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**EAST AFRICAN CHRISTIAN COLLEGE (EACC)**

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**RWANDA**

**STUDENT’S HANDBOOK: CODE OF CONDUCT**

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# PURPOSE

The purpose of this students’ handbook is to describe the expectations for behavior and conduct in the EACC community and outlines the procedures to be followed when these expectations are not met. It is also the road map containing guidelines and procedures that guide students pursuing their studies within East African Christian College.

# VISION

To be a leading Christ-centered College that fosters knowledge, faith, ethics and service through excellent academic and research programmes.

# MISSION

To equip servant leaders for the church and the community and produce professional graduates of character and commitment that will serve as agents of transformation.

# MOTTO

*With Heart, Hand and Mind, We Serve Professionally.*

# CORE VALUES

## 5.1. Christ-centeredness

We confess the Lordship of Christ, the authority of the Bible in matters of philosophy, morality and character. Therefore, our Education should be guided by those principles.

## 5.2. Integrity

We manage all resources of the College guided by biblical principles of upholding responsibility, honesty and transparency, truthfulness, faithfulness and exercising humility.

## Professionalism and Excellence in Service Delivery

We find 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.

## Responsibility and Transparency

Teachers, students and administrative staff, to achieve their job, are expected to take decision, take upon their choices, delegate and report openly.

## 5.4. Justice and equity

We ensure that the fairness, equity without discrimination, clear delegation and decentralization are adopted at all levels of the college

## Solidarity

We are convinced that all people bear the image of God, therefore we commit to promote a gender balanced culture and stressing on the needs of disabled people, and disadvantaged groups.

## 5.7. Innovation and creativity:

We make sure that 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.

# TARGET GROUP

* 1. **These regulations shall apply to all students.**

The term “student” refers to a person who is enrolled for the time being at EACC to pursue an approved course.

**6.2** Regulations affecting students shall be made from time to time by the Senate in accordance with the Statute of EACC and promulgated by the Principal.

In addition to these Regulations, each Faculty, School, Centre, Department, Library, Hostel, or any other unit of the Institute may issue its own regulations.

**6.3** Copies of all regulations shall be deposited with the Registrar, Dean of Students, Deans, Directors of Schools, Wardens of Hostels, Heads of Departments and should be brought to the attention of students.

**6.4** Ignorance of any regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student on enrolment Shall be required to obtain a copy of such Institute’s, Hostel or other regulations Relating to his conduct that are for the time being in force.

**6.5** The operation of these Regulations is without prejudice to the laws of the Land, which apply to all persons in the EACC.

**6.6** The Principal of EACC is the chief academic, administrative and disciplinary Officer. Others who have special responsibility, under the Principal are the Deputy Principal s, Deans, Directors, Heads of Departments, Dean of Students, Wardens and Residential Officers. It shall be an offence to disobey these officers in the discharge of their duties.

# 7. REGISTRATION

**7.1** Arrangements for registration are to be found in Admissions Policy and Regulations. Dates for registration are announced before the commencement of the academic year.

**7.2** Unless they hold a scholarship from the Government of Rwanda, students shall be required to pay all approved fees as a condition for registration.

**7.3** A registered student shall be issued with a student’s identity card. The card shall have the student’s photograph, signature and registration number In conformity to academic regulations

**7.4** A student’s identity card shall be required for use of the library, admission to lectures, tutorials, practicals, laboratories, examinations and access to the restaurant, canteen and other services offered by EACC. Only registered students will be admitted to teaching and examination sessions.

**7.5** At the close of registration, each registered student shall be required to sign a Matriculation Oath:

***I promise on my honour:***

* ***To obey the Principal and all who are placed in authority over me***
* ***To abide by the rules and regulations of the EACC***
* ***To keep the peace on campus***
* ***To obey the laws of the land***
* ***To study diligently, and in every way possible to advance the aims of the EACC. So help me God***

**7.6** For the purposes of the EACC, students shall be known by the names Entered in the Register of Matriculation and in the sequence in which they are Entered (that is, first name, middle name (s) and surname).

**7.7** Where a female student gets married, she may apply to have her name Altered to include the surname acquired by marriage, followed in parenthesis, by the word “née” and her former surname. In such cases, proof of marriage will be required before the official change is affected.

**7.8** A student may apply through the Dean of Students for recognition by the College of a new name and if the academic Registrar is satisfied that legal requirements have been met, he/she shall submit an application to the Principal who, on approval of the said Applications shall authorize the change. Any change of name shall be entered in the Register of Matriculation and published in the EACC Newsletter.

**7.9** A student may be de-registered any time during the academic year due to one or more of the following reasons:

1. *Grave omission or false declaration at the time of registration;*
2. *Grave violation of regulations governing registration;*
3. *Absence from the College without justifiable reasons, for one or more months;*
4. *Any serious case of indiscipline.*

The rules and procedures covering deregistration and other penalties are described in General Academic Regulations and Student Disciplinary Procedures.

Change of course

Students who wishes to change to a different programme from the department/faculty where they are admitted will have to apply afresh through the office of registrar.

Students who wish to change a programme within the same department, are required to write to the Registrar through the head of department, and dean of Faculty to request for the change of course

# 8. ACADEMIC CONDUCTS

**8.1** The participation of students in lectures, tutorials, practical’s, other teaching sessions and examinations and the submission of coursework on time are compulsory. Students wishing to be absent from any of these must obtain permission from the Faculty Dean, following the procedures outlined in the General Academic Regulations and producing evidence of circumstances that make it impossible for them to attend. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, in the late stages of pregnancy or after recently giving birth, or because of the illness of a dependent or the death of a close relative.

**8.2** A student who misses classes or examinations for medical reasons shall submit, within 7 days, written evidence from an approved physician to the Dean. Applications later than this will be exceptional and must be made to the Deputy Principal Academic.

**8.3** Class attendance will be monitored and failure to attend at least 85 per cent of sessions could entail failure of the course or module. Failure to attend an examination or to submit coursework will entail failure of the Assignment/examination unless permission has been given by the Dean. If permission has been obtained, an opportunity will be provided for resubmission/resetting the examination without penalty.

**8.4** In special cases, the Deputy Principal (Academics) may allow a student to withdraw temporarily from the College for a period not exceeding one academic year. In that case, the student may be allowed to re-join the college after withdrawal and shall repeat the semester in which he/she withdrew.

**8.5** Students are reminded that plagiarism and other forms of cheating – trying to obtain academic credit by means other than academic work – are against the regulations of all academic institutions and will be severely penalized. Rules, definitions and procedures may be found in the General Academic Regulations for taught programmes and in the Framework and Regulations for the Award of Higher Degrees by Research for research degrees.

**Developing and approval of research project**

Every student undertaking a research project shall be expected to prepare a concept note (2 pages maximum) to be handed to the department. The concept note should indicate the problem that attracts a study, purpose and objectives of the study, research questions and brief not on methodology.

Students should consider the following main questions as they write research project:

* What is the problem/background?
* What are the objectives of the study?
* What is the significance of the study/problem?
* How do you plan to deal with the problem?
* What is the current thinking, findings and approaches on the problem?
* What is the way forward?
* What are suitable procedures in the collection of information/data on the proposed study?
* How the analysis is planned using relevant techniques?
* What are the research findings?
* Are the findings answering the posed questions in the introduction?
* What conclusions could be drawn from the findings?
* What recommendations could be drawn from the findings?

# 9. COMMUNITY WORSHIP

1. Students are encouraged to attend morning devotions, community worships and other religious ceremonies organized by the College according to Chaplaincy policy and regulations.
2. Whereas Students of various religious denominations are admitted to EACC and enjoy equal privileges, the official form of worship allowed at the College is that of the Anglican Church
3. Students of other religious denominations are allowed to go and worship in their respective worship centres outside the EACC.
4. All students are expected to acknowledge and respect religious activities of the Anglican Church at the EACC
5. Any form of disrespect or disruption of worship at the EACC will be an offence. All students must contact the chaplaincy before initiating or conducting any form of religious activity
6. All Theological students are expected to attend and participate in the regular worship sessions at the EACC, Students of the Anglican Communion are encouraged to attend and participate in community worship (Thursday ) and Sunday services.
7. The College encourages all students to worship and participate regularly in a congregation and/ or in the Chapel, to maintain a discipline of Bible reading and prayer, and to give generously to the work of the Lord and to the poor and needy.
8. The College may require students to attend chapel worship on assigned days.
9. All students are encouraged to seek pastoral guidance from the Chaplain’s office.

# 10. CONDUCT ON CAMPUS AND CARE FOR COLLEGE PROPERTY

In general, EACC promotes justice and protection of the creation. Therefore, the spaces surroundings the hostel shall be always green and clean.

**10.1** Every student shall exercise the highest standard of caution in handling College property so as to avoid possible damage. Any student who will fully or negligently damages College property shall be guilty of an offence.

**10.2** No College property of any description shall be taken from its proper place without the written consent of the Head of Department concerned.

**10.3** In consultation with the EACC Students’ Association, students may be offered Accommodation in the Institute’s hostels or private facilities acquired for such Purposes. Priority will be given to female students, the disabled and other categories of students, to be determined from time to time.

**10.4** Students assigned rooms shall sign for property found in the rooms at the beginning of the year and will be surcharged for damaged to EACC property or loss of any such at the end of the year. No student may be assigned to a room that is yet to pay fully for an assessed damage to or loss of College property.

**10.5** Students shall be expected to take good care of rooms and furniture therein assigned to them in a hostel or a private building acquired for such purpose:

1. Furniture or fittings may not be transferred from any part of the College without prior permission from the Dean of Students;
2. Other than reading lamps, table fan, radio, record player, television, electric iron/ electric Kettle, Computers or hand -dryer, no electrical appliances or devices shall be permitted in students’ rooms;
3. No cooking i.e. frying, roasting, baking or warming by use of electricity or other energy source is permitted in student rooms;
4. Light may not be left on during the day or when not needed;
5. For the avoidance of nuisance and annoyance to other residents, musical Instruments may be played to room sound only/and in any case, not between 11:00 pm and 6:00 am;
6. Students may not entertain visitors of the opposite sex between the hours of 9:00 pm and 6:00 am. Should leave doors open during a daytime visit by opposite sex.

**10.6** Students must vacate their rooms at the close of each academic year or as instructed by the College.

* **Use of vehicles**

Any student who wishes to use or keep a vehicle on the campus of the College must obtain permission from the Principal (P ) through the Dean of students. The student must also register with the security personnel of EACC.

**10.7** The College accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers, unless damage is done by College security personnel on duty. The use of such Vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

**10.8** The Institute does not provide garages for students’ vehicles. Any arrangement for garaging them in the College should be made privately by the Owners.

* **Collection of money**

**10. 9** Permission to make general collections of money, other than for club Subscriptions and cinema shows or parties, must be obtained from the Dean of Students. Students are advised to ask to see the license of other valid authority of any collector who comes from outside the EACC.

* **Consumption of drugs and alcohol**

**10.10** Any student who becomes intoxicated within the College premises by the voluntary consumption of alcohol or drugs shall face disciplinary measures.

**10.11** No student shall consume any intoxication drug unless a recognized medical officer has prescribed such consumption.

**10.12** No alcohol shall be consumed at any party organized in hostel premises.

**10. 13** It shall be an offence for a student to cultivate, use or sell narcotic or other drugs recognized by law to be dangerous, except for personal used under medical prescription.

# 11. HEALTH

**11.1** All new students shall undergo a thorough medical examination undertaken by a registered medical practitioner for which they will be provided forms, prior to registration. On reporting at the EACC, students may be required to undergo a further examination by the EACC’s medical staff.

**11.2** Students will be entitled to medical care at the students’ clinic during term, provision of dentures and spectacles excluded. Other forms of medical care will be in accordance with regulations governing the EACC ‘Mutuelle de Santé’.

**11.3** A list of students who for being under medical care are unavailable to attend lecturers shall be submitted to:

* 1. Dean of Students;
  2. Heads of Department, who will in turn inform lecturers concerned. Students shall report back to the medical staff after their treatment and submit the records to the Dean of Students for filing if such treatment occurs outside the EACC.

# 12. FORMATIONS OF SOCIETIES AND CLUBS

**12.1** Students’ societies and Clubs in the College shall be formed at the Request of at least ten interested students. In addition, there must be a member of the senior staff who will be identified as the advisor. A request to form an association or club shall be submitted to the Dean of Students through the students Representative Council and shall be accompanied by the recommendation of the Student’s Representative Council and the Constitution / By-laws of the proposed society or club. The proposed Society or Club shall be formally promulgated in the Institute after the approval has been given by the relevant College Committee.

**12.2** Within three months from the date of the promulgation of the society of club, the secretary shall deposit the names of persons holding principal offices of the society or club with the Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Students shall be furnished with the names of their Principal Officers once a year.

**12.3** Students are prohibited from forming or introducing political parties within the Premises of the EACC.

**Sports and Recreational Activities**

The EACC promotes sports and recreational activities through the office of Dean of Students, responsible of student welfare and holistic growth in support of the EACC’s Vision, mission and objectives. Mass participation in sports is encouraged through fun activities.

# 13. PUBLIC FUNCTIONS

**13.1** Students who wish to organize any public function within or outside campus Shall write through the Students Union and obtain prior permission from the Dean of Students who shall in turn inform the Registrar and the Principal. An application for permission to organize a function should provide the following information:

* + 1. Date and time of the function;
    2. Place where the function is to take place;
    3. Names and description of Lecturers, Speakers, Invited Guests or Performers at the function.

**13.2** This information together with evidence of fulfilment by the organizers of any requirements imposed by law in relation to the holding of such a function should normally reach the Dean of Students at least three days before the function takes place. The Dean of Students may impose such other requirements and conditions as may appear to him to be necessary desirable.

**13.3** For the purpose of this section, a public function is one to which persons other than staff and students of the Institute are invited or entitled to attend.

**13.4** For functions involving use of musical instruments such as at a dance, permission may be given up to 12 midnight. Only the Principal may allow a function to proceed beyond 12 midnight.

# 14. PROCESSIONS AND DEMONSTRATIONS

**14.1** Any student or students wishing to organize a procession/demonstration in the College shall notify the Dean of Students in writing with a copy to the Registrar at least three days before the procession /demonstration is due to begin. The notification shall state the purpose of the procession/demonstration and the name (s) of the organizer (s).

**14.2** The Dean of Students may prescribe special conditions, limitations or restrictions; as may be considered appropriate in the circumstances.

**14.3** The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.

**14.4** No procession/ demonstration shall be held between the hours of 6: 00 p.m. and 6:00 am unless otherwise authorized by the Principal.

**14.5** During the procession/demonstration, nothing shall be done or said that may occasion violence or cause a breach of the peace. If any acts of violence and/or breach of EACC or other regulations occur during a procession/ demonstration or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.

**14.6** If in the opinion of the Dean of Students a procession/demonstration will be likely to lead to a breach of the peace or cause serious interference with the work of the Institute, he/she may so advise the Principal , who may take appropriate action.

**14.7** For processions /demonstrations outside the Institute, the organizer(s) should, in addition, seek prior permission from the police.

# 15. USE OF THE COLLEGE’S NAME

**Correspondence**

**15.1** All official correspondence by students to Government or other official bodies both within and outside the country shall be channeled through the Principal .

**15.2** No student or group of students may print, publish, disseminate or otherwise circulate any false or malicious information.

**15.3** No student, student group or association may circulate information without the names and signatures of the authors.

**Publications**

**15.4** The Principal shall be informed of any intention to produce a student publication within the College and his approval in writing shall be obtained for such a publication.

**15.5** A copy of each issue shall be lodged with the Principal and Dean of Students and the College Librarian on the day of publication.

**15.6** Each issue shall state the name of the Editor, the name of the Authors, the Membership of the Editorial Board and the Publisher.

**15.7** The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

# 16. DISCIPLINARY OFFENCES AND PROCEDURES

## 16.1 Internal Disciplinary Procedures – General Principles

1. No disciplinary action will be taken against a student until the case has been fully investigated.
2. In reaching a disciplinary decision, note should be taken of the evidence for the alleged misconduct, its gravity and the disciplinary record ofthe student.
3. All allegations of misconduct shall be reported in the first instance to the DP Academics or the Registrar, or Dean of Students. It shall be his or her duty to decide, in consultation with the Dean of the Faculty responsible for the student’s course of studies, whether the case initially presented is sufficient to call for further investigation and/or the use of disciplinary procedures.
4. Except for gross misconduct, no student will be permanently excluded from the campus for a first breach ofthese regulations.
5. A student will have the right ofappeal against any formal disciplinary action.
6. A student will at all stages have the right to be accompanied by a friend not acting in a professional capacity, and the Students’ Union shall have the right to send a representative to any disciplinary hearing.

## 16.2. Stages of Disciplinary Procedure for “Less Serious Offences”

‘Less serious offences’, in these regulations, is defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes damage to the institution’s property, but does not make it difficult or impossible for the institution to trust the offender or staff or students to work with him or her. For the purposes of this disciplinary procedure the term includes, but is not restricted to, cases of:

1. Smoking in designated non-smoking areas;
2. Drunkenness;
3. Unsatisfactory behaviour towards staff or in class;
4. Use of mobile telephones in lecturers or other teaching sessions or in the Library
5. Breach of safety regulations;
6. Misuse of institutional facilities;
7. Discriminatory behaviour on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;
8. Contravention of the institution’s rules and/or regulations;
9. Wilful refusal to carry out a reasonable request or instruction.
10. ***Stage 1*** - If the level of alleged misconduct is such that the DP Academics and Registrar decide, on a preliminary view, that a formal oral warning may be appropriate, they will inform the student and they will convene a hearing. The hearing will involve the student (and his/her representative, if any), the DPA Academic, the Registrar and the Dean of the Faculty responsible for the student’s course of study, or his/her representative. At the end of the hearing, and if the student admits the offence, the Vice Rector, Registrar and Dean will decide whether to issue a formal oral warning. If a formal oral warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence and argument presented to the DPA, Registrar and Dean is judged by them to support the allegation, then the institution shall proceed to Stage 2 of these proceedings.
11. ***Stage 2*** - if the level of alleged misconduct is such that a formal written warning is judged appropriate or the student has failed to heed an initial oral warning, a formal hearing will be held involving the same personnel as for Stage I. If the student concurs in a finding of misconduct and has no previous disciplinary record, then a formal written warning shall be issued stating clearly the nature of the offence and what the student is required to do or refrain from doing. If there is a record of misconduct and/or the student does not concur in the judgment, the DPA, Registrar and Dean shall determine whether to issue a written warning or proceed to Stage 3.
12. ***Students have a right of appeal following any disciplinary action***.
13. ***Stage 3*** - If a student has failed to heed a formal written warning, the DPA will then convene a Stage 3 hearing involving the same personnel as for the preceding level. On the basis of this hearing they shall decide whether it is appropriate to issue another written warning or a final written warning
14. The Principal will hear any appeal against a final written warning.
15. The outcome of any level of disciplinary hearing shall be notified to the student orally and in writing within three days of the date of the hearing. The notification shall include details of the complaint, a clear specification of the improvement required, the timescale within which improvement must be achieved and consequences of failure to improve or repetition of the offence.
16. A record will remain on the student’s personal file for a year after a formal oral warning and for two years after a written warning. The student will be informed when the record is expunged and may apply to have it expunged on the appropriate date.

## 16.3 Disciplinary Procedures for Gross Misconduct

1. ‘Gross misconduct’ is defined in these Regulations as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible.’ Gross misconduct' includes, but is not limited to, cases of:
2. theft; fraud, including deliberate falsification of records;  
   fighting;
3. assault on another person (including sexual assault);
4. bullying and harassment of a student or a member of staff (including sexual harassment);
5. harassment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;  
   deliberate damage to the institution’s property;
6. Genocide ideology
7. incapability on campus through alcohol or being under the influence of illegal drugs;  
   negligence which causes or risks unacceptable loss, damage or injury;
8. continued refusal to carry out a reasonable request or instruction;
9. wilful and/or confirmed breach of safety rules;
10. disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.
11. Where a student is accused of gross misconduct, , the Deputy Principal Academic (or, in his/her absence, the Registrar or the Dean of the Faculty responsible for the student’s course of studies) may, following consultation with the legal advisor, exclude the student from campus, pending a hearing to consider the appropriate action to be taken. The hearing will be convened as soon as possible thereafter and in all cases within fourteen days. This hearing will involve the same personnel as a Stage I hearing plus the Chaplain .
12. Any student excluded under 27 above shall be entitled to receive written notification of the suspension from the Deputy Principal for Academics within three calendar days (excluding weekends and Public Holidays), setting out the grounds on which the decision to suspend has been taken. Exclusion would normally take place only when investigation is inhibited or there is a risk to students or staff.
13. The procedures for a hearing for gross misconduct shall be the same as those for Stage 3 hearings (above), but including also the Chaplain. If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are:  
    a) Exclusion from campus for a fixed period of up to three years (following failure to comply with a final written warning);  
    b) Permanent exclusion from campus  
    d) In exceptional mitigating circumstances, a final written warning (following gross misconduct).  
    The hearing shall also determine whether or not to allow the student to be awarded any academic qualification he or she may have earned so far in his or her course of studies.
14. Where a student is charged and convicted of an offence against Rwandan law, the College reserves the right to impose an additional penalty under College Regulations.

# RIGHT OF APPEAL

1. All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of disciplinary action. Notice of intention to appeal shall be submitted in writing to the Deputy Principal for Academics within seven calendar days of the receipt of written confirmation of disciplinary action.
2. An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal. The appeal will be held in accordance with the Format for Disciplinary Hearings, detailed in an Appendix to these Regulations, and shall be conducted by the Deputy Principal Academic, the Registrar, the Chaplain and a Dean from a Faculty not responsible for the student’s course of studies.
3. Appeals against final formal written warnings or exclusion from campus shall be heard by the Principal . In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.
4. Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Principal against the exclusion, who shall determine the appeal as soon as practicable. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.
5. **TRANSITIONAL AND FINAL PROVISIONS**

This policy is effective from the day of adoption by the EACC authorities.

Approved by College Senate and Senior Management Committee

1. Secretary of the Academic Senate:

Signed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. PRINCIPAL and Chairman

Signed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_