



## **COMMUNIQUÉ OF THE SPECIAL EXECUTIVE COUNCIL MEETING OF 22<sup>nd</sup> FEBRUARY 2018**

On Thursday, 22<sup>nd</sup> February 2018, a special Executive Council meeting chaired by Fr Dr HAGENIMANA Fabien, the Rector of INES-RUHENGERI convened in Master's room and took the following decisions and recommendations:

1. It was reminded that the 9<sup>th</sup> graduation ceremony is scheduled for **16<sup>th</sup> March 2018**.
  - The ownership is required in preparations for good running of all activities.
  - Each Department has to make sure of the presence of its partners and alumni.
  - The presence for the staff and students is compulsory.
  - The following deadlines have to be respected by all people involved in the preparations, including the graduands
  - **2<sup>nd</sup> March 2018**: Last date to submit the photos and to check the correctness of names, registration numbers and marks to be put on degrees. The lists are available at INES notice board and website. A fine of **5,000** Frw will be paid for later submission and checking.
  - From **5<sup>th</sup> March 2018**: Printing degrees
  - From **8 March 2018 to 10<sup>th</sup> March 2018**: Signature of graduands on their degrees + withdrawal of gowns
  - On **14<sup>th</sup> March 2018**: Briefing meeting of graduands with the Rector
  - On **12<sup>th</sup> March 2018 to 14<sup>th</sup> March 2018**: Signature of VRAC and Rector on the degrees
  - On **15<sup>th</sup> March 2018**: Submission of duplicates to the HoDs
  - From **19<sup>th</sup> March 2018 to 23<sup>rd</sup> March 2018**: Giving back Duplicates and getting the original degrees.

**N.B :**

**The graduands who want to give back the gowns, Duplicates of degrees on graduation day have to declare it before.**

