

**SAINT JOSEPH INTEGRATED TECHNICAL COLLEGE**  
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**IMBANGUKANABIGWI**



***TOP PRACTICAL***

***SKILLS OUR GOAL***

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# **SJITC STUDENT ADMISSION POLICY**

***September 2024***

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### **1. Vision**

To be a regionally - engaged Rwandan Technical Institute delivering programmes of academic learning to the highest international standards, to be responsive to the needs of Rwanda and the Great lakes region.

### **2.SJITC Mission:**

- ✓ To equip students with advanced skills with a view to increasing manpower and capacity for national development.
- To provide consultancy services to the Government, industry, private sector and the community at large.
- To contribute to the cultural, civic and moral training of its students and to participate actively in the economic and socio cultural development of the country.
- To collaborate with other academic, professional, technical, and research institutions in and outside of Rwanda for educational and technological development.
- To make provision for the advancement, transmission and preservation of knowledge and to sustain intellectual life in Rwanda.
- To develop and promote close collaboration with the private sector and the community.
- To award degrees of the quality categories of the courses it offers and certificates concluding short period courses.

### **3. ADMISSION CRITERIA**

#### **3.1.ADVANCED DIPLOMA**

## **Article 1: Application Procedures**

The normal basic requirement for entrance to the advanced diploma program shall be 12 years of primary and secondary education in the areas of Science or technical options.

To be admissible, the candidate must have two principal passes in the subjects that are related to the option he/she is being registered.

Registration is mandatory at the beginning of every academic year. Failure to do so leads to SJITC student status loss.

All prospective students wishing to secure admission to SJITC on a full time or part time basis through direct application to the College, must apply for admission using the SJITC application form, which is available from the College and can be downloaded from its website. The completed application form, accompanied by certified copies of certificates and application fees as stipulated on the SJITC application form, must be submitted to:

### **The Office of the Registrar**

#### **Saint Joseph Integrated Technical College**

**B.P. 1330, Kigali, Rwanda**

**Tel: (+250)782306593**

**E-mail: [sjitic@yahoo.fr](mailto:sjitic@yahoo.fr)**

Where necessary, students who have completed their six-year secondary school education (or A levels) outside Rwanda and who wish to join SJITC must submit verification of equivalency to the Rwanda national education system from Rwanda Education Board (REB).

### **Entry profile in Civil Engineering/Construction Technology**

- ✓ TVET (Construction, Masonry, Road Construction, Carpentry, Building and Construction, Public Works, Land Surveying, Interior Design)
- ✓ Physics-Chemistry-Math (PCM)
- ✓ Mathematics-Physics-Geography (MPG)
- ✓ Physics-Economics- Mathematics (PEM)
- ✓ Mathematics-Economy-Computer (MEC)
- ✓ Physics-Economics- Computer (MEC)
- ✓ Mathematics-Physics-Biology (MPB)
- ✓ Mathematics-Chemistry-Biology (MCB)
- ✓ Mathematics-Physics-Computer Sciences (MPC)

- ✓ Electricity with principal pass in Mathematics

### **Entry profile in Information Technology**

- ✓ TVET (Networking, Software Development, Networking and Internet Technology, Multimedia, Computer system and Architecture, Computer Science, Computer Electronics, Hydropower, Electricity, Industrial Electricity, Telecommunication, Electronics, Electronics and Telecommunication, General Mechanics, Motor Vehicle Mechanics, Automobile Transmission and Control Systems Technology, Auto Electrical and electronics Systems).
- ✓ Office Management
- ✓ Accounting
- ✓ Physics-Chemistry-Math (PCM)
- ✓ Mathematics-Physics-Geography (MPG)
- ✓ Physics-Economics- Mathematics (PEM)
- ✓ Mathematics-Economy-Computer (MEC)
- ✓ Physics-Economics- Computer (MEC)
- ✓ Mathematics-Physics-Biology (MPB)
- ✓ Mathematics-Chemistry-Biology (MCB)
- ✓ Mathematics-Physics-Computer Sciences (MPC)
- ✓ TTC (Teacher Training Center)

## **3.2.BACHELOR OF TECHNOLOGY**

### **BACHELOR OF TECHNOLOGY in CONSTRUCTION TECHNOLOGY**

#### **Rationale**

This BTech curriculum at Saint Joseph Integrated Technical College is strategically designed to align with these national goals. It aims to produce graduates with a strong foundation in applied theories, design skills, and practical experience, equipping them to meet the evolving demands of the construction industry. The inclusion of specialized modules in Didactics, Sustainable Construction, and Advanced Structural Design ensures that our graduates are not only industry-ready but also capable of contributing significantly to Rwanda's Vision 2050 and the transformation goals outlined in NST2.

#### **Entry Requirements**

Eligible Candidate to this qualification should fulfill the following:

Having completed at least TVET Advanced Diploma in Construction Technology or any other Equivalent Qualifications from other Jurisdictions.

Having completed a minimum of 360 Credits from Advanced Diploma in Advanced Construction Technology or any other Equivalent Qualifications from other Jurisdictions.

## **BACHELOR OF TECHNOLOGY in INFORMATION TECHNOLOGY**

### **Rationale**

In response to the needs of today's technology-oriented and innovation-based economy, SJITC has identified a growing need for upgraded workforce qualification to meet the demand of expected Information Technology (IT) TVET enrollees and equip graduates with advanced hands-on skills such as critical thinking, problem solving, and managerial skills, which will contribute to increased competitiveness on a local and regional scale in the IT field. In this regard, the Saint Joseph Integrated Technical College (SJITC-Nyamirambo) is eager to launch a new Bachelor of Technology (BTech) in Information Technology program that will combine technological and innovative studies, preparing graduates to work at various senior management levels in the workplace.

### **Entry Requirements**

Candidates eligible to this qualification should have completed TVET Advanced Diploma in Information Technology or any other equivalent qualifications from other jurisdictions.

## **4. GENERAL ADMISSION CRITERIA**

### **Article 2: Closing date for Applications**

The Academic Year begins in October of each calendar year. The closing date for all applications shall be in September of the same year for which admission is being sought. All applications are subject to a selection process. Applicants will be notified as soon as possible after the above-mentioned closing date, whether or not their applications for admission have been successful.

### **Article 3: Midway admissions and transfer of credits (recruitment)**

Candidates seeking transfer from other institutions must present an attestation from their institution before being considered for admission.

Candidates discontinued for disciplinary reasons from other education institution shall not be allowed to transfer credits to SJITC.

Candidates seeking transfer from other institutions, who have attended the other institutions for a period of less than one academic year, must also meet the general SJITC admission requirements. The higher education institution 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.

Applications from students seeking transfers from other institutions of higher learning shall first be assessed by the department, and admission shall be on the recommendation of the Deputy Principal in Charge of Academic Affairs. Exemptions for particular subjects may only be considered where the certified course outlines and the assessments for the equivalent courses have been presented.

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

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

Where necessary, candidates aspiring to obtain midway admission may be required to write and pass all examination papers of the year for which they are seeking exemption.

Modules can be judged to be equivalent to SJITC modules if they meet the following criteria:

- a) The module must be from a program of the same level as that of SJITC;
- b) Module content must be at least 75% similar to that of the SJITC module.

***Other Admission Criteria***

- Admission to the College is based solely on merit and is dependent upon the number of places available within the department. Therefore, attainment of the minimum score does not necessarily guarantee admission. SJITC reserves the right to interview candidates before admission.
- Admission of students applying to the College are subject to availability of places and can only be considered if the College receives satisfactory evidence that the candidate has sufficient funds for the full duration of

the Training. Please note that the College is not yet able to assist any of its students financially nor is it in a position to consider applications for financial assistance from candidates who are seeking admission at the College.

- Students who have been discontinued from other higher institutions because of cheating in examinations or any other act of dishonesty shall not be considered for admission.
- Students with criminal records or who have previously been implicated with offenses of a criminal nature shall not be considered for admission.
- No student will be discriminated for admission to the College on any basis, be it gender, race, ethnicity, or HIV/AIDS status.
- Students discontinued from studies previously shall not be considered for re-admission.

#### **Article 4: Postponement of Studies**

Students may, with good reasons, be allowed to suspend studies for a maximum of two years. Such students shall be re-admitted into the semester of the same year of study where they left off at the expiry of the postponement period. However, in the event of a curriculum change during the time of suspension of studies, re-joining students may only join at the beginning of the 1st Semester, no matter at what point in the academic year they suspended their studies.

Upon a student's request to postpone his/her studies, and upon production of satisfactory evidence and documents supporting the request for postponement, permission to postpone studies/admission shall be considered by the Head of department after receiving recommendations from the Deputy Principal in Charge of Academic Affairs, and each case shall be considered on its own merit. Special circumstances for which postponement of studies/admission may be granted include:

- a) Health problems supported by a report from a certified medical practitioner;
- b) Serious social problems supported by relevant documents;
- c) Severe financial problems supported by a signed statement from the student.

A student who absents himself/herself from studies for more than four consecutive

weeks, without prior permission from the Principal, shall be discontinued from studies

by SJITC Management Committee.

A student who has been discontinued under the previous article may however, appeal against

the decision by addressing a letter of appeal to the Principal, who on study of the appeal shall present the case to SJITC Management Committee for decision.

**Article 5: Student de-Registration**

A student may be de-registered any time during the academic year due to one or

more of the following reasons:

- a) Omission, false declaration, impersonation or falsification of documents, at the time of registration;
- b) Non-compliance with the registration rules and procedures;
- c) Absence from the College for one or more months without justifiable reasons and without prior permission from the Principal.

De-registration of a student shall be done by the Deputy Principal in Charge of Academic Affairs, Pursuant to a decision to this extent by SJITC Management Committee.

**Article 17: School fees payment and reimbursement Fees Reimbursement**

- . The tuition fees are paid at the onset of the semester it relate to in accordance with the fees structure established by the Board of Directors. Students owing fees to the College are not allowed to attend classes.
- The tuition fees reimbursement to the student shall be done in case the student has spent not more than two weeks at the college after the beginning of the semester.

**Reverend Brother Pie SEBAKIGA**

**Principal**