



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

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# **PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)**



## **RESEARCH POLICY**



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**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



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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.



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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 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.”



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### **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.
- 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.



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- **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.
- **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.



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**Article 1: PIASS Research mandate**

One of the major output of the Protestant Institute of Arts and Social Sciences (PIASS) is *“to foster research that prove meaningful and useful for the society through participation in discovery, creation, transmission, preservation and enhancement of knowledge and stimulating the intellectual participation of students and staff in social, economic, cultural and scientific development”*.

In order to achieve aforementioned research mandate, PIASS through its Research Policy will enable staff and students to make full use of its resources to create a *“research culture”* consistent with National development.

**Article 2: Rationale for PIASS Research Policy**

PIASS defines research as one of its core business and an essential part of its mission. Hence PIASS must make an effort to encourage staff and students to create knowledge through research and to critically appraise, preserve and transmit the knowledge and values that promote transformational change of present and future generations. PIASS must therefore put in place a vibrant research policy to guide its community members to fully participate in the research venture.

Accordingly, the need for a lively PIASS Research Policy arises from weaknesses of many Higher Learning Institutions (HLIs) in the region with respect to Research and Innovative Thinking: a certain tendency to compile data, repeat statements, resort to plagiarism and produce papers rather than develop innovative and genuine research that proves useful and relevant to societies. Beside that the scarce financial resources for conducting research makes it difficult for many staff members to participate in research. This generate a necessity of putting in place mechanisms that allow equitable access to such resources and a research policy that would guide staff not only to be able to compete favorably for funds but also to publish meaningful research papers.

**Article 3: Purpose of research policy**

The present policy provides key guiding principles to PIASS in the field of Research. The policy attempts to establish a research standards and culture by ensuring a significant annual allocation of funds to PIASS research budget, motivating researchers at PIASS to do an innovative research and to seek additional external funding, making efforts to attract



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substantial external funds from donors to PIASS and providing an enabling environment for joint research with both national and international HLIs as well as other agencies having research or innovation within their responsibility.

#### **Article 4: Objectives**

Objectives of Research at PIASS are consistent with the PIASS' Vision and Mission. These include:

- Creating, deepening and transferring knowledge that is relevant and useful for Rwandan society.
- Addressing today's and tomorrow' challenges, and moving towards a society characterised by pluralism, globalisation and modernity.
- Emphasising on ethical dimension of knowledge production transfer and use in terms of responsibility, equity and justice, solidarity and sustainability.

Aforementioned objectives should be achieved through the following strategies:

- structural and organizational framework
- human capacity building and training in research
- establishing financial mechanism
- Dissemination of information and knowledge transfer: organizing workshops/seminars and conferences, publication.

#### **Article 5: Application of PIASS Research Policy**

The Policy applies to all members of staff and undergraduate students who are involved in research on or off the branches/campuses of PIASS. In addition, any person not affiliated with PIASS who wish to conduct research with PIASS students and/or staffs is bound by the same Research policy. Each member of PIASS community is responsible for the implementation of this Policy in relation to academic work with which she or he is associated and to avoid any activity which might be considered to be in violation of this Policy.

For the purpose of this document, Research is seen primarily as an in depth analysis of facts, factors and drivers, with a focus on experiences, practices as well as strategies and operational tools that can support change management beyond prejudices and conventional





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wisdom. Hence, critical and innovative thinking is expected to help Rwandese society to understand and take the size of the challenges, to address them without resorting to ineffective solution as well as to avail of approaches and tools enabling them to manage necessary changes. Knowledge is expected to provide orientation towards constructive ideas for improvements. Orientation on solution and results is a marker of such a research.

**Article 6: PIASS Institutional Set up**

Deputy Vice Chancellor for Academics and Research (DVCA) has overall responsibility for the development of the research culture and keeping the overall consistency and useful research culture of PIASS, facilitated through the Director of research. The DVCA reports directly to the Rector who chairs

the Senate Research Commission responsible for appointment and promotion criteria for teaching staff and advising Senate on research related matters.

**Article 7: Directorate of Research**

The directorate of research shall be created and operate under supervision the following organs:

- PIASS academic senate
- PIASS Rectorate

A Director of Research is nominated for terms of four years, renewable. The directorate will be headed and coordinated by a director who will be answerable directly to DVCA and Senate Research commission. The directorate is establishment of research infrastructure, mobilization of resources for research, prioritization of areas (cross-domains) for research and identification of extension service needs. Specifically the following shall be the main functions of Research Director:

- Coordinating, facilitating and promoting research and consultancy services at PIASS
- Observing Ethical considerations in research conducts and inspiring research priorities and agenda
- Developing methodologies which shall assist in setting out research priorities, securing funding, planning research, providing capacity building and monitoring research projects.
- Organizing research related events and disseminating research findings conference and in particular ‘Scientific Week-end’ outputs and Promoting quality publication in PIASS publication series.



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- Motivating staff and students to conduct research and Strengthening capacity building in research.
- Stimulating peer reviews and cross-checking research

Director of research shall collaborate and suggest major decisions to the Central coordinating bodies for research, which in turn make a written submission to the senate for final approval.

**Article 8: PIASS Central Coordination (PCC)**

This shall comprise of DVCA, Research director, elected Faculty Representatives, Quality assurance director, Chief Librarian and Finance director to whom experts may be added, based on their specific areas of knowledge and scientific repute. A pool of individual peer reviewers will be gathered, from PIASS academic partners, community as well as from other national and regional HLIs or independent researchers.

The PCC shall be chaired by the DVCA, and Research director as vice-chair. The PCC is checking upfront the quality of each research proposal and its consistency with PIASS guidelines. PIASS Senate is endorsing the Research Scheme and approving nominees of the PCC, its action plan and yearly report.

A body of reviewers, editors, and publisher shall be appointed by PIASS senate. Editorial board shall be appointed and it comprises of three permanent professors and two well known external researchers.

PIASS shall publish its research findings as well as other research work aligned with its profile.

**Article 9: PIASS research Central coordination functions shall include**

- Conduct continuous policy review with the aim to stimulate, develop and sustain a conducive environment for research and take stock of current innovation
- Ensure the protection of PIASS intellectual property rights
- Allocate research funds, Evaluate applications for project funding and identify and alert researchers on international funding opportunities such as those arising from bilateral agreements and international funding opportunities
- Facilitate capacity building among staff involved in research by supporting the development of viable research project proposals



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- Scrutinize national tender notices, calls for submission of research proposals, research market scholarships, and research contracts and inform researchers accordingly.
- Awarding Teachers or Masters graduands who have carried out and documented a research project

**Article 10: PIASS Research Priorities**

PIASS shall be committed to promote critical and innovative thinking based on original investigation and scientific research methodologies. Subsequently, PIASS shall fully participate in the research of key national issues which require applied research efforts. The research priorities and thematic areas shall be guided by contemporary and emerging issues. Both mission-oriented or applied research and non mission-oriented or basic research shall be conducted undertaken with the purpose of gaining knowledge and understanding and contributing to societal changes

PIASS shall be devoted to observe research ethical consideration: findings must be open to scrutiny and formal evaluation by others in the field, and this may be achieved through publication or public presentation.

**Article 11: PIASS Research Funding**

PIASS recognizes two sources of funding for research activities, Internal Research Fund and research grants from donors (external). PIASS Executive Council shall establish Internal Research Fund and ensure that significant amount of funds are annually set aside for various research activities. The University shall set aside a budget line for research activities.

The fund distribution shall take into consideration the following

- Annual Research Grant
- Development and maintenance of PIASS research publications.
- Research related services.

The Annual Research Grant shall be used for competitive research and /or project proposals, junior researchers development, annual research conferences, and developing a research resource centre.

The research fund shall also be allocated to research Services for the general administrative expenses incurred by the Research Committee. The expenses shall include: the sitting



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allowances for members of the Research Central coordination, monitoring and evaluation of research projects, mailing charges and honoraria to proposal reviewers.

In addition, the funds shall also be utilized in community development projects, innovation, partnerships with business organization and other stakeholders, and for piloting of research findings.

**Article 12: Eligibility for PIASS Research Fund**

To be eligible for the award of the competitive Research Grant, applicants must be:

- Members of the academic staff, employed by PIASS, and have an employment contract that specifies that they must undertake research and teaching.
- Members of the academic staffs who are employed by PIASS to do research, and whose salaries are paid by external grants, contracts or fellowships, are eligible to apply if they are contributing significantly to at least two of the following activities for PIASS.

Staff members employed on fixed term or part time contracts provided that:

- The term of their contract is more than three years;
- They can demonstrate in their application that they can complete their project within the contracted time available and within the remaining duration of their contract

Funding may be applied for at any time during the first year of appointment. Thereafter, annual applications must be made by the appropriate closing date. It is the responsibility of the Directorate of research to communicate application dates.

If there remains uncertainty about a staff member's eligibility, VRAC and Director of administration and finance shall decide on the issue.

**Article 13: Application Procedures for Research Fund**

The call for proposals shall be announced by the Directorate of research through memos to all public notice boards within PIASS and to all academic departments.

All research proposals seeking PIASS grants shall be submitted to Directorate of Research, which in turn submits observations to Research Central Coordination for approval

Selected research proposals shall be funded and funds shall be disbursed biannually following financial year.

The research proposals should be interdisciplinary in order to address issues of social, technical and/or policy relevance and joint researches are primo to individuals.

PIASS shall support individual as well as joint research project on the basis of:



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- ✓ that the project is fitting into PIASS vision, mission and profile
- ✓ the research outputs are expected to contribute to the development of existing knowledge, societal problem solving

The **following procedures shall be followed in submitting the research proposal** after the call:

- Applications shall be submitted on invitation only or on the demand of PIASS organs (Senate, Executive Council, and Faculty).
- Three copies of application letters or forms together with fully developed proposals shall be submitted to the office of the directorate of Research,
- Upon receiving the applications, the Directorate shall acknowledge all the applications received and in case of incomplete applications, the later shall be returned to the applicants.
- To ensure fair and impartial review of the proposals the names of the applicants shall be omitted from the application letters or forms and some coding system shall be used to identify the applicants.
- All applicants shall be informed of the decision of the Research Central Coordination after the review reports are deliberated and grants awarded to the successful applications.
- Applicants must submit quarterly reports indicating research progress in order to be considered for the second and subsequent rounds of funding.

All information regarding the evaluation and critique of the grant proposals is confidential and shall not be released to any investigators.

It is also noticed that

- The research fund is designed for interdisciplinary research and only research proposals which are adjudged after the screening process as interdisciplinary shall qualify for reviewing.
- A minimum of one reviewer who is conversant with the research areas shall be appointed for the review process.
- Allocations shall depend on the quality of the proposals and the general research record of the applicants.
- In assessing proposals the reviewers shall be guided by the following principles depending on the discipline and the nature of the project: Originality and potential to



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contribute to the generation of new knowledge. The involvement of several staff working on a common theme, Demonstration of synergies between methods and disciplines.

**Article 14: Administration of Research fund**

DVCA, Director of research and Director of administration and finance shall on behalf of the PIASS sign a contract with the Principal researcher for purposes of accountability and management of the funds following approval by Research Central coordination. The later shall award the grants to successful applicants and make a report to Senate accordingly. The Principal researcher shall submit quarterly technical reports to the Directorate of research as follows:

- Three copies of technical report detailing the work accomplished, the specific objectives achieved, project results, publication list and any recommendations for further research.
- A complete financial statement, covering all funds expended on the project, in the same form and including the detail of the budget and certified as true copy by the Principal researcher.
- The Principal Investigator is also required to submit a final report; On completion of the project, When the funding for the grant awarded is fully spent.
- Any other information as required by the directorate.

The Final Report should not exceed three pages. The report should include the following information:

- The research project title;
- The name(s) of the principal researcher(s)
- A brief introduction outlining the aims of the research project or activity;
- Details on what the benefits of the grant were to the research and PIASS, such as any new findings/approaches, and possible future research directions arising from the project or activity;
- A financial statement providing details of expenditure.
- Failure to submit a report as stipulated will result in the following actions:
  - The directorate shall suspend further funding to the research project.
  - The principal researcher will be ineligible for further support from the research fund until the report is submitted to the directorate.



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**Article 15: PIASS Annual Scientific Week (SW) and other conferences**

PIASS shall organize and provide funds for Annual Scientific Week and other conferences for the purpose of disseminating research findings. Thus researchers shall be financially facilitated conducting research that fitting SW Theme.

PIASS shall establish a research resource centre to enable staff access journals, research reports, abstracts, publications, theses among others and enhance linkage to journals which are accessed freely or at a modest fee: Refereed journals, Conference proceedings, Books- Authored research, Occasional papers.

Research Fund shall be used in the establishment and support of PIASS publications Series with a view of disseminating the research findings by researchers.

**Article 16: PIASS Intellectual Property Rights**

PIASS refers the output of research as intellectual property which manifests itself in such ways as new (or substantially improved) knowledge, products, services, materials, processes, designs, and artistic works.

PIASS shall own any intellectual property under the following terms:

- Use of PIASS students in research activities
- Use of PIASS fund
- Use of research time under PIASS mission

Researchers shall publish their research papers in any accredited journal but acknowledge that the paper has first published in PIASS publication Series. This shall last with the accreditation of PIASS publication series or Journal.

PIASS shall own any intellectual property that is made, discovered or created by anybody who is specifically hired or commissioned by PIASS for that purpose, unless otherwise provided by written agreement between such an individual and PIASS.

PIASS shall protect the right of academic staff, students and other employees to publish the results of their work, by ensuring that where applicable, preliminary application of Intellectual Property right is undertaken.

Students' research papers are considered as exempted scholarly works. The students will own copyright subject to a royalty-free license to PIASS to reproduce and publish for the purpose of training and research in PIASS.



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**Article 17: PIASS researcher's rights**

The researcher shall have rights to publish in accredited journal, books, articles or series.

Researcher shall have rights to resources provided by PIASS such as:

- Office, Computer laboratory and equipment
- Secretarial services
- Funding for Research
- Time for research

PIASS shall own any intellectual properties that are made, conceptualized, discovered or created by a member of staff, students, visiting researchers among others, which are published in PIASS accredited journal/reviewed series.

The use of library facilities, and other facilities available to the general public, shall not be considered by PIASS as significant use of the institution's facilities and equipment. A researcher may apply for rights of the innovations; the Director of Research in consultation with the Research Central Coordination shall decide whether to grant such rights or not. However, where Intellectual Property issue is involved, the delays should not exceed 2 months.

Where PIASS allows Researcher (s) to commercially exploit his/her/their invention, PIASS will retain ownership of the invention, but shall give license to the researcher (s) who will then pay royalties to PIASS.

**Article 18: Research Culture, Scheme and Processes**

PIASS intends to develop a culture for research as well as to shape the path of research processes. Culture is boosted based on inquisitive attitude, questioning conventional wisdom and quick fixes, thinking out of the box and debating arguments. Research culture requires also that statements made are backed by solid analysis, methodology and critical reflection.

The Culture of Research means statements made and reviewed by internal research committee and thereafter by external peer reviewed team.

For that end of promoting research culture, PIASS shall reward the best research publications arising from research projects during the Annual Scientific Week and Research Conference.





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**Article 19: Ethical consideration**

It is a basic assumption that researchers are committed to the highest standards of professional conduct in undertaking and supervising research. Researchers should only participate in work that conforms to accepted ethical standards and which they are competent to perform. When in doubt they should seek assistance from their colleagues or peers. Debate on, and criticism of, research work are essential parts of the research process.

PIASS and researchers have a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects conform to any relevant ethical guidelines.

For instance need of code of ethics which includes atmosphere of honesty, trust and collaboration between researchers for improving the quality and quantity of research and avoiding jeopardizing the reputation of PIASS and possibly damaging the researchers' careers.

It is noticed that all researchers sponsored by PIASS shall observe honesty and high integrity in conducting research. Lack of these leads to misconduct in research. This includes:

- The fabrication or falsification of data, including changing records;
- Claiming results that have not been obtained;
- Plagiarism, including the direct copying of textual material, the use of other peoples data without acknowledgement and the deliberate use of published or unpublished ideas from other people without adequate attribution;
- Misleading attribution of authorship, including the listing of authors without their permission and attributing work to others who have not in fact contributed to the research and failing to acknowledge work primarily produced by a research student/trainee/associate;

Consequently Senate research commission shall be responsible for the provision of and ensuring adherence to guidelines that govern ethical research practices in order to ensure the protection of human research participants for research carried out under the patronage of PIASS.

Therefore, it is PIASS policy that all staff or student projects and coursework sessions, which involve human participants, must receive the approval of Research Director or Deans prior to commencing the research.



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Field research with questionnaire and interview guide shall first have faculty approval. Supervisors shall be responsible of validity; reliability and ethical consideration of research instruments before a student get field research recommendation from faculty. However, student who undertakes a field research with no prior recommendation of a faculty shall bear the consequences on her/his own risk.

**Article 20: Misconduct in Research by Students**

Misconduct in Research by a student shall be dealt with as follows:

- If the Misconduct in Research involves unacknowledged copying or plagiarism it is treated as an “examination offence” pursuant to the PIASS Examination rules and regulations.
- If the Misconduct in Research involves any dishonest practice in the preparation or submission of any work (whether in the course of an examination or not) which counts towards the attainment of a pass in any subject, or otherwise occurs in connection with any examination it shall be treated as an “examination offence” pursuant to the PIASS Examination, Rules and Regulations.

The procedures to be followed in determining whether Misconduct in Research has occurred by a student above, and the penalties which may be imposed where it is found to have occurred in those circumstances, are outlined in PIASS Examination Regulations. The Examination Rules and Regulations are to be read in conjunction with this policy.

**Article 21: Misconduct in Research by Academic Staff**

Where any person, including a non-PIASS member, has any concerns that an academic staff member or other member of the PIASS may have committed Misconduct in Research, the following procedures shall apply:

- Such a person shall be referred to as the Complainant;
- The Complainant should raise his or her concerns with the Head of Department; or
- If the involvement of the Head of Department is inappropriate, with the Dean of the relevant Faculty; or If the involvement of both the Head of Department and the Dean is inappropriate, with the VRAC who may then appoint a Committee of not more than three people to undertake the preliminary assessment.
- PIASS will protect the confidentiality of the Complainant as far as possible and within legal constraints.
- The committee shall report to VRAC for appropriate orientation



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**Article 22: Academic Publication Integrity**

Since the purpose of research is to generate new knowledge, and communicate the findings through publications, the freedom to publish must be strongly safeguarded.

All researchers involved in publishing must be very careful in using material from other authors and ensure that it is properly acknowledged. The deliberate copying of other people's work and the presentation of it as one's own constitutes plagiarism, which is unacceptable to PIASS. Those who use material which is not produced by them have a responsibility to make its status and origins quite clear to those to whom it is presented.

It is important that all authors listed on the publication should have contributed in a significant way to the work. The principal author is responsible for the entire publication and should ensure that other authors accept, in writing, responsibility either for the entire paper or, where the contributions are distinguishable, for that part of it which they have authored. When collaboration between institutions is involved in a publication, each institution should be aware that all authors have accepted appropriate responsibility.

With regard to the protection of integrity in publication, the following mechanism shall be applied where appropriate:

- Peer review (internal and external process)
- Editors
- Publisher – critical for academic papers
- ISBN issuance

Processes need to be consistent with such a culture of research. Checks and comments by peers are systematically part of the processes, from upstream to downstream.

PIASS is bound to positioning within the present discussion, quality of the arguments, formulation and clarity, communication to the academic community as well as to the society at large will be secured.

**Article 23: PIASS Research Format**

Criteria for undergraduate dissertation:

*Preliminary pages* (Title, dedication, acknowledgement, table of content, list of table, list of figures, abstract)

**Chapter one:**

- General introduction with the following parts
  - Background to the study,



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- Problem statement,
- Research purpose
- Research objectives: general and specific
- Research questions or hypotheses
- Rationale/significance of the choice of the study
- Scope of the study
- Structure of the study

*Chapter two:*

Literature review with the following main parts:

- Theoretical orientation
- Related literature
- Conceptual framework

*Chapter Three:*

Research Methodology with the following parts (depending on the nature of the research and method used):

- Research design
- Target population
- Sample size and sampling techniques/procedures
- Research instruments
- Data collection
- Data analysis

*Chapter Four:*

Data presentation interpretation and analysis

*Chapter Five:*

Discussion, conclusions and recommendations



## *References*

## *Appendices*

### **Article 24: Research Specificities at PIASS**

Research key features that PIASS intends to foster and nurture are as follows:

- Relevant and Useful for the society and Churches facing today's challenges
- Solution oriented, providing results that can boost social transformation.  
Multidisciplinary: taking stock of cross questioning between the domains served by PIASS departments
- Innovative, fostering out of the box thinking and testing new instruments and concepts
- Inquisitive, methodological y accurate, scientifically solid, feeding dialogue and debate
- Clear in the formulation of questions, hypotheses and communication about results
- highlighting ethical dimension of research, topics and analysis in fields of Arts and Social Sciences

Research projects may be submitted by individuals or teams, based on specific and individual interests. It is overwhelmingly seen as one of the main output expected out of institutional partnerships and cooperation.

### **Article 25: Requirements for project funding**

With no contradiction with above said, Research projects that are supported at PIASS and could enjoy some academic and financial backing within the Scheme have to demonstrate clearly formulated questions, methodological soundness, exposure to checks from other disciplines, usefulness for key players in the society and churches. The extent to which research will meet specificities as above is also considered.

### **Article 26: Steps to process research Checks**

With no disagreement to what stated earlier, a first clearing is organised upstream by the Directorate of research, with the double aim to assess the relevance of the project, its usefulness as well as comment on the methodology specified. It comments on the proposed budget and main stages of the research.



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A main tutor is nominated for each project, supplemented by a deputy tutor. Both are selected from different fields. They have to secure the quality of the work implemented and comment on it.

The central coordination decides when the research is reaching an adequate level when peer review from outsiders is required. Thus it nominates members of the peer review and delegates the job.

Based on Peer Reviewers' recommendation, a decision is taken by the Research central coordination with respect to publishing the research and organising public information about it or a "defence".

To avoid risks of plagiarism and be equally equipped to detect plagiarism, PIASS has subscribed to the Turn it in community and tools developed.

### **Article 27: Resources**

Library and Documentation: printed books, journal, and e-library, periodicals

Research Networks:

Sub regional (Great Lakes and Tanzania),

Regional (EAC, Central Africa)

Intercontinental with

Asia: Japan, Korea: Handong & Soongsil, .....),

Europe: Bamberg, Geneva, ...

USA

Yearly Budget: 2% of total yearly PIASS budget: (20'000 euros)

### **Main Research Programmes of PIASS**

- Interdisciplinary Research: Yearly scientific week (as of 2011) on one common topic, a diversity of insights, panel discussion with a publication to ...
- MOOC – electronic courses – out of a joint venture FTRS with Geneva Faculty of Theology.
- ARIPES platform: competition for publications
- Specific cooperation with Rwandese Public Universities: or Schools
  - KIE, ...
  - NUR, ICR, ....
  - Nyanza Law School,
- Field Research with Practitioners and Stakeholders as well as students



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- PIASS – CPR in the domains of Adult Education, Healing...Pastoral Theology
- PIASS / FDS – District of Huye
- .....
- International Research with partner Universities
  - PIASS / FED - OFU Bamberg
  - PIASS – Korean and Japanese Universities on Peace and Reconciliation
  - ASTHEOL
  - Great Lakes Protestant Universities
- Individual Research Partnerships
  - Between selected teachers

Expected Results

Publications: PIASS series, ....;

Top Quality Dissertations; Research Projects Papers

Long lasting Partnerships

Methodology Handbook



## *Appendix 1*

### **PUR- Research ethics**

Research done in PIASS is part of an integrated vision of sharing knowledge with society for the progress and happiness of humankind. It builds on solid ethical foundations meeting the requirements of an institution committed to inclusiveness and offering equal opportunities for all. These ethical foundations are sustained by five principles: i. The principle of life (no harm); ii. The principle of Truth; iii. The principle of duty; iv. the principle of Responsibility and care; v. The principle of Justice.

#### **1. Principle of Life**

Research conducted in Rwanda must clearly be informed of the context of a wounded society as following the 1994 genocide against the Tutsi. Therefore, research must carefully deal with sensible issues, when it comes to human population involved. Researchers must take into consideration the consequences of the genocide, including trauma and PTSD and have an initial training sessions in the case the research involves members of community who have been affected. Researchers must be aware that divisionism discourse and language; the genocide ideology and the negation of the genocide against the Tutsi constitute criminal offences punishable by law. But it must be a moral duty for researchers to happily and personally take up the principle of life without external reminder.

#### **2. Respect of standards and Protection of Participants**

Appropriate measures must be taken by the research team to ensure the highest ethical standards and the greatest protection of research participants. “Beauchamp and Childress (1979) set general ethical principles in five categories, namely (i) respecting autonomy or acting as a free agent, (ii) doing no harm or non-maleficence, (iii) benefiting others or beneficence, (iv) being just or justice, and (v) being faithful or fidelity”<sup>2</sup>. This means that the

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<sup>1</sup> NB: these appendixes were adopted by the Senate, including the most recent one: PUR Research Ethics. But I doubt whether any of these appendixes were added in the Existing General Policy.

<sup>2</sup> Quoted from Vincent Manirakiza University of Rwanda - College of education, Rwandan Journal of Education –Volume 4 –No 2, 2018.





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researchers found a clear link with paragraph C of Ethical Review by the Rwanda National Ethics Committee (RNEC), respect for human dignity, respect of confidentiality and security of information; respect of truth; respect of justice<sup>3</sup>. Researchers must always seek free, informed and ongoing consent of those participants. They will participate in the research voluntarily and should withdraw at any time without having to justify their decision or suffer any prejudice of any kind. As put ...it, participants may decide to answer or not answer to any questions during the interview<sup>4</sup>. Researchers would guarantee privacy, confidentiality and security of the information collected on them. The same precautions will be taken in the dissemination of research results in conferences, and scientific or professional journals. For the research to properly take place, there must be approval and engagement of the participants and the community.

PIASS Directorate of Research is mandated to preserve the security of the research data entrusted by researchers accessible only to authorised people using a key or a confidential password. Data access will be provided to the researchers and the research assistants who have previously received training in research ethics and signed a commitment to confidentiality. The findings will be accessible for education and research purpose; they should be given to researchers subsequently to avoid any duplication and waste of resources on the same topic.

### ***3. Research methodology***

Methodology is central to all research project in PUR. The researcher must introduce the rationale, methodology, and implications of the research they are duly addressing with appropriate actions for risk mitigation taken. The research must find a matching tip between the context and the purpose of the project on the one hand, well defined objectives and research questions, on the other. They must define and characterise the sample population and clearly present the research plan major steps. It does not only enhance the ethical rigour of research, but also ensures adequate support for those who are unfamiliar with their field locations.

*Involving others researchers-* During the implementation of a research project, if it appears that more skills and expertise are needed, it may be that other people who were not part of the initial team be involved in the project's enlargement, from the denominated data. It may appear as well that PIASS Research Committee consider naming experts or additional human resources needed to carried out a secondary analysis or evaluation of the findings submitted by the initial team members to enhance the scientific credentials of the results. When the data

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<sup>3</sup> <https://blogs.lse.ac.uk/fieldresearch/2019/11/26/preparing-for-research-abroad-fieldwork-requirements-in-rwanda/>.

<sup>4</sup> Sangwon Park & Célestin Shema ( 2019), Preparing for Research Abroad: Fieldwork Requirements in Rwanda. <https://blogs.lse.ac.uk/fieldresearch/2019/11/26/preparing-for-research-abroad-fieldwork-requirements-in-rwanda/> Accessed on 16 November 2020.



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collection were collected by students, the PIASS Research committee must approve the application submitted by an academic staff who must be involved in the project. For the data collected for the production of their essay or thesis, this remain in the realm of the supervisor. In all cases, a confidentiality agreement will be signed by all those involved in the secondary data analysis. The data must be used for purposes described in this document, and in fact must destroyed ten years later.

#### ***4. Gender equality, equity, and inclusion considerations***

Research activity in PUR, concerns both men, women, youth, disadvantaged people including those living with disability and banning all forms of discrimination based on gender, age, social class, cultural background, and religious beliefs and other forms of the kind. Data must be generated from an inclusive research sample considering both males and females respondents including also the disadvantaged groups from the project locations. When the research projects involves the participation of human subjects, the same principle of equity through inclusiveness and gender balance applies whwerever needed. For PIASS as a learning institution committed to producing and distributing knowledge locally and internationally, both academic staff and students are entitled to being involved in projects sponsored by PIASS or its partners. In as much as the project requires, the research team including academic staff (both male and female) will be trained on digital tools of research and analysis. PIASS Research Committee will ensure that equity, equality and inclusion are respected in the whole implementation process. It ensures as well that research done in PUR is update to actual discoveries and progress in humanities and social sciences.

Research plan, timeframe and schedule must be submitted to and approved by the PIASS Research committee. During the research activities, a progress report is part of the processes; and timeframe must be clearly indicated for all stakeholders to assess the progress of the project.

#### ***5. Academic cooperation and knowledge dissemination***

In the case, external institutions or researchers apply to partner with PIASS in a research project conducted in Rwanda, they must present to PIASS the NCST letter of approval and eventually any other competent body, which have in their mandate the ethics review ( ex. Rwanda National Ethics Committee RNEC)<sup>5</sup>. For any institution or individual requesting PIASS to provide local affiliation it must be clear that – it is an instrumental that providing foreign nationals with a degree of protection and logistical assistance whilst in the field and at the same time engage PIASS in the mandate of dissemination of the findings at local level. Research conducted in PUR are considered as a contribution to the advance of knowledge. Therefore, researchers must be aware that dissemination of the findings produced is central to PUR whose mandate is to share and communicate knowledge. In that regard, a peer-review

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<sup>5</sup> Ministry of Health, Rwanda. Guidelines for Researchers Intending to Do Health Researchin RwandaFebruary, 2012.



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may be necessary in which case, PUR appeals to experts in the domain. PUR consider researchers to be responsible for their entire work and declines any responsibility toward any form of plagiarism; unverified information, non respect of basic ethical principles including confidentiality, or failure to acknowledge contributions made by third party to the research before submission. As Woodruff put it, any researcher has to keep in mind that results from the study are needed, that they have to be disseminated widely and that they can be used to implement or revise a program as well as to influence a new policy formulation or to revise an existing one (Woodruff, et al. 2010)<sup>6</sup>.

The Protestant University of Rwanda [PUR]

## **Appendix 2:**

### **A Brief Guide for BA Dissertation, Writing up and Supervision**

*[Adopted by PIASS Senate, September 11<sup>th</sup> 2014]*

PIASS offers bachelor degrees in different programs. The BA with honours is completed in four years and is sanctioned by exams, field work in different disciplines and an end of studies “Short Dissertation”. It is the supervision of this BA dissertation that concerns the present guidelines.

#### **1. The topic of dissertation**

At the end of their third year, students who have successfully completed the taught courses will choose a topic for *short dissertation* to be completed by the end of their studies. A topic of the study should be a researchable topic. A student should be interested in it and especially he/she should have inspirational literature related to it. Words in the title should be chosen with great care, and their association with one another must be carefully considered. While

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<sup>6</sup> <https://blogs.lse.ac.uk/fieldresearch/2019/11/26/preparing-for-research-abroad-fieldwork-requirements-in-rwanda/>.



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the title should be brief, (20 characters), it should be accurate, descriptive and comprehensive, clearly indicating the subject of the investigation. In order to develop a clear title, a student must also be clear about the focus of his/her research.

The faculty's supervision committee/Council will receive submission from the staff and students of possible topics and will establish a list of topics of research. A comprehensive list of topics and supervisor assigned to each student will be signed by the dean of the faculty, published and communicated to the academic staff involved in the supervision.

## **2. Introduction**

The student will need to define the area to be examined, state the reasons for his/her interest in and choice of this area, give an overview of the way in which he/she intends to examine and deal with the key issues and indicate the overall structure of the research proposal [major sections or chapters].

## **3. Background of the study**

The proposal needs to show why the intended research is important and justifies the search effort. The proposal must outline the significance (theoretical or practical) or relevance of the topic. All research is part of a larger scholarly enterprise and candidates should be able to argue for the value and positioning of their work.

## **4. Review of research literature**

Sometimes this can be part of the background; it is optional. A short and precise overview about



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the current state of research that is immediately connected with the research project is very important. The following can be used as a guide;

- Reference the most important contributions of other scholars.
- Identify the missing aspect that this research wants to investigate.
- Discuss the theoretical scope or the framework of ideas that will be used to back the research.
- Demonstrate that the researcher is fully conversant with the ideas that are to be dealt with and try as much as possible to link them with the study.

### **5. Rationality of the study**

The rational of the study should capture the relevance of the study, which opens up curiosity for the researcher to carry out the study. It should indicate the open problem which then will be the motive for the research project. It should state clearly how the research will contribute to the existing research. This gives a way to clearly present the problem statement.

### **6. Problem statement**

A problem statement is based on the gap, weakness or raised questions on the study. This is identified based on the available research that other scholars have done. In case the study is a case study, then the problem statement of the study should focus on the case study. For example if the topic is **“the contribution of microfinance institutions to the poverty reduction in Rwanda: a case study of RIM in Huye”**,

then the contribution of RIM to poverty reduction in Huye will be the focus of the study.

### **7. Research questions and objectives/hypotheses or assumptions**

Having a problem statement, a student should have two or three questions that will help him/her to respond to the identified problem. Objectives are usually how the response to the research questions will be done. This section sets the parameters of the research proposal. The questions must be precise and unequivocal. Any assumptions/ hypotheses must be clear, explicit.



## **8. Research method and methodology**

The methods should be described in enough details for the study to be replicated. Methodologies include tools expected to carry out or collect data. Every stage should be explained and justified with clear reasons for the choice of the particular methods and material. Documenting the study through archives and library readings, field work, interviews, seminars and workshops, are some of the tools to conduct the study.

## **9. Supervision process**

At the end of level four, students who have successfully completed the taught courses choose a topic for the end of studies *short dissertation* [**4.1. Code of conduct in supervision**]. Once the list of the topics of research is adopted and officially published by the faculty and communicated by the dean to the supervisor, the student makes contact with the supervisor assigned to advise him/her as soon as possible. During these early meetings, the student presents the following to the supervisor for appreciation:

- Formulation of the research topic,
- Research proposal and background of the study
- Literature review and research questionnaire.
- Structure of the Research.
- In addition, the student and the supervisor will elaborate a detailed calendar for the research to be fully completed and submitted in the timeline of the studies fitting in the four years of the BA studies.

The timeframe adopted by the student and the supervisor is to be handed to the faculty council by the supervisor.

## **10. Timeline for Writing the Dissertation**

The research, writing and submission of the dissertation are part of the four years duration of studies. Unless it is a case of emergency, any request for delaying or suspending the presentation of the dissertation must be made known to the supervisor who in turn reports to the faculty's



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supervision committee. The proof must be clearly documented [medical prescriptions by a recognised doctor in the case of long illness or other case; any other important incident (supervision guidelines 4.7)]. If in any case, the student is responsible for the delay and is unable to submit his/her dissertation within this deadline; s/he should pay registration fees for the credit of that dissertation. In any case, any extension of the supervision of a short dissertation cannot go beyond one year. In the case of a delay caused by the supervisor, the student reports to the faculty council; the faculty council shall make the appropriate decision.

### **11. Plagiarism**

Research reports conducted by the student should sound original. References to other resources must be noted appropriately and be fully acknowledged. Plagiarism is the most serious academic “crime”; it consists in using someone else resources, texts, findings, without acknowledging the sources properly. Failure to do appropriate documentation indicates a weakness of the supervisor which may result in sanctions for both the student and supervisor. Any proved and consistent plagiarism will result in the dismissal of the dissertation and failure of the project [Supervision guidelines 4.6].

### **12. Citation and references**

PIASS has adopted the American Psychological Association [APA] style of using references and citations in research, dissertations and publications [as shown below]. The most important thing however when citing and referencing is to **be consistent**. Where you refer to a particular piece of work within the main body of your text, make sure it is acknowledged. Work should be formatted and submitted as follows:

***Submission-*** the texts in progress should be typed, one and a half spaces between lines, on A4 paper, font 12; send electronically in words. Section heading should be in CAPITALS AND CENTRED; subsection side headings should be in small letters, italicized. Foreign words, except proper names, should be italicized. Dates should be given as 4 July 2014; the 1990s; 2000- 14; numerals up to hundred should be spelled out; all other numbers given in figure, e.g. 12-18%; initials of institutions or countries should be given without stops: PIASS; FPR; UN; USA; EAC. Once a text or section of the text is ready for final evaluation, it should be handed to the supervisor in both hard and electronic versions.



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**Quotations:**

Short quotations If quoting directly from a work, you will need to include the author, year of publication and the page number for the reference: According to Murambi (1999), “children from poor families often fail to perform well” (p.201).

Long quotations of more than 40 words should be indented, and omit quotation marks. Start the quotation on a new line, indented ½ inch from the left margin; type the quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation. Single quotation marks should be used for any additional quotations included within the main quotation. The page number of the reference must be given at the end of the quotation

Jones (1998) reported the following:

The study showed that students often had difficulty using APA style, especially when it was their time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (.199)

**Footnotes and references:** footnotes and references should be kept to a minimum number. Footnotes and references on a page appear on its bottom. They should be single spaced .

**References to publications:** should be placed in the text, in parentheses, and a bibliography provided at the end of the article. References within the text should be in the form of: family name, date:page number - (Jyambere & Rudahana, 2014: 324).

**Bibliography:** The bibliography is a list of the publications used for reference. It appears at the end for the paper. The listing is alphabetical by the family name of the first author. PIASS has adopted the APA (American Psychological Association) style of references in the bibliography.

**Edited Books with one author:** Karangane, A. (1990). *Gospel and Sword*. Paris: Karthala.

**Edited book with two or more authors:** Gakire,T. & Rucinoni, L. (eds). (2014). *Histoire des écoles et universités du Rwanda*. Yaoundé: Editions CLE.

**More than two authors:** List by family names followed by initials; commas separate author names, and the last name is preceded by ampersand: Kananga, S., Munywanyi, E., Nkundibakwe, I., Uwunganira, P. Bizibose, E., Ntwaranyi, E., & Bambari, C. (2014). *A handbook of conflict resolution through traditional cultural mechanisms in Africa*. Huye: PIASS Series. Subsequent citations, only use first author’s family





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name followed by “et al” in the signal phrase: ( Karangane et al., 1998) ...

**Organisation as author:** Protestant Institute of Arts and Social Sciences. (2010). *A Handbook of rules and regulations*. Huye: CEL publishers.

Government Document: Rwanda Education Board. (2013). *Performances and counter performances in low fee schools* (HEC publications no 2/2013, 77-92). Kigali: Imprimerie scolaire.

**Unkown author:** Insobanuramagambo y’Imigani y’imigenurano n’imigani miremire (5th Ed.). (2013). Kigali: Editions de l’Imprimerie Scolaire.

**More works by same author:** Use the author’s name for all entries and list the entries by the year [earlier comes first]; Gihana, B. (2010); Gihana, B. (2014).

**More than one reference of a same author or group of authors published in the same year:** Reference list alphabetically by the title of the article, then assign a letter suffixes to the year, e.g.: Rutavogerwa, P. (2012a); Rutavogerwa, P. (2012b) then the rest of the reference.

**For Articles:** Dusenge,J.P (2011). “La réforme de la douane au Burundi”, Huye : PIASS Series (1), 23-59.

**For article or chapter published in a book:** Kayisire, J. (2014). “L’Eglise de l’autre moitié du monde”. In Gatenderi, T & Rutetera, L.(eds), *Histoire du Sahara*, pp.117-143. Yaoundé: Editions CLE.

**Maps, diagrams, figures:** should be placed at the end of the dissertation, each on a separate sheet and numbered. They should be clearly drawn and sources must be duly acknowledged.

**Abstract:** Your dissertation should have an abstract of no more than 250 words.

**Copyright:** you should recognise every source used and in the case the article presented was published, submit authorisation to republish it.

**Electronic sources:** Online articles follow same guidelines for printed article: Author, A.A., & Author, B.B. (date of publication). Title of article. *Title of Online periodical, volume number* (issue number). Retrieved from: <http://www.goodaddress.com/HEC/rw/>



### **13. Illustrations and Tables**

The illustrations and tables used in the dissertation should be precise and readable. They should be introduced and commented. The sources of illustrations and tables must be identified.

### **14. Appendices**

They should be referred to in the text and appear in chronological order. They may contain material relevant to the work but not essential for inclusion in the main body of the work. They may include interview schedules or questionnaires, budgets, data diagrams, curriculum vitae or key research staff.

### **15. Submission of the Dissertation**

At the satisfaction of the supervisor, a dissertation should be submitted to the faculty council. The faculty council should then identify external readers or examiners of the dissertation. A day for defense or presentation of the *short dissertation* should be set after the approval of the external examiner. As a guide for the external examiner, the following are the basic required information in the dissertation before it is defended:

- Researchable topic clearly formulated
- Background of the study clearly presented
- Problem statement which is relevant to the study
- Research questions and objectives in harmony
- Findings that respond to the research questions and to the objectives
- Conclusions and any relevant forwards or recommendations
- Referencing, footnotes, quotations within the texts duly acknowledged [see section 12 above]
- Bibliography at the end of dissertation to respond to the APA model [see section 12 above]

Therefore the role of the examiner is to observe whether the above information and other required information for a scientific work are being taken care of. Before the defense, the examiner should send all comments to the faculty council. The faculty council shall submit these comments to the supervisor who will then share them with students for corrections.

### **16. Defense or presentation of dissertation**

The bachelor degree students are allowed to present their dissertation if they have successfully completed taught courses. The student presents to a jury of 3 academic staff a 12000 word dissertation. The jury



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should be made by the president of the jury, the examiner and the supervisor. However, the supervisor should not have a say in the allocation of marks nor should he/she be in the discussion session of the marks allocation. He/she should be able to give solid remarks in the process of defense, if asked.

### **18. Conciliation in Supervision**

For any matters regarding the supervision processes or issues of concern, the student or the staff supervising may present a substantiated case in writing to the faculty council. The head of the faculty must give an answer in no more than four weeks from the date of the reception of the petition.

Adopted by the Senate of PIASS

Huye, 11 September 2014

The Vice- Chancellor, PIASS

Prof Benoit Girardin

### ***Appendix 3:***

## **PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES [PIASS]**

### **Guidelines for Public Conference**

The present guidelines regulate the activity of public conferences as one of the many initiatives organised by the Protestant Institute of Arts and Social Sciences with the intention to promote intellectual activities proper to a High learning Institution. PIASS The Protestant Institute of Arts and Social Sciences [PIASS] is an ecumenical institution of Higher learning duly chartered by the government of Rwanda. The founding Church members intended to provide to the Rwandan society and to the protestant churches in general men and women morally and intellectually equipped to promoters of holistic development.



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The PIASS's Senate adopted a comprehensive research policy that is implemented by two structures, the PCC and the Directorate of Research. The present guidelines on public conference and Scientific Week are designed to regulate the Public Conference and the Scientific Week activity to make them more beneficial to the academic community and the public both in PIASS and beyond.

## **1. Public Conference**

### ***1.1. What is Public Conference in PIASS?***

Public conference in PIASS is an academic activity organised in view for scholars and experienced people in a given domain from PIASS or from outside to share their knowledge and to interact with the PIASS academic community. The conference is given in a form of individual presentations or shared interventions, in panels or other forms of social communication that allow participants to interact with the speaker/s.

### ***1.2. The aim of the Public Conference***

Public conferences are essential and integral part of the intellectual activity on the PIASS campuses and aimed at promoting free and mature debates so as to build strong channels of production and circulation of knowledge that enrich society.

### ***1.3. Selecting the topic and the speakers***

Public conferences are organised by PIASS Rectorate or by individual faculties. The dates of the public conference are adopted within the academic calendar by the PIASS Senate. The organising body within PIASS takes up technical preparations such as production and circulation of the information towards the Rectorate and the academic community. The topic, speaker, the respondents if any, the venue, are known at least 3 months before the day.

The advert of the conference states clearly the problematic to be dealt with and a short summary of the expertise of the speaker.

Although speakers are responsible for the ideas presented in a public conference, PIASS does not invite any speakers that condone genocide, racial or supremacist ideologies.

### ***1.4. Presiding the conference.***

The organiser proposes to competent body [Rectorate, Faculty Council ] the names of experts that are knowledgeable in the domain and apt to facilitate the presentation and



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discussions of the conference. As much as it is agreed between two parties, any paper of the public conference can be published in the PIASS series.

### ***1.5. Charges***

Any charges raising from the public conference [transport, accommodation, catering of the speakers, etc] are met by the budget of the organising body. In the case of joint conference between faculties or other bodies, charges are jointly covered throughout respective budgets.

### ***1.5. Part of continuous training***

Public conference are part of continuous formation. It is the policy of PIASS to encourage each faculty to organise at least one public conference per term and the Rectorate to organise at least one public conference per Semester.

As part of collective effort, each academic staff is invited to give a paper or be a respondent in a public conference in any given high learning or research institution within or outside PIASS.



***Appendix 4:***

**Guidelines for the PIASS Research Fund**

The PIASS Research Fund was created to boost the research activity in PIASS. The document of policy charges both the PCC and the director of research to manage the Research fund.

**1. The Research at PIASS**

1.1. The research work is coordinated by the Director of research under the supervision of a research Central Coordination group whose nomination is approved by the Senate. The PRCC is chaired by the VRAC, seconded by the Director of research and comprising, elected faculty representatives, quality assurance Director, Chief Librarian and Finance director to whom may be added, experts in specific areas of knowledge and scientific repute. Equally, a pool of individual peer reviewers is appointed by the Senate.

1.2. The day by day research activities at PIASS are done by a director whose duty is coordinating, facilitating and promoting research and consultancy services at PIASS. This includes, observing ethical considerations in research conducts and inspiring research priorities and agenda ; Developing methodologies which shall assist in setting out research priorities, securing funding, planning research, providing capacity building and monitoring research projects ; Organising research related events and disseminating research findings conference and in particular Scientific Week- end outputs and promoting quality publication in PIASS publication series ; Motivating staff and students to conduct research and strengthening capacity building in research ; Stimulating peer review and cross-checking research.

***2. The Activities of the coordination bodies***

***2.1. The Meeting***

The PIASS research central coordination committee [PCC] meets once every three month and when needed; it receive reports, briefings and activity plans from the directorate of research. The reports of the PCC is presented in the activity reports of DR.



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## ***2.2. The PCC adopts an annual work plan***

The plan is submitted by the director of research to the PCC; the plan should include both individual and joint research projects from individual academic staff in PIASS, and if need be, from postgraduate students .

## ***2.3. The application Scrutiny***

- \* The PCC scrutinises application request from the academic staff/postgraduate
- \* The funding is competitive, the first best application is funded.
- \* *The application is expected to meet the following criteria:*
  - \* ethical considerations guiding an academic research
  - \* the PIASS priority and scientific agenda
  - \* the room for monitoring and evaluation
  - \* Whole or substantial part of the project must be completed in one academic year.
  - \* once the project is approved by the PCC, its manager signs a contract with PIASS.

## ***2.4. Application form***

The responsible of the project submits an application to the director of research at least 3 months prior to the meeting of the PCC. The DR issues an acknowledgment to the applicant indicating the steps the project must follow. In the case the application needed some complement, the DR informs the applicant. A complete file of the application comprises:

- a. a letter of submission addressed to the DR
- b. an application form including basic information on the project and on the identity of the applicant.

## ***3. The transfer of the funding***

3.1. The transfer of the funding is given in 3 instalments respectively: 40% at the signing of the contract; 30% at the presentation of the intermediate report and 30% after the presentation of the final report.

3.2. Financial reporting of the expenses are part of the intermediate report and are compulsory for the following transfer to be done. Special arrangements can be done for transfers on the benefit of the project.

## ***4. Monitoring Research***



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4.1. Progressive report is presented by the project’s manager to the DR who, in turn brief the PCC every three months.

4.2. In the case there was no progress at all the PCC might be brought to decide for the suspension of the funding.

4.3. Applicants whose projects were not discharged by the PCC would not receive any new funding for 3 years.

DR, December 2013

**APPLICATION FORM FOR RESEARCH FUNDING**

1. Details of the applicant:

1.1. Names of the applicant.....Telephone.....  
email.....

2. Faculty/department of the applicant.....

**2. Title of the project.....**

2.1. objective of the project [state the problematic] .....

2.2. Short summary of the project.....

[ No more than 150 words].

2.3. Manager of the project.....

2.4. Names of the co-managers or collaborators if any.....

2.5. Experience of the Manager/co-managers [ state clearly in more or less 120 words the experience of the manager in relation to the expertise needed to initiate and execute this project .....

**3. Costs of the project**

3.1. State clearly the overall estimated costs of the project:.....

3.2. Cost distribution [ ex]:

a. Field work.....

b. transport costs.....

c. accommodation on field work.....

d. collect of data.....

e. Documentation.....

f. Production of reports





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g. Restitution.....

3.3. Please provide justification of previous instalments/funding if any.....

**4. Timeframe :**

4.1. When the project is due to start?.....

4.2. What are the steps planed in the execution of the project.....

4.3. When is the final report is it due?.....

5. Other information/comment the applicant feel relevant to support the application:

6. Approved by the Dean/Head of Faculty/department.....[date + signature].....

Date..... Signature of the

Applicant.....

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

**Chairman of PIASS Council**