



**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)  
OFFICE OF THE VICE CHANCELLOR**

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# **PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)**



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## **PREAMBLE**

**The Council of the Protestant Institute of Arts and Social Sciences (PIASS),**

Pursuant to the Constitution of the Republic of Rwanda of 4th June 2003 as amended to date, especially in Article 35;

Pursuant to Law No 36/2018 of 29/06/2018 Determining the Organization of Education

Pursuant to Law N°06/2012 of 17/02/2012 Determining Organisation and Functioning of Religious-Based Organisations;

Pursuant to Law N°01/2017 of 31/01/2017 Governing the Organisation and Functioning of Higher

Education;

Pursuant to The Protestant Institute of Arts and Social Sciences statutes;

Given the will shared between the Rwandan State and the Protestant Churches to move together in unity, respect of laws and the national political line in matters of education.

**Hereby adopts the General Regulations of PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS) which terms are as follows:**

## **CHAPTER ONE- BACKGROUND**

### **SECTION ONE: HISTORICAL BACKGROUND**

The Protestant Institute of Arts and Social Sciences (PIASS) is an officially chartered Higher Learning Institution located in Huye District, Southern Province. It was founded and owned by Protestant churches of Rwanda in 2009 – as a follower of *Ecole de Théologie de Butare* (ETB) created in 1970 and *Faculté de Théologie Protestante de Butare* (FTPB) created in 1991. The establishment of PIASS came for the PIASS pose of aligning the effort of Protestant Churches to the Government strategy in developing economic self-reliant and reaching the level of middle income country by 2020 by enabling Rwandan society to face new challenges related to economic and social development in the globalizing world, mainly through education, human capital development and promotion of innovative culture and socio-economic development.

PIASS is officially recognized by the Ministry of Education in the following Ministerial Orders:



- Ministerial order No29/08.11 of 25 March 2010
- Ministerial order No1554/09.02/01/02 of 09 December 1993
- Ministerial Order No1553/09.02/01/02 of 09 December 1993

## **SECTION 2: PHILOSOPHY, VISION, MISSION, OBJECTIVES AND VALUES**

### **Philosophy**

PIASS holds the view that faith and science are indispensable drivers for any society to survive, harness ethical obligation of people and creatively improve the socio-economic environment in which they can survive and realize their full potential. This cannot only but mainly be achieved through a properly designed educational and scientific package through which everyone can rightfully experience and acquire the tools to embark on endeavour.

### **Vision**

The vision of PIASS is:

“To be a reference university, fostering knowledge development and research that is relevant for the society and inspired by Christian ethics and values.”

### **Mission**

PIASS provides to Society and Churches well trained personnel who are inquisitive, solution oriented, committed and equipped with intellectual tools that enable them to meet specific needs of societies that are moving to a global, modern and pluralistic world.

### **Moto**

*Fides et Scientia*

### **Objectives**

PIASS as Higher Learning Institution has the following objectives:

- 1<sup>0</sup> To develop practical and applicable knowledge in social and economic development
- 2<sup>0</sup> To impart a high quality teaching enabling creation of jobs, relevant to communities, close to reality and helpful for the society at large.
- 3<sup>0</sup> To contribute to the positive transformation of society using short training, research, consultancy and projects and respect to ethical dimension.
- 4<sup>0</sup> To contribute to local and national sustainable development by promoting scientific and technological research as well as research for integrated development.





### **Core Values**

Action of PIASS is based on principles and values. As a Christian institution, it is oriented towards:

*Liberation:* as the Gospel of Christ liberates from all human alienations here and now, bearing witness to it cannot go without running social dialogue with the society and serving the poor.

*Relevance:* higher education plays a key role in construction and development of a just, equitable and stable society through the training of committed, responsible and professionally competent citizens.

*Unity in Diversity:* open and respectful exchange of ideas along with evidence based documentation is essential to higher education's contribution to a pluralistic society.

*Effectiveness and efficiency:* finding out the optimal and cost effective way to reach objectives, in changing environment and limitation of resources and keeps on being result and solution oriented.

*Quality:* training, research and services to the community must be competitive both nationally and internationally.

*Innovation:* teaching and learning processes are considering changing needs of churches and society and therefore programs are continually assessed and improved accordingly in a spirit of creativity and entrepreneurship at all levels.

*Responsibility:* teachers, students and administrative staff are expected to take decision, take upon their choices, delegate responsibilities and report openly.

*Solidarity:* promoting a gender balanced culture and stressing the needs of disadvantaged groups

*Collaboration:* fostering team spirit and looking for win-win partnerships with other institutions of higher learning.

*Transparency:* managing resources of the institution in a rigorous and transparent manner.

*Good Governance:* fairness, equity without discrimination, clear delegation and decentralization are adopted at all levels of the institution.

## **CHAPTER II - GENERAL PROVISIONS**

**Article 1.** The Internal Regulations of **PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES** shall govern the provisions specific to the organization, the powers and the functioning of the University when they are not clarified in legal and regulatory texts.

### **SECTION 3: DEFINITIONS**

**Article 2.** For the PIASS pose of these Regulations, the following terms mean:





1° **Research Centre:** a unit of research and services to the community run by a director under the supervision of the Deputy-Vice Chancellor having Research in his/her attributions.

2° **The University Council:** a governing and decision-making organ of an institution of higher learning.

3° **Senior Management Committee:** It is the organ of University in charge of planning and coordinating all administrative and financial activities.

4° **Department:** a basic division within a faculty that is responsible for organising academic and research activities and those designed to help address various issues that affect the society;

5° **Faculty:** a division within an institution of higher learning or a college comprising of various departments that offer general or specialised educational programmes;

8° **Senate:** It is the highest organ responsible for academic affairs, research and education within University.

9° **University** is a Higher learning institution that provides training in various disciplines including technology and research in different domains.

#### **SECTION 4: DUTIES AND POWERS OF PIASS**

**Article 3.** The duties of PIASS are the following:

1° to devise programmes and provide higher learning education so as to award undergraduate, graduate and post-graduate degrees and diplomas in various fields of social sciences, Arts, education, theology, science and technology. The University may also provide short-time courses crowned by a certificate;

2° to carry out and promote research in all social sciences, arts, education, theology, scientific and technological disciplines and on different issues of the country;

3° to publish research results and collaborate with other institutions to ensure their dissemination so as to contribute to the promotion of national development;

4° to provide the student with skills, technology and education that enable him or her to assert himself or herself so as to create employment for his or her personal fulfillment and advancement as well as national development;

5° to promote the national culture and an education that is appropriate and specific to the Rwandan people;

6° to contribute to the search for solutions to other issues related to national development.





- 1° the Chairperson who is appointed by the Owners of the institution;
- 2° three (3) persons representing the founder of the institution;
- 3° The Vice Chancellor, who is the Reporter of the University Council;
- 4° the Deputy-Vice Chancellors;
- 5° a representative of the Deans of Faculties elected by his or her colleagues;
- 6° A Representative of Centres elected by his or her colleagues
- 7° three (3) persons who are experts in the fields of science and technology, nominated by the Owners of the institution;
- 8° a representative of academic staff elected by his or her colleagues;
- 9° a representative of the administrative staff elected by his or her colleagues;
- 10° two (2) students of opposite sex elected by their colleagues;
- 11° a representative of the private sector appointed by the Private Sector Federation, upon request by the Owners of the University.

The Vice- Chairperson of the University Council is elected among the members of the University Council by his colleagues, during the first meeting. The Vice-Chairperson replaces the Chairperson when the latter is absent or withheld.

Appointing members to the University Council should be gender sensitive.

The term of membership for the members mentioned in 5°, 6°, 7°, 8°, 9°, and 10 shall be four years renewable once.

When the members above-mentioned leave their posts of origin before the end of their term of office on the University Council, they shall be automatically replaced by their successors.

## **SECTION 7: DUTIES OF THE UNIVERSITY COUNCIL**

**Article 11.** The University Council shall have the following duties:

- 1° giving advice for the elaboration of the University policy and to monitor its implementation in conformity with the duties of the University;
- 2° setting up internal rules and Regulations of the University;
- 3° approving the budget proposal of the University;
- 4° approving the annual financial and administrative report, on the basis of the report of the Vice Chancellor, the internal auditor or of any other competent organ;
- 5° adopting the short, medium and long-term action plans;



6° adopting the annual activity plan and their corresponding budget;

7° adopting the conclusions and decisions submitted by the Senate, including particularly the academic awards, recruitment, promotions, determination of salaries and allowances for lecturers and researchers of the University as well as penalties imposed on them when necessary;

8° adopting the decisions and conclusions of the Senior Management Committee related to the financial management, assets and the personnel of the University;

9° determining fees and other dues to be paid by students and the funds to be invested in general services of the University;

10° determining the students that are to benefit from study scholarship and prizes managed and awarded by the University;

11° approving loans, donations, subventions and legacy;

12° approving conventions that the University shall sign with other Universities, research centres and other organs in general.

13° carrying out any other activities aimed at enabling the University to fulfil its mission;

## **SECTION 8: MEETINGS OF THE UNIVERSITY COUNCIL**

**Article 12.** The Council shall hold its ordinary session once every three (3) months on the invitation of its Chairperson or Vice-Chairperson if the Chairperson is absent.

The University Council may hold extraordinary meetings, if necessary, on the personal initiative of the Chairperson or upon written request of at least a third (1/3) of its members.

**Article 13.** The University Council holds its meetings at the head office of the University, or at another venue that it shall deem appropriate.

The meeting of the University Council shall be legitimately held when two thirds (2/3) of its members are present.

The University Council shall make its decisions by consensus. Otherwise, the decisions shall be adopted upon absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.

**Article 14.** The University Council may invite to its meetings any person that is competent to assist in dealing with specific issues. That person shall have no voting right.

**Article 15.** Invitations to ordinary meetings of the University Council shall be sent to each of the members of the University Council at least fourteen (14) days before the holding of the meeting and at least two (2) days before the holding of extraordinary meetings. The letter of invitation shall equally indicate the venue, the date, the time and the agenda of the meeting. Working documents shall accompany the letter of invitation.



**Article 16.** The minutes of the University Council meetings shall be written by its Reporter. They shall be signed by the Chairperson and the Reporter or by the Vice-Chairperson and the “Rapporteur” in case the Chairperson is absent or withheld.

**Article 17.** All the decisions of the University Council shall be signed by its Chairperson and its “Rapporteur” or by the Vice-Chairperson and the “Rapporteur” in case the Chairperson is absent or withheld. These decisions shall bear the seal of the University.

**Article 18.** A seat of a member of the University Council shall fall vacant if:

1° the holder resigns in writing;

2° the holder becomes incapable of performing his or her duties due to illness or impairment after confirmation by an authorized medical doctor;

3° the holder has been sentenced to imprisonment for a term of six (6) months or more;

4° the holder fails to attend three (3) consecutive meetings of the University Council in a year, without justifiable reason;

5° the holder ceases to represent the organ that appointed him or her;

6° the holder dies.

**Article 19.** Basing on the grounds provided for by the Article 15 of these regulations, the University Council shall declare the seat vacant and the matter shall be confirmed by the appointing authority. The holder of the seat shall be replaced in a manner provided for in Article 7 of these Regulations.

**Article 20.** The University Council may establish *ad hoc* or permanent or specialized committees composed of some of its members or other persons that it shall deem necessary. The University Council shall equally appoint a Chairperson for each of those committees.

**Article 21.** The provisional text of each minute shall be emailed as attachment or sent in a sealed envelope with acknowledgment of receipt to all members of the University Council within eight days after the holding of the meeting. In case meetings are held at close intervals, it should reach them at least twenty-four hours before the meeting, during which it will be submitted for approval. Until this approval, the text of the minutes shall have force of law.

**Article 22.** The minutes shall not be read out during the meeting. They shall be submitted for approval at the beginning of the meeting. As much as possible, members shall send their comments in writing at least twenty-four hours before the holding of the meeting. Only the resolutions of the last meeting shall be read out.

**Article 23.** The minutes shall be established into two certified copies signed by the chairperson and the reporter of the University Council and these copies shall be kept in archives. Copies of those approved and certified minutes shall be sent to members of the



University Council exclusively. The proceedings and the minutes of the University Council shall be kept secret. Only the decisions can be disclosed to third parties by the Chairperson.

**Article 24.** In case of emergency, the Chairperson, on his or her own authority, shall take all measures that are immediately necessary. He/she shall refer those matters to the University Council during the next ordinary or extraordinary meeting, after having notified the members as soon as possible. The Council should then ratify or quash those decisions.

## **CHAPTER V- THE EXECUTIVE ORGAN**

### **SECTION 9: MEMBERS AND MEETINGS OF THE EXECUTIVE ORGAN**

**Article 25.** Members of the Executive organ (EO) of PIASS are appointed by its owners upon request by the Council of PIASS. Members of the executive organ include the Vice Chancellor, the Deputy Vice Chancellors, and the satellite campuses coordinators. The technical staff members of the executive organ may be invited to the meeting if it deems necessary.

The EO members meet once every month and whenever necessary. The meetings are chaired by the Vice Chancellor and the minutes are taken by his or her administrative assistant.

### **SECTION 10. RESPONSIBILITIES OF THE EXECUTIVE ORGAN**

**Article 26:** The main responsibilities of the Executive organ are as follows:

- 1° to coordinate daily activities of the university;
- 2° to implement instructions and decisions of the University Council;
- 3° to represent the University and publicize its activities;
- 4° to prepare the action plan of the University and submit it to the University Council for adoption;
- 5° to prepare the draft budget proposal of the University and submit it to the University Council for approval;
- 6° to perform any other duty that may be assigned to him/her by the University Council.

## **CHAPTER VI – THE SENATE**

**Article 27.** The Senate shall be the supreme organ responsible for academic affairs: teaching and research.

### **SECTION 11: MEMBERS OF THE SENATE**

**Article 28.** The Senate shall be composed of the following persons:

- 1° the Vice Chancellor;
- 2° The Vice- Vice Chancellors of the Institution, including the Deputy- Vice Chancellor for Academic Affairs, who shall serve as who shall be its Chairperson



3° the Deputy Vice Chancellor for Administration and Finance

4° The Director of Academic Quality who shall serve as the Reporter of the Senate;

5° the Registrar;

6° the Director of the Library;

7° The Deans of Faculties and Directors of centres of PIASS;

8° A full time teaching staff member per Faculty elected by his or her colleagues;

9° A full time researcher per centre elected by his or her colleagues;

10° The Heads of Departments;

11° A professor per Faculty or per centre elected by his or her colleagues;

12° The Director of ICT;

13° The student in charge of Academic Affairs in the students' Association;

14° A student per Faculty elected by his or her fellow students.

During the first meeting, the Senate shall elect among its members the Vice Chairperson. He or she shall be elected among the Deans of Faculties or the Directors of Research Centres.

With the exception of *ex-officio* members of the Senate, the term of the members of the Senate shall be three (3) years renewable.

When the members above-mentioned leave the University before the end of their term of office in the Senate, they shall be automatically replaced by their successors.

## **SECTION 12: DUTIES OF THE SENATE**

**Article 29.** The duties of the Senate are the following:

1° to devise strategies, academic and research programmes and timetable, and submit them to the University Council for approval before their implementation;

2° to devise programmes and strategies aimed at providing quality education;

3° to devise the academic regulations governing conditions for admission, behaviour, conditions for sitting for examinations, different academic awards conferred by the University, and submit them to the University Council for approval;

4° to consider the decisions taken in relation to examinations and other tests and submit them to the University Council for approval;

5° to make proposals for recruitment, staff development and if need be, punishments of teaching and research personnel and forward them to the University Council for approval.





6° to make proposals on the salaries and privileges to be granted to academic and research personnel;

7° to direct and supervise academic, research and education activities in faculties, departments and centres of the University;

8° to make proposals on establishment, splitting, removal or merging of Faculties, specialized centres and departments and submit them to the University Council;

9° to make proposals on the splitting, merging or closure of an institution and forward them to the University Council;

10° to prepare an annual report on all activities related to academic affairs, research, and education of the University and submit it to the University Council;

11° to carry out any other activity as may be assigned to it by the University Council.

### **SECTION 13: MEETINGS OF THE SENATE**

**Article 30.** The Senate shall meet every three (3) 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.

Invitations to ordinary meeting of the Senate shall be sent to each of the members of the Senate at least fourteen (14) days before the holding of the meeting and two (2) days before the holding of an extraordinary meeting. The letter of invitation shall equally indicate the venue, the date, the time and the agenda of the meeting. Working documents shall accompany the letter of invitation.

**Article 31.** The Senate holds its meetings at the head office of the University, or at another venue that it shall deem appropriate.

The Senate may invite to its meetings any person that it shall deem competent to assist it in dealing with specific issues. That person shall have no voting right. It may also set up consultative commissions.

**Article 32.** The meeting of the Senate shall be legitimately held when two thirds (2/3) of its members are present.

The Senate shall make its decisions by consensus. Otherwise, the decisions shall be adopted upon absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.

### **CHAPTER VII: PERMANENT COMMISSIONS OF THE SENATE**

**Article 33.** The Senate can institute permanent or *ad hoc* commissions to examine specific and limited issues. Some members of those commissions may be selected outside the Senate



for their expertise. **The permanent commissions should include the Commission for Academic Promotion and the Commission for Students' Admission.**

#### **SECTION 14: THE COMMISSION FOR ACADEMIC PROMOTION**

**Article 34.** The Commission for Academic Promotion shall be in charge of examining files of academic staff who apply for appointment and promotion as members of the teaching and research staff and making proposals to the Senate.

The Academic Promotion Committee shall hold its meeting twice a year and shall be chaired by the Vice Chancellor. In case the latter is absent or withheld, it shall be chaired by the DVCA.

**Article 35.** The Academic Promotion Committee shall set up its own internal regulations.

**Article 36.** Shall be members of the Academic Promotion Committee:

- 1° the Vice Chancellor, who shall be the Chairperson;
- 2° the Deputy- Vice Chancellor for Academic Affairs who shall be the Vice -Chairperson
- 3° the Director of Academic Quality who shall be Reporter
- 4° The Deputy- Vice Chancellor in charge of Administration and Finance;
- 5° a representative of professors elected by his or her colleagues;
- 6° a representative of associate professors elected by his or her colleagues;
- 7° a representative of senior lecturers elected by his/her colleagues;
- 8° a representative of senior researchers elected by his/her colleagues.
- 9° Two professors as external experts from public and private universities.

The term of office for members in 5°, 6°, 7° and 8° is three years renewable once.

#### **SECTION 15: THE STUDENT ADMISSIONS COMMITTEE**

**Article 37.** The Student Admissions Committee is responsible for:

- 1° Establishing and reviewing policies and criteria for admissions that are forwarded to the Senate for approval.
- 2° Selecting students for admission in accordance with the University regulations and accreditation standards.
- 3° Setting benchmark admissions criteria and requirements, including the documentary evidence required to evidence fulfilment of those criteria.
- 4° Monitoring the implementation of procedures for the accreditation of prior learning.
- 5° Promoting fairness and consistency in admissions policy and reviewing implementation.



**Article 38.** Shall be the members of Student Admissions Committee:

- 1° The Registrar who shall be the Chairperson
- 2° The Director of Academic Quality Assurance
- 3° The Deans of Faculties and school of graduate studies
- 4° The Heads of Departments

## **CHAPTER VIII - THE SENIOR MANAGEMENT COMMITTEE**

**Article 39.** The Senior Management Committee shall plan and coordinate all administrative and financial activities of the University including all matters relating to the policies of human, material and financial resources management.

### **SECTION 16: MEMBERS OF THE SENIOR MANAGEMENT COMMITTEE**

**Article 40.** The Senior Management Committee shall be composed of:

- 1° The Vice Chancellor;
- 2° The Deputy-Deputy Vice Chancellor for Administrative and Finance affaires who shall be the chairperson
- 3° The Deputy-Deputy Vice Chancellor for Academic Affaires
- 4° The Director of Resources and Assets management who shall be the Reporter;
- 5° The Director of Human Resources.
- 6° The Director of Quality Assurance;
- 7° The Deans of Faculties and Directors of Centres;
- 8° The Heads of Departments;
- 9° The Director of ICT;
- 10° The Director of Libraries;
- 11° The Academic Registrar;
- 12° The Chaplain;
- 13° The Dean of Students

### **SECTION 17: DUTIES OF THE SENIOR MANAGEMENT COMMITTEE**

**Article 41.** The duties of the Senior Management Committee shall be the following:

- 1<sup>0</sup> Compiling elements of consolidated budget and give advices about its priorities;



- 2<sup>0</sup> Giving advice on the administration of the University assets;
- 3<sup>0</sup> Giving advice on the recruitment, appointment, promotion and dismissal of the administrative and technical staff of the University;
- 4<sup>0</sup> Monitoring the policy of human, material and financial resources management of the University;
- 5<sup>0</sup> Making proposals in the matter of disciplinary sanctions provided for by the law against the administrative and technical staff of University;
- 6<sup>0</sup> Establishing measures to enforce decisions taken by the University Council as regards the management within the University;
- 7<sup>0</sup> Addressing any other administrative, financial and patrimonial issue relating to the general running of the University;
- 8<sup>0</sup> Addressing any other issue relating to administration, finance and University assets.

#### **SECTION 18: MEETINGS OF THE SENIOR MANAGEMENT COMMITTEE**

**Article 42.** The Senior Management Committee shall be convened by its Chairperson or when the latter is absent or withheld by the Vice-Chairperson. Invitations to ordinary meetings of the Senior Management Committee shall be sent to each of the members of the Senior Management Committee at least fourteen (14) days before the holding of the meeting and at least two (2) days before the holding of extraordinary meetings. The letter of invitation shall equally indicate the venue, the date, the time and the agenda of the meeting.

Working documents shall be accompanied by the letter of invitation

**Article 43.** The meeting of the Senior Management Committee shall be legitimately held when two third (2/3) of its members are present.

**Article 44.** The Senior Management Committee may invite to its meetings any person that it shall deem competent to assist it in dealing with specific issues. That person shall have no voting right. It may also set up commissions to help it fulfil its duties.

**Article 45.** The Senior Management Committee shall make its decisions by consensus. Otherwise, the decisions shall be adopted upon absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.

#### **CHAPTER IX: COMMISSIONS OF THE SENIOR MANAGEMENT COMMITTEE**

**Article 46.** The Senior Management Committee may appoint permanent and *ad hoc* commissions to examine specific and limited issues. Some members of those commissions may be selected outside the Senior Management Committee for their expertise. The permanent commissions of SMC shall include the Commission of Appeals for PIASS Staff, the Commission of Finance, the Commission of Internal procurement, and the Social Commission.



### **SECTION 19: THE APPEALS COMMISSION FOR PIASS STAFF**

**Article 47.** It shall be established at the University an Appeals Commission for teaching, research, administrative, technical and support staff. That Commission's mission shall be to give justified views on appeals introduced by employees:

- 1<sup>0</sup> For not having been fully admitted at the end of the probation period;
- 2<sup>0</sup> Against whom a disciplinary sanction has been pronounced;
- 3<sup>0</sup> Against a final rating in the performance evaluation report;
- 4<sup>0</sup> Against the fact that the agent has been found morally and professionally unfit during his/her career;
- 5<sup>0</sup> For having been refused the maintenance of the contract at the end of the probation period;
- 6<sup>0</sup> Any other measure considered arbitrary by the claimant.

**Article 48.** The Appeals Commission shall include:

- 1<sup>o</sup> A professor: The Chairperson;
- 2<sup>o</sup> A senior researcher: The Vice-Chairperson;
- 3<sup>o</sup> A representative of the administrative and technical staff who shall be the Reporter;
- 4<sup>o</sup> A senior lecturer;
- 5<sup>o</sup> A representative of the support staff.

Members of the appeals Commission shall be elected by their colleagues for a term of office of three years renewable once. The methods of election and the mode of functioning shall be determined by its internal regulations.

### **SECTION 20: THE COMMISSION OF FINANCE**

**Article 49.** The Commission of Finance shall have the following duties:

- 1<sup>0</sup> formulating recommendations to the Senior Management Committee on Approval of the budget and Adoption of financial reports;
- 2<sup>0</sup> monitoring and improving budget performance;
- 3<sup>0</sup> administering, managing and controlling finances, accounts and investments;
- 4<sup>0</sup> determining the policy of planning and improving the fundraising system for the development of University;
- 5<sup>0</sup> approving budget proposals relating to movable and immovable property;





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1<sup>0</sup> A teaching staff member representing the Faculty of Development Studies: The Chairperson;

2<sup>0</sup> A teaching staff member the Faculty of Theology and religious studies;

3<sup>0</sup> A representative from the Office of the Deputy- Vice Chancellor in charge of Academic Affairs;

4<sup>0</sup> A representative from the Office of the Deputy- Vice Chancellor in charge of Administration and

Finance;

5<sup>0</sup> A representative of the finance staff;

6<sup>0</sup> A Representative of the general association of students;

7<sup>0</sup> Other members appointed by the Chairperson of the Commission according to the nature of the contract.

Members of the Commission of Internal procurement shall hold meetings whenever necessary. Copies of the minutes of the meetings shall be transmitted to the Chairperson of the Senior Management Committee.

The term of office for members of the Procurement commission shall be six months non-renewable.

## **SECTION 22: THE SOCIAL COMMISSION**

**Article 53.** The Social Commission shall have the following duties:

1<sup>0</sup> Facilitating the staff of PIASS to get housing facilities;

2<sup>0</sup> To ensure the social welfare of the staff and the students of PIASS;

3<sup>0</sup> Organizing PIASS festivities;

4<sup>0</sup> Establishing mechanisms for ensuring medical coverage likely to provide for the health needs of PIASS community;

5<sup>0</sup> Finding all legal means likely to improve the welfare of members of PIASS community;

6<sup>0</sup> Create and manage a social fund for the development of PIASS staff.

The mode of functioning of the Social Commission shall be determined by its internal regulations which should be approved by the Senior Management Committee.

**Article 54.** Shall be members of the Social Commission:

1<sup>o</sup> The Deputy Vice Chancellor in charge of Administration and Finance: the Chairperson;





- 2° The Chaplain
- 3° The Dean of Students;
- 4° A representative of Academic staff elected by his or her colleagues;
- 5° A representative of the administrative and technical staff elected by his or her colleagues;
- 6° A representative of students elected by his or her colleague;
- 7° The Director of Finance;
- 8° The student in charge of sports and leisure;
- 9° The student in charge of social affairs;
- 10° The Manager of the health insurance scheme of PIASS;
- 11° The public relations officer.

### **TITLE III: THE STAFF OF PIASS**

**Article 55.** The University staff shall be composed of the following categories:

- 1° The Senior Administrative Staff;
- 2° The teaching and research staff;
- 3° The administrative and technical staff;
- 4° The support staff.

**Article 56.** The category of the teaching and research staff shall include full-time and part-time teaching and research staff.

**Article 57.** A full-time teacher shall be appointed to one of the following ranks: Tutorial Assistant, Assistant Lecturer, Lecturer, Senior Lecturer, Associate Professor, and Professor. The promotion conditions are determined by the Human Resource Management Policies and Procedures.

**Article 58.** Shall be part-time teacher, any person having at least a master's degree, or any recognized equivalent qualifications, or a work experience required for the domain his services are needed.

Part-time teachers shall be appointed on contract and remunerated according to the terms of the same contract.

**Article 59.** The full-time research staff shall include the staff appointed for research to one of the following ranks: Research Assistant, Researcher, Senior Researcher, Associate Researcher Professor, and Research Professor.



**Article 60.** The part-time research staff shall include researchers who are fully employed by external institutions and occasionally collaborate with University research centres.

**Article 61.** The rights and duties of the academic staff shall be determined by the Human Resource Management Policies

**Article 62.** The administrative and technical staff shall consist of employees who assist the Senior Management Committee in achieving the PIASS mission. The appointment, promotion, dismissal, rights and duties are determined by the Human Resource Management Policies.

**Article 63.** The Support Staff shall consist of PIASS employees, who are neither members of the Academic staff nor members of the Administrative and Technical staff. The appointment, promotion, dismissal, rights and duties are determined by the Human Resource Management Policies.

## **CHAPTER X: SENIOR ADMINISTRATIVE STAFF**

### **SECTION 23: THE VICE CHANCELLOR**

**Article 64** The Vice Chancellor shall be appointed by the Board of Owners for a term of office of four (4) years renewable once. He/she shall hold at least a PhD with the rank of Senior Lecturer.

**Article 65.** The Vice Chancellor of PIASS shall be responsible for the daily management and overall coordination of academic activities, research, education and administration.

His or her duties shall specifically be the following:

1<sup>0</sup> to implement the decisions of the University Council and carry out managerial responsibilities;

2<sup>0</sup> to ensure rational utilization and management of financial assets of PIASS;

3<sup>0</sup> to represent PIASS at the national and international levels;

4<sup>0</sup> to hire full-time teaching personnel;

5<sup>0</sup> to ensure the welfare, the discipline and the good behaviour of the students and the staff members;

6<sup>0</sup> to endorse and submit short, medium and long term budget proposals of PIASS to the University Council for approval;

7<sup>0</sup> to submit to the University Council for approval and adoption the annual action plan, medium and long-term strategic plans;

8<sup>0</sup> to prepare cooperation agreement proposals between PIASS, research centres and other organs and submit them to the University Council for approval;



8<sup>o</sup> to prepare the annual activity and financial reports of PIASS and submit them to the University Council for approval;

9<sup>o</sup> to designate his or her replacer when the Deputy Vice Chancellor for Academic Affairs and the Deputy Vice Chancellor for Administration and Finance are absent or withheld;

10<sup>o</sup> to carry out any other duties as may be assigned to him/her by the University Council.

**Article 66.** In case of emergency and if the University Council cannot meet, the Vice Chancellor may take urgent decisions to enable PIASS to achieve its mandate.

In that case, the Vice Chancellor shall notify these decisions in writing to the Chairperson of the University Council within three (3) working days following the date on which they are taken. These decisions are brought to the next meeting of the University Council for consideration and approval.

#### **SECTION 24: THE DEPUTY-VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

**Article 67.** The Deputy- Vice Chancellor for Academic Affairs shall be appointed by the Board of Owners of PIASS for a term of office of four (4) years renewable once. He/she shall hold at least a PhD with the rank of Senior Lecturer.

**Article 68.** The duties of the Deputy- Vice Chancellor for Academic Affairs shall be the following:

1<sup>o</sup> to coordinate all activities related to academic programmes and disciplines of PIASS;

2<sup>o</sup> to coordinate all research activities and programmes, in case there is no director specifically responsible for research;

3<sup>o</sup> to organize and chair the meetings of the Senate and to ensure the implementation of its decisions;

4<sup>o</sup> to replace the Vice Chancellor in case of absence or impediment;

5<sup>o</sup> 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.

#### **SECTION 25: THE DEPUTY- VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE**

**Article 69.** The Deputy- Vice Chancellor in charge of Administration and Finance shall be appointed by the Board of Owners of PIASS for a term of office of four (4) years renewable once. He/she shall hold at least a Master's degree in Business Administration or related areas.

**Article 70.** The duties of the Deputy- Vice Chancellor in charge of Administration and Finance shall be the following:

1<sup>o</sup> to coordinate all activities connected with the organizational chart and to the personnel of



PIASS;

2° to draft the budget proposal of PIASS;

3° to mobilize financial resources and other assets of the institution and monitor their utilization;

4° 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.

## **SECTION 26: SATELLITE CAMPUS COORDINATOR (S)**

**Article 71.** PIASS may have one or more satellite campuses. A satellite campus shall be established by the University Council upon accreditation by the Higher Council of Education. It shall be headed by a Campus Coordinator and its staff members shall be associates or assistants of those in the parent campus.

**Article 72.** The Satellite Campus Coordinator shall be appointed by the University Council upon request of the Vice Chancellor. His term of office is four (4) years renewable once. He/she shall hold at least a Master's Degree with the rank of Lecturer.

**Article 73.** The responsibilities of the Satellite Campus Coordinator are the following:

1<sup>0</sup> Monitoring the implementation of the decisions of University Senate and the Senior Management Committee in the campus;

2<sup>0</sup> Drafting a strategic vision and long-term goals for the campus;

3<sup>0</sup> Foster student success through increased enrollment and graduation rates;

4<sup>0</sup> Provide direction and incentives for research, creative achievement, service and outreach;

5<sup>0</sup> Foster interdisciplinary approaches to undergraduate and graduate education and research;

6<sup>0</sup> Lead the campus's development and alumni activities;

7<sup>0</sup> Promote excellence and innovation in all mission areas;

8<sup>0</sup> Improve campus infrastructure;

9<sup>0</sup> Boost private fundraising and alumni engagement;

10<sup>0</sup> Strengthen the national reputation of the University in general and that of the campus in particular;



- 11<sup>0</sup> Secure resources to meet and enhance campus objectives;
- 12<sup>0</sup> Build strong relationships with local governmental officials; and
- 13<sup>0</sup> Build partnerships and collaborative relations with internal and external enterprises;
- 14<sup>0</sup> Submit annual reports on the Campus to the Vice Chancellor

## **CHAPTER XI: TECHNICAL STAFF IN THE OFFICE OF THE VICE CHANCELLOR**

### **SECTION 27. THE ADMINISTRATIVE ASSISTANT TO THE VICE CHANCELLOR**

**Article 74.** The Administrative Assistant to the Vice Chancellor shall be appointed by the Senior Management Committee upon proposal of the Vice Chancellor. He/she shall hold at least a Master's Degree in administration or related areas.

**Article 75.** The Administrative Assistant to the Vice Chancellor shall have the following duties:

- 1<sup>0</sup> Preparing the Vice Chancellor's meetings;
- 2<sup>0</sup> Coordinating activities of the departments in the Vice Chancellor's office;
- 3<sup>0</sup> Assisting the Vice Chancellor as regards administration;
- 4<sup>0</sup> Managing the Vice Chancellor's audiences and appointments;
- 5<sup>0</sup> Receiving and orienting the Vice Chancellor's visitors;
- 6<sup>0</sup> Dealing with the correspondence received and sent by the Vice Chancellor's Office.
- 7<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Vice Chancellor.

### **SECTION 28: THE PLANNING, COOPERATION AND PARTNERSHIP OFFICER**

**Article 76.** The Planning, Cooperation and Partnership Officer shall be appointed by the Senior Management Committee upon the proposal of the Vice-Chancellor He/she shall hold at least a Master's Degree in Business Administration or related areas.

**Article 77.** The Planning, Cooperation and Partnership Officer shall have the following duties:

- 1<sup>0</sup> To coordinate and control Unit activities;



- 2<sup>0</sup> To elaborate, in collaboration with units, draft agreements and cooperation projects;
- 3<sup>0</sup> To study the possibilities of extension and diversification of cooperation;
- 4<sup>0</sup> To define potential domains of cooperation among universities;
- 5<sup>0</sup> To keep up to date and follow up cooperation files;
- 6<sup>0</sup> To follow up requests for funding;
- 7<sup>0</sup> To make a report of the execution of cooperation agreements
- 8<sup>0</sup> To establish and ensure the good keeping of statistics of the Unit including statistics from various academic and administrative units of PIASS;

## **SECTION 29. PUBLIC RELATIONS, COMMUNICATION AND MARKETING OFFICER**

**Article 78.** The Public Relations and Communication Officer shall be appointed by the Senior Management Committee upon proposal of the Vice Chancellor. The minimum qualification for the public relations and marketing officer is Bachelor's degree in journalism, communications, or public relations or any closely related field.

**Article 79.** The Public Relations and Communication Officer shall have the following duties and responsibilities:

- 1<sup>0</sup> Work with the university officers to establish public relations program goals/objectives in support of the mission of the University, including periodic evaluations.
- 2<sup>0</sup> Within available resources, establish research/evaluation techniques to periodically analyse knowledge levels, attitudes, and opinions of designated audiences.
- 3<sup>0</sup> Act as public relations and communications counsel to the University's administrators.
- 4<sup>0</sup> Work with administrators, deans and directors on appropriate marketing and communication programs and materials, providing counsel toward their development and implementation.
- 5<sup>0</sup> Develop, market, and coordinate publicity and other communications support related to events and programs.
- 6<sup>0</sup> Develop publications and social media efforts to targeted audiences, including students and alumni, to market the University.
- 7<sup>0</sup> Serve as official representative spokesperson for the University in disseminating information about programs, plans, events and activities to news media.
- 8<sup>0</sup> Provide assistance to representatives of the press at the University events.



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- 9<sup>0</sup> Design and/or coordinate the University website and special publications.
- 10<sup>0</sup> Coordinate a variety of inter-personal public relations programs; e.g., speakers' bureaus, special events, displays, open-houses, dedications and/or tours.
- 11<sup>0</sup> Evaluate public relations special events, programs and projects in assigned area of responsibility and revise, as necessary.
- 12<sup>0</sup> Work on special projects/areas and manage budget as assigned.
- 13<sup>0</sup> Act as the University's representative with appropriate off-campus organizations, groups and agencies.
- 14<sup>0</sup> Assist with fundraising as required.
- 15<sup>0</sup> Participate in conferences/workshops for professional development.
- 16<sup>0</sup> Participate in institutional professional development and training.
- 17<sup>0</sup> Perform related duties as may be assigned to him/her by his/her immediate superior.

### **SECTION 30. THE LEGAL ADVISER**

**Article 80.** The Legal Adviser shall be appointed by the Senior Management Committee upon the proposal of the Vice- Chancellor. He/she shall hold at least a Bachelor's Degree in Law.

The duties and responsibilities of the legal adviser are the following:

- 1<sup>0</sup> To conduct legal analysis and research on various legal matters of the University;
- 2<sup>0</sup> To provide advice on different legal issues and assist in drafting legal opinions, memoranda and other briefing documents;
- 3<sup>0</sup> To be actively involved in preparing and drafting of different acts and legal submissions and draft the authoritative legal opinions;
- 4<sup>0</sup> To conduct legal research by utilizing various resources and selecting the relevant material to analyse the legal information;
- 5<sup>0</sup> To assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis;
- 6<sup>0</sup> To draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses.





### **SECTION 31. THE INTERNAL AUDITOR**

**Article 81.** The Internal Auditor shall be appointed by the Senior Management Committee upon the proposal of the Vice- Chancellor. He/she shall hold at least a Bachelor's Degree in Accounting.

**Article 82.** The duties and responsibilities of the Internal Auditor are the following:

1<sup>0</sup> Assist University management in achieving their oversight, operating and management responsibilities through independent reviews and advisory services designed to evaluate and promote the system of internal controls established by management.

2<sup>0</sup> Update and inform the Vice Chancellor of any new and/or potential audit issues.

3<sup>0</sup> Assess internal controls and promote adequate and effective system of internal controls at the University.

4<sup>0</sup> Recommend improvements to the University's internal control environment in order to safeguard university resources, promote university growth, and ensure compliance with government laws and regulations.

5<sup>0</sup> Develop and execute the annual University-wide internal audit plan to include the planning and performance of compliance, financial, operational, internal control, consulting, and investigative audits, and/or special projects at the University.

6<sup>0</sup> Develop audit programs and establish appropriate audit objectives through risk assessment, and inquiry from management of its needs.

7<sup>0</sup> Plan and execute assurance services for University departments, and divisions for compliance with established policies and procedures; adherence state regulations and laws, and University policies and procedures; and the adequacy of internal controls.

8<sup>0</sup> Plan and execute follow-up audits of internal and external reports at the appropriate intervals.

9<sup>0</sup> Conduct and/or coordinate investigative audits for University departments for non-compliance with and/or violations of University policies and procedures, state laws, and other regulations.

10<sup>0</sup> Plan and execute consulting services for University departments in accordance with agreed upon procedures.

11<sup>0</sup> Write audit reports upon completion of assurance services, follow-up audits, and investigative audits, including a description of audit results and recommendations for corrective action.

12<sup>0</sup> Write narratives upon completion of consulting services, including the results of agreed upon procedures.





**SECTION 33: THE ADMINISTRATIVE ASSISTANT OF THE DEPUTY VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE**

**Article 85.** The Administrative Assistant of the Deputy Vice Chancellor for Academic Affairs shall be appointed by the Senior Management Committee on the proposal of the Vice Chancellor. He/she shall hold at least a Bachelor's Degree.

**Article 86.** The Administrative Assistant of the Deputy Vice Chancellor for Administration and Finance shall have the following duties:

- 1<sup>0</sup> Assisting the Deputy Vice Chancellor as regards administration;
- 2<sup>0</sup> Dealing with the correspondence received and sent by the Deputy Vice Chancellor for Administration and Finance;
- 3<sup>0</sup> Managing the audiences and appointments of the Deputy Vice Chancellor for Administration and Finance;
- 4<sup>0</sup> Receiving and orienting the visitors of the Deputy Vice Chancellor for Administration and Finance;
- 5<sup>0</sup> Preparing the Deputy Vice Chancellor for Administration and Finance's meetings;
- 6<sup>0</sup> Carrying out any other activity as may be assigned to him/her by the Deputy Vice Chancellor for Administration and Finance.

**TITLE V. ACADEMIC DIRECTORATES AND STAFF**



## **CHAPTER XII. THE DIRECTORATE OF ACADEMIC QUALITY ASSURANCE**

### **SECTION 34. THE DIRECTOR OF ACADEMIC QUALITY ASSURANCE**

**Article 87.** The Director of Quality Assurance shall be appointed by the Senate on the proposal of the Vice Chancellor. He/she shall hold at least a Master's Degree in education with the rank of lecturer.

**Article 88.** The duties of the Director of Academic Quality shall be the following:

1<sup>0</sup> to advise the Deputy Vice Chancellor for Academic Affairs and Faculty Deans on issues of quality, standards and performance in existing and potential new programs and modules.

2<sup>0</sup> to advise and assist the Deputy Vice Chancellor for Academic in the recruitment of part-time teaching staff and on permission for PIASS staff to accept contracts to teach elsewhere.

3<sup>0</sup> to monitor the performance of staff, modules and courses and to be responsible for a system of continuous quality enhancement.

4<sup>0</sup> to collaborate in the central timetabling process and assist the Deputy Vice Chancellor for Academic Affairs, when required, on issues of appointment, promotion, validation of qualifications, student appeals and student complaints, and any other academic matters as appropriate.

5<sup>0</sup> to introduce the provisions of the Rwandan National Qualifications Framework for Higher Education, the National and Teaching Policy, and other aspects of the National Code of Higher Education.

6<sup>0</sup> to help Faculties and the University to prepare for the impending process of Subject Review and Institutional Audit to be carried out by the National Council.

7<sup>0</sup> to be responsible for staff development in the area of pedagogy and the new Framework system;

8<sup>0</sup> to carry out any related duty as assigned by DVCA.

### **SECTION 35. THE ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR OF ACADEMIC QUALITY**

**Article 89.** The Administrative Assistant in the office of the Director of Academic Quality shall be appointed by the Senate upon the proposal of the Vice Chancellor. He/she shall hold at least a Bachelor's Degree in education.

**Article 90.** The Administrative Assistant shall have the following duties:

1<sup>0</sup> Assisting the Director of Academic Quality as regards administration;



2<sup>0</sup> Dealing with the correspondence received and sent by the Director of Academic Quality's

Office;

3<sup>0</sup> Managing the audiences and appointments of the Director of Academic Quality;

4<sup>0</sup> Receiving and orienting the Director of Academic Quality' visitors;

5<sup>0</sup> Preparing the Director of Academic Quality's meetings;

6<sup>0</sup> Carrying out any other activity as may be assigned to him/her by the Director of Academic Quality.

## **CHAPTER XIII. THE DIRECTORATE OF RESEARCH**

### **SECTION 36: THE DIRECTOR OF RESEARCH**

**Article 91.** The Director of Research shall be appointed by the Academic Senate on the proposal of the Vice Chancellor.

**Article 92.** The Director of Research shall be in charge of:

1<sup>0</sup> ensuring that the PIASS research policy is implemented;

2<sup>0</sup> establishing budget estimates for research and publications at PIASS;

3<sup>0</sup> supervising and coordinating research and publication activities at PIASS;

4<sup>0</sup> coordinating research projects within academic units and research centres;

5<sup>0</sup> monitoring the progress situation of research projects;

6<sup>0</sup> examining and approving scientific and financial reports and judging the opportunities of carrying on projects;

7<sup>0</sup> ensuring and coordinating the publication of scientific journals of PIASS;

8<sup>0</sup> maintaining relations with national and international research institutions so as to arouse and foster cooperation projects in the area of research.

9<sup>0</sup> organising national and international meetings and symposia.

10<sup>0</sup> ensuring that the research policy is enforced.

11<sup>0</sup> putting into place the University journal and ensures the quality of publications.



## **SECTION: ASSISTANT TO THE DIRECTOR OF RESEARCH**

**Article 93.** The Director of Research shall have assistants depending on the needs in the Directorate. Their qualifications and duties shall be determined by the Senate.

## **CHAPTER XIV. THE ACADEMIC REGISTRY**

### **SECTION 37: THE ACADEMIC REGISTRAR**

**Article 94.** The Academic Registrar shall be appointed by the Academic Senate upon proposal of the Chancellor. He/she shall hold at least a Master's Degree with the rank of lecturer.

**Article 95.** The Registrar shall have the following duties:

- 1<sup>0</sup> Examining the files of students' application for admission, suspension and reintegration;
- 2<sup>0</sup> Ensuring the student's registration service;
- 3<sup>0</sup> Receiving and controlling the files of new students during the registration period;
- 4<sup>0</sup> Establishing students' cards and having them signed by the Deputy Vice Chancellor for Academic Affairs;
- 5<sup>0</sup> Establishing the general list of students;
- 6<sup>0</sup> Establishing the statistics of students;
- 7<sup>0</sup> Monitoring the physical control of students carried out by Faculties;
- 8<sup>0</sup> Monitoring the collection of tuition fees;
- 9<sup>0</sup> Ensuring the secretarial work of the Commission of Admission;
- 10 Monitoring Academic Archives and Documentation;
- 11<sup>0</sup> Receiving the requests for academic documents;
- 12<sup>0</sup> Establishing various academic documents and having them signed by the authorized authority;
- 13<sup>0</sup> Delivering academic documents after they are signed by the authorized authority;
- 14<sup>0</sup> Elaborating and disseminating students' guidebooks and academic catalogues;



15<sup>0</sup> Ensuring the making, the keeping and the handing over of degrees and certificates to recipients;

16<sup>0</sup> Keeping the minutes of deliberations of students;

17<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

### **SECTION 38: THE STAFF IN THE ACADEMIC REGISTRY**

**Article 96.** Depending on the needs, there shall be assistants in the office of the Registry. Their qualifications and duties shall be determined by the Senate.

## **CHAPTER XV. DIRECTORATE OF LIBRARIES**

### **SECTION 39. DIRECTOR OF LIBRARIES**

**Article 97.** The Director of Libraries shall be appointed by the Academic Senate upon the proposal of the Vice Chancellor. He/she shall hold at least a Master's Degree in Library studies with the rank of Assistant Librarian.

**Article 98.** The Director of Libraries shall be in charge of:

1<sup>0</sup> ensuring the general administration of PIASS libraries and related services;

2<sup>0</sup> ensuring all administrative activities relating to acquisition, preservation and circulation of library documents;

3<sup>0</sup> establishing budget estimates of libraries and ensuring their execution;

4<sup>0</sup> supervising and coordinating activities relating to acquisition, cataloguing and classification of books, journals and other documents or support documents;

5<sup>0</sup> centralizing proposals for the purchase of books, journals and other documents or support documents;

6<sup>0</sup> Supervising and coordinating books borrowing-related activities;

7<sup>0</sup> Supervising and controlling specialized collections and centres of documentations dependent on the Service of Libraries;

8<sup>0</sup> Putting PIASS libraries online;

9<sup>0</sup> Managing the Web Site of PIASS libraries;

10<sup>0</sup> ensuring subscription to online libraries and electronic sources;

11<sup>0</sup> carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.





#### **SECTION 40. THE LIBRARY STAFF**

**Article 99.** The Library shall have its own staff according to the needs in the libraries. Their qualifications and duties shall be determined by the library management policy. They shall be appointed by the Senate upon proposal of the Vice Chancellor.

**Article 100:** The profile and promotion of the library staff shall be determined by the Human Resource policies and procedures.

### **TITLE VI- FACULTIES**

#### **CHAPTER XVI – THE COUNCIL OF A FACULTY OR A CENTRE**

**Article 101.** The Council of a Faculty shall coordinate all activities relating to teaching, research and services to community within a faculty.

#### **SECTION 41. MEMBERS OF THE COUNCIL OF A FACULTY OR A CENTRE**

**Article 102.** Shall be members of the Council of a Faculty:

- 1° the Dean of the Faculty, who shall be the Chairperson;
- 2° the Deputy Dean of the Faculty who shall be the Deputy Chairperson;
- 3° the Administrative Assistant of the Faculty who shall be the Reporter;
- 4° the full time teaching staff of the Faculty;
- 5° a student per department elected by his or her fellow students.

**Article 103.** The Director of Quality Assurance, the Registrar, the Chaplain, the Dean of Students, the Director of Research, the Director of the Library, and the Director of ICT shall be invited to the Faculty Council. They shall have no right to vote unless they are full-time members of the Faculty.

**Article 104.** The Council of a Faculty may invite to its meetings any other person that it shall deem competent to assist it in dealing with specific issues. That person shall have no voting right. It may also set up consultative commissions.

#### **SECTION 42. THE DUTIES OF THE COUNCIL OF A FACULTY OR A CENTRE**

**Article 105.** The Council of a Faculty or a Centre has the following duties:

- 1<sup>0</sup> Devising and making proposals to the Senate of study programmes of a Faculty and monitoring their implementation;



- 2<sup>0</sup> Ensuring the quality of teaching within a Faculty;
- 3<sup>0</sup> Analysing at the first level candidates' files for the recruitment of academic staff of a Faculty and make a report to the Deputy-Vice Chancellor for Academic Affairs;
- 4<sup>0</sup> Making proposals to the Senate of rewards and if need be, disciplinary sanctions for the teaching staff and students;
- 5<sup>0</sup> Making proposals to the Senior Management Committee of budget proposals of a Faculty;
- 6<sup>0</sup> Making proposals to the Directorate of Research of research projects for funding;
- 7<sup>0</sup> Determining lecturers for courses and distributing the courses to be taught all along the academic year;
- 8<sup>0</sup> Ensuring that all exams are done within the periods provided for by the general calendar of PIASS;
- 9<sup>0</sup> Elaborating and approving the report on the implementation of the programmes;
- 10<sup>0</sup> Giving advice on any modification of programmes of a Faculty;
- 11<sup>0</sup> Making proposals if need be of amendments to be made to PIASS General Academic Regulation;
- 12<sup>0</sup> Dealing with any other issue relating to the smooth running of a Faculty.

#### **SECTION 43. MEETINGS OF THE COUNCIL OF A FACULTY OR A CENTRE**

**Article 106.** The Council shall be chaired by the Dean of the Faculty. In case the latter is absent or withheld it shall be chaired by the Vice-Dean.

**Article 107.** The Council of a Faculty or Centre holds its ordinary meeting every two (2) months. It may hold an extraordinary meeting whenever necessary.

**Article 108.** The Council of a Faculty shall be convened by its Chairperson or, when the latter is withheld, by his/her Vice-Chairperson. Invitation to meetings of the Council accompanied with working documents and indicating the date and the agenda shall reach the members at least 8 days before the meeting.

The Council may be convened to hold an extraordinary meeting by its Chairperson or upon request of half of its members. In either case, the notification should reach the members at least ten (10) days before the meeting.

**Article 109.** The Council of a Faculty shall be legitimately held when two thirds (2/3) of its members are present.



Decisions shall be taken by consensus. Otherwise, the decisions shall be adopted upon absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.

**Article 110.** The minutes of meetings shall be transmitted to the Vice Chancellor and the Deputy- Vice Chancellors within fifteen (15) days after the holding of the meeting.

## **CHAPTER XVII: THE DEPARTMENT COUNCIL**

### **SECTION 44. MEMBERS OF A DEPARTMENT COUNCIL**

**Article 111.** Shall be members of a Department Council:

- 1<sup>0</sup> The Head of Department who shall be Chairperson;
- 2<sup>0</sup> The Department Administrative Assistant who shall be the Reporter;
- 3<sup>0</sup> The full t-time teaching staff;
- 4<sup>0</sup> The research staff connected to the department;
- 5<sup>0</sup> Two representatives of students.

The Dean and the Administrative Assistant of the Faculty shall be invited to the Department Council but they shall have no right to vote.

### **SECTION 45. DUTIES OF THE DEPARTMENT COUNCIL**

**Article 112.** The duties of a Department Council are:

- 1<sup>0</sup> Designing and making proposals to the Faculty Council of curricula and research programmes of the Department and monitoring their implementation;
- 2<sup>0</sup> Ensuring the quality of teaching and research;
- 3<sup>0</sup> Making proposals to the Faculty Council of rewards and, when necessary, of disciplinary sanctions for lecturers, researchers and students;
- 4<sup>0</sup> Making proposals of the Department of the budget to the Faculty;
- 5<sup>0</sup> Approving research projects to be submitted to the Directorate of Research;
- 6<sup>0</sup> Planning and following up the training and the continuous training of the teaching staff;
- 7<sup>0</sup> ensuring implementation of the academic calendar.



#### **SECTION 46. MEETINGS OF THE DEPARTMENT COUNCIL**

**Article 113.** The Council of a Department holds its ordinary meeting once (1) every month. It may hold an extraordinary meeting whenever necessary.

**Article 114.** The Department Council shall be chaired by the Head of Department. In case the latter is absent or withheld, it shall be chaired by the Dean.

**Article 115.** Head of Departments shall be elected upon absolute majority of members of the Department Council.

**Article 116.** The Department Council shall hold its meetings in conformity with the same conditions as the Council of a Faculty or a Centre.

#### **CHAPTER XVIII: DEANS OF FACULTIES**

##### **SECTION 47. APPOINTMENT**

**Article 117.** The Dean of a Faculty shall be elected by the members of full time teaching staff in their respective faculties, upon approval by the Senate. The term of office for a Dean shall be four (4) years renewable once.

To be eligible for the post of Dean, the candidate shall be a full-time lecturer holding a doctorate degree (PhD).

##### **SECTION 48. DUTIES**

**Article 118.** The Faculty Dean shall be responsible for the general supervision of academic, education, research and administrative activities in line with his/her attributions.

Those activities shall include:

- 1<sup>0</sup> Monitoring the implementation of curricula, and programmes of research and services to the community;
- 2<sup>0</sup> Convening and chairing the meetings of the Faculty Council, even of the Department Council if need arises, and reporting it to hierarchical authorities;
- 3<sup>0</sup> Supervising, monitoring and evaluating the teaching, research, administrative and technical staff in his/her unit;
- 4<sup>0</sup> After consultation with the Council of a Faculty, he/she shall submit to the Vice Chancellor candidates for the positions of full-time or part-time teaching staff for appointment;
- 5<sup>0</sup> Coordinating activities in his/her unit at academic and administrative level and being accountable for it before hierarchical authorities;



6<sup>0</sup> Submitting to the Council of the unit any important issue concerning the smooth running of the unit he/she is responsible for;

7<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by DVCA.

**Article 119.** The Faculty Dean shall be entitled to an allowance whose amount shall be determined by the University Council.

#### **SECTION 49. SUSPENSION OF THE DEAN OR THE DIRECTOR OF A CENTRE**

**Article 120.** For any justified reason, the Dean or Director's term of office may be put to an end by order of the University Council, on the proposal of the Vice Chancellor, after consultation with the Council of Faculty or a Centre.

**Article 121.** In case of an established embezzlement or a scandalous behaviour, the Dean's term of office may be suspended by the Vice Chancellor. The latter shall notify it to the University Council which shall ratify or revoke the decision at the next meeting.

### **CHAPTER XIX: VICE-DEANS AND DEPUTY DIRECTORS**

#### **SECTION 50. APPOINTMENT**

**Article 122.** The Vice-Dean of a Faculty shall be elected by members of the full time teaching staff at the level of their Faculties, upon approval by the Senate. The term of office for a Vice-Dean or a Deputy Director shall be four (4) years renewable once.

To be eligible for the position of Vice-Dean, the candidate should be a full-time teacher with at least the rank of an Assistant lecturer or researcher.

#### **SECTION 51. DUTIES**

**Article 123.** The Vice-Dean shall assist the Dean in carrying out his/her duties and shall replace him/her in case of he/she is absent or withheld. In that framework, his/her duties shall be the following:

1<sup>0</sup> Coordinating teaching activities;

2<sup>0</sup> Stimulating and monitoring research activities;

3<sup>0</sup> Monitoring programmes and making proposals of their updating;

4<sup>0</sup> Monitoring students' internships;

5<sup>0</sup> Writing report activities and catalogues;

6<sup>0</sup> Examining any question relating to discipline of the teaching, research, administrative and technical staff of the faculty;

7<sup>0</sup> Supervising the running of documentation centres of the faculty;



8<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Dean/ Director.

**Article 124.** The Vice-Dean shall be entitled to an allowance whose amount shall be determined by the University Council.

## **SECTION 52. SUSPENSION**

**Article 125.** For justified reasons, or in case of an established embezzlement or a scandalous behaviour, the Vice-Dean's term of office may be put to an end by the Vice Chancellor, on the proposal of the Senate.

## **CHAPTER XX: HEADS OF DEPARTMENTS**

### **SECTION 53. APPOINTMENT**

**Article 126.** The Head of Department shall be elected by members of the full time teaching staff of his/her department, upon approval by the Senate and upon request by the Council of Faculty. His/her term of office shall be four (4) years renewable once.

To occupy the post of Head of Department, the candidate should be a full-time teacher with at least the rank of an Associate Lecturer or Researcher.

### **SECTION 54. DUTIES**

**Article 127.** The duties of the Head of Department shall be as follows:

- 1<sup>0</sup> Convening and chairing the meetings of a department;
- 2<sup>0</sup> Organizing and monitoring teaching activities, research activities and services to the community of a department;
- 3<sup>0</sup> Planning and supervising curricula within the department according to the academic calendar as has been established by the Senate;
- 4<sup>0</sup> Setting up and managing the Department budget;
- 5<sup>0</sup> Planning and making proposals on the purchase of the required teaching material, books and periodicals;
- 6<sup>0</sup> Ensuring the management of administrative and technical staff, and the students registered in the department;
- 7<sup>0</sup> Organizing the supervision of the teaching and research staff within the department;
- 8<sup>0</sup> Organizing seminars and conferences within the Department;
- 9<sup>0</sup> Ensuring integration of research into teaching by privileging collective and multi-disciplinary research, and by coordinating research activities carried out by students;
- 10<sup>0</sup> Planning the needs for the teaching and research staff.



## **SECTION 55. SUSPENSION**

**Article 128.** For justified reasons, or in case of an established embezzlement or a scandalous behaviour, the Head of Department's term of office may be put to an end by the Vice Chancellor, on the proposal of the Senate.

## **CHAPTER XXI. FACULTY AND DEPARTMENT ADMINISTRATIVE ASSISTANTS**

### **SECTION 56. THE ADMINISTRATIVE ASSISTANT OF THE FACULTY**

**Article 129.** The Administrative Assistant of the Faculty shall be appointed by the Vice Chancellor upon request by the Faculty or Centre Council. He/she shall hold at least a Bachelor's Degree in any area covered by the respective faculty.

**Article 130:** The Administrative Assistant of the Faculty shall be exclusively dedicated to that post and shall have the following duties:

- 1<sup>0</sup> Preparing the Dean's meetings;
- 2<sup>0</sup> Coordinating activities of the Faculty in the Dean's office;
- 3<sup>0</sup> Dealing with the correspondence received and sent by the Dean;
- 4<sup>0</sup> Managing the audiences and appointments of the Dean;
- 5<sup>0</sup> assisting the dean in receiving and orienting students' inquiries
- 6<sup>0</sup> Receiving and filing different reports from the departments (deliberation reports, teaching progress, etc.);
- 7<sup>0</sup> Preparing different reports;
- 8<sup>0</sup> Preparing students' transcripts and other administrative documents;
- 9<sup>0</sup> Reporting the faculty council meetings;
- 10<sup>0</sup> Managing the information and communication within the faculty.
- 11<sup>0</sup> Monitoring/ managing faculty materials and assets
- 12<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Dean.

### **SECTION 57. THE ADMINISTRATIVE ASSISTANT OF THE FACULTY**

**Article 131.** The Administrative Assistant of a Department shall be appointed by the Vice Chancellor upon request by the Department Council. He/she shall hold at least a Bachelor's Degree in any area covered by the respective department.





**Article 132.** The Administrative Assistant of a Department shall be exclusively dedicated to that post and have the following duties:

- 1<sup>0</sup> Preparing the Head of Department's meetings;
- 2<sup>0</sup> Coordinating activities of the Department in the Head of Department's office;
- 3<sup>0</sup> Dealing with the correspondence received and sent by the Head of Department;
- 4<sup>0</sup> Managing the audiences and appointments of the Head of Department;
- 5<sup>0</sup> assisting the Head of Department in receiving and orienting students' inquiries
- 6<sup>0</sup> Receiving and filing different reports from the departments (deliberation reports, teaching progress, etc.);
- 7<sup>0</sup> Preparing different reports upon;
- 8<sup>0</sup> Preparing students' transcripts and other administrative documents;
- 9<sup>0</sup> Reporting the Department council meetings;
- 10<sup>0</sup> Managing the information and communication within the Department.
- 11<sup>0</sup> Monitoring/ managing Department materials and assets;
- 12<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Head of Department.

## **TITLE VII- RESEARCH CENTRES**

### **CHAPTER XXII – THE COUNCIL OF A CENTRE**

**Article 133.** The Council of a Centre shall coordinate all activities relating to research and services to community within a centre.

#### **SECTION 58. MEMBERS OF THE COUNCIL OF A CENTRE**

**Article 134.** Shall be members of the Council of a Centre:

- 1<sup>o</sup> the Director of a Centre, who shall be the Chairperson;
- 2<sup>o</sup> the Deputy Director of the Centre who shall be the Deputy Chairperson;
- 3<sup>o</sup> the Administrative Assistant of the Centre who shall be the Reporter;
- 4<sup>o</sup> the full time research staff of the Centre.

**Article 135.** The Director of Quality Assurance, the Director of Research, the Director of the Library, and the Director of ICT shall be invited to the Council of a centre. They shall have no right to vote unless they are full-time members of the Faculty.



**Article 136.** The Council of a Centre may invite to its meetings any other person that it shall deem competent to assist it in dealing with specific issues. That person shall have no voting right.

#### **SECTION 59. THE DUTIES OF THE COUNCIL OF A CENTRE**

**Article 137.** The Council of a Faculty or a Centre has the following duties:

1<sup>0</sup> Devising and making proposals to the Senate of research activities and monitoring their implementation;

2<sup>0</sup> Ensuring the quality of research activities of a centre;

3<sup>0</sup> Analysing at the first level candidates' files for the recruitment of research staff of a centre and make a report to the Deputy-Vice Chancellor for Academic Affairs;

4<sup>0</sup> Making proposals to the Senate of rewards and if need be, disciplinary sanctions for the research staff;

5<sup>0</sup> Making proposals to the Senior Management Committee of budget proposals of a Centre;

6<sup>0</sup> Making proposals to the Directorate of Research of research projects for funding;

7<sup>0</sup> Making proposals if need be of amendments to be made to PIASS research policy;

8<sup>0</sup> Dealing with any other issue relating to the smooth running of a Centre.

#### **SECTION 60. MEETINGS OF THE COUNCIL OF A CENTRE**

**Article 138.** The Council shall be chaired by the Director of the Centre. In case the latter is absent or withheld it shall be chaired by the Deputy Director.

**Article 139.** The Council of a Centre holds its ordinary meeting every two (2) months. It may hold an extraordinary meeting whenever necessary.

**Article 140.** The Council of a Centre shall be convened by its Chairperson or, when the latter is withheld, by his/her Vice-Chairperson. Invitation to meetings of the Council accompanied with working documents and indicating the date and the agenda shall reach the members at least 8 days before the meeting.

The Council may be convened to hold an extraordinary meeting by its Chairperson or upon request of half of its members. In either case, the notification should reach the members at least ten (10) days before the meeting.

**Article 141.** The Council of a Centre shall be legitimately held when two thirds (2/3) of its members are present.

Decisions shall be taken by consensus. Otherwise, the decisions shall be adopted upon absolute majority of the votes of the members present at a meeting. In case of a voting tie, the Chairperson shall have a casting vote.



**Article 142.** The minutes of meetings shall be transmitted to the Vice Chancellor and the Deputy- Vice Chancellors within fifteen (15) days after the holding of the meeting.

## **CHAPTER XXIII: THE DIRECTORS AND THE ADMINISTRATIVE OF A CENTRE**

### **SECTION 61. THE DIRECTOR OF A CENTRE**

**Article 143.** The Director of a Centre shall be appointed the Senate upon proposal by the Vice Chancellor. To be eligible for the post of Director of a Centre, the candidate shall be a full-time lecturer or a researcher holding a doctorate degree (PhD).

**Article 144.** The Director of a Centre shall be responsible for the general supervision of research and administrative activities in line with his/her attributions.

Those activities shall include:

- 1<sup>0</sup> Monitoring the implementation of research and services to the community;
- 2<sup>0</sup> Convening and chairing the meetings of the Council of a centre and reporting it to hierarchical authorities;
- 3<sup>0</sup> Supervising, monitoring and evaluating the research, administrative and technical staff in his/her unit;
- 4<sup>0</sup> After consultation with the Council of a Centre, he/she shall submit to the Vice Chancellor candidates for the positions of full-time or part-time research staff for appointment;
- 5<sup>0</sup> Coordinating activities in his/her unit at research and administrative level and being accountable for it before hierarchical authorities;
- 6<sup>0</sup> Submitting to the Council of the unit any important issue concerning the smooth running of the unit he/she is responsible for;
- 7<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by DVCA.

**Article 145.** The Director of a Centre shall be entitled to an allowance whose amount shall be determined by the University Council.

**Article 146.** For any justified reason, the Dean or Director's term of office may be put to an end by order of the University Council, on the proposal of the Vice Chancellor, after consultation with the Council of Faculty or a Centre.

**Article 147.** In case of an established embezzlement or a scandalous behaviour, the Dean or Director's term of office may be suspended by the Vice Chancellor. The latter shall notify it to the University Council which shall ratify or revoke the decision at the next meeting.



**SECTION 62. THE ADMINISTRATIVE ASSISTANT OF A CENTRE**

**Article 148.** The Administrative Assistant of the Centre shall be appointed by the Vice Chancellor upon request by the Centre Council.

**Article 149:** The Administrative Assistant of the Faculty or a Centre shall be exclusively dedicated to that post and shall have the following duties:

- 1<sup>0</sup> Preparing the Director's meetings;
- 2<sup>0</sup> Coordinating activities of the Director's office;
- 3<sup>0</sup> Dealing with the correspondence received and sent by the Director;
- 4<sup>0</sup> Managing the audiences and appointments of the Director;
- 6<sup>0</sup> Receiving and filing different reports;
- 7<sup>0</sup> Preparing different reports;
- 8<sup>0</sup> Preparing students' transcripts and other administrative documents;
- 9<sup>0</sup> Reporting the Centre council meetings;
- 10<sup>0</sup> Managing the information and communication within the centre;
- 11<sup>0</sup> Monitoring/ managing the centre's materials and assets;
- 12<sup>0</sup> Carrying out any other activity in connection with his/her attributions as may be assigned to him/her by the Director of the centre.

**TITLE VI –ADMINISTRATIVE AND TECHNICAL DIRECTORATES AND STAFF**

**CHAPTER XXIV. CHAPLAINCY**

**SECTION 63: THE CHAPLAIN**

**Article 150.** The Chaplain shall be appointed by the Senior Management Committee upon proposal of the Vice Chancellor. He/she should hold at least a Master's degree in Theology and ordained minister from one of the PIASS member churches.

**Article 151.** The Chaplain shall have the following duties:

- 1<sup>0</sup> To head the Directorate of Chaplaincy and Student Services;
- 2<sup>0</sup> Plan and coordinate campus spiritual and religious life programming including weekly spiritual and religious life activities;
- 3<sup>0</sup> Create a spiritual and religious life leadership council composed of students that work with the Chaplain in planning, coordinating and implementing activities within the religious and spiritual life program;





- 8<sup>0</sup> Providing international students with assistance;
- 9<sup>0</sup> Helping students have access to part-time jobs at University;
- 10<sup>0</sup> Ensuring measures for students' health and security;
- 11<sup>0</sup> Planning and organizing sports activities;
- 12<sup>0</sup> Managing sports teams;
- 13<sup>0</sup> Making proposals for the recruitment of coaches;
- 14<sup>0</sup> Controlling the regularity of coaches and evaluating their efficiency
- 15<sup>0</sup> Managing sports equipment and maintaining sports grounds;
- 16<sup>0</sup> Organizing and planning socio-cultural activities;
- 17<sup>0</sup> Promoting socio-cultural creativity;
- 18<sup>0</sup> Managing troops of drama, cultural activities and traditional dancing;
- 19<sup>0</sup> Organizing and developing social games;
- 10<sup>0</sup> Organizing socio-cultural competitions;
- 21<sup>0</sup> Installing students in their rooms at the beginning of each academic year;
- 22<sup>0</sup> Monitoring the handing over of rooms and equipment at the end of the academic year;
- 23<sup>0</sup> Collaborating with the Works unit as regards the repairing of students' residences;
- 24<sup>0</sup> Collaborating with the department of supply as regards the purchase of equipment and supplies for students' residences and doing the monitoring;
- 25<sup>0</sup> Checking compliance with rules of conduct in residences according to the regulations relating to University assets put at students' disposal;
- 26<sup>0</sup> Contributing to the development of private initiatives for the construction of campus residences;
- 27<sup>0</sup> Collaborating with off campus residences' owners in the installation process of students in those residences;
- 28<sup>0</sup> Monitoring regularly students living in off campus residences;
- 29<sup>0</sup> Contributing to the improvement of mechanisms of information, admission and orientation of students at University;
- 30<sup>0</sup> Facilitating academic integration of new students;



31<sup>0</sup> Addressing problems including those related to sexual harassment; procedures related to repetition and reorientation; suspensions; and students' appeals;

32<sup>0</sup> Organising extra-academic activities including conferences, seminars, colloquia, which are not research-oriented

33<sup>0</sup> carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

### **SECTION 65: COUNSELLING AND CAREER GUIDANCE OFFICER**

**Article 154.** The Counselling and Career Guidance Officer shall be appointed by the Senior Management Committee upon proposal of the Vice Chancellor. He or she should hold at least a master's degree in counselling or any other related field with an emphasis on career development coursework.

**Article 155.** The Counselling and Career Guidance Officer shall have the following duties:

1<sup>0</sup> To guide students in making decisions with the process of choosing and application process for an educational program so they can complete the necessary coursework and training for their career goals.

2<sup>0</sup> To provide information about faculties, departments, training programs, internships and apprenticeships;

3<sup>0</sup> To provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conducts workshops, seminars, and other presentations to student, faculty, employer, and alumni groups.

4<sup>0</sup> To serve as the primary liaison between the university, its students and alumni, and potential employers on a state, regional, national, and international scale;

5<sup>0</sup> To keep up to date with information about training routes, professional regulation and the jobs market;

6<sup>0</sup> To develops new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni;

7<sup>0</sup> To carry out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.







**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)  
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- 7<sup>0</sup> ensuring the payment of various PIASS creditors;
- 8<sup>0</sup> carrying out the regular control of cash and bank books and operations relating to the payment of the students' scholarship;
- 9<sup>0</sup> ensuring the control of PIASS Funds;
- 10<sup>0</sup> Establishing budget proposals in consultation with all PIASS units;
- 11<sup>0</sup> Monitoring the execution of the budget for all units;
- 12<sup>0</sup> Elaborating and submitting a report on execution of the budget on a regular basis;
- 13<sup>0</sup> Determining budget items to be applied;
- 14<sup>0</sup> Checking the conformity of documents submitted for payment;
- 15<sup>0</sup> Carrying out budgetary codification and stamping documents claiming for payment;
- 16<sup>0</sup> Administering the University computerized accounting system;
- 17<sup>0</sup> carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

**Article 160:** A chief Accountant shall coordinate the activities of the accountants. He/she shall be appointed by the Senior Management Committee upon proposal of the Vice Chancellor. He/she shall hold at least a bachelor's degree in Accounting.

#### SECTION 68. PLANNING AND BUDGET OFFICER

**Article 161.** The Planning and Budget Officer shall be appointed by the Vice Chancellor upon request of the Senior Management Committee. He/she shall hold at least a Bachelor's degree in accounting, development studies or any other related field.

**Article 162.** The Planning and Budget Officer shall have the following duties:

- 1<sup>0</sup> Undertake a range of financial management responsibilities aligned to the business needs of the client group, including budgeting, planning, modeling, forecasting and reporting; performing analysis and preparing financial projections as well as developing scenario modeling and conducting financial performance monitoring;
- 2<sup>0</sup> Undertake tasks to support business decision-making, including analysis to inform financial capability, operating performance and business growth improvements, and identify and responding strategically to issues, trends and opportunities;
- 3<sup>0</sup> Build and sustain effective relationships with an extensive network of relevant University staff, clients, government authorities and other stakeholders;
- 4<sup>0</sup> Actively contribute to and support the Finance Services network;



**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)  
OFFICE OF THE VICE CHANCELLOR**

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5<sup>0</sup> Contribute to the planning, management and effective implementation of continuous improvement activities relating to financial management practices and procedures;

6<sup>0</sup> Identify and contribute to planning and managing issues and risks associated with implementing financial management initiatives and changes to policies, procedures and legislation;

7<sup>0</sup> Ensure compliance with statutory and regulatory obligations, business protocols and standards;

8<sup>0</sup> Provide additional support where requested to a range of operational tasks, projects and activities in order to contribute to the focus of continuous improvement, operational excellence and workplace safety.

#### **SECTION 69. PROCUREMENT AND LOGISTIC OFFICER**

**Article 163.** The Procurement and Logistic Officer shall be appointed by the Vice Chancellor upon request of the Senior Management Committee. He/she shall hold at least a Bachelor's degree in Business Administration or any other related field.

**Article 164.** The main responsibilities and duties of the Procurement and Logistic Officer shall be the following:

1<sup>0</sup> Develop and champion the procurement guiding principles to plan for and achieve targeted outcomes for customer service, process efficiencies and cost reductions;

2<sup>0</sup> Develop and lead implementation of the University procurement plans. Define, plan and implement Strategic Procurement projects and initiatives on time and within budget;

3<sup>0</sup> Lead and direct all procurement activity for goods and services across the University;

4<sup>0</sup> Ensure strong two-way customer communication to build cross-organization relationships which drive continuous improvements and focus on customer service;

5<sup>0</sup> Manage collaborative relationships with internal and external stakeholders, to communicate, solicit feedback, and obtain support of the Strategic Procurement process;

6<sup>0</sup> Establish, monitor and report service level goals, key performance indicators, and customer satisfaction criteria for procurement operations, procurement services and strategic sourcing;

7<sup>0</sup> Maintain procurement fiscal policy and budget;

8<sup>0</sup> Maintain cost effective procurement procedures;

9<sup>0</sup> Maintain compliance with all state, legislative and University mandates for procurement activities;

10<sup>0</sup> Ensuring timely, efficient and effective procurement of goods services and works, while strictly adhering to the procurement policy;



11<sup>0</sup> Manage the disposal of obsolete and disposable items with authorization from the Finance and Administration Manager;

12<sup>0</sup> Perform related duties as required by his/her immediate superior.

## **SECTION 70. SUPPORT STAFF UNITS**

**Article 165.** The support staff units in the Directorate of Administration and Finance are the following:

1<sup>0</sup> Transport Unit

2<sup>0</sup> Environment Care Unit

3<sup>0</sup> Security Unit

The duties and responsibilities of units' staff shall be determined by the Directorate of Resources and Assets Management and approved by the Senior Management Committee.

## **CHAPTER XXVI. THE DIRECTORATE OF ICT AND MAINTENANCE**

### **SECTION 71. THE ICT OFFICER AND ICT ASSISTANTS**

**Article 166.** The ICT officer shall be appointed by the Senior Management Committee upon proposal by the Vice Chancellor. He/she should hold at least a Master's degree in Information Technology.

**Article 167.** The ICT officer shall have the following duties:

1<sup>0</sup> Administering the PIASS Computer Centre and its resources;

2<sup>0</sup> Ensuring the liaison between donors and various organizations for the development of ICT at PIASS;

3<sup>0</sup> Coordinating the projects proposing funding the Computer Centre;

4<sup>0</sup> Preparing the budget of the Centre and ensuring its execution;

5<sup>0</sup> Ensuring maintenance of all University computers;

6<sup>0</sup> Training lecturers in teaching methodology using ICT;

7<sup>0</sup> Facilitating distance learning;

8<sup>0</sup> Providing PIASS teaching staff with training in computer science;

9<sup>0</sup> Ensuring day-to-day running and development of the PIASS website;

10<sup>0</sup> Assisting and advising University academic and administrative services in solving ICT-related problems.



11<sup>0</sup> carrying out any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

**Article 168.** The ICT assistants, shall be appointed by the Senior Management Committee upon proposal by the Vice Chancellor. Their profiles, duties and responsibilities shall be determined by the SMC.

## **SECTION 72. ESTATE AND MAINTENANCE OFFICER**

**Article 169.** The Estate and Maintenance Officer shall be appointed by the Senior Management Committee upon proposal by the Vice Chancellor. He/she should hold at least an Advanced Level Certificate in any technical field.

**Article 170.** The Estate and Maintenance Officer shall have the following duties:

- 1<sup>0</sup> Undertake scheduled and breakdown maintenance of equipment and infrastructure;
- 2<sup>0</sup> Check, repair and service machinery, equipment, systems and infrastructures;
- 3<sup>0</sup> Ensure that infrastructure and equipment runs smoothly and reliably;
- 4<sup>0</sup> Plan and undertake scheduled maintenance and response to breakdowns;
- 5<sup>0</sup> Obtain specialist components, fixtures or fittings;
- 6<sup>0</sup> Ensuring compliance with health and safety legislation;
- 7<sup>0</sup> Create maintenance procedures;
- 8<sup>0</sup> Manage stocks of supplies and equipment;
- 9<sup>0</sup> Undertake any other activity in connection with his/her attributions as may be assigned to him/her by his/her immediate superior.

## **CHAPTER XXVII. THE DIRECTORATE OF PRODUCTION**

**Article 171.** The Directorate of income generation shall be in charge of planning and coordinating activities related to generation of income for the University.

## **SECTION 73. THE DIRECTOR OF PRODUCTION**

**Article 172.** The director of Income Generation shall be appointed by the Senior Management Committee upon proposal by the Vice Chancellor. He/she shall hold at least a Bachelor's Degree in Business Administration or any other related area.

**Article 173.** The Director of production shall have the following duties:

- 1<sup>0</sup> Deliver the annual income generation targets from across the different income streams, as set out by the DVCAF;
- 2<sup>0</sup> Support the SMC and DVCAF in the development, implementation and review of the University strategic plan;



3<sup>0</sup> Support income generation managers in operational zing and resourcing team action plans to ensure delivery of strategic objectives and targets;

4<sup>0</sup> Ensure that income generating activity across the University delivers a return on investment and that support services and resources are used effectively and efficiently;

5<sup>0</sup> Develop, evaluate and implement new income streams;

6<sup>0</sup> Represent the University at partnership meetings, community events and presentations as required in relation to income generation;

7<sup>0</sup> Manage income generation units' staff by setting objectives and targets, identifying training needs and meeting on a regular basis;

8<sup>0</sup> Conduct annual appraisals with all directly managed staff;

9<sup>0</sup> Ensure that managers and staff are appropriately supported and sufficiently trained and resourced to achieve their objectives;

10<sup>0</sup> Report regularly to SMC on income generation targets and performance;

11<sup>0</sup> Liaise closely with staff from all disciplines across the University to ensure the efficient operation of the income generation function;

12<sup>0c</sup> Ensure that all University income generation activities are compliant with relevant legal

13<sup>0</sup> Ensure the that the reputation of the University is not jeopardized as a result of any fundraising activity;

14<sup>0</sup> Participate in, and include staff in, appropriate training and development where necessary to meet legal requirements;

15<sup>0</sup> Ensure that adequate Health & Safety risk assessments have been carried out across the income generating activities, sites and workspaces and that suitable mitigation measures have been implemented where appropriate;

16<sup>0</sup> Undertake any other duties as assigned by DVCAF.

## **SECTION 74. PRODUCTION UNITS**

**Article 174.** Income generation units shall be determined by the Senior Management Committee. The management of a given production unit shall be governed by its own internal regulation as approved by the Senior Management Committee.

**Article 175.** The managers and staff of production units shall be appointed by the Senior Management Committee upon proposal by the Vice Chancellor. The duties and responsibilities and the minimum qualifications of units' staff shall be determined by the Directorate of Income Generation and approved by the Senior Management Committee.



### **TITLE XXVIII: STUDENTS**

**Article 176.** PIASS shall be open to regular students, part-time students, free auditors and *exchange students*, provided that they satisfy the admission requirements as determined by the General Academic Regulations of PIASS.

**Article 177.** A regular student shall be a student who registers for all the programmes courses and takes an exam in all the courses with the purpose of obtaining a degree or a certificate.

**Article 178.** A part-time student shall be a student who registers for some courses of his/her choice in a programme of a given academic unit and takes an exam in those courses with the purpose of obtaining a certificate after having covered all the programmes in a period longer than usual.

**Article 179.** A free auditor shall be any person who registers for courses but does not take an exam in those courses with the purpose of obtaining a certificate of participation.

**Article 180.** An *exchange student* shall be a person who registers for courses within the framework of an exchange programme among universities and takes an exam in those courses.

**Article 181.** The admission requirements and the rights and obligations of students as regards academic matters, discipline and the welfare shall be determined by the General Academic Regulations of PIASS.

### **TITLE X. FINAL PROVISIONS**

**Article 182.** The staff members and students of PIASS shall be free to form associations in accordance with the law.

**Article 183.** The present Internal Regulations shall come into force on the date of its adoption by the University Council of PIASS and shall not be retroactive.

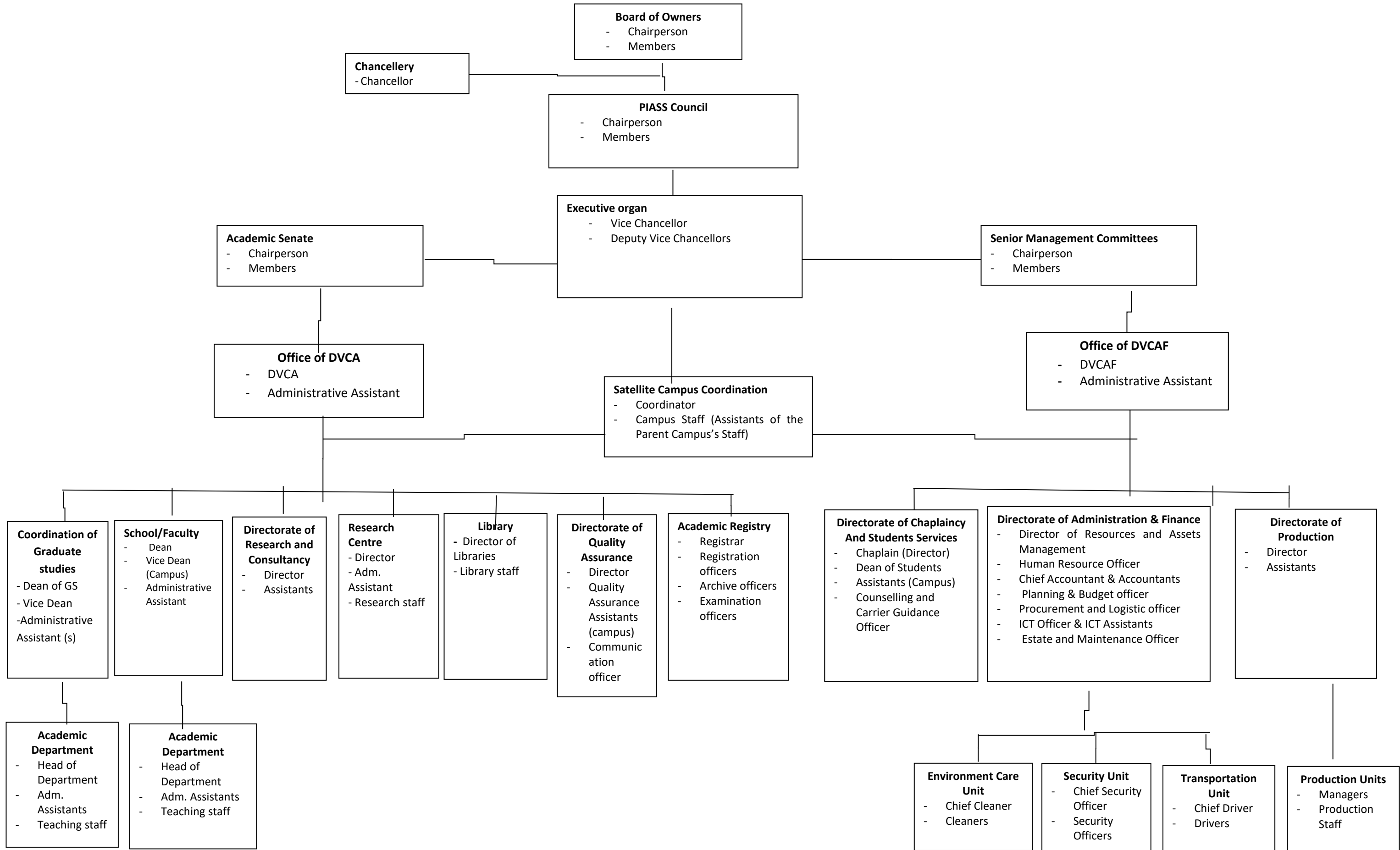
Approved By PIASS Council at Huye on 25-5-2022

**Chairman of PIASS Council**





**Appendix I: PIASS Organisational Chart**





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