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IMBANGUKANABIGWI
TOP PRACTICAL SKILLS OUR GOAL

STUDENTS HAND BOOK



September 2023

A WELCOME MESSAGE FROM THE PRINCIPAL OF SJITC

Dear Student,

On behalf of Saint Joseph Integrated Technical College(SJITC) community, we wish to thank you to have made a right choice of studying at SJITC and take this opportunity to welcome you with our warmest heartfelt feelings. This student guide book has been designed and elaborated to help you with all the necessary information you may need, and to ensure that you have the support you need to make your experience at SJITC the best it can be. This SJITC Student Guide Book will helping students to know the vision, mission, values, rules and procedures that govern the College. It highlights among others, the followings:

- Extract from SJITC Regulations;
- Extract from SJITC Manual procedures;
- Financial information;
- Academic Programs, etc

We recommend all students to refer most often to this students guide book and take many advantages available at SJITC. Your time at the College will be packed with new opportunities, adventures and challenges, and we hope that you will really enjoy your time here at SJITC. We wish you success in your studies.

May God bless you

Bro. Pie SEBAKIGA
Principal of SJITC

1. GENERAL BACKGROUND OF THE COLLEGE

1.1 Creation and Agreement

Saint-Joseph Integrated Technical College formerly known as Nyamirambo School of Crafts¹ came into existence as a Training Centre in 1970 and started with 15 students.

Its establishment was made possible by the joint efforts of the Josephite Brothers Congregation whose objective was a practical training in order to respond to growing needs of both the capital and the countryside, as the country needed average but fast technical progress. It was urgent to train qualified workers according to modern technical method instead of following the traditional on-the-job training method.

In 1993, the School -then called Institute Léon Paul Class- adopted the A3 level to its program.

The 1994 Genocide left the School ransacked but it reopened on 27/06/1997. On 25/06/1999 it was officially inaugurated by the Minister of Education, Emmanuel MUDIDI and was recognized as a private School on 03/09/2000.

The Ninth General Chapter of the Josephite Brothers Institute held in September 2001 decided that all Schools sponsored/managed by this Congregation must have Saint Joseph as patron saint; thus Nyamirambo School of Crafts (EMN) became Nyamirambo Saint-Joseph Technical School (ETSJ) and adopted A2 program in Public Works and Construction in 2002.

The School was officially approved by WDA (Provisional license to operate Ref. No WDA/143/10) for A1 program in April 2010 and thereby became Saint Joseph Integrated Technical College, SJITC. In April 2010, SJITC opened a department of Civil Engineering, whose first promotion will graduate in 2013.

Despite many challenges, Saint Joseph Integrated Technical College has made a significant progress and is today an essential partner of the Ministry of Education regarding technical options.

1.2 Fundamental Statements

Vision

To equip students with advanced skills with a view to increasing manpower and capacity for national development.

Mission

- To provide consultancy services to the Government, industry, private sector and the community at large.
- 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 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 develop and promote close collaboration with the private sector and the community.
- To award diplomas of the categories of the courses it offers
- To award certificates concluding short period courses
- To conclude bilateral cooperation agreements with various institutions in charge of education as well as other high national and international institutions of learning.

Core Values

Saint Joseph Integrated Technical College(SJITC)'s core values are follows:

- Excellence,
- Integrity,

- Professionalism,
- Teamwork,
- Diversity,
- Leadership,
- Responsibility and
- Innovation to guide the promotion of student learning and success.

SJITC's motto is "Top Skills Our Goal"

2. ACADEMIC AND PROFESSIONAL PROGRAMMES

2.1. Degree Programmes

SJITC offers Advanced Diploma in:

- *Construction Technology*
- *Information Technology*
- *Highway Technology*
- *Land Surveying Technology*

3. GOVERNANCE AND MANAGEMENT

3.1. Governance Structure

SJITC has a Board of Directors which the highest decision-making organ. Below the board are: Senate (the supreme academic organ of the College), Executive Management (the administrative organ of the College), and various

committees such as the admissions committee, Quality Assurance committee, School Council, Department Council, Finance committee, Library Committee, Research and Consultancy Committee, Students Disciplinary Committee, Staff Review Committee, Procurement Committee, ICT Committee, Marketing Committee, Safety and Security Committee.

3.2 Management Team

The day to day operations are entrusted to the Principal who is the Chief Executive Officer of the College. He is assisted in his work by a team of high calibre managers that include the Vice Principal in Charge of Academic Affairs and Research, Vice Principal (Finance and Administration), Academic Registrar, Head of Departments, Human Resources Manager, Director of Quality Assurance, Dean of students and a number of academic and administrative staff.

BACHELOR DEGREE PROGRAMME AND CURRICULUM

3.2. The Credit Accumulation Modular System of Learning (CAMS)

SJITC adopted Competency based curriculum since 2017. Under this system student's progress by Competency based training. They may graduate with different levels of exit awards depending on the number of credits accumulated. Upon accumulation of 120 credits in a year at the level of Certificate of Higher Education, students are promoted to the next level of Diploma in Higher Education, Advanced Diploma in Higher Education. Upon accumulation of 360 credits, students shall be awarded an Advanced Diploma in any relevant specializations.

3.3. The Programme Rationale

Different programs were introduced in cognizance of the fact that Rwanda lacks sufficient and qualified manpower in different specialized. The transformations and technological changes experienced by modern organizations are increasing the demand for professionals with qualified skills at all levels.

Our programs are designed to equip prospective professionals and technicians in different domain with basic knowledge, attitudes and skills in the generic areas and to add value to the organizations within which the candidates (will) work.

3.4. Duration of the study

Our programs are a *three academic year's* programme consisting of 360 credit hours. However, by operating a semester system SJITC is able to fast track and completes the study in three years.

3.5. Sessions of study

The programme is conducted as:

- Day program for regular students;
- Evening program for working people; and
- Weekend program for working professionals.

3.6. How will I learn?

You will learn through a combination of lectures, tutorials, problem based learning techniques and practical work. Workshop teaching in small groups is combined with your practical project work. Students will also be required to undergo intensive and rigorous field attachment (industrial training) culminating into project work in their area of specialty. The superiority of this project work will make these students qualify for the award with a bachelor with honours in his or her choose program.

3.7. The Curriculum Structure

PROGRAMME MODULE STRUCTURE: CONSTRUCTION TECHNOLOGY

Level	Class	Advanced Diploma in Construction Technology		
		Module Code	Module Title	Comment
LEVEL VI	Year 1 Semester 1	CCMOL001	Occupational and Learning process.	5 Credits
		CCMKN601	Ikinyarwanda cy'Umukangurambaga.	5 Credits
		CCMEN601	Pre-advanced English at the work place.	5 Credits
		CCMSH601	Safety and health activities.	5 Credits
		CCMCS601	Advanced computer skills.	5 Credits
		GENFM601	Fundamental engineering mathematics.	10Credits
		PHYPF601	Physics fundamental.	5 Credits
		CSTCM601	Construction materials.	10Credits
		GENBC601	Basic chemistry.	5 Credits
		CSTTD601	Technical Drawing.	5 Credits
		.Sub total		60 Credits
	Year 1 Semester 2	CSTDS601	Statically determinate structures.	10 Credits
		CSTSM601	Strength of materials.	10 Credits
		CSTSC601	Surveying in construction.	10 Credits
		CSTAT601	AutoCAD Software.	5z Credits
		CSTWS601	Water supply installation.	5Credits
		CSTMH601	Carpentry material hand tools and machines.	10 Credits
		CSTMW601	Masonry works.	10 Credits
		GENEM601	Engineering Mathematics.	10 Credits
		Sub total		70 Credits
		Total		130 Credits
	Year 2 Semester 1	CCMTM601	Team Management Skills.	5 Credits

		CSTMT601	Metal and Timber Scaffolding.	5 Credits
		CSMTIS601	Indeterminate Statically Structures.	10 Credits
		CSTAC601	ArchiCAD Software.	5 Credits
		CSTSD601	Sanitary Appliances Installation and Drainage. Systems.	5 Credits
		CSTTS601	Carpentry Timber Works.	5 Credits
		CSTFA601	Finished Activities.	10 Credits
		CSTSS601	Soil Stabilization.	10 Credits
		CCMTM601	Statically Determinate Structures.	10 Credits
		Sub total		65 Credits
	Year 2 Semester 2	CSTQC601	Quantity and Cost Estimates.	5 Credits
		CCMEE601	Engineering Ethics.	5 Credits
		CCMMB601	Manage Business Entity.	5 Credits
		CSTCS601	Design Concrete Structures.	10 Credits
		CCMRM601	Research Proposal.	5 Credits
		CSTIA601	Integrate Workplace.	30 Credits
		Sub total		60 Credits
		Total		125Credits
LEVEL VII	Year 3 Semester 1	CCMEN701	Advanced workplace English.	5 Credits
		CCMKN701	Ikinyarwanda cy'Umutoza.	5 Credits
		CSMME701	Monitor Evaluate and audit Business.	5 Credits
		CCMEM701	Workplace environmental Impact.	5 Credits
		CSTGE701	Basic Geotechnical Engineering.	10 Credits
		CSTEI701	Domestic electrical circuit.	5 Credits
		CSTSS701	Design Steel Structures.	5 Credits
		CSTTS701	Design Timber Structures.	5 Credits
		CSTPS701	Structural design software.	5 Credits
		CSTWT701	Basic welding techniques.	5 Credits
		Sub total		55Credits
	Year 3 Semester 2	CSTCM701	Construction Project Management.	10 Credits

		CSTIP6701	Insulation Principles.	5 Credits
		CSTHVAC701	Heat Ventilation and Air Conditioning.	5 Credits
		CSTFR701	Francais Intermediaire dans le Metiers.	5 Credits
		CSTRT701	Design of Foundation, Retaining Wall and Water tank structure.	10 Credits
			Industrial Attachment	30 Credits
			Final Year Projects	20 Credits
		Sub total		85 Credits
		Total		140 Credits
		Total Programme		395 Credits

INFORMATION TECHNOLOGY

Level	Class	Advanced Diploma in Information Technology			
		Module Code	Module Title	Comment	
LEVEL VI	Year 1 Semester 1	CCMOL601	Occupation and learning process .	5 Credits	
		CCMH601	Occupational health and safety programs.	5 Credits	
		CCMkn601	IKinyarwanda cy' Umukangurambaga.	5 Credits	
		CMFR601	Utiliser le Français élémentaire dans le métier.	5 Credits	
		CCMPR601	Professional ethics .	5 Credits	
		CCMMT601	Manage team management skills.	5 Credits	
		CCMMB601	Business management.	5 Credits	
		ITLCL601	Advanced computer literacy	10Credits	
		ETTFE601	Fundamentals of electronics	10 Credits	
		ITLFM601	Fundamentals of multimedia	10 Credits	
	ITLMC601	Computer maintenance	10 Credits		
		.Sub total		75 Credits	
		Year 1 Semester 2	GENDM601	Discrete mathematics	10 Credits
			ETTDE601	basics of digital electronics	10 Credits
			ITLDS 601	algorithm & data structure using C	10 Credits
			ITLSN601	Design, Configure and Administer Small Network	10 Credits

		ITLDB601	Design & develop database	10 Credits
		ITLDF601	Develop Front-end	10 Credits
		Sub total		60 Credits
		Total		135 Credits
	Year 2 Semester 1	ITLOJ601	OOP using JAVA	10 Credits
		ITLDF601	Backend development using JAVA	10 Credits
		ITLWN601	Design, Configure and Administer Wide Network	10 Credits
		ITLAL606	Linux Server administration	10 Credits
		ITLAD601	Database administration	10 Credits
		ITLBP601	Back-end development using PHP	10 Credits
		Sub total		60 Credits
	Year 2 Semester 2	CSTQC601	research proposal	10Credits
		CCMEE601	Administer Linux Server	10Credits
		CCMMB601	advanced web technologies	10Credits
		CSTCS601	Install & Operate IP Based devices	10Credits
		CCMRM601	Design, Configure and Administer Wide Network	10Credits
		Sub total		50 Credits
		Total		110Credits
LEVEL VII	Year 3 Semester 1	CCMEN701	Advanced English.	5 Credits
		CCMKN701	Ikinyarwanda cy'Umutoza.	5 Credits
		CSMME701	Monitor, Evaluate and audit Business.	5 Credits
		CCMEM701	workplace environmental Impact.	5 Credits
		CCMFR701	Utilizer le Francais intermediaire dans le metier	5 Credits
		ITLMC701	Python	10 Credits
		ITLSN701	Design and analyse IT Systems	10 Credits
		ITLAW701	Network security	10 Credits
		Sub total		55Credits
	Year 3 Semester 2	ITLUI701	UI/UX Development	10 Credits
		ITLDA701	API Development	10 Credits

		ITLIT701	Internet of things	10 Credits
		ITLIA701	Industrial Attachment Program	10 Credits
		ITLAL706	USSD Apps development	10 Credits
		CCMEM701	workplace environmental Impact.	10 Credits
		ITLDB701	advanced Web Technologies	10 Credits
		Sub total		70 Credits
		Total		125 Credits
		Total Programme		370 Credits

N.B Bachelor Degree candidate shall be required to successfully accumulate at least **360 credit** units of approved modules as well as project papers.

Assessment Pattern:

Component	Weighting%
CATS	
Formative Assessment(CAT)	50
Summative Exam(Main Exam)	50
Total	100

4. ADMISSIONS AND REGISTRATION

4.1. Admissions

4.1.1. Minimum entry requirement: SJITC admits to its Advanced Diploma programmes only students who have completed an Advanced General Certificate of Secondary Education and obtained at least a minimum of *two principal passes* or Equivalent Qualifications.

4.1.2. Guidelines for determine eligibility of students from other institutions to be admitted into Advanced Diploma program:

- Must have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education.
- The higher learning institution must be fully accredited by a body mandated to deal with such issues in the country where that higher learning institution is operating.
- The student should at least spent half modules at SJITC for him/her to complete his/her studies leading to the award of Advanced Diploma.
- The documents of the students shall be assessed by the Head of Department, Dean of School and the Academic Registrar from recommendations made by the admission Board members in order to determine the Modules and credits that have to be studied in order to accumulate the minimum credits required for one to complete an Advanced Diploma in a particular program and admission shall be made basing of the recommendation from the department.
- The Academic Registrar will issue an admission letter in such cases indicating the number of Modules to be covered by the Candidate and also allocating a registration number.
- The program to be upgraded in should be same or similar with the previous one.

4.1.3. Application procedures: The applicants are required to complete official application forms enclosing certified copies of secondary testimonials, copy of the National Identity Card, notarized copy of the passport in lieu of the National Identity Card (or for international students) and recent two passport size photographs. Applicants will be notified soon after the selection process is completed. Where necessary, SJITC deserves the right to interview the applicant. Students must ensure that the names and particulars provided on the application forms are genuine and shall not be arbitrarily changed except with permission of courts of law. Whatever information is provided shall appear on relevant academic documents and final Certificates and Transcripts.

4.1.4. Change of Admission Regulations: The College deserves the right to review or change the admission regulations without giving a prior notice.

4.2. Registration

4.2.1. New and Continuing Registration: Both new and continuing students must register their present with The College at the beginning of each semester. The registration shall be done within two weeks before the commencement of the semester. No student shall be registered after the deadline. Students failing to register before the deadline will forfeit their place of admission. SJITC management may demand for the original copies of the Academic and other important documents.

4.2.2. Registration fees: To register, students must show evidence from the Accountant that he/she has paid registration fees, caution money (for the new students), Student ID fees and at least 60% of the tuition fees.

4.2.3. Students' Identity Card: All registered students will be issued with ID cards. No student shall be allowed in the campus without a valid ID card. No student is allowed to attend lectures, do any practical work or sit for any examination or use any of the College's facility/property unless he/she is a registered student. Identity cards shall have a validity period of one year only.

4.2.4. Forged Documents: Cases of falsification of documents or giving any false or incomplete information shall lead to the automatic cancellation of admission/registration. Legal actions may also be taken against the culprit. A student found to have presented falsified documents shall lose his/her place in the College and shall be dismissed any time it is

discovered or She/he shall automatically lose all achievements (awards) attained to date of the discovery.

4.3. Credit Transfers

- 4.3.1. Possibility:** Students from others Institutions of Higher Learning (HLIs) in or outside Rwanda may on case by case be admitted and registered at SJITC on credit transfer arrangements.
- 4.3.2. Credit Transfers:** Students entering The College from another HLI as transfer students cannot transfer the grades they achieved elsewhere. However, The College will only transfer credits for courses that have a SJITC equivalent course/module as well as programmes into which the student is admitted.
- 4.3.3. Authority for Credit Transfer:** Any course to be accepted for transfer credit can only be considered by the Head of Department, School as an equivalent of a course/module in the student's programmes. An evaluation is then made of each course and a determination arrived at by the Head of Department, College based on clearly articulated standards (Transfer Equation). No more than half of the credits required for graduation at SJITC may be taken at another HLI.
- 4.3.4. Credit Transfer Payments:** candidates for credit transfers are required to study and be examined in and pay for all modules in preceding levels in which they had not accumulated credits in their former HLI.
- 4.3.5. Rights and Obligation under Credit Transfer:** Once admitted, transfer students shall be subject to the same regulations, rules and policies governing all students at SJITC, and shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.

5. FEES STRUCTURE AND PAYMENTS

5.1. Fees Structure

5.1.1. Fees common to all students can be obtained from the finance/academics offices.

5.1.2. Fees Variations: fees may vary between different cohorts of students as may be determined from time to time by management

5.2. Fees Payments

5.2.1. Tuition fees for each academic year are paid at the beginning of each semester.

5.2.2. New Students Fee payment: to register new students must have paid at least 60% of tuition fees as well as registration fees, guild fees and insurance.

5.2.3. No continuing student will be allowed in class without having paid at least 30% of the tuition fees.

5.2.4. Paying in instalments may be negotiated and obtained from Director of Finance and the beneficiary must sign the contractual agreement and must abide by it.

5.2.5. Modes of payment: to avoid risks of handling cash in the office and in transit to the bank, Tuition payments must be done through bank account with the following details:

Account Name: SJITC
Bank: Bank of Kigali
Account number: 100002230881

5.2.6. Non Refund of Fees: Under no circumstance, shall tuition fees paid be refunded.

6. CLASS ATTENDANCE AND COMPLETION OF MODULES

6.1. Attendance Percentage

6.1.1. Class Attendance: Students are urged to participate diligently in lectures, tutorials, exercises and examinations. This participation is compulsory. A student anticipating being absent from classes shall seek permission from the Head of Department. A student who misses classes for medical reasons shall submit within two days written evidence from approved physicians. The College full time classes start at 9:00 am up and end at 05.00 pm, part time classes start at 5.30 pm and end at 9.50 pm. Any student who fails to report for classes twenty minutes after the scheduled time will not be allowed in class.

6.1.2. Minimum Acceptable level of Attendance: To sit for examinations a student must have achieved at least 80% attendance in the module and semester.

6.2. Required Number of Credit Hours Per Level

All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, and depth of study and learner autonomy involved in the module. Levels descriptors are given in the Rwandan Qualifications Framework. (Certificate: 120 Credits; Diploma: 240 Credits; Advanced Diploma: 300 Credits; Bachelor Degree: 360 Credits and Bachelor's Degree with honours: 480 Credits).

6.3. Division of Learning Hours

Learning Hours and Course works are subdivided into lectures, seminars and workshops, laboratory (practical work), structured exercises, set reading, self-directed study, and assignments preparation and writing. The specific number of hours for each learning activity is defined in each module description form. Lecture hours vary between a minimum of 24 hours and 48 hours depending on the whether a module/course is 5, 10, 15 or 20 Credits.

6.4. Deferment of studies;

6.4.1. Student wishing to postpone their studies may be permitted only after production of satisfactory evidence giving reasons for postponement. Reasons supplied shall be considered on their own merits.

6.4.2. Students deferring studies must submit the "Deferment ". Upon resumption of studies such a student is required to

submit a "Resumption . Students who do not register their deferment may be required to pay tuition for the period they were away.

- 6.4.3.** Students may defer studies for only one academic year at a time and this may be formally renewed once depending on the gravity of the case. Thereafter, a student may be de-registered.

7. EXAMINATIONS AND EVALUATION OF LEARNING

7.1. Formative Assessment/Continuous Assessments

7.1.1. Composition of Continuous Assessments: Students' performance in all courses shall be assessed continuously throughout the semester. Such continuous assessments shall consist of tests, individual and group assignments as well as structured exercises provided by the lecturer.

7.1.2. Weights of Formative Assessment/Continuous Assessments: the weight of continuous assessment in every subject shall be 50% .

7.1.3. College examination shall be done at the end of every semester or module. All students are obliged to respect written Continuous Assessment Tests (CAT) and final examinations instructions, failure to respect such instructions may lead to the disqualification of the students.

7.2. Examinations

7.2.1. Period of Examinations: College examination shall be done at the end of every semester or module.

7.2.2. Examinations Instructions: All students are obliged to respect written final examinations instructions, failure to respect such instructions may lead to the disqualification of the students.

7.2.3. Pass mark: a minimum score of 50% (i.e. the total of Continuous Assessment Test and Final examination) is required for the student to pass a subject. Student scoring less than 50% in any subject shall be regarded to have failed in that subject.

7.2.4. Retaking a Module: if a student fails any module, he/she shall retake the module in a new semester or period when that module is being offered. A student retaking a module must attend lectures and obtain new continuous assessment marks. The student shall pay specific amount for the retaken module.

- 7.2.5. Absconding:** student who shall not appear for any College examinations without permission from the College shall be regarded to have absconded and shall repeat the semester. Those granted permission may, at the discretion of the Academic Registrar, be made to do special examinations. Also a student who absents himself/herself from studies for more than four weeks consecutively without prior permission from the College shall repeat the semester.
- 7.2.6. Release of results:** Final results shall always be approved by the Senate of The College and published within three weeks after the date of last examination in the semester. The College will withhold results of students with outstanding accounts of unpaid fees.
- 7.2.7. Appeals:** To appeal against examination results, the student must apply to the Head of Department concerned within two weeks after release of final results. Thereafter this appeal shall be processed only after paying an appeal fee determined by the College. This fee is non-refundable. Remark is applicable within one month after the official publication of the results. Remark is not allowed for Retake examinations.
- 7.2.8. Examinations Booklets and Answer Scripts:** Examinations Booklets are the property of the College and students are allowed to handle them only during examinations. The used answer booklets are stored in the archive for a maximum of two (2) years.
- 7.2.9. Examination time table:** The time table for the examinations shall be posted on the notice board at least three weeks before the date of first examination.

7.3. CAT and Final Examination Malpractices

- 7.3.1. Gravity of Offences:** Cheating or malpractices in CAT and Final Examinations of any form is a grave offence
- 7.3.2. Forms of Cheating:** Cheating in CAT or Final Examinations shall be understood to include any attempt on the part of the candidate to exchange notes, answers, copy from electronic device, written materials, talk or discuss examination question in the examination room or carrying out any other act that may be interpreted as gain of unfair advantage and breach of examination rules and regulations.
- 7.3.3. Role of Disciplinary Committee:** All cases of cheating shall be brought to the disciplinary committee. The disciplinary committee shall study case by

case and has final authority to take disciplinary measures found appropriate

7.3.4. Forms of Punishments: may include but is not limited to one or several of the following:

- a) The student may be suspended for a period ranging from one semester to two years (maximum possible on first offence).
- b) That particular examination the student is caught cheating or all the examinations of that session may be cancelled and the student is asked to repeat the entire examination(s) of the session under a new arrangement.
- c) That examination the student is caught cheating may be cancelled and the culprit is asked to repeat the course including, paying tuition fees for that course, writing Continuous Assessment Tests (CATs), assignment and final examination.
- d) The student may be warned in writing and/or counselled.
- e) The disciplinary committee can take any other measures not mentioned above which it finds appropriate depending on the circumstances of each case.
- f) If the student commits such offence the second time, he/she shall be dismissed or expelled for good from the College.
- g) Any punishment given, however heavy or light shall be accompanied by a warning letter.

7.4. The Examination Rules and Regulations

7.4.1. Publication: Examinations Rules and Regulations shall be periodically published through a circular. They are also spelt out on the examinations answer booklets and on examinations question papers and may be revised from time to time.

7.4.2. Examinations Attendance: All students attending the examination must sign the attendance list. If you do not sign the attendance list your script shall not be marked because signing attendance list is provisional evidence that you have attended and actually done the examination. There will be no basis for you to make a convincing claim if you have not signed the list. A signature put on a wrong list shall not be recognized for the purpose of providing evidence to confirm attendance.

7.4.3. Submission of Answer Scripts: If the invigilators discover and confirm immediately at the end of a particular examination that your answer script is not submitted, you shall be considered not to have done that examination regardless of your signing the examination attendance form.

- 7.4.4. Deception:** Student should not deceive the Academic Registrar or the exam supervisor by giving false or misleading information.
- 7.4.5. Unauthorized Materials:** Student is not allowed to enter the examination room with unauthorized materials such as books, notes, syllabus etc. Failure to do so is considered to be a cheating case.
- 7.4.6. Unauthorized Assistance:** a student may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during his/her exams.
- 7.4.7. Communication during Examinations:** communication between students is forbidden during examinations. A student is not allowed to talk or to exchange tools such as calculators, rulers, pens, etc. If he/she needs any assistance, simply he/she has to raise up his/her hand for the Invigilator's attention.
- 7.4.8. Invigilators Rules:** a student is required to comply with the exam invigilator's rules. Invigilators are obliged to report any cases of irregularity or improper conduct to the Academic Registrar.
- 7.4.9. Powers of Chief Invigilator:** the chief invigilator is empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam hall.
- 7.4.10. Unprofessional conduct:** a student is not allowed to engage in any other unprofessional conduct.
- 7.4.11. Leaving Examinations Rule:** Once the exam has started, a student is allowed to leave the examination hall only after the first 2 HOURS of the EXAMINATION has elapsed.
- 7.4.12. Writing on Question papers:** Students should not write on the question paper during the examination, they should use inner and outer covers of the examination booklet for all rough work. Any exception to this rule shall be provided for in the instruction section of the examination.
- 7.4.13. Unauthorized Dressing:** Students are not allowed to enter examination room with caps, coats, sweaters, overcoats or other top wears.
- 7.4.14. Body Search:** All students entering examination room shall be subject to body search and are thus called upon to cooperate in the matter.

7.4.15. Prohibition of Mobile Phones: Students should not enter examination room with mobile telephones.

7.4.16. Ending of Examinations: Once the time to stop is announced by the invigilator, students must not stand up until their papers are collected by the invigilators.

7.4.17. Penalties for non compliance: Failure to respect examination rules and regulations is an offence punishable.

8. STUDENTS PROGRESSION

8.1. Progression by Prerequisite and Programme

- 8.1.1. Students may not undertake a second or subsequent course/module unless they have obtained credit for the prerequisite of that course/module;
- 8.1.2. Students may not or take examinations in more than one programme of study in the same semester.

8.2. **Progression by Level:** Subject to any exceptions approved by the Senate, a student must have obtained a minimum number of credits in a lower level of before progressing to the next level.

8.3. **Progression by Credit Accumulation:** Examinations Candidates are required to accumulate at least 120 Credits before proceeding to the following level or year of study. SJITC operates on a semester system but, depending on consultation with stakeholders, conduct three semesters (semester) in a year to fast track students' progress by utilizing the holiday period, provided the rules of prerequisites are respected. When a student fails a paper, he/she has to wait until it is offered again before s/he is allowed to progress provided s/he has not accumulated the required number of credits.

8.4. **Repeating a year:** A student in the second academic year who fails more than four modules in the main examinations (whether accumulated from the first year or failed them in second year) must retake and pass all the courses failed before s/he is allowed to progress to the third academic year. Such a student must attend at least 80% of the lectures, obtain new Continuous Assessment Tests (CATs) and sit for final examinations. Such a student is required to pay retake fees for all the modules/course failed.

8.5. **Exceptional Progression:** Except with special permission or approval of the senate upon recommendation of the academic board of the Department, no candidate shall be allowed to repeat any year of study on grounds provided that:

- (a) A candidate who has not accumulated all the Credit Units failed less than five course/modules in the year, but only once, be allowed to carry over into the next level or academic year such number of failed courses/modules;

- (b) When internal Department, examination regulations permit or require, a candidate who has failed in a prerequisite semester course or courses may be allowed to repeat such a course(s) during the academic year to enable him/her to proceed with the rest of the programme in that year.

8.6. Exit Award

- 8.6.1.** A Student who has accumulated the required number credits at any particular level and who wishes to terminate his or her study at that point for any reason may be awarded an exit award appropriate for that level.
- 8.6.2.** To qualify for an award, the cumulative total number of Credits – as defined by the Rwanda Qualifications Framework - must be achieved.

9. RESEARCH PROJECTS AND INTERNSHIPS

9.1. Final Year Research Projects

- 9.1.1. Obligation:** All final year students are required to undertake a detailed research project and submit a report before s/he is allowed to graduate.
- 9.1.2. Weighting of Research Projects:** A research project shall be weighted at the equivalent of at least two modules and shall be supervised by a competent lecturer and the report evaluated by at least two examiners.
- 9.1.3. Duration for Research Projects:** The project work shall be spread over two semesters of the final year of the degree course. After the end of the first semester of the last year of study, candidates must submit progress report of the work done during the semester. The final project report must be submitted to the Head of Department through the Supervisor at the end of second semester.
- 9.1.4. Failure of the project report:** a candidate who fails the project work will be allowed to repeat it and pay full tuition fees for each repeat.

9.2. Internships/Industrial Attachments

- 9.2.1. Obligation of Internship:** each student in the final year of study is required to undertake an industrial attachment or internship and submit a report.
- 9.2.2. Supervision of internship:** each student on internship shall be assigned a supervisor to monitor and evaluate progress.

10. SUPPORT SERVICES

10.1. Library Services

10.1.1. Accessibility to Library Services: SJITC Library services are reserved only to the following people:-

- a) Registered student at SJITC
- b) Permanent or Part time Academic staff of SJITC
- c) Academic and Scientific Researchers from other Institutions with a prior permission from the Library Management
- d) Outsiders with permission from Library Management

10.1.2. Registration for Library Use: No person shall borrow books from the Library until he or she has signed and renewed a **Library Card** agreeing to abide by the Library Regulations. It is the responsibility of the borrower to ensure that the address given on his or her registration/Library card is up to-date.

10.1.3. Materials that Cannot be Borrowed: The following reference documents cannot be borrowed;

- a) Dictionaries, Journals, Magazines, Newspapers, references and other documents which are identified as such by a special mark.
- b) Periodicals
- c) Thesis or memoirs
- d) Works bound in several volumes
- e) Other precious documents or deemed to be so by the Library.

10.1.4. Theft or Damage to Library materials: theft or theft attempt or damage of the library document shall result in suspension of the use of library resources for ever plus a fine equivalent to the value of document attempted to steal or damage. Failure to pay the fine, a guilty person shall be suspended from The College for one academic year. In case of the second offense, the offender shall be dismissed from The College forever.

10.1.5. Conduct in Library Hall: Every library user must maintain silence, not use of mobile in any way, and not wear hats. There shall be no smoking nor eating or drinking in the library. Bags, briefcases shall be kept outside the library at the users' risk. Users are advised not to keep valuable items in bags or brief cases. On leaving the library, users may be checked where necessary.

10.2. ICT Services

10.2.1. Availability of Computer and Internet Services: SJITC has internet connection enabled computer laboratories for use by students for lectures, individual study and research. Students with laptops may also access internet services using the SJITC wireless networks broadcast over the SJITC compound.

10.2.2. Rules and regulations for use of Computers and Laboratory: Students are required to abide by computer laboratories rules and regulations published by the ICT department. For instance drinking and eating in the laboratories are completely prohibited. No liquid may be brought into the laboratory. SJITC prohibits the viewing of pornographic materials on its campus.

11. COMPLETION OF STUDIES AND CLASSIFICATION OF DEGREE

11.1. Completion of a degree Programme

11.1.1. Content Requirement: A student is considered to have completed studies if s/he has successfully studied and passed all the modules required by the programme and accumulated the required 360 credits and met all obligations of the College and is now eligible for graduation.

11.1.2. Duration for Completion of a degree programme: the maximum number of years for completion of a degree programme is 3 years. Students who fail to complete their studies within this timeframe shall be discontinued and awarded a lower qualification (e.g. certificate or diploma) if they so merit it.

11.2. Classification of Advanced Diploma Degrees

11.2.1. A student who qualifies for the award of a degree shall be placed in one of the following classifications based on the final average obtained from all modules undertaken during the study.

Marks (%)	Degree classification	
80-100	First Class	A
70-79	Second Class Upper Division	B
60-69	Second Class Lower Division	C
50-59	Pass	D
Below 50	Fail	F

12. GRADUATION

12.1. Eligibility for Graduation

- 12.1.1. Requirements:** Candidates who fulfil all the requirements for the graduation shall be conferred with their degrees at an official graduation ceremony. 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: admission to the program; regular enrolment and attendance in the program; attaining the required satisfactory performance in the required examinations, and discharge of all obligations owed to The College including payment of fees return of library books, etc.
- 12.1.2. Graduation Clearance:** All candidates for graduation must obtain total clearance from the registrar's office, department and school, Finance department, library, and ICT using official clearance forms. During this time they should ensure that all details related to their transcripts are correct and valid.
- 12.1.3. Publication of Names:** Only candidates whose names appear in the graduation book shall be awarded degrees, diplomas or certificates. They appear on a list of students approved by senate.
- 12.1.4. Convocation Fee:** All graduation candidates are required to pay a compulsory graduation/convocation to be determined by the Senate from time to time and pay for transcripts, degrees, diplomas or certificates.

12.2. Rehearsals for all graduation candidates

Rehearsal shall be conducted at SJITC one day prior to the graduation ceremony.

12.3. Collection of Certificates and Transcripts

To collect a degree, diploma or a certificate, a graduate will be required to present to the office of the Academic Registrar a duly filled and signed clearance form.

13. GENERAL CONDUCT

13.1.1. Official names of the students: For the purpose of the College, students shall be known by the names as appearing in the registration form and official documents submitted during registration.

13.1.2. Change of names: a student wishing to change names may apply to The College and if The College is satisfied that legal requirements have been met, student shall be officially allowed to use the new name(s).

13.1.3. Class/Examination boycotts: Class or Examination boycott or attempt to boycott is strictly prohibited. Disciplinary measures shall be taken against any one (individually or a group) guilty of boycott. A person or group of persons who may be discontented with the class conduct by a lecturer or examination conduct are allowed to present their grievances in writing to the Deputy Vice Chancellor (Academic Affairs), who will present the case to senate for assessment and appropriate actions there on.

13.1.4. Procession and demonstration: Any student or students wishing to organize a procession/demonstration within the College shall request in writing to the College authority, stating the purpose of the procession/demonstration and the names of the organizers. The general instructions to students during conduct of approved procession/demonstration shall be issued by circulars from time to time.

13.1.5. Disciplinary offenses: General disciplinary offenses shall include the following:

- a) Conduct which does or is likely to cause damage, defamatory or violence to person or person's property within the College
- b) Act or conduct which is likely to obstruct or frustrate the holding of any lecture, class, meeting, functions or any lawful activity organized by the College
- c) Using force against, or striking a fellow student, staff or any other person inside or outside the campus
- d) Intentionally damaging or destroying an College property
- e) Theft committed within The College where a student charged is convicted
- f) Unauthorized possession of a key to The College property
- g) Refusal or failure to comply with a lawful order or directive issued under The College regulations or issued by any competent authority of the College

- h) Use of abusive, slanderous, obscene or threatening language by any student against fellow student or staff of the College in course of performance his/her duty
- i) Forging a document or making a false document or perpetrating forgery with the intention to cause loss to any person, or College or any other external entity, whether in cash or otherwise
- j) Failure or refusal to abide by the ruling, decision or penalty imposed by disciplinary authority or any other competent authority of the College
- k) Forming or establishing unauthorized student groups which are likely to cause disunity and/or disorder at the College or in the wider community
- l) Without derogating the right to freedom of expression, wilful writing of defamatory literature or uttering insults or obscene language by any student(s) against another student(s) or staff of the College
- m) Rape, indecent assaults or sexual harassment of whatever form and kind
- n) Mismanagement and /or embezzlement of student's organizations fund established under the auspicious of the students organizations in accordance with the relevant provisions of the student's organizations constitutions for the time being in force.
- o) Harassment and bullying are prohibited at SJITC. Students and staff have a legal responsibility to ensure a conducive working environment and a working environment which is free from unlawful discrimination. Everyone has a responsibility to respect the feelings and sensibilities of others in the institutional setting, and to behave in a way which does not cause offence.

13.1.6. Public Functions: Any student or students wishing to organize a Public function within or outside the campus shall request in writing to the College authority, stating the purpose of the function, date, time and place of the function, and the names of the organizers. The general instructions to students during conduct of approved public function shall be issued by circulars from time to time.

13.1.7. Correspondence: All official correspondence by students to public or other official bodies both within and outside the country shall be channelled through the Vice Chancellor or his representative.

13.1.8. Publications: Any intention to produce a student publication within the College must be made only after getting a written approval from the College authority.

- 13.1.9. Consumption of Drugs, Alcohol and Smoking:** It is strictly prohibited to smoke within the campus. Any student gets drunk either within the campus by voluntary consumption of an alcohol shall be guilty of an offense. It is an offense for a student to consume, cultivate or peddle narcotic or other drugs recognized by law within or outside the campus.
- 13.1.10. Collection of money:** Permission to make any general collections of money other than fees for recognized and registered organizations or clubs must be obtained in writing from the College authority. Students are encouraged to ask for licenses of other valid authority of any collector who comes from outside the College.
- 13.1.11. General morality;** Public nuisance or immorality contrary to good morals of our Rwandan culture is prohibited and punishable.

14. INTERPRETATION AND REVIEW OF RULES AND REGULATIONS

14.1. Misinterpretation of the rules and regulations:

14.1.1. Where the dispute arises due to the interpretation of the examination rules, the Senate of the College shall be the final authority to the ruling.

14.2. Review of the Regulations

14.2.1. These rules and regulations are subject to review from time to time as may be determined by the senate.

We wish you fruitful stay at SJITC.

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IMBANGUKANABIGWI
TOP PRACTICAL SKILLS OUR GOAL

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