



GENERAL ACADEMIC REGULATIONS FOR POSTGRADUATE DIPLOMA PROGRAMS

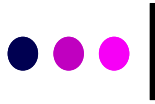
Adopted and approved by the Academic Senate of 13th June 2023



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LIST ABBREVIATIONS

- **CAT:** Continuous Assessment Test
- **CGPA:** Cumulative Grade Point Average
- **GP:** Grade Point
- **ILPD:** Institute of Legal Practice and Development
- **MDF:** Module Description Form
- **MIS:** Management Information System
- **PSF:** Program Specifications Form
- **RQF:** Rwanda Qualifications Framework
- **VRAC:** Vice Rector in charge of Academic Affairs and Research



DEFINITIONS OF KEY TERMS

In these Academic Rules, unless the context otherwise requires:

- Academic activity:** means lecture, guest lecture, firm discussion, workshop, clinical legal education/legal aid activity, site/field visit, moots, and Internship Placement.
- All-Module Average:** means the mark given as an average of the marks awarded in all modules in the program, including that for moot court performance, adding up to a maximum of 100, expressed as a percentage.
- Arbitrary Grading:** means the giving of a grade to a trainee on other basis than performance, or using standards that are substantially different from those announced by the instructor or described in the course syllabus or program documents.
- Article:** means a piece of writing about a topic studied at the institution, which is prepared by a trainee registered in a program that requires the submission of articles. Articles are to be prepared in accordance with article-writing rules issued and, from time to time, updated by the VRAC of the institution and must meet a standard that allows them to be published in at least some reputable publishing houses.
- Attendance register:** means a document or documents or electronic device used for recording a trainee's attendance in academic activities.
- Award:** means an academic qualification conferred by way of certification, as well as distinctions, prizes, and medals awarded in recognition of academic or other achievements. It may be a diploma or other certificate which is conferred by the ILPD following the successful completion of a defined program of study.
- Certificate:** means an official document issued by the institution to



attest to the fact that an academic qualification was awarded to a trainee who completed a program of study.

Close personal relationship: means a financial, family, or sexual relationship or a relationship that involves a degree of intimacy beyond that normally present between members of staff with trainees.

Conflict of interest: means circumstances where an individual's personal or professional interests or relationships affect or could potentially affect or be reasonably perceived as affecting his/her ability to fulfil his/her duties and responsibilities to the ILPD honestly, impartially and independently.

Continuous Assessment Test (CAT): refers to the regular tests and assignments throughout a unit of study. The results of each test contribute to the final mark or grade for each trainee.

Formative assessment: means an assessment that aims to make a judgement regarding each trainee's level of achievement for any given assignment. Formative assessment includes Continuous Assessment Tests and Individual Research Exercises. The results are expressed as marks, percentages or grades.

Institution: means the Institute of Legal Practice and Development.

Module average: Module average is the average mark given as a result of the assessment for any single module, adding up to a maximum of 100 marks expressed as a percentage. It consists of marks from continuous assessments and that of the final exam.

Module Description Form (MDF): means a document containing information about an individual module. It details the aims and learning outcomes of each module, in addition to the teaching, learning, and assessment methods. It includes a summary of content and a summary of methods and frequency of teaching.



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- Module:** A module is a coherent and identifiable learning and teaching unit with defined learning outcomes and running over a specified period.
- Plagiarism:** means the academic offence of using data, ideas, materials, figures, or codes as one's own without properly acknowledging the source.
- Program average:** means the overall average score that sums up all marks awarded under every component of both the formative and summative assessments, and other assessed academic activities including internship, adding up to a maximum of 100 marks expressed as a percentage.
- Program of study:** means a set of modules, which, together, have a defined set of learning outcomes and graduate attributes that a trainee must attain to the satisfaction of the ILPD Academic Senate to be eligible for the award of a qualification registered for.
- Program Specification Form (PSF):** means a document that provides detailed information on a program, including the aims of the program, the learning outcomes, the resources available, and details on the modules taught. The Program Specification Form also indicates how learning enables trainees to develop knowledge, experience, transferable skills, and subject-specific skills.
- Reflective Journal:** refers to individual session-based or topic-based reflective entries submitted as type of Continuous Assessment Test by trainees of programs requiring them.
- Re-sit:** means the taking by a trainee of a module exam for the second time after he/she has failed in the first attempt either on merits or by way of disqualification for failure to pay school fees timely, or failure with no communicated valid reason to attend on the day of the first sitting.
- Retake:** means studying afresh a failed module or program. It entails attending all academic activities, doing CATs, and



sitting for the final exams. Upon failure in the re-sit of one or few modules or upon failure to meet the required minimum attendance for any given module in the first instance of studying it, a trainee will be required to retake the module(s) failed or the module for which he or she did not register sufficient attendance in the first instance.

Statement of Results: means an official document indicating a trainee's academic progress issued to a trainee who has not yet completed a postgraduate diploma program.

Summative assessment: means a method of assessment administered at the end of a module that allows examiners and the institution to measure the extent to which a trainee has achieved the initially set learning outcomes.

Transcript: means an official academic record of a trainee's fully updated list of module grades attained in the program.

SECTION I: INTRODUCTION

1. These Regulations constitute legally-binding statements of the regulatory framework for ILPD Postgraduate Diploma programs as pathways leading to awards as stipulated in the Rwanda Qualifications Framework for Higher Education.
2. Where programs need specific regulations, such regulations are included in the Program Specification Form (PSF). The Academic Senate approves such specifications.
3. The duration of ILPD programs is determined in their respective PSFs.
4. Each program starts with an induction process whose items and duration are determined by the Vice-Rector in charge of Academics and Research (VRAC) after consultation with the Academic Dean and the Academic Registrar.



SECTION II: ADMISSION PROCEDURES AND REQUIREMENTS

5. Any person who wishes to be admitted to any course/program of study at the ILPD applies online through the ILPD Management Information System (MIS).
6. The Academic Registrar considers an application submitted under Rule 5 and if satisfied that the applicant meets the admission criteria, issues a provisional admission to the applicant. Such provisional admission is valid for a period of 2 years.
7. The Academic Registrar issues a final admission to an applicant only after the physical verification that the documents required to be submitted for admission and proof of payment of tuition fees have all been presented to the Academic Registrar's Office.
8. An applicant with a foreign degree, which is a specific entry requirement for the program applied for, is required to submit a qualification equivalence certificate from the competent national organ.
9. The application period is determined in the call for application by the Academic Registrar.
10. Any application for enrollment as a trainee of the institution which is discovered to include falsified information or forged documents will be rejected. If the document(s) or information in question is discovered to be forged/falsified after the trainee has been admitted and registered as a fully-fledged trainee of the institution, such trainee will be discontinued.
11. Appeal against the Academic Registrar's decision on admission is addressed to the VRAC within a period not exceeding one week from the date of notification of the decision.
12. ILPD programs do not assimilate credits obtained from other academic institutions.



However, the internal transfer of credit may be permitted by the VRAC after consultation with the Academic Dean and the Academic Registrar. The internal transfer of credits that is permitted will not entail any reduction on the tuition fees payable for any given program.

SECTION III: REGISTRATION AND DE-REGISTRATION

13. A trainee may request to change the mode of study. Such request is addressed to the Academic Registrar after the payment of a required fee. The amount payable as fees for changing the mode of study will be communicated to the trainee who so requests by the Academic Registrar's Office.
14. ILPD trainees are identified by their names as they appear on their official academic documents. Change of names is only allowed upon submission of related legal documents to the Academic Registrar.
15. The Academic Registrar issues an identification card to every trainee. The trainee's identification card shall bear the holder's photograph and registration number, the signature of the Academic Registrar or her/his representative, and the ILPD stamp.
16. The trainee's identity card is required for access to campuses, libraries, lectures, tutorials, practical sessions, laboratories, examination rooms, the institution's ceremonies, and other services.
17. A trainee whose identity card is damaged or lost applies for a new identity card. Such application is accompanied by: proof of payment of related fees, a statement of loss issued by the relevant authority, if applicable, and the damaged card, if applicable.
18. A trainee may be discontinued at any time during the course of the academic year by the institution for:
 - Impersonation;
 - falsification of documents;



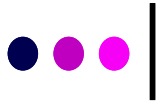
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- Serious omission;
 - involvement in examination malpractices;
 - Serious misconduct as determined in the code of conduct.

19. The decision to discontinue a trainee is taken by the Rector on the recommendation of an *ad hoc* committee established by the Rector.
20. A discontinued trainee is allowed to appeal against the decision discontinuing him or her before the Academic Senate within five (5) working days of being notified of the decision. The decision of the Academic Senate is final.
21. A trainee, for sufficient genuine reasons, may be allowed to suspend studies for a maximum period of two years. The request for suspension and resumption of studies is addressed in writing to the Academic Registrar.
22. In case of curriculum modification during the period when a trainee has duly suspended studies, the Academic Registrar obliges such a trainee to do necessary courses as per the current graduation requirements, upon recommendation by the Academic Dean.
23. A trainee who fails to attend academic activities for two consecutive modules is considered to have dropped out of the program and is thereupon discontinued. Such a trainee loses the right to any grades already earned. However, a trainee who suffers a discontinuation decision and subsequently appears before the Academic Registrar and explains the cause of his disappearance may, if such cause is found sufficient, be reinstated into the program.

SECTION IV: PROGRAMS OF STUDY

A. PROGRAMS

24. A program of study consists of a set of modules, which together have a defined set of learning outcomes, which a trainee must complete to the standards required



under these rules to be eligible for the award that bears the qualification he or she is pursuing. Specifications of each ILPD program are contained in the Program Specification Forms (PSF).

B. MODULE CREDITS

25. All modules are credit-rated. One credit carries the budget of ten hours of a trainee's learning effort. The minimum weight of a module is eight (8) credit points while the maximum is twenty (20) credit points.
26. Skills-enhancing as opposed to substantive modules may be introduced in a program. An example of a skills-enhancing module is an English proficiency training. Such modules are compulsory for progression or graduation but are not credit-rated.
27. A module consists of a set of components that together are designed to help the trainees achieve the learning outcomes. Like the overall module, components are credit-rated depending on their respective contribution to the learning outcomes of a module.

C. MODULE CODING

28. Each Module is identified by a code as described in the PSF code.

SECTION V: ASSESSMENT

29. Each module is assessed by one or more units/components of assessment. Each unit/component of assessment is given a percentage weighting in the calculation of the module grade.
30. Assessment aims at measuring the achievement of the intended learning outcomes. The MDF determines the appropriate forms of assessment for each module.
31. A module is passed if its specified learning outcomes have been achieved. The Assessment of each module generates a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved.



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32. A module is assessed through formative and summative assessments. The weighting of each assessment is expressed as a percentage of the final grade of the module as follows:
- a) Formative assessment consisting of:
 - continuous assessment tests (CAT) contribute to a maximum of 15%,
 - Individual Research exercises contribute also to a maximum of 35%,
 - b) Summative assessment contributes 50%.
33. It is the responsibility of every trainee to ensure that all assignments he or she does or he or she participates in are in compliance with all instructions and that they identified him or her as the author or participant. A trainee whose registration number appears in more than one group in respect of a given assignment will be awarded the mark 0. Again, a trainee whose registration number does not appear on the submitted group assignment he claims to have participated in preparing will be awarded the mark 0.

A. SCORES AND PASSING CRITERIA

34. A program pass mark is an overall score of at least 60% after running the average of the scores achieved in all modules. The pass mark for any single module is as well 60%. Subject to the exception stated in Rule 35 (a), a trainee is required to meet these two levels of criteria to pass at the first sitting.
35. A trainee is required to re-sit for all modules with a module score that is below 60%. However,
- a. A trainee whose module average is below 60% but not lower than 50%, passes at the first sitting, provided the all-module average is at least 60%.
 - b. A trainee whose module average in one or more modules is below 50% but whose all-module average of at least 60%, re-sits all modules below the score of 50%.
36. A trainee whose all-module average is below 50% fails the program and is not eligible for re-sit. Such trainee retakes all modules scored below 60%.



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37. To gain an award, a trainee must demonstrate, by scoring the overall pass mark, that he or she has achieved the specified learning outcomes.
 38. All trainees who are required to re-sit the exams of one or more modules within the meaning of Rule 35, will sit for the relevant exam(s) and will also be assigned to do a new individual research exercise. For this purpose, the actual exam will contribute 65% and the individual research exercise will contribute 35%. Together these assessment components will constitute the re-sit exam.
 39. The maximum mark awardable for a re-sit in a module is 60%.
 40. As is the case with the first sitting, the pass mark after a re-sit exam is determined by Rules 34 and 35
 41. Subject to Rule 35, a trainee who fails in after re-siting one or more exams is eligible and duty-bound to retake every one of the failed modules, within a period, not exceeding 2 years. Failure to comply with the time limit would lead to such a trainee losing the right to retake the module(s). Such a trainee would then be required to retake the whole program.
 42. No module can be retaken more than twice. If a trainee fails to pass after retaking the module twice, he/she is obliged to retake the whole program.
 43. A trainee retakes a module upon authorization by the Academic Registrar and pays a related fee determined by the ILPD Management.
 44. Where a trainee is permitted to retake a module or modules in the following academic year, he or she must participate fully and complete all assessments.
 45. Trainees who are enrolled in the program have to complete the program within four years unless there are genuine sufficient reasons to the satisfaction of the ILPD competent authority. Failure to complete the program within this period will lead to the trainee getting automatically de-registered, and credits obtained by such trainee become invalid upon the decision of the Senate to that effect.



B. ATTENDANCE

46. Trainees are expected to engage with the learning activities held with them by the ILPD, but also to study independently, taking responsibility for their own learning.
47. Trainee's attendance to academic activities is obligatory. Attendance is continually recorded and monitored.
48. A trainee attending an academic activity shall at all times conduct himself or herself professionally. This requirement includes:
 - (a) Active and disciplined participation in the academic activity;
 - (b) Strict timekeeping;
 - (c) Dressing in compliance with the ILPD Dress Code
 - (d) Conducting himself or herself in compliance with any approved ILPD code of conduct;
 - (e) Conducting himself or herself in a dignified manner befitting the legal profession.
49. The Program Coordinators take a roll call using the official lists at the beginning and end of each session.
50. A trainer may conduct roll calls as a means of verifying and monitoring attendance and detecting fraudulent signing of the attendance register.
51. A trainee signs the attendance register in person using a unique signature consistent with the signature used in his or her enrollment form or using any electronic means of recording attendance. The use of initials or other mark, especially one that is not unique or is easy to replicate, is prohibited.
52. A trainee who signs the attendance register on behalf of another trainee will have committed the criminal offence of forgery and may be discontinued from the



program or, upon mitigation, will be deemed to have failed in the module in the entire module in which he or she signs for another trainee.

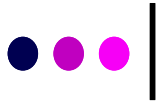
53. Any trainee who for sufficient cause is unable to participate in any Academic Activity must, before or immediately after the activity, write to the Academic Registrar through the Program Coordinator, clearly specifying the reasons for such inability.
54. A trainer may exclude a trainee from an academic activity for misconduct and should, immediately after the academic activity, report the incident in question (that he or she alleges amounts to a misconduct) to the Academic Registrar through the Program Coordinator.
55. A trainee excluded from an academic activity for misconduct within the meaning of Rule 54 is deemed to have not attended the academic activity. A signature signifying his or her attendance at the activity is expunged from the record by the Program Coordinator.
56. A trainee who attends less than 85 percent (85%) of the scheduled sessions of any given module will be considered to have not achieved the module learning outcomes and is not allowed to sit for the final examination of that module.
57. A trainee whose attendance is described under Rule 56 is considered to have not attended the module. Such a trainee is required to retake the module for which he or she did not meet the minimum attendance after paying the related fees.
58. The Program Coordinator submits a report on each trainee's attendance to the Academic Registrar at the end of each Module.
59. The Academic Registrar sends to the trainees of a program, a list of trainees who are not eligible to sit for an exam because of absenteeism at least three (3) days before the date of the exam. A trainee may petition the VRAC against his or her attendance records compiled and released by the Academic Registrar.



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60. The VRAC may, for a genuine cause, permit a trainee who has not met the 85% attendance requirements to sit for an exam or to have a special exam organized for him or her. In any case, no trainee may be permitted to sit for an exam if his or her attendance as evidenced in the attendance register falls below 75% of that required for the module.
 61. The VRAC may allow a trainee to sit for an exam pending the determination of the petition in Rule 59 above. However, in that event, the trainee's exam script will not be marked unless and until the petition is determined in his or her favor.
 62. Except for special circumstances accepted by the VRAC or the Academic Registrar, a trainee who fails to participate or attend for an assignment or fails to submit his or her work (assignment) on time, is deemed to have failed the assignment. Such a trainee is given the mark zero.

C. FINAL EXAMINATION

63. Only a trainee who fulfills the attendance requirements and has fulfilled the financial requirements due at the time in question is allowed to sit for the final exam.
64. Except for special circumstances accepted as sufficient by the VRAC or Academic Registrar, a trainee who fails to sit for a final exam at the scheduled time, is deemed to have failed the exam, and such trainee is given the mark zero.
65. A trainee who fails to attend the final exam for sufficient reasons shall communicate those reasons in writing to the Academic Registrar before the exam is held or not more than 48 hours after the exam is held.
66. The Academic Registrar, after consultation with the VRAC, can permit a trainee who for sufficient reasons communicated to the Academic Registrar failed to attend for a final exam, to sit for a special exam after payment of the fee required

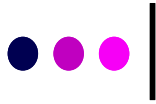


for a special exam.

67. The maximum time duration for any final exam is 3 hours.
68. Except with the permission of the chief invigilator, a trainee is not allowed to enter the examination room after it has started. Notwithstanding the first sentence of this Rule, no trainee shall under any circumstances whatsoever be allowed to enter the examination room if the exam has started and gone on for 15 minutes or more. Such a trainee may subsequently be given a special exam subject to the requirements set out in Rules 65 and 66.
69. Except for special circumstances related to health which the trainee communicated to the Academic Registrar beforehand, no trainee is allowed to leave the examination room before he or she finishes the examination. A trainee who finishes an examination ahead of time is allowed to leave the examination room, provided at least one hour has elapsed since the start of the examination and after handing in her/his answer booklet(s) to the invigilator. within the first hour.

D. FINAL EXAMINATION MODERATION

70. The final examinations shall be held during periods specified in the academic calendar.
71. No final exam is administered unless it has been subjected to internal moderation by a three-member committee appointed on *ad hoc* basis by the Academic Dean.
72. To permit sound internal moderation, trainers are required to submit their exam questions to the Academic Registrar, at least Four (4) days before the date of the exam.
73. Except where specified, a trainee is not allowed to bring into the examination room any books, papers, mobile telephones, or any other unauthorized materials or gadgets. Contravention of this Rule is considered cheating or a malpractice and is subject to disciplinary action.



E. CONFLICT OF INTEREST

74. All employees of the ILPD are perceived as being in a position of authority over trainees of the ILPD and are strongly advised against initiating or developing a close personal relationship with a trainee.
75. All employees in contact with trainees must be vigilant about their actions and aware of when these may be perceived by a trainee as an attempt to initiate a close personal relationship, even if this was not the intent.
76. In the event that a close personal relationship does develop or exist between an employee of the ILPD and a trainee of the ILPD, the employees must ensure that the relationship does not compromise the essential standards of academic integrity and impartiality that are expected of all employees.
77. An academic staff (permanent or not) must disclose a close personal relationship with a trainee that may compromise his/her impartiality.
78. An academic staff (permanent or not) is prohibited from marking, examining orally, and invigilating an examination of a trainee, nor be a member of a Board of Examiners considering a case of a trainee with whom he/she has a close personal relationship.
79. An academic staff (permanent or not) is required to recuse him/herself if his/her impartiality might be brought seriously into question with regard to his relationship with any particular trainee.

F. EXAMINATION MALPRACTICES

80. The following acts and omissions are deemed to be examination malpractices:
 1. cheating including but not limited to:
 - a) copying from the script of another trainee;



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- b) written communication, through telephone, paper, or any other means, between two trainees in a room or between a trainee and someone else outside the room;
 - c) exchanging answers between trainees inside or outside the examination room;
 - d) bringing into the examination room, in person or by agent, a pre-prepared answer script/booklet;
 - e) substituting an answer script/booklet illegally prepared outside the examination room for the one already submitted to the invigilator or examiner;
 - f) falsifying or altering marks awarded on an examination script/booklet;
 - g) any attempt to induce or corrupt a trainer or other member of staff into allowing the trainee to illegally gain an advantage in any academic assessment;
 - h) using a computer or computer software or smart gadget to cheat.
 - i) Sharing one's individual or group work with another individual or group such that the latter copies the work or any part thereof or the copying of another individual's work or another group's work.
2. Sitting examination without authorization or valid registration or other required documentation or payment of examination fees.
 3. Presenting falsified documents in relation to eligibility to sit for an exam at ILPD.
 4. Hiring or procuring services of another person to sit for exam(s) on the trainee's behalf or impersonation.
 5. Bribing or doing any act likely to compromise an invigilator or examiner.



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6. Committing plagiarism.
 7. Fraudulently accessing examination papers/questions or marking guides that have been illegally procured or made available.
 8. Fraudulently obtaining examination papers/questions before the examination is due.
 9. Paying or inducing another person to illegally procure or make available examination questions/papers or marking guide(s).
 10. Indulging in disruptive or threatening behaviour towards an invigilator or any ILPD staff involved in the conduct of examinations or other trainee or any person, including but not limited to, physical assault or use of threats of physical assault, shouting, using abusive or threatening language, destruction of property or threat to destroy property.
 11. Leaving the examination room without the authority of the invigilator.
 12. Aiding or abetting any person or another candidate to commit an examination malpractice.
 13. Any other conduct or act or omission which in the opinion of the examination Board amounts to an examination malpractice.
- 81.** An invigilator who detects or finds a trainee engaging in an examination malpractice is required to formally communicate the incident to the Academic Registrar. If a trainee has unauthorized materials in the examination room, those materials should be taken away as soon as they are found and kept as exhibits.
- 82.** If, in the context of Rule 81, the Academic Registrar is satisfied that there is a case to answer, he/she sends copies of the exhibits to the Academic Dean and to the trainee alleged to have engaged in examination irregularity within three working days of the receipt of the case. The Academic Registrar's communication to the trainee should inform



the latter that he or she has five working days to submit a defense or justification in writing with regard to the accusation.

83. An *ad-hoc* examination committee set by the VRAC and the originator of the accusation will consider the exhibits and the trainee's reply and decide whether an examination malpractice has been proved and upon an affirmative finding, recommend a penalty, which is subject to confirmation by the VRAC.
84. A trainee who is found to have committed any examination malpractice, is liable to fail the examination for the module in question, failing a program phase, or temporary or permanent exclusion from the ILPD, depending on the gravity of the act as it may be resolved by the Examination Board.
85. A trainee has the right to appeal against the penalty and has the right to be heard by the Academic Senate, which will take the final decision.
86. Failure of a trainee to appear before the Academic Senate does not prevent the Senate from taking a decision.

G. EXAMINATION BOARD AND RELEASE OF RESULTS

87. The Examination Board consists of the VRAC, the Academic Dean, the Academic Registrar, an internal trainer appointed by the VRAC, and the quality assurance specialist. The VRAC is the chairperson of the examination board and has the power to invite any other person like the trainee involved in the incident alleged. The quorum is two-thirds (2/3) of the total membership. The decision of the examination board is taken by majority vote. The VRAC has a casting vote.
88. The examination board considers the results, performance, and progression of the trainee. The decision of the Examination Board on the trainees' marks is provisional until the final approval by the Academic Senate.
89. The Examination board members are subject to professional secrecy.



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90. Upon request, trainees will be enabled to check their answer scripts for verification through program coordinators within seven (7) working days after the provisional results have been published.

H. GRADING

91. The relative weight of the various components of examination is reflected in the final grade. This overall assessment includes the average of all marks scored in all modules, adding up to a maximum of 85% and the internship performance mark which contributes to a maximum of 15%.
92. The cumulative grade point average (CGPA) of all ILPD postgraduate programs are as follow:

<u>Mark</u>		<u>Grade</u>		<u>Grade Point (GP)</u>
80% - 100%	=	A	=	5.0
75%- 79%	=	B+	=	4.0
70%- 74%	=	B	=	3.5
65%- 69%	=	C+	=	3.0
60% - 64%	=	C	=	2.5
55% - 59%	=	D	=	2.0
40% - 54%	=	E	=	1.0
0%- 39%	=	F	=	0.0

93. The Classification of the ILPD's Postgraduate Diplomas as per CGPA is as follows:

<u>CGPA</u>	<u>Classification of Diploma</u>
4.0 - 5.0	First Class (Distinction)
3.5-3.99	Second Class Upper (Merit)
3.0-3.49	Second Class Lower (Satisfactory)



2.5-2.99 Pass

0.0-2.49 Fail

I. SPECIFIC PROVISIONS FOR THE EXECUTIVE MODE

94. When deemed necessary, the institution establishes an executive mode for senior candidates in related professions.
95. Only senior candidates with practical experience are eligible for executive mode programs. The call for application shall always specify, among other things, the minimum requirements for entry into the program.
96. For each module, participants in the executive mode are assessed by considering individual or group assignments done, moot court performance, reflective journals and articles submitted.

SECTION VII: APPEALS

97. A trainee has the right to appeal against a grade awarded if he or she feels the grade was awarded as a result of arbitrary grading, as defined in the section on Definitions of key terms. A trainee's disagreement or dissatisfaction with an instructor's evaluations is not of itself a sufficient ground for appeal.
98. A Trainee who wishes to appeal against his/her examination results does so within five (5) **days** from the date of publication of results, upon payment of the required fee.
99. All appeals against examination results are addressed to the VRAC through the program coordinator with a copy to the Academic Registrar.
100. A trainee makes his/her request in writing specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - Arbitrariness or Capricious Grading Practices
 - Irregularity in the conduct of the assessment



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- The grade assigned allegedly did not follow the grading criteria as stated in the course syllabus
 - Bias on the part of the lecturer

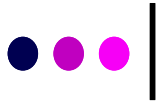
101. The burden of proof in an appeal lies with the trainee. Appeals based on, or arising from, the following are deemed invalid and not admissible:

- Academic judgment of the examiner(s);
- Extenuating circumstances (such as financial difficulties, personal health issues, family problems, or relationship problems.) affecting performance
- Lack of awareness on the part of the trainee of examination regulations and procedures.

102. Upon reception of a formal appeal against examination results, the VRAC examines the grounds of the appeal. If the appeal is determined and found to have no reasonable prospect of success, the ancillary request for re-marking will be denied. If, however, the VRAC finds the grounds of appeal reasonable:

1. He/she appoints one or more academic staff (i.e. the reviewer) in the same or a related discipline to review the Academic Assessment(s) being appealed;
2. If more than one reviewer is involved, the reviews are done independently;
3. The reviewer is given a marking scheme and a copy of the Academic Assessment the trainee wishes to be reviewed;
4. The reviewer evaluates the Academic Assessment and provides a report to the VRAC within 10 days of receiving the relevant assessments.

103. Based on the report, the VRAC, in his or her discretion, may authorize a change (making it higher or lower) to the Grade, or confirm the grade. The VRAC submits the Grade report to the Registrar for filing and taking of the appropriate action.



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104. The VRAC communicates the decisions to the appellant trainee(s) within a period of 14 working days from the reception of the reviewer's grade report.
 105. The mark awarded through this procedure, if different, becomes the result and replaces the original marks.
 106. A trainee has the right to withdraw his/her appeal before the reviewer sends the grade report to the VRAC. If a trainee decides to withdraw his/her appeal, such withdrawal is done in writing. The fee paid by the trainee for lodging the appeal shall nevertheless not be refundable.

SECTION VIII: INTERNSHIP

107. Unless provided otherwise, an internship is a compulsory module in all programs. No trainee is allowed to start an internship unless and until it is proven that such a trainee has completed all modules. The Academic Dean establishes internship guidelines.

SECTION IX: AWARDS AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

A. AWARDS

108. After successful completion of the program, and of course after the graduation to which a trainee is admitted has been held, he or she is entitled to a certificate.

B. POSTHUMOUS AWARDS

109. The certificate of a trainee who dies after the successful completion of a program, will still be issued upon the graduation being held. The family of the deceased receives the certificate of completion for such a trainee.

C. ISSUANCE OF STATEMENTS OF RESULTS, TRANSCRIPTS, CERTIFICATES, AND DUPLICATES

110. At the end of the program, while waiting for graduation, a trainee is entitled to a



statement issued by the Academic Registrar, after payment of a required fee.

111. Upon graduation and after being cleared by the administration, a trainee is entitled to an academic certificate signed by the Rector and the Academic Registrar and a transcript signed by the Academic Registrar.
112. In case of loss of, or damage to, an academic certificate, the graduate may receive from the Academic Registrar a duplicate after:
 - a. Payment of a required fee;
 - b. Presentation of the damaged certificate (if the case is about the certificate being damaged); or
 - c. Presentation of a loss statement (*attestation de perte*).
113. Upon submission of legal documents, a graduate who has changed names after graduation is entitled to a new academic certificate carrying a new name after payment of a required fee.

D. PROCEDURE FOR WITHDRAWAL OF AN AWARD

114. The award issued by ILPD can be withdrawn under the following conditions:
 - a. When it is established that the award was obtained using fraud, misrepresentation, and or other corrupt practices;
 - b. When the award was granted or conferred inadvertently without the trainee fulfilling the academic requirements for such award;
 - c. When the award was not deserved.
115. The Academic Senate decision is communicated to the concerned graduate and relevant organs by the head of the institution.

SECTION XI: COMMENCEMENT AND REPEALING PROVISIONS

116. These Regulations enter into force on the day of their adoption by the Academic Senate. Prior regulations in contravention of these current Regulations are hereby repealed.

Adopted by the Academic Senate of ILPD on 13th June 2023

Dr. SEZIRAHIGA Yves

Ag. Rector /Chairperson of the Academic Senate