



CATHOLIC UNIVERSITY OF RWANDA

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OFFICE OF ACADEMIC VICE RECTOR

STUDENT HANDBOOK

CUR, 2013

Table of Contents

CHAPTER I: GENERAL INFORMATION ABOUT CUR.....	6
1.1 Introduction	6
1.2 Profile of the Catholic University of RWANDA (CUR).....	6
1.2.1. Vision.....	6
1.2.2. Mission.....	6
1.2.3. Objectives	7
1.2.4 Values	7
CHAPTER II: CUR ADMISSION AND REGISTRATION POLICY	7
2.1 Introduction	7
2.2 Application for admission	7
2.3 Application for registration.....	8
2.4 Student's identity card	9
2.5 Application for late registration.....	9
2.6 Suspension of registration.....	10
CHAPTER III: CUR FACULTIES	10
3.1. Structure of studies.....	10
3.2. Employment opportunities	11
3.2.1. Faculty of Catechesis and religious Sciences	11
3.2.2. Faculty of Commerce	11
3.2.3. Faculty of Education	11
3.2.4. Faculty of Public Health and Human Nutrition.....	12
3.2.5. Faculty of Social Work	12
3.2.6. Faculty of Science and technology.....	12
3.3 Programmes of studies.....	13
3.3.1 Faculty of Catechesis and Religious Sciences	13
Department of Catechesis.....	13
Level 1	13
Level 2	13
Level 4	14
Level 5	14
Department of Religious Sciences.....	15
Level 1	15
Level 2	15
Level 3	16
Level 4.....	16
Level 5	16
3.3.2 Faculty of Commerce	17
Department of Management and Accounting.....	17

Level 1	17
Level 2	17
Level 3	18
Option: Accounting	18
Option: Finance and Banking.....	18
Level 4	19
Option: Accounting	19
Option: Finance and Banking.....	19
Level 5	20
Option: Accounting.....	20
Option: Finance and Banking.....	20
Department of Commercial Engineering.....	21
Level 1	21
Level 2	21
Level 3	22
Level 4	22
Level 5	22
3.3.3 Faculty of Education	23
Level 1	23
Level 2	23
Department of Educational Management and Planning.....	24
Level 3	24
Level 4	24
Level 5	24
Department of didactics	25
Option: Mathematics and Computer Science	25
Level 3	25
Level 4	25
Level 5	26
3.3.4 Faculty of Public Health and Human Nutrition.....	26
Department of Public Health.....	26
Level 1	26
Level 2	27
Level 3	27
Level 4	28
Level 5	28
Department of Human Nutrition.....	28
Level 1	28
Level 2	29
Level 3	30

Level 4	30
Level 5	30
3.3.5 Faculty of Science and Technology	31
<i>Department of Biotechnology</i>	31
Level 1	31
Level 2	31
Level 3	32
Option: Medical Bioscience	32
Leve 4	32
Level 5	32
Department of Computer Science	33
Level 1	33
Level 2	33
Level 3	33
Level 4	34
Level 5	34
3.3.6 Faculty of Social Work	34
Departement of Welfare and Social Development (WSD)	34
Level 1	34
Level 2	35
Level 3	35
Level 4	36
Level 5	36
Department of Child and Family Studies (CFS)	36
Level 1	36
Level 2	37
Level 3	37
Level 4	38
Level 5	38
CHAPTER IV: LEARNING FACILITIES REGULATIONS	39
4.1. Library Regulations	39
4.1.1 Introduction.	39
4.1.2 Working hours.....	39
4.1.3 Admission	39
4.1.4 Discipline	39
4.1.5 Borrowing Services in CUR library	40
4.1.6 Payment of Fines	40
4.2. ICT	40
4.2.1.General.....	40
4.2.2. Uncertainty	40

4.2.3. Administrative.....	40
4.2.4. Inappropriate Content.....	42
4.3.Science Laboratories	42
4.3.1. Laboratory Safety Rules.....	42
4.3.1.2. General guidelines	43
CHAPTER V :STUDENTS CONDUCT	46
5.1. Use of student facilities	46
5.1.1. Accommodation.....	46
5.1. 2. Health Service.....	47
5.1.3. Security.....	47
5.2. Student Rights	48
5.2. 1. Formation of associations and Clubs	48
5.2. 2. Public functions	48
5.2. 3. Processions and Demonstrations	49
5.3.Student Obligations	49
5.3.1 Care of CUR property	49
5.3. 2. Use of the University Name	50
5.3.2.1.Correspondence	50
5.3.2.2.Publications	50
5.4. Relationship with colleagues, staff and community.....	50
5.5. Disciplinary Offenses and Procedures	50
5.5.1. Disciplinary Offenses.....	50
5.5.2.Procedures	51
5.6. Penalties	51
5.7. Righth to Appeal	52

CHAPTER I: GENERAL INFORMATION ABOUT CUR

1.1 Introduction

In reference to the prime mission of the Church which is the integral development of mankind;
Considering that the development of intellectual faculties is one of the essential means to accomplish this mission;
Sharing the concern of the Government of the Republic of RWANDA to develop human resources; so as to face the social problems such as poverty, various diseases including HIV, malaria and all forms of discrimination etc.

The Diocese of Butare has judged useful to reinforce its contribution in the area of intellectual development by creating a Catholic university whose major aim is to prepare highly qualified and devoted professionals to respond to the problems of the socio-economic development of RWANDA.

In this perspective, the major challenge of the Catholic university of Rwanda is to make available an important number of qualified people in domains such as: science and technology, health and nutrition, commerce, social work, catechesis, religious sciences and education.

1.2 Profile of the Catholic University of RWANDA (CUR)

The idea of its creation was born from the willingness to carry on the scientific and technological issue by advocating a solid intellectual background allowing the graduates to become integrated efficiently and effectively into the labor market.

CUR is composed of six faculties based in **TABA**, Huye District, and **Alexis KAGAME Campus**, Save, Gisagara District

It will provide 4-years program leading to a "Bachelor's degree" and intermediate awards as follows:

- Level 1 (Certificate of Higher Education),
- Level 2 (Diploma in Higher Education),
- Level 3 (Advanced Diploma in Higher Education),
- Level 4 (Ordinary Degree),
- Level 5 (Bachelor Degree with Honours).

For more information see Rwanda National qualification framework for higher education.

1.2.1. Vision

CUR vision could be summarized in the following terms: *"Excellence for the promotion of science, education of honest and committed professionals for the social, economic, technological transformation and religious training."*

1.2.2. Mission

- To promote top quality education in various disciplines;
- To instill moral and social values through education of citizens free of all forms of discrimination including gender-based;
- To promote Research, Consultancy and Community service in order to better meet the population fundamental needs

1.2.3. Objectives

As regards the challenges of the development of human resources in Rwanda, CUR sets itself the following objectives:

- To provide teaching in the areas of science and technology, commerce, health and nutrition, social work, education and religious sciences.
- To attach particular importance to professional practice so as to develop the learners' know-how efficiently;
- To contribute to the achievement of the objectives of the national policy of sustainable development and notably at the level of the transversal domains of the Vision 2020: the development of human resources, the promotion of Rwandans' health, the reduction of poverty, the protection of environment, the promotion of ICT, etc.
- To promote partnership with external competencies in the process of enhancement of teaching quality.

1.2.4 Values

CUR has subscribed to the following Values;

- Good Governance (recognition of the merit, responsible leadership, respect of human rights, tolerance, transparency and peaceful resolution of conflicts, gender promotion, citizenship and patriotism).
- Academic freedom (lecturers' social responsibility, critical and objective thought)
- Excellence (competence, innovation, promotion of science and technology, Quality assurance).
- Community orientation (urban and rural transformation, poverty reduction, dissemination of research findings, health promotion and fight HIV/AIDS.
- Market-need orientation (competitiveness, technology, entrepreneurship, valorization of local resources)

CHAPTER II: CUR ADMISSION AND REGISTRATION POLICY

2.1 Introduction

Catholic University of Rwanda (**CUR**) Admission and Registration Policy is mainly based on CUR General Academic Regulations. It intends to give to all prospective students at CUR essential information to make their applications for admission and registration successful and to pursue normally their studies.

2.2 Application for admission

Before a new student may register at Catholic University of RWANDA (**CUR**), he must apply for admission. To gain admission to a degree program in a specific Faculty, a candidate must write a **letter requesting admission** addressed to the Registrar specifying one or two faculties of his/her choice.

The basic admission requirement for entrance to the first year of an undergraduate program is necessary to have an **Advanced General Certificate of Secondary Education (A Level) with at least two principal passes permitting entry to higher education or a qualification or other evidence of ability to study on the program** which is considered equivalent awarded by other examinations councils for other countries but acceptable at CUR as indicated in the chart below:

COUNTRY	Certificate/Diploma required
RWANDA	Advanced General Certificate of Secondary Education or Professional Diploma of Secondary Education (A Level)
BURUNDI	Diploma of Secondary Education Examination (Diplôme d'Etat)
RDC	Diploma of Secondary Education Examination (Diplôme d'Etat)
UGANDA	Uganda Advanced Certificate of Education (UACE)
TANZANIA	Advanced Certificate of Secondary Education (ACSE)
KENYA	Advanced Certificate of Secondary Education (ACSE)
TCHAD	Baccalauréat de l'Enseignement du Second Degré

Table 1 : Application for admission

Applicants must also demonstrate sufficient competence in English to study at Level 1.

Since the academic year begins in September, the period of applications for admission shall be publicly announced at least three months before. All applications are subject to a selection process and applicants will be notified whether or not they have been admitted before the beginning of registration.

2.3 Application for registration

According to CUR General Academic Regulations, a student admitted at CUR may register as a full-time student, a part-time student, a free auditor or an exchange student.

A **full-time student** is one who takes 120 credits of modules during the academic year or longer in the case of undergraduate students in accordance with requirements of the program and as specified in the Rwanda National Qualification Framework (RNQF)

A **part-time student** is a student who has permission to cover the same ground over a longer period and so to take fewer credits in a given academic year.

A **free auditor** is any person who registers for modules but does not take an exam in those modules with the purpose of obtaining a diploma

An **exchange student** is a person who registers for modules within the framework of an exchange program among universities and takes an exam in those modules.

A full-time student may register for a part-time module in another department provided the timetable permits and this does not affect performance in full-time modules.

Students must register **individually** at Registry Services after the announcement of the beginning of the registration period.

All new students must apply for registration on the prescribed registration form available on request from the Office of the Registrar.

At the first registration, **new students** are requested to produce the following documents for registration:

- Photocopy of notarized **Diploma/ Advanced General Certificate of Secondary Education or equivalent**
- Photocopy of Senior six reports of Secondary School
- Medical Certificate issued less than three months before the registration date
- Photocopy of Identity Card /Passport
- Recent passport size photographs (2)
- Payment slip of registration fees of 25000 Frw on Account n° 461-1127703-11/UCR Campus Alexis KAGAME Save, open at BANQUE POPULAIRE DU RWANDA.

For registration, **continuing students** are requested to:

- Fill out the appropriate registration form
- Produce recent passport size photographs
- Provide proof of having paid registration fees for the last academic year
- Present appropriate documents for any change of their personal life

Completed documents shall be submitted to the Registrar as responsible for registration of all students.

Names of students to be used on all CUR documents will be those appearing on the Certificate/Diploma used for admission. Any request for change of names must be supported by legal documents.

Cases of falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, shall lead to automatic cancellation of admission or withdrawal of Certificate, Diploma or Degree awarded by CUR. Legal action may also be taken against the culprit.

Registration shall be done within four weeks and end one week before the beginning of each academic year.

2.4 Student's identity card

A registered student will be issued with an official student's identity card.

A student card shall contain the student's identification (names, registration number, faculty/department, class, and program), his/her photograph and shall have the signature of the Vice-Rector in charge of Academic Affairs and the stamp of the University.

This card shall be produced at all times upon request, particularly at the gates, for admission to lectures and laboratories, for use to library, examinations and access to any services offered by CUR.

Lost cards will be replaced upon payment of the prescribed fee.

2.5 Application for late registration

Application for late registration shall be submitted in writing to the Registrar stating the reasons for the lateness within fifteen days of the end of the registration period.

The Registrar shall assess the merit of each application and with the advice of the faculty responsible for the program on which registration is sought, can act accordingly. A late registration fee will be charged for

candidates who, for any reason, may be allowed to register beyond the two weeks deadline. No student shall be registered after the fourth week of the semester.

Students will not be allowed to change programs later than four weeks after the beginning of the first semester of the current academic year.

2.6 Suspension of registration

Students may be allowed to suspend registration on production of satisfactory evidence giving reason for postponement of studies. Permission will be considered by the Dean of Faculty on basis of a written request of the student concerned and will be granted automatically on provision of a medical evidence in cases of serious or debilitating illness, handicap which may require time to overcome, maternity leave, the death or illness of a close relative or dependant or other serious social problems.

A student who registers for lectures and then decides not to attend them must cancel the registration before the opening day of the semester in order to be free from the obligation of paying tuition fees. The student must notify the Registrar of the cancellation through the Dean of Faculty. The Registrar then issues the student an acceptance note copied to the Director of Finance.

In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments or examinations.

Students may be allowed to suspend studies for a maximum of two years for them to be readmitted into the same year of study where they left off, nor there more than one period of suspension at any given level.

Repeated suspension shall not be granted for chronic, on-going medical conditions.

CHAPTER III: CUR FACULTIES

3.1. Structure of studies

Faculty	Departments
1.Faculty of Science and Technology	<ul style="list-style-type: none">• Applied Mathematics & Physics• Biotechnology• Computer science
2.Faculty of Commerce	<ul style="list-style-type: none">• Management & Accounting• Commercial engineering
3.Faculty of Public Health and Human Nutrition	<ul style="list-style-type: none">• Public Health• Human Nutrition
4.Faculty of Social Work	<ul style="list-style-type: none">• Child & Family studies• Welfare & Social development
5. Faculty of Education	<ul style="list-style-type: none">• Educational Management and Planning.• Didactics(Math-Computer-Education)
6.Faculty of Catechesis and Religious Sciences	<ul style="list-style-type: none">• Catechesis• Religious Sciences

3.2. Employment opportunities

3.2.1. Faculty of Catechesis and religious Sciences

Department: Catechesis

- Teacher of catechesis programs
- Evaluator of the religion teaching programs.
- Coordinator of a pastoral center.
- Researcher in Pedagogy catechetical.

Department: Religious Sciences

- Coordinators of pastoral centre
- Evaluators of religious teaching programs
- Teacher of Religion
- Teacher within religious training centers

3.2.2. Faculty of Commerce

Department of Management and Accounting

- Management Controller
- Auditor (internal or external)
- Financial Analyst
- Accountant Finance Director
- Commercial attaché
- Portfolio manager-investments specialist
- Consultant in management, accounting, finance and audit

Department of Commercial Engineering

- Consultant-marketing in design offices or consultancy firms.
- Technical-commercial Engineer
- Commercial Administrator or Accountant
- Responsible of Trade-marketing within enterprises
- Analyst-marketing
- Specialist of commercial projects
- Responsible of sales administration

3.2.3. Faculty of Education

Department: Educational Management and Planning

- Governing and heading schools.
- Curriculum developers and designers
- Project manager and consultants in domain of Education.
- Researcher in domain of education
- Managing education at Sector and District levels
- Teacher of Psychology in TTCs

Department: Didactics (Mathematics and Computer Science with education)

- Teachers of mathematics
- Teachers of computer science
- Curriculum developers and designers
- Researchers in teaching mathematics and computer science
- Consultants in sciences teaching
- Teaching materials development and design
- Designing and elaborating new teaching methods and techniques through new technology

3.2.4. Faculty of Public Health and Human Nutrition

Department of Public Health

- Responsible for organizing, planning and evaluating of preventive, curative and promotional health activities.
- Responsible for mobilization of community health networks
- Researcher and policy advisor in public health
-

Department of Human Nutrition

- Organizer ,planner of nutritional activities
- Controller of food stuffs quality
- Responsible of small and medium food processing industries promotion
- Researcher and policy advisor in nutrition and human diet.

3.2.5. Faculty of Social Work

Department of Child and Family Studies

- Responsible in social organizations
- Promoter of women and child rights
- Organizer of assistance services to vulnerable people
- Researcher in the childhood and gender domains

Department of Welfare and Social Development

- Responsible in social organizations
- Coordinator of community development centers
- Organizer of plea programmes in social justice
- Researcher in economic and social development

3.2.6. Faculty of Science and technology

Department of Biotechnology

- Work in health agency laboratories and allied institutes.
- Be employed in bio-analytical medical genetics and forensics units.
- Pursue postgraduate studies in Medical biosciences and related areas.

Department of Computer science

- Banking and telecom companies data management,
- Web development and administration ,
- Network security and related services
- Game programming,
- Graphics and multimedia
- Microprocessor and microcontroller applications.

3.3 Programmes of studies

3.3.1 Faculty of Catechesis and Religious Sciences

Department of Catechesis

Level 1

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS
1	IOTS 1113	Introduction to Old Testament	Pentateuch and History writings	10
			Prophets and Sapientials	10
2	FTHG 1113	Fundamental Theology	Christian Faith and African Cultures	5
			Fundamental Dogmatic	7
			Fundamental Moral Theology	8
3	STSK 1113	Study Skills	Academic General Knowledge	10
			Computer Literacy	10
4	KNHB 1123	Knowledge of Human Being I	General Psychology	10
			Developmental Psychology I	10
5	FCAT 1123	Fundamental Catechesis	Fundamental Catechesis	10
			Catechetical Anthropology	10
6	FSED 1123	Foundations of Science of Education	Sociology of Education	6
			History of Education	8
			Philosophy of Education	6
TOTAL				120

Award: Certificate of Higher Education in Catechesis

Table 1: FCRS-CAT-Level 1

Level 2

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS
1	INTS 2113	Introduction to New Testament	Synopsis and Johannic Writings	10
			Pauline Literature and Acts of Apostles	10
2	CATM 2113	Catechetical Methodology I	-	20
3	LISK 2113	English Skills	Writing, reading, listening skills	20
4	KNHB 2123	Knowledge of Human Being II	Developmental psychology II	10
			Psychopathology of Child and Adolescent	10
5	HBIO 2123	Human Biology	Anatomy, Physiology and Nervous System	10
			Genetic	10
6	RESM 2123	Research Methodology I	Research Design	10
			Collection and Data Analysis	10
TOTAL				120

Award: Diploma of Higher Education in Catechesis

Table 2: FCRS-CAT-Level 2

Level 3

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS
1	PTHG 3113	Practical Theology	Church Social Doctrine	10
			Church history	10
				20
2	DACT 3113	Didactic Act	Catechetical Methodology II	5
			Curriculum Development	10
			Measure and Evaluation	5
				20
3	HCAT	History of Catechesis	Catechesis of the fathers of Church	10
			History of Catechesis in Central and Eastern Africa	10
TOTAL				60

Award: **Advanced Diploma of Higher Education in Catechesis**

Table 3: FCRS-CAT-Level 3

Level 4

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS
1	SCAT 4123	Special Catechesis	Family Catechesis	10
			Ecclesiology Catechesis	10
				20
2	CATM 4123	Research Methodology II	Research Methods Technical Writing	20
				20
3	PCAT 4123	Practical Catechesis	Catechesis and liturgy	10
			Catechesis and Enculturation	10
				20
TOTAL INTS 4123				60

Award: **Ordinary Degree in Catechesis**

Table 4: FCRS-CAT-Level 4

Level 5

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS
1	RGPH 5113	Religious Phenomenon	Psychology of Religion	10
			Sociology and Philosophy of Religion	10
				20
2	CATS 5113	Catechist Skills	Deontology	10
			Entrepreneurship	10
				20
3	SQCT5113	Special Questions of Catechesis	New Religious Movement	10
			Catechesis of Vulnerable group	10
				20
4	EIRD 5123	Ecumenism and Inter-religious Dialogue	Ecumenism	10
			Inter- Religious Dialogue	10
				20
5	INTS 5123	Internship	20	
6	FNPR 5123	Final Project	-	20
TOTAL				120

Award: **Bachelor's Degree with Honours in Catechesis**

Table 5: FCRS-CAT-Level 5

Department of Religious Sciences

Level 1

No	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS	
1	IOTS 1113	Introduction to Old Testament	Pentateuch and History of Writings	10	20
			Prophets and Sapientials	10	
2	FTHG 1113	Fundamental Theology	Christian Faith and African Cultures	5	20
			Fundamental Dogmatic	7	
			Fundamental Moral Theology	8	
3	STSK 1113	Study Skills	Academic General Knowledge	10	20
			Computer Literacy	10	
4	KNHB 1123	Knowledge of Human Being I	General Psychology	10	20
			Developmental Psychology I	10	
5	FCAT 1123	Fundamental Catechesis	Fundamental Catechesis	10	20
			Catechetical Anthropology	10	
6	FSED 1123	Foundations of Science of Education	History of Education	8	20
			Philosophy of Education	6	
			Sociology of Education	6	
TOTAL				120	

Award: Certificate of Higher Education

Table 6: FCRS-RS-Level 1

Level 2

NO	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS	
1	INTS 2113	Introduction to New Testament	Synopsis and Johannic Writings	10	20
			Pauline Literature and Acts of Apostles	10	
2	ICOL 2113	Introduction to Consecrated Life		10	20
3	LISK 2113	Life Skills	Educational for Peace	10	20
			Education for Gender ,Health and Development	10	
4	HBIO 2123	Human Biology	Anatomy ,Physiology and Nervous System	10	20
			Genetics	10	
5	KNHB 2123	Knowledge of Human Being II	Developmental Psychology II	10	20
			Psychopathology of Child and Adolescent	10	
6	RESM 2123	Research Methodology I	Research Methods	20	20
			Technical Writing		
TOTAL				60	

Award: Diploma in Higher Education

Table 7: FCRS-RS-Level 2

Level 3

MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS	
PATH3113	Pastoral Theology	History of Religious Life	10	20
		Church Teaching on Consecrated Life	10	
BATH 3113	Biblical Theology	Old Testament	10	20
		New Testament	10	
RESK3113	Religious Skills I	Teaching Methodology	10	20
		Research Methodology II	10	
TOTAL			60	

Award: Advanced Diploma in Higher Education

Table 8: FCRS-RS-Level 3

Level 4

MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS	
FICF4123	Fundamental Issues of Catholic Faith	Jesus Christ : Living Way to God	10	20
		Contemporary Readings in Christology	10	
LITU 4123	Liturgy	Theology of Liturgy	10	20
		Sacramental Liturgy	10	
CALA4123	Canon Law	General Rules	10	20
		Institutes of Consecrated Life and Societies of Apostolic Life	10	
TOTAL			60	

Award: Ordinary Degree

Table 9: FCRS-RS-Level 4

Level 5

NO	MODULE CODE	MODULE TITLE	MODULE COMPONENTS	NUMBER OF CREDITS	
1	RGPH5113	Religious Phenomenon	Psychology of Religion	10	20
			Sociology and Philosophy of Religion	10	
2	SQCL5113	Specific Questions of Consecrated Life	Virgin Mary and Consecrated Life	10	20
			Consecrated Life in Context	10	
3	SIRL5113	Specific Issues of Religious Life	Theology of Vow	10	20
			Spiritual Theology	10	
4	RESK5123	Religious Skills II	Religious Deontology	10	20
			Entrepreneurship	10	
5	INTS 5123	Internship	-		20
6	FNPR5123	Final Project	-		20
TOTAL				120	

Award: Bachelor's Degree with Honours in Religious Sciences

Table 10: FCRS-RS-Level 5

3.3.2 Faculty of Commerce

Department of Management and Accounting

Level 1

N°	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	STSK 1212	Study Skills	15	1.Academic General Knowledge 2. Computer Literacy
2	FMAT 1212	Fundamental Mathematics	15	1.Introduction to Real Analysis 2.Linear Algebra
3	ISTA 1212	Introduction to Statistics	15	1.Descriptive Statistics 2. Introduction to Probability Theory
4	PMGT 1212	Principles of Management	15	1.Management Concepts and Contributors to Management Thought 2.Management Process and Functions
5	ORBE1221	Organizational Behavior	10	1.Introduction to Organizational and Individual Behavior 2.Management of Organization and Leadership Skills
6	IMKT 1222	Introduction to Marketing	15	1.Marketing Concepts and Approach, 2.Marketing Strategies
7	PECO 1222	Principles of Economics	15	1.Introduction to Economic Thought 2.Introduction to Microeconomics 3.Introduction to Macroeconomics
8	IACT 1223	Introduction to Accounting	20	1.Accounting Concepts and Principles 2.Accounting Cycle
TOTAL CREDITS				120

Award: **Certificate of Higher Education in Accounting and Management**

Table 11: FCOM-MAC

Level 2

SEMESTER I				
1	CMAC2213	Cost and Management Accounting	20	1.Cost Accounting 2.Accounting Management
2	MECO2212	Managerial Economics	15	1.Pricing Strategies and Government Intervention 2. Theory and Analysis of Firm
3	FINM2212	Financial Mathematics	15	1.Interest and Annuity Calculation 2.Amortization and Sinking Funds
4	BCSK2211	Business Communication Skills	10	1. Communication Concept Process and Styles. 2. Barriers to Communication and Communication in Group. 3. Oral and Written Communication, Business Letters and Reports Writing.
4	QUME2222	Quantitative Methods	15	1.Parametric statistic method applied to economics 2.Non-parametric statistic method applied to economics

5	AMCO2223	Auditing and Management Control	20	1.Audit control 2.Management control
6	BLAW2221	Business Law	10	1.Business Professional Rules and Business Contracts 2.Partnership and company law
7	PRME 2222	Project Management and Entrepreneurship	15	1.Project Management 2.Entrepreneurship
TOTAL CREDITS			120	

Award: Diploma in Higher Education

Table 12: FCOM-MAC-Level 2

Level 3

Option: Accounting

N°	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	AACT3213	Advanced Accounting	20	1. Consolidation and Equity Method Accounting. 2.Re-evaluation of Non-current Asset and Leased Assets
2	FEMG3213	Financial Enterprise Management	20	1.Financial and Working Capital Management; 2.Production and Operation Management
3	ORES3211	Operational Research	10	1.Introduction to Operational Research and Linear Programming 2.Transportation Model 3.Dynamic Programming
4	FSAN3211	Financial Statements Analysis	10	1.Ratio Analysis of Financial Statements 2.Matching of Ratios and Decisions
TOTAL CREDITS			60	

Award: Advanced Diploma in Higher Education

Table 13: FCOM-ACCOUNTING-Level 3

Option: Finance and Banking

N°	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	IMFM3222	Institutions of Micro-Finance Management	15	1. Introduction to IMF and IMF Creation. 2.IMF management in Rwanda
2	MFSE32112	Management of Financial Services	15	1.History and Management of Banking Services , 2.History and Management of Insurance and Foreign Exchange Services, 1. Investment and Other Financial Services
3	FSAN3211	Financial Statements Analysis	10	1.Ratio Analysis of Financial Statements 2.Matching of Ratios and Decisions
4	OPRS3211	Operational Research	10	1.Introduction to Operational Research and Linear Programming 2.Transportation model 3.Dynamic programming

5	ACTT3211	Accounting Theory	10	1. Concept, Normative and Positive Accounting Theory; 2. Standards Setting and Conceptual Framework; 3. Alternative Accounting Models and Accounting Regulatory Framework
TOTAL CREDITS			60	

Award: Advanced Diploma in Higher Education BANKING-

Table 143: FCOM-FINANCE AND

Level 4

Option: Accounting

NÉ	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	CACT4223	Company Accounting	20	1. Accounting of Private Companies 2. Accounting Public Companies 3. Professional Company Accounting
2	TXCS4222	Taxation and Consolidation	15	1. Introduction to Taxation 2. Rwandan Tax System. 3. Professional Tax Consolidation
3	IAPM4222	Investment Analysis and Portfolio Management	15	1. Investment analysis 2. Portfolio management 3. Professional investment analysis and portfolio management
4	RSME4221	Research Methodology	10	1. Research Methods. 2. Technical Writing.
TOTAL CREDITS			60	

Award: Ordinary Degree Level 4

Table 15: FCOM-Accounting-

Option: Finance and Banking

NÉ	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	HRMG4222	Human Resources Management	15	1. Human Resources Management and Development 2. Profit and Non-profit Enterprise HR Management 3. Professional HR Management
2	MBIN4223	Management of Banks And Insurance	20	1. Banking Management Theory 2. General and Life Insurance Management 3. Professional Banking and Insurance Management
3	IAPM4222	Investment Analysis and Portfolio Management	15	1. Investment Analysis 2. Portfolio Management 3. Professional Investment Analysis and Portfolio Management
4	RSME4221	Research Methodology	10	1. Research Methods. 2. Technical Writing.
TOTAL CREDITS			60	

Award: Ordinary Degree

Table 16: FCOM-FINANCE AND BANKING-Level 4

Level 5

Option: Accounting

N ^o	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	IACT5213	International Accounting	20	1.International Accounting Reporting Standards 2. International Financial Reporting Standards, and US-GAAP.
2	PNGA5213	Public and NGO Accounting	20	1.Public Accounting 2.NGO Accounting
3	ACTS5213	Accounting Software	20	1.Accounting Software Theory 2.Practical Accounting Software
4	ELAF5223	Electronic Applications in Finance	20	1.Introduction to E-finance 2.E-Finance in Financial Services
5	INTS5223	Internship	20	Field report
6	FNPR5223	Final Project	20	Dissertation
TOTAL CREDITS			60	

Award: Bachelor's Degree with Honours in Accounting and Management Table 17: FCOM-ACCOUNTING-Level 5

Option: Finance and Banking

N ^o	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	MBFS5211	Merchant Banking and Financial Services	10	1.Merchant Banking 2 Financial Services
2	ACSO5213	Accounting Software	20	1.Accounting Software Theory 2.Practical Accounting Software
3	FIMI5212	Financial Markets and Institutions	15	1.Financial Markets 2.Financial Institutions
4	STFM5212	Strategic Financial Management	15	1.Modern Finance Theory and Financial Strategy 2.Investment and Financing Decisions
5	ELAF5223	Electronic Applications in Finance	20	1.Introduction to E-Finance 2.E-Finance in Financial Services
6	INTS5223	Internship	20	Field report
7	FNPR5223	Final Project	20	Dissertation
TOTAL CREDITS			120	

Award: Bachelor's Degree with Honours in Accounting and Management

Table 18: FCOM-Finance and Banking-Level5

Department of Commercial Engineering

Level 1

N°	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	STSK 1212	Study Skills	15	1.Academic General Knowledge 2. Computer Literacy
2	FMAT 1212	Fundamental Mathematics	15	1.Introduction to Real Analysis 2.Linear Algebra
3	ISTA 1212	Introduction to Statistics	15	1.Descriptive Statistics 2.Introduction to Probability Theory
4	PMGT 1212	Principles of Management	15	1.Management Concept and Contributors to Management Thought 2.Management Process and Functions
5	ORBE1221	Organizational Behavior	10	1.Introduction to Organizational and Individual Behavior 2.Management of Organization and Leadership Skills
6	IMKT 1222	Introduction to Marketing	15	1.Marketing Concepts and Approach 2.Marketing Strategies
7	PECO 1222	Principles of Economics	15	1.Introduction to Economic Thought 2.Introduction to Microeconomics 3.Introduction to Macroeconomics
8	IACT 1223	Introduction to Accounting	20	1.Accounting Concepts and Principles 2.Accounting Cycle
TOTAL CREDITS			120	

Award: Certificate of Higher Education

Table 19: FCOM-COMMERCIAL ENGINEERING -Level 1

Level 2

N°	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	CMAC2213	Cost and Management Accounting	20	1.Cost Accounting 2.Accounting Management
2	MECO2212	Managerial Economics	15	1.Pricing Strategies and Government Intervention 2.Theory and Analysis of Firm
3	FINM2212	Financial Mathematics	15	1.Interest and Annuity Calculation 2.Amortization and Sinking Funds
4	BCSK2211	Business Communication Skills	10	1. Communication Concept Process and Styles. 2. Barriers to Communication and Communication in Group. 3. Oral and Written Communication, Business Letters and Reports Writing.
4	QUME2222	Quantitative Methods	15	1.Parametric Statistics Method Applied to Economics 2. Non-parametric Statistics Method Applied to Economics
5	AMIE2223	Advanced Marketing and Industrial Economics	20	1.Introduction to Industrial Economics 2.Advanced Marketing
6	BLAW2221	Business Law	10	1.Business Professional Rules and Business Contracts 2.Partnership and Company Law
7	PRME 2222	Project Management and Entrepreneurship	15	1.Project Management 2.Entrepreneurship
TOTAL			120	

Award: Diploma in Higher Education
Level 2

Table 20: FCOM-Commercial Engineering-

Level 3

N ^o	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	AACT3213	Advanced Accounting	20	1. Consolidation and Equity Method Accounting. 2.Re-evaluation of Non-current Asset and Leased
2	SPMG3211	Strategic Performance and Management	10	1.Strategic Management 2.Strategic Performance
2	FEMG3213	Financial Enterprise Management	20	1.Financial and Working Capital Management; 2.Production and Operation Management
4	FSAN3211	Financial Statement Analysis	10	1.Ratio Analysis of Financial Statements 2.Matching of Ratios and Decisions
TOTAL CREDITS			60	

Award: Advanced Diploma in Higher Education
Level 3

Table 21: FCOM-Commercial Engineering-

Level 4

N ^o	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	ACMT4222	Actuarial Mathematics	15	1.Life Insurance 2. Non-Life Insurance 3.Insurance Practical Skills
2	TLOG4222	Transport and Logistics	15	1.Transport and Supply Chain Management 2.Logistics and Supply Chain Management 3.Practical Transport and Logistics
3	TPIM4223	Theory and Practice of Industrial Marketing	20	1. Theory of Industrial Marketing. 2.Professional Industrial Marketing
4	RSME4221	Research Methodology	10	1. Research Methods. 2. Technical Writing.
TOTAL CREDITS			60	

Award: Ordinary Degree

Table 22: FCOM-Commercial Engineering-Level 4

Level 5

N ^o	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	PBPL5212	Practical Business Plan	15	1. Business Plan Design 2. Practical Business Plan Strategy
2	BCIN5212	Business Computing Intelligence	15	1.Artificial Intelligence 2.Expert Systems
3	IFEB5212	International Finance and E-Business	15	1.International Finance 2.E-Business
4	FMMC5212	Financial Management and Management Control	15	1.Management Control 2.Financial Management Control

5	MTEC5221	Materials Technology	10	1.Used Materials Characteristics 2.Hand tools in Electrical and Civil Engineering Technology
6	ENTR5221	Entrepreneurship	10	1.Entrepreneurial Strategies for New Venture 2.Entrepreneurial Strategies for Sustainable Growing Venture 3.Entrepreneurship and Globalization
7	INTS5223	Internship	20	Field report
8	FNPR5223	Final Project	20	Dissertation
TOTAL CREDITS			60	

Award: Bachelor's Degree with Honours in Commercial Engineering

Table 23: FCOM-Commercial Engineering-Level 5

3.3.3 Faculty of Education

Level 1

No	Module Code	Module Title	Number of Credits	Module Components
1	STSK 1312	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
2	KNHB 1312	Knowledge of Human Being I	15	1.General Psychology 2.Psychology of Child and Adolescent
3	FUMA1312	Fundamental Mathematics	15	Functions of One variable Integrals Infinite series
4	FEDS 1311	Foundations of Education Sciences	10	1.Philosophy and Sociology of Education 2.Comparative Education
5	HBIO 1323	Human Biology	20	1.Anatomy and Physiology of Hormonal and Nervous System 2.Genetic and Theory of Evolution
6	PESC1323	Pedagogical Sciences	20	1.General Pedagogy 2.General Methodology 3.History of Education
7	STPR 1322	Statistics and Probability I	15	1.Descriptive Statistics 2.Probability I
8	ENSK1311	English Skills	10	1.Listening skills 2.Writing skills 3.Speaking skills
TOTAL			120	

Award: Certificate of Higher Education

Table 24: FED-Level 1

Level 2

No	Module Code	Module Title	Number of Credits	Module Components
1	STPR 311	Statistics and Probability II	10	1. Inferential Statistics 2. Probability II
2	KNHB 2313	Knowledge of Human Being II	20	1. Psychology of Adult 2. Psychopathology 3. Social Psychology
3	CUDD 2313	Introduction to Curriculum	20	1.Theory of Curriculum 2.Measure and Evaluation
4	GEAC 2311	General Accounting	10	1.Ledgers 2.Financial Statement 3.Bank Reconciliation

				4.Year and Adjustments
Award: Diploma in Higher Education				Table 25: FED-Level 2
5	INSR 2322	Introduction to Scientific Research	15	1.Fundamental Characteristics of Science 2. Values in Research
6	ICAR322	ICT Application and Research	15	1.ICT based Education 2.Information Searching Methods 3.Basic Skills on ICT Application
1	STSHP2321	Study of Human Personality	10	1.Theory of Personality 2.Differential Psychology
8	ENTR323	Entrepreneurship	20	1.Business Organization 2.Project Management
TOTAL			120	

Department of Educational Management and Planning

Level 3

No	Module Code	Module Title	Number of Credits	Components
1	PM 3322	Principle of Management	15	-
2	EDAD3313	Educational Administration	20	-
3	CUDD 3311	Curriculum Development and Design	10	1.Curriculum design 2.Practices
4	RSME 3311	Research Methodology	15	1.Research Methods 2. Technical Writing
TOTAL			60	

Award: Advanced Diploma in Higher Education **Table 26: FED-Educational Management-Level3**

Level 4

No	Module Code	Module Title	Number of Credits	Components
1	EP4321	Educational Planning	15	-
2	SMG 4323	School Management and Governance	20	1.School Management 2.School Governance
3	PM 4321	Educational Supervision	10	-
4	EMS 4323	Educational Manager Skills	15	1.Human Resources Management 2.Project Management
TOTAL			60	

Award: Ordinary Degree

Table 27: FED-Educational Management-Level 4

Level 5

No	Module Code	Module Title	Number of Credits	Module Components
1	EFME 5313	Economics and Financial Management in Education	20	1.Economics in Education 2.Financial Management in Education
2	APQE 5313	Analysis and Promotion of Quality Education	20	1.Quality Education Analysis 2.Quality Assurance Practice

3	ESMC 5313	Educational System and Change	20	1.Models and Educational System 2.Educational Change in Rwanda
4	PEGE 5323	Professional and Guidance in Education	20	1.Administrative and Professional ethics 2.Guidance and Counseling
5	INTS 5323	Internship	20	-
6	FNPR 5323	Final Project	20	-

Award: Bachelor's Degree with Honours in Education

Table 28: FED-Educational Management-Level 5

Department of didactics

Option: Mathematics and Computer Science

Level 3

No	Module Code	Module Title	Number of Credits	Module Components
1	CFPL 3312	Computer Fundamentals and Programming Language	15	1.Computer Fundamentals 2.C programming
2	ADMA 3311	Advanced Mathematics	15	1.Functions of Several Variables 2.Ordinary Differential Equations
3	DSAL 3312	Data Structure and Algorithm	15	1.Algorithm 2.Data Structure
4	RSME 3311	Research Methodology	15	1.Research Methods 2.Technical Writing
TOTAL			60	

Award: Advanced Diploma in Higher Education

Table 29: FED-Mathematics and Computer Science-Level3

Level 4

No	Module Code	Module Title	Number of Credits	Module Components
1	LOLA 4321	Logic and Linear Algebra	15	1.Mathematical Logic 2.Linear Algebra
2	OSCA 4322	Operating System and Computer Architect	15	1.Computer Architect 2.Operating System
3	ANGE 4322	Analytic Geometry	15	1.Plane Geometry and Conics 2.Vector Algebra and Space Geometry
4	MTEC 4321	Multimedia Technology	15	1.Design 2.Animation
TOTAL			60	

Award: Ordinary Degree
Science-Level4

Table 30: Mathematics and Computer

Level 5

No	Module Code	Module Title	Credit	Components
1	OOPA5312	Object Oriented Programming with C++ and Application	15	1.Object Oriented Programming with C++ 2.Numerical Analysis
2	NWLA 5312	Networking and Lab	15	1.Networking 2.Lab
3	DBMS 5312	Database Management Systems and Security	15	1.Database Management System 2.Data Security
4	DTMD 5312	Design Thinking and Didactical Material Development	15	1.Design Thinking 2.Didactic Material Development
5	DIDA 5321	Didactics	20	1.Didactics of Mathematics 2.Didactics of Computer Science
7	INTS 5323	Internship	20	-
8	FNPR 5323	Final Project	20	-
	TOTAL		120	

Award: Bachelor's Degree with Honours in Education Level5

Table 31: Mathematics and Computer Science-

3.3.4 Faculty of Public Health and Human Nutrition

Department of Public Health

Level 1

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULECOMPONENTS
1	FMAT 1412	Fundamental Mathematics	15	1.Logical Mathematics 2.Calculus 3. Ordinary Differential Equations
2	GPHY1412	General Physics	15	1.Mechanics 2.Electricity and Magnetism 3.Optics
3	GCHE1422	General Chemistry	15	1.Basics of Inorganic Chemistry 2.Basics of Analytical and Physical Chemistry 3.Introduction to Organic Chemistry
4	GBIO1412	General Biology +Introduction to Biochemistry	15	1.Introduction to General Biology 2.Introduction to Biochemistry
5	BSTA1422	Biostatistics	15	1.Descriptive Statistics 2.Probability Theory 3.Inferential Statistics and Experimental Design for Health Sciences
6	STSK 1412	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
7	IPHE1412	Introduction to Public Health	15	1. Basic Principles in Public Health 2.Epidemiology and Public Health 3.Desease and disabilities: Burdens, and Interventions 4. Bioterrorism and Future Career of Public Health.
8	MHAP1422	Medical Terminology, Human Anatomy and Physiology	15	1.Medical Terminology 2.Human Anatomy 3.Human Physiology
	TOTAL		120	

Level 2

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	GHED2413	Global Health, Epidemiology and Disease	20	1.Global Health 2.Epidemiology 3.Disease Control
2	PHNU2412	Public Health Nutrition	15	1.Nutrition Through Life Cycle 2.Concept of Community Nutrition
3	MTEC2412	Medical Technology	15	1.Laboratory Medicine 2.Medical Imaging and other Specialized Exploitation 3.Treatment Modalities
4	PHTO2413	Basics of Pharmacology and Toxicology	20	1.Basics of Pharmacology 2.Basics of Toxicology
5	PECO2421	Basics of Economics	10	1.Introduction to Economic Thought 2.Introduction to Microeconomics 3.Introduction to Macroeconomics
6	FMAC2423	Financial Management and Accounting	20	1.Financial Management 2.Accounting
7	HPSS2423	Health Policy and Health System Strengthening	20	1.Introduction to Health Policy 2. Structure and Organization of the Rwandan Health Care System. 3.Strategies to Strengthen the Health System
		TOTAL	120	

Award: Diploma in Higher Education
Level 2

Table 33: FPHHN-Public Health-

Level 3

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	HRHM3412	1.Human Resources Management in Health Sector	15	1.Basics of Human Resources Management 2. Human Resources Management in the Rwandan Health System.
2	HECO3412	2.Health Economics	15	1.Basic Principles of Health Economics 2.Health Care Financing 3.Inequity 4.Economic Evolution
3	PHAM3412	3.Public Health Aspects of Major Diseases	15	1.Introduction to Major Diseases 2.Global Burden of Major Diseases 3.Public Health Aspects of Communicable and non-Communicable Diseases
4	EPMA3412	4.Entrepreneurship and Project Management	15	1.Entrepreneurship 2.Project Management
		TOTAL	60	

Award: Advanced Diploma in Higher Education

Table 34: FPHHN-Public Health-Level 3

Level 4

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	ENHE4423	1. Environment Health	15	1.Toxicology 2.Environment Pollution 3.Occupational Safety and Health
2	DEMO4421	2.Demography	10	1.Fundamentals of Demography 2.Demography and Health Care
3	SERH4422	3.Sexual and Reproductive Health	20	1.Sexual Health 2.Reproductive Health
4	RMPH4422	Research Methodology	15	1.Research Methodology in Public Health 2.ICT in Data Analysis and Process
		TOTAL	60	

Award: Ordinary Degree
Level 4

Table 35: FPHHN-Public Health-

Level 5

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	BSAP5412	4.Behavioral Science Applied to Public Health	15	1.Culture and Society 2.Health Wellbeing and Quality of Life 3.Changing Attitudes and Behavior 4.Transaction between Individual and Environment
2	HWOC5413	Health of Women and Children	20	1.Health of Women 2. Health of Children
3	PMHE5412	Preventive Medicine, Health Education and Promotion	15	1.Preventive Medicine 2.Health Education 3.Health Promotion
4	EHRH5411	Ethics and Human Rights in Health	10	1.Ethics in Health Care Institutions 2.Human Rights and Health Care
5	MHEP5421	Mental Health Policy	10	Mental Health Policy
6	ICTH5421	ICT Applications in the Health Sector	10	ICT Applications in Health Sector
7	INTS5423	Internship	20	Internship
8	FPRO5423	8.Final Project	20	Final Project
		TOTAL	120	

Award: Bachelor's Degree with Honours in Public Health

Table 36: FPHHN-Public Health-Level 5

Department of Human Nutrition**Level 1**

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	FMAT 1412	Fundamental Mathematics	15	1.Logical Mathematics 2.Mathematical Analysis 3.Ordinary Differential Equations
2	GPHY1412	General Physics	15	1. Classical Mechanics 2. Electricity and Magnetism 3. Geometric Optics

3	GCHE1422	General Chemistry	15	1.Basics of Inorganic Chemistry 2.Basics of Analytical and Physical Chemistry 3.Introduction to Organic Chemistry
4	GBIO1412	General Biology +Introduction to Biochemistry	15	1.Introduction to General Biology 2.Introduction to Biochemistry
5	BSTA1422	Biostatistics	15	1.Descriptive Statistics 2.Probability Theory 3.Inferential Statistics and Experimental Design for Health Sciences
6	STSK 1412	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
7	IPHE1412	Introduction to Public Health and Human Nutrition	15	1.Basic Principles in Public Health 2.Epidemiology and Public Health 3.Diseases and Disabilities: Detriments, Burdens and Interventions 4.Bioterrorism and Future Career of Public Health
8	MHAP1422	Medical Terminology, Human Anatomy and Physiology	15	1.Medical Terminology 2.Human Anatomy 3.Human Physiology

Award: Certificate of Higher Education
Nutrition-Level 1

Table 37: FPHHN-Human

Level 2

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	GHED2413	Global Health, Epidemiology and Disease Control	20	1.Global Health 2.Epidemiology 3. Disease Control
2	PHNU2412	Public Health Nutrition	15	1.Nutrition Trough Life Cycle 2.Concepts of Community Nutrition
3	BCHE2423	Biochemistry	15	1.Overview of pH and Buffers 2.Biomolecules 3.Metabolism
4	PAPH1412	Plant and Animal Physiology	10	1.Plant Physiology 2.Animal Physiology
5	ENZY2411	Enzymology	10	1.Bioenergies and Enzymes Kinetics 2.Enzyme Regulation and Application
6	NURE2422	Nutritional Requirements	15	1.Nutrients Balance 2.Nutrients Requirement 3.Nutritional Requirements in Emergency Situation 4.Practical Exercises
7	NPME2413	Nutritional Physiology and Metabolism	20	1.Nutritional Physiology 2.Nutritional Metabolism
8	FCOA2412	Food Composition and Analysis	15	1.Food Composition 2.Food Analysis
		TOTAL	120	

Award: Diploma in Higher Education
Level2

Table 38: FPHHN-Human Nutrition-

Level 3

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	DIET3412	Dietotherapy	15	1.Diet in Over nutrition Diseases 2. Diet in Under nutrition Diseases 3.Diet in HIV/AIDS and other Diseases
2	NUPA3412	Nutritional Pathology	15	1.Overnutrition Diseases 2.Undernutrition Diseases
3	FTEC4412	Food Technology	15	Food Technology
4	EPMA3412	Entrepreneurship and Project Management in Health Sector	15	1.Entrepreneurship 2.Project Management
TOTAL			60	

Award: Advanced Diploma in Higher Education Nutrition-Level 3

Table 39: FPHHN-Human

Level 4

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	RMPH5412	Research Methodology in Public Health	15	1.Research Methodology 2.ICT in Data Analysis and Process
2	DCUT4421	Dietetics and Culinary Techniques	10	1.Dietetics 2.Culinary Techniques
3	EDDS3422	Eating Disorders and Diseases of the Digestion System	15	1.Eating Disorders 2.Diseases of Digestive System
4	FPAE4422	Food Production and Agriculture Economics	15	1.Food Production 2.Agriculture Economics
TOTAL			60	

Award: Ordinary Degree
Human Nutrition-Level 4

Table 40: FPHHN-

Level 5

NO	MODULE CODE	MODULE TITLE	NUMBER OF CREDITS	MODULE COMPONENTS
1	FSFT4412	Food Safety and Food Toxicology	15	1.Food Safety 2.Food Toxicology
2	PSNR5412	Practical Skills in Nutrition Research	15	1.Practical Skills in Nutrition Research
3	PINU5412	Pregnancy and Infancy Nutrition	15	1.Pregnancy Nutrition 2.Infancy Nutrition
4	NPFL5411	Nutrition Policy and Food Quality Legislation	10	1.Nutrition Policy 2.Food Quality Legislation
5	INNU521	Innovation in Nutrition	10	1.Innovation in Nutrition
6	RDPO5422	Rural Development Policy	15	Rural Development Policy
7	INTS5423	Internship	20	Internship
8	FPRO5423	Final Project	20	Final Project
TOTAL			120	

Award: Bachelor's Degree with Honours in Human Nutrition Nutrition-Level

Table 41: FPHHN-Human

3.3.5 Faculty of Science and Technology

Department of Biotechnology

Level 1

NO	MODULE CODE	Module Title	Number of Credits	Module Components
1	FMAT 1513	Fundamental Mathematics	20	1.Introduction to Logic and Set Theory 2.Mathematical Analysis
2	GBIO 1511	General Biology	10	General Biology
3	STSK 1512	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
4	GCHE 1512	General Chemistry	15	1.Basics of Inorganic Chemistry 2.Basics of Analytical and Physical Chemistry
5	GENE 1522	Genetics	15	1.Mendelian Genetics and Genetic Interaction 2.Nature and Flow Genetic Information
6	OCHE 1522	Organic Chemistry	15	-
7	GPHY 1523	General Physics	20	1.Classical Mechanics 2.Electricityand Magnetism 3.Geometric Optics
8	HBIO 1521	General Physiology	10	-
		TOTAL	120	

Award: Certificate of Higher Education

Table 42: FST-Biotechnology-Level 1

Level 2

NO	Module Code	Module title	Number of Credits	Module Components
1	IMPH 2513	Introduction to Microbiology and Pharmacology	20	1.Introduction to Microbiology 2.Introduction to Pharmacology
2	BIOD 2512	Biodiversity	15	1.Animal Diversity 2.Plant Diversity
3	BIOC 2512	Biochemistry	15	1.Overview of pH and Buffer 2.Biomolecules 3.Metabolism
4	PAPH 2511	Human Biology	10	-
5	CMBI 2523	Cell and Molecular Biology	20	1.Cell Biology 2.Molecular Biology
6	ACHE 2522	Analytical Chemistry	15	1.Analytical Chemistry Theory 2.Analytical Chemistry Practice
7	ENZY 2521	Enzymology	10	1.Bioenergetics and Enzymes Kinetics 2.Enzymes Regulation and Application
8	IBTE 2521	Introduction to Biotechnology	15	1.Basic Concepts and Techniques in Biotechnology 2.Applications of Biotechnology
		TOTAL	120	

Award: **Diploma in Higher Education**
Level 2

Table 43: FST-Biotechnology-

Level 3

Option: Medical Bioscience

NO	Module Code	Module Title	Number of Credits	Module Components
1	MBMY 3513	Medical Bacteriology and Mycology	20	1. Medical Bacteriology 2. Mycology
2	MLTE 4513	Medical Laboratory Techniques	20	Introduction to Lab Equipment and Techniques
3	RSME 3511	Research Methodology	10	1. Research Methods 2. Technical Writing
4	BIOS 3511	Biostatistics	10	1. Descriptives Statistics 2. Probability Theory 3. Inferential Statistics
TOTAL			60	

Award: Advanced Diploma in Higher Education Bioscience- Level 3

Table 44: FST-Medical

Level 4

NO	Module Code	Module Title	Number of Credits	Module Components
1	MPEN 4523	Medical Parasitology and Entomology.	20	1. Medical Parasitology 2. Entomology
2	AMGE 4523	Applied Molecular Genetics	20	1. DNA Recombinant Technology 2. Application of DNA Analysis Techniques
3	CCHE 3523	Clinical Chemistry and Hematology	20	1. Chemistry 2. Hematology
TOTAL			60	

Award: Ordinary Degree Bioscience- Level 4

Table 45: FST-Medical

Level 5

NO	Module Code	Module title	Number of Credits	Module Components
1	VIMM 5513	Virology and Immunology	20	1. Virology 2. Immunology
2	BIOI 5513	Bioinformatics	20	1. Bioinformatics Tools 2. Genomics and Proteomics
3	HAPA 5512	Human Anatomical Pathology	15	1. Histopathology 2. Histotechnology
4	BOEN 5511	Entrepreneurship	10	1. Business organization 2. Entrepreneurship
5	CPLA 5522	Clinical and Public Health Laboratory Accreditation	15	1. Good Laboratory Practice 2. Laboratory Quality Assurance
6	INTS5523	Internship	20	Internship
7	FNPR 5523	Final Project	20	Final Project
TOTAL			120	

Award: Bachelor's Degree with Honours in Biotechnology Bioscience- Level 5

Table 46: FST-Medical

Department of Computer Science

Level 1

N ^o	Module Code	Module title	Number of Credits	Module Components
1	FMAT 1513	Fundamental Mathematics	20	1. Introduction to Logic and Set Theory 2. Mathematical Analysis
2	CFCP 1513	Computer Fundamentals and Computer Programming	20	1. Fundamentals of Computer Science 2. Computer Programming
3	STSK1 512	Study Skills	15	1. Academic General Knowledge 2. Computer Literacy
4	AGEO 1512	Algebra and Geometry	15	1. Linear Algebra 2. Analytical Geometry
5	PRSI 1512	Probability and Statistics	15	1. Probability 2. Statistics
6	BOEN 1522	Business Organization and Entrepreneurship	15	1. Business Organization 2. Entrepreneurship
7	GPHY 1523	General Physics	20	1. Classical Mechanics 2. Electricity and Magnetism 3. Geometric Optics
TOTAL			120	

Award: Certificate of Higher Education

Table 47: FST-CS-Level 1

Level 2

NO	Module Code	Module titles	Credits	Components
1	NALP 2512	Numerical Analysis and Linear Programming	15	1. Numerical Analysis 2. Linear Programming
2	DSAA 2513	Data Structure and Algorithms analysis	20	1. Analysis of Algorithm 2. Data structure and Programming
3	OSCA 2512	Operating System and Computer Architecture	15	1. Introduction to Operating System 2. Linux, Unix and Shell Programming
4	OOPR 2512	Object Oriented Programming	15	1. Core JAVA 2. Advanced JAVA
5	ADEL 2523	Analog and Digital Electronics	20	1. Analog Electronics 2. Fundamentals of Digital Electronics
6	WASA 2523	Web Application and Site Administration	20	1. Web design and Programming 2. Site Development
7	IMDS 2522	Information Management and Database Systems	15	1. Information Management 2. Database Management System
TOTAL			120	

Award: Diploma in Higher education

Table 48: FST-CS-Level 2

Level 3

NO	Module Code	Module title	Number of Credits	Module Components
1	SEPM 3513	Software Engineering and Project Management	20	1. Introduction to Software Engineering 2. System Analysis and Design 3. Software Project Management
2	NETW 3513	Networking	20	1. Computer Network 2. Network Design and Application 3. Network Management
3	SSPE 3513	Server site Programming and e-commerce	20	1. Server Site Programming 2. E-Commerce
TOTAL			60	

Award: Advanced Diploma in Higher Education

Table 49: FST-CS-Level 3

Level 4

N ^o	Module Code	Module Title	Number of Credits	Components
1	HCIN 4522	Human Computer Interaction	15	1.Foundation of Human Computer Interaction 2.Graphical User and Interface Design 3.Ergonomics
2	RMTW 4521	Research Methodology and technical writing	10	1.Research Methods 2.Technical Writing
3	GMUL 4523	Graphics and Multimedia	20	1.Computer Graphics 2.Digital Imaging 3.Multimedia Application
4	SADM 4522	System administration and wireless network administration	15	1.Introduction to System administration 2.Wireless Network Administration
		TOTAL	60	

Award: Ordinary Degree
CS-Level 4

Table 50: FST-

Level 5

NO	Module Code	Module Title	Number of Credits	Module Components
1	AIGP 5513	Artificial Intelligence and Game Programming	20	1.Artificial Intelligence 2.Game Programming
2	CISE 5513	Cryptography and Information Security.	20	1.Cryptography 2.Information Security
3	PDSY 5513	Parallel and Distributed Systems	20	1.Parallel System 2.DistributedSystem 3.Parallel and Distributed Systems
4	ESYS 5523	Embedded systems.	20	1.Embedded System 2.Mobile Computing
5	INTS 5523	Internship	20	Internship
6	FNPR 5523	Final Project	20	Final Project
		TOTAL	120	

Award: Bachelor's Degree with Honours in Computer Science

Table 51: FST-CS-Level 5

3.3.6 Faculty of Social Work

Departement of Welfare and Social Development (WSD)

Level 1

NO	Module Code	Module Title	Number of Credits	Module Components
1	ISOA1613	Introduction to Sociology and Anthropology	20	1.Introduction to Sociology 2.Introduction to Anthropology
2	STSK1612	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
3	SWPP1613	Introduction to Social Welfare, Social Policy and Social work Practice	20	1.Introduction to Social Welfare and Social Work Practice 2.Introduction to Social Policy
4	IPRE1612	Introduction to Philosophy and Rwandan Ethics	15	1.Introduction to Philosophy 2.Rwandan Ethics

5	FUST1622	Fundamentals of Statistics	15	1.Descriptive Statistics 2.Inferential Statistics
6	PECO1622	Principles of Economics	15	1.Introduction to Economic Thought 2.Introduction to Micro Economics 3.Introduction to Macroeconomics
7	DEPG1623	Development Perspectives and Gender Issues	20	1.Development Perspectives 2.Gender Issues
	TOTAL		120	

Award: Certificate of Higher Education

Table 52: FSW-WSD-Level 1

Level 2

NO	Module Code	Module Title	Number of Credits	Module components
1	IPSE2613	Introduction to Psychology and Social Environment	20	1.Introduction to Psychology 2.Social Environment
2	MALE2613	Management of Human resources and Leadership skills	20	1.Management 2.Leadership
3	PRVG2613	Psychosocial Rehabilitation of Vulnerable Groups	20	1.Introduction to Human Vulnerability 2.Groups of Vulnerable People and Respective Rehabilitation
4	LCHR2623	Introduction to Law, Conflict Management and Promotion of Human Rights	20	1.Introduction to Law 2.Conflict Management 3.Introduction to Promotion of Human Rights
5	ESWI2623	Theories, Methods and Ethics of Social Work Intervention/Practicum I	20	1.Theories and Methods of Social Work Intervention 2.Ethics of Social Work Profession
6	RECM2623	Rural Economics and Cooperative Management	20	1.Rural Economics 2.Cooperative Management
	TOTAL		120	

Award: Diploma in Higher Education

Table 53: FSW-WSD-Level 2

Level 3

N ^o	Module Code	Module Title	Number of Credits	Module Components
1	MHPC3612	Mental Health issues in Social Work	15	1.Introduction to Mental Health issues in Social Work 2.Post traumatic disorders i post genocide in Rwanda
2	DFSP3612	Introduction to Demography, Family and Social Planning	15	1.Introduction to Demography 2.Family and Social Planning
3	RSME3613	Research Methods	20	1. Introduction to research in social sciences 2.Data collection and analysis(methods and techniques)
4	SOTC3611	Social Teaching of the Church	10	1.Dignity of the Human Person, Family and Development 2.The Common Goods, Solidarity and Subsidiary
	TOTAL		60	

Award: **Advanced Diploma in Higher Education**
Level 3

Table 54: FSW-WSD-

Level 4

NO	Module Code	Module Title	Number of Credits	Module Components
1	PCSW4622	Socio-Psychopathology and Criminology in Social Work	15	1.Socio-Psychopathology 2.Introduction to Criminology in Social Work
2	SMCD4622	Social Mobilisation and Community Development	15	1.Social Mobilisation 2.Community Development
3	SPSW4623	Symposium and Professional Social Work Practice/Practicum II	20	1.Theories of Social Work Practice 2.Methods and Ethics of Social Work Interventions
4	PACA4621	Psychosocial counselling and Psychotherapy approaches	10	1.Counselling techniques 2.Psychotherapies approaches
		TOTAL	60	

Award: Ordinary Degree
Level 4

Table 55: FSW-WSD-

Level 5

NO	Module Code	Module Title	Number of Credits	Module Components
1	PESJ5613	Poverty, Equality and Social Justice	20	1.Poverty issues and Challenges for Development 2.Equality and Social Justice in Development
2	SWAD5611	Social Work Administration	10	1.Introduction to Social Work Administration 2.Theories of Organisations
3	ECRI5611	Entrepreneurship, Creativity and Innovation	10	1.Entrepreneurship Skills 2.Business Plan, Creativity and Innovation
4	SPSC5613	Contemporary Social Problems and Theories of Social Change	20	1.Contemporary Social Problems 2.Theories of Social Change
5	SWIC5623	Social Work Intervention in International Cooperation	20	1.International Social Work 2.Globalization and Social Work Intervention 3.Environment and Social Work Intervention
6	INTS5623	Internship	20	
7	FNPR5623	Final Project	20	
		Total	120	

Award: Bachelor's Degree with Honours in Social Work
Level 5

Table 56: FSW-WSD-

Department of Child and Family Studies (CFS)

Level 1

NO	Module Code	Module Title	Number of Credits	Module Components
1	ISOA1613	Introduction to Sociology and Anthropology	20	1.Introduction to Sociology 2.Introduction to Anthropology
2	STSK1612	Study Skills	15	1.Academic General Knowledge 2.Computer Literacy
3	FSEC1613	Introduction to Family Studies and Early Childhood	20	1.Introduction to Social Welfare and Social Work Practice 2.Introduction to Social Policy
4	IPRE1612	Introduction to Philosophy and Rwandan Ethics	15	1.Introduction to Philosophy 2.Introduction to Rwandan Ethics

5	FUST1622	Fundamentals of Statistics	15	1.Descriptive Statistics 2.Inferential Statistics
6	PREC1622	Principles of Economics	15	1.Introduction to Economic Thought 2.Introduction to Micro economics 3.Introduction to Macroeconomics
7	DEPG1623	Development Perspectives and Gender Issues	20	1.Development Perspectives 2.Gender Issues
		TOTAL	120	

Award: Certificate of Higher Education

Table 57: FSW-CFS-Level 1

Level 2

NO	Module Code	Module Title	Number of Credits	Module Components
1	IPSE2613	Introduction to Psychology and Social Environment	20	1.Introduction to Psychology 2.Social Environment
2	MFSE2613	Marriage, Family and Sexuality: Roles and Relationships	20	1.Marriage & Family: Roles and Relationships 2.Family & Sexuality Matters
3	PRVG2613	Psychosocial Rehabilitation of Vulnerable Groups	20	1.Introduction to Human Vulnerability 2.Groups of Vulnerable People and Respective Rehabilitation
4	LCHR2623	Introduction to Law, Conflict Management and Promotion of Human Rights	20	1.Introduction to Law 2.Conflict Management 3.Introduction to Promotion of Human Rights
5	ESWI2623	Theories, Methods and Ethics of Social Work Intervention/Practicum I	20	1.Theories and Methods of Social Work Intervention 2.Ethics of Social Work Profession
6	RECM2623	Rural Economics and Cooperative Management	20	1.Rural Economics 2.Cooperative Management
		TOTAL	120	

Award: Diploma in Higher Education

Table 58: FSW-CFS-Level 2

Level 3

NO	Module Code	Module title	Number of Credits	Module components
1	MHPC3612	Mental Health issues in Social Work and Psychosocial Counselling.	15	1.Mental Health issues in Social Work 2.Psychosocial Counselling
2	DFSP3612	Introduction to Demography, Family and Social Planning	15	1.Introduction to Demography 2.Family and Social Planning
3	REME3613	Research Methods	20	1. Introduction to research in social sciences 2.Data collection and analysis(methods and
4	SOTC3611	Social Teaching of the Church	10	1.Dignity of the Human Person, Family and Development 2.The Common Goods, Solidarity and Subsidiary
		TOTAL	60	

Award: Ordinary Degree

Table 59: FSW-CFS-Level 3

Level 4

NO	Module Code	Module Title	Number of Credits	Module Components
1	FIFM 4622	Family Interactions and Family Resource Management	15	1.Family Interactions 2.Family Resource Management
2	CETM 4622	Early Childhood Education and Teaching Methods	15	1.Early Childhood Education 2.Teaching Methods for Infants
3	SPSW 4623	Symposium and Professional Social Work Practice/Practicum II	20	1.Theories of Social Work Practice 2.Methods and Ethics of Social Work Interventions
4	PACA 4621	Psychotherapy Approaches: Capacitar	10	1.Capacitar Skills for Healing Trauma 2.Capacitar Skills of Empowering Wellness
TOTAL			60	

Award: Ordinary Degree with Honours

Table 60: FSW-CFS-Level 4

Level 5

NO	Module Code	Module Title	Credits	Module Components
1	PESJ5613	Poverty, Equality and Social Justice	20	1.Poverty Issues and Challenges for Development 2.Equality and Social Justice in Development
2	SWAD5612	Family Socialisation, Child Development and Guardianship	15	1.Family Socialisation 2.Child Development and Guardianship
3	SPSC5612	School Administration and Promotion of Childhood Business in Community	15	1.School Administration 2.Promotion of Childhood Business in Community
4	ECRI5611	Entrepreneurship, Creativity and Innovation	10	1.Entrepreneurship Skills 2.Business Plan, Creativity and Innovation
5	SWIC5623	Social Work intervention in International Cooperation	20	1.International Social Work 2.Globalization and Social Work Intervention 3.Environment and Social Work Intervention
6	INTS5623	Internship	20	-
7	FNPR5623	Final Project	20	
Total			120	

Award: Bachelor's Degree with Honours in Social Work

CHAPTER IV: LEARNING FACILITIES REGULATIONS

4.1. Library Regulations

4.1.1 Introduction.

Catholic University of Rwanda library, intends to give better service to its users. In order to provide atmospheres for conducive use of its services and facilities users are required to comply with the library regulations listed below.

Users in library must respect the rights and privileges of all other users. Library users are therefore expected to abide by the following rules and regulations.

4.1.2 Working hours

Monday to Saturday: 8:00am-9:30pm

Sunday : 9:00am- 13:00pm

Public holidays: Closed

4.1.3 Admission

The following persons are eligible to use the library:

- Registered CUR University students
- CUR staff, full or part time
- External users for an in situ consultation.

4.1.4 Discipline

1. Briefcase, bags, over coats, hat, umbrellas, and other suspect materials that may be used to conceal documents are not allowed in the library. They must be left at the entrance but the library is not liable for any loss or damage that may occur.
2. Order and silence must be maintained at all times in the library. For authorized users, the discussion rooms must be used strictly for group discussion only and for academic purpose.
3. Smoking, speaking, eating, drinking and sleeping in the library is prohibited.
4. Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender which may include suspension from the University.
5. Mobile phones and other devices likely to cause disturbances should not be used in the library.
6. Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff. Those responsible must pay for the damage.
7. Abusive language or gestures, harassing or threatening behavior to the library staff and users are not acceptable.
8. For each document filed late, the borrower is liable to a kernel of RWF 100 per day of delay up to twice the purchase price of the document. In the absence of the agent, no book can come out of the library.
9. Students may borrow up to 2 books for period of 1 month renewable once and the academic; research staff may borrow up to 3 documents once for 2 months, renewable once. The administrative staff may borrow up to 2 books for a month renewable once.

4.1.5 Borrowing Services in CUR library

1. Most books in the library may be borrowed by authorized users for use outside the library. Reference books , current periodicals, documents not yet cataloged and those put on reserve, should be consulted in situ (consultation sur place). Item for loan are borrowed at the circulation Desk.
2. NO LIBRARY materials may be borrowed beyond the library control point unless it has been duly issued at the circulation Desk.
3. BORROWERS are responsible for protecting any library materials in their possession against damage and must report to the librarians at the circulation desk any loss or damage of materials.
4. RECALLS: The librarian reserves the right to recall any books before the date on which it is due. He may require that all books be returned when stock taking is to take place: When a general loan item is recalled, it must be returned within a week of the notice.

4.1.6 Payment of Fines

The following fines and penalties shall be imposed on those who be breaking the rules and regulations. Library materials must be returned by the due date or earlier. Failure to do will be treated as a serious offense. The borrower will be required to pay fine for overdue.

Users who have not cleared all their previous loans of books or fines will not be allowed to borrow any library materials.

In the case of finalist students, he/her examination and statement of results, transcripts and certificate will be with held by the Registrar until unreturned library items have been recovered, or the amount due to the library in fines, the value of materials and penalty have been paid by the borrower.

4.2. ICT

4.2.1.General

All computer users (staff, students, and others) are expected to be responsible for their own behavior on the computer system, including the Internet, just as they are anywhere else in the University campuses. Users are reminded that their actions can represent the entire University community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take.

4.2.2. Uncertainty

If you are unsure of what to do, for instance in the case of an error message, a hardware malfunction, a web site offer, a strange e-mail, etc., *ask a lab supervisor or Director of ICT*. It is better to wait and ask, than to take an action which will endanger yourself, the computer, or the network.

4.2.3. Administrative

No Noise

So that everyone can concentrate, noise must be kept to a minimum. Please do not let your phone ring, have conversations, or listen to music without headphones in the lab.

No open access during scheduled classes

Students are not allowed in the open access lab when they have scheduled classes.

Air Conditioning

If the labs are air conditioned, doors and windows must be kept closed. This is also to prevent insects which can damage the computers.

Lab Fees

Outside of scheduled classes and other University safety purpose, lab usage may be charged for, in order to recover costs. Usage during power outages (on generator power) will be more expensive. For example:

Outside of scheduled classes, lab usage is charged at RwF /= per hour. This is to cover expenses and maintenance of the lab. You will be issued a receipt. The collection and use of these funds will be posted.

Printing is charged at RwF /= per page for all computer users. There are no exceptions. CUR provides a free printer for staff for only CUR safety purpose.

Respect

Each student must respect the computers, themselves, and each other.

Respect that your project will look different than everyone else's, so respect the decisions others have made when creating projects.

Respect the property of your classmates, such as not typing on their keyboard.

Respect the computers, because they are school property and your ticket to learning.

Equal Access

It is common that there are not enough computers for the number of people who want to use them (more users than computers). In order to ensure that everyone has some opportunity to use the computers, faculties plan for the use according the lab availability.

In order to manage this process, please observe the following:

- Faculties plan mutually the use of the lab
- After class hours students may use the computer according rules and the timetable.
- The lecturer and the representative of the students of the class occupying the lab are responsible of the lab. They indicate the state of computers as well as problems met before leaving the laboratory.
- Please be respectful of your fellow students and help ensure that everyone has a fair chance to use the computers.

Broken Equipment

No student is allowed to repair equipments himself. If you encounter problems with equipment, you should report this to the lab supervisor or to the Office of ICT Directorate.

Cleanliness

Smoking, drinking, or eating in the lab can damage the equipment and attract insects or rodents.

Please keep the lab neat; clean up any messes, use rubbish bins, and leave equipment and furniture properly arranged. Push in chairs and keep their space clean.

Security

Changing computer desktop setting is not allowed unless with authority of instructor.

Stealing or attempting to steal any computer part or any of the computer lab property is an offense. Appropriate disciplinary action will be taken against the offender which may include suspension from the University.

Cell phones, IPOD, MP3 players or any gadgets that can disturb the class discussion is prohibited in computer lab.

Steal any computer parts, it's a major offense, if so the presumed must be followed by the competent instances include those of the State.

4.2.4. Inappropriate Content

Controversial content (e.g. pornography) is not appropriate in an academic setting. Exploring pornographic sites/films and saving porno images are not allowed.

Users should expect that their browsing history will be recorded, and might be examined by system administrators.

4.3.Science Laboratories

CUR has different laboratories available for all students. Students shall observe operational regulations in force at CUR with regards to laboratories as the following:

4.3.1. Laboratory Safety Rules

4.3.1. 1.Introduction

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the number one priority for students and teachers. To ensure a safe science classroom, a list of rules has been developed and provided to you. These rules must be followed at all times. Proper laboratory technique is essential to the education of successful scientist. Your success will depend on your attitude and conduct. If you work with an attitude of rushing through, you will profit but little. An interest in your work, an understanding of its purpose and a clear interpretation of your results are necessary factors for a good laboratory course. The chemistry laboratory is a safe place to experiment if you are careful. You must assume responsibility of the safety of yourself and your neighbors. Following are some safety and procedural rules to help guide you in protecting yourself and others from injury in the laboratory.

4.3.1..2. General guidelines

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the teacher before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Safety goggles and aprons must be worn whenever you work in lab. Gloves should be worn whenever you use chemicals that cause skin irritations or need to handle hot equipment. Wear older clothes that cover the maximum amount of skin.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
9. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, spill kit, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
10. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
11. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container. Cracked or broken glass should be placed in the special container for "Broken Glass."
12. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions provided by your teacher.

13. Keep hands away from your face, eyes, mouth, and body while using chemicals. Wash your hands with soap and water after performing all experiments. Clean (with detergent powder), rinse, and dry all work surfaces and equipment at the end of the experiment.
14. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
15. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
16. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
17. If you spill acid or any other corrosive chemical on you skin or clothes immediately wash area with large amounts of water (remember that small amounts of water may be worse than no water at all). After this get the teacher's attention. The spill kit will be used for spills on floor or counter-top.
18. At the end of the laboratory session see that: a) main gas outlet valve is shut off b) the water is turned off c) desk top, floor area, and sink are clean d) all equipment is cool, clean, and arranged.

Clothing

19. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule! Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
20. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals are allowed.

Accidents and Injuries

21. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
22. If you or your lab partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention. **Everyone should turn off burners and prepare to help if needed.**
23. If a chemical should splash in your eye(s), immediately flush with running water from the eyewash station for at least 20 minutes. Notify the instructor immediately.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemical unless specifically instructed to do so. The proper technique for smelling chemical fumes (when instructed to do so by the teacher) is to gently fan the air above the chemical toward your face. Breathe normally.

25. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need. Smaller amounts often work better than larger amounts. Label all containers and massing papers holding dry chemicals.

26. Never return unused chemicals to their original containers.

27. Never use mouth suction to fill a pipette. Use a pipette bulb or pipette filler.

28. Acids must be handled with extreme care. **ALWAYS ADD ACID SLOWLY TO WATER**, with slow stirring and swirling, being careful of the heat produced, particularly with sulfuric acid.

29. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.

30. Never take chemicals or other materials from the laboratory area.

31. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and in the method demonstrated by the teacher as you walk.

Handling Glassware and Equipment

32. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.

33. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.

34. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware. **Do not immerse hot glassware in cold water; it may shatter.**

35. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

36. If you do not understand how to use a piece of equipment, ask the instructor for help.

Heating Substances

37. If you wish to turn off the burner, do so by turning off the gas at the gas outlet valve first, then close the needle valve and barrel. Never reach over an exposed flame. Light gas burners only as instructed by the teacher.

38. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.

39. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.

40. Heated metals, glass, and ceramics remain very hot for a long time. **They should be set aside to cool on a trivet** and then picked up with caution. Use tongs or heat-protective gloves if necessary. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

CHAPTER V :STUDENTS CONDUCT

5.1. Use of student facilities

5.1.1. Accommodation

In consultation with Students affairs' office, students may be offered, for a fixed fee, accommodation in the University'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.

Students must buy accommodation's card before came in CUR hostel.

Students assigned rooms shall sign for property found in the rooms at the beginning of the semester and will be surcharged for damaged to CUR property or loss of any such at the end of the semester. No student may be assigned to a room who is yet to pay fully for an assessed damage to or loss of University property.

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

- a. Furniture or fittings may not be transferred from any part of the University without prior permission from the Dean of Students.
- b. No cooking i.e. frying, roasting, baking or warming by use of electricity or other energy source is permitted in student rooms.
- c. Light may not be left on during the day or when not needed.

- d. Doors may not be open during the night and one person want to go outside the door must keep closed.
- e. For the avoidance of nuisance and annoyance to other residents, musical instruments, talking, may be played or take to room sound only/and in any case, not between midnight and 6:00 am.
- f. Students may not entertain visitors of the opposite sex between the hours of 9:00 pm and 6:00 am.
- g. Each bed may be kept by one student. Thus, two persons are not allowed to one bed.

Students must vacate their accommodation at the close of each academic year or as instructed by the University.

5.1. 2. Health Service

All new students shall undergo a thorough medical examination for which they will be provided forms, prior to registration. On reporting at the University, students will be required to undergo a further examination by the University's medical staff and present a medical insurance card from an insurance company of his/her choice.

Students will be entitled to medical care in conformity with CUR arrangements and policies.

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

- a. Dean of Students
- b. 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 University.

5.1.3. Security

Emergency/Safety

The university recognizes its obligation to take all precautions to ensure the safety of students, employees, and visitors while they are on campus. Observance of safety is the responsibility of all members of the University and their active cooperation is required. Therefore, students are requested to cooperate with CUR security services.

5.2. Student Rights

Students have right to join in clubs and associations, organize public functions, organize processions and demonstrations, and use the University name. However, the following procedural regulations and procedures must be observed.

5.2. 1. Formation of associations and Clubs

Students' societies and Clubs in the University 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 University after the approval has been given by the relevant University Committee.

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 Dean of Students shall be furnished with the names of their Principal Officers once a year.

Students are prohibited from forming or introducing political parties within the premises of the University.

5.2. 2. Public functions

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 Rector. An application for permission to organize a function should provide the following information:

- a. Date and time of the function;
- b. Place where the function is to take place;
- c. Names and description of Lecturers, Speakers, Invited Guests or Performers at the function.

This information together with evidence of fulfillment 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.

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

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

5.2. 3. Processions and Demonstrations

Any student or students wishing to organize a procession/demonstration in the University shall notify the Dean of Students 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).

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

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.

No procession/ demonstration shall be held between the hours of 6: 00 p.m. and 6:00 am
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 CUR 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.

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 Rector, who may take appropriate action.

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

The fact that a procession/demonstration is not prohibited in any way implies that the CUR has either approved of or is in sympathy with its objectives.

5. 3.Student Obligations

5.3.1 Care of CUR property

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

No University property of any description shall be taken from its proper place without the written consent of the Head of Department concerned

5.3. 2. Use of the University Name

5.3.2.1. Correspondence

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

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

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

5.3.2.2. Publications

The Rector shall be informed of any intention to produce a student publication within the University and his approval in writing shall be obtained for such a publication.

A copy of each issue shall be lodged with the Rector and Dean of Students and the University Librarian on the day of publication.

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

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

5.4. Relationship with colleagues, staff and community.

Every student must be characterized by the conduct that safeguards the good image of CUR and be in smooth relationships with her/his colleagues and CUR staff. He/she must strive to be active and inspiring within surrounding community.

5.5. Disciplinary Offenses and Procedures

5.5.1. Disciplinary Offenses

These shall include but are not limited to the following:

- Misappropriating University Property.
- Disrupting meetings and other programmes set up by university
- Theft committed within the University
- Forging a document or using a false document.
- Abuse of drink or drugs.

- Using weapons and other fighting tools without permission.
- Rape ,sexual or other harassment of whatever kind
- Mismanagement and/or embezzlement of students' organization funds.
- Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the University when summoned to do so by a proper written notice by such authority.
- Refusal or failure to abide by the ruling, decision and/or penalty made imposed by the Disciplinary Authority or any other competent authority.
- Any other breach of the CUR regulations

5. 5.2.Procedures

- ✓ Disciplinary action will be taken against a student after fully investigation.
- ✓ The disciplinary decision will be supported by evidence for alleged misconduct, its gravity and the disciplinary record of the student.
- ✓ All allegations of misconduct shall be reported in the first instance to the vice Rector Academic to decide with Dean of the faculty responsible for the student's course of studies, whether the case initially presented is sufficient to call for further investigation or not.
- ✓ Except for gross misconduct, no student will be permanently excluded from the University for a First Breach of these regulations.
- ✓ A student will have right to appeal against any formal disciplinary action and also right to be accompanied by a friend.
- ✓ For the Students' Association shall have the right to send a representative to any disciplinary hearing.
- ✓ A student shall not be deprived of his/her fundamental right to explain him/herself and to lodge appeals to authorized CUR organs against a decision which has been taken against him/her.
- ✓ There is an established disciplinary committee which will be consulted for the enforcement of the present regulations. Members of that committee are nominated by the CUR Rector. Their term of office is two year renewable

5. 6. Penalties

The following are possible actions that may be taken against a student who is found guilty of misconduct:

- A verbal or written warning or reprimand issued by the disciplinary committee.
- Compensation for damages or payment of a fine proportion to the nature and gravity of the offence.

- Suspension from the university by the senate for a specified period and simultaneous notification of the sponsor by the registrar.
- Discontinuation from the University by the senate.

Note: Repeated minor offenses shall be treated as a major offense

5. 7. Righth to Appeal

All students have a right to appeal following any disciplinary action.

An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal.

Appeals against final formal written warning or exclusion from campus shall be heard by the Rector. 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.

Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Rector 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.

Note Charge(s) will be dropped in case the evidence presented is not sufficient.

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