

PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)



STUDENT REGULATIONS AND DISCIPLINARY PROCEDURES



**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)
OFFICE OF THE VICE CHANCELLOR**

P.O. Box 619 Butare Rwanda- Phone: (+ 250)788310 811

Web site: www.piass.ac.rw Email: vice.chancellor@piass.ac.rw, fathebu@yahoo.fr

1. HISTORICAL BACKGROUND OF PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES

The institution which later on became the Protestant Institute of Arts and Social Sciences was founded in 1970 by mainline protestant churches that were operating in Rwanda. The institution was then called “Ecole de Theologie de Butare: ETB” (Butare School of Theology). In 1990, it was upgraded into Faculty of Protestant Theology of Butare (FTPB) which got official accreditation in 1993 by the convention No 1552 of 09 December 1993. In the same year, the convention No 1554/09.2/01/02 acknowledged the degrees delivered by the FTPB.

In the aftermath of 1994 genocide against the Tutsi in Rwanda, the founders of the institution, in the collaboration with the FTPB national and international partners deployed a lot of efforts to help FTPB resume its activities in such a way that specific needs of a recovering society could be met. In that perspective, a so-called Special Program was launched in 1995 and lasted till 2001: three successive intakes of students have been trained over two years and educated in contextual and practical theological training through those kinds of crash courses. The graduates of the Special program were awarded with Diploma in Protestant Theology. As of 1999, the FTPB returned to the ordinary four years’ program of Hon. Bachelor’s degree in Protestant Theology.

In 2009, the FTPB grew up and was supplemented by two new Faculties: The Faculty of Education (FED) and the Faculty of Development Studies (FDS) within the new framework of “Institut Protestant des Sciences Humaines de Butare (IPSHB)”. Those two new fields have been chosen based on the experiences and expertise acquired by Protestant Churches in Rwanda. In 2010, the French name was changed to Protestant Institute of Arts and Social Sciences (PIASS). The new Institution (PIASS) has been respectively accredited by the Ministerial Order no 09/11 of November 2009 licensing “Institut Protestant des Sciences Humaines de Butare (IPSHB)” and the ministerial order n°29 of 19/07/2010 recognizing the Institute under the new name of Protestant Institute of Arts and Social Sciences (PIASS).

1.1. PIASS Philosophy

PIASS holds the view that faith and science are indispensable tools for any society to survive and harness moral obligation of people to creatively improve the socio-economic environment in which they can survive and realize their potential. This can only be achieved through a well-conceptualized educational and scientific package through which everyone must rightfully experience and acquire the tools to facilitate this philosophy.



1.2. PIASS's Statement of Faith

PIASS affirms the following as fundamental to Christian belief, practice, and behavior.

1. The Holy Scriptures of the Old and New Testaments, as the written Word originally given by God through revelation to humans, are inspired, true, and entirely trustworthy in all that it intends to teach, and have supreme authority in all matters of faith and conduct since they contain all things necessary for salvation.
2. There is ONE GOD, eternally existent in Three Persons: Father, Son, and Holy Spirit.
3. God is the Creator and Sustainer of the world and of life thanks to His universal sovereignty over all that He has made in heaven and on earth.
4. Our Lord Jesus Christ, incarnated God, was conceived through the Holy Spirit and born of the virgin Mary, true God, and a true man without sin. His bodily resurrection, His ascension, His present mediatorial work, and His personal return in Power and Glory to judge the living and the dead remain a firm source of our hope for the present and life to come.
5. The Holy Spirit, one of the persons of the Trinity, witnesses to Christ, regenerates, and sanctifies us. His indwelling enables us to witness and serve the Triune God and humankind through different spiritual gifts and talents.
6. Man and woman were created by God in His image, free and responsible to choose good or evil. By sin, human beings were corrupted in their nature and were separated from their Creator.
7. Salvation for humans remains the work of God, accomplished through Jesus Christ's expiatory death and bodily resurrection. In His grace, God justifies the sinner through faith alone.
8. The unity of all those who, through believing and confessing that Jesus Christ is the Son of God and the Saviour of the world, form a community of children of God, the Church, the Body of Christ of which He is the Head.
9. The bodily resurrection of all the dead, the final judgment, and the establishment of the eternal kingdom of Christ.

As a Church-owned institution, PIASS's overall conviction and calling are to build a world in which



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the love of God for His creation and that we have for one another is visible and lived in concrete experiences. To stand firm in its faith and succeed in its mission, the following commitments and strategies are set as safeguards:

1. PIASS is committed to reading, teaching, and preaching the Holy Scriptures in their plain and canonical sense through an in-depth analysis, and to applying their message.
2. PIASS is committed to promoting Ecumenism within it and among Protestant Churches in Rwanda and beyond as an opportunity and strategy to affirm our Christian witness and fight against separatism, destructive fundamentalism, and any form of extremism.
3. PIASS is engaged in the ministry of reconciliation and search for peace within surrounding communities, in the Rwandan society, and in the Great Lakes sub-region.
4. PIASS is committed to supporting initiatives likely to improve the living conditions of communities.
5. PIASS is committed to supporting the weakest among us and to building healing communities where everyone finds a place.

1.3. PIASS Vision

“To be a reference university, fostering knowledge development and research that is relevant for the society and inspired by Christian ethics and values.”

1.4. PIASS Mission

“To provide Society and Churches with well trained personnel who are inquisitive, solution oriented, committed and equipped with intellectual tools that enable them to meeting specific needs of societies that are moving to a global, modern and pluralistic world.”

1.5. PIASS Moto

Fides et Scientia (Faith and Science): By this moto, PIASS assumes that faith and science are interwoven to ensure the quality of life.

1.6. PIASS Objectives

PIASS as Higher Learning Institution has the following objectives:

- To develop practical and applicable knowledge in social as well as economic development.
- To impart a high quality teaching enabling creation of employment and that proves relevant to communities is close to reality, helpful for the society at large.
- To contribute to the positive transformation of society using short teaching and training, research, consultancy and projects and respect to ethical dimension.



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- To contribute to local and national sustainable development by promoting scientific and technological research as well as research for integrated development.

1.7. Principles and values

Being a Protestant institution of Higher Education, PIASS ethical values are grounded in its statement of faith.

- **Liberation:** As the Gospel of Christ liberates from all human alienations here and now, bearing witness to it cannot go without running social dialogue with the society and serving the poor.
- **Relevance:** Higher education plays a key role in construction and development of a just, equitable and stable society through the training of committed, responsible and professionally competent citizens.
- **Unity in Diversity:** Open and respectful exchange of ideas along with evidence-based documentation is essential to higher education contribution to a pluralistic society.
- **Effectiveness and efficiency:** Finding out the optimal and cost-effective way to reach objectives, in changing environment and limitation of resources and keeps on being result and solution oriented.
- **Quality Service Delivery:** Training, research, and services to both national and international communities must be qualitative and competitive.
- **Innovation:** Teaching and learning processes are considering changing needs of churches and society and therefore programs are continually assessed and improved accordingly in a spirit of creativity and entrepreneurship at all levels.
- **Responsibility:** Teachers, students and administrative staff, to achieve their job, are expected to make decisions, act upon their choices, delegate and report openly.
- **Solidarity:** Promoting a gender balanced culture and stressing on the needs of disadvantaged groups.
- **Collaboration:** Fostering team spirit and looking for win-win partnerships with other institutions of higher learning.
- **Transparency:** Managing resources of the institution in a rigorous and transparent manner.
- **Good Governance:** Fairness, equity without discrimination, clear delegation and decentralization are adopted at all levels of the institution.



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- **Prayerful life:** Prayer as a conversation with God and a means for self-examination can bring about a sense of inner peace, spiritual refreshment, and more commitment to sever God, fellow humans, and the whole creation.
- **Hard work:** The necessity for hard work is not only a way to attain prosperity and wealth for oneself and society, but it also remains a calling to fulfill the mandate given to human beings to take care of creation and fructify it in a sustainable way.
- **Equality and Inclusivity:** All members of the PIASS community are equal. We believe in a fair and respectful manner so that each member of the PIASS community has an equal opportunity to contribute to the University's operations. We promote the safety, security and wellbeing of society and our environment by acting in accordance with the University's equality and diversity policy.

2. STUDENT DISCIPLINARY REGULATION AND PROCEDURE

1.1 Scope of Procedures

The Student Disciplinary Regulation and Procedure applies to registered students of PIASS at all times whether the alleged misconduct takes place on or off PIASS premises. This covers not only misconduct off campus whilst engaged in formal PIASS activities such as placements, field trips or sports tours, but misconduct in any other locations or settings, including on social media, which brings the PIASS's reputation into disrepute. Misconduct within PIASS Students' Union will normally be dealt with through the Union's own procedures. Exceptionally, and after liaison with the representative of the Union, such misconduct may be subsequently referred to PIASS Secretary be dealt with through this Regulation and Procedure.

Students studying for PIASS awards at partner institutions fall under the remit of their partner or host institution's disciplinary procedures unless otherwise agreed. Should a student from a partner institution be accused of misconduct whilst studying on PIASS campus the misconduct will be considered under this Regulation and Procedure.

At enrolment, all students enter into a contract with PIASS and to formally accept the Regulations, Codes and Procedures of the PIASS, which includes the Student Disciplinary Regulation and Procedure.

In the interests of fairness, no single incident of misconduct for any individual student shall be



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considered concurrently under more than one set of PIASS Rules or Regulations.

1.2 Definition of Misconduct

The following list is indicative (but not exhaustive) of the type of offences which would constitute misconduct:

Conduct which disrupts the academic, administrative, sporting, social or other activities of the PIASS.

Conduct which obstructs any student, member of staff or visitor to PIASS from going about their legitimate business in the PIASS.

Failure to disclose personal details to a member of staff of PIASS or persons acting as agents for the PIASS, in circumstances in which it is reasonable to require such information to be given.

Violent, indecent, disorderly, threatening, aggressive, intimidating, defamatory, derogatory or otherwise offensive behaviour or language, however expressed (including via social media), towards any student, member of staff or authorized visitor to the PIASS. sexual, racial or any other form of harassment; sexual misconduct; offences against the Code of Practice on Freedom of Speech; serious breaches of PIASS Ordinances or Regulations relating to the use of PIASS facilities, including, for example, computing, library and accommodation facilities; damage to, or defacement of, PIASS property or the property of other students or staff, caused intentionally or recklessly. Theft, misappropriation or unauthorized removal of any property owned or leased by PIASS or property belonging to a student, member of staff, authorized visitor to PIASS or any other individual during the period of the student's registration; this includes copyright and intellectual property; action likely to cause injury or impair safety on PIASS premises, including misuse of safety equipment and infringement of safety requirements; behavior that uses or attempts to use fraud, deceit or dishonesty in relation to PIASS or its staff or in connection with holding any office in PIASS or in relation to being a student of the PIASS; this includes falsification or misuse of PIASS records including certificates or academic awards and false pretences in connection with academic attainments or financial awards; behavior that jeopardizes or damages the good order or the reputation of the PIASS; failure to comply with a penalty previously imposed under these procedures or failure to comply with any reasonable instruction relating to discipline issues; interfering with or intimidating witnesses in disciplinary proceedings



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and/or breaching the confidentiality of the disciplinary process; making frivolous, vexatious and/or malicious allegations or complaints; offering or giving money, gifts or any other advantage to any employee of PIASS with the intention of inducing that employee to perform his/her job improperly or of rewarding that employee for performing his/her job improperly.

3. AUTHORITY FOR DISCIPLINARY ACTION

- ✓ Under PIASS Statutes, the Vice-Chancellor has responsibility for the good order of PIASS and may suspend or expel any student from PIASS subject to the student's right of appeal. The Vice-Chancellor may delegate the responsibility for implementation of disciplinary procedures to other staff in PIASS (except for expulsion or the authority for temporary suspension pending investigation which may be delegated as set out in 6.1 and 6.2 below).
- ✓ All members of staff of PIASS including any person acting as an agent of PIASS are empowered to take such action as may be necessary to prevent or bring to an end any contravention of this procedure. The incident will be reported at the earliest opportunity, directly to the relevant Dean or Director. All incidents will be reported in order to ensure that a transparent, consistent and equitable process.

4. GENERAL PRINCIPLES

As members of PIASS community, all students are expected to conduct themselves with due regard for its good name and reputation and in accordance with the following agreed PIASS values:

- Encouraging participation and openness;
- Encouraging creativity and innovation;
- Supporting academic freedom and respecting the right of expression of diverse points of view;
- Providing equal opportunities for all staff and students to achieve their full potential;
- Applying the best ethical standards in everything we do;

Students are required to comply with current PIASS Ordinances, Regulations, Policies, Procedures and Codes of Practice at all times including those related to PIASS Accommodation. Matters relating to Academic Misconduct will be dealt with under the relevant regulations.

The Student Disciplinary Regulation and Procedure are intended to provide a clearly formulated and impartial process for dealing with allegations relating to student misconduct within a



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reasonable timescale in accordance with the rules of natural justice.

All conclusions at any level of investigation will find an allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is culpable for the misconduct.

If two or more students are thought to be involved in the same incident of alleged misconduct, the decision may be taken to hear their cases together.

In cases where the student's conduct causes serious concerns about their welfare, the Health, Wellbeing and Fitness to Study Policy may be used as an alternative to Student Disciplinary Regulation and Procedure.

A student may not usually be granted an award, obtain certification of an award or attend a graduation ceremony whilst a case of alleged misconduct is still in the process of being dealt with under these procedures. Any requests for this principle to be waived shall be put to PIASS Secretary for approval.

Any incidents of alleged misconduct which may have a bearing on a student's Fitness to Practice or which raise questions about their suitability to be placed on a professional register after qualification may be considered under the Fitness to Practice Regulations. The decision to hear a case under the Fitness to Practise Regulations can be made at any stage of the Procedure by the person presiding over the relevant stage of the Procedure. Exceptionally, a case may be referred to the Fitness to Practise Regulations at the conclusion of the Student Disciplinary Procedure.

It is implicit in this procedure that if a minor incidence of student misconduct occurs this will initially be discussed informally with the student in order to effect immediate constructive remedial action prior to the instigation of any formal disciplinary procedure.

No person who has had any previous involvement with any proceeding stage of the case shall be involved in any capacity at a later stage.

5. MISCONDUCT THAT IS ALSO A CRIMINAL OFFENCE

In cases where the alleged misconduct would also constitute an offence under criminal law, the



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action taken by PIASS will depend upon the nature of the alleged misconduct.

In situations where the potential criminal offence has been committed against PIASS (e.g. theft of PIASS property), PIASS shall have the discretion to refer the matter to the police. This decision will be taken by PIASS following an evaluation of the facts of the case.

In situations where the potential criminal offence has been committed against someone other than the PIASS, PIASS shall normally allow that person to decide whether or not to report the matter to the police; where the individual is a member of PIASS community (e.g. staff or student) and they wish to make a report to the police, PIASS will offer support to do this.

Normally, where an individual indicates that they do not wish to report a matter to the police, PIASS will comply with that decision. However, exceptionally, PIASS may decide to report an alleged offence to the police contrary to the wishes of the individual affected. This decision will be made by PIASS and will only be made in cases where the disclosure is necessary to protect the reporting person (or others) from harm or to prevent a further offence from taking place. In making this decision, PIASS will take into account any potential harm that the unauthorized disclosure may cause to the individual and any such decision should be explained to the individual concerned so that they understand what is happening and are prepared if and when the police make contact.

In cases where;

A member of PIASS community decides not to report the matter to the police. If the police decide not to investigate the offence may be dealt with under the Disciplinary Procedure (in the case of 5.5 i) above, the individual concerned may decide that they wish the matter to be dealt with in this way rather than reported to the police, notwithstanding the PIASS's exceptional authority to refer the matter to the police anyway, as outlined in 5.4 above). In such cases, PIASS will deal with the alleged offence as misconduct and not as criminal offences and, will be based on the balance of probabilities.

In the case of all matters reported to the police, no action (other than suspension as outlined in section 6 below) shall be taken until a decision on whether or not to investigate and/or prosecute has been taken.

PIASS may rely upon any finding of guilt or liability made against a student in any criminal and/or civil proceedings for the purpose of taking action against the student for misconduct under the



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procedure but only if and to the extent that the finding relates to that misconduct.

Where a student has been sentenced by a criminal court in respect of misconduct, the sentence imposed shall be taken into consideration when determining any sanction for that misconduct under the procedure.

Where a student has been convicted and a custodial sentence has been imposed the matter will be considered by the Vice-Chancellor who has the authority to expel the student. The Vice-Chancellor will be advised by PIASS Secretary, or nominee, who will report on the relevant facts including police and other reports. The student has the right to appeal such a decision by setting out in writing to PIASS their case for consideration. The appeal will be considered by a lay member of PIASS Council, who may communicate with the student and relevant colleagues as required. The decision of the lay member of Council is final and represents a completion of procedure.

6. SUSPENSION PENDING INVESTIGATION

In cases of great urgency, particularly where the safety of others is perceived to be at risk, the Vice-Chancellor is empowered to suspend a student with immediate effect (this includes suspension from any placement or related activities). A record of the reasons for the decision shall be kept. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor (Operations) or the Deputy Vice-Chancellor (Academic) is empowered to authorized suspension.

A student against whom a criminal charge is pending or who is the subject of a police investigation may be suspended by the Vice-Chancellor (or in the absence of the Vice-Chancellor, the Deputy Vice-Chancellor (Operations) or Deputy Vice-Chancellor(Academic)) pending the conclusions of the police investigation and /or any criminal proceedings. PIASS recognizes that although suspension in such circumstances is designed to be a neutral act, it can have serious consequences and may cause disruption to a student's study. Such a step will therefore only be taken where the risk level is deemed to be high and/or where advice has been received by the police on the matter.

A suspended student may be wholly or partly prohibited from entering PIASS premises and from participating in PIASS activities. Suspension may be subject to conditions and



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qualification, such as permission to take an examination. Conditions imposed on a student may include a prohibition on contact with either the individual who has reported the alleged behaviour and/or witnesses to the alleged event(s) in question.

Suspension pending investigation is a precautionary neutral act in the context of the eventual determination of whether an allegation is subsequently found to be proven or not proven. Its purpose may be, for example;

- To ensure that any alleged victims of acts or potential witnesses or other evidence are not subject to interference;
- To avoid any repetition of the circumstances which led to an allegation;
- To ensure the safety and wellbeing of PIASS community;
- To prevent any potential disadvantage to the suspended student (e.g. where presence on campus may be prohibited because of bail conditions).

The suspended student is entitled to make a written representation to the Vice- Chancellor against suspension within five working days of notification and the Vice- Chancellor shall issue a response to any such representation within five working days;

The Vice-Chancellor shall re-assess the suspension at least every four weeks;

In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor for Academic is empowered to respond to representations from suspended students and/or reassess suspension.

7. THE PROCEDURE

7.1 Initiation of Procedure

The Procedure shall be initiated when an allegation of misconduct is brought against a student. The allegation shall be brought to the attention of the relevant Head of department or Head of Service, who shall normally hold a preliminary interview with the student before deciding whether any further action shall be taken. The Head of department or Head of Service may dismiss the allegations immediately if they believe that there is no case for the student to answer.

If the Head of department or Head of Service determines that there is a case to answer, they will



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determine how the matter is dealt with. Any misconduct as defined in this Regulation will be considered under one of the following three levels of disciplinary action in the first instance. The Legal and Governance Office (“the Office”) will provide advice on the appropriate level of the Procedure to be used, taking into account the Student Code of Conduct;

- i) In the event of minor infringements, PIASS will seek to resolve the matter informally under Stage 1 of the Procedure (see section 8 below). This stage is operated by the relevant Head of department or Head of Service;
- ii) If the matter cannot be resolved informally, the Dean of Faculty or Director will oversee a formal investigation under Stage 2 of the Procedure (see section 9 below). An outcome of the Stage 2 Procedure may be a referral to the Stage 3 Procedure;
- iii) Where the Dean or Director determines that matters are sufficiently serious, the matter may be referred to the Stage 3 Procedure (see section 11 below). Where a student has had a penalty imposed following activation of the Stage 2 procedure for a previous matter during his or her time as a student of the PIASS, any repeat disciplinary offences shall be referred to the Stage 3 Procedure by the Office.

Appropriate records for matters dealt with under any stage shall be kept by the Office.

Heads of department and Heads of Service and Deans of Faculty or Directors may consult the Office to seek advice about the categorization and definition of misconduct (i.e. minor or more serious).

7.2 Stage 1 of the Procedure

In cases where the misconduct is determined to be of a minor nature, the Head of department or Head of Service shall interview the student and if, on the balance of probabilities, they consider that the misconduct is proven, the student will be issued with a warning. This warning shall remain on the student’s file for a period determined by the Head of department or Head of Service, and shall be removed at the conclusion of that period provided that there are no further instances of misconduct. If the student is found guilty of misconduct on a subsequent occasion, a previous warning (or any previous sanction) can be taken into account when deciding on the level of sanction on that subsequent occasion.

Where a Head of Service issues a warning to a student, the matter will also be reported to the relevant department/Division. The Head of department/Division or Head of Service who is



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dealing with the matter shall submit a report to the Office, where a copy will be held for record keeping and audit purposes.

If a student is not satisfied with the outcome of the Stage 1 procedure, they may submit an appeal in accordance with the process set out in section 10 below.

7.3 Stage 2 of the Procedure

In the case of a more serious breach, or of reoffending after a previous warning, the matter will be reported to the Dean or Director who will:

- i) Commission an investigation into the allegation and appoint an investigator;
- ii) Inform the student of the nature of the alleged misconduct and, having given reasonable notice (normally at least 5 but no more than 15 working days), permit the student an opportunity to be interviewed by the investigator. A student attending such an interview may be accompanied by a friend or representative (normally from PIASS Students' Union) who may speak on the student's behalf; the friend or representative may not be a practicing solicitor or barrister;
- iii) Determine, in light of the evidence gathered during the investigation and on the balance of probabilities, whether a breach of the Procedure and relevant Ordinance has been committed.

Upon receipt of the investigation report and having given matters due consideration, the Dean or Director may take one or more of the following courses of action:

- i) Dismiss the case;
- ii) Issue a written reprimand or warning to the student to be lodged on the file and removed either at the conclusion of the student's studies or for such period as determined by the Dean or Director; the letter shall advise the student that any proven future misconduct will be dealt with more severely;
- iii) Require the student to compensate for or make good any damage to PIASS property;
- iv) Require the student to make appropriate recompense or apology for any offence or harm caused, or any damage done, to members of PIASS or outside community;
- v) Require the student to perform unpaid service to PIASS community up to a



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maximum of 40 hours;

- vi) Refer the matter to a Stage 3 Disciplinary Panel;

At the conclusion of the disciplinary investigation under the Stage 2 procedure, the student will be sent, normally within 10 working days, a notice in writing setting out, a summary of the facts of the case, the outcomes of the investigation, the reasons for that outcome and details of any sanction imposed. The notice will include a statement on the procedure for an appeal against the decision, as set out in Section 10 below. A copy of the notice will be sent to the Office for record keeping and audit purposes. In the event that it is not possible for the student to be sent the outcome within 10 working days, they will be regularly updated, and the outcome sent as soon as possible after the expiry of the 10 working day deadline.

Where a Dean or Director determines that the case is sufficiently serious that a potential outcome is permanent exclusion from the PIASS, the case should be referred to the Office to enable a Stage 3 Disciplinary Panel to be convened.

If a student is not satisfied with the outcome of the Stage 2 procedure, they may submit an appeal in accordance with the process set out in section 10 below.

7.4 Appeals against Stage 1 and Stage 2 disciplinary outcomes

Any appeal against a decision or penalty imposed by either a Head of department or Head of Service under Stage 1 or a Dean or Director under Stage 2 of the Procedure should be submitted to the Office within 10 working days of any decision or penalty being notified to the student concerned.

A student may submit an appeal on one or more of the following grounds:

- a) Procedural irregularity or other administrative failure or error in the operation of the Procedure at Stage 1 or Stage 2 and which has materially disadvantaged the student;
- b) New evidence of extenuating circumstances which, for good reason, was not available at either Stage 1 or Stage 2; the appeal shall specify the reasons why such evidence was not disclosed at earlier stages of the Procedure;
- c) That there is evidence to show that the decision at either Stage 1 or Stage 2 is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar hearing



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or process of consideration might have reached.

Appeals shall be submitted to the Deputy Vice-Chancellor for Academic (Stage 1) or Vice-Chancellor for Academic (Stage 2) in the first instance; Vice-Chancellor for Academic or Deputy Vice-Chancellor for Academic will determine whether the criteria for appeal have been met. Students may be asked to submit further information or evidence to substantiate their appeal and failure to provide such information or evidence may result in rejection of the appeal by Vice-Chancellor for Academic or Deputy Vice-Chancellor for Academic; any such decision shall be final and represent a completion of procedures;

Where a valid appeal has been submitted, the Deputy Vice-Chancellor will ask the Head of department or Head of Service (Stage 1) or Vice-Chancellor will ask the Dean or Director (Stage 2) to provide a written response to the appeal submission. Once received the response will be submitted with the student's appeal either to;

- ❖ In the case of Stage 1 appeals, a senior member of staff appointed from a pool of staff nominated for this purpose by the Deans and Directors, who will either reject or uphold the appeal;

As part of the process of consideration of the appeal at either Stage 1 or Stage 2, the appointed individual may interview either the student or the Head of department or Head of Service (Stage 1) or Dean/Director (Stage 2).

The decision of the appointed individual at Stage 1 and 2 as set out above is final and a decision letter (Completion of Procedures letter) will be issued.

7.5 Stage 3 Disciplinary Procedure

In a case where the Dean or Director has decided to proceed to Stage 3 of the Procedure, the matter will be referred to the Office who will convene a Stage 3 Disciplinary Panel and shall normally aim to hear the case within 30 working days of notification.

In the event of a decision to proceed to Stage 3 of the Procedure, and notwithstanding the invitation to the student and Dean/Director to submit a statement and supporting evidence as set out in 11.4 ii) below, the Office will collect evidence, call for documents, identify and summon witnesses and conduct such other enquiries as it sees fit. The Office will also provide the student with a letter setting out the allegations and a copy of the relevant Ordinance, including this



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OFFICE OF THE VICE CHANCELLOR**

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Web site: www.piass.ac.rw Email: vice.chancellor@piass.ac.rw, fathebu@yahoo.fr

procedure for a Stage 3 hearing.

The Panel will consist of three members, a member of the Executive Board who will act as Chair, and two other senior members of staff. PIASS Secretary or nominee will also be in attendance as an advisor to the Panel.

The procedure for a Stage 3 disciplinary hearing shall normally be as follows: any request from any party for variation of the procedure shall be referred to PIASS Secretary for consideration:

- i) The student and Dean/Director shall be given at least 15 working days' notice of the Panel hearing; the notification shall advise the student of their right to be accompanied at the hearing by a friend or representative and of the advice and support available from the Students' Union. A student who intends to be accompanied by a friend or representative shall inform the Office of the name of the person accompanying them before the meeting. The accompanying person may not be a practicing solicitor or barrister. If either the student or Dean/Director wishes to invite witnesses to the hearing, the Office shall be informed before the meeting;
- ii) The student and Dean/Director shall be invited to submit a written statement and any supporting evidence to the Panel. These papers together with any additional information shall be circulated to the Panel, the student and Dean/Director no later than 5 working days before the hearing;
- iii) The Dean or Director shall put the case in the presence of the student and friend/representative and may call witnesses;
- iv) The student shall have the opportunity to ask questions of the Dean/Director and any witnesses called, on the evidence heard at the meeting;
- v) The Panel may ask questions of the Dean/Director and any witnesses. The witnesses will then withdraw;
- vi) The student or their friend/representative shall put their case in the presence of the Dean/Director and may call witnesses;
- vii) The Dean/Director shall have the opportunity to ask questions of the student and their friend/representative and any witnesses called, on the evidence heard at the meeting;
- viii) The Panel may ask questions of the student and their friend or representative and



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any witnesses. The witnesses shall then withdraw;

- ix) The Dean/Director and the student and their friend/representative shall have the opportunity to sum up their respective cases if they so wish; if both parties choose to sum up, the student's statement shall be heard last;

Witnesses shall normally be required to attend the hearing to give evidence in person. If it is impracticable for the witness to attend in person, the witness may give evidence through a remote video link. The Panel may also accept a witness statement in evidence; however, a written statement may carry less weight than oral evidence as the Panel will not have the opportunity to question the evidence presented.

The Panel may impose time limits on oral addresses and presentations to the hearing.

The Panel shall rely only on evidence presented orally at the hearing (including via remote video link) or in written format beforehand.

The Panel may suspend proceedings for a period not normally exceeding 20 working days, and defer its findings or decision accordingly.

The Panel's decision will be communicated to the student (and copied to the Dean/Director) in writing by post and by email to the current term time addresses held on the student record system within 5 working days of the decision being reached. The communication will detail the reasons for the decision and any sanction applied in accordance with section 12 below. The student shall be informed of their right to appeal against the decision as set out in section 13 below.

PIASS Secretary or their nominee will keep a note of the meeting, the decision of the Panel and any sanction imposed.

7.6 Decision of the Panel at Stage 3

Following consideration of the case, the Panel's decision shall be one or more of the following courses of action:

- i) Dismiss the case;
- ii) Issue a written reprimand and warning to be lodged on the file and removed either at the conclusion of the students' studies or for such period as determined by the Panel; the letter shall advise the student that any proven future misconduct will be dealt with more severely;
- iii) Require the student to pay for, or otherwise make good, any damage caused, or other



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- costs incurred by PIASS or outside community as a direct consequence of the misconduct;
- iv) Require the student to perform unpaid service to PIASS community (noting that at Stage 3 the Panel shall have the discretion to stipulate service of more than 40 hours);
 - v) Recommend to the Vice-Chancellor permanent expulsion (i.e. permanent removal) from the PIASS; the recommendation shall also cover the matter of any intermediate terminating qualification potentially due to the student;
 - vi) Impose such other sanctions as may be considered appropriate by the Disciplinary Panel.

Details of the offence and penalties imposed shall be entered on the student's record. If a case is dismissed, there shall be no entry on the student's record.

7.7 Appeals against Stage 3 disciplinary outcomes

A student may appeal against a decision or penalty imposed by the Panel above, following ratification by the Vice-Chancellor) under the Stage 3 procedure. Any such appeal must be submitted to the Office within 10 working days of the notification of the decision to the student.

A student may submit an appeal on the following grounds:

- a) Procedural irregularity or other administrative error or failure which has materially disadvantaged the student;
- b) Where there is new evidence of extenuating circumstances which, for good reason, was not available at the time the Panel made its decision; the appeal shall specify the reasons why such evidence was not disclosed at earlier stages of the Procedure;
- c) Where there is evidence to show that the outcome reached by the Panel is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome reached by the Panel was not a possible conclusion that a similar hearing or process of consideration might have reached.

Appeals will be submitted to PIASS Secretary. PIASS Secretary will determine whether the criteria for appeal have been met. Students may be asked to submit further information or evidence to substantiate their appeal and failure to provide such information or evidence may result in rejection of the appeal by PIASS Secretary and this decision shall be final and represent a



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completion of procedures. In cases where PIASS Secretary has been previously engaged either in considering whether there were grounds for appeal at an earlier stage or in advising the Stage 3 Panel, such determination shall be carried out by the Deputy Vice-Chancellor Academic.

Where a valid appeal has been submitted, a lay member of Council nominated by Council will review the Appeal. The Office will submit notice of the student's appeal and a summary of the case and all other relevant documentation to the independent member.

After considering all documentation, the lay member shall decide whether to reject or uphold the appeal. As part of the process of consideration of the appeal at Stage 3, the lay member may interview either the student, the Chair of the Stage 3 Panel or the Vice-Chancellor if the penalty imposed was subject to ratification by him/her. The decision of the lay member is final and after the conclusion of their determination, a Completion Procedures letter shall be issued.

Approved by PIASS Council at Huye on 25-5-2022

Right Rev. Dr. Jered Kalimba

The Chairman of PIASS Council