



Socioeconomic Institute for Advanced Studies

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

SIAS Academic Regulations Policy

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

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One- Background

The following SIAS regulations follow law No 010/2021 of 16/02/2021 that determines the organization of education on matters regarding the types of Higher Learning Institutions (HLI;s), with a focus on that SIAS strictly follows the requirements for establishment of an academic ‘Specialised Institution’. Besides, this SIAS policy follows the ministerial order No 001/MINEDUC/2021 of 20/10/2021 that determines the standards in HLI’s with a specific focus on what shall apply to all programs leading to the various awards as stipulated in the National Qualifications Frameworks (NQF) as elaborated by the Higher Education Council (HEC). All the activities and the postgraduate degrees offered by the Socioeconomic Institute for Advanced Studies (SIAS) follows these previously mentioned laws and ministerial orders and standards.

These academic regulations which follow and include a set of standards adopted by the SIAS postgraduate programs Advisory Board and approved by its Academic Senate and the Board of Directors with a view to define and determine students’ categories, admission requirements and registration procedures, the structure of teaching programs, assessment procedures, dissertations, conditions for promotion, repeating a year, failure and suspension of registration of students as well as academic transcripts, postgraduate certificates, diplomas and degrees awarded by SIAS. No amendments to the rules and regulations may be made without the adoption of the Governing board and approval by the SIAS Academic Senate.

The regulations specified in this document are complementary to the Rwanda law No 010/2021 of 16/02/2021 determining the organization of education on matters regarding the types of Higher Learning Institutions guidelines of SIAS which are updated from time to time to meet the Higher Education Council (HEC) requirements.

Where programs require additional regulations, these will be included in the approved and published program documents. The exception of variations is specifically approved at program validation. However, in the event of any conflict, these General Regulations shall take precedence over the program specification documents.

Regulations stipulated in this document are legal and constitute academic statutes governing SIAS postgraduate programs.

Two- Interpretation & Definition of Terms

Article 1: The interpretation of this Policy document shall rest with the Senate subject to appeal to SIAS governing board whose decision is final.

Article 2: In this Policy document, unless the context otherwise requires, the following terms are hereby defined:

“Academic Credit” A value allocated to a module unit that describes the student workload required to complete the module. It is a reflection of the quality of work in each module, in relation to the total quantity of work required to complete a full year of academic study at SIAS. The credit hours reflect the number of lectures, project work, seminars, tutorials, inspiration or resilience labs work, and other

assessment activities. Credits are allocated to practical placement in the field and to thesis/dissertation preparations when these activities are assessed as an integral part of the official program.

“Academic Department” means a line administrative academic entity associated with a particular discipline, or program, within SIAS.

“Academic Dress” means regalia, which must be worn by all graduands who are attending the institutions' graduation ceremony. This consists of the gown, hood and cap (mortar board).

“Academic year” means such period of twelve calendar months or equivalent in contact hours and usually consisting of two semesters or as the SIAS Board of Directors may from time to time prescribe;

“Administrative Department” means a segment of a division of performing specialized professional and staff functions so as to achieve strategic and operational objectives of SIAS.

“Alumni” mean former students of **Socioeconomic Institute For Advanced Studies**

“Chancellor” is the titular and ceremonial head of SIAS as an institution of higher learning in Rwanda and presides overall graduation ceremonies or any higher authority who may be appointed by the Board of Trustees of SIAS on the recommendation of the chairman of Board of Trustees.

“Convocation” means a ceremony held by SIAS when students receive degrees, diplomas or certificates after successfully completing prescribed module of study;

“Module of study” means a period of study at SIAS that leads to an assessment or a qualification;

“Module” means the structure for a certificate, diploma, degree or other academic qualifications and the subjects of study in that module;

“Vice Chancellor” (VC) means the director or the dean, or the CEO of SIAS and who is responsible for its day to day challenges and achievements.

“Degree” means a qualification based on a structured module in a given discipline attained after full cycle of a study degree and structured according to the provisions of the Rwanda National Qualifications Framework or its equivalent equated by HEC as so.

“Deputy Vice Chancellor” (DVC) means any appropriately appointed officer who deputizes the Vice Chancellor for specific functions defined in his or her job description.

“Postgraduate Diploma” means a qualification based on a structured module in a given discipline attained after full cycle of a bachelor's degree education or its equivalent and structured according to the provisions of the Rwanda National Qualifications Framework.

“Executive Council” means the Executive council **Socioeconomic Institute For Advanced Studies** established under Statute document.

“Financial Year” means the financial year of the Institution established under SIAS Statute document

“Graduate” means a person upon whom a degree or other academic qualification has been conferred by the Institution

“HEC” means Higher Education Council

- Internal Moderator** is an academic member of SIAS staff at the rank of senior lecturer and above, who has been nominated by SIAS department and approved by senate to supervise the student work in terms of assessment. A moderator is expected not to have taught the students being examined in that academic year.
- “Lecturer”** means a member of staff of the SIAS who, is in terms of appointment, a professor, or associate professor, or senior lecturer, or lecturer, or assistant lecturer, or tutorial assistant, or a person who holds any other teaching position which the Board of Directors have recognized as a post having academic status in the Institution.
- “Librarian”** means the person appointed by the Senior Management to be the librarian of **staff Socioeconomic Institute For Advance Studies**
- “Officer of the Institution”** means a duly authorized member of staff involved in specific administrative and managerial responsibilities for specific functions of SIAS;
- “Quality”** means all policies, system, and processes directed at ensuring the maintenance and enhancement of the quality of educational provision within SIAS with a specific reference to the standards sets out in *Rwanda Quality Framework (RQF)*.
- “School”** means a school of a program established under Socioeconomic Institute for Advanced Studies Statute document.
- “Semester”** means a period of study consisting of 15 study weeks or equivalent in contact hours or as may be prescribed by Senate of the Socioeconomic Institute for Advanced Studies
- “SIAS Council”** means the Academic Senate established under Socioeconomic Institute for Advanced Studies statute Document.
- “Statutes document”** means that document prepared and sanctioned by the Institution’s Board of Directors binding all Institution’s officers and setting the authority, responsibilities, structures, operational units, and mode of operations of the Institution to ensure that the Institution meets the requirements and standards of academic excellence set in the Rwanda National Qualifications Framework and under the strict guidance of the Higher Education Council.
- “Student”** means a person who is studying at SIAS.
- “Institution”** means a tertiary establishment or an organization of higher learning duly recognized by the Laws of the Republic of Rwanda, whose object is the provision of higher education offering modules of study leading to the award of postgraduate certificates, diplomas and degrees in its own right through conducting teaching, projects, research and publishing.

Three - Curriculum Design And Review

Article 3: All Socioeconomic Institute for Advanced Studies curricula are designed and developed to meet the emerging challenges, local, regional and global. Emphasis is placed on problem-solving projects and community engagement through initiatives that are based on the essence of the SIAS programs offered.

Article 4: Any program to be designed begins with a discussion and proposal from the Department concerned. A Department level validation workshop is held to ensure that the proposed program is relevant and needed by the community. The proposed program is then forwarded to the Deputy Vice Chancellor-Academic and then to the Senate for validation. It is then approved or rejected by Senate. Senate then recommends approved programs to the SIAS Board of Directors for Final approval. Not until this approval is obtained can any addition or change be effected. Before the inclusion of a new program, care is taken to ensure sufficient student enrolment and tuition or some subsidy. In case of uncertainty, the additional SIAS program can be postponed.

Article 5: In consultation with different stakeholders, constant evaluation of current programs is affected to determine where updating is required. Proposals for reviewing programs may come from different sources: Socioeconomic Institute for Advanced Studies administration, teaching faculty, head of department, students, HEC related authorities, civil and non-governmental organizations, the collaborating universities, the target stakeholders, or the industry, or the SIAS programs advisory board.

Article 6: Review of the SIAS programs are done after every three years, or when it is determined that specific issues need solutions, as identified.

Four- Application, Admission And Registration Policies

Minimum Admissions Requirements

Article 7: The procedure and requirement for registration is set forth in the SIAS admissions policy.

Article 8: SIAS reserves the right to review or change the admission policy, as and when the need arises.

Article 9: All registered students will be issued with SIAS identify Cards (SIAS-IDs), valid for one academic year. No student shall be allowed in campus without a valid ID card. No student is allowed to attend lectures, do any practical work or use any of the institution's facility/property, unless he/she is recognised as a registered student.

Article 10: As stipulated in the SIAS admission policy, cases of falsification of documents, or giving any false or incomplete information shall lead to the automatic cancellation of admission/registration, without any compensation of fees. Legal actions may also be taken against the culprit. A student found to have presented falsified documents shall lose his/her place in the institution, and shall be dismissed any time, as and when this discovered. The student might, at the distinction of the SIAS senate lose all achievements, or awards attained from SIAS at the date of the discovery.

Article 11: The SIAS council (the senate) may refuse students permission to renew registration in any Department, School, or Centre if they are deemed to be unable to profit from further study, or if they have:

- (a) Failed 75% or more of the modules (modules) for which they have been registered for two consecutive years, irrespective of the number of credits so far obtained towards the certificate or diploma or final degree.
- (b) Failed to complete their studies within seven years since registering for the programme for the first time.

Article 12: The SIAS Council (Senate) may, after the semester assessments in any academic year, cancel students' registrations for the remainder of that academic year, and may refuse students permission to renew registration in any Department, School, or Centre if the students are unable to satisfy, by the end of the academic year, the minimum requirements of study prescribed by the Department, School, or Centre in which they are registered, and if they are not completing, will not be registered for more than one module in the semester following the semester assessments.

Article 13: Except with the special permission of the Senate, a student who has been excluded on account of failure to satisfy the minimum requirements of study prescribed for in one Department or Institution or School may not be admitted to any other Department, School, or Centre of the Institution. A student may not be registered for more than one postgraduate certificate or diploma or degree at the same time, without the permission of the SIAS Council (the Senate).

Five- Academic Calendar, Time Tabling And Lecture Attendance

Article 14: There shall be an academic calendar prepared by the registrar and approved by the SIAS Council (senate), which shall define the duration and major activities of the SIAS in a year and in line with the requirements of the HEC.

Article 15: Annual calendars must be prepared at least two years in advance, but may be modified as required by specific needs.

Article 16: There shall be a time table prepared by the Head(s) of Department(s) in close collaboration with the Registrar. Time tables must be published at least two weeks before the beginning of a semester.

Article 17: Students are responsible for ensuring that there are no timetable clashes in their proposed curricula.

Article 18: A candidate for a postgraduate certificate, diploma or degree must attend the modules, do the projects to the certification of the department which are prescribed for that certificate, diploma or degree.

Article 19: The student attendance to lectures, projects, program labs, practical sessions, seminars and assessments is mandatory. A strict monitoring shall be observed and students who fail to attend at least 80% of project participation shall be automatically denied access to completion.

Article 20: Candidates may be required to devote to the curriculum for a postgraduate certificate or diploma or degree normal period specified in the academic policy and curriculum document.

Five - Programs of Study

Article 21: programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. As a 'specialised institution' and in reference to the *law No 010/2021 of 16/02/2021 & the Ministerial Order No 001/MINEDUC/2021 of 20/10/2021*, all SIAS programs will include either internship/technical training and other elements on the project which a student must complete to the satisfaction of the examiners.

Article 22: Details of the SIAS programs and modules available to students, the program requirements, methods of tuition and assessment shall be published annually.

Article 23: all SIAS programs will have projects and will include a substantial period of project attachment, achieving a project pass will be part of the requirements for progression/graduation. This period is graded and counts towards grade-point averages, honours classification or the award of distinction.

Six - Completion of Modules/Program

Article 24: Candidates for a postgraduate certificate, diploma or degree must comply with all the requirements set by the SIAS governing board and approved by the SIAS council (the Senate). These requirements are defined in each program curriculum and detailed syllabus.

Article 25: All SIAS programs will be defined by level and credit value. The level of a program is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved. Levels descriptors are given in the Rwandan National Qualifications Framework.

Article 26: Only one level may be assigned to a program, although there may be occasions when it may be possible for some or all of the content to be delivered in common for programs at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate program code numbers.

Article 27: In conformity with the philosophy of the SIAS and the set standards by the postgraduate board, in conformity with HEC standards, module shall normally be assessed by the students' projects their initiative in inspiring the communities and giving solutions to existing challenges.

Article 28: A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules will normally be taught within a single semester but may stretch across two semesters within a single academic year.

Article 29: There shall be a module description (syllabus) for every module approved by the SIAS Council (the Senate), which includes the following: Department, title, code/reference number of the module /module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module /module, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinized and approved at the postgraduate advisory board level and shall have been available to the Validation Panel which advised on the approval of the Program.

Article 30: The syllabus for module description may include the pre-requisite and/or co-requisite modules, and the program specifications. In certain cases, the program leader may prohibit certain combinations of modules.

A 'prerequisite module' is a module for which a student must have obtained credit / passed before undertaking another specified modules.

A 'co-requisite module' is a module which a student must take in conjunction with another module within a single level. A 'prohibited combination module' is a set of two or more modules which may not be taken together within the same programme.

Article 31: The 'grade for a module' is made up and is part of the grades for continuous assessments. The grades are weighted and distributed as approved in the Programme Specification and intent. All assessments, module and

programme marks shall be presented in the SIAS senate meetings and considered like projects that have certain quality control and assurance.

Article 32: all student attendance of designated lectures, practical sessions, seminars, workshops, labs (practical field work), structured exercises, set reading, self-directed study, and assessments (preparation and writing) is mandatory. All students must participate in the continuous assessment which at the minimum shall include project assessments and assignments per module. A Strict monitoring shall be observed. All SIAS students are obliged to respect instructions designed for a given program, failure to respect such instructions may lead to the disqualification of the students.

Article 33: Except where otherwise provided for in a Department, School, or Centre or where in exceptional circumstances the SIAS Council (the Senate) waives this requirement, a student may not:

- (a) Undertake a second or subsequent module unless they have obtained credit for the prerequisite of that module/module; or
- (b) Take assessments in more than one program of SIAS during his study in the same semester.

Article 34: Subject to any exceptions approved by the SIAS Council (the Senate), a student must have obtained a minimum number of credits in the projects done before progressing to the next level.

Seven- Academic Freedom

Article 35: SIAS believes in promotion of academic freedom. Academic freedom involves freedom in teaching and discussion, freedom in carrying out research, labs and projects without commercial or political interference; freedom to disseminate and publish one's research findings in collaboration with the institute; freedom from institutional censorship, including the right to express one's opinion publicly about the institution or the education system in which one works; and freedom to participate in professional and representative academic bodies.

Article 36: Staff and students must exercise Academic freedom in a manner that meets a school member's professional and ethical obligations to students, to the SIAS and its reputation and to the general public good. However, genuine academic freedom also comes with the responsibility to respect the democratic rights and freedoms of others.

Article 37: The department member is a member of a learned profession, a member of the community, and a representative of the SIAS program. When department members speak or write as members of the community, they are free from institutional censorship or discipline, but they are expected to remember that the public may judge the profession and the institution by their utterances.

Eight- Assessment Policies

THE RATIONALE

Article 38: The purpose of this section of the academic policy and procedures is to achieve coordinated and consistent assessment practices in SIAS. It sets out

the principles underpinning the management of project assessments which is a key pillar in the realization of institution started objectives. The integrity of assessment process is central to both quality of learning experience and integrity of the process. This requires properly structured assessment management procedures which are clearly spelt out as to leave no doubts or guessing.

THE POLICY FRAMEWORK

Article 39: The SIAS framework of the assessment policy rests with assessment process principle which encompasses the following:

- a) Managing the assessment process, in such a way as to minimize extraneous sources of confusion and uncertainty.
- b) Creating a conducive assessment environment in which SIAS postgraduate students are able to concentrate, reflect, and generally demonstrate what they have learned from the different socioeconomic programs philosophy.
- c) Willingness of everyone involved to respect the SIAS rules of conduct and to accept certain responsibilities, and do so in a consistent manner.

ASSESSMENTS

Article 40: the assessment of the SIAS modules and programs shall be based on both exams, and project based.

Article 41: the purpose of assessment is to measure the achievement of the intended learning outcomes (ILO's). The form(s) of assessment for any SIAS module shall be appropriate for this purpose.

Article 42: Modules are assessed by module work, as for example assessment of projects or assignments, are carried out during the teaching and learning weeks and then feedback sessions are provided before the final period of the project ends.

Article 43: students will normally receive feedback on their grade of the assessed project and performance within three weeks of the due date or at least a week before the next piece of assessed work on the same project, whichever is earlier. Copies of assessment with grades are kept in electronic archives, if hardcopies are not possible, during a period 3 years. Claims from students are acceptable within 3 weeks after receiving of grading/marks.

Nine- The Processing Of Assessments

INTRODUCTION TO ASSESSMENTS

- Article 44:** no member of academic staff shall assess a student with whom he or she has a close relationship, nor shall he or she be a member of an assessment Board in considering such students grades. Where this bars a Dean or a Programme Leader from a particular Board, a substitute shall be appointed by the Dean or Deputy Vice Chancellor Academic, as appropriate. Members of staff are required to excuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.
- Article 45:** almost all modules shall be assessed based on exercises, exams, and projects basis. The grades shall be provided based on the solutions provided and the community engagement
- Article 46:** the grade for a module is made up of the grades for continuous and final assessments, weighted as approved in the program plan and its specifications. All assessments, for modules and program marks shall be finally presented as percentage scores.
- Article 47:** Subject to any exceptions that approved by the SIAS Council (the Senate), the student may not be admitted to any assessment if he or she has not satisfactorily attended at least 40% of the registered module and this may apply or include workshops, lectures, lab projects as stipulated in the module syllabus, and has satisfactorily performed the learning activities.
- Article 48:** Based on the module coordinator, a certification for attendance or pass may be sent via the Heads of Department to the Registrar immediately, confirming that the student has successfully completed the minimum requirements of the module.
- Article 49:** subject to any exceptions approved by the SIAS Council (the Senate), certification/notification of satisfactory completion of the minimum requirements of the module valid only for the assessment of the semester in which it was issued. In the case of students who do not return to the Institute in any year for reasons of sickness, accidents or financial constraints the Head of Department concerned may extend the certification/notification accordingly, provided the interruptions of study does not exceed three academic years.
- Article 50:** A student, before being admitted to any project that leads to an assessment of post graduate, certificate, diploma or degree shall pay such fees as may be prescribed in each case.
- Article 51:** The Heads of Department in which the module/the program under assessment is delivered shall ex-officio, act as chief examiner; provided that they may, with the permission of the SIAS Council (the Senate), delegate their assessment duties to any member of the faculty of their department.
- Article 52:** A candidate whose work or progress is considered unsatisfactory may be required to withdraw from the Institution, as per the SIAS Council (the Senate) or the Board of the appropriate Department, or to repeat any part of the module before admission to an assessment. Failure in an assessment,

including a session or semester assessment may be regarded as evidence of unsatisfactory progress.

Ten- Projects

Article 53: Except where specified in the program documentation, projects and on this postgraduate program, be it a certificate, a diploma, a masters or a PhD are an integral and compulsory part of the SIAS programs. They must be delivered by the time specified.

Article 54: any SIAS module or degree project shall consist problem investigation, compilation or experimentation, making some contribution to knowledge and practical problem solving in the relevant discipline. The project calls for actual or physical field participation. Projects are expected to be at the forefront of knowledge in their discipline or area of practice unless otherwise stated in the program specification. The projects shall be like the student's original initiative in attaining problem solutions.

Article 55: students shall be assigned a supervisor, or a mentor for the module or the degree project.

Article 56: students who fail the project of a module or a program will be deemed to repeat the project. Failure to pass the project requirements for the second time; may drive SIAS senate committee to award the student an MPhil for PhD registered students, or a postgraduate diploma for the MSC registered students.

Article 57: The maximum length of study at SIAS is 18 months for full-time MSc programs and five years for PhD program full-time students. For MSc Part-time students it might extend to 4 years depending on the students commitment to Modules per semester, and for Part-time PhD students it might extend to a period of 7 years.

Article 58: no student shall be allowed to extend his/her length of study much more than it is designed for on the same program, unless there are valid reason approved by both the department and the SIAS senate.

Article 59: unless the contrary should appear from the context of the provisions of this policy document, the assessment team may require a student to present themselves for viva voce, in addition to the projects prescribed.

Article 60: The **Pass mark** for all **Socioeconomic Institute For Advanced Studies (SIAS)** project's will be 70%. Students scoring less than 50% on any project shall be regarded to have failed that.

Article 61: SIAS Council (the Senate) through the Examiners' Board may grant permission to a student who has missed assessments as may be the case, to have a **Special Assessments**. Special assessments may only be permitted under the following strict conditions:

- (a) The full cost of such assessment is paid by the candidate.
- (b) The candidate must have a genuine or grave cause that made him/her unable to do or finalize the projects for assessment.

Article 62: the SIAS Council (the Senate) shall be the final authority in deciding the result of an assessment. It may delegate this responsibility to the Examiner's

Board that receives and analyses results for presentation to SIAS Council (the Senate).

Eleven - Results

Approval of Results

Article 63: The Academic Registrar will be in charge of Assessments and shall direct all departments, centres, schools or any such relevant academic unit to hold a departmental, school or centre assessments board to deliberate and approve, at their level, the results of assessments of particular semester and submit detailed report and minutes to the Academic Registrar who will have to report to the SIAS Council (the Senate) for further analysis and approval.

Article 64: SIAS Council (the Senate) is the supreme body that approves all results of SIAS and authorizes their publication as the official results. SIAS Council (the Senate) reserves the right to reject the results submitted to it by the lower boards if it deems it appropriate to do so on the basis of depth and satisfactory analysis or lack thereof. Such rejected presentation of results must be re-submitted to SIAS Council (the Senate) within a week for further consideration and approvals.

Twelve - Publication Of Results

Article 65: subject to any exceptions approved by the SIAS Council (the Senate), the results of assessments for all modules shall be arranged in a manner as prescribed by the Senate or in its behalf. The Academic Registrar and or Assistant registrar in charge of Assessments and Results shall publish the result at most one working day after SIAS Council (the Senate) approval is obtained. All duly published results shall be sealed appropriately by the Registrar as Institution's official results.

ASSESSMENTS 'RESULTS VERIFICATION' AND 'RE- ASSESSMENT'

Article 66: the SIAS Council (the Senate) may permit a student to have a re-count and re-check of all marks, calculations and transcriptions of marks in respect of the assessment in any particular module, on payment of the prescribed fee. Reasons for such a request must be clearly stated in the Results Complaints Form.

Article 67: In exceptional situations SIAS Council (the Senate) may permit students to have their scripts re-examined on payment of prescribed fees. In exceptional situations, SIAS Council (the Senate) may permit relaxation of this rule.

Article 68: The result of the re-assessment and/ or re-count shall supersede the result of the original assessment. Thus a student who applies for a re-assessment may be awarded a lower mark and thereby forfeit any advantage (e.g. permission to accorded a special assessment) accruing from the original mark.

Article 69: Re-assessment of scripts and/or re-count and re-check in repeat assessments is not permitted.

- Article 70:** Institution assessments shall be conducted under the control of the Registrar or such other officer of the Institution as the Registrar may appoint.
- Article 71:** The examiners for SIAS assessments shall be appointed by the SIAS Council (the Senate) in the manner it shall prescribe.
- Article 78:** Every SIAS thesis viva assessment shall be conducted by a Board of examiners headed by the DVC-Academics, which shall consist of one or more examiners appointed from outside the institution, in conjunction with one or more of the lecturers in the subjects under assessment. All the examiners may be appointed from within the SIAS, provided that at least one of them had no part in teaching the candidates the subject or subjects under assessment.
- Article 79:** External examiners shall be entitled to such honoraria as the SIAS Board of Directors shall prescribe.
- Article 80:** The Registrar shall have power to issue instructions, notes or guidelines to candidates and examiners of SIAS assessments, as he/she shall deem appropriate and proper. The instruction shall focus on maintaining efficient and effective conduct of assessments.
- Article 81:** A candidate who deliberately absents himself/herself from an assessment or assessments without compelling reasons may at the discretion of SIAS Council (the Senate) be discontinued from the Institution.

Thirteen - Right To Appeal

Article 82:

- (a) Except where unfair assessment, wrongful computation of marks or grades or other like irregularity committed in the conduct of any SIAS assessment found to be alleged, no appeal shall lie in respect of any such assessment on any other ground.
- (b) Any student or candidate aggrieved by a decision of the SIAS Board Examiners may appeal to the SIAS Council (the Senate) for reversal or moderation of the decision of the board.
- (c) Any appeal made shall be lodged with the board of the appellant's department. The department shall forward the appeal to the Board with observations and recommendations regarding the appeal.
- (d) Any member of the appellant's department, Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the board over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's department, or answering queries, as the case may be, and shall otherwise be absent from the Board session considering any such appeal.
- (e) Appeals shall be lodged directly with the Registrar who is the Chief Assessments officer, who shall forward them to the SIAS Council (the Senate) with observations and recommendations thereon.
- (f) Any person who has been involved at any stage in the processing of a case of alleged commission of an assessment irregularity whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Board session considering any such appeal.
- (g) In this policy, "the processing of a case" includes reporting or prosecuting of, or collecting evidence for, or giving evidence in, or making a decision on or in relation to the case.

APPEAL FEE

Article 83: All appeals shall be accompanied by an appeal fee decided by the SIAS Council (the Senate).

- a. The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals: provided that the SIAS Council (the Senate) may prescribe from time to time different rate of the fees.
- b. The same rates or any other rates approved as relevant organs shall be charged or any further appeals or applications for review of appeal decisions.

Article 84: The Academic Registrar shall be the custodian of assessment and the assessment report after the candidate completes the programme.

CHEATING

Article 85: Cheating of any variety is a serious disciplinary offence and may render the student liable to failing a project assignment or assessment, failing a module, failing a Level or temporary or permanent exclusion from SIAS. The fabrication of projects or labs results, practical or observation data, research, or exam, or any attempt to obtain copies of unseen assessments 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 any assessment is regarded as cheating. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

Article 86: A student who helps or conspires or colludes with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 87: Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Program must be notified in writing as quickly as possible and in all cases within seven days of the cheating being detected, and evidence must be provided to support the charge.

Article 88: If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to the Dean and DVC- Academic 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 89: A Committee set up of the Dean, the originator of the charge, the Head of Department and another senior academic of the department shall consider the evidence and the student's reply, decide on the basis of cheating allegations and recommend to the SIAS Council (the Senate) council a penalty in provision with SIAS's governance policy.

Article 90: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the DVC (academic). The DVC (academic) shall have two days in order to constitute an ad-hoc committee to sit on ground of appeals. The afore said committee may increase initial penalties if its on conviction that there is serious allegation to consider against the appellant.

Article 91: If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

Article 92: In conformity with HEC, cheating subsequent offences shall always be punished by temporary or permanent exclusion from SIAS, according to the gravity of the offence. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

Article 93: When students fail a project, he or she shall given the chance the possibility of resubmission. When the students given chances for corrections, they shall be given a specific time as per the level and the depth of the work or the corrections needed.

Article 94: 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.

TRANSFERS/EXEMPTIONS

Internal Exemptions

Article 95: Subject to approval by SIAS Council (the Senate) a student may transfer his/her studies from one Department to another, in which case the student may be exempted from re-doing the same module in the second department.

Credit Transfers

Article 96: Students seeking transfer/entering SIAS from other institutions must present an attestation from their institution before being considered for admission.

Article 97: Candidates seeking transfer from other HLIs, who have attended the other institutions for a period of less than one academic year, must meet the general admission requirements defined by SIAS Admission Criteria and the specific Department requirements, where applicable.

Article 98: The HLI from which a candidate wants to transfer credit must be fully accredited by a recognized body in the country assigned to deal with such matters.

Article 99: Applications from candidates seeking transfers from other SIAS shall first be assessed by the department, where admission shall be considered based on its recommendation only. Exemptions for particular subjects may only be considered where the certified module outlines and the assessments for the equivalent module have been presented.

Article 100: Candidates wishing to transfer from other higher education institutions to SIAS shall apply for admission and credit transfer by the due date of applications for admission.

Article 101: Applications for admission and credit transfer should be submitted in writing to the office of the Academic Registrar, attaching copies of all required supporting documents as detailed on the application form.

Article 103: All applications shall be scrutinized by relevant committees before reaching the SIAS Admission Board for approval and where necessary, candidates aspiring to obtain midway admission may be required to write and pass all assessment papers of the year for which they are seeking exemption.

Article 104: Credit transfer can only be allowed if the most recent of such credits have been obtained within a period of not more than two years prior to the candidate's application to SIAS.

Article 105: Modules of the transferring student can be judged to be equivalent to SIAS requirements if they meet the following criteria:

- a) The module must be from a program of the same level or higher as that of SAIS.
- b) Module content must be at least 75% similar to that of the SIAS.
- c) Once a module has been accepted as being equivalent to a SIAS module as per the criteria, the module shall be given the same number of

credits as that of the module at SEIAS, regardless of the credits in the other higher education institution.

Article 106: To qualify for the award of SIAS degree, a candidate must meet the following:

- a) Have accumulated the minimum total number of credits defined by the module syllabus or the specifications of the program for which the award of a degree is being sought, or as defined by Rwanda National Qualifications Framework.
- b) Have undertaken at least 1/2 of the credit hours of the degree program at SIAS.
- c) If a module requirement is waived, another module must be substituted.

Fourteen- Grading System And Credits

Article 107: The marks awarded for each module shall be converted into grades before they are presented to SIAS Council (the Senate). The results transcripts shall show grades only. All marks shall be rounded off to the nearest integer. Below is the SIAS Conversion Table.

Marks	Letter	Grade Points	Standards	Grading descriptions
80-100	A	5	Excellent	Thorough knowledge of concepts and/ or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of the module, including participating in projects related to the module or the program.
70-79.9	B+	4	Very Good	Thorough knowledge of concepts and/or techniques together with fairly high degree of skill in the use of those concepts / techniques in satisfying the requirements of the module, including participating in projects related to the module or the program.
60-69.9	B	3	Good/ Satisfactory	Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Module, including participating in projects related to the module or the program.

Marks	Letter	Grade Points	Standards	Grading descriptions
51-59.9	C	2	Pass	Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of the module.
49.9-50	D	1	Marginal Pass	D": Marginal Fail
00-49.9	F	0	Fail	"F" Fail

NB: Each student shall earn credits for the modules specified in the program specifications upon obtaining at least the beyond satisfactory mark (i.e. 70%) in each module he/she has been assessed in. In other words, no credit shall be earned in a module in which a student has failed the assessment.

Fifteen- Classification Of Awards

Article 108: For purposes of the final classification of awards and where applicable, a five-point system shall be used in averaging the final grades. The classification of the awards will depend on the average percentage score or average point score (GPA) computed based on the credit hours of the module. The system of computing Grade Point Average (GPA) is defined by the following equation:

$$GPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where, c_i stands for the credit hours for a module m_i stands for the percentage marks for the module and p_i stands for the grade point score for the module, 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 under article 107.

Article 108: The final classification of the MSc and PhD postgraduate degree shall be based on the project performance of a student in all the modules done. The final score for the postgraduate Degree award shall be obtained by computing the GPA rounded to the nearest integer or two decimal points, respectively.

Article 109: The classification of the Degree award is based on the GPA as shown below:

Marks	GPA	Classification
80-100	4.4-50	First Class
70-79	3.6-4.39	Second Class Upper Division/ Upper Second Honours
60-69	2.8-3.59	Second Class Lower Division/Lower Second Honours
50-59	2.0-2.79	Pass

Article 110: The final classification for awards shall be as follows:

Marks	Classification
80-100	Distinction

70-79	Credit
60-69	Merit
50-59	Pass

Article 111: Degree certificates will be awarded after successful completion of the SIAS program project.

Sixteen- Certificates And Transcripts

Article 112: Official transcripts and certificates are issued by the Registrars' office. Transcripts are issued only at the written request of the student.

Article 113: Certificates bear the seal of the SIAS and the signatures of the Vice Chancellor and Deputy Vice Chancellor (Academic Affairs), besides the Founder or the Chancellor.

Article 114: Official transcripts bear the seal and the signature of Academic Registrar and the DVC (Academic Affairs). Transcripts and certificates may be withheld if the student has an unresolved obligation to the institution.

Article 115: All SIAS certificates and Transcripts shall bear serial numbers coded to provide extra security.

Seventeen - Requirements For Graduation

Article 116: students shall qualify for the award of a postgraduate certificate, diploma or degree only after accumulating the required number of credits specified in the Rwanda National Qualifications Framework.

Article 117: Candidates who fulfil all the requirements for the graduation shall be conferred with their degrees at an official graduation ceremony. A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

- a) Admission to the program
- b) Regular enrolment and attendance in the program
- c) Attaining the required satisfactory performance in the required assessments
- d) Discharge of all obligations owed to SIAS including payment of fees and return of all institutions' property including library books and having gone through clearance process.

Article 118: The graduation Candidates names shall be published in the official institution college graduation book released on the graduation day. Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Academic Registrar Office a duly filled and signed clearance form

Article 119: Original copies of the certificates and transcripts shall be made available for collection from the Academic Registrar Office, by individual graduates after graduation.

Article 120: In case of loss of the degree certificate or its copy, the institution may issue a copy on condition that:

- a. The applicant produces to the Academic Registrar, a Police Certificate confirming the loss, evidence that the loss had been adequately and publicly announced on the Radio or in a reputable newspaper with mass circulation with a view to its recovery in an official recognized form or manner in the applicant's home country or where the loss is believed to have taken place;
- b. A duplicate certificate shall be issued by the office of the Academic Registrar in consultation with the Dean of the relevant school and on the instruction of the office of the DVC-Academic, after payment of a fee to be determined by the institution;
- c. The replacement certificate will not be issued until a period of 6 months from the date of such loss has elapsed and the institution has been notified; except such replacement may be issued within a short period where there has been partial destruction of the original certificate or a copy;
- d. A duplicate certificate shall only be issued once the lost one is legally withdrawn and declared null and void;
- e. In the process of waiting for the above mentioned period to elapse, the institution may decide to issue a testimonial for applicants with urgent need and have fulfilled all other requirements mentioned in a), b), c), and d).

Eighteen - Rescinding Of A Degree

Article 121: The Institution may rescind any Degree, postgraduate Diploma, or certificate awarded to a graduate who, while registered in a particular program, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a Rescinded Degree or Diploma shall be communicated to all relevant parties.

Nineteen- Graduation Ceremony

Preparation of Graduation List

Article 122: The list of students whose names have been approved by SIAS Council (the Senate) from different schools/ Universities for the conferment of degrees and award of postgraduate diplomas are compiled by the academic and published in graduation booklets.

Article 123: The head of departments are called by the Dean of SIAS upon to proofread the draft to ensure that all the graduands' names and details are correctly spelt out and have been inserted in their relevant certificate places and on the transcripts. When all the proofreading is done, the registrar organizes for the production of the graduation booklet. These are issued to graduands on graduation day.

Twenty - Academic Dress

Article 124: All the graduands shall attend the graduation ceremony in a graduation dress, the dress shall be purchased from the Institution at a fee that shall be determined or varied by the finance office as the situation may require.

The Convocation

Article 125: The Convocation or Graduation ceremony shall be held at Socioeconomic Institute for Advance Studies main campus or at any such venue as may be determined by SIAS Council (the Senate) in consultation with the Board of Directors.

Article 126: All graduands are required to pay a compulsory graduation/convocation fee to be determined by the SIAS Council (the Senate) from time to time.

Article 127: Rehearsals for all graduands are conducted at Socioeconomic Institute for Advance Studies main campus one day prior to the graduation ceremony. During the rehearsal, all graduands must be formally dressed and in full academic dress. Seats for all the graduands are arranged labelled and reserved by respective departments, or centres.

Article 128: On Graduation Day all graduands are required to be seated by the specified time. No person shall be allowed into or out of the graduation square when the ceremony is in progress until the end of the ceremony. Movement and photography by graduands and guests should be limited during the ceremony. Each graduand must stand (or come forward) when the respective head of Department, or the Dean reads his/her name.

Article 129: The chancellor of the Institution performs the conferment of degrees and award of Diplomas or Certificates.

INTERPRETATION AND REVIEW OF SIAS ASSESSMENT POLICY AND PROCEDURES

Article 130: The SIAS Council (the Senate) shall be the final authority in the interpretation of the assessment policy and procedures

Article 131: The assessment regulations are subjects to review by the SIAS Senate, from time to time, as may be directed by the SIAS Postgraduate Programs Advisory Board. The Senate may alternatively seek authority from the Board of Directors to review the regulations, where it is deemed necessary. Any changes in assessment regulations shall in all instances be effective upon approval by the Board of Directors.

REVIEW OF THIS POLICY DOCUMENT

Article 132: The policy provisions in this document may be amended and improved as and when SIAS Council (the Senate) deems appropriate subject to advise from the governing board and to the approval of Board of Trustees and in line with the most recent developments by the regulatory authority (HEC) and or its successors or assigns.

VERSION CONTROL

Version Number	1
Prepared by	Dr. Mohamed Buhijji
Version Reference number	SP/4/2012
Description	SIAS Academic Regulation Policy
Policy owner	Socioeconomic Institute for Advanced Studies (SIAS)
Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/11/2022
Approved by	SIAS Governing Board
Date of approval	18/12/2022
Amendments	0
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 Buhijji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies

