



BRAINAE UNIVERSITY

INTERNAL REGULATIONS

www.brainae.org
info@brainae.org

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PART 0: GENERAL PROVISIONS

Article 1:

The present internal regulations of BRAINAE UNIVERSITY is an amalgam of all dispositions in relation with the organization of the University, its management and good functioning as regards non-regulated aspects in other texts.

CHAPTER I: MEANING OF TERMS

Article 2:

For the purpose of this internal regulation, the following terms mean:

- **The Chancellor** has a ceremonial role of presiding over the academic year opening ceremonies of the University, graduation ceremonies and awarding other merit titles.
- **A research Centre** is a centre in charge of conducting researches within the purpose of BRAINAE UNIVERSITY vision and mission;
- **The General Assembly** is the supreme body of the University. It is made up of all the effective members of the University;
- **The University Council** shall be the higher decision-making organ of the University;
- **The Executive Council** is the organ in charge of preparing and coordinating all activities in relation with administration and finance of the University;
- **The Department** is an organ based in the faculty, school or in the research centre and it is in charge of coordinating academic activities, research services to the people;
- **The School** is an independent organ in matter of teaching professional courses. Its Director is placed under the hierarchal supervision of the Deputy Vice-chancellor for Academic Affairs;
- **The Faculty** is an independent organ in terms of lecturing and teaching general courses in a well precised scientific domain. The Direction of the faculty is entrusted to a Dean placed under the hierarchy of the academic Deputy Vice-chancellor for Academic Affairs;
- **The President**, is the President of the University Council;

- **The Registration Office** is the organ in charge of registering new and continuing students who want to join the University. It is in charge of delivering academic transcripts;
- **The Senate** is the supreme organ responsible for academic affairs, research and education within the University;
- **University** is BRAINAE UNIVERSITY;
- **Committee/commission** is a group of people officially delegated to perform a function within the University;
- **Organ** is an entity with decision-making power within the University.

CHAPTER II: VISION, MISSION AND OBJECTIVES

Article 3: Vision, Mission and Core Values

1. Vision

To excel internationally with quality education, research and innovative service to the community

2. Mission

To be a locomotive of the sustainable development in the World by developing competency in educational practices

3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus - and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality
- Transparency
- Trustworthiness

PART I: GOVERNANCE ORGANS

Article 5: Organs

The organs of the University are the following:

- The General Assembly,
- The Chancellor's Office
- The University Council;

- The Senior Management;
- The Academic Senate;
- The Executive Council;
- The Council of Faculties ;
- The Department Council.

CHAPTER I: THE GENERAL ASSEMBLY

Article 6:

The General Assembly is the supreme body of the University. It comprises all the effective members of the University;

Article 7: Competence

The General Assembly has the following competencies:

- To adopt and amend both the statutes and the internal regulations of the University;
- To appoint Auditors annually
- To appoint the Chairperson of the University Council and other members;
- To determine the activities of the University;
- To admit, suspend and exclude a member;
- To approve annual statements;
- To accept gifts and legacy;
- To dissolve the University.

Article 8: Convention

The General Assembly is convened and chaired by the Legal Representative, or in case of absence or of prevention by the first; the Deputy Legal Representative takes on. In case of simultaneous prevention or failure of the Legal Representative and his/her Deputy Legal Representatives, the General Assembly is convened in writing by 1/3 of the effective members. For the circumstance, the Assembly elects the person who presides over for the session.

Article 9: Ordinary meetings

The General Assembly meets twice per annum in ordinary session. The invitations containing the agenda, the date, the hour and the place of the meeting are sent to the members thirty days at least (30) before the meeting.

Article 10: Deliberation

The General Assembly sits and deliberates validly when 2/3 of the effective members are present. If this quorum is not reached, a new notification is launched within 15 days.

In this regards, the General Assembly sits and deliberates validly whatever the number of participants. Except for the cases expressly envisaged by the law relating to the non-profit-making associations and by these statutes, the decisions of the General Assembly are made in the absolute majority of the voices. In case of parity of voices, that of the Chairperson counts double.

Article 11: Extraordinary meetings

The extraordinary General Assembly is convened and chaired under the same conditions as the ordinary General Assembly. The time limit of its notification is 15 days, but in case of extreme urgency, this time may be brought back to 7 days. The debates relate only to the object of its notification.

Article 12: Minutes

The minutes of the meetings of the General Assembly are signed by the Chairperson of the meeting and the Secretary of BRAINAE UNIVERSITY.

Article 13: BRAINAE UNIVERSITY Legal Representation

BRAINAE UNIVERSITY Legal Representatives are elected among the effective members of the Organization for a renewable three years mandate.

CHAPTER II: THE CHACELLOR'S OFFICE

Article 14:

BRAINAE UNIVERSITY shall have a Chancellor who has a ceremonial role of presiding over the academic year opening ceremonies of such an institution of higher learning, graduation ceremonies and awarding other merit titles. He/she may also attend other events or meetings when appropriate.

The Chancellor shall be designated by the owner and approved by the University Council. The Chancellor shall be replaced by the Chairperson of the University Council when he/she is absent during graduation and other merit titles awarding ceremonies.

His/her mandate is for four (4) years renewable once.

The office of the Chancellor and benefits shall be determined by the General Assembly.

CHAPTER III: THE UNIVERSITY COUNCIL

Article 14:

The University Council is the highest decision-making organ of administration and management. It is composed of:

- The President appointed by the General Assembly of BRAINAE UNIVERSITY;
- Three (3) persons appointed by BRAINAE UNIVERSITY;
- The Vice-chancellor, who is the Secretary of the University Council;
- The Deputy Vice-chancellors;
- A representative of the Deans of Faculties elected by his or her colleagues;
- Three (3) persons who are experts in the fields of science and technology, nominated by the General Assembly of BRAINAE UNIVERSITY;
- A representative of the staff elected by his or her colleagues;
- Two (2) students of opposite sex elected by their colleagues;
- A representative of the private sector appointed by the Private Sector Federation, upon request by the founder of BRAINAE UNIVERSITY.

The mandate of the University Council is three (3) years renewable.

Article 15: Responsibilities

The duties of the University Council of BRAINAE UNIVERSITY shall be:

- To give advice during the elaboration of the Higher Education policy and to monitor its implementation in conformity with the duties of BRAINAE UNIVERSITY;
- To set up internal regulations of BRAINAE UNIVERSITY;
- To approve the budget proposal of BRAINAE UNIVERSITY;
- To approve the annual financial and administrative report, on the basis of the report of the Vice-chancellor for Administration and Finance, of the internal auditor or of any other competent organ;
- To adopt the short, medium and long-term action plans of the University;

- To adopt the annual activity plan and their corresponding budget;
- To adopt the decisions submitted by the Senate, including particularly the academic awards, recruitment, promotions, determination of salaries and allowances for lecturers and researchers of BRAINAE UNIVERSITY as well as penalties imposed on them when necessary;
- To adopt decisions of the Executive Council related to the financial management, the assets and the staff of BRAINAE UNIVERSITY;
- To determine the fees and other dues to be paid by students and the funds to be invested in general services of BRAINAE UNIVERSITY;
- To determine the recipients who are to benefit from study scholarship and prizes managed and to be awarded by the University;
- To approve loans, donations, subventions and legacy of BRAINAE UNIVERSITY;
- To carry out any other activities aimed at enabling the University to accomplish its mission;
- To approve conventions that the University shall sign with other higher learning institutions, research centres and other organs in general.

Article 16: Organization and functioning

- The University Council meets once the three (3) months in ordinary session, on notification of the Chairperson or his/her deputy in case of absence or of prevention of the Chairperson.
- The University Council may hold extraordinary meetings if necessary on personal initiative of the Chairperson or upon a written request of at least a third (1/3) of its members.
- The University Council meets regularly when two thirds (2/3) of its members are present.
- The University Council makes its decisions by consensus. In the event of defect of the consensus, the decisions are made by the majority absolute of the voices of the present members at the meeting. In the event of equality of voice, that of the Chairperson dominates.

- The University Council may invite to their meetings any person who is proved to be qualified to help them deal with particular issues. This person is not permitted to vote.
- The invitation to the ordinary meetings of the University Council must be notified to each one of its members at least fourteen (14) days before the meeting.
- The official minutes of the University Council are written by its Secretary. They are signed by the Chairperson and the Secretary or the Deputy and the Secretary in case of absence or of prevention of the Chairperson.
- All resolutions of the University Council are signed by its Chairperson and its Rapporteur or its Deputy and its Rapporteur in case of absence or of prevention of the Chairperson. These decisions carry the seal of the University of Higher education.
- A person loses the membership of the University Council if:
 - He/she presents a written resignation;
 - He/she is not able any more to assume his/her responsibilities following a disease or an infirmity confirmed by an approved doctor;
 - He/she is sentenced by a court to six (6) months imprisonment or more;
 - He/she is absent for three (3) consecutive times from the meetings during one year without valid reasons;
 - He/she does not represent any more the body which delegated him/her;
- The loss of membership is noted by the University Council on the basis of reason presented in point nine (9) of article 59 of this handbook and is approved by the body which had indicated it. This member is replaced in accordance with the provisions of article 43 of this law.
- The University Council may create specialized, permanent, or ad hoc committees. These committees include some of these members and other people whom it finds necessary. The University Council also appoints the Chairperson of each one of these committees.

CHAPTER IV: THE SENIOR MANAGEMENT

Article 17:

Members of the Senior Management of BRAINAE UNIVERSITY shall be selected by the General Assembly and approved by the University Council. The composition, competence, responsibilities and modalities of functioning of the members of the Senior Management of BRAINAE UNIVERSITY shall be determined by the General Assembly and approved by the University Council.

CHAPTER V: THE ACADEMIC SENATE

Article 18:

The academic senate shall be the supreme organ responsible for academic affairs, research and education within the University.

Article 19: Membership

The Senate shall be composed of the following persons:

- The Vice-chancellor of BRAINAE UNIVERSITY, who shall be its Chairperson;
- The Deputy Vice-Chancellors of the University,
- The Vice-chancellor in charge of Academic Affairs shall serve as the Vice Chairperson and the Rapporteur;
- The Coordinators of Campuses,
- The Deans of Faculties;
- The Directors of specialized centres and services under the Deputy Vice-Chancellor for Academic Affairs;
- A full professor by Faculty elected by his/her colleagues
- The Heads of Departments;
- An ordinary lecturer per faculty or per centre elected by his or her colleagues;
- The Directors of the Library;
- The student in charge of Academic Affairs in the Students' Union of BRAINAE UNIVERSITY;

- A student per Faculty elected by his or her fellow students.

However, the Academic Senate may invite to its meetings any other person when necessary.

Article 20: Duties and responsibilities

The duties of the Senate are the following:

- To devise strategies, academic and research programmes and timetable, to submit them to the University Council for approval before their implementation;
- To devise programmes and strategies aimed at providing education that is proper to the Rwandans;
- To devise the academic regulations governing conditions for admission, behaviour, conditions for sitting examinations, different academic awards conferred by the University, and to submit them to the University Council for approval;
- To consider the decisions made in relation to examinations and other tests and to submit them to the University Council for approval;
- To make proposals for recruitment and development of staff and if need be, punishments of professors and lecturers and forward them to the University Council for approval.
- To make proposals on the salaries and privileges accorded to academic and research staff of BRAINAE UNIVERSITY;
- To direct and supervise academic, research and education activities in Faculties, departments and centres of BRAINAE UNIVERSITY;
- To make proposals on establishment, splitting, removal or merging of Faculties, specialized centres and departments and to submit them to the University Council;
- To make proposals on the splitting, merging or closure of BRAINAE UNIVERSITY and forward them to the University Council;
- To prepare an annual report on all activities related to academic affairs, research, and education of BRAINAE UNIVERSITY and to submit it to the University Council;
- To carry out any other activity as it may be assigned to it by the University Council.

- The Senate may require the assistance of BRAINAE UNIVERSITY Councils of Faculties or Centers for better accomplishment of its attributions;
- To appoint and promote the academic and research staff to different academic grades from Tutorial Assistant/Research Assistant A to Full Professor/Research Professor.

Article 21: Organization and functioning

- The Senate shall meet once every two (2) months and whenever necessary upon the invitation by its Chairperson or Vice-Chairperson in case the Chairperson is absent or withheld, or upon request of one third (1/3) of its members.
- The Senate meeting shall be legitimately held when two thirds (2/3) of its members are present
- The decisions of the Senate are made by consensus. In case there is no consensus, decisions are made upon an absolute majority vote of the members present. In case of voting tie, the Chairperson has a casting vote.

CHAPTER VI: THE EXECUTIVE COUNCIL

Article 22: Membership

The Executive Council shall be at least composed of:

- The Vice-Chancellor of BRAINAE UNIVERSITY;
- The Deputy Vice-Chancellors;
- The Coordinators of Campuses;
- The Deans of Faculties;
- The Directors of Centres and services under the Deputy Vice-Chancellor for Academic Affairs;
- The Heads of Departments;
- The Director of Administration;
- The Director of Finance;
- The Director of the Library;
- The Director for Academic Quality;
- The Dean of Students.

Article 23: Duties and responsibilities

The Executive Council of the University is an advisory council who shall support the Vice-chancellor in the daily management of the University.

The Executive Council is in charge of the daily management of the University.

The Executive Council plans and coordinates all the activities in connection with the administration and finance of the University; more specifically, it deals with the general policy of staff management, material and estate of the University.

The Executive Council has the following duties:

- To prepare the budget project of BRAINAE UNIVERSITY.
- To give opinions on the management of BRAINAE UNIVERSITY estate and to make the follow-up;
- To monitor BRAINAE UNIVERSITY policy of staff management, material and finances;
- To inflict lawful sanctions with regards to discipline administrative and technical staff of BRAINAE UNIVERSITY;

- To work out directives on the implementation of resolutions of the University Council in connection with the management of finances of BRAINAE UNIVERSITY;
- To put pursuant to the resolutions of the University Council;
- To solve any problem involved in administration, finances and estate of BRAINAE UNIVERSITY.

Article 24: Organization and functioning

- The Executive Council is convened by its chairperson and vice-chairperson in case of absence or any kind of obstacle of the chairperson.
- Invitations to ordinary meeting of the executive council shall be served to each of the members at least fourteen (14) days before the meeting for the ordinary sessions and two days before an extraordinary meeting. The invitations shall indicate the date, the place, the time and the agenda of the meeting.
- The Executive Council holds legitimately its meetings whenever at least two thirds (2/3) of its members are present.
- The Executive Council can invite in its meetings any other needed competent person to help it solve particular problems. This invited person shall not have right to vote.
- The Executive Council can settle down the consultative committees in order to help it realise its functions.
- The decisions of the Executive Council are made by consensus. In case there is no consensus, decisions are made upon an absolute majority vote of the members present. In case of voting tie, the Chairperson has a casting vote.

CHAPTER VII: COUNCILS OF FACULTIES AND CENTRES.

Article 25: Membership

The members of the councils of faculties and centres are:

- The Dean of the Faculty or the Director of a Centre, who shall be the Chairperson;
- The Deputy Dean of the Faculty or the Deputy Director of the Centre who shall be the Deputy Chairperson;
- The Secretary for Academic Affairs of the Faculty or Centre who shall be the Rapporteur;
- Permanent professors, lecturers and researchers of the Faculty;
- A student per department or centre elected by his or her fellow students.

Article 26: Duties and responsibilities

In respect of the laws and regulations governing the University; the Council of Faculty or School 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 or school;
- To submit to the Academic Deputy Vice-Chancellor a report; after studying on the basic degree the teachers and researchers job application dossiers;
- To provide advice to the senate about the rewards or punishments for teachers or students;
- To submit to the Executive Council the budget disposal for the Faculty or Centre;
- To submit to the Research Committee for support, the research proposal;
- To establish the timetable of lectures and their distribution all along the academic calendar;
- To stay up on the respect of the academic calendar in terms of sitting for exams;
- To approve the report of academic secretary about the academic calendar execution;

- To propose the changes to carry out on the programme of lectures in the Faculty or School;
- To propose the changes to carry out on the general academic regulation if needed;
- To solve all disputes which have negative impact on well-functioning of the Faculty or School.

Article 27: Meeting

The faculty or school council holds its ordinary session four (4) times a year. It holds its extraordinary sessions whenever needed as follows:

- Invitations to the faculty or school council shall be accompanied by the subjects on agenda and shall indicate the hour of the meeting;
- The invitation must be served to the members of the faculty or school council at least eight (8) days before the session.
- During exceptional circumstances, for his/her own initiative or by the written form of a half of the members of the faculty or school council; the chairperson can convene the meeting of the faculty council. In both cases, the invitations must be served to every member of the council ten (10) days before the session.
- The minutes of the meetings of the faculty or school council must reach the Vice-chancellor and the Deputy Vice-Chancellors within fifteen (15) days after the session.
- The meetings of the Research Centre are directed by the Director of the Centre. In case of his/her absence or prevention, the Deputy Director shall replace him/her. The meetings of the Research Centre are subjected to the same conditions as those of Faculties.

CHAPTER VIII: DEPARTMENT COUNCILS

Article 28:

The members of the Department Council are:

- The Head of Department who is the Chairperson;
- The secretary of the department who is the Secretary;
- All permanent lecturers in the Department;
- The researchers whose functions match the duties of the Department;
- Two (2) students representing their fellow students.

Article 29: Duties and responsibilities

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
- To submit to the Faculty Council the rewards or punishment propositions to give to the lecturers, researchers and students;
- To submit to the Faculty the budget of the Department;
- To approve the projects to submit to the research committee;
- To plan and supervise the trainings in order to enhance their competences;
- To stay up for the respect of academic calendar.

Article 30: Meeting

- It is the Head of Department who is in charge of chairing the meetings of the Department Council;
- In case of absence or obstacle, the meetings are chaired by the Dean of Faculty or the Head of School.
- The Department Council meets in the same way as that of the Faculty or School.

CHAPTER IX: ORGANS' COMMITTEES /COMMISSIONS

Section 1: Committees of the University Council

Article 31: Audit Committee

The Audit Committee has the role of controlling at any time the management of finances and other assets of the University and of making its opinions to the University Council.

Article 32: Academic Quality Assurance Committee

The Committee is entrusted all matters related to academics and research. It controls teaching, learning and evaluation processes and procedures, as well as research-related activities.

Article 33: Governance and Human resources Committee

The committee is responsible for administrative matters including staff management for effective functioning of the University.

Section 2: Committees/Commissions of the Academic Senate

Article 34: Promotion Committee

The committee in charge of promotion meets twice per year under the direction of the Vice-Chancellor. In case of absence or of prevention, the Vice-chancellor is replaced by the Academic Deputy Vice-chancellor;

The committee examines the files of request for promotion of lecturers and researchers and subjects its conclusions to the academic senate;

The committee in charge of the promotion of lecturers and researchers sets up its internal regulations.

Article 35: Composition of the Promotion Committee

The following are the members of the Committee of Academic ranks:

[1] The Vice-chancellor; President;

[2] The Deputy Vice-Chancellor for Academic Affairs; Vice-President and Secretary;

[3] The Deputy Vice-Chancellor for Administration and Finance;

[4] A lecturer with the grade of professor elected by his/her colleagues on the level of Faculty or School;

[5] An academic staff member with the grade of Lecturer elected by his/her colleagues on the level of Faculty or School;

[6] A researcher of the University Research Centre with at least the grade of in charge of Research elected by his/her colleagues;

[7] A member of the commission of “quality insurance” at the University.

The mandate of the people mentioned in point n° 4, 5, 6, and 7 is of two years renewable only once.

The Senate may set up ad hoc specialized committees in order to deal with specific problems. Taking into account their competences, some members of such committees may belong to these committees.

Article 36: Research & Publication Committee

The research and publication committee meets under the direction of the Academic Deputy Vice-Chancellor. In case of absence or of prevention, the Academic Deputy Vice-Chancellor is replaced by the Director of CERID.

Responsibilities of the Research and publication Committee

- To monitor and implement research policy;
- To supervise and coordinate research and publication activities;
- To ensure that quality of research and publication is respected as well as its spreading;
- To identify all research projects within academic services for funding;
- To set up multiple research projects from different department and make a proposal of researchers;
- To make a follow- up and coordinate publications of scientific journals of the University;
- To organize seminars and scientific talks;
- To encourage and facilitate researchers to take part in seminars and scientific
- talks;
- To ensure the follow-up on training of research methods;
- To promote closer collaboration with other research institutions.

Article 37: Guidance & Counseling Committee

The Guidance & Counseling Committee has the responsibility for guiding and counseling BRAINAE UNIVERSITY students.

Article 38: Composition of the Guidance & Counseling Committee

- The Dean of students
- The Registrar
- The Director of Public Relations and Partnership
- The Career Advisory officer
- The Heads of Departments
- Two Professional Counselors or Clinical Psychologists appointed by the Academic Senate.

Section 3: Committees/Commissions of the Executive Council

Article 39:

The executive council has the following committees:

- The Appeal committee
- The Finance committee
- The Tender committee
- The Committee in charge of social affairs
- The Recruitment Committee
- The Disciplinary Committee.

The Executive Council may set up other specialized committees to study current problems. Taking into account their competences, guest members of the committee of the Executive Council may make part of these committees.

Article 40: Appeal Committee

It is settled down an appeal committee for the lecturing, researching, administrative and technical staff of BRAINAE UNIVERSITY.

In resorting to problems of the staff for which the committee gives opinions are included:

- The committee for disputes in relation with definitive employment refusal after the period of instruction;
- The committee for contestations relating to the disciplinary sanction;
- The committee for protestations of employees' assessment;
- The committee for protestations of dismissal of the employee as a consequence of bad behaviours or incompetence;
- The committee for protestations of all arbitrary decision.

The following are the members of the appeal committee of BRAINAE UNIVERSITY:

- A full professor who is the Chairperson;
- A representative of researchers in each faculty, school or centre;
- A senior lecturer;
- A representative of Administrative staff elected by his/her colleagues;
- A representative of Academic staff elected by his/her colleagues;
- A legal advisor of the University;
- A member of the support staff.

The members of the appeal committee are elected by their colleagues from different categories of employees; they are elected for only once renewable three years mandate.

Article 41: Finance Committee

The committee of finance is in charge of the following duties:

- To advise the Executive Council about:
 - Budget approval;
 - Approval of budget execution report;
- To follow up the budget execution and stay up its good quality;
- To supervise and control both finances and projects in which the University invested;
- To provide the policy in terms of planning and promotion of “fundraising” for the development of BRAINAE UNIVERSITY;
- To approve the budget proposal for immovable and movable assets of BRAINAE UNIVERSITY;

- To collaborate with other committees of the Executive Council, faculties, schools, research centres, projects and other departments of BRAINAE UNIVERSITY aiming at good usage and profitability of the University's patrimony;
- To advise BRAINAE UNIVERSITY on the sell contracts, their signature, modification, their execution modalities and their dissolution;
- Elaborate and perfect the finances' regulation of BRAINAE UNIVERSITY and submit advice to the Executive Council;
- If needed, to settle down sub committees aiming at helping it to accomplish its important mission;
- To carry out every task entrusted to it by the Executive Council.

The committee in charge of finance is composed of:

- The Administration and finance Deputy Vice-chancellor who is the president;
- The Academic Deputy Vice-chancellor;
- The Director of finance;
- The legal advisor;
- The Director of Human Resources;
- The Internal Auditor;
- The Director of Planning who is the Rapporteur;
- The Agent in charge of projects' coordination and their funds;
- A qualified and experienced teacher in the matter of finances appointed by the Executive Council;
- A student representing the Students 'Union of BRAINAE UNIVERSITY;

The minutes of the committee of finance are transmitted to the Chairperson of the Executive Council.

Article 42: Responsibilities of the Tender Committee

The tender committee shall be in charge of the opening and evaluation of bids as well as making the recommendation for the award of procurement contracts. The tender committee may seek the assistance from consultants. However, the consultant shall not have any interest directly or indirectly in the tender concerned or have any relationship with bidders if his/her services

were sought after the bids had been opened. Other provisions may be found in The Internal Procurement Policy and Procedures.

Article 43: Members of the Tender

Committee: The University's Tender Committee is composed of:

- The Director of Planning and Resource Mobilization, who is its Chairperson;
- The Director of Works and Infrastructure, member;
- The Director of ICT, member;
- The Director of Library, member;
- A lecturer per faculty elected by his/her colleagues, member;
- Procurement officer, who is its secretary.

The Members of the Committee choose among them the deputy Chairperson. Other members of the Tender Committee are appointed by the Executive Council and have a determined term of two (2) years not renewable, except the Director of Planning and the Procurement Officer permanently present in the committee because of their positions.

Article 44: Decision making

The resolutions of the tender committee shall be valid when at least three fifths (3/5) of members of the committee are present for the purpose. The external expert invited shall not participate in making decisions.

The tender committee makes bids opening report immediately after their opening. It shall also make a brief report on the bid evaluation comprising the evaluation process and comparison of bids and it shall be signed by all the evaluation committee members present.

The chairperson of the tender committee coordinates the whole process of the evaluation of bids and is required to act in an impartial and transparent manner. The evaluation of bids shall be done within a period not exceeding

twenty- one (21) calendar days from the date of the opening of bids except when there are clear reasons indicated by the University.

Article 45: Social Affairs Committee

The committee in charge of social affairs has the following duties:

- To facilitate the accessibility on accommodation for BRAINAE UNIVERSITY staff;
- To stay up for the welfare of the staff and the students of BRAINAE UNIVERSITY;
- To organize BRAINAE UNIVERSITY celebrations;
- To promote the culture, games and leisure activities at BRAINAE UNIVERSITY;
- To stay up for the establishment of a system of taking on medical care of the staff and students of BRAINAE UNIVERSITY;
- To do research about whatever can contribute to the welfare of the University community.

The functioning conditions of the committee of social affairs are provided for by its internal regulations obligatory approved by the Executive Council.

Article 46: Composition of the Social Affairs Committee

The committee in charge of social affairs is composed of:

- The Dean of students who is the Chairperson;
- Two lecturers elected by their colleagues;
- A researcher elected by his/her colleagues;
- A representative of administrative staff elected by his/her colleagues;
- A committee of social affairs in the General Association of students of BRAINAE UNIVERSITY.

The Committee of social affairs holds its ordinary meetings once per quarter. However, the committee may hold the extraordinary meetings when necessary.

The Members of the Committee in charge of social affairs sit in ordinary or extraordinary sessions if 2/3 of the members are present.

The Committee makes its decisions by consensus. In case there is no consensus, decisions are made via a secret vote. In the event of parity of voice, the Chairperson has a casting vote. The Members of the Committee choose among them the deputy Chairperson and the Secretary.

Article 47: The Recruitment Committee

The Commission shall be specifically responsible for the following:

- putting in place fair, objective and equitable mechanisms for selection of candidates on a basis of transparency and equity,
- assessing the recruitment process basing on the organizational structure of the University and recommending as appropriate;
- analyzing reports on staff recruitment competitions organized within the University;
- verifying whether staff recruitment sessions comply with national laws and internal regulations and procedures;
- overseeing professional conduct and behaviour of the recruited employees and their impact on service delivery;
- carrying out research on issues related to staff recruitment, management and development and making recommendations to the management;
- proposing trainings on new laws and guidelines regarding to recruitment procedures and processes whenever there is a necessity;
- making administrative actions which are brought to the Appeal Commission as staff recruitment is concerned.

The Recruitment Commission is composed of:

- The Director of Administration and Human Resources,
- A Representative of academic and research staff;
- A Representative of administrative, technical and support staff;
- A Representative of the Staff Trade Union;
- The Legal advisor.

Article 48: The Disciplinary committee

The Disciplinary Committee deals with any disciplinary matters referred to it by anybody, of an allegation made against a member of staff or a registered student. The eligible disciplinary matter shall be the one that has gone through concerned internal institutions as specified by governance and management texts.

The responsibilities include:

- hearing and deciding disciplinary matters related to alleged violations of internal codes, standards, rules and regulations;
- collecting the facts of all complaints arising under the internal governance and management texts in terms of discipline;
- reviewing and deciding appeals and certain stipulated and summary disciplinary matters;
- carrying out research on disciplinary matters and making recommendations to the management;
- recommending changes to the discipline-related regulations and procedures.

The Disciplinary Commission is composed of:

- The Director of Administration and Human Resources,
- The Internal Auditor;
- A Representative of academic and research staff;
- A Representative of administrative, technical and support staff;
- A Representative of the Students' Union;
- The Legal advisor.

PART II: MANAGEMENT ORGANS

Article 49:

The management organs of the University derive from BRAINAE UNIVERSITY organizational structure as shown in appendix 1. It flows from the General Assembly, the Chancellor's Office, the University Council, the Vice-chancellor, the Deputy Vice-chancellors and the constituent departments found therein. Job descriptions, reporting mechanisms and qualifications for each position are highlighted.

CHAPTER I: THE VICE-CHANCELLOR AND SERVICES

Article 50: Appointment

BRAINAE UNIVERSITY Vice-Chancellor is appointed by the General Assembly and approved by the University Council.

Article 51: Attributions

The Vice-chancellor is in charge of the direction and coordination of academic, research, administrative and financial day-to-day activities in the University.

His/her mandate is of four (4) years renewable once and reports to the University Council.

Duties of the Vice-Chancellor:

He/she is especially in charge of the following:

- to implement the decisions of the University Council;
- to ensure rational utilisation and management of the financial assets of the institution;
- to represent the institution of higher learning both at the national and international levels;
- to ensure the welfare, the discipline and the good behaviour of the students and the staff members;
- to forward short, medium and long term budget proposals of the institution to the University Council for approval;
- to submit to the University Council for approval and adoption the annual action plan or the annual budget proposal;

- to prepare the cooperation agreement proposals between the higher learning institutions, research centres and other organs and forward them to the University Council for approval;
- to prepare the annual activity and financial reports of the higher learning institution and to submit them to the University Council for approval;
- to appoint a Deputy Vice-chancellor to replace him or her when the Deputy Vice-chancellor in charge of Academic Affairs is absent or withheld;
- to carry out any other duties as may be assigned to him/her by the University Council.

Article 52:

In case of emergency or impossibility of the University Council to sit for meeting, the Vice-Chancellor can make all necessary decisions so that the University accomplishes its mission.

In this case, the Vice-Chancellor communicates those decisions in a written form to the University Council within three (3) working days after making the decisions. The University Council gives its opinions to those decisions in its following session.

Article 53: Director of the Office of the Vice-Chancellor

This is responsible for the activities in the office of the Vice-chancellor and reports to him/her.

Duties:

- To assist the Vice-chancellor in the academic, administrative and financial preoccupations;
- To analyse and make synthesis of the content of the files to be submitted to the Vice-chancellor's
- Approval;
- To give opinions and advice on the files entrusted by the Vice-chancellor;

- To select the emergent files to be submitted to the Vice-chancellor;
- To control the management of the secretariat of the Vice-chancellor;
- To correct, on behalf of the Vice-chancellor, the files to be signed by the Vice-chancellor;
- To save, study and classify the confidential files of the Vice-chancellor;

Article 54: Secretary in the Vice-Chancellor's Office

This is responsible for the secretarial work in the Vice-chancellor's office and reports to the Director of the Office of the Vice-chancellor.

Duties:

- To receive and direct visitors to the Vice-chancellor's office.
- To receive telephone calls of the Vice-chancellor's office.
- To hold the appointment agenda of the Vice-chancellor.
- To type letters, texts and documents delivered by the supervisor.
- To receive all correspondences and record them.
- To perform other duties as directed by the supervisor.

Article 55: Director of Planning and Resource Mobilization

This is responsible for Planning, Budgeting, Statistics and Resource Mobilization Activities of the University and reports to the Vice-chancellor.

Duties:

The Director of Planning and resource mobilization agent has the following duties:

- To make the plan for the development of the University;
- To make projects of financing activities of the University;
- To carry out a regular follow up of the execution of all projects done under the responsibility of BRAINAE UNIVERSITY and propose the necessary improvements;
- To carry out elaboration and analysis of the new projects;
- To contribute to the mobilisation of funds for the execution of the income generating programme and activities.
- To propose new projects to be submitted to money lenders;

- To do the redaction of the reports of execution of different projects of BRAINAE UNIVERSITY;
- To plan the total number of students, teachers and researchers;
- To study the capacity of receiving new students;
- To assess the application of the objectives of the University and make a report every year.

Article 56: Legal Advisor

This is responsible for handling Legal issues, and technically advising BRAINAE UNIVERSITY management. He reports to the Vice-chancellor.

Duties

Legal advisor has the following duties:

- To analyze legal files submitted to the Vice-chancellor's approval, to give opinions and considerations;
- To evaluate the regulations' projects of the University;
- To give legal opinions as regards the files of the staff;
- To carry out a follow up of the regulation texts submitted to the University Council;
- To prepare elements of the defence of the legal affairs to be submitted to the attorney of the University;
- To lavish advice to the Vice-chancellor if needed.

Article 57: Internal Auditor

This is responsible for operations, procedures, processes and financial audits of the University and reports to the Vice-chancellor

Duties

The Internal auditor has the following duties:

- To ensure the lawfulness of expenditures and payments;
- To carry out, on self-initiative or by the special request, the control on budget execution;
- To verify the regular running and accuracy of operations in order to facilitate the preparation of financial information and make a report;

- To verify the conformity, lawfulness and accuracy of all credit documents;
- To ensure the execution of operations in accordance with regulations into force;
- To ensure that access on assets is only possible with permission of the service in charge of
- Finances' management;
- To submit a monthly report and a synthesis annual report whenever necessary to the Vice-chancellor;
- To audit all services of the University in order to be sure of their effectiveness and efficiency running;

Article 58: Public and Partnership Relations Officer

This is responsible for linkages between the University and outside community, communication, marketing of the University and reports to the Vice-chancellor.

Duties:

- To use all forms of media and communication to build, maintain and manage the reputation of the University;
- To monitor publicity and conduct research to find out the concerns and expectations of the University's stakeholders;
- To plan, develop, implement and monitor communication and partnership strategies for the University;
- To liaise with colleagues, students and external parties and answer enquiries from media, individuals and other organizations after consultation with the top management of the University;
- To research, prepare, write, edit and distribute press releases, publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes, and newsletters;
- To collate, analyze media coverage and arrange interviews with journalists;
- To devise and coordinate photo and publicity opportunities;

- To organize events including press conferences, exhibitions, induction days, open days, exhibitions, functions and press tours aiming at fostering community relations and involvement of the University in community initiatives;
- To maintain and update information on the University's website;
- To source and manage partnership and sponsorship opportunities;
- To assist in preparing organizational documents such as annual reports, corporate profiles and submissions;
- To write speeches, prepare visual aids and make public presentations;
- To plan, develop and manage brand identity of the University;
- To provide partnership outreach support to the Vice-chancellor, monitor the execution of partners' activities and contribute to the success of partnerships;
- To work with the Top management in developing partnership strategies, proposals and partnership agreements;
- To update existing partnerships and relationships and participate in partner meetings, events, etc;
- To research potential partners and make proposals to the Vice-chancellor for further negotiations and engagements and
- To perform other duties as assigned by the Vice-chancellor.

CHAPTER II: THE DEPUTY VICE-CHANCELLOR IN CHARGE OF ACADEMIC AFFAIRS AND SERVICES

Article 59: The Deputy Vice-Chancellor in Charge of Academic Affairs (DVC/A)

The General Assembly appoints the Deputy Vice-chancellor and he/she is approved by the University Council. His/her mandate is four (4) years renewable once and reports to the Vice-Chancellor.

The duties of the Deputy Vice-chancellor shall be:

- To coordinate all activities related to academic programmes and disciplines of the University;
- To coordinate all research activities and programmes;
- To organize meetings of the Senate and to ensure the implementation of its decisions;
- To replace the Vice-chancellor in case of absence or impediment;
- To carry out any other activity in relation to his or her duties as may be assigned to him or her by the Vice-chancellor.

Article 60: Administrative Assistant to DVC/A

This is responsible for administrative work of the Deputy Vice-Chancellor for Academic affairs and reports to the Deputy Vice-Chancellor for Academic affairs.

Duties:

- To assist the DVC/A in both academic and administrative duties;
- To arrange and prepare the work of the DVC/A;
- To analyze and summarize the documents, requests and other information to be submitted to the DVC/A;
- To analyze the correspondences of the office of DVC/A;
- To identify documents to be submitted to the DVC/A;
- To guide the secretary to the DVC/A in her/his work;
- To check the documents submitted to DVC/A for signature;
- To conduct other duties as reasonably assigned by the DVC/A.

Article 61: Secretary to the DVC/A:

This is responsible for secretarial work in the DVC/A's office and reports to the latter.

Duties

- To receive and direct visitors to the Deputy Vice-chancellor for Academic Affairs;
- To receive telephone calls of the DVC/A's office;
- To hold the appointment agenda of the DVC/A;
- To type letters, texts and documents delivered by the supervisor;
- To receive and record all correspondences;
- To perform other duties as directed by the supervisor.

Article 62: The Academic Registrar

The Academic Registrar has the following duties:

- To be responsible for all administrative affairs in relation with recruitment, assessment and advancement of students;
- To be responsible for academic regulations specific to students and organize the ceremonies of granting qualifications;
- To ensure a follow up of decisions of the academic senate;
- To prepare school certificates and students cards;
- To prepare annual texts of the University.
- To establish information on students' state.

Article 63: Registration Officer

This is responsible for academic registration work and reports to the Academic Registrar.

- To register new students entering the University;
- To handle and keep student files;
- To prepare statistics of the registration process;
- To make up dates to administration on the progress of the work;
- To handle files of the students who register.

Article 64: Academic Documents Officer

This is responsible for academic documents of the University and reports to the Academic registrar.

Duties

- To perform evaluations and document audits in the whole University is one of the primary tasks of a document controller.
- To follow effectively the University's standard operating procedures in submissions of documents;
- To submit corporate documents punctually and with quality.
- To ensure that all documents have no errors in filenames, submissions, etc before submitting them to the next department to avoid confusion;
- To prepare all documents and communicate with employees in order to make submissions early;
- To be responsible for coordinating all departments of the University;
- To ensure that all corporate documents are well checked and submitted on time;
- To perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments;
- To be responsible for file validation and document controlling.

Article 65: Career Guidance Officer

This is responsible for career guidance and counselling of students during and after registration and reports to the Academic Registrar.

The Career Guidance Officer's duties are:

- To provide vocational, educational, financial and personal counseling to students and applicants;
- To interview applicants and supply relevant information;
- To provide vocational assessments relative to admission to courses where applicable;
- To provide assistance in career planning and course selection;
- To provide psychological testing of students and interpret results;
- To act as liaison with staff and students;
- To participate in career days and open house;

- To answer enquiries from general public;
- To act sometimes as a counselor for handicapped students;
- To take responsibility in preparatory programs, progress reports, etc;
- To perform other duties as assigned by the supervisor.

Article 66: IT Assistant

This is responsible for information technology related to the registration office and reports to the Academic registrar. The IT Assistant duties are:

- To design and print students cards;
- To design and print academic certificates and transcripts;
- To maintain and support the IT equipment in the registration office in a good and functioning status;
- To assist and technically support the installation and use of different kinds of software used or introduced in the registration office;
- To initiate strategies of helping colleagues in the registration office to use the IT devices used there;
- To work in close collaboration with the mainstream team in ICT department to handle issues related to ICT when need arises.
- To perform the students general registration work;
- To carry out any other duties as directed by the supervisor.

Article 67: Director of Academic Quality

This is responsible for ensuring academic quality standards of BRAINAE UNIVERSITY and reports to the Deputy Vice-Chancellor for Academic Affairs. The committee in charge of controlling the teaching and programmes' quality has the following duties:

- To control the teaching quality and programmes on all levels;
- To ensure that taught programmes are in accordance with the demand of National Council of Higher Education and other education standard in Rwanda;
- To control the consistency and performance of the teaching staff, researchers and academicians, technicians in accordance with regulations into force;
- To organize and supervise the activities of external examiners;

- To supervise the working out of the programmes and harmonisation of curricula;
- To initiate the creation of new faculties and departments by making assessments;
- To ensure the exams are smoothly conducted;
- To assist in conceiving/designing effective measures and procedures for quality teaching, learning, research, publication and assessment;
- To assist in the implementation, monitoring and evaluation of set measures/procedures aiming at ensuring the quality teaching, learning, research, publication and assessment;
- To provide advice and assistance to the academic community on the requirements of and process for program design and approval;
- To support the chair of academic quality committees;
- To assist in the collation, analysis and dissemination of academic management; information and reporting of student progression and achievement data, and meeting quality requirements;
- To assist in the various processes surrounding program and module approval, modification and re-approval and to write a report;
- To assist in maintaining the official repository of the documentation from program validation;
- To monitor and review the flow of information through the academic committee cycle and its provision to relevant executive officers.
- To undertake such other duties as may be reasonably expected and directed by the Deputy Vice-Chancellor for Academic affairs.

Article 68: Academic Quality Officer

This is responsible for implementing academic quality objectives in the office of the Director of

Academic Quality (DAQ) and reports to the DAQ. The duties are:

- To assist in conceiving/designing effective measures and procedures for quality teaching, learning and assessment;

- To assist in the implementation, monitoring and evaluation of set measures/procedures aiming at ensuring the quality of teaching, learning and assessment;
- To provide advice and assistance to the academic community on the requirements of the process for program design and approval;
- To support the chair of academic quality committees;
- To assist in the collation, analysis and dissemination of academic management; information and reporting of student progression and achievement data, and meeting quality requirements;
- To assist in various processes surrounding program and module approval, modification and re-approval and to write a report;
- To assist in maintaining the official repository of the documentation from program validation;
- To monitor and review the flow of information through the academic committee cycle and its provision to relevant executive officers;
- To undertake such other duties as may be reasonably expected.

Article 69: Programs Development Officer

This is responsible for developing academic programs/curricula like modules, courses and units and reports to the Director of Academic Quality (DAQ). The duties are:

- To set sales targets and define strategy to achieve these targets and to follow the set strategy punctually;
- To manage the proposal development process and maintain the time-lines for the proposal teams;
- To coordinate with sponsors concerning size, standards, conditions and timing of research;
- To develop draft proposals based on team meetings and discussions;
- To maintain the Business Development databases
- To support marketing activities, including trade/ scientific shows, mailings, etc.

Article 70: Examinations Officer

This is responsible for overseeing, coordinating and organizing examination related activities of the University and reports to the Director of Academic Quality (DAQ).

Duties:

- To ensure quality of exams by verifying their validity;
- To prepare the booklets of exams and ensure their security;
- To control the examinations and ensure that rules and regulations are adhered to;
- To manage the stock of examination booklets;
- To plan the invigilation and supervision of exams;
- To come up with examination timetables;
- To collect examinations from departments;
- To advise the DAQ and Registrar on examination procedures;
- To work hand in hand with the DAQ to ensure validity of exams.
- To plan for exams in CAL in case of such a plan;
- To report on examination progress and conduct;
- To perform any other duties as it may be required by the supervisor.

Article 71: Secretary to DAQ

This is responsible for performing secretarial work in the office of the Director of Academic Quality (DAQ) and reports to the DAQ.

Duties:

- To receive and direct visitors to the DAQ;
- To receive telephone calls of the DAQ's office;
- To hold the appointment agenda of the DAQ;
- To type letters, texts and documents delivered by the supervisor;
- To receive and record all correspondences;
- To perform other duties as directed by the supervisor.

Article 72: Director of Library

This is responsible for the overall services in the University Library and reports to the Deputy Vice-Chancellor in charge of Academic Affairs.

The Director of Library has the following duties:

- To supervise and coordinate the librarian activities of the University;
- To coordinate all activities related to the acquisition, preservation and circulation of the documents of the library;
- To carry out the role of information organ of the University and take care of any publication;
- To update the list of archives;
- To elaborate the budget proposals of the library and ensure their execution;
- To carry out any other task in relation with his/her duties entrusted by his/her hierarchical superior authority.

Article 73: Chief Librarian

This Chief Librarian is responsible for library work and is supervised by the Director of library.

The duties are:

- To keep himself busy by cataloguing;
- To determine the classifying index of books in library;
- To keep himself busy by the documents 'indexation;
- To organize a database of publishers and bookshops;
- To ensure a daily follow up of library 'activities.

Article 74: In-Charge of Electronic Library

This person is responsible for the electronic library of the University and is supervised by the Director of library.

Duties and responsibilities include:

- To catalog and maintain accurate records of the collection she/he is managing on behalf of an art gallery, public library or other domain;
- To plan and coordinate technical work and manage special projects.
- To work closely with teammates,
- To ensure that all information shared with the public over the web is properly licensed, especially pieces donated or that are on loan to the library;
- To maintain relationships with all suppliers associated with the digital library.

Article 75: Librarian

This is responsible for library work and reports to the Chief Librarian. The duties are:

- To receive and help library's users during their researches in the library;
- To complete and update regularly the readers' file;
- To ensure all the lending document process;
- To establish a database of forms in use in the library;
- To complete and update the cataloguing forms;
- To write and record readers 'cards.

Article 76: Director of CERID (Centre for Research, Consultancy and Development Oriented Studies)

This is responsible for directing overall research consultancy and publication activities in the

University and reports to the Deputy Vice-Chancellor for Academic Affairs.

The duties are:

- To set up policies, procedures and mechanisms of research promotion and to coordination aiming at achieving institutional objectives, vision and mission;
- To build and provide sufficient support to enhance research capacity and to increase internal and external research opportunities for lecturers, researchers and students;
- To manage the research plans effectively and efficiently, and to ensure that quality and standard of research as well as ethical behaviour are met;
- To encourage and support the raising of funds for research conducted by the research Centre, lecturers and students, including cooperation with sponsors, customers and fundraising initiatives;
- To develop linkage between the Centre and researchers, industries, the private sector, as well as the community in priority fields of intervention of the University to the mutual benefit of both institutions;

- To encourage and support storage of research findings/publications for all research activities undertaken with or on behalf of the University;
- To ensure dissemination of research findings, and knowledge/technology transfer to society through outreach activities including seminars, workshops, lectures, trainings, publications, contract work, and commercialization of intellectual property;
- To encourage staff participation in consultancies which bring opportunities and benefits to the institution, staff, students and customers;
- To negotiate and enter consultancy contracts bringing significant benefits to the University, and provide a flexible management framework to cover the range of consultancies customarily undertaken by members of the University using its brand name, services, spaces, facilities, and equipment; To advise the Deputy Vice-Chancellor for Academic Affairs in the conception, implementation and monitoring of research, consultancy and community development policies and practices so as to make the University a pole of radiance in its domains of intervention;
- To lead the Centre in charge of research, consultancy and community service, and supervise activities of staff at the disposal of the Centre.

Article 77: Project Monitoring and Evaluation (PME)

This is responsible for Planning projects, monitoring and evaluating them and deputizing the Director of CERID. He/she reports to the Director of CERID.

Duties:

- To assist the Director of CERID in coordinating and supervising programs and activities of the Deputy Vice-Chancellor and in setting up and implementing policies and procedures pertaining to quality research, consultancy, and community outreach services.
- To be specifically responsible for:
 - ✚ Developing, recommending, and implementing a feasible and useful M&E process;

- ✚ Undertaking needs assessment and developing procedures for good project management practices;
- ✚ Providing a thorough follow-up of the implementation of collaborative projects and ensuring that technical and financial reports are timely provided and consistent with budget management procedures and guidelines;
- To assist in CERID staff management with regard to the Institution's rules and regulations;
- To provide required follow-up of the implementation of annual budgets and make appropriate recommendations for adjustments;
- To ensure that periodical and annual activity plans and reports from units are timely submitted and draft periodical and annual plans and reports for the Deputy Vice-chancellor;
- To perform any other duties as required by supervisors.

Article 78: In-Charge of Technology Transfer

This is responsible for transfer, multiplication and implementation of new technology in research, consultancy and publication and reports to the Director of CERID.

Duties:

- ✚ To coordinate the transfer of knowledge and various technical skills to communities, particularly the farming community;
- ✚ To promote the awareness and marketing of community outreach services of BRAINAE UNIVERSITY to inside and outside the institution;
- ✚ To monitor and evaluate the impact of community outreach initiatives, activities /projects and programs, beneficiaries, promoters and undertakers including partners and other actors;
- ✚ To ensure good management of finance and human resources involved in community outreach services;
- ✚ To maintain and develop relationship with partners, particularly at the grass root level;
- ✚ To assist and collaborate with other BRAINAE UNIVERSITY staff involved in community outreach activities;

- ✚ To initiate and develop income generating activities;
- ✚ To ensure that community outreach policies, procedures, and regulations are enforced, and to propose any required updates for service delivery quality improvement;
- ✚ To perform any other duties as requested by supervisors.

Article 79: In-Charge of Laboratory

This is responsible for analysis, testing, research, consultancy and giving technical viewpoints in relation to laboratory experiment/work and reports to the Director of CERID.

Duties:

- To develop, implement, and maintain up-to-date inter and intra-laboratory quality control protocols;
- To ensure that BRAINAE UNIVERSITY (CERID) has well and update equipment, reagents and procedures manuals for physical, chemical and /or biological analyses;
- To ensure that laboratory materials and reagents are operational and well maintained;
- To ensure that laboratory analysis results meet quality standards;
- To participate in marketing the quality of BRAINAE UNIVERSITY laboratories and in so generating income for the institution;
- To recommend partnerships with other national and regional laboratories;
- To produce monthly, quarterly, and annual reports & action plans;
- To perform any other duties as assigned by supervisors.

Article 80: Laboratory Assistant

This is responsible for everyday activities of the laboratory.

Duties:

- To perform laboratory tests in order to produce reliable and precise data to support scientific investigations;

- To carry out routine tasks accurately and following strict methodologies to carry out analyses;
- To prepare specimens and samples;
- To construct, maintain and operate standard laboratory equipment,
- To record and sometimes interpret results to present to senior colleagues;
- To keep up to date with technical developments, especially those which can save time and improve reliability;
- To conduct researches on identified topics relevant to the research;
- To follow and ensure strict safety procedures and safety checks.

Article 81: In-Charge of Research and Publication

This is responsible for research, consultancy and publication and reports to the Director of CERID.

Duties

- To conceive business and research ideas,
- To research on community based activities;
- To make project proposals, papers and concept notes;
- To make community needs assessments;
- To present research papers for publication;
- To participate in the publication of the research journals;
- To perform any other duties as assigned by supervisor.

Article 82: In-Charge of Community Services

This is responsible for outreach community support, activities, and reports to the Director of CERID.

Duties

- To conduct community outreach field studies,
- To participate in community meetings where necessary in order to link them with BRAINAE UNIVERSITY;
- To organize trainings to the benefit of different communities;
- To make reports on the community needs in line with the areas of interventions of the University;

- To perform any other duties as assigned by supervisor.

Article 83: Secretary to the Director of CERID

This is responsible for secretarial work in CERID and reports to the Director of CERID.

Duties

- To receive and direct visitors to the Director of CERID;
- To receive telephone calls of the CERID's office;
- To hold the appointment agenda of the CERID;
- To type letters, texts and documents delivered by the supervisor;
- To receive and record all correspondences;
- To perform other duties as directed by the supervisor.

Article 84: Director of ICT

This is responsible for heading the IT/ICT department of the University and reports to the Deputy Vice-Chancellor for Academic Affairs.

The Director of ICT has the following duties:

- To plan the functioning and the activities of ICT;
- To improve the functioning of the web site of BRAINAE UNIVERSITY;
- To organize the trainings in ICT and computing;
- To identify the needs in terms of computing application and plan the supplies;
- To coordinate the work out of security mechanisms of the data and network;
- To establish the periodic reports on the functioning of ICT.

Article 85: Webmaster

This is responsible for the website of the University and reports to the Director of ICT.

Duties:

- To plan the layout of the University network;
- To monitor the functioning of the internet connectivity;

- To give recommendations to management or ICT department on network issues;
- To help individual staff and departments to resolve network impediments in case of any;.
- To organize trainings for staff in internet network connection issues;
- To make proposals on how to expand our efficiency in internet connectivity;
- To put checks and balances in BRAINAE UNIVERSITY internet system;
- To work out security mechanisms of the data and other information of BRAINAE UNIVERSITY;
- To strengthen network connectivity on all campuses of BRAINAE UNIVERSITY;
- To develop and manage websites;
- To perform other duties as reasonably directed by the supervisor.

Article 86: ICT Officer

This is responsible for network upgrading, software and hardware maintenance of the University and reports to the Director of ICT.

Duties:

- To ensure the functioning and the activities of ICT;
- To improve the functioning of the web site of BRAINAE UNIVERSITY;
- To conduct trainings in ICT and computing;
- To identify the needs in terms of computing application and plan the supplies;
- To ensure the work out of security mechanisms of IT equipment, data and network;
- To establish the periodic reports on the functioning of ICT.
- To maintain the hardware and software systems of BRAINAE UNIVERSITY.

Article 87: Hardware Maintenance Officer

Duties:

- To maintain and repair technology-related equipment

- To set up installation of operating system, device drivers, network hardware, installing cabling and connectors, configuring settings, and security devices;
- To maintain records of repair, placement and maintenance of ICT equipment;
- To participate in the assisting and training about the use of technology;
- To perform service calls for technology-related problems in the University.

Article 88: IT Assistant

This is responsible for minor IT operations under the supervision of IT officers and professionals.

Duties:

- To assist IT officers in hardware and software maintenance;
- To maintain and support the IT equipment in a good and functioning status;
- To assist and technically support the installation and use of different soft wares used;
- To work in close collaboration with the mainstream team in ICT department to handle issues related to ICT when need arises;
- To oversee students' works in ICT laboratories;
- To maintain good order in computer laboratories and ICT operation rooms;
- To carry out any other duties as directed or delegated by the supervisor.

Article 89: Director of the Centre for Language Development and Promotion (CAL)

This is responsible for language development and promotion activities and reports to the Deputy Vice-Chancellor for Academic Affairs.

Duties:

- To design and establish the overall policy of the centre;
- To largely contribute to the recruitment of the teaching staff in the centre;

- To coordinate all the activities of the centre;
- To establish the calendar of the trainings;
- To avail all necessary means to the trainings;
- To ensure regular follow-up of the execution of the activities specific to the trainings;
- To give the periodic reports of the current state of the training.

Article 90: In-Charge of Trainings

This is responsible for trainings in language to both staff and students at CAL and reports to the Director of CAL.

Duties:

- To make assessment and proposals for Language trainings for BRAINAE UNIVERSITY staff;
- To conduct trainings and make reports on them;
- To monitor language trainings taking place in CAL;
- To liaise with management to make language conferences and meetings to improve languages;
- To perform other duties as reasonably directed by the supervisor.

Article 91: Secretary to Director of CAL

This is responsible for secretarial work at CAL and reports to the Director of CAL.

Duties:

- To receive and direct visitors to the Director of CAL;
- To receive telephone calls from the Deputy Vice-Chancellor's office;
- To hold the appointment agenda of the Director of CAL;
- To type letters, texts and documents delivered by the supervisor;
- To receive and record all correspondences;
- To perform other duties as directed by the supervisor.

Section 3: Dean of Faculty or Director of School

Article 92: Appointment of the Dean/Director of school

The Dean of Faculty or the Director of School shall be elected by the members of permanent teaching and research staff in their respective faculties or centres, upon approval by the University Council on request by the Senate. The term of office for a Dean or a Director shall be three (3) years renewable once and reports to the Deputy Vice-Chancellor for Academic affairs.

A candidate on the post of dean of faculty or Director of research centre must be a permanent lecturer or researcher and who holds a PhD.

Duties:

The Dean of Faculty, the Director of a Centre shall be responsible for the general smooth running of academic activities, education, research and administrative affairs in accordance with their respective duties.

His/her duties are the following:

- To carry out a follow up of the implementation of the teaching, research programmes together with those organized for serving the community;
- To convene and chair the meetings of the faculty and those of department if necessary and make a report that he/she submits to the hierarchical superior authorities;
- To make control, follow up and evaluation of teachers, researchers together with the administrative and technical staff appointed in the faculty;
- To coordinate all activities of the faculty in relation with teaching and administration and stand for them before the hierarchical superior authorities;
- To communicate to the faculty council all the important problems regarding the good functioning of the faculty under his/her responsibility;
- To elaborate the annual budget of the faculty and submit it to the Vice-chancellor and to Deputy Vice-Chancellors;

- To carry out any other task relating to the duties assigned to him or her by the Deputy Vice-chancellors.

Article 93:

Based on opinions of the Faculty council and well-founded arguments; the Vice-Chancellor may request the Academic Senate or the Executive Council to deprive the Dean or the School Director of his/her office.

Article 94: Administrative Assistant to the Dean

This is responsible for administrative duties of the dean's office and reports to the dean

Duties:

- To deal with faculty specific issues and documents;
- To arrange the appointments with the faculty dean for those who want to meet him/her;
- To prepare and file students results;
- To collect students marks from departments;
- To elaborate any given activity reports and documents;
- To handle faculty correspondences;
- To participate in the organization of examination rooms;
- To perform any other duties as reasonably assigned by the supervisor.

Section 4: Vice-Dean of Faculties or Deputy-Director of Schools

Article 95: Appointment of the Vice-Dean:

The members of permanent teaching and research staff elect the Vice-dean and the Senate based on the proposal of faculty, school or research centre council who approves that election. He/she is elected for a mandate of three (3) years renewable once.

A candidate on the post of Vice-dean of faculty or Deputy Director of school or Research centre must be a permanent lecturer or researcher.

Duties:

The Vice-dean of the faculty or Deputy-Director of a school assists the dean of the faculty or Director of a school in the duties and replaces him/her in case of absence or impediment.

In that case he/she is in charge of the following special duties:

- To coordinate all academic activities;
- To encourage and supervise researches;
- To carry out a follow up of the implementation of teaching programmes and update them;
- To carry out a follow up of the partnership activities for students;
- To prepare activities and elaborate a synthetic report;
- To examine every disciplinary problem of the teachers, researchers together with administrative and technical staff appointed in the faculty or school;
- To carry out a follow up of the management of classrooms of the faculty or school;
- To carry out any other activity in relation to his or her duties as may be assigned to him or her by the Dean of faculty, school or Deputy Vice-chancellor.

Section 5: Head of Department

Article 96: Appointment

The Head of a Department shall be elected by the permanent teaching and searching staff and is thereafter approved by the Senate. The term of office of a Head of Department shall be three (3) years renewable once.

A candidate on the post of head of department must be a permanent lecturer or researcher in the department.

Duties:

The Head of Department's duties shall be:

- To convene and chair the meetings of the department council;
- To prepare and carry out a follow up of the teaching programme and research projects together with actions which contribute to the development of the community;

- To fix, according to the calendar settled by the senate, the teaching programme of the department;
- To prepare the budget of the department and stay up on its execution;
- To determine and give opinions about didactic material, books and journals that the department needs;
- To manage the administrative and technical staff together with the students of the department;
- To supervise the teachers' and researchers' activities in the department;
- To evaluate at the first level the teachers' and administrative staff's work of the department;
- To prepare the consultative meetings and conferences within the department;
- To look for mechanisms for comparing the researches and teaching programmes in terms of putting accent on researches shared by a great number of researchers and those with aspect of numerous domains of knowledge and coordinate the researches done by students;
- To elaborate previsions of the needs of the teaching and research staff.

Article 97: Department Secretary

This is responsible for administrative duties of the HoD's office and reports to the HoD

Duties:

- To assist the HOD in the teaching workload elaboration;
- To plan and follow up teaching in the department;
- To take and keep minutes of the department meeting;
- To keep department records;
- To collect marks from module leaders;
- To collaborate with lecturers in the department;
- To oversee financial requisitions at department level;

- To attend staff and students meetings during his/her office hours/time according to the schedule;
- To perform other duties as directed by supervisor.

Article 98: Teaching Staff/Lecturers

This is responsible for teaching and research activities at the department level and reports to the HoD.

Duties:

- To ensure that quality teaching is done;
- To prepare, administer examinations to students as well as mark them and to ensure professionalism in this process;
- To submit student marks to the department on time;
- To submit to the department the marking schedule on time;
- To supervise the students dissertations and trainings on time;
- To take part in the meetings of faculties and departmental consul;
- To take part in research activities;
- To carry out community-development activities;
- To supervise examinations;
- To generally take part in the academic activities of the faculty and of the University in general;
- To carry out any other duties as directed or delegated by the supervisor.

CHAPTER III: THE DEPUTY VICE-CHANCELLOR FOR ADMINISTRATION AND FINANCE AND SERVICES:

Article 99: Deputy Vice-Chancellor in Charge of Administration and Finance (DVC/AF)

This is responsible for overseeing the University Finance and Administration and reports to the Vice-Chancellor.

The Deputy Vice-chancellor in Charge of Administration and Finance/DVC/AF is appointed by the General Assembly and approved by the University Council. His/her mandate is four (4) years renewable once and reports to the Vice-chancellor.

The duties of the Deputy Vice-Chancellor in charge of Administration and Finance shall be:

- To coordinate all activities connected with the organizational chart and to the staff of the University;
- To elaborate the budget proposal of the University;
- To mobilise financial resources and other assets of the University and monitor their utilisation;
- To carry out any other activity in relation to his or her duties as may be assigned to him or her by the Vice-chancellor.

Article 100: Administrative Assistant to DVC/AF.

This is responsible for administrative work of the DVC/AF and reports to the Deputy Vice-Chancellor for Administrative and Finance Affairs.

Duties:

- To assist the DVC/AF in both financial and administrative duties;
- To arrange and prepare the work of the DVC/AF;
- To analyze and summarize the documents, requests and other information to be submitted the DVC/AF;
- To analyse the correspondences of the office of DVC/AF;
- To identify documents to be submitted to the DVC/AF;
- To guide the secretary to the DVC/AF in her/his work;
- To check the documents submitted to DVC/AF for signature;
- To conduct other duties as reasonably assigned by the DVC/AF.

Article 101: Secretary to the DVC/AF

This is responsible for secretarial work in DVC/AF's office and reports to the DVC/AF.

Duties:

- To receive and direct visitors to the DVC/AF;
- To receive telephone calls of the DVC/AF's office;
- To hold the appointment agenda of the DVC/AF;
- To type letters, texts and documents delivered by the supervisor;
- To receive and record all correspondences;

- To perform other duties as directed by the supervisor.

Article 102: Director of Administration and Finance

This is a strategic thought-partner, and reports to the DVC/AF. It is a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources and administration.

Duties:

To analyze and present financial reports in an accurate and timely manner; to clearly communicate monthly and annual financial statements, to collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting;

- To coordinate and lead the annual audit process, to liaise with external auditors and the finance committee of the board of directors and to assess any changes necessary;
- To oversee and lead annual budgeting and planning process, administer and review all financial plans and budgets, to monitor progress and changes and keep senior leadership team abreast of the organization's financial status;
- To manage organizational cash flow and forecasting;
- To implement a robust contracts management and financial management/ reporting system, to ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and to support operational requirements, to
- To update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual;
- To effectively communicate and present the critical financial matters to the University Council;
- To further develop human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, trainings and recruitments;

- To ensure that recruitment processes are consistent and streamlined;
- To establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures;
- To work closely and transparently with all external partners including third-party vendors and consultants;
- To oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Article 103: Director of Administration and Human Resources

This is responsible for administration and Human resource related work and reports to the DVC/AF.

The Director of Human Resources and Administration has the following duties:

- To manage and coordinate human resources and administrative functions including personal administration and payroll;
- To provide leadership and direction to all staff to ensure efficient use of human resources;
- To establish and maintain internal controls to ensure compliance with human resources legislation, policies and procedures;
- To provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees;
- To study effective mechanisms aiming at improving the output of the staff;
- To ensure preparation and follow up of job announcements for the recruitment of new employees;
- To prepare and submit monthly, quarterly and annual reports on administration and human resources;
- To supply the staff with pertinent information and valuable know-how in order to maintain smooth, risk-free operations within the organization;
- To set the achieving targets for the employees and then define the ways to the staff so as to create the institutional work plan;
- To attend meetings of and make presentations to Statutory organs of the University;

- To carry out any other duty assigned by the Deputy Vice-Chancellor for Administration and Finance or the Vice-Chancellor.

Article 104: Human Resources Officer

This is particularly responsible human resource issues and reports to the Director of Human Resources and Administration.

- To ensure the management of the staff of BRAINAE UNIVERSITY;
- To keep and update BRAINAE UNIVERSITY's employees files;
- To file incoming document;
- To examine the requests of the staff;
- To establish plans of the staff training;
- To study the mechanisms aiming at improving the output of the staff;
- To ensure the preparation and follow up of the job announcement files for the recruitment of new employees;
- To participate in recruitment of new employees.

Article 105: Director of Finance

This is responsible for financial issues and reports to the DVC/AF.

The Director of Finance has the following duties:

- To ensure effective planning and financial resources management;
- To ensure good implementation of the action plan and execution of the budget;
- To mobilise financial resources and other assets, and to monitor their utilization;
- To promote income generating activities and to ensure a regular follow-up;
- To prepare and submit monthly, quarterly and annual financial reports;
- To supervise and ensure effective, full and accurate accounting records;
- To manage all types of assets of the University;
- To manage the treasury of the University;
- To participate in the provision of effective strategic, financial and human resources planning and information;
- To research, prepare and submit the annual budget;

- To attend meetings of and make presentations to Statutory organs of the University;
- To ensure compliance with and adhere to financial legislation, policies and procedures;
- To respond to auditors' comments concerning finance and operations and oversee required action to address deficiencies;
- To carry out any other duty assigned by the DVC/AF or the Vice-Chancellor.

Article 106: Chief Accountant

This is responsible for supervising and monitoring accounting work and reports to the Director of Finance.

Duties:

- To handle full spectrum of financial and cost accounting role, forecasting, budgeting, etc;
- To be responsible for day to day finance and accounts operations;
- To perform full set of accounts and ensure timely closing of accounts;
- To perform project cost forecasts/budgets, cost tracking, monitoring and controls;
- To be responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting;
- To review & approve payment vouchers & journal entries;
- To perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis;
- To issue project cost reports for review and approval;
- To develop and maintain internal control and effective accounting system and policies for the set up;
- To support the Director of Finance in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy;
- To establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns;

- To work consultatively with the respective departments on cost reduction initiatives;
- To carry out any other duty assigned by the Director of Finance.

Article 107: Accountant

This is responsible for accounting work and reports to the Director of Finance.

Duties:

- To prepare asset, liability, and capital account entries by compiling and analyzing account information;
- To keep documents financial transactions by entering account information;
- To recommend financial actions by analyzing accounting options;
- To summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports;
- To substantiate financial transactions by auditing documents;
- To maintains accounting controls by preparing and recommending policies and procedures;
- To guide accounting clerical staff by coordinating activities and answering questions;
- To reconcile financial discrepancies by collecting and analyzing account information;
- To secure financial information by completing database backups;
- To maintain financial security by following internal controls;
- To prepare payments by verifying documentation, and requesting disbursements.
- To answer accounting procedure questions by researching and interpreting accounting policy and regulations;
- To comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions;

- To prepare special financial reports by collecting, analyzing, and summarizing account information and trends;
- To maintain customer confidence and protect operations by keeping financial information confidential;
- To maintain both professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks, and participating in professional societies,
- To accomplish the result by performing the duty;
- To contribute to team effort by accomplishing related results as needed;
- To carry out any other duty assigned by the Director of Finance.

Article 108: Recovery Officer

Duties:

- To ensure correct amounts invoiced;
- To ensure the effective collection of all fees due to the University;
- To liaise with other services to ensure correct amounts charged;
- To deal with routine correspondence with regard to any collection or recovery issue;
- To be responsible for Issue Reminders notices and summons as regards payment due to the University;
- To complete financial reconciliation as regards income collected;
- To prepare refunds and write-offs and pass these to the Director of Finance;
- To make and monitor arrangements for payment of fees due to the University;
- To liaise with outside Debt Collection agents;
- To maintain the computer based information systems on all recovery activities;
- To report on the recovery statement as required.

Article 109: Director of Work and Infrastructure

This is responsible for the University works and infrastructure and reports to the DVC/AF.

Duties:

- To detect the breakdowns in relation with electric and plumber installations and solve them;
- To repair the above mentioned breakdowns in the classrooms, offices and other Infrastructures of BRAINAE UNIVERSITY;
- To organize, control and make a follow up of property's works in the University, in its surrounding areas and in other rooms used by BRAINAE UNIVERSITY;
- To elaborate, on request of hierarchical superior authorities, the estimate of construction, electric installations and plumber before submitting them to the money providers;
- To ensure the maintenance of tools in use by students;
- To provide the technical opinion about the estimates in relation with construction, plumber and electricity works established by an outsider;
- To accomplish other activities and interventions requested by BRAINAE UNIVERSITY;
- To supply BRAINAE UNIVERSITY with office furniture and other necessary tools;
- To work out the monthly, quarterly and annual report about the furniture expenditure and office materials.

Article 110: Logistics and stores officer

This is responsible for logistics and stores of the University and reports to the Director of Work and infrastructure.

Duties:

- To maintain the logistics of the University;
- To make sure that file/stock records are well kept;
- To conduct stock taking;
- To make periodical reports on stock;
- To keep and store stock keys safe and secure;
- To carry out any other reasonable work in store and infrastructure department.

Article 111: Technician/Attendant

This is responsible for technical work and attendance in the University and reports to the Director of Work and Infrastructure.

Duties:

- To maintain electricity facilities of the University;
- To advise BRAINAE UNIVERSITY management on technical areas like electricity related upgrading or procurements;
- To make routine inspections of electric facilities;
- To maintain door and window padlocks including replacing and repairing the old.
- To repair some machines that require repairing;
- To perform any other reasonable work in store and infrastructure department.

Article 112: Driver

This is responsible for driving the University vehicles and reports to the Director of Works and infrastructure.

The driver has the following duties among others:

- To ensure that the University vehicles are clean and maintained in a good state;
- To maintain and update the records relating to BRAINAE UNIVERSITY vehicles.
- To follow up the regular subscriptions and taxes that the vehicles should pay;
- To submit regular reports about the vehicles;
- To know the schedule of technical control for vehicles;
- To perform such work as reasonably directed by the supervisor.

Article 113: Security Guard

This is responsible for ensuring the security of people and their property in the University and reports to the Director of Works and infrastructure. The security guard/group has the following duties:

- To ensure that the security of staff and other people in the University is guaranteed;
- To ensure that peoples' property and that of the University within the campus are secured enough;
- To guide and receive people entering the University;
- To make periodical reports on the security of the University;
- To expeditiously feed BRAINAE UNIVERSITY community with information relating to security;
- To send quick alerts to people in case of suspicion in terms of security;
- To help in manual work like carrying things and off or on loading activities.

Article 114: Dean of students

This is responsible for the students' community of the University and reports to the DVC/AF.

The Dean of students has the following duties:

- To design any policy aiming at ensuring a climate of serenity within the student community;
- To be a link between students and the authority of the University;
- To receive and direct the requests of students;
- To plan and organize activities of the Students' union and associations in connection with the radiation of BRAINAE UNIVERSITY;
- To rationally manage the inheritance placed at the disposal of the Students' union of BRAINAE UNIVERSITY;
- To promote the ethical and cultural behavior among staff and students;
- To promote the community loyalty towards the University;
- To ensure the welfare of students and staff.

Article 115: In-charge of Sports and Culture

This is responsible for sports, culture and social affairs of the University and reports to the Dean of students.

His/her duties and responsibilities include;

- Coordinating sports, cultural and social affairs in the University;

- Supervision of BRAINAE UNIVERSITY coaches and ensuring that they do the best for the University;
- Supervision of the University teams like volley, football, and basket;
- Making requests related to social, sports and culture;
- Sensitization and mobilization of BRAINAE UNIVERSITY community in social, cultural and sports activities;
- Linking the University with the district or ministry of sports and culture;
- Representing the University outside in sports, cultural and social affairs;
- Recruitment of competent players into the University teams;
- Making advocacy in issues of sports, culture and social affairs.

Article 116: Procurement Officer

This is responsible for procurement, logistics and supply chain management and reports to the Deputy Vice-Chancellor for Administration and Finance. It is considered to the rank of Head of Unit.

Duties :

- To plan, prioritize, assign, supervise and review work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services;
- To assume responsibility and oversight of purchases involving use of Requests for Proposals, open bids, etc.
- To ensure good and accurate preparation, submission, and filing of necessary documents used in purchase of goods and services;
- To provide input on budget as regards purchases of both goods and services and of expenditures;
- To advise the Chief budget manager about suitable measures aiming at an effective budget execution as far as purchases are concerned;
- To represent the department at various meetings with administration and other institutional services especially having acquisition of goods and services concerns;

- To analyze problems and protests concerning bid solicitations, contract awards or contract performance as the need arises, and give a proposal to the top hierarchical organ;
- To develop and report on monthly, quarterly, semester and annual procurement plans;
- To ensure effective procurement procedures including the selection of appropriate suppliers and contractors, promotion of good procurement practices with due regard to sustainability, ethical purchasing standards and compliance with public procurement regulations as well as delivery requirements;
- To participate in the Internal Tender Commission activities working closely with the chairperson of the commission and other members;
- To work with the departments of planning, finance and internal audit in order to effectively monitor the budget execution as regards purchases;
- To actively promote the procurement function within the University including the development and improvement of skills of staff involved in the devolved purchasing environment;
- To support and undertake projects for the Value for money Steering services, report findings and make proposals to support potential change of policy;
- To carry out any other activity assigned by the Deputy Vice-Chancellor for Administration and Finance as regards procurement.

Article 117: Campus Coordinator

This is the coordinator of BRAINAE UNIVERSITY satellite campus and reports to the Vice-chancellor.

Duties:

- To maintain records and report procedures for deeds, contracts, inspection reports, project schedules, progress reports, and other related matters of the campus;

- To manage, supervise and coordinate activities of full-time and part-time employees as well as other activities done at the campus;
- To prepare detailed plans for the development of campus and submit them to the Vice-chancellor;
- To coordinate with deans and department heads teaching, research, community services and support activities carried out at the campus;
- To implement decisions of statutory organs and those of the Top management;
- To ensure rational utilisation and management of the financial assets of the campus;
- To represent the Vice-chancellor and the campus at the local level;
- To ensure the welfare, discipline and good behaviour of students and staff members of the campus;
- To submit the annual action plan and the annual budget proposals to the Vice-chancellor for approval and adoption;
- To report monthly, quarterly, per semester and annually on activities done at the campus;
- To carry out any other duties as may be assigned by the Vice-chancellor.

Article 118

The positions, categories, grades, duties and responsibilities of other staff of a campus should align with provisions stated above.

CHAPTER IX: QUALIFICATION

Article 119: Senior management

Minimum general required qualifications for any post of the senior management are:

- Possession of a PhD in any discipline and good academic record
- Good experience in the field of Higher Education in teaching and research
- Research publications in national and peer-reviewed/referred international research journals.

- Good administrative experience in the field of Higher Education and Research.
- Experience of working with national, regional and international bodies or international exposure through participation in workshops, seminars or conferences held outside the country.
- Experience in organizing events such as workshops, seminars, conference at an international level within the country in the field of higher education.
- Demonstrated experience in leadership.

Article 120: Teaching and research staff

Minimum general qualifications for teaching and research staff are specified by their academic ranks as determined by internal regulations and prescriptions by the National Council for Higher Education.

Article 121: Administrative, technical and support staff

Minimum general qualifications for administrative, technical and support staff are set according to positions and grades to be occupied. Specific qualifications shall be established by the Senior Management on behalf of the Executive Council.

Grade/Position	Minimum General Qualification
Division Manager	<ul style="list-style-type: none"> ☞ Master’s Degree in relevant field ☞ Relevant experience (5 years) in the domain of application ☞ Good leadership skills ☞ Proven organizational and entrepreneurship skills ☞ Critical analysis and thinking
Unit Manager	<ul style="list-style-type: none"> ☞ Master’s Degree in relevant field ☞ Good experience (3 years) in the domain of application ☞ Good leadership skills ☞ Good interpersonal skills ☞ Organizational and managerial capacity

Officer	<ul style="list-style-type: none">✎ Bachelor's Degree in relevant field✎ Experience (2 years) in the domain of application✎ Good interpersonal skills✎ Organizational and managerial skills
Assistant	<ul style="list-style-type: none">✎ Certificate/Diploma (A2 or A1) in relevant field✎ Experience (2 years) in the domain of application✎ Good interpersonal skills✎ Organizational and managerial skills
Attendant	<ul style="list-style-type: none">✎ Reading and writing capacity✎ Good interpersonal skills✎ Organizational skills

PART III: STAFF CATEGORISATION

CHAPTER ONE: TEACHING AND RESEARCH STAFF

Article 122: Permanent Lecturers

A permanent lecturer is one who has a permanent contract with BRAINAE UNIVERSITY and with a workload of 1980 working hours per year or less depending on other activities he/she does (research and further studies). In this case, if a lecturer has more than 1200 teaching hours per year, he/she is paid separately for this extra time.

Article 123: Part-time/Visiting Lecturers

A visiting lecturer is one who is not full time at the University and has a teaching workload that does not exceed 300 hours per year.

Article 124: Research Staff

The researchers must carry out researches and participate in the meetings of the Faculties, Schools or Departments but in such circumstances they do not have right to vote.

Article 125: Rights

The members of the teaching staff and researching have right:

- To give opinions about the shape and system of lecturing, researching and education.
- To be promoted in grade and benefit from related regulations according to the law.
- To extend their knowledge and capacities by means of trainings sanctioned by diplomas and certificates together with other appropriate trainings.
- To exercise the consultancy services with University authorisation in conformity with internal regulation.
- To suspend, for a short period, the lecturing work in order to carry out researches for interests of the University and the country in respect of the internal regulations of the University.

Article 126: Obligations

Lecturers and researchers must:

- Hitch up themselves to the academic activities, research and look for solving problems of the population in the name of the University.
- Participate in the management of the University.

Article 127: Duties

The main tasks of the lecturers are:

- To observe the regulations of the University together with other laws and regulations;
- To prepare and lecture the lessons in order to provide students with required knowledge;
- To supervise and sustain students in their studies and research works;
- To carry out the research works based on the programme of the University;
- To carry out researches in the framework of promoting science, technology and community services;
- To stay up for the education of students and be exemplary in terms of discipline;
- To participate in other activities of the University aiming at population development;
- To participate in other activities related to the mission of University.

The University Council shall determine the teaching load of lecturers and researchers.

Article 128:

In addition to duties listed above, Lecturers and Researchers participate in the management of the University particularly in the following:

- To ensure the direction of the faculties, school, centres and department;
- To participate in the meetings organized on different levels of the University whether academic or administrative domain;
- To participate in the meetings of different organs provided for by the law;

- To represent the University either in or out of the country.

Article 129: Recruitment, Promotion and Resignation of teaching and research staff

The lecturers and researchers of the University are recruited by the Vice-Chancellor after opinion of the Academic Senate and approval of the University Council. They are promoted in grade or resigned in accordance with the law into force.

The following are the minimum requirements for appointment and promotion in BRAINAE UNIVERSITY:

Article 130: Tutorial assistant/Research assistant A

- 70% minimum - second class upper division (Distinction)
- Degrees in Rwanda are
- currently classified as:
 - 80% and above = 1st class , 1 (Grand distinction)
 - 70-79% U2, 2.1, Second class upper division (Distinction)
 - 60-69% L2, 2.2, Second class lower division (Satisfaction)
 - 50-59% Pass, 3, (Passable)

For academic staff appointed to teach some professional subjects it may be necessary for them to have had successful professional experience prior to appointment.

Article 131: Assistant lecturer/Research Assistant B

Minimum requirements for appointment/promotion

- Masters degree which is a progression qualification, i.e. it must be related to the bachelor degree,
- Junior Academic Staff (TA, AL, L) who cannot attain higher qualification within 5 years should be considered for retrenchment.
- Staff doing PhD straight from Bachelors must first demonstrate capacity to attain an MPhil before transfer to PhD, and the transition between the two can be considered for intermediate promotion.

Article 132: Lecturer/Researcher

- Direct appointment for PhD holders (Masters of Medicine) with no prior teaching experience.
- Promotion of Assistant Lecturers who are Masters holders: staff must have been on the Assistant lecturers post for not less than 3 years, having demonstrated teaching and contribution to module and programme specifications, production of e-learning materials, etc.
- Promotion of Assistant Researchers who are Masters Holders: staff must have been Assistant Researchers post for not less than 3 years, having demonstrated research potential through contribution to publications, consultancy, etc.
- ONE unit of publication is considered adequate for the purposes of assessing research and scholarly ability for Lecturer.
- TWO units of *research* publications are required for researcher.

Article 133: Senior Lecturer/Senior Researcher

Minimum requirements for appointment

- Possession of a PhD
- Minimum 3 units of publications (Senior Lecturer)/6 Units of *research* publications (Senior Researcher)
- Teaching/research experience of not less than 3 years since obtaining a PhD.
- Minimum requirements for Promotion: to SL/SR
- Possession of a PhD
- Minimum of 2 units of publications since last promotion (Senior Lecturer)/ 4 units of research publication (Senior Researcher)
- Teaching experience, minimum of three years as Lecturer with evidence of teaching excellence, or minimum of three years' research experience as a Researcher.

Staff from outside Rwandan institutions who already hold senior ranks, but who do not possess a PhD may exceptionally be considered for appointment as Senior Lecturer, Associate Professor and Professor, depending on experience and publications

Article 134: Associate

Professor/Associate Researcher Minimum

requirements for appointment or promotion:

- Possession of a PhD with at least three years of relevant successful teaching experience as a Senior Lecturer in a recognized Institution of Higher Education, PLUS
- A minimum of FIVE units of research publications (Associate Professor)/TEN units (Associate Research Professor).
- Active involvement in research and evidence of ability to supervise masters and PhD students.

Article 135: Full Professor/Research

Professor Minimum requirements for

appointment or promotion:

- Possession of a PhD with at least three years of relevant successful teaching experience as Associate Professor or equivalent in a recognized Higher Learning Institution, PLUS
- A minimum of five units of research publications since the last promotion (Professor)/ TEN units (Researcher Professor)
- Active involvement in research and evidence of ability to supervise masters and PhD students.

Article 136: Promotion

The promotion of teaching and research staff is determined by the internal procedures as set within the Promotion Commission Manual. Criteria align with standards as established by the National Council for Higher Education in Rwanda.

CHAPTER II: ADMINISTRATIVE, TECHNICAL AND SUPPORT STAFF

Article 137: Administrative and technical staff

The administrative and technical staff assists the Executive Council to fulfill the mission of the University of Higher education; it includes also staff whose employment requires technical and practical training. These staff has constant responsibilities.

They may organize and program a relatively complex work, to direct and control the work of other agents under the responsibility of their respective head.

Article 138: Rights and Obligations

The administrative and technical staff has the following rights:

- To give opinions and suggestions in the management of the University;
- To benefit from monthly salary;
- To be promoted and get relative regulations in conformity with the law;
- To benefit from rights provided for by the law.

The administrative and technical staff has the following obligations:

- To fulfil with zeal, loyalty and faithfulness tasks assigned to them and be present where the employer needs their service ;
- To carefully use equipment given to them;
- To keep themselves from revealing any confidential information;
- To allocate all their time, within the limits of rules in force, to serve the employer;
- To keep themselves, even during holiday, from carrying out activities that compete with BRAINAE UNIVERSITY or may hinder the completion of contractual obligations;
- To respect all laws and rules governing labour in Rwanda as well as regulations of BRAINAE UNIVERSITY staff;
- To recognize the right of the employer to deduct contributions to Social Security Fund of Rwanda and other deductions enforced by the law.

Article 139: Composition of support staff

The supporting staff is composed of University's workers who are neither lecturers, researchers, administrative nor technicians. They carry out jobs that do not require high level competences and that may be ranked as manoeuvre works.

Article 140: Rights and obligations

The rights and obligations of the supporting staff are the same as those of administrative and technical staff mutatis mutandis.

Article 141: Promotion of administrative, technical and support staff

Promotion of administrative, technical and support staff is subject to performance, seniority and professional capacity development. The Executive Council shall determine details of each item, added advantages inherent to promotion and practicalities for effectiveness.

For each position/post, staff promotion shall be made in three (3) hierarchical grades above the Recruitment level. These grades are namely Senior staff, Principal staff and Expert staff. The promotion of any staff in any given post shall go up to the following post, and it shall never go beyond.

Minimum requirements for staff promotion are set as follows:

Grade	Minimum requirements		
	Performance	Seniority	Professional development capacity
Recruitment	N/A	N/A	N/A
Senior Staff	Outstanding or Commendable	3 years	1 professional training
Principal staff	Outstanding or Commendable	3 years	2 professional trainings
Expert staff	Outstanding or	4 years	3 professional

	Commendabl e		trainings
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CHAPTER IV: STAFF CATEGORIES

Article 142: Categories

Staff categories are set according to the weight of their positions as follows:

Category	Code	Composition
Senior Manager 1	AI	Vice-Chancellor
Senior Manager 2	All	Deputy Vice-Chancellors
Co-Senior Manager	AIII	Campus Coordinator
Division Manager	BI	DAF, Dean of Students, Director of Library, Director of Centre, Academic Registrar, Dean of Faculty
Deputy Division Manager	BII	Deputy Director, Deputy Dean
Unit Manager	C	Head of Service/Unit/Department, Chief Accountant, Chief Librarian
Officer	D	Officer, Accountant, Administrative Assistant
Assistant	E	Cashier, Driver, Electrician, Plumber, Librarian, Field

		Assistant, IT Assistant
Attendant	F	Security guard, Copyist, Messenger, Manpower

CHAPTER V: STAFF ASSESSMENT

Article 142: Staff evaluation

With respect to the presidential order N° 51/01 of 13/07/2010 establishing quality standards in Higher Learning Institutions, the University staff shall be annually assessed according to the modal form established by the University Council.

The evaluation forms must be filled not later than the first quarterly of the following year. Except for the Senior Management, the assessment of administrative, technical and support staff is done on the first level by the line supervisor. On the second level, it is done by the Vice-Chancellor. On the third level, it is done by the chairperson of the University Council. On the first level, assessment forms are handed back to the concerned person in order to give their points of view.

The assessment of lecturers and researchers is normally done every year and in case of necessity basing on decree norms and standards of the high council of higher education.

The assessment on the first level is done by the head of department, on the second level by the dean of faculty, school or research centre and on the third level by the chairperson of the Senate. The students take part in assessment of lecturers and researchers basing on of the norms and standards fixed by the High Council of Higher Education.

On the first level, the assessment forms are distributed to the concerned employees in order to give their point of view. The hand out of those forms mustn't exceed eight days after their distribution.

The assessment of the administrative and technical staff is done on the first degree by the managers of services, on the second degree by the deans of faculty, schools or research centres, but on the third degree it is done by the Administrative and Financial Deputy Vice-Chancellor.

The final decision must be notified to the employees before transmitting the evaluation form for the second level. The employee can't appeal before being informed of the final decision made by the higher level.

Every employee possesses an administrative file containing all assessment forms together with all other documents which can help in assessment. The employee can consult all documents in his/her file without removing them. The staff manager is responsible for all files of the University's staff.

PART IV: STUDENTS

Article 143: Admission of students

The University is open to full-time students, part-time students, free auditors; and it can, in accordance with exchange conventions between universities, exchange students any time the students fulfil admission conditions in conformity with general academic regulations.

The conditions of admission, academic rights and obligations of students, discipline, education and welfare are governed by the General Academic Regulations and other specific texts.

PART V: TRANSITIONAL AND FINAL PROVISIONS

Any updated, amendment or addition to the present internal regulations of the University is within the competence of BRAINAE UNIVERSITY Council. The suggestions of amendment fall within the competence of the Executive Council that will submit them to the University Council for approval.

These Internal regulations of the Institution come into force on the date of its approval by BRAINAE UNIVERSITY Council.