



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic Academic Programs*

SIAS ADMISSION POLICY

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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1.0 Introduction

This regulation and admission policy follows the Rwandan law No 010/2021 of 16/02/2021 which apply to all programs leading to the various awards offered by SIAS as stipulated in Rwanda National Institutional Qualifications Frameworks (RNQF) up to the doctorate (PhD) degree both research based and taught programs. Where a program to be offered will require a specific requirement of need or require additional regulations, these will be included in the approved and published program documents.

SIAS students will normally register for an academic year, on different learning modes of their choice, students can register as full-time or part-time students using the blended learning module choices, either they can register on a weekend program, or register on an executive master's program.

Expectations will be provided to SIAS postgraduate students registered for modules on a credit accumulation basis, students repeating modules, or those on exchange visits. Also, the SIAS postgraduate students who may have taken an approved interruption of studies, or part-time can run for a calendar year of three semesters. SIAS full-time student is one who takes 180 credits in the case of Masters Students in accordance with the requirements of the program, and as specified the in the RNQF. A part-time student has permission to cover the same ground over a longer period and so to take fewer credits in a given year. SIAS utilizes a rolling-application process; where applications for admission are accepted throughout the year. The first intake is taken in September, the second in February or March, and the third at the start of the summer session (June running to late August). This arrangement shall allow for multiple registrations for modules throughout the academic year.

Subject to the conditions below, admission is non-discriminatory and open to all students fulfilling the conditions of this document without regard to race, gender, religion, physical ability, sexual orientation, nationality, region or ethnic origin.

2.0 Details of Admission Policy

CHAPTER I: DEFINITIONS

Article 1: The SIAS admissions policy is a set guideline to determine the details of the system of admission and the students' profile to be enrolled on the program offered. This set of rules is adopted by the postgraduate advisory board of the institute, having the aim of defining and determining the categories of students, the admission requirements and the registration modalities.

CHAPTER II: ADMISSION AND REGISTRATION

SECTION I: ADMISSION

Article 2: To be admitted for the studies as a SIAS postgraduate student on any learning mode, the candidate must have completed a bachelor's degree or its equivalent, qualifying him or her to enroll for a postgraduate level of education and duly approved by the Ministry or agency having higher education in its attributions.

Article 3: The SIAS senate determines the registration and admission requirements in any postgraduate program. The admission committee analyses the application and proposes a decision to faculty taking the role of deputy vice councilor DVC for Academic Affairs and Research.

Article 4: To be admitted to any SIAS postgraduate degree program, the candidate student must fulfil the criteria defined and approved by the SIAS senate.

Article 5: At the Socioeconomic Institute for Advanced Studies (SIAS) the medium of instruction for all modules is the English language. For students who never did their bachelor's degrees in English, the capacity to pursue a module in English must be approved by a certificate issued by an institution recognized by the management of SIAS, or else the student will pursue a bridging module to help him or her be suitable for admission.

Article 6: Application for admission in the SIAS shall be addressed to the Vice-Chancellor.

Article 7a: To be allowed into SIAS lectures or its other teaching/learning activities, or to its examinations or other assessments, students must be registered to the appropriate program.

Article 7b: To be completely admitted all SIAS postgraduate students must show **evidence of owning or renting a laptop**. This is required for all admitted students to ensure their learning activities is not affected by the accessibility to the materials, meetings or online lectures and remotely, where necessary.

SECTION II: CATEGORIES OF STUDENTS

Article 8: The SIAS is open to all students fulfilling admission requirements. It enrolls full-time and part-time students, besides free auditor students who register to certain modules component without a plan to sit for exams. Based on special agreements, SIAS might also accept exchange students from other universities or other local or international Higher Learning Institutions (HLIs).

Article 9: A **full-time postgraduate student** is one who is registered to all modules scheduled in the program and sits for exams of all modules or full fills the set requirements to obtain a degree.

Article 10: A **part-time postgraduate student** registers for specific module(s) by choice in a given program and sits for exams of all components constituting the module in order to obtain an appropriate award. The program may take longer than usual time.

Article 11: A full-time student can register willingly as a **part-time or auditor student** in a given program as long as time allows doing so, and it shall not negatively affect the results in his/her option where he/she is regularly registered.

Article 12: Where programs are available in both full-time and part-time modes, SIAS students may be permitted to transfer from full-time to part-time or from part-time to full-time within the SIAS program.

Article 13: A **free “auditor student”** is the one that registers to certain modules or module component without a plan to sit for exams in those modules or module components and without a purpose of obtaining an award. A certificate of attendance can be provided to him/her once requested.

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Article 14: An “**exchange student**” is the one who registers for certain modules in the case of student’s exchange program between institutions, and if necessary, sits for exams in those modules.

SECTION III: REGISTRATION

Article 15: Registration is done individually to the SIAS Office of the Academic Registrar or online before the beginning of every trimester for full-time students. However, part-time students are allowed to register before the commencement of the concerned modules.

Article 16: Candidates from other Higher Learning Institutions can be registered when the equivalence is confirmed by SIAS senate of an inter-faculties commission set up by the Academic SIAS Council (the Senate) upon the recommendation by the DVC Academic (DVCA) to verify the credentials of the applicant. The Faculty determines complementary modules on the advice of the department in charge of the program requested by the candidate. The weight of those modules shall not go over 1/2 of the program. The admission is decided by DVCA on the advice of the Faculty Council in charge of the program requested by the applicant.

Articles 17: Application for reintegration is examined and approved by the Faculty council.

PARAGRAPH I: REGISTRATION PERIOD

Article 18: The annual academic calendar is validated by the Academic SIAS Council (the Senate) and then approved by the SIAS Board of Directors.

Article 19: Registrations for continuing students start immediately after the publication of results of every trimester. Late registration for continuing students is fined 1000Rwf minimum each day of delay and a definite refusal for the delay of more than two weeks from the commencement of the teaching and learning activities. The fine is annually revised by the Academic SIAS Council (the Senate) and approved by the board.

Article 20: Privately sponsored students must pay the total amount of school fees within three months from the beginning of each trimester, or as instructed by DVC-AF or DF.

Article 21: Candidates willing to join SIAS from other Higher Learning Institutions must submit their application for admission and registration prior to the commencement of the new trimester.

PARAGRAPH II: DOCUMENTS REQUIRED FOR FIRST REGISTRATION

Article 22: For the first registration, a student, full-time or part-time, must present the following documents:

1. Completed form of registration application;
2. Present an authenticated original certified copy of the original bachelor's degree or equivalent. The original will be returned to the owner together with the admission letter.
3. Two certified copies of the previous degree of University education or their equivalent;
4. Academic Transcripts from the previous university or their equivalent (one copy);
5. One copy of health fitness, or a medical certificate issued by a competent medical doctor, not older than three months at the time of registration;
6. One copy of identity card or passport;
7. Two recent passport size photographs;
8. Evidences of registration fees and other school fees payable during the registration to the SIAS's bank accounts;
9. Certified copy of student's resident or visa permit for foreign students.
10. A valid criminal record certificate;

Article 23: Requirements of registration for free auditor students are:

1. Application letter;
2. Completed form of registration applicant;
3. One copy of certified degree of studies completed;
4. One copy of medical certificate issued by a competent medical doctor no older than three months at the time of registration;
5. One copy of identity card or passport;
6. Two recent passport size photographs;
7. Evidences of registration and other school fees payment to one of the SIAS's bank accounts;
8. A copy of student's residence permit for foreign students;

Additional registration documents shall be determined by the SIAS following trends of HE regulations in Rwanda.

Article 24: For any subsequent registration of a foreign student, the student must present:

1. An evidence of payment of the registration fees to the account of SIAS;
2. Two passport size photographs;
3. Renewal of the residence permit for as a foreign student.

In addition, any change occurred in the student 's file shall be legally documented and notified in writing to the Academic Registrar.

Article 25: The documents required for registration are submitted to the services of the Academic Registrar.

Article 26: The Vice Chancellor on the grounds of a serious omission or false declaration by the candidate may withdraw a student's registration at any time during the academic year

Article 27: The SIAS recognizes the credits accumulated from other accredited well established Higher Learning Institutions.

Article 28: Students who have accumulated credits at one or more accredited institutions within Rwanda or outside may apply to have the credits taken into account when joining a similar program at SIAS. The determination of the amount of credits to be awarded, the point at which the student may join the program and/or the modules to be taken or exempted will lie with the Admissions Committee on the advice of the postgraduate advisory board and on the advice of the faculty managing the program.

Article 29: Time for registration in case of entry credits

Students requesting entry with credits transferred from another Higher Learning Institution must do so prior the commencement of the SIAS module applied for.

PARAGRAPH III: STUDENT'S CARD

Article 30: A student's card shall be issued to every registered student. This card shall show the owner's photograph with SIAS arranged background colors. Then, it shall bear the signature of the VC. A student's ID card is issued to all full-time students and it is valid for one academic year. When a student ceases to be SIAS's student, before the end of the academic year, for any reason, s/he returns his/her ID card to Academic Registrar services. Part-time student and auditor students get a student's card, which is valid for the period to which they are registered.

Article 31: A student ID card or registration certificate shall be required for using the library, tutorials, laboratories, projects, site or community visits, exercises and examinations. The ID is required for any other services provided by SIAS.

Article 32: In case of loss of the student ID card, a student shall announce the loss in writing to the VC's office and the obtaining of a duplicate is guaranteed by the presentation of a certificate of loss delivered by the national police and the payment of a sum fixed by the SIAS.

PARAGRAPH IV: REGISTRATION AND SPECIAL FEES

Article 33: The registration fees and special fees like fees for different academic documents and different services are annually fixed by the Academic SIAS Council (the Senate) and made public at least three months before the registrations begin.

Article 34: Students from countries with which Rwanda signed cultural and scientific agreements are treated according to the provisions of these agreements.

Article 35: The University can grant scholarships whose amount and modalities are determined by the Board of Directors of the SIAS.

PARAGRAPH V: SUSPENSION OF REGISTRATION/DEFERRAL

Article 36: Students may make a written request to the Vice Chancellor to suspend their registration for the whole or the remainder of an academic year, producing evidence of circumstances that makes it impossible for them to continue with their studies but which do not preclude them from coming back in the following year. Such requests will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap that may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependent. Other kinds of reasons may also be given, and the decision be taken by the Vice Chancellor on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next year.

Article 37: In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record, and the student will not be required to redo these assignments/ examinations but will rejoin the program at an appropriate point to be agreed with the program leader.

Article 38: Normally, only one such period of suspension shall be granted and for only one year. The exceptions are requests for maternity leave, debilitating illness/handicap where medical evidence suggests that the student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances that made the request necessary will clearly still be in force in the next year.

Article 39: Repeated suspension shall not be granted for chronic, ongoing medical conditions. Instead, the Vice Chancellor shall consult with the student and the Institution's assigned medical officer or other disability officer to see what help the Institution can offer that will lead to overcome the effect of the condition insofar as the ability to study is concerned.

Article 40: No student may suspend studies for more than two years, nor may there be more than one period of suspension at any given level. Instead, students should re-apply for admission with transferred credit, under whatever admission rules are in force at the time.

VERSION CONTROL

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Prepared by	Dr. Mohamed Buhiji
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Approved by	SIAS Governance Board
Date of approval and update	18/12/2022 and 1/4/2023
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Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

Signature:



DR. Donya Ahmed
Vice Chancellor
Socioeconomic Institute for Advanced Studies

Approved by:

Signature:



DR. Mohamed Buhiji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies



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