



**EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA**

EAST AFRICAN CHRISTIAN COLLEGE(EACC)

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RWANDA

EACC INTERNAL REGULATIONS

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CHAPTER I: CREATION, IDENTITY, VISION, MISSION AND CORE VALUES OF EAST AFRICAN CHRISTIAN COLLEGE

Article 1: Creation

East Africans Christian College is a private Institution of higher learning founded by the Anglican Church of Rwanda in December 2018, accredited by the Government of Rwanda on December 14th, 2020 and now governed by the new law N° 01/2017 of 31/01/2017 governing the organization and functioning of Higher Education in Rwanda, the Law No. 66/2018 of 30/08/2018 regulating Labor in Rwanda, the Presidential Order N°51/01 of 13/7/2010 establishing quality standards in higher learning institutions, the present Internal Regulations and Manual of Procedures.

Article 2: Identity and Philosophy

East African Christian College is an established institution of the Anglican Church of Rwanda. As such it is committed to christian values, the catholic and apostolic faith, practice and piety. It is religious and explicitly Christian in its name, in its mission statement and in its motto. Even though EACC welcomes people from different denominations, its public worship is conducted according to the Prayer Book tradition of the Anglican Church. Staff is appointed to the College regardless of race, ethnic background, gender, or physical disability. Academic staff members are expected to study and teach freely in the tradition of Christian scholarship, remembering that “the fear of the Lord is the beginning of wisdom “and ““Science without conscience brings only ruin to the soul! Students are admitted to the College regardless of race, ethnic background, religion, gender, or physical disability. Students will be admitted to the College and continue in good standing so long as they observe ethical and Christian values.

Article 3: Vision

The Vision of EACC is to be a Leading Christ-centered College that fosters knowledge, faith, wisdom and service.

Article 4: Mission

EACC has the mission to equip servant leaders for the church and the community and produce graduates of character, professionalism and commitment that will serve as agents of transformation.

Article 5: Objectives

East African Christian College has the following objectives: -

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

Article 6: Core Values

East African Christian College's decisions and actions are guided by the following seven (7) core values:

1. Christ-centeredness

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

2. Integrity

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

3. Professionalism

We find out the optimal and cost effective way to reach objectives, in changing environment and limitation of resources and keeps on being result and solution oriented.

4. Responsibility

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

5. Justice

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

6. Solidarity

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

7. Innovation

We make sure that teaching and learning processes are considering changing needs of churches and society and therefore programs are continually assessed and improved accordingly in a spirit of creativity and entrepreneurship at all levels.

Article 7: Motto

With Heart, Mind and Hands , we serve professionally

Article 8: Responsibilities of EACC

The main responsibilities of East African Christian College are the following:

1. To design programmes and provide higher learning education so as to award under graduate, graduate or post-graduate degrees and diplomas in various fields;
2. To carry out and promote research in all scientific and technological disciplines and on different problems at the national, regional level and worldwide;
3. To publish research results and to collaborate with other institutions to ensure their dissemination in order to contribute to the promotion of development at the national, regional level and worldwide;
4. To provide the student with knowledge, values, skills, technology and education for self confidence and self employment;
5. To promote the national culture with end-purpose of promoting an education that is appropriate to the Rwandan citizen;
6. To contribute to resolution of issues related to national development;

Article 9: Powers of East African Christian College

EACC has the following powers:

1. To award Degrees and Diplomas of all academic levels offered in accordance with Laws;
2. To award certificates to candidates who successfully complete short-time training courses;
- 3 To award merit titles to authors of exemplary achievements and awards of excellence;
- 4 To conclude partnership agreements with different Christian organizations, organs in charge of education and other national and foreign institutions of higher learning;
5. To promote lecturers and researchers to academic ranks;
6. To award honorific Degrees in accordance with laws.

Article 10:

EACC enjoys autonomy in respect of teaching and learning , research, administration and management of human and material resources in accordance with relevant laws and regulations.

CHAPTER II: MANAGERIAL STRUCTURE

Article 11: The East African Christian College organs are as follows:

- The Board of Directors;
- The Chancellery;
- The Senior Management Committee;
- The Academic Senate;
- The Faculty Council;
- The Department Council.

Section 1 : Board of Directors (BoD) of EACC

Article 12: The Board of Directors is the governing and decision making organ of the University. Members are the overall College leaders and it mainly comprises of the following members:

- The Chairperson of the BoD;
- The Vice Chairperson of the BoD;
- The Principal who is the Secretary of the BoD;
- Four experts in different domains appointed by the Founder;
- The Bishop in charge of education who represents the House of Bishops;
- Four representatives of stakeholders/partners.

Article 13: Responsibilities

The EACC Board has the following responsibilities:

1. To nominate and appoint Board Members;
2. To approve the strategic plan and action plan of EACC;
3. To make a follow-up of activities which allow EACC to fulfill its mission;
4. To approve the designation of the Chancellor;
5. To select the candidates for Principal and Vice principals positions and submit them to the founder for appointment;

6. To monitor the implementation of the action plan of EACC;
7. To approve the internal rules and regulations;
8. To approve the annual budget;
9. To approve the activity and financial report of the previous year;
10. To approve the appointment and revocation of deans of faculties in EACC;
11. To appoint, promote and revoke the teaching staff and researchers;
12. To approve the conclusions and decisions submitted by the Academic Senate, including particularly the academic awards, recruitment, promotions for lecturers and Researchers.

Article 14: Appointment of members of the Board

Initial members of the Board are appointed by the Founder of EACC, but it shall subsequently be appointing its own members. Among the members include the Chairperson and Vice Chairperson of the Board. At least thirty per cent (30 %) of members of the Board of Directors are female.

Members of the Board serve a term of three (3) years renewable once.

Article 15: The Vice-Chairperson replaces the Chairperson of the Board of Directors in case the latter is not present.

Article 16: The Board of Directors meets once in a Quarter or any other time deemed necessary, upon the request of the Chairperson or Vice-Chairperson in case the Chairperson is not present while the quorum of 2/3 of its members are present.

Article 17: In case of emergency and impossibility for the Board of Directors to meet, the Senior Management of the College can urgently decide in order that the College fulfills its mission.

In this case, the Principal shall communicate the decision in writing to the chairperson of the Board of Directors not later than four (4) working days starting from the day on which the decision was taken.

The Board of Directors shall examine the urgent decision taken by the Senior Management during its next meeting for approval.

Article 18: The decisions of the Board of Directors are reported to the owner of the College, and copied to the House of Bishops within four (4) working days after the meeting.

Article 19: Members of the Board of Directors of EACC attending the meetings of the Board of Directors shall be entitled to the allowances determined by the Chancellor and overall College leader.

Article 20: Responsibilities and Term of the Chairperson of the Board

The Chairperson of the Board has the following responsibilities:

- 1° to follow up the proper management of EACC;
- 2° to convene and preside over the meetings of the Board of EACC;
- 3° to follow up the execution of resolutions and instructions of the Board;
- 4° to deputize for the Chancellor in case of his/her absence;
- 5° to perform any other duty that may be assigned to him/her by the competent organ.

The Chairperson of the Board serves a term of four (4) years renewable only once. However, for the development and continuity of the vision of the EACC, the initial Chairperson of the Board shall serve a non-renewable period of ten (10) years.

Article 21: Sitting allowances for members of the Board

Sitting allowances to be allocated to members of the Board shall determined by the Founder

Section 2: Chancellery

Article 22: Chancellery, its establishment and Term of Office

The Chancellor is designated by the Founder and approved by the Board of Directors. The Chancellor serves a term of six (6) years renewable once.

The Vice Chancellor/the Principal is recruited by the Board of Directors for a term of six (6) years, renewable once. He/she reports to the Board of Directors.

Article 23: Responsibilities of the Chancellor

The Chancellor is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles.

The Chancellor may also attend other events or meetings when appropriate.

The Chancellor is replaced by the Chairperson of the Board of Directors when he/she is absent during graduation and other merit titles awarding.

Section 3: Senior management Committee

Article 24: The Senior Management Committee is an advisory body to the Office of the Principal.

Article 25: Composition of Senior Management Committee

The Senior Management Committee of EACC is made up of the following members:

- The Principal who acts as the chairperson;
- Deputy Principal in charge of Academics who acts as the Vice-Chairperson;
- Deputy Principal in charge of Administration and Finance;
- Deans of Faculties;
- Directors of different unities and Services;

Article 26: Mandate/Attributions

The Senior Management oversees current emerging administrative and managerial issues on a daily basis, and accordingly decides for the smooth running of the University.

Article 27: Meeting of the Senior Management Committee

The Senior Management meets once in a week upon invitation of its chairperson, or its Vice-chairperson in case the chairperson is not present. Extraordinary Senior Management meetings are set up by the Principal when requested by two-third (2/3) of its members.

Article 28: Appointment of the Principal and Vice Principals

The Principal and Deputy Principals of EACC are appointed by its founder upon request by the Board.

Article: 29: Responsibilities the Principal

The Principal shall be responsible for the daily management and overall co-ordination of academic, research, and administration activities. His or her main duties shall specifically be the following:

1. to implement instructions and decisions of the EACC Board;
2. to ensure rational utilization and management of financial assets of EACC;
3. to represent EACC at the national and international levels;
4. to prepare the strategic, action plans and submit them to the Board for approval;
5. to prepare the draft budget proposal and submit it to the for approval;

6. to hire EACC Academic, administrative and support staff according to regulations and procedures to ensure the welfare, the discipline and the good behavior of the students and the staff members;
7. to prepare the cooperation agreement proposals between EACC, research centers and other organs and forward them to the Board of Directors for approval;
8. to prepare the annual activity and financial reports of EACC and submit them to the Board of Directors for approval;
9. to designate a Deputy Principal to replace him or her when the Deputy principal in charge of Academic Affairs is absent or withheld;
10. to carry out any other duties as may be assigned to him/her by the Board of Directors.

Article 30: Responsibilities of the Deputy Principal in charge of academic affairs and research

The Deputy Principal in charge of academic affairs (DPA) and research shall be responsible for:

- 1° coordinating all activities related to all academic and educational programs and research;
- 2° organizing meetings of the Academic Senate of EACC and ensuring the implementation of its decisions;
- 3° organizing and monitoring the capacity building program for academic and research staff;
- 4° developing educational, academic, examination and research policy within EACC;
- 5° carrying out any other activity in relation with his/her duties as may be assigned to him/her by the Principal.

Article 31: Responsibilities of the Deputy Principal in charge of Administration and Finance

The Deputy Principal in charge of administration and finance (DPAF) shall be responsible for:

- 1° coordinating all the activities relating to the organizational structure and to personnel in EACC;
- 2° elaborating the budget proposal of EACC and submitting it to the Principal;
- 3° preparing data relating to revenues and other assets of EACC and monitoring their utilization;
- 4° carrying out any other activity in relation with his/her duties as may be assigned to him/her by the Principal.

Section 4. Academic Senate

Article 35: The senate shall be the supreme organ responsible for academic affairs, research and education within the College.

Article 33: The Academic Senate is composed by the following members:

- The Principal of College who acts as the Chairperson;
- The Deputy Principal in charge of Academics who acts as Vice-Chairperson and secretary;
- Deputy Principal of Administration and Finance;
- The Deans of Faculties;
- The Directors;
- The Heads of Departments;
- Academic Registrar;
- A Lecturer per faculty elected by his/her colleagues;
- The Guild President;
- Student in charge of academic affairs in the students' union of EACC;
- A student per faculty elected by his/her fellow colleagues.

The academic senate may invite any other person where necessary.

Article 34: Mandate/Attributions

The Academic Senate has the following attributions:

- To set up strategies, programmes as well as research plans which must be submitted to the Board of Directors for final approval;
- To set up Academic regulations to be approved by the Board of Directors,
- To recommend mechanisms and measures related to exams or other forms of assessment before submitting for approval to the Board of Directors;
- To conduct and supervise teaching-related activities, research and education within the faculties;
- To identify and submit to the Board of Directors any suggestion creating, reducing, changing, suppressing or merging faculties and departments;
- To prepare and submit suggestions related to lecturers recruitment and promotion to the approval of Board of Directors ;

- To submit annual report of academic, research and teaching activities undertaken within the University;
- To enforce managerial decisions made by the Board of Directors ;

Article 35: Meetings of Academic Senate

Ordinary Academic Senate meetings are set up by the Chairperson twice in a trimester. Extraordinary Academic Senate meetings are convened by the Chairperson when requested by two-third (2/3) of its members.

In case the chairperson is not present, his/her deputy can convene ordinary or extraordinary Academic Senate meetings.

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Section 5: Faculty Council

Article 36: Composition of the Faculty Council

The Faculty Council comprises of the following members:

- The Dean of the Faculty, who acts as Chairperson;
- The Heads of Departments;
- The Faculty's full-time Lecturers;
- The Secretary of the Faculty, who acts as rapporteur;
- One (1) student representing the Faculty elected by his/her colleagues;

Article 37: Mandate/Attributions

In respect of the laws and Academic Regulations governing the College; the faculty council has the following duties:

- To prepare and submit to the senate the teaching programme of the faculty or school and control its execution;
- To approve the teaching quality within the faculty;
- To submit to the Academic Deputy Principal a report; after studying on the basic degree the teachers and researchers job application dossiers;
- To provide advice to the Academic Senate about the rewards or sanctions for teachers or students;

- To submit to the Senior Management Committee, the budget proposal for the faculty;
- To submit to the Research Committee all research proposals for support;
- To establish the time table of lectures and their distribution all along the academic calendar;
- To follow up on the respect of the academic calendar in terms of sitting for exams;
- To approve the report of academic registrar about the academic execution of Academic calendar;
- To propose the changes to carry out on the programme of lectures in the faculty;
- To propose the changes to carry out on the general Academic Regulation if need;
- To solve all disputes which have negative impact on the functioning of the faculty.

Article 38: Meetings of the Faculty Council

The Dean is the coordinator of daily learning and teaching activities of the Faculty. He /she convenes and lead the ordinary Faculty Council once in a month. Extraordinary Faculty council is convened by the Dean when requested by two-third (2/3) of its members. In case of the absence of the Dean, the Head of Department also can convene the ordinary or extraordinary Faculty Council.

Section 6: Department Council

Article 39: the composition of the Department Council

The Department Council is made up by the following members:

- The Heads of Departments who acts as Chairperson;
- All full-time Lecturers of the Department;
- Secretary of the Department, who acts as reporter;
- One (1) student representing the department, elected by his/her colleagues;

Article 40: Meetings of the Department Council

The department Council meets at least once per two weeks on the request of the Head of the Department who is the coordinator of daily learning and teaching activities of the Department.

In case the Head is not present, his/her delegate can convene the ordinary or extraordinary Department Council.

Article 41: Mandate/Attributions of the Department Council

The department Council has the following duties:

- To elaborate and submit to the faculty Council the programmes of research and supervise their execution;
- To approve the teaching and research quality plans;
- To submit to the faculty Council, the rewards or sanctions proposals to be given to the faculty members, researchers and students;
- To submit to the faculty, the budget of the department;
- To approve the research projects to submit to the research committee;
- To plan and supervise the trainings in order to enhance their competences;
- To follow up for the respect of academic calendar.

Article 42: the term office of Deans and Heads of Departments

The Deans and Heads of Departments are appointed by the Board under the proposition of the Principal. Their term is set for 3 years' renewable, and this can be cancelled any time by the Board of Directors in case of poor performance and lack of compliance with Laws and EACC Regulations.

CHAP III: OTHER EACC AUTHORITIES AND DEPARTMENTS

Article 43: Other authorities and Departments of EACC are the following:

- Director of Academic Quality;
- Director of Finance
- Director of Research;
- Chaplain;
- Dean of Students
- Academic Registrar;
- Director of Library;
- Human Resources Manager

SECTION 1: The Director of Academic Quality

Article 44: The Director of Academic Quality shall be appointed by the Board of EACC for a term of office of four years' renewable.

Article 45: The duties of the Director of Academic Quality shall be the following:

1. To advise the DPA and Deans on issues of quality, standards and performance in existing and potential new programs and modules;
2. To advise and assist the DPA in the appointment of temporary/visiting staff and on permission for EACC staff to accept contracts to teach elsewhere;
3. To monitor the performance of staff, modules and courses and be responsible for a system of continuous quality enhancement;
4. To collaborates in the central timetabling process and assists the DPA, when required, on issues of appointment, promotion, validation of qualifications, student appeals and student complaints, and any other academic matters as appropriate;
5. To be responsible for introducing the provisions of the Rwandan National Qualifications Framework for Higher Education, the National and Teaching Policy, and other aspects of the National Code of Higher Education;
6. To help Faculties and the Institute prepare for the impending process of Subject Review and Institutional Audit to be carried out by the National Council;
7. To chair the Institute Academic Quality and Standards Committee and presents to Senate items submitted forward by the Committee;
8. To be responsible for staff development in the area of pedagogy and the new Framework system;
9. To organize national and international meetings and symposia;
10. To ensure that the research policy is enforced;
11. To put into place the Institute journal and ensure the quality of publications;
12. Carrying out any other activity assigned to him/her by the Principal

Section 2. The Director of Research

Article 46: The Director of Research shall be appointed by the Board respecting the proposition of the Principal of EACC;

Article 47: The Director of Research shall be in charge of:

- ensuring that the EACC research policy is implemented;

- establishing budget estimates for research and publications at EACC;
- supervising and coordinating research and publication activities at EACC;
- coordinating research projects within academic units and research centres;
- monitoring the progress situation of research projects;
- examining and approving scientific and financial reports and judging the opportunities of carrying on projects;
- ensuring and coordinating the publication of scientific journals of EACC;
- maintaining relations with national and international research institutions so as to arouse and foster cooperation projects in the area of research.

SECTION 3. The Academic Registrar

Article 48: The Registrar shall be appointed by the Board respecting the proposition of the Principal of EACC.

Article 49: The Registrar shall have the following duties:

- Examining the files of application for admission, suspension and reintegration;
- Ensuring the registration service;
- Receiving and controlling the files of new students during the registration period;
- Establishing students' cards and having them signed by the DPA;
- Establishing the general list of students;
- Establishing the statistics of students;
- Monitoring the physical control of students carried out by Faculties;
- Monitoring the collection of tuition fees;
- Ensuring the secretarial work of the Commission of Admission;
- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior;

- Monitoring Academic Archives and Documentation ;
- Receiving the requests for academic documents;
- Establishing various academic documents and having them signed by the authorized authority;
- Delivering academic documents after they are signed by the authorized authority;
- Elaborating and disseminating students' handbooks and academic catalogues;
- Ensuring the making, the keeping and the handing over of diplomas to recipients;
- Administering academic archives;
- Keeping the minutes of deliberations of students;
- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

Section 4: The Chaplain

Article 50: The Chaplain shall be appointed by the Board of Directors respecting the proposition of the Senior Management Committee of EACC.

Article 51: The Chaplain shall have the main following duties:

- To ensure that Christian values are kept within EACC community;
- To organize and coordinate all spiritual activities within EACC;
- To provide opportunities for the community to worship God throughout the week;
- To offer spiritual counselling, the prayer ministry and counselling for both students and Staff;
- To organize spiritual retreat for Students and staff;
- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

Section 5: The Dean of Students

Article 52: The Dean of students shall be appointed by the Board of Directors respecting the proposition of the Senior Management Committee of EACC.

Article 53: The Dean of students shall have the main following duties:

- To conceive any policy likely to ensure a climate of serenity within the students' community;
- To serve as a link between students and Institute authorities as regards the students' welfare;
- To administer rationally, in collaboration with the Unit of Assets and Works, buildings, furniture, equipment and materials put at the students' disposal;
- Ensuring students' rights and obligations;
- Addressing problems of handicapped students and students with specific problems;
- Providing students in need with legal assistance;
- Providing international students with assistance;
- Ensuring measures for students' health and security;
- Planning and organizing sports activities;
- Managing sports equipment and maintaining sports grounds;
- Organizing and planning socio-cultural activities;
- Managing troops of drama, cultural activities and traditional dancing;
- Installing students in their rooms at the beginning of each academic year;
- Monitoring the handing over of rooms and equipment at the end of the academic year;
- Collaborating with the Works unit regarding the repairing of students' residences;
- Collaborating with the department of supply regarding the purchase of equipment and supplies for students' residences and doing the monitoring;
- Checking the observance of rules of conduct in residences according to the regulations relating to Institute assets put at students' disposal;
- Collaborating with off campus residences' owners in the installation process of students in those residences;
- Monitoring regularly students living in off campus residences;

- Contributing to the improvement of mechanisms of information, admission and orientation of students at Institute;
- Facilitating academic integration of new students;
- carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

Article 54: Extra-academic activities shall include organization of conferences, seminars, colloquia, which are not research-oriented.

SECTION 6: The Director of Library

Article 55: The Director of Library shall be appointed by the Academic Senate respecting the proposition of the Principal of EACC.

Article 56: The Director of Library shall be in charge of:

1. ensuring the general administration of EACC libraries and related services;
2. ensuring all administrative activities relating to acquisition, preservation and circulation of library documents;
3. establishing budget estimates of libraries and ensuring their execution;
4. Supervising and coordinating activities relating to acquisition, cataloguing and classification of books, journals and other documents or support documents;
5. Centralizing proposals for the purchase of books, journals and other documents or support documents;
6. Supervising and coordinating loaning-related activities;
7. Supervising and controlling specialized collections and centers of documentations dependent on the Service of Libraries;
8. Putting EACC libraries online;
9. Managing the Web Site of EACC libraries;
10. Ensuring subscription to EACC libraries and electronic documents;
11. Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.
12. Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

Section 7: The Director of Administration and Finance

Article 57: The Director of Administration and Finance (DAF) shall be appointed by the Senior Management Committee respecting the proposition of the DPAF.

Article 58: The DAF shall have the following duties:

- Carrying out Institute daily accounting transactions;
- Establishing weekly and monthly reconciliation statements of bank accounts;
- Carrying out accounting operations relating to the end of the fiscal year;
- Monitoring income tax returns;
- Preparing and submitting every month liabilities, orders to pay and slips from the Official in charge of Overseeing Public Expenditure (OT) of the salaries of EACC agents;
- Keeping checks, OPs and other payment documents not yet honoured;
- Keeping accounting documents;
- Ensuring the payment of various EACC creditors;
- Carrying out the regular control of cash and bank books and operations relating to the payment of the students' scholarship;
- Ensuring the control of EACC Funds;
- Establishing budget proposals in consultation with all EACC units;
- Monitoring execution of the budget for all units;
- Elaborating and submitting a report on execution of the budget on a regular basis;
- Determining budget items to be applied;
- Checking the conformity of documents submitted for payment;
- Carrying out budgetary codification and stamping documents claiming for payment;
- Administering the Institute computerized accounting system of EACC;

- Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

CHAPTER IV: THE STAFF

Section 1: Types of Staff

Article 59: Staff shall be composed of the following categories:

- 1° Core staff: teaching and research staff;
- 2° Administrative and technical staff;
- 3° Support staff.

Section 2 : Core Staff: The Teaching and Research Staff

Article 60. The category of the teaching and research staff shall include the teaching staff composed of full-time, part-time, and visiting lecturers as well as the research staff composed of full-time and partial researchers

Section 3: The Teaching Staff

§1. The Full-time Teaching Staff

Article 61:A full-time teacher shall be a Institute lecturer appointed to one of the following ranks: Tutorial Assistant, Assistant Lecturer, Lecturer, Senior Lecturer, Associate Professor, and Full Professor.

§2. The Part -time and Visiting Teaching Staff

Article 62: Shall be appointed as part time or a visiting lecturer, any person having at least a post-graduate diploma before completing a PhD (DEA), a master's degree, a post-graduate diploma in an applied subject (DESS), or any recognized equivalent qualifications, or a work experience required for the domain his services are needed. Part-time /Visiting lecturers shall be appointed on contract and remunerated according to the terms of the same contract.

§3. Academic ranks

Article 63: EACC's Academic ranks are as follow:

- a. **Assistant Lecturer:** Master's degree related to field;
- b. **Lecturer:** PhD or three years as assistant with Masters, and one unit of research publications in refereed journals;
- c. **Senior Lecturer:** PhD with three years as Lecturer and one unit of research publications in refereed journals since the appointment as Lecturer;
- d. **Associate Professor:** PhD with three years as Senior Lecturer and five units of research publications in refereed journals since appointment as Senior Lecturer;
- e. **Full Professor:** PhD with three years as Associate Professor and five units of research Publications in refereed journals since the last promotion. A published book is equivalent to 3 unit of research publication in refereed journals.

Section 4: The Research Staff

Article 64: The full-time research staff shall include the staff appointed for research to one of the following ranks: Research Assistant, Researcher, Senior Researcher, Associate Researcher Professor, and Research Professor.

The part-time research staff shall include researchers who are fully employed by external institutions and occasionally collaborate with Institute research centers.

Article 65: The teaching and research staff members have the right to exert consultancy services on the basis of a dully signed consultancy contract of which fees are distributed to them.

Article 66: Full-time and Part-time teaching staffs benefit salaries or fees in conformity with their academic ranks. The indicated staff members sign a part time or Full-Time employees' contract with EACC, under the direct guidance by the Principal.

Section 5: Administrative, support and technical Staff

Article 67: The Administrative and support staffs are workers hired to assist the Management in fulfilling the University's mission.

Article 68: The rights and duties of the EACC administrative and support staffs are governed by the Law instituting Labor in Rwanda, the law governing the Organization and functioning of Higher Education, the EACC's governance policy.

Article 69: Remunerations and allowances review for full time personnel consists of an annual increase of which the rate is dependent upon the performance appraisal made by direct supervisor at the end of the year.

The respective appraisals are the framework here bellow:

S/N	Description	Percentage	Salary increment
1	Excellent	80-100	4 %
2	Very Good	70-79	3%
3	Good	60-69	2%
4	Bad	50-59	None
5	Poor	Below 50%	None

Article 70: Being evaluated under the Poor score two years consecutively, may imply the termination of the contract.

Article 71: Performance appraisals

EACC' staff evaluations are as follow:

- a. Every staff is subject to a monthly evaluation for his or her performance which is structured as following:
 - 1) 86% and above (A+),
 - 2) 80 – 85 % (A)
 - 3) 76-79 % (B+)
 - 4) 70 – 75% (B)
 - 5) 60 – 69 % (C)

Below 60 % is mediocrity or professional insufficiency D.

- b. The performance at workplace is still a sine qua none condition for a staff to be maintained at the Institute.
- c. All teaching staff members are evaluated by students at the end of the module and by the direct supervisor at the end of the module. The student's evaluation must cover at least maximum 50%, peer evaluation 20% and direct supervisor 30%.

- d. The Principal shall have the Chairperson of the Board as the first and last reporting evaluator, or as may be demanded of her/him in the contract.
- e. The DPs shall have the Principal as the first and last reporting evaluator;
- f. Deans shall have the DP as the first and last reporting evaluator.
- g. Head of departments shall have the Deans as the first and last reporting evaluator
- h. Administrative and supporting staffs are evaluated by their direct reporting supervisors.

Section 5: Recruitment

Article 72: Need for the recruitment of staff must be communicated to the Principal through the chairperson of the Recruitment Committee on time to allow ample time for proper planning of recruitment.

Article 73: the composition of the committee of recruitment is as follow:

- Appointed chairperson (DPFA or DPA) acts as Chairperson depending on the expressed needs;
- Director of Human Resource who is in charge of recruitment minutes;
- Quality Assurance Director, as a member;
- Heads of Departments, as members;

Every shortlisted applicant must go through an interview conducted by the above mentioned committee of EACC.

Article74: all the applications for Full-Time and Part-Time teaching should be addressed to the office of the Principal that will channel it to the right office to handle the application process.

Article 75: All applicants at EACC must have had relevant experience of at least two years teaching at the university.

Article 76 All recruited staff as provided by article 48, must follow and respect EACC's governance policy and other policies and regulations.

Article 77: All contracts as provided will be handled by the office of Directorate of HRM with the approval of the Principal.

Article 78: The recruitment committee shall communicate the list of all selected applicants that have been recruited to the Principal for approval.

Article 79: Members of the recruitment committee attending the meetings of the recruitment shall be entitled to the allowances determined by the Chancellor and overall College leader.

Section 6: Probation period

Article 80: The probation period for both the Academic and Administrative staff is three months.

Section 7: Annual Leave

Article 81: the total annual leave is determined by the rules and regulations governing the labor sector in Rwanda.

Section 8: Sick leave

Article 82: A sick leave is the number of days granted to an employee of EACC up on a comprehensive medical authorization from a recognized health centre.

Section 9: Uncertified leave

Article 83: Permanent staff member shall have the right to inconsecutive maximum five days per year without prior notice. This privilege shall not be applied to any teaching staff member in the course of his/her academic obligation.

Section 10: Study leave

Article 84: Full-Time teaching staff shall be granted up to four months study leave per year on the Principal's approval.

CHAPTER V : PUNITIVE MEASURES

Section 1: Prohibitions

Article 85 All contraventions to the prescribed provisions defined in the present Internal Regulations and EACC Instrument of Identity are prohibited.

Article 86: All forms of genocide ideology, ethnic segregation, regionalism, discrimination, corruption, intolerance and immorality are strictly prohibited.

Article 87: All forms of moral, physical aggression, oral or written threats directed at teachers, colleagues or at any member of the EACC are sanctioned by definite or temporary exclusion from East African Christian College according to the graveness of the case. Disciplinary sanctions shall be imposed to any individual in contradiction to the EACC's governance policy at any stage of other criminal process.

Article 88: Outrageous behavior vis-à-vis accepted moral standards of the Rwandan culture are prohibited. This includes but not limited to extreme miniskirts, shorts and tight trousers for girls and ladies, earrings and dreadlocks for boys and gentlemen. The subsequent sanction may reach definite exclusion in case of recidivism.

Section 2: sanctions

Article 89: All Irregularities committed by the EACC's member's community can lead to the following disciplinary sanctions:

- Warning letter;
- Blame letter;
- Suspension not exceeding 7 days counting from the day a decision is made.
- Immediate termination of the contract.

Section 3: Members of the Disciplinary committee

Article 90 The EACC shall have a disciplinary committee with three subcommittees:

- Administrative and support staff disciplinary subcommittee;
- Academic disciplinary subcommittee;
- Senior managers' disciplinary subcommittee.

Article 91: In the event the irregularity has been committed by any member of the Administrative staff, the committee shall be composed by the following members:

- DPAF; who will acts as a chairperson;
- Chaplain

- Direct Supervisor.

Article 92: In case the misconduct has been committed by one of the academic staff, the committee shall be made of:

- The Deputy Principal in charge of Academics, who will act as a chairperson;
- The Deans of the Faculties;
- Head of the Departments of the unit where the staff belongs;
- The Chaplain;
- Direct supervisor if any.

Article 93: In case delinquency is committed by one of the senior managers; the disciplinary committee will be formed by all members of the senior managers plus his/her direct supervisor if any; exclusive the accused in case he/she is a member of the said committee.

Article 94: The following punishment shall be imposed to any staff member in case of disobedience against EACC governance policy:

- Three warning letters in a period of one year is equivalent to one blaming letter; this has non-retroactive effect.
- Any member of the permanent personnel who gets two blaming letters in his/her file is dismissed from the University; this has non retroactive effect.

CHAPTER VI: FINAL PROVISIONS

Article 95 Any member of the East African Christian College (staff and student) acknowledges having read and agreed to the text of the East African Christian College Internal Regulations.

Article 96: The current regulations are susceptible to modification anytime circumstances related to the East African Christian College development will oblige.

Approved by College Senate and Senior Management Committee

1. Secretary of the Academic Senate:

Signed by _____ Date _____

2. PRINCIPAL and Chairman

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Signed by _____ Date _____