****

**EAST AFRICAN CHRISTIAN COLLEGE (EACC)**

**MASAKA CAMPUS**

**P.O.BOX 4129 KIGALI**

**RWANDA**

**REGISTRATION AND ADMISSION POLICY AND PROCEDURES**

**KIGALI, MARCH, 2023**

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# PURPOSE

The purpose of having the registration and admission policy and procedures is set adequate requirements that enable EACC to admit candidates who meets requirements to be enrolled in different programs run at EACC.

# 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

## 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.

## 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.

## 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.

# Goals

1. Provide the highest quality learning teaching and research environment for the greater wellbeing of the students and deliver an outstanding educational portfolio.
2. Produce graduates fully equipped with character and knowledge to achieve the highest personal and professional standards
3. Make a significant, sustainable and socially responsible contribution to Rwanda, the East Africa and the world, promoting Christian Values, health, economic growth and cultural wellbeing.
4. Enhance our position as one of the East African leading research and teaching universities and to measure our performance against the highest national and international standards
5. Deliver academic awards

# CHAPTER I: DEFINITION

**Article 1** The Registration and admission Policy is a set of rules adopted by the College Council having the aim of defining and determining the categories of students, the admission requirements and the registration modalities.

# CHAPTER II: ADMISSION

**Article 2**: To be admitted for the studies as a regular student or part-time student, it is necessary for the candidate to carry a secondary school certificate with at least two principal passes in the core subjects or its equivalent qualifying him or her to enroll for Higher Education and duly approved by the Ministry having Education in its attributions. In additional to the above criteria, it is also noted that for each program, the admission criteria may refer to the set specific criteria as defined by concerning regulatory body as indicated in the accredited curriculum to be followed. Candidates who obtained Secondary Education Certificate from other countries should be admitted upon the presentation of certificate of equivalence from competent organ in Rwanda.

**Article 3:** The Registration and admission requirements in any undergraduate programme are determined by the EACC Academic Senate. The admission committee should analyse the application and propose decision to the Deputy Principal (DP) for Academic Affairs.

**Article 4**: To be admitted to Bachelor’s degree program, the student must fulfil criteria the following criteria:

- Be a holder of certificate of secondary education with a minimum of two principal passes in relevant subjects or equivalent

- English language proficiency with a minimum performance of intermediate level

-Comply with any other criteria defined by the academic Senate

**Article 5**: In the EACC, Modules are taught in English language. The capacity of pursuing module in English must be approved by a certificate issued by an institution recognised by the Management of EACC or else the student will pursue a bridging course to help him or her to learn other modules.¶

**Article 6**: Application for admission in the EACC shall be addressed to the Principal (P ).

**Article 7:**To be allowed into lectures or other teaching/learning activities of the College or to examinations or other assessments, students must be registered to the appropriate programme.

**SECTION I: CATEGORIES OF STUDENTS**

**Article 8**: The EACC is open to all candidates fulfilling admission requirements. It enrols fulltime and part-time students, free auditors and exchange students, from other universities or Higher Learning Institutions (HLIs)

**Article 9**: A **fulltime student** is the one who is registered to all modules scheduled in the programme per year and sits for exams of all modules to obtain a degree within the duration of three years

**Article 10**: A **part-time student** registers for specific module(s) by choice in a given program and sits for exams of all components constituting the modules in order to obtain an appropriate award. The program may take longer than the usual time.

**Article 11**: A full-time student can register willingly as a part-time or free auditor in a given program as long as time allows doing so and shall not affect negatively the results in his/her option where he/she is regularly registered.

**Article12:** Where programmes are available in both full-time and part-time modes, students may be permitted to transfer from full-time to part-time or from part-time to full-time within the EACC programme upon his/her request addressed to the Registrar through Dean.

**Article 13**: A **free auditor** student is the one that registers to certain modules or module component without a plan to sit for exams in those modules or module components and without a purpose of obtaining an award. A school certificate of attendance can be provided to him/her once requested.

**Article 14:** “An **exchange student**” is the one who registers to certain modules in the case of students exchange programme between partner Institutions and if necessary sits for exams in those modules.

# CHAP. III: REGISTRATION

**Article 15**: Registration is done individually to the Office of the Academic Registrar or online before the beginning of every trimester. Both full time and part-time students are registered before the beginning of every trimester for administration and planning purposes. For part-time students, the choice of the modules to be taken during each trimester may be done slightly before the commencement of teachings (the faculties shall publish the modules to be taught in a given trimester to allow part-time to choose which to be studies)

For example, if full time students have to take 4 modules per trimester, then part-time are taking less than 4 modules in the same trimester.

Students on Free auditor status may register before the commencement of module of their interest!.

**Article 16**: Candidates from other Higher Learning Institutions can be registered when the equivalence is confirmed by inter-faculties commission set up by the Academic Senate upon the recommendation by the DP Academic affairs. The Faculty determines complementary modules on the advice of the department in charge of the programme requested by the candidate. The weight of those modules shall not go over 1/2 of the program. The admission is decided by DP Academic affairs on the advice of the Faculty Council in charge of the programme requested by the applicant.

**Articles 17**: Application for reintegration shall be addressed to the registrar’ office. Upon the advice from the concerned Faculty, the registrar can or cannot grant the admission

## PARAGRAPH I: REGISTRATION PERIOD

**Article 18**: The annual academic calendar is validated by the Academic Senate and then approved by the College Council of the EACC.

**Article19**: Registration period shall be published by the office of registrar. For ongoing students, registrations start immediately after the publication of results of every trimester. Late registration is fined with a rate decided by senior management committee. Registration is considered “late” two weeks later from the commencement of the teaching and learning activities.

**Article 20:** Privately sponsored students must pay the total fees per trimester within three months from the beginning of each trimester, or as instructed by DP -Administration and Finance or Director of Finance. The office of registrar in collaboration with Finance directorate shall publish the breakdown of school fees per trimester via testimonial for admission (admission letter).

**Article 21**: Students from other Higher Learning Institutions must submit their application for admission and registration prior to the commencement of the new trimester.

## PARAGRAPH II: Documents required for 1stregistration

**Article 22**: For the first registration, a student, full time or part time, must present the following documents:

1. Completed form of registration applicant;
2. Present the original certified copy of the original. The original will be returned to the owner together with the admission letter.
3. Two certified-notarized copies of secondary school certificate, College education or their equivalent;
4. Academic reports of three last years from secondary school, or academic transcript/s from College or their equivalent (one copy);
5. One copy of national identity card or valid passport;
6. Two recent passport size photographs;
7. Evidences of registration and other school fees payment to one of the EACC’s bank accounts;
8. Certified copy of student’s resident permit for foreign students.

**Article 23**: Requirements of registration for free auditors are:

1. Application letter address to the DP Academic affairs;
2. Completed form of registration applicant;
3. One copy of Certified diploma or certificate of studies completed;
4. One copy of identity card or passport;
5. Two recent passport size photographs;
6. Evidences of registration and other school fees payment to one of the EACC’s bank accounts;
7. A copy of student’s residence permit for foreign students;

Additional registration documents shall be determined by the EACC following trends of HE regulations in Rwanda.

**Article 24**: For any subsequent registration, the student must present:¶

1.¶ An evidence of payment of the registration fees to the account of EACC;¶

2.¶ ¶Two passport size photographs;

¶3. Renewal of the residence permit for the foreign students.¶

In addition, any change occurred in the student‘s file shall be legally documented and notified in writing to the Academic Registrar.

**Article 25**: The documents required for registration are submitted to the services of the Academic Registrar.

**Article 26**: A student’s registration may be withdrawn at any time during the academic year by the Principal on the grounds of a serious omission or false declaration at registration or an absence without permission or justification of more than a month during the academic year.

**Article27:** The EACC recognizes the credits accumulated from other accredited Higher Learning Institutions.

**Article 28:** Students who have accumulated credits at one or more accredited institutions within Rwanda or outside may apply to have the credits taken into account when joining a program at EACC. The determination of the amount of credits to be awarded, the point at which the student may join the program and/or the modules to be taken or exempted will lie with the Admission Committee, on the advice of the Faculty managing the program.

**Article 29: Time for registration in case of entry credits**

Students requesting entry with credits transferred from another Higher Learning Institution must do so prior the commencement of the module applied for.

## PARAGRAPH III: STUDENT’S CARD

**Article 30**: A student’s card shall be issued to every registered student. This card shall show the owner’s photograph, names, registration number, faculty and programme of study with EACC arranged background colours. Then, it shall bear the signature of the P . A student’s ID card is issued to all full-time students and it is valid for one academic year. When a student ceases to be EACC’s student, before the end of the academic year, for any reason, s/he returns his/her ID card to Academic Registrar services. Part-time student and auditors get a student’s card which is valid for the period to which they are registered.

**Article 31**: A student ID card or registration certificate shall be required for the use of the library, tutorials, laboratories, practical, exercises and examinations and any other services provided by the college.

**Article 32:** In case of loss of the student ID card, a student shall announce the loss in writing to the office of Registrar and the obtaining of a duplicate is guaranteed by the presentation of a certificate of loss delivered by the national police and the payment of a sum fixed by the EACC.

## PARAGRAPH IV: REGISTRATION AND SPECIAL FEES

**Article 33**: The registration fees and special fees like fees for different academic documents and different services are annually fixed by the Academic Senate and made public at least three months before the registrations begin.

**Article 34**: Students from countries with which Rwanda signed cultural and scientific agreements are treated according to the provisions of these agreements.¶

**Article 35**: The College can grant scholarships whose amount and modalities are determined by the EACC Council

# 10. CHAPITRE IV: TRANSITIONAL AND FINAL PROVISIONS

**Article:** These policies are 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

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