



UMUTARA POLYTECHNIC

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STUDENTS HAND BOOK AND POLICY ISSUES

DISCLAIMER

The student handbook is intended to provide an overview of Umutara Polytechnic University (U.P.U) policies and Administrative procedures most likely to be of interest to U.P.U students. This handbook does not address all of the services available, or the policies and regulations affecting U.P.U students. If students have questions or concerns not addressed in this handbook, it is their responsibility to consult appropriate U.P.U staff, or the full text of policies and procedures available at all U.P.U campuses. U.P.U students are obliged to be familiar with policies and procedures affecting their activities. Failure to read policies and procedures will not be an excuse for non-compliance. U.P.U reserves the right to change, without notice, the services, policies and procedures of the college.

This handbook was prepared on the basis of information available at the time of writing. Information included herein is subject to change without notice or obligation of the students. The handbook does not pretend to be all inclusive but does address matters that students ask about the most and what causes the most problems if students are not aware of expectations made of them.

BACKGROUND

U.P.U was founded by the community of the former province of Umutara in 2004 to serve both Communal and National needs of Rwanda. Its academic staff is of an International standard with over half of them having PhDs from all over the world giving it both National and an International reputation.

LOCATION:

Nyagatare town, home to Umutara Polytechnic University and headquarter of Nyagatare District, is found in Eastern Province of Rwanda. It is a beautiful, fast growing town, with gently rolling hills endowed with pleasant climate all year round although summers tend to be rather hot. It is 40 Kilometers from the Rwanda – Uganda border, following the Kigali –Kagitumba highway, and is three hours drive from the capital city of Rwanda.

VISION

It is to contribute to sustainable development through knowledge based tools.

MISSION

It is to educate and enlighten its students through relevant and diversified skills.

Programs of study

U.P.U provides four undergraduate programs (5 Faculties) which are essential to the National needs of Rwanda: *Agriculture, Commerce, ICT, Veterinary Sciences & Technology.*





DISCIPLINARY ACTION POLICY

U.P.U exists for the purpose of providing students with wholistic education. It is assumed that students admitted to have accepted the education philosophy as outlined in this handbook and in other official documents of the University, has the responsibility and the disciplinary powers to insure its educational purposes through the setting of conduct and standards for its students. The welfare of the students, the community, and the University are regarded as primary in dealing with disciplinary matters. Also supports the civil codes of the state and nation, and in cases where a student is found in violation of the law, the University reserves the right to make additional disciplinary action.

Disciplinary action is not intended as mere punishment, but rather as an opportunity to evaluate attitudes, reveal underlying concerns, and correct unacceptable conduct. In order to protect each student's right U.P.U strives to provide adequate "due process" whenever a serious allegation is made. Therefore, procedures are followed when an allegation of a violation of University rules, guidelines, or directives is written and filed with the Dean of student services.

When the safety of a complainant or security of his/her property is in question, the University reserves the right to withhold his/her identity from the accused. Serious violations or series of repeated violations of the same manner will call into question the students membership in the University. As a result of such behavior, the students may lose his/her status as a student of U.P.U ie dismissal procedures may be applied.

The normal procedure for disciplinary action is outlined in this paragraph and is to be used to end inappropriate behavior, investigate a situation, and facilitate resolution of complaints involving misconduct on the part of a student or students. When misconduct occurs, the incident is reported to the relevant office to protect the rights of both the complainant and the respondent in a manner consistent with the University legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

SMOKING POLICY

Smoking is not permitted in any public places and any of the buildings on campus, including dormitories, classes, refectory Library etc.

ACADEMIC DISHONESTY POLICY

Academic dishonesty it is the official policy of U.P.U that all acts of academic dishonesty be reported to the office of the Vice Rector academic services by way of the Dean of the respective faculty within which the course is taught. Central records will be kept in the office of the Vice academic services to guard against repeated acts of academic dishonesty.

When academic Dishonesty act is suspected:

1. Review the evidence to ensure that there is sufficient evidence to warrant a charge of academic dishonesty.
2. If the student is unable to explain the discrepancies in satisfactory manner, move to the next step.
3. The faculty member may discuss the matter with the Dean of the faculty within which the course is taught, after such discussion, the faculty member may proceed with the filing of the report.

Forms of academic Dishonesty

Plagiarism:

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work, whether intentional or unintentional. When such words, ideas or data others are used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

Fabrication:

Fabrication is the intention use of invented information or the falsification of academic records, research, or other finding with the intent to deceive.

Cheating:

Is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that has not been mastered.

Academic Misconduct:

Is the intentional violation of University policies, by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test.

Confidentiality:

In accordance with provisions of the family education rights and privacy, any information related to an alleged violation of the University's standards or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty. It does not violate laws on confidentiality to discuss a case with the judicial affairs staff or the Dean.

HARASSMENT POLICY

Is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her membership in a particular group, and /or toward the relatives, friends, or associates of that individual, and has the purpose and effect of creating an intimidating, hostile, or offensive environment, unreasonable interfering with an individual's performance and /or otherwise adversely affecting an individual's employment, academic or other growth opportunities.

It is the Philosophy of U.P.U that every student and employee has the right to work, study and lives in an environment which is not hostile, offensive, or threatening. Environment as a university community is determined by the attitudes, beliefs and values of those who participate in the common quest for knowledge and understanding.

The U.P.U values cannot be reconciled with any form of harassment such as general, racial or sexual harassment of any type jeopardize the spiritual, emotional, physical and intellectual well being of all faculty, staff and students.

Procedures for registering a harassment complaint:

If a student experiences harassment from other students, co-workers or others, the student should make it clear that behavior is offensive and that he/she may file a complaint.

The student should take his/her case to one of the following levels; Guild president, Dean of Student affairs, Registrar, vice –Rector in charge of academic affairs, if the student does not feel comfortable taking his/her case to the one of the levels above, he/she should take his/her case to a trusted faculty or staff member who would then refer the case to the levels above. The name of the student filing the complaint may be kept confidential if he/she desires. The university forbids retaliation against anyone who reports any incidents of harassment.

Upon notification of the case, any level that has received the case will assign the case to 4 mutually agreed upon mediators and will confer with both parties and attempt to resolve the situation.

APPEAL

Students have the right to pursue the following lines of appeal:

Basis for Appeal:

Appeals will be reviewed on the following basis:

- Whether the decision was made contrary to existing U.U.P policies
- Whether information used to reach a decision was inaccurate or incomplete
- Whether the student was given insufficient opportunity to present his/her point of view
- Whether his/her rights as a student were denied.

Appeal filing procedure:

All appeals must be submitted in writing to the Dean of Students (DoS), Registrar and Vice Rector Academics (Vrac) within five school days after the specific disciplinary decision has been made. The appeal should state on which basis from the above list, the appeal is being made and should give specific information pertinent to the appeal. The committee will rule solely on whether or not the appeal is accepted or rejected. If the decision is to accept the appeal, the matter will be referred back to the same committee, copy of the committee's decision will be provided to the student appellant, to each member of the committee within three days to the appeals meeting. The Rector serves as the final appeal officer in all matters. If the rector is involved in the case, the vice rector academics will replace him/her.

SAFETY AND HEALTHY POLICY

All students should note that U.P.U is located in growing urban environment. As such, students and University personnel are not immune from potential dangers, theft, threat of bodily harm etc that exist in an urban environment. Please be advised that you should be constantly aware of your surroundings. If you leave the campus, pay attention to strangers and report any suspicious activity to a security any official security organ near you.

The U.P.U provides reasonable security to protect students and student property. However, you need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot and does not accept responsibility for property lost, damaged, or stolen. If you are a victim of theft, loss, or vandalism, you should notify your residence leaders, or the Dean of students.

Arrangements for local insurance (MITUEL) have been made. Illnesses and injuries should be reported to residence leadership and to the DoS as soon as possible. When you are ill or confined to a bed, you or a friend or a member of the residence hall leader may contact the food service manager to arrange for a sick tray from the Dining hall. Any resident, who has been transported from the campus in an emergency situation for medical treatment, should report the injury or illness to the residence leadership, or to the DoS as soon as possible.

RESIDENCE HALLS POLICY

On campus living should be an enjoyable and rewarding experience, one of the best ways to ensure a positive experience is to have mutual respect and consideration for others. All students are asked to consider the impact of their behavior on the lives of others before acting.



Friendship at the University can often last a lifetime, your active participation with and commitment to your neighbors is essential to both you and other community members. We want both your Nation and community to succeed and therefore, have trained staff and provided guidelines, policies and procedures to help you made the most of your residence hall experiences.

STUDENTS ACTIVITIES POLICY

Participation in activities is also a great and enjoyable way to make friends and experience. Students the world over at many different campuses report that becoming involved in campus life has proven to be beneficial for their success both academically and socially. Students who participate in collegiate activities tend to stay in school longer, earn better grades, enjoy their experience more and graduate earlier than students who do not participate. One of the advantages of attending university is the opportunity to try things you have not done before.



Years and Semesters

Students normally register for an academic year on either a full-time or part-time basis.

Each academic year is divided into two semesters each semester having fifteen weeks of learning, teaching and assessment –twelve weeks of teaching, a week of consolidation and two weeks of examinations.

Registration and Admission Policy

To be admitted to lectures or other teaching/learning activities of the institution or to examinations or other assessments, students must be registered on the appropriate programme.

To be admitted to the first year of an undergraduate programme it is necessary to have a Rwandan National Examination Certificate with a pass at the minimum level permitting entry to higher education or a qualification or other evidence of ability to study on the programme applied for considered equivalent. Applicants must also demonstrate sufficient competency in French and/or English to study at higher education level 1. Individual programmes may set requirements above the minimum level.

Students must register individually at Registry Services at the beginning of each academic year before the beginning of teaching. The dates between which students may register shall be advertised by Registry before the end of the preceding academic year.

Students requesting entry with credit transferred from another Higher Education Institution must do so by the 31st November of the year proceeding the academic year for which entry is sought...

A student's registration may be withdrawn at any time during the academic year by the Vice Rector Academic on the grounds of a serious omission or false declaration at registration or an absence without permission or justification of more than a month during the academic year.

For final registration a student shall present the following documents:

1. Original certificate awarded at the end of secondary school or its equivalent
2. Two certified copies of the certificate at the end of secondary school, or its equivalent
3. Two certified copies of identity card:
4. Four recent colored passport size photographs

For any other subsequent registration a student shall

1. Show proof of the registration and or tuition fee:
2. Fill in the required registration form:
3. Present two passport size photographs;
4. Show proof of funding for students not on Rwanda Government sponsorship.
5. One certified residence permit for the current academic year, for foreign students.

Every student shall pay registration fees and any other fees decided and confirmed by U.P.U management and council at the beginning of every semester. Failure to do this will not be allowed to sit for the final semester exams.

A student's card shall be issued to every registered student. This card shall show the owner's photograph and registration number and bear the signature of the registrar and U.P.U stamp.

This student's card shall be required for the library, class attendance, tutorials, practical, laboratory, examinations, restaurant, canteen and any other services provided by the polytechnic.

In case of loss of the student card, the student will be issued with another card on payment of such a fee as determined by the polytechnic.

A student's registration shall be cancelled and the student dismissed at any time of the academic year, for any of the following reason:

1. Serious omission or wrong statement at registration
2. Unjustified absence from the polytechnic for a period of one month or more
3. Theft or attempted theft when proved
4. Any serious case of indiscipline

Awards

Student may be awarded only one qualification following completion of a programme of study. In programmes who's validated Programme Specification stipulates that intermediate awards may be made at stages during the programme, each lower award shall be considered as voided by the achievement of a higher one.

PREPARED BY

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