the modules of the year.
- Article 65:** No student shall be allowed to repeat more than once in any year and not more than twice in any programme.
- Article 66:** Failure for a student to demonstrate professional requirements other than academic failure, the Faculty Council shall take necessary action.
- Article 67:** The weighted annual average is the sum of final marks multiplied by the credits of each module, divided by the total number of credits of the whole year.
- Article 68:** No exemption shall be granted to students from other institutions for professional modules, but credit transfer may be accepted based on international standards or equivalence from the National Council for Higher Education.
- Article 69:** The students' grades shall be proposed by the faculty examination council to the academic senate for approval.

Article 70: Students' annual marks and decisions on progression shall be made known a week after the official approval by the academic senate. Examination results shall be displayed on institute notice-boards or may be accessed on the institute website wherever possible using individual passwords. Students' examination results shall be indicated by students' index numbers.

Article 71: The institute shall withhold issuing statements of results to students owing fees or property to the institute.

Article 72: The marks awarded for each module shall be converted into letter grades and the results shall be approved by the academic senate. The academic transcripts shall show grades as follows:

Marks	Letter	Grade Points
80-100	A	4
70-79	B	3
60-69	C	2
50-59	D	1
0-49	F	0

The classification of the award shall depend on the average percentage score or average point score based on the credit hours of the module. The system of computing the Marks Percentage Average (MPA) and Grade Point Average

(GPA) is defined by the equations: $MPA = \frac{\sum c_i m_i}{\sum c_i}$ $GPA = \frac{\sum c_i p_i}{\sum c_i}$

where, c_i stands for the credit hours for course i , m_i stands for the percentage marks for the course and p_i stands for the grade point score for the course, based on the letter scale A, B, C, D and E, which relates to the percentage marks and grade points as shown in the table above.

The final classification of the diploma/degree shall be based on the performance of a candidate in all the modules done during the last two years of study. The final score for the diploma/degree award shall be obtained by computing the MPA or GPA rounded to the nearest decimal place.

The classification of the diploma/ degree award is based on the MPA or GPA as shown below.

MPA	letter	GPA
80-100	A	3.50-4.0
70-79	B	2.50-3.49
60-69	C	1.50-2.49
50-59	D	1.0-1.49
0-49	F	0.0

Section 6: Appeal procedures

Article 73: The student may appeal regarding the result confirmed by the academic senate. Application for appeal shall be made in writing to the chairperson of KHI Appeal Committee not later than two days after the posting of results on notice-board. The chairperson of the appeal committee shall give a reply to the student not later than five working days. A copy shall be given to the Chairperson of the academic senate, VRAR, Academic Registrar, Dean of the relevant faculty and to the relevant Head of Department. A non refundable application fee for the appeal of five thousands (5000frw) shall be paid by the student at KHI account.

Section 7: Cheating

- Article 74:** Cheating of any variety is a serious disciplinary offence. It includes, but is not limited to, plagiarism and submitting another person's work as your own, the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents. Unsuccessful attempts to cheat are regarded as successful cheating.
- Article 75:** Cheating cases and complicity in cheating are punishable by expulsion of the student caught while cheating or any form of academic plagiarism.
- Article 76:** The lecturer or the invigilator(s), who has/have noticed the offence fill(s) an incident form and write(s) a statement on the spot, attach the evidence, then submit(s) it to the head of department. The head of department forwards it to the Dean of faculty with copy to the academic registrar and the academic vice rector and the student accused of cheating.
- Article 77:** Any lecturer or staff member who shall be found facilitating cheating, complicity in cheating or cheating attempt during examinations shall be subject to dismissal and legal prosecution without any prior warning. The examination shall be cancelled immediately. A written statement with examination incidence form about cheating confirmed by the witness will be reported to the dean of the faculty who submits the case to the academic registrar. The academic registrar reports the case to the rector and gives copies to the suspect and to the relevant authorities. However, the suspect has the opportunity to appeal to KHI management through the vice rector for academic affairs.

CHAPTER IV: PROJECTS

- Article 78:** Projects comprise of research proposals for advanced diploma level, research reports for bachelor's degrees, dissertations for master's degrees and theses for doctoral studies. Project proposals for advanced diplomas shall be assigned 20 credits and research reports for bachelor's degrees shall be assigned 30 credits. Projects may include investigations or experimentations, making some contribution of knowledge relevant to a particular discipline and pertinent to the needs of the community. Projects form an integral and compulsory part of a student's programme. They must be submitted within the time specified. A project must be a student's original work.
- Article 79:** A student shall submit, and where necessary, present his/her project in accordance with the institution guidelines for projects as shall be amended from time to time.
- Article 80:** For advanced diploma programmes, two students shall work on one project, all of them making equal contribution to the development of the whole project. For bachelor's, master's & PhD degrees, students shall submit individual project reports.
- Article 81:** Supervisors of projects shall be from KHI academic teaching/research staff or from accredited and relevant institutions, and shall be chosen on the basis of their qualifications and competence. In case the supervisor is from outside the institute, a co-supervisor from KHI shall be nominated.
- Article 82:** In case of conflict between the student and his/her supervisor; the case shall be submitted to the department council for scrutiny and solution, failure to agree, the case shall be submitted to the faculty council for a final decision.

- Article 83:** The student shall bring 3 copies of his/her final project to the department eight weeks before the end of the academic year. Oral presentation of the bachelor's degree project shall take place within three weeks after submission. For advanced diploma programmes, there shall be no oral presentation of the project. The student shall hand in two hard copies and an identical electronic version of the submitted and corrected project not later than two weeks after the department council approval.
- Article 84:** Late submission not exceeding one week can be allowed only in exceptional conditions with a proof and approval of the concerned faculty council. Failure to meet the deadline for research project submission without a justifiable reason, the student shall be awarded a zero mark. A student with a justifiable reason shall register afresh and present the project in the first semester of the following academic year.
- Article 85:** Oral presentation of the bachelor's degree project shall be scheduled only if all three members of the panel are available. Oral presentation is held in open session to the panel, other academic staff and students only. However, presentations of projects for Master's and PhD degrees shall be presented in accordance with the guidelines for higher degrees. The project shall be graded according to its quality and oral presentation by the student.
- Article 86:** The panel is appointed by the departmental council and is made up of the chairperson, who shall be most senior of the three members, the secretary, and another academic staff member. Members of the panel shall be full-time or part-time academic members of KHI or from accredited and relevant institutions. However, the secretary shall be a full-time academic staff member of the concerned department. The supervisor or co-supervisor shall not be a member of the panel, but shall be an observer. Where there is substantial disagreement among members of the panel, the decision of the majority shall prevail.

Article 87: The project write-up represents 60% while oral presentation represents 40%. The panel members shall decide on the quality of the project before its presentation. A project shall not be presented if it is less than 50% of the write-up component. A decision shall be made in accordance with the articles 60, 61, 62 and 63 when a student fails the research project. All guidelines of the projects shall apply.

CHAPTER V: ACADEMIC AWARDS AND FINAL PROVISIONS

- Article 88:** All academic awards shall be credit-based. Students who successfully complete the programmes shall be awarded as follows, in accordance with the national qualification framework: certificates: 120 credits; advanced diplomas: 360 credits; bachelor's degrees: 480 credits; master's degrees following an integrated programme from undergraduate level to master's level: a minimum of 600 credits.
- Article 89:** A student cannot obtain two or more awards following completion of one programme except at the discretion of the academic senate.
- Article 90:** No academic document will be issued to students without clearance from the dean of students, the head of department, director of library, director of finance, the faculty dean and the academic registrar. The clearance document duly signed is submitted to the academic registrar for issuance of official academic documents.
- Article 91:** Every official document issued by the institute shall always bear the official stamp or seal of the institute and the signature of the appointed authority.
- Article 92:** At the end of each academic year, an academic transcript shall be issued to the student on request and after payment of necessary fees. The academic transcripts shall be signed by the academic registrar.
- Article 93:** All institute awards shall be duly signed by the rector and shall bear an official institute seal.
- Article 94:** All previous provisions contrary to the present regulations are invalid.

Article 95: Where a case does not have any reference in these regulations, the general academic regulations of the Higher Education Council in Rwanda shall be applied.

Article 96: The present academic regulations shall come into effect the day of its adoption by the Board of Directors and the signing of the official document by the Rector of the institute.