



PROTESTANT UNIVERSITY OF RWANDA (PUR)

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POSTGRADUATE SCHOOL (PGS)

GENERAL ACADEMIC REGULATIONS

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AN OVERVIEW OF THE PROTESTANT UNIVERSITY OF RWANDA (PUR)

1. Historical background

The Protestant University of Rwanda (PUR) is a non-governmental, accredited higher learning institution owned by various Protestant churches in Rwanda, operating as a faith-based organization. It continues the efforts initiated by the churches through the School of Theology, known as the “École de Théologie de Butare (ETB),” which was established in 1970 by two Protestant churches: the Presbyterian Church in Rwanda (EPR) and the Union of Baptist Churches in Rwanda (UEBR). The school was founded to address the shortage of trained pastors within Protestant churches. Over time, other Protestant churches joined the original two founders. Today, the Protestant University of Rwanda is owned by 16 churches. These are:

1. The Presbyterian Church in Rwanda
2. The Union of Baptist Churches of Rwanda
3. The Free Methodist Church of Rwanda
4. The Anglican Church of Rwanda, Kigali Diocese
5. The Anglican Church of Rwanda, Byumba Diocese
6. The Anglican Church of Rwanda, Kibungo Diocese
7. The Anglican Church of Rwanda, Gasabo Diocese
8. The Anglican Church of Rwanda, Shyogwe Diocese
9. The Anglican Church of Rwanda, Butare Diocese
10. The Anglican Church of Rwanda, Kigeme Diocese
11. The Anglican Church of Rwanda, Shyira Diocese
12. The Anglican Church of Rwanda, Cyangugu Dioces
13. The Anglican Church, Karongi Diocese
14. The Pentecostal Church of Rwanda-ADEPR
15. Association of Baptist Churches of Rwanda
16. Seira Community Church

The ETB delivered a four-year program awarding a diploma in Theology. In 1990, it was upgraded to the university level and became the Faculty of Protestant Theology of Butare (*Faculté de Théologie Protestante de Butare, FTPB*) with a four-year program awarding a Bachelor of Theology with Honors. The faculty acquired official accreditation in 1993 by convention N° 1552 of December 9, 1993 as a private higher learning institution. In the same

year, the convention N° 1554/09.2/01/02 acknowledged the degrees delivered by the institution.

During the 1994 genocide against Tutsi in Rwanda, the FTPB was seriously affected and suffered the loss of its Dean and four students. In the aftermath of this tragedy, the founders of the institution in collaboration with their partners joined their forces 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 cohorts of students were trained over two years each in contextual theology. The graduates of this program were awarded a two-year Diploma in Protestant Theology. As of 1999, the FTPB resumed the classical four-year program of Hon. Bachelor's degree in Protestant Theology.

In 2010, two new faculties were opened. These are the Faculty of Education (FED) and the Faculty of Development Studies (FDS). Together with the Faculty of Theology, they formed the new institution that were respectively accredited by the Ministerial Order no 09/11 of November 2009 as "Institut Protestant des Sciences Humaines de Butare (IPSHB)" and later as the Protestant Institute of Arts and Social Sciences (PIASS) through the ministerial order n°29 of 19/07/2010. From its main campus in Huye district PIASS opened a second campus in 2014 in Karongi district. In 2016 the institution applied for a new name, Protestant University of Rwanda (PUR), which was granted by the Rwanda Governance Board on March 29, 2017, with certificate number 102/RGB/RBO/2017, as published in the Official Gazette No. 19 of 08/05/2017. At the moment, PUR counts four faculties: Theology and Religious Studies, Education, Development Studies; Architecture and Green Technologies. Different programs are run in these faculties. Like any other Higher Learning Institution, PUR intervenes in teaching and learning activities, research, consultancy, and community outreach.

2. PUR philosophy

PUR holds the view that faith and science are indispensable tools for any society to survive and harness the 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.

3. PUR vision

PUR wants to be a reference university, fostering knowledge development and research that is relevant for society and inspired by Christian ethics and values.

4. PUR mission

The mission of PUR is to provide Society and Churches with well-trained personnel who are inquisitive, solution-oriented, committed, and equipped with knowledge and skills that enable them to meet the specific needs of societies that are moving to a global and pluralistic world.

5. PUR Moto

Fides et Scientia

6. PUR Objectives

As an accredited higher learning institution, PUR pursues the following objectives:

- ✓ To develop practical and applicable knowledge in arts, social sciences and technology
- ✓ To impart high-quality teaching enabling the creation of employment that proves relevant to communities is close to reality and helpful for society.
- ✓ To contribute to the positive transformation of society through teaching, research, consultancy, and various projects.
- ✓ To contribute to local and national sustainable development by promoting scientific and technological research towards integrated development

7. PUR's Beliefs and Ethical Principles

Ethical principles are ideals that guide and support the thoughts and actions of individuals, groups, communities, or institutions. These principles are not meant to be rigid rules but dynamic guidelines that help everyone fulfil their obligations and enjoy their rights. As a Protestant institution of higher education, PIASS's ethical values are rooted in its statement of faith, which is inspired by the faith of its member churches.



7.1 PUR'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, PUR'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. PUR 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. PUR 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. PUR 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. PUR is committed to supporting initiatives likely to improve the living conditions of communities.
5. PUR is committed to supporting the weakest among us and to building healing communities where everyone finds a place.

7.2 PUR's ethical principles

PUR's convictions and commitments are focused on promoting Christian and positive values among its staff, students, and all its partners. These values include, but are not limited to:

Liberation: as the Gospel of Christ liberates from sin and all other human alienations and forms of evil here and now, being witness to it cannot be successful without running social dialogue with society and serving the poor people in the society.

Relevance: higher education has received considerable interest due to its potential contribution to the construction and development of accountability, equitability, and stability of society *via* the training of committed, responsible, professional, and competent citizens.

Unity in Diversity: open and respectful exchange of ideas and discussion along with evidence-based documentation is essential to Higher Learning Education in contributing positively to a pluralistic society.

Effectiveness and efficiency: finding out the optimal effort and cost-effective way to reach objectives in a changing environment and society and keep on being result and solution-oriented should be applied at all levels of the institution in order to achieve the goals set by the institution.

Quality Service Delivery: training, research, and services to both national and international communities must be qualitative and competitive.

Innovation: teaching and learning processes are taken into consideration in changing the needs of the churches and society. Therefore, programs are continually assessed and accordingly improved in a spirit of creativity and entrepreneurship at all levels.

Responsibility: administrative staff, lecturers and students are expected to make positive and peaceful decisions for the community upon their choice without a special supervisor or delegate.

Solidarity: promoting the unity between administrative staff, lecturers and students as a community with a common interest is the responsibility of each PIASS member. Gender balanced culture especially in both administrative staff and lecturers will continue to be taken into account at all levels of the institution.

Collaboration: fostering team spirit and looking for win-win partnerships with other national and international institutions of higher learning education are promoted to all levels of the institution.

Transparency: managing resources of the institution in a rigorous, integrity, and transparent manner.

Good Governance: fairness, equity without discrimination, clear delegation, facilities for people with disability, decentralization, and respecting human rights 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 serve 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 fulfil 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 well-being of society and our environment by acting in accordance with the University's equality and diversity policy.

CHAPTER I: ORGANIZATIONAL STRUCTURE OF THE PUR POSTGRADUATE SCHOOL

Section 1: The Postgraduate School Council

Article 1: Scope of The Postgraduate School Council

The Postgraduate School Council shall coordinate all activities relating to teaching, research and services to the community. It reports to the PUR Academic Senate.

Article 2: Members of the Postgraduate School Council

Shall be members of the Postgraduate School Council:

- The Dean of the School who shall be the Chairperson;
- The vice-Dean of the School who shall be the Deputy Chairperson;
- The Administrative Assistant of the School who shall be the “Rapporteur”;
- All leaders of Postgraduate programs
- Academic Registrar
- Director of Quality Assurance
- Director of Research
- Director of Library and ICT
- Deputy Vice Chancellor for Administration and Finance
- Deputy Vice Chancellor for Academics,
- Dean of Students
- Deans of PUR Faculties
- Campus principals
- Dean of Students

Article 3: The Duties of Postgraduate School Council

The Postgraduate School Council has the following duties:

- Coordinating the Postgraduate School
- Devising and making proposals to the Senate regarding study program and monitoring their implementation

- Hearing and approving the reports from the postgraduate committees
- Assessing the reports on application files and approving the list of admitted students
- Approving the teaching plans proposed by the he postgraduate committees
- Examining the reports on the deliberation of academic results and report to the Academic Senate
- Assessing the reports on the needs for academic and administrative staff and approving their profile for the recruitment process
- Ensuring the quality of teaching within the School
- Making proposals to the Senate of rewards and if need be, disciplinary sanctions for the teaching staff and students;
- Proposing the school budget to the Senior Management committee of PUR
- Ensuring that all exams are done within the periods provided for by the general calendar of PUR
- Approving the reports on the implementation of the programs;
- Making proposals to PUR Senate to strengthen existing partnerships, projects, and initiating new ones; and monitoring their implementation;
- Producing regular reports on the activities of the Postgraduate school and submitting them to PUR top management;
- Dealing with any other issue relating to the smooth running of the school and PUR in general.

Article 4: Meetings of the Postgraduate School Council

The Postgraduate School Council shall be convened and chaired by the Dean of the School or the Vice Dean when Dean is absent or withheld. Invitation to meetings of the Council accompanied with working documents and indicating the date and the agenda shall reach the members at least 8 days before the meeting. The Postgraduate School Council holds its ordinary meetings every three months and reports to the PUR Senate. The Council may be convened to hold an extraordinary meeting by its Chairperson or upon request of half of its members. In either case, the notification should reach the members at least 3 days before the meeting.

Article 5: Decision making process

The Postgraduate School Council shall be legitimately held when two thirds (2/3) of its members are present. If the Quorum is not reached, the meeting is postponed. The next meeting convened shall be extraordinary and held without considering the Quorum. Decisions shall be taken by consensus. Otherwise, the decisions shall be adopted upon the absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.

Article 6: Submission of proceedings

The proceedings of the meetings held by the Postgraduate School Council shall be transmitted to the Vice-Chancellor and Deputy Vice-Chancellors within 15 working days after the meeting.

Section 2: The Postgraduate Committee

Article 7: Each program shall have a management committee called "Postgraduate Committee" composed by the Program leader (chairperson), Administrative Assistant of a given postgraduate program (Rapporteur), and all permanent academic staff who are specifically assigned to that program. Part-time academic staff may be invited to its meetings whenever it is deemed to be necessary. The members of each Postgraduate committee shall be proposed by the Postgraduate School Council and Approved by the Academic Senate of PUR.

Article 8: Meetings of the Postgraduate committee

The postgraduate committee shall be convened and chaired by the Program leader once a month and reported by the Administrative Assistant of the Program. Invitation to the meeting accompanied with working documents and indicating the date and the agenda shall reach the members at least 8 days before the meeting. The Committee may be convened to hold an extraordinary meeting by its Chairperson or upon request of half of its members. In either case, the notification should reach the members at least 3 days before the meeting. In case the program leader is absent or withheld, it shall be chaired by the Dean or the vice-Dean of the School of Postgraduate Studies. The rapporteur shall be replaced by the Administrative Assistant of the School.

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Article 9: Duties of the Postgraduate committee

The Postgraduate committee shall have the following duties:

- To ensure a smooth daily implementation of the program(s) they have been entrusted
- To advise the program leader regarding action plan, teaching plan, timetables, exams, marking, research, and other related duties
- To document the needs of the program related to academic and administrative staff, as well as financial means needed to run the program and report to the Postgraduate School Council for analysis and endorsement;
- To conduct the deliberation of academic results at the program level and submit the deliberation report to the Postgraduate School Council for review and approval.
- To analyse the research topics, proposal and thesis submitted by students and report to the Postgraduate School Council for approval
- Initial assessment of applicant files to see whether they meet the requirements of the program and report to the Postgraduate School Council
- To propose to the Postgraduate School Council new programs or the review of existing ones.
- To explore the possibilities of signing MOU with national and international organizations and report to the Postgraduate School Council;
- To ensure a continuous interaction with practitioners by ways of industrial attachment, study trips, research, workshops and conferences.
- Dealing with any other issue relating to the smooth running of the school in general and the program in particular.

Section 3: Post-graduate School leaders and staff

Article 10: Dean and Vice-Dean of the Postgraduate School

The Dean and Vice-Dean of the Postgraduate School are elected for an office term of three (3) years renewable once. The voting assembly is composed by all full-time academic staff of the Postgraduate School. It is convened and chaired by the Deputy Vice-Chancellor for Academic Affairs. To be eligible to this position, the candidate should be a PhD holder in the field related to one of the programs of the PUR Postgraduate School with a proven teaching experience of more than three (3) years in higher learning institutions.

Article 11: Dean's duties and responsibilities

The Dean of the postgraduate school at the Protestant University of Rwanda plays a critical role in ensuring the success and vitality of postgraduate education within the institution, with responsibilities covering academic, administrative, and strategic domains. Here are his/her key responsibilities:

- Overseeing curriculum development and review, program assessment, and adherence to academic standards.
- Coordinating all postgraduate programs in close collaboration with respective program leaders. Managing the day-to-day activities of the postgraduate school, including budgeting, staffing, resource allocation, and strategic planning in close collaboration with other administrative and academic staff members.
- Ensuring that students receive adequate support and services throughout their postgraduate studies. This may involve overseeing student recruitment, admissions, advising, mentoring, and career services.
- Contributing to teaching, supervision and examination of postgraduate students' course works and dissertations.
- Supporting the professional development of staff members involved in postgraduate programs. This may include facilitating training opportunities, promoting research initiatives, and providing support for teaching and mentoring activities.
- Developing research frameworks for staff and students engaged in postgraduate education.
- Developing and implementing policies related to postgraduate education, academic standards, student conduct, and other relevant areas.
- Ensuring compliance with institutional policies and external regulations in close collaboration with the director of quality assurance.
- Representing the postgraduate school within the broader university community, as well as externally with other institutions, accrediting bodies, and professional organizations.
- Participating in PIASS research activities and community outreach.
- Collaboration with other academic units and stakeholders for fostering interdisciplinary research and program development.
- Advocating for the interests of postgraduate students and promoting the value of postgraduate education both within the university and to external stakeholders. This

may involve engaging with alumni, donors, policymakers, and industry partners to support postgraduate programs and initiatives.

- Monitoring and evaluating the effectiveness of postgraduate programs, student outcomes, and administrative processes. This includes conducting program reviews, collecting feedback from stakeholders, and implementing changes to enhance the quality and relevance of graduate education.
- Advising PUR on the development of new postgraduate programs, projects, and the recruitment the staff needed to run the postgraduate school effectively.
- Developing research projects and raising funds to ensure the sustainability of the postgraduate school.
- Preparation of working documents for the meetings of the Postgraduate School Council.
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- Producing regular reports on the activities of the Postgraduate school and submitting them to PUR top management as required.
- Strengthening existing partnerships and initiating new ones on behalf of PUR top management.
- Assuming any other tasks given by PUR top management.

Article 12: Dean's dismissal

The office term of the Dean of the Postgraduate School can be ended following voluntary leave, established embezzlement or scandalous behaviour, and any other reason specified in the general internal regulations of PUR and the labour law in use in Rwanda.

Article 13: The Vice-Dean of the Postgraduate School

The Vice-Dean of the Postgraduate School is appointed in the same conditions as the Dean. He/she shall support the Dean in his/her duties and replace him/her in his absence.

Article 14. The Administrative Assistant of the Postgraduate School

PUR shall recruit an Administrative Assistant for the Postgraduate School. To be eligible to this position, the candidate should be a Master's holder in the field related to one of the programs of the PUR Postgraduate School. He/she should have enough competences in the use of digital tools to efficiently manage the resources of the school.

Article 15: Administrative Assistant duties

The Administrative Assistant of the Postgraduate School shall be exclusively dedicated to that post and shall have the following duties:

- Managing audiences and appointments of the Dean
- Preparing the Dean's meetings;
- Coordinating activities of the School in the Dean's office;
- Dealing with the official correspondence received and sent by the Dean;
- Collaboration with administrative assistants of various postgraduate programs and coordinating crosscutting technical duties like timetables, marks, communication, and other similar activities.
- Assisting the dean in receiving and orienting students' inquiries
- Receiving filing and consolidating different reports from the program leaders (deliberation reports, teaching plans, timetables, teaching progress, budget, narrative reports, etc);
- Preparing different reports;
- Preparing students' transcripts and other administrative documents;
- Reporting the meeting of the postgraduate school;
- Managing information and communication within the school.
- Managing the School property
- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Dean and PUR top management.

Article 16: The Program leader

The Program Leader is elected for an office term of three (3) years renewable once. The voting assembly is composed by all full-time academic staff in the concerned program. It is convened and chaired by the Dean of the Postgraduate School. However, some programs in the same cluster like theology cluster or Education cluster, may be managed by one program leader. To be eligible to this position, the candidate should be a PhD holder in the field related to the concerned Postgraduate programs with a proven teaching experience of more than three (3) years in higher learning institutions.

Article 17: Duties and responsibilities of the program leader(s)

The program leaders shall have the following duties and responsibilities:

- Ensuring effective implementation of the program(s) and compliance with academic calendar
- Elaboration and implementation of teaching plan, timetables and communicating them to
- students and teachers on time
- Ensuring the preparation, moderation, security and marking of exams
- Convening and chairing the meetings of the Postgraduate management committee and reporting
- the Dean of the Postgraduate School
- Ensuring a smooth collaboration with other program leaders
- Preparation of working documents for the meetings of the Postgraduate management committee
- Preparing and executing the budget allocated to the program(s)
- Exploring the possibilities of increasing postgraduate programs
- Ensuring effective implementation of existing MoU and signing new ones.
- Carrying out any other activity in connection with his/her attributions

Article 18: Program Leader dismissal

The office term of the program leader can be ended following voluntary leave, established embezzlement or scandalous behaviour, and any other reason specified in the general internal regulations of PUR and the labour law in use in Rwanda.

Article 19: The Administrative Assistant in the office of the Program Leader

PUR shall recruit an administrative Assistant for each office of the program leader. To be eligible for this position, the candidate should be a Master's holder in the field related to the concerned Postgraduate program(s).



Article 20: The duties of Administrative Assistant in the office of the Program Leader

The Administrative Assistant in the office of the Program Leader shall be exclusively dedicated to that post and shall have the following duties:

- Managing audiences and appointments of the Program Leader
- Preparing the Program Leader's meetings;
- Dealing with the correspondence received and sent by the Program Leader;
- Assisting the Program Leader in receiving and orienting students' inquiries
- Receiving, filing and consolidating different reports (deliberation reports, teaching plans, timetables, teaching progress, budget, narrative reports, etc.);
- Preparing different reports;
- Preparing students' transcripts and other administrative documents;
- Reporting the meeting of the postgraduate management committee;
- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Program Leader.

Article 21: Teaching staff for the Postgraduate School

PUR shall appoint a relevant number of academic staff for each Postgraduate program or cluster of Postgraduate programs. The number of staff shall be determined in compliance with existing standards of teacher-student ratio and required qualifications. All the professors and Lecturers assigned to various post-graduate programs shall automatically be part of full-time staff of the PUR Post-graduate school.

Articles 22: Workload for the staff of the Postgraduate School

The full-time academic staff of the Postgraduate school shall first be given a workload by the leaders of Postgraduate programs before being assigned teaching hours in undergraduate programs.

CHAPTER II: SPECIFICATION OF POSTGRADUATE PROGRAMS

Section 1: General framework of postgraduate programs

Article 23: Definition of technical terms

1⁰ Module: A coherent and self-contained unit of learning, teaching and assessment, which comprises a defined volume of learning activity, expressed in terms of learning outcomes, which are in turn linked to assessment tasks. The volume of educational activity is expressed in hours of student effort and which is linked directly to the credit value of the module.

2⁰ Credit: 10 hours of direct instruction (lectures), tutorials, seminars and laboratory contact hours, all work required on assignments and projects, time spent in independent study or research, time spent revising for and completing assessments and any additional time and effort expected of a student enrolled in that module. All modules must be assigned credits.

3⁰ Credit accumulation: The process of collecting credit for learning towards a qualification.

4⁰ Credit Value: The number of credits, at a particular level, assigned to a body of learning. The number of credits is based on the estimated notional learning hours, whereby one credit represents 10 notional hours of learning.

5⁰ Credit transfer: A mechanism which allows credit awarded by a higher education (HE) to be recognized, quantified and included towards the credit requirements for a program delivered by another HE provider and/or between programs offered by a HE provider.

6⁰ Module size: The module size is counted according to the assigned number of credits which depends on the weight of the module and following the requirements as defined by the Higher Education Council.

7⁰ Pre-Requisites or Required Modules: students must have passed the modules listed as prerequisites in order to enrol for the module, or have achieved the required learning outcomes in approved equivalent modules, or in some other way acceptable to PUR.

8⁰ Co-Requisites: students must also take or have taken the modules listed as co-requisites in order to enrol for the module, or attempt the required learning outcomes in approved equivalent modules or in some other way acceptable to PUR.

9⁰ Recommended modules: students are recommended, but not required, to have the prior learning specified in the recommendation; this may include a recommendation to take or have taken certain modules or to have achieved the associated learning outcomes in some other way, or a recommendation expressed in more general terms of the prior learning.

10⁰ Module dependencies: Module dependencies specify the prior or parallel learning required of students to undertake the module. This leads to the definition of module requirements, pre-requisites and co-requisites. Where there is significant replication of the subject content across different modules there is a need to ensure that students do not gain credit more than once for the same learning outcomes. Enrolment is not permitted in a module unless prerequisites and corequisites have been satisfied.

11⁰ Core Modules: The modules that students are required to take.

12⁰ Optional/ Elective Modules: students must take at least the required number of these modules from an approved list, in accordance with an approved scheme, subject to the general provisions of the program specification framework.

13⁰ Education Qualifications Framework: An Education Qualifications Framework (EQF) serves as a national tool for developing and categorizing qualifications based on specific criteria related to learning levels and acquired skills. It represents a nationwide initiative to integrate education and training into a cohesive structure of recognized qualifications. The EQF aims to ensure that qualifications and credits are effectively comparable across the country's education and training systems and to support the recognition of these qualifications internationally.

14⁰ Grading system: The process of applying standardized measurements of varying levels of achievement in a course.

15⁰ Student mobility: The movement of students from one program to another within a HE or from one HE to another.

16⁰ Qualification: Qualification is a formal certificate issued by an official agency, in recognition that an individual has been assessed as achieving learning outcomes or

competencies to the standard specified for the qualification title, usually a type of certificate, diploma or degree. Learning and assessment for a qualification can take place through workplace experience and/or a program of study. A qualification confers official recognition of value in the labour market and in further education and training.

17⁰ Accredited programs: An academic program approved by the Higher Education council of Rwanda or/and any other national or international recognized agency.

18⁰ Program cluster: The programs of close domains

Article 24: Program specification

Through the Postgraduate School (PGS), PUR intends to offer various programs including postgraduate certificate (PGC), Postgraduate Diploma (PGD), Master and Doctorate of Philosophy (PhD). The number of credits for each program depends on its nature and existing quality education standards.

Article 25: Postgraduate Awards

1⁰ Postgraduate Certificate (PGC): It shall be awarded to a registered student who has successfully completed an accredited postgraduate program with a minimum of 60 credits (600 hours).

2⁰ Postgraduate Diploma (PGD): It shall be awarded to a registered student who has successfully completed an accredited postgraduate program with a minimum of 120 credits (1,200 hours).

3⁰ A Master's degree: It shall be awarded to a registered student who has successfully completed an accredited postgraduate program of between 180 and 240 credits (between 1,800 and 2400 hours).

4⁰ A Doctorate of philosophy (PhD). It shall be awarded to a candidate who, having critically investigated an approved research project resulting in an independent and original contribution to the body of knowledge, has demonstrated an understanding of research methods appropriate to the chosen field, and has presented and defended a thesis in oral examination to the satisfaction of examiners. The total credits for this qualification are 360 (3600 hours).

Students profile and specific admission criteria for each postgraduate program shall be specified in separate documents.

Section 2: Students profile and Specific admission criteria for existing postgraduate programs

Article 26: Postgraduate Diploma of Education in Teaching (PGDE)

The program is designed to equip people with teaching skills. It will admit students who will have successfully completed a Bachelor's program in a higher learning institution accredited by the Government of Rwanda. Applicants with foreign degrees will seek equivalence from the Higher Education Council in Rwanda before being admitted.

Article 27: Postgraduate Certificate of Theology in Pastoral Ministry (PGCTh)

The program is especially designed to produce graduates who will serve as parish pastors and preachers. It will admit students who will have successfully completed a Bachelor's program in a higher learning institution accredited by the Government of Rwanda. Applicants with foreign degrees will seek equivalence from the Higher Education Council of Rwanda before being admitted.

Article 28: Postgraduate Diploma of Theology in Pastoral Ministry (PGDTh)

The program is especially designed to produce graduates who will serve as parish pastors and preachers. But its graduates can also serve as chaplains in various settings, family/marriage counsellors, and youth ministers. Like PGCTh, the program will admit students who will have successfully completed a Bachelor's program in a higher learning institution accredited by the Government of Rwanda. Applicants with foreign degrees will seek equivalence from the Higher Education Council in Rwanda before being admitted.

Article 29: Master of Theology in Christian Ethics and Leadership (CEL)

The Master of Theology in Christian Ethics and leadership is designed to equip students with knowledge and skills in the areas of ethics and Church governance. The program admits graduates who hold a Bachelor's degree in any domain. The candidates should have at least a second-class lower division or 60% in classical grading systems or its equivalent. Ability to

learn in English and to use ICT tools is also mandatory. Applicants without a theological background shall be accepted and required to take supplementary theological modules of Biblical Studies (Old Testament and New Testament), Systematic Theology, Practical Theology, Church history, and internship as prerequisites and co-prerequisites.

Article 30: Master of Theology in Community Care and Development (CCD)

The Master of Theology in Community Care and Development is designed to train academics and practitioners capable of addressing community concerns from a theological perspective. The program admits graduates who hold a Bachelor's degree in any domain. The candidates should have at least a second-class lower division or 60% in classical grading systems or its equivalent. Ability to learn in English and to use ICT tools is also mandatory. Applicants without a theological background shall be accepted and required to take supplementary theological modules of Biblical Studies (Old Testament and New Testament), Systematic Theology, Practical Theology, Church history, and internship as prerequisites and co-prerequisites.

Article 31: Master of Education in Quality Management (MEQUAM)

The Master of Education in Quality Management (MEQUAM) is designed to fit the professional demands of management staff or persons involved in teacher training, education administration and quality assurance at different levels, and development services in the field of education. The program admits graduates who hold a Bachelor's degree in education or a bachelor's degree in other fields with a postgraduate diploma in education. The candidates should have at least a second-class lower division or 60% in classical grading systems or its equivalent. Ability to learn in English and to use ICT tools is also mandatory.

Article 32: Profile and admission criteria for future postgraduate programs

The student profile and specific admission criteria for future postgraduate programs shall be specified in the related program proposal.

CHAPTER III: APPLICATION AND REGISTRATION PROCEDURES

Section 1: Application and admission process

Article 33: General requirements

Applicants for admission to the PUR Postgraduate School must fulfil the requirements for the program they are applying for. The applicants who have studied abroad are required to provide equivalence issued by the Higher Education Council of Rwanda. For the Master program, a candidate shall hold a Bachelor's degree with honours in a relevant domain. For a Doctoral program, the applicant should at least have a Master's degree or its equivalent in a relevant domain

Article 34: Application documents

Any candidate who wants to pursue postgraduate studies at the Protestant University of Rwanda is required to submit a folder containing the following documents to the Dean of the Postgraduate School with copies to the Leader of the program in which the candidate want to be enrolled and to the Academic Registrant of PUR:

- An application letter specifying the program in which the applicant want to be enrolled and the motivation of choosing it
- Notarized copies of required degrees and transcripts. Applicants with foreign academic qualifications shall first obtain equivalence of their degrees from the Rwanda Higher Education Council (HEC)
- Two recent coloured passport size photographs
- A copy of Identity card or passport for foreign students
- A proof for the payment of application fees as indicated in the call for application
- Other relevant documents as indicated in the call for application
- Proof of sponsorship or ability to pay the tuition fee as private student
- Proof of ability to study in English
- A research proposal where applicable as indicated by the call for application
- 3 persons of reference and recommendation letters where applicable as indicated in the call for application
- To fill out an application form and submitting it together with the required documents

Article 35: Processing application files

The submitted application files are assessed at three levels:

- The program leader and postgraduate committee evaluate whether applicants meet the necessary prerequisites for admission to their desired program.
 - The Postgraduate School Council makes a decision to admit, reject, or reorient each applicant
 - based on the postgraduate committee's report, and issues an admission letter.
 - The registrar's office registers the applicant upon presentation of the admission letter.
- The Registrar issues proofs of registration (registration letter and registration number).

Article 36: Provisional admission

Students who do not meet the admission requirements for a given program may be admitted with provisional status if the Postgraduate School Council realizes that they can provide the missing documents in due time. Students who are admitted provisionally must present the proof of compliance with these regulations at least one month before the start of the academic year in which they intend to enrol.

Article 37: Postgraduate Students' Induction Standards:

The postgraduate students shall be inducted on: (a) Institutional policies, rules and regulations concerning postgraduate training; and (b) Their roles and responsibilities during the study period.

Guidelines:

The postgraduate students' induction programme shall include: i. An introduction to the Faculty/School's research activities, infrastructure and facilities; ii. Relevant health and safety requirements; iii. Information on supervision and the monitoring of academic progress; iv. The Institutional arrangements for communication and feedback with students; v. Institutional, Faculty/School's policy for researcher development and skills training, and opportunities available including research seminars and support for workshops and conferences.

Article 38: Appeal

The applicants who were denied admission may request to reconsider the decision by submitting an appeal letter to the Dean of the Postgraduate School. The feedback shall be issued within two weeks from the reception of the appeal letter.

Article 39: Designation of Full-Time and Part-Time Status

Full-time student status is defined as registration for a day program. Part-time student status is defined as registration for non-day programs (weekend, holiday, or block release schemes).

Article 40: Admission postponement

Once admitted to a Postgraduate Program, admission can be postponed for the next academic year following the candidate's formal request to the Dean of the Postgraduate School. This can be renewed for another year only. Candidates who fail to register for the intake they applied for and who have not requested and received an admission postponement will be administratively separated from PUR at the end of the first stay on campus for intensive teaching and learning activities of the academic year and intake they failed to register for. If the candidate wishes to re-apply for admission, he/she must start the process afresh. The normal payment of application fees will be required. Applicants can apply for change of intake in the same academic year by submitting a formal request to the Postgraduate Committee which issues an official acceptance of the request. Otherwise, they will have to pay the same amount of application fees for the renewal of their admission.

Section 2: Registration Process

Article 41: Initial Registration

- Students must register for their desired program or modules before the start of each semester to avoid late registration fees determined by the PUR Senior Management Committee. Registration dates will be announced by the Registrar's office one month before the end of the current semester.
- The names used for registration will appear on all PUR documents. Any name change request must be accompanied by legal documentation.

- Each student will receive a unique registration number upon registration, which will be used on all PUR documents. In case of duplicate registration numbers, students should report the issue to the Academic Registrar's office.
- Students will receive their registration number after paying the registration fees determined by the PUR Senior Management Committee. Student cards will be issued within one month of registration.

Article 42: Change of program

Once a program begins, students may drop or change programs during the first ten business days of the first semester. After this period, students must receive the Postgraduate Committee's approval in order to add a module or change programs. Students may withdraw from a program/module up until the end of the eighth week of the semester unless they have been charged with a violation of the Academic Integrity Code. After the end of the eighth week of the semester, students may withdraw from a program/module only by permission of the Post-Graduate Committee, and only in cases of well-documented emergencies beyond the student's control.

A student may not withdraw from a module after the last class meeting. International students must receive approval from their sponsors before withdrawing from a program/module. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official withdrawal from a module. Moreover, a low or failing grade in a module is not grounds for withdrawal from the module.

Article 43: Interruption of Studies

A student who takes a temporary leave or separates from the Institute is no longer actively pursuing studies at PUR.

- **Temporary Leave:** A temporary leave is a temporary interruption of studies during which the student is not taking classes or receiving thesis support. The leave is for a specified period, after which the student is expected to return to active status. A temporary leave is initiated by the student in consultation with the Dean of the Postgraduate School.

- Separation: Separation from PUR results in the loss of active student status with no anticipated return. Students who have separated must reapply to regain active status. Separation can be initiated by the student or a PUR representative. Students considering separation should consult with the Dean of the Postgraduate School to explore alternative options.
- Postgraduate students who take temporary leaves or separate during an enrolled semester must apply to the Dean of the Postgraduate School's office to change their status and withdraw from classes.
- Postgraduate student financial aid, merit awards, and graduate assistantship awards may be affected by temporary leaves or separation. Students should consult with their Program Leader or the PUR financial assistance office for guidance on the potential effects.

Article 44: Temporary Leaves

There are two kinds of temporary leaves: General and medical. Medical covers only personal health reasons. Family health reasons are covered under a general temporary leave.

Article 45: General Conditions for all Temporary Leaves

An approved temporary leave period is not counted towards the time limit for completing degree requirements. However, temporary leaves cannot be used solely to extend the time to degree.

- While on temporary leave, students are not registered and may only use PUR facilities as members of the general public, such as the library. Occupied PUR housing must be vacated promptly.
- Students on temporary leave are not eligible for financial aid.
- Students are responsible for understanding the implications of a temporary leave for housing, financial aid, and degree progress.
- This policy will not be used as a substitute for disciplinary actions to address violations of PUR rules, regulations, or policies. Students who engage in misconduct may be subject to the Student Conduct Code.
- Students who do not return to the Institute at the end of the temporary leave will be automatically separated.

- For any type of temporary leave, the period is limited to one semester, either consecutive or non-consecutive, to remain enrolled in the same program. If the leave exceeds a semester, the candidate is advised to apply for a one-year suspension.

Article 46: General Temporary Leave

Students who desire a temporary leave to study specific modules from another Faculty of Program within PUR are directed to his/her Program Leader for advice. The student may be advised to apply to the Dean of the Postgraduate School for the permit. This permit will specify the duration of the temporary leave and must comply with PUR Academic Regulations.

Article 47: Medical Temporary Leave and Reduction in Load

A postgraduate student may petition for a permit to take a reduced course load to address a medical issue or take a medical leave of absence for personal health reasons. Petitions for all of these requests must include supporting documentation and are submitted to the Dean the Postgraduate School for appropriate decision.

Article 48: Calculation of credit weight

The “Module credits” constitute the weight of a module in a program. In computing the overall average percentage score of a student at the end of the program, the relative weights of each module have to be taken into consideration.

Article 49: Academic Integrity Code

Students are bound by PUR Academic Integrity Code, which ensures that all work done in pursuit of a degree, whether graded or ungraded, formal or informal, meets the highest standards of academic honesty. The baseline sanction for a first-time offense for postgraduate students violating the code is a 2-year suspension from the University. Any repetition of the offence calls for academic dismissal. Suspension and academic dismissal are permanently recorded on the transcript as a violation of the Academic Integrity Code.



Article 50: Research Assurance and Research Ethics Training

Post-graduate students PUR who are conducting independent research are responsible for obtaining the appropriate research assurances and permit for research that involves human participants, animal subjects, infectious materials, select or toxic agents, or human materials. Copies of research assurances and permits must be presented to the Postgraduate School Council the completed research proposal.

Article 51: Time Limits for the Postgraduate programs

Postgraduate students at PUR are expected to complete all degree requirements in the due time as specified in the program proposal. Under compelling circumstances, they can apply for an extension of less than 12 months depending on the nature of the program. The duration of extension must be approved by the Postgraduate School Council upon the recommendation of the program leader.

Article 52: Duration of study for postgraduate programs

Program	Study mode	Minimum duration	Maximum duration
Postgraduate Certificate	Full-time	6 months	12 months
Postgraduate Diploma	Full-time	12 months	18 months
Master's program	Full time	2 years	3 years
	Part-time	3 years	4 years
PhD program	Full time	3 years	4 years
	Part-time	4 years	5 years

Article 53: Transfer of Credits

- Students may request to transfer credits for modules completed prior to their admission to a PUR postgraduate program. The total number of transferred credits for a single degree program cannot exceed 50% of the program's total credits. The modules to be transferred must have been completed at an accredited Higher Learning Institution and be similar in content and weight to modules in the student's enrolled program.

- Transferred credits must be approved by the Postgraduate School Council upon recommendation from the program leader. Students must submit an official transcript from the institution where the proposed modules were completed, along with module descriptions, to the PUR Program Leader. Transferred credits will appear on the student's transcript to replace exempted modules.

Article 54: Financial obligations

Every postgraduate student shall pay application, registration, tuition, and any other fees decided by the competent organs of PUR. The fee structure shall be announced by the Registrar in collaboration with the Finance Department, three months before the beginning of each academic year. Transferred credit may reduce the cost of the program upon approval of the finance office based on the recommendation from the Postgraduate School Council.

CHAPTER IV: TEACHING AND RESEARCH

Section 1: Learning, teaching, and assessment

Article 55: The learning and teaching strategy

The PUR Postgraduate School shall ensure that all postgraduate students are provided with the learning opportunities aiming at preparing them to become independent and lifelong students. This will be made possible by prioritizing participative approaches and offering equal opportunities for students to unlock their potentials. Blended mode of learning, teaching and assessment will be used.

Article 56: Assessment strategy

The Postgraduate school shall use two main types of assessment:

- **Formative assessment:** Designed to help students learn more effectively through giving them feedback on their performance and how it can be improved, this form of assessment shall be used as Continuous Assessment Tests (CATs) through essays, role play, book review, seminar papers, class presentation, practical exercise and other similar activities that cultivate creativity and innovation. The formative assessment shall have the weight of 50% of the overall marks.

- **Summative assessment:** Designed to indicate the extent to which the learning process has reached the intended learning outcomes, this form of assessment shall be administered as a final exam. It shall include written or/ and oral exams, a project, a seminar paper, a portfolio, and other similar assignments. The summative shall have the weight of 50% of the overall marks.

Article 57: Internal and external moderation of exams

Before sitting for any exam, the program leader shall design a qualified academic staff to see whether the proposed examination questions are appropriate vis-à-vis the learning outcomes and existing standards (internal moderation of exams). In the same way, a qualified academic staff from outside of PUR shall be designed to moderate some exams selected randomly to have an external insight on the quality of PGS assessment procedures (external moderation). In both cases, the teaching team shall be required to adjust their examination question based on the remarks provided by internal or/and external moderator.

Article 58: Grading and pass criteria

Marks awarded for each module will be converted into letter grades before being presented to the senate. Academic transcripts will indicate both the numerical marks obtained in each module and the corresponding letter grades. All marks will be rounded **up** to the nearest integer. The minimum passing grade for each module and the overall average is **60% (Grade C)**. The weight of each module will be considered in the final calculation of the overall average. The following grading system applies:

Marks	Grade	Interpretation
80-100	A	Excellent
70-79.99	B	Very Good
60-69.99	C	Satisfactory
0-59.99	F	Fail

Article 59: Progression

- The Postgraduate School Council shall review student results at the end of each semester and notify students of their performance before the start of the new semester.



- Student progression is determined based on passed and failed modules. Students must pass continuous assessments to be eligible for the final examination.
- Students who fail the final examination will be given one opportunity to retake it for failed modules.
- If a student's progress is unsatisfactory, the PUR Academic Senate may, upon recommendation from the School Council, decide that the student has failed the program and recommend deregistration.

Article 60: Retake and repeating

A postgraduate student who has fails any module is allowed to retake it. He/she will be subjected to supplementary costs depending on the weight of failed modules. If there are no possibilities of retaking those modules because the program was changed or phased out, the concerned students are advised to change the program or to withdraw from the Postgraduate School. This provision also applies to cases of students who will have failed more than 4 core modules since PUR postgraduate School has no room to repeat the same program.

Section 2: Research

Article: 61: Postgraduate research seminar

Each term, the PGS shall organize a research seminar as a space for postgraduate students and academic staff to share experience and present the progress and/ or the findings of their research project. If necessary, a supervisor may recommend a graduate student to present his/her proposal in the PGS seminar to get new insights from participants.

Article 62: Seminar paper

Each postgraduate program shall specify the modules to be evaluated through seminar papers, which are scholarly research papers presented and discussed in a seminar or workshop setting. The teaching team for each module will determine whether the seminar paper is based on theoretical or empirical research.

- A theoretical seminar paper should respond to one or more research questions through a literature review. Its format will consist of three main parts: (1) Introduction, which includes background information, a problem statement, research objective(s), research

questions, and methodology; (2) Body, which attempts to answer the research questions; and (3) Conclusion, which summarizes the key findings and explains how the paper contributes to the learning outcomes of the module.

- For empirical seminar papers, the methodology should be a separate section, detailed enough to outline the research approach, design, sampling techniques, and methods of data collection and analysis.
- The size of a seminar paper shall be between 3000 and 5000 words.
- The teaching team is responsible for determining the format of the seminar paper, which may include class presentations, research seminars, individual oral exams, or submitted academic papers.
- Evaluation criteria will include:
 - ✓ Clarity and coherence of the argument
 - ✓ Depth and breadth of the literature review
 - ✓ Quality of the research design and methodology
 - ✓ Soundness of data analysis and interpretation
 - ✓ Effective communication skills, including oral presentation and/or written work.

Article 64: Thesis requirement

A thesis is required as part of all PUR programs leading to the awards of Master of Theology in Christian Ethics and leadership, Master of Theology in Community Care and Development, Master of Education in Quality Education Management, and Doctorate of Philosophy. However, depending on their nature, some non-degree programs (Postgraduate Certificate and Postgraduate Diploma), master and Doctorate of Ministry shall not require a thesis. It will be replaced by projects and/or practicum (practice in specialized institutions). The details for such programs shall be developed in related program proposals.

Article 65: Master's thesis

A Master's thesis shall consist of original research which aims at making a contribution to scholarship in the student's particular field. It shall involve analysis of existing literature on the subject, elucidation research methods, collection and analysis of empirical data. Details on the format of a Master's thesis shall be part of the appendices. The thesis can be written and defended in English or French. But the decision to use French in this process shall be decided

by the Postgraduate School Council after ensuring that there is a qualified supervisor for the candidate.

Article 66: Submission of Research topics for a Master's thesis

After completing theoretical modules, the Program Leader shall:

- Announce a one-month deadline for students to submit relevant and original research topics.
- Require each student to submit three potential topics.
- Request students to propose a supervisor for each topic.
- If a student is unable to propose a supervisor, the Program Leader and the Postgraduate

Program Committee will assign a supervisor.

The Research Topic Proposal shall consist in a three-pages text maximum in which the student explains the background and the motivation of the proposed topic, the

problem statement, as well as the field of research under which it

falls. In addition, it explains briefly the approach (methods) that will be used to conduct research. This text shall also contain at least ten (10) relevant resources directly related to the proposed title.

Article 67: Approval of topics and supervisors

The Postgraduate Program Committee (PPC) shall:

- Analyze the topics submitted by students.
- Approve one of the submitted topics for each student.
- Assign a supervisor to each student.
- If all three topics are deemed irrelevant, the concerned students shall be given one week to
- resubmit new topics.
- Report the approved topics and assigned supervisors to the Postgraduate School Council for



final approval.

- Inform both students and supervisors of the final decisions.

When necessary, the Postgraduate Program Committee may appoint a co-supervisor. In such cases, clear guidelines will be established to ensure the student's progress under the guidance of both supervisors. The primary supervisor is responsible for ensuring the ethical conduct of the student's research and adherence to PUR procedures. They must also provide regular and frequent supervision.

The supervisor may propose advisors with specialized knowledge or connections to external organizations. Visiting professors or lecturers may supervise a dissertation if they agree to do so.

Students or supervisors may request a change in supervision arrangements. Such requests must be submitted to the Postgraduate Program Committee for review and approval, which may include the appointment of a replacement supervisor. Supervision Allowances shall be determined by the appropriate authorities.

Article 68: Supervision plan

After approving the topics and assigning supervisors, the student, in collaboration with their supervisors, shall develop a supervision plan. This plan should outline the specific tasks to be completed, deadlines for each task, and the responsibilities of both the student and supervisor. A signed copy of this supervision plan should be submitted to the Program Leader's office within two weeks of receiving official notification of the approved topic and assigned supervisor.

Article 69: Master's Thesis Format

A Master's thesis at PUR shall consist of five chapters:

1. **General Introduction:** This chapter should include the background, problem statement, research objectives, research questions, rationale, and scope of the study.
2. **Literature Review:** This chapter should provide a comprehensive overview of existing research related to the topic.

3. **Methodology:** This chapter should outline the research approach, design, data collection methods, data analysis techniques, and ethical considerations.
4. **Data Presentation and Analysis:** This chapter should present and analyze the collected data using appropriate statistical or qualitative methods.
5. **Discussion of Research Findings and Conclusion:** This chapter should interpret the research findings, discuss their implications, and draw conclusions and recommendation based on the study.

Article 70: Academic Integrity Code

Students are bound by PUR Academic Integrity Code, which ensures that all work done in pursuit of a degree, whether graded or ungraded, formal or informal, meets the highest standards of academic honesty. The baseline sanction for a first-time offense for Master's students violating the code is a 2-year suspension from the University. Any repetition of the offense calls for academic dismissal. Suspension and academic dismissal are permanently recorded on the transcript as a violation of the Academic Integrity Code. Before submitting his/her dissertation, the candidate shall have it checked against plagiarism by means of a digital plagiarism checker available in the directorate of library and ICT. The index of similarity must not exceed 15%.

Article 71: Sources of data and research ethics

Students must choose between theoretical or empirical research. The type of study will determine the appropriate sources, which may include primary or secondary data, quantitative or qualitative methods, and various types of materials (textual, oral, electronic, and/or audio-visual materials). Ethical concerns, such as ensuring anonymity and avoiding dubious sources, should be discussed with the student's supervisor. Fabricating data is a serious academic offense and is strictly prohibited. The use of artificial intelligence must be disclosed, and the extent of its contribution to text production must be clarified. Plagiarism, including copying and pasting, is unacceptable. Paraphrasing with proper attribution is recommended.

Article 72: Length, Format and Referencing System

A Master's thesis should be between 25,000 and 30,000 words, excluding footnotes, bibliography, iconography, and appendices. The thesis must include a 150-word abstract in a single-spaced paragraph.

Students are encouraged to use the American Psychological Association (APA) referencing system adopted at PUR. They should indicate the year of publication and the page(s) referred to. However, other consistent referencing styles are acceptable upon the recommendation of the supervisor. The thesis should be formatted in A4 size. The Postgraduate School Council may approve alternative formats if they are deemed appropriate for presenting the thesis content.

The thesis should be printed one side of the page using white paper with a weight between 70 g/m² and 100 g/m². The left-hand binding margin should be at least 40mm, and other margins should be at least 15mm. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes, which may use single spacing. Pages should be numbered consecutively throughout the main text, including photographs and diagrams.

The title page should include the following information:

- Full title of the thesis
- Full name of the author
- Indication that the degree is awarded by the Institution
- The award for which the degree is submitted
- Month and year of submission

Article 73: Research proposal

Upon approval of topics and supervisors, each Master's student shall write a research proposal consisting of three chapters: General Introduction, Literature Review, and Methodology. The deadline for completing the research proposal is three months from the date of topic and supervisor approval.

Article 74: Defence of research proposal

The Program Leader shall appoint a panel of two PhD holders to evaluate the submitted research proposal and require the supervisor to attend the proposal defense session. Students are not permitted to begin data collection until their proposal has been defended and revised as required.

Article 75: Completion of a Master's thesis

A Master's thesis must be completed within six months following the notification of topic approval and supervisor assignment. Students and their supervisors are required to submit monthly progress reports.

If either the student or supervisor believes that the supervision plan is not being followed, they must submit a formal report to the Program Leader for action. Failure to meet deadlines may result in penalties or withdrawal from the program.

Article 76: Binding of Thesis submitted for Examination

Copies of the thesis submitted for examination shall be in a temporary but fixed binding. Ring binding or spiral binding is not acceptable. Except where a specific budget has been allocated within a research project for the costs associated with binding a thesis, the candidate shall be responsible for costs incurred in the submission of the thesis for examination and the final binding.

Article 77: Submission of completed Master's thesis

Student who has completed their Master's thesis shall print out and submit three copies to the office of the Program Leader's office after obtaining a formal approval from the supervisor and a plagiarism check report indicating the similarity index of no more than 15%. He/she shall also submit an electronic copy of the thesis via email to both the Program Leader and the Graduate School offices.



Article 78: Cheating and Plagiarism

In case there is evidence of cheating or plagiarism in preparation of the thesis, the Postgraduate program committee and the School Council shall consider the matter, in consultation and take action in accordance with the Regulations on Cheating and Plagiarism.

Article 79: Submission deadlines

The candidate shall ensure that the thesis is submitted before the expiry of the registration period, and shall ensure that each copy of the thesis is complete before submission.

Article 80: Submission Declaration

The candidate shall confirm, through the submission of a declaration form, that the work is their own, or that certain parts were undertaken in collaboration with others, and whether any other persons undertook any interviews, data collection, or experimentation on their behalf, and that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, a wider field of work, which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and explicitly in the thesis, which work has been so incorporated. The candidate shall also obtain the signatures of the supervisors indicating that they have been consulted about the submission. The candidate shall ensure that the thesis format is in accordance with the requirements of the institution's regulations.

Article 81: Examination of Master's thesis

The Postgraduate Program Committee shall appoint a panel of three examiners:

- Chairperson
- Internal Examiner
- External Examiner

All three members must hold a PhD in a relevant field.

Once appointed, the Program Leader's office shall send both printed and electronic copies of the thesis and assessment criteria to the examiners.

Examiners must submit their individual reports within one month of receiving the thesis, with one of the following recommendations:

- Defendable
- Requires corrections before defense
- Not defendable

The Program Leader shall ensure that all the examiners have completed and returned the preliminary reports before the oral examination takes place. If all three examiners agree that the thesis is not defendable, the student will revise it under the guidance of his/her supervisor(s). The corrected version must be resubmitted within the timeframe specified by the Postgraduate Program Committee. If the thesis is deemed defendable, the Program Leader will schedule a defense and inform the student, supervisor, examiners, and the Postgraduate School office. The candidate shall take no part in the arrangement of the examination and shall have no formal contact with examiner(s) between the appointment of the examiners and the oral examination.

Article 82: External examiner

An External Examiner shall both be independent to the university and not have acted previously as the candidate's supervisor or advisor, or research collaborator. Any prior connection with the candidate must be declared at the point of nomination as an examiner on the examiner contract form. The external examiner shall not normally be either a supervisor of another candidate in the same School or an external examiner on a taught course in the same School.

Former members of staff, graduates and former students of the university shall normally not be approved as external examiners until three years after the termination of their employment or completion of their studies with the university.

Article 83: Examiners' Confidential Independent Preliminary Reports

Each examiner shall read and examine the thesis and submit an independent preliminary report on the appropriate form to program Leader seven days before any oral or alternative form of examination is held, for exchange between the examiners. While completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to

the outcome of any oral examination. Except where otherwise authorised by the examiners, the content of the reports will be held in confidence between the examiners and the Program Leader.

Article 84: *Notification on the date for defence of a Master's thesis*

The program Leader shall determine the date for public defence and notify the candidate, the supervisor(s), and the examiners at least two weeks before the due date.

Article 85: Arrangements for defence

The Program Leader shall arrange and ensure that the '*viva voce*' takes place smoothly. The defence shall normally be held in Rwanda, except with the specific written permission of the Deputy Vice Chancellor for Academic Affairs.

Article 86: Supervisors in public defence

The supervisor and co-supervisor attend public defence of the postgraduate students they have supervised. They participate in the discussion and marking of the written dissertation and defence.

Article 87: Duration of public defense

A public defense of a Master's thesis shall not exceed 90 minutes:

- 15 minutes for the student to present a summary of the thesis
- 15 minutes for each examiner (internal and external) to provide comments and ask questions
- 15 minutes for the student to respond to questions
- 10 minutes for the chairperson to summarize the discussion
- 15 minutes for deliberation
- 10 minutes for the announcement of the result

The chairperson shall ensure that all members adhere to the allotted time limits.

Article 88: Examiners' Final Reports

After the defence, the examiners ' final reports shall be submitted immediately after the defence. Each examiner shall submit on the appropriate form a final report and recommendation relating to the concerned defence and correction to be addressed by the student under the guidance of the examiners. The reports shall provide sufficiently detailed comments on the scope and quality of the work. The candidate will be notified of the expected timeline for completing the amendments:

- No change
- Minor textual corrections within one month
- Substantial changes within three months
- Thesis revision within six months

The candidate must submit the amended thesis approved by the examiner(s) within the specified timeframe from the date of notification. The grade allocated to the dissertation and its defence shall be communicated by the chairperson of the panel expressed in terms of pass or fail. The corresponding grade shall be posted following normal academic procedures at PUR. The grade allocated to the written dissertation and its oral defence becomes effective after the submission of the final version of the dissertation as approved by examiners.

Article 89: Conduct of public defences

The Program Leader shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the institution's regulations and Code of Practice for Research viva voce examinations. In any instance where the Program Leader is made aware of a failure to comply with all the procedures of the examination process, he/she may declare the examination null and void and appoint new examiners.

Article 90: Conflict of interest

No academic staff member shall engage in any form of assessment of a candidate with whom there is a potential conflict of interest. This includes, but is not limited to, a family member, someone with whom there is an intimate relationship, a candidate being supported financially, or a candidate with whom there is a civil dispute or academic complaint pending. Academic

staff members are required to excuse themselves if they believe their impartiality might be compromised due to a potential conflict of interest.

Article 91: Disagreement among examiners

In case the examiners' recommendations are not unanimous, the Program Leader shall, as recommended by the school Dean, appoint an additional external examiner.

Article 92: Appointment of an Additional External Examiner

Where an additional external examiner is appointed, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner, the Program Leader shall complete the examination process.

Article 93: Quality assurance and enhancement

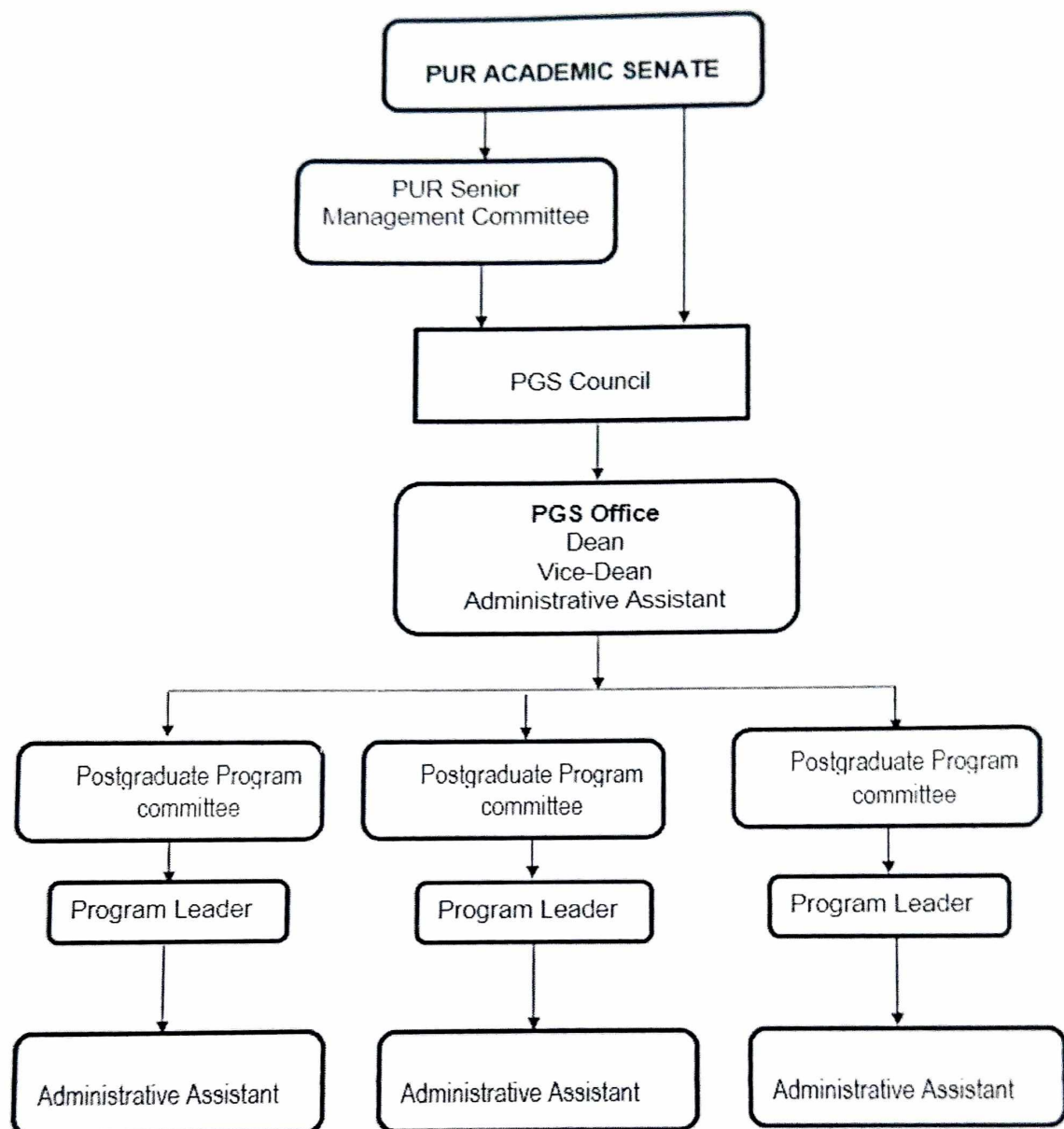
PUR shall continuously enhance the quality of research and promote transparency and accountability in all academic processes, including recruitment, supervision, assessment, and the awarding of degrees. This will be achieved by supporting a robust Internal Quality Assurance System (IQAS) that involves the ongoing collection and analysis of relevant data to ensure effective program management. The IQAS will focus on measuring student learning outcomes and stakeholder satisfaction.

Article 94: PhD regulations

A specific guide of PhD regulations at the Protestant University of Rwanda shall be attached to these general regulations.



Appendix 1: ORGANISATIONAL STRUCTURE OF PUR POSTGRADUATE SCHOOL



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