

Occupation and Learning Process

WEEK 2 - Understanding the Learning Process at RP

University: Rwanda Polytechnic - Tumba College

Lecturer: NSHIMIYIMANA Arcade

Objectives

At the end of this session, students will be able to:

1. Understand RP structure and know where to seek for information
 2. Understand and describe all RP Colleges and programs offered
 3. Understand, Interpret and apply RP Student Handbook rules
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1. Rwanda Polytechnic (RP)

Address: KK 15 Road, Kigali, Rwanda

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Website: www.rp.ac.rw

Email: info@rp.ac.rw

Phone: +250 791 447 408

Social Media: @RwandaPolytec (Twitter)

1. 1. About RP

- Rwanda Polytechnic (RP) is a Public Higher Learning Institution in Rwanda established in 2017 by the Government of Rwanda with a mandate to implement Technical and Vocational Education and Training (TVET) skills development across the country. (<https://www.rp.ac.rw/1/about-rp>)
 - RP has a clear vision: To provide quality education that complies with applicable standards through vocational education that enables beneficiaries to acquire skills required to create jobs and compete in the labour market.
 - The Motto of RP is: ***“Skills for a Better Destiny”***
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1. 1. About RP cont'd

- To prepare technical and vocational education curricula for their use at various technical vocational training levels and submit them to competent authority for approval.
- To offer technical and vocational courses leading to certificate, diploma, bachelors, and higher levels.
- To provide science and technology based technical and vocational training as well as education which enable the beneficiary to create jobs for personal development and contribute to national development.
- To carry out and promote research and technology in technical and vocational fields and disseminate their findings to foster national development.

Mission of RP

1. 1. About RP cont'd

- To coordinate programs and activities aimed at developing teaching and research staff within institutions of technical and vocational education, upgrade their knowledge and skills capacities and improve their management.
- To contribute to finding solutions to other problems related to national development.
- To cooperate and collaborate with other national, regional or international institutions with similar mission(s) to achieve its mission.

Mission of RP

(<https://www.rp.ac.rw/1/about-rp>)

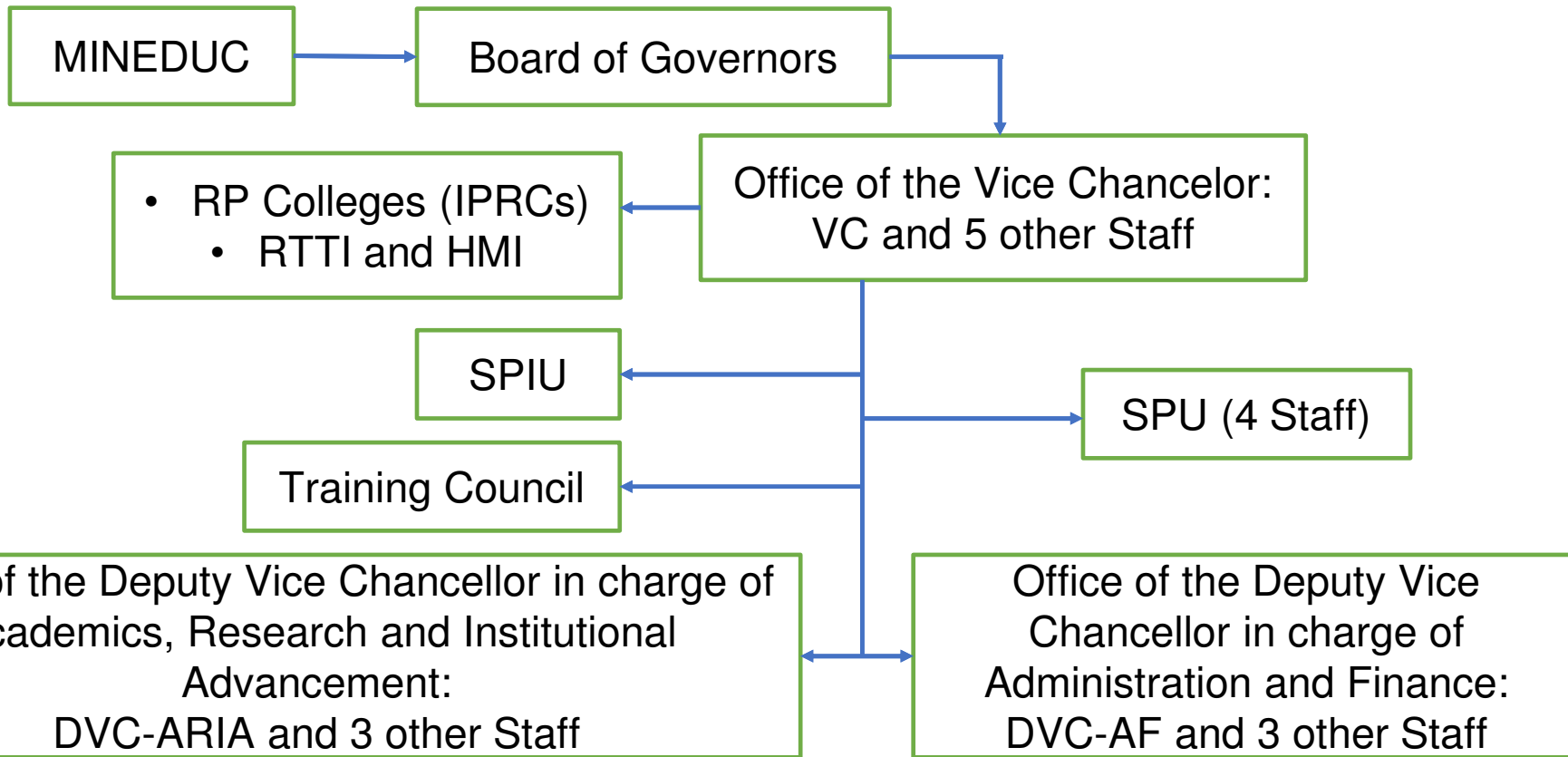
- The core values are: “***Excellence, Patriotism, Loyalty, Respect***”
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1.2. RP organizational structure

- RP as a higher learning institution has been established with a well-designed structure to fulfil its vision and mission.
- The structure is found on the website of Rwanda Polytechnic (RP) on the page of “**About RP**”.
- The summary of important organs in the structure is described here, while the details can be found on the complete structure on the website.
- Title of the structure: “RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION (RP) ORGANIZATIONAL CHART”.
- Core organs are: MINEDUC, Board of Governors, Office of the Vice Chancellor, RP Colleges (former IPRCs), Affiliated Institutions (RTTI: Rwanda TVET Trainer Institute, HMI: Hospitality Management Institute).

(<https://www.rp.ac.rw/1/about-rp>)

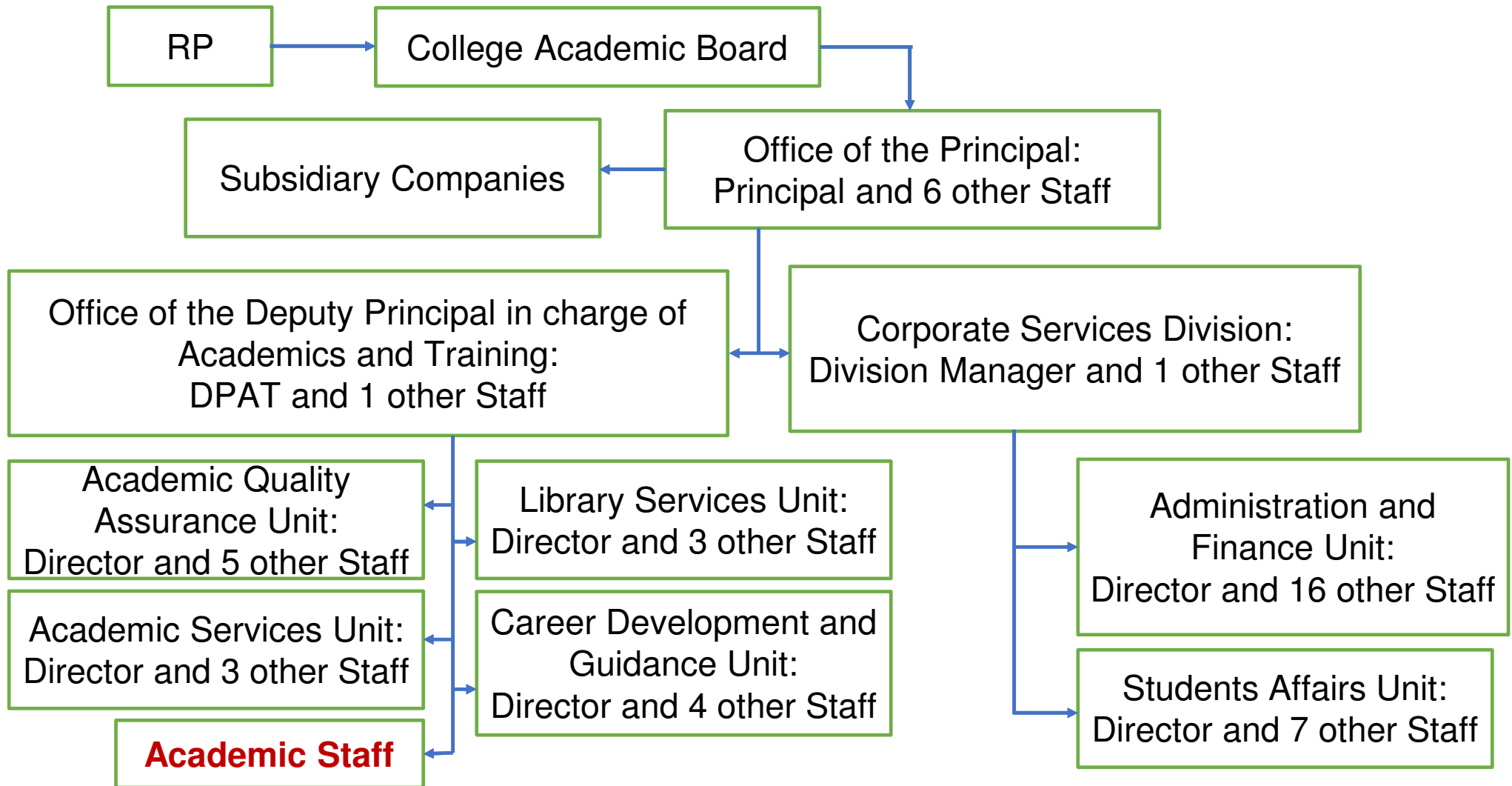
1.2. RP organizational structure cont'd



Four Divisions: Curriculum Development, Digital Content and Connectivity, Institutional Development, Consultancy and Production Coordination and Office of the Registrar

Administration and Finance Unit

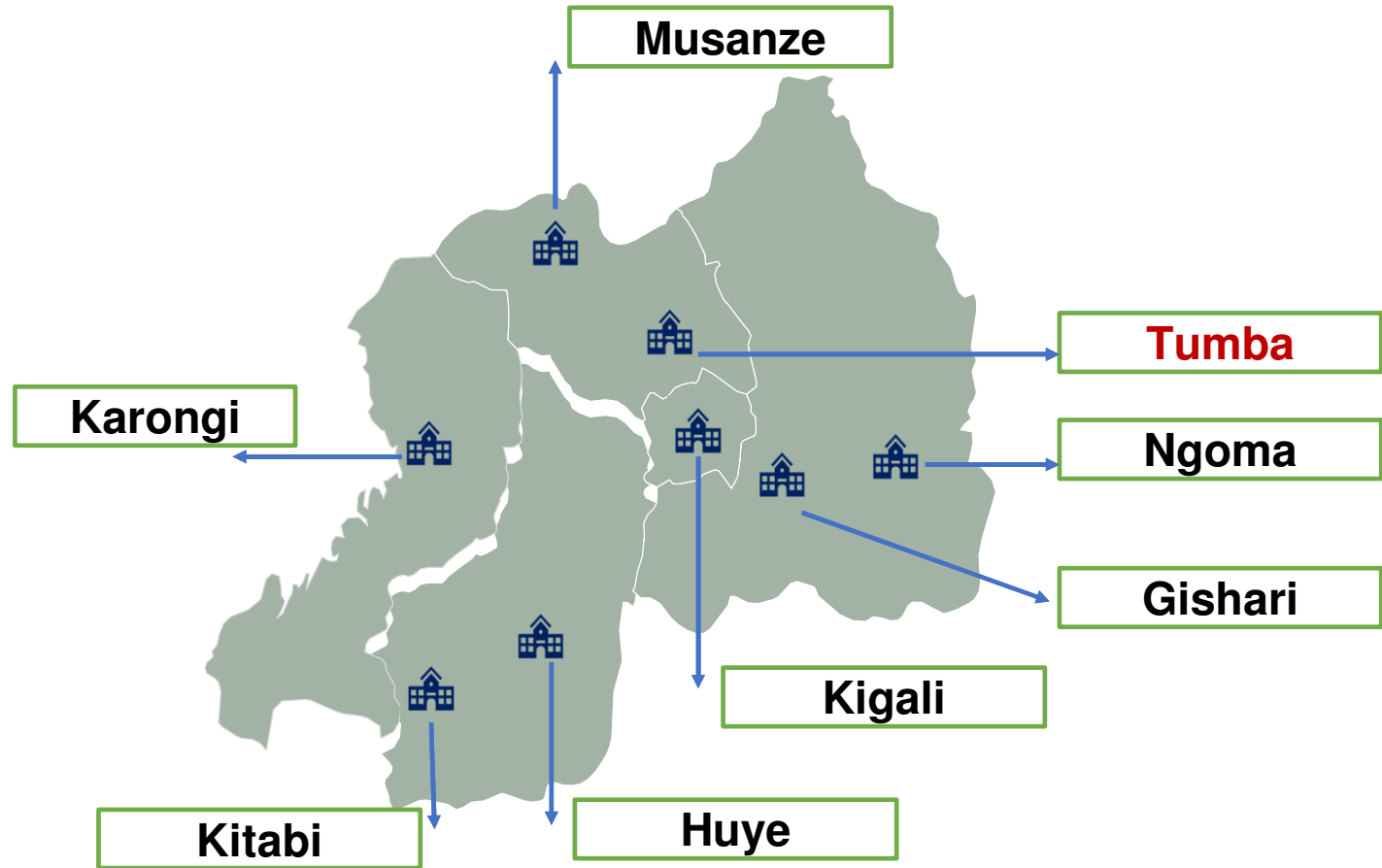
1.3. RP Colleges organizational structure



1.4. RP Colleges and their locations

- RP has 8 Colleges located in all the 4 Provinces of the Country as well as the City of Kigali.

- City of Kigali: 1
- Northern Province: 2
- Southern Province: 2
- Eastern Province: 2
- Western Province: 1



2. RP Departments and Programs

- There are 13 departments across all 8 RP Colleges. Besides the specific department, there is also **General Course** Department in all Colleges to offer courses related to Sciences, Languages and Entrepreneurship.
 - In all these specific departments, a total of 50 training programs are offered in different RP Colleges.
 - The RQF levels are Diploma, Advanced Diploma and Bachelor of Technology.
 - Diploma: 240 credits
 - Advanced Diploma: 360 credits
 - Bachelor of Technology: 480 credits
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2.1. RP Departments

1. Civil Engineering
 2. Mechanical Engineering
 3. Information and Communication Technology
 4. Electrical and Electronics Engineering
 5. Mining Engineering
 6. Agricultural Engineering
 7. Veterinary Technology
 8. Nature Conservation
 9. Forestry
 10. Transport and Logistics
 11. Creative Arts
 12. Hospitality Management
 13. Tourism
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2.2. Departments and Programs

- **Civil Engineering (4 programs):** Construction Technology, Quantity surveying, Land Surveying, Highway Engineering, Water and Sanitation Technology and Railway Infrastructure Engineering.
 - **Mechanical Engineering (6 programs):** Automobile Technology, Production and Manufacturing Technology, Air conditioning and Refrigeration Technology, Aircraft maintenance Technology, Mechatronics Technology and Renewable Energy Technology.
 - **Information and Communication Technology (2 programs):** Information Technology and e-Commerce.
 - **Electrical and Electronics Engineering (4 programs):** Electrical Technology, Electronics and Telecommunication Technology, Biomedical Equipment Technology and Electrical Automation Technology.
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2.2. Departments and Programs cont'd

- **Agricultural Engineering (5 programs):** Agri-Mechanization Technology, Crop Production, Irrigation and Drainage Technology, Food Processing and Horticulture Technology.
 - **Creative Art (3 programs):** Film Making and TV Production, Graphic Design and Animation and Fashion and Design.
 - **Mining Engineering (1 program):** Mining Technology.
 - **VETERINARY Technology (1 program):** Animal Health.
 - **Hospitality Management (3 programs):** Hospitality Management with option of Food and Beverage, Hospitality Management with option of Room Division and Diploma in Culinary Arts.
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2.2. Departments and Programs cont'd

- **Transport and Logistics (2 programs):** Logistics and supply Chain Management and Airline and Airport Management
 - **Nature Conservation (1 program):** Wildlife and Conservation Technologies.
 - **Forestry (2 programs):** Forest Resources Management and Forest Engineering and Wood Technology.
 - **Tourism (2 programs):** Tourism and Destination Management and Tours and Travel Management.
 - **General Courses:** Sciences, entrepreneurship and Languages.
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2.3. RP Tumba College

RP-Tumba College offers training for Advanced Diploma and Bachelor of Technology in the following 4 programs

Information
Technology

Renewable
Energy
Technologies

Electronics and
Telecommuni-
cation
Technology

Mechatronics
Technology

General Courses (Mathematics, sciences and Languages)
offered at the beginning of the programs) + **ENTERPRENEURSHIP**

Students' advisory services (Career guidance, Business incubation
and mentorship services)

ENTERPRENEURSHIP COURSE

ENTERPRENEURSHIP COURSE

3. RP Student Handbook

- The document used here summarizes the most important rules and regulations from **the 2024 Revised Rwanda Polytechnic (RP) Student Handbook**.
 - It presents several critical sections that every student must read carefully to avoid common mistakes that could lead to **academic or disciplinary problems**. It is designed to help students understand their responsibilities.
 - The most important sections are described here and if students focus on these areas, they will understand what to do and what to avoid.
 - These sections set out the rules, responsibilities, and consequences related to student life, learning, and progression. (Rwanda Polytechnic Revised Student Handbook 2024, Rwanda Polytechnic, Polytechnic, 2024.)
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3.1. Admission and Code of conduct

During the admission and registration, for Students to properly enter a program and remain in good standing, should avoid the following:

- Late registration without approval and not paying required fees on time.
- Failing to submit required documents (certificates, IDs).
- Registering for modules without meeting prerequisites.

After Students have registered, they sets expectations for behavior and academic honesty by avoiding:

- Cheating during assessments (impersonation, plagiarism, collusion).
 - Misbehavior such as fighting, harassment, theft, or destruction of property.
 - Bringing alcohol, drugs, or dangerous items on campus.
 - Violating dress code or campus safety rules. (Registration Guidelines for Rwanda Polytechnic Students, Rwanda Polytechnic, 2020).
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3.2. Teaching, Learning and Assessment

Teaching and learning activities are conducted in classrooms, laboratories, workshops, field studies, among others. Attendance is mandatory with 80% of all activities for doing assessments. To do so, they must avoid the following:

- Missing classes or practical without approval.
- Skipping industrial attachment activities.
- Ignoring module outlines and assessment schedules.
- Failing to participate in required workshop sessions.

Assessments are conducted following CBT/A approach:

- ✓ Continuous Assessment Test (CAT) is assessed through the learning of a module/competency, it incorporates Formative Assessments (conducted at the end of each Learning Unit), Quizzes, Assignments, tests, practical activities, etc.
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3.2. Teaching, Learning and Assessment cont'd

Tests are conducted after completing 70% of the module and Students' eligibility to sit for test is to be competent in all the FA of completed LUs.

- ✓ To sit for Summative Assessment (Final Exam), Students must have 50% in CAT and to pass the module, Students must have 50% in SA.

To comply with the above, Students must avoid the following:

- Failing FA to less than 70%
 - Failing CAT to less than 50%
 - Failing SA to less than 50%
 - Missing CATs or assignments without valid documentation.
 - Ignoring deadlines for continuous assessments.
 - Bringing unauthorized materials into exam rooms.
 - Submitting plagiarized or copied assignments.
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3.3. Special exams and Appeals

Special exam is given to a Student who fulfils the requirements, a missed assessment for a valid reason is given after checking eligibility, to comply with the above, Students must avoid the following:

- Failing to apply on time for a special exam after illness or emergency.
- Providing false documentation to justify absence.
- Assuming you can automatically get a retake without following procedure.

Appeals are acceptable when the decision about the exams, marks or disciplinary actions are not convincing. Avoid the following when making an appeal:

- Submitting appeal late or without evidence.
 - Skipping steps in the appeal chain (start with HoD, then Academic Board).
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3.4. Promotion and Retake/Repeat

Promotion and progression is to complete an academic year with pass in all modules or not more than 19 credits failed in total per academic year.

Otherwise, failed module will be called retake in previous year or repeat year in previous year. This is not applicable to the exit year (Y3 or BTech).

Therefore,

Students must avoid the following to ensure promotion and avoid retake:

- Not knowing minimum pass marks and credit requirements.
- Ignoring rules about core modules (must-pass modules).
- Risking repeat year due to excessive failed credits.

A student who failed 20 credits and more shall be deliberated as repeat year while a failure of 19 credits or less results in retaking the failed modules with a deliberation status of promoted with retake modules.

3.5. Suspension, Postponement and return

- Suspension is given for serious academic or non-academic misconduct; the institution may suspend a student pending investigation. Suspension procedures and rights of the student (notification, duration, conditions) are spelled out in the disciplinary section.
 - Postponement is done by a Student who finds it difficult to continue and it is given for a period of one year.
 - Reintegration after suspension/postponement: Students returning from suspension or approved postponement must follow reintegration procedures.
 - A Student who misses classes with no reason and who failed to register the academic year is taken as drop out and shall be required to apply for readmission with careful documentation and justifications.
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3.6. Behavior to avoid for success

- Cheating or plagiarism in CATs, exams, or assignments.
 - Using unauthorized materials during assessments (phones, notes, unapproved calculators).
 - Skipping classes and CATs without documented reasons.
 - Failing to register or re-register on time each semester.
 - Engaging in disruptive behavior such as harassment, fighting, or vandalism.
 - Ignoring promotion rules and failing to retake required modules.
 - Missing deadlines for special exam applications.
 - Forging documents (medical certificates, registration forms, IDs).
 - Violating suspension conditions.
 - Ignoring official communications from the Registrar or Academic Board.
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References

1. About RP, Rwanda Polytechnic, Rwanda Polytechnic.
 2. Rwanda Polytechnic Revised Student Handbook 2024, Rwanda Polytechnic, Rwanda Polytechnic, 2024.
 3. Registration Guidelines for Rwanda Polytechnic Students, Rwanda Polytechnic, 2020.
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