



CATHOLIC UNIVERSITY OF RWANDA

P.o Box 49 Butare/Huye - RWANDA

Registry: 250 733 214 677 - Administration: 250 733 214 678

email: catholic.university.rwanda@gmail.com

website: www.cur.ac.rw

Office of the Academic Registrar

CUR ADMISSION POLICY

CUR 2025

CUR ADMISSION POLICY

1. Introduction

Catholic University of Rwanda (CUR) Admission Policy is **mainly based on CUR General Academic Regulations**. It intends to provide all prospective students **essential information to make their application for admission at CUR and their registration successful and to support continuing students during their stay at the University**.

2. Application for admission

Before a new student can register at the Catholic University of Rwanda (CUR), he must apply for admission. To qualify for admission to a degree program in a specific Faculty, a candidate submits a letter addressed to the Academic Registrar, specifying one or two faculties of his/her choice.

The basic admission requirements for entrance to undergraduate studies shall be the Advanced General Certificate of Secondary Education (A Level) awarded by the Rwanda Education Board (REB) obtained with at least two principal passes **in relevant area(s)** (for those graduated before the academic year 2023-2024) as the minimum level permitting entry to Higher Education or an Equivalence Rating of Certificate delivered by REB for new applicants coming from other countries and wishing to join CUR. For those who graduated in the academic year 2023-2024 and those who will graduate later, the minimum pass mark permitting entry to Higher Education for candidates who studied in Rwanda is 50% (Average). Entry to a specific program offered by CUR requires a background (to have studied key subjects) at secondary school.

3. Entry requirements

3.1. Undergraduate

a. Faculty of Catechesis and Religious Sciences

Candidate qualification should be: A2 or Equivalent in any subject combinations satisfying the basic admission requirements for entrance to undergraduate studies. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

b. Faculty of Business Studies:

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations such as Mathematics-Computer Ss.-Economics (MCE), Mathematics-Economics-Geography (MEG), History-Economics-Geography (HEG), History-Economics-Literature in English (HEL), Literature in English-Economics-Geography (LEG), Mathematics-Physics-Computer Science (MPC), Physics-Chemistry-Mathematics (PCM), Physics-Chemistry-Biology (PCB),

Mathematics-Chemistry-Biology (MCB), Mathematics-Physics-Geography (MPG), Commerce and Accountancy, Business and Law etc. **Key subjects** the candidate must have studied at secondary school are: Entrepreneurship, Accountancy, Finance, Economics, Management, Computer science or any other related subjects. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have at least two principal passes with at least one in any key subject. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary certificate with at least grade S in one key subject.

c. Faculty of Education

C.1. Options of Math-Computer

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations where key subjects like Mathematics, Computer Sciences, Database design and development, Website development, Web application development, System analysis and design, Algorithm, programming fundamentals, etc. are subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have at least two principal passes with at least one in Mathematics or Computer. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary certificate with at least grade S in one key subject.

C.2. Options of English-Kiswahili

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations where English and Kiswahili are subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in both English and Kiswahili. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary certificate with at least grade S in English and Kiswahili.

C.3.Option of Biology and Chemistry

Candidates must have the following qualifications: A secondary school certificate in relevant areas /option having Biology and Chemistry as subjects of their studies or any other option with principal pass in integrated sciences. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Biology or Chemistry.

C.4.Option of Mathematics and Biology

Candidates must have the following qualifications: to have secondary school certificates from the following specializations: Mathematics-Chemistry-Biology(MCB), Teacher Training Center (TTC) or any other where Mathematics and Biology/Integrated sciences are subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Mathematics and Biology/integrated Sciences. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Biology and Chemistry.

C.5.Option of Economics and Computer

Candidates must have the following qualifications: A2 or Equivalent in MEC combination or other combination having similar/ related courses, having background in computer/Mathematics & economics/ entrepreneurship. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Computer/Mathematics and Economics/Entrepreneurship. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Computer/Mathematics and Economics/Entrepreneurship.

C.6.Option of Mathematics and Chemistry

Candidates must have the following qualifications: to have secondary school certificates from the following: (MCB), (PCM) or any other where Mathematics and Chemistry/Integrated sciences are subjects of study.

Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Mathematics and Chemistry/Integrated Sciences. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Mathematics and Chemistry.

C.7.Option of Economics and Entrepreneurship

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: (HEG), (MEG), (HEL), (LEG), (MCE), PCM, Teaching Science and Mathematics (TSM), (MPC), (MPG), TTC, or any other combination having Economics or Entrepreneurship as one of their subjects of the study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have at least two principal passes with at least one in Economics or entrepreneurship. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Economics or Entrepreneurship.

C.8. Option of English and Kinyarwanda

Candidates must have the following qualifications: To have completed secondary school where English and Kinyarwanda are among subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in English and Kinyarwanda. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in English and Kinyarwanda.

C.9.Option of English and French

Candidates must have the following qualifications: To have completed secondary school where English and French are among subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in English and French. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in English and French.

C.10.Option of French and Kinyarwanda

Candidates must have the following qualifications: To have completed secondary school where French and Kinyarwanda are among subjects of study. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in French and Kinyarwanda. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in French and Kinyarwanda.

C.11.Option of Economics and Geography

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: History-Geography and Literature in English (HGL), Mathematics- Economics and Geography (MEG), History-Economics and Geography (HEG), Languages-Economics and Geography (LEG), Normal Primaire (NP), Economiques, Sciences Humaines, Teaching Modern Sciences, or any other combination having economics and Geography as their subjects of study. The applicant holding A2 Certificate obtained from a foreign country should possess equivalence from concerned organs. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Economics and geography. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Economics and Geography.

C.12.Option of English and History

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: Social Studies in TTCs, HEL, HEG, HGL, Former Humanities Studies (science humaine), Former Normale Primaire, or any other combination having History and English as one of their subject of the study. The applicant holding A 2 Certificate obtained from a foreign country should possess equivalence from concerned organs. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in English and History. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in English and History.

C.13.Option of Mathematics and Geography

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: Physics - Chemistry - Mathematics (PCM); Physics – Chemistry - Biology (PCB); Mathematics - Physics - Geography (MPG); Mathematics – Economics – Geography (MEG).

The applicant holding A 2 Certificate obtained from a foreign country should possess equivalence from concerned organs. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Mathematics and Geography. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Mathematics and Geography.

C.14.Option of Economics and History

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: Economics-Computer and Entrepreneurship, History-Economics and Geography, History-Economics and Languages, History, Geography and Literature; Languages-Economics and Geography, Mathematics-Economics and Computer Sciences, Normal Primaire (NP), Economiques, Sciences Humaines, Latin Science, social studies, or any other combination having economics and History as one of their subjects of the study. The applicant holding A 2 Certificate obtained from a foreign country should possess equivalence from concerned organs. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Economics and History. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Economics and History.

C.15. Option of Mathematics and Economics

Candidates must have the following qualifications: to have a certificate of secondary school in relevant areas /subjects including: Physics - Economics - Mathematics (PCM); Physics – Economics - Biology (PCB); Mathematics - Physics - Geography (MPG); Mathematics – Economics – Geography (MEG); Mathematics – Computer-Economics (MCE).

The applicant holding A 2 Certificate obtained from a foreign country should possess equivalence from concerned organs. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have principal passes in Mathematics and Economics. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in Mathematics and Economics.

d. Faculty of Health Sciences

D.1 Department of Human Nutrition and Department of Public Health

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations PCB, MCB, BCG, Nursing and Nutrition and Dietetics or other related options. From 2021, the candidate will be enrolled only after being indexed by Rwanda Allied Health Professional Council (RAHPC) and must have at least grade C in both Chemistry and Biology. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

D.2 Department of Midwife

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations PCB, MCB, BCG, General Nursing, associate nursing or other related options. From 2021, the candidate will be enrolled only after being indexed by National Council for nurses and midwives (NCNM) and must have at least grade C in both Chemistry and Biology for those interested in A0 program but with at least grade D for those interested in A1 program and at least a subsidiary in Mathematics, physics, or Geography.

Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

D.3 Department of Nursing

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations PCB, MCB, BCG, General Nursing, associate nursing or other related options. From 2021, the candidate will be enrolled only after being indexed by National Council for nurses and midwives (NCNM) and must have at least grade C in both Chemistry and Biology for those interested in A0 program but with at least grade D for those interested in A1 program and at least a subsidiary in Mathematics, physics, or Geography).

Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

e. Faculty of Science and Technology

E.1. Department of Biomedical Laboratory Sciences (BLS)

Candidates must have the following qualifications: A2 or Equivalent in the subject combinations PCB, MCB, BCG, Laboratory, Pharmacy or other related options. From 2021, the candidate will be enrolled only after being indexed by Rwanda Allied Health Professional Council (RAHPC) and must have at least grade C in both Chemistry and Biology. Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary school certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

E.2. Department of Computer Science

Candidates must have the following qualifications: Having successfully completed secondary school in options where Mathematics, Physics, computer science, Database design and development, Website development, Web application development, System analysis and design, Algorithm and programming fundamentals Computer Science and Management, Electronics and Telecommunications etc. are subjects of study.

Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have at least two principal passes with at least one in any key subject. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in any key subject.

E.3. Department of Food Technology

Candidates must have the following qualifications: Candidates must have a level 5 TVET certificate in food processing, food technology or a secondary school certificate in the following areas/option: Mathematics, Chemistry and Biology (MCB), Physics Chemistry and Biology (PCB), Physics Chemistry and Mathematics (PCM), Biology Chemistry and Geography (BCG), Former Normale Primaire, and Former Bio-Chimie), or any other option related to the above combinations.

Any other equivalent qualification recognized by the University Admissions Committee will be considered as satisfying entry requirements. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory. Candidates who completed secondary school in Rwanda before the academic year 2023/2024 should have at least two principal passes with at least one in any key subjects above. Those who completed secondary school from the academic year 2023/2024 onwards should have a secondary school certificate with at least grade S in any key subject.

f. Faculty of Social Work

Candidates must have the following qualifications: A2 or Equivalent in any subject combinations satisfying the basic admission requirements for entrance to undergraduate studies. For candidates with secondary certificates from other countries, Equivalence Rating of Certificate delivered by officially recognized organs such as Rwanda Education Board (REB), National Examination and School Inspection Authority (NESA) is mandatory.

3.2 Post graduate

Post graduate diploma in Education PGDE

A student wishing to join the program should comply with the following conditions:

To have completed a bachelor's degree programme in any field of higher education.

To be currently employed or willing to be employed in education.

Candidates must comply with registration requirements specified in CUR General Academic Regulations.

Applicants must also demonstrate sufficient competence in English to be enrolled in any program of CUR.

All applications are subject to a selection process conducted by the **CUR Commission of Admission** and applicants will be notified whether or not they have been admitted before registration. The period of applications for admission shall be publicly announced at least three months before the beginning of the academic year.

4. Application for registration

According to CUR General Academic Regulations, a student admitted at CUR may register as a full-time student, a part-time student, a free auditor or an exchange student.

A **full-time student** is a student who registers for all the programs courses and takes an exam in all the courses with the purpose of obtaining a certificate, a diploma or a degree.

A **part-time student** is a student who registers for some courses of his/her choice in a program of a given academic unit and takes an exam in those courses with the purpose of obtaining a certificate, a diploma or a degree after having covered all the programs in a period longer than usual.

A **free auditor** is any person who registers for courses but does not take an exam in those courses with the purpose of obtaining a diploma.

An **exchange student** is a person who registers for courses within the framework of an exchange program among universities and takes an exam in those courses.

A full-time student may register for a part-time module in another department provided the timetable permits and this does not affect performance in full-time modules.

Application and registration payments must be made to the following accounts:

Application fees of **5000 RWF**, registration fees of **30000 RWF** and technology fees of **3000RWF** to account number 00120139008747128 at Cogebanque or 4074200085641/Equity Bank and **3000 RWF** of CURSU Contribution on Account **N° 00050-07752417-56/CUR, Bank of Kigali**.

Students must register **individually** at Registry Services after the announcement of the beginning of the registration period.

All new students must apply for registration on the prescribed registration form available on request from the Office of the Academic Registrar.

The registration is done online and **new students** are requested to produce the following documents before attending classes:

- Photocopy of a notarized **Advanced General Certificate of Secondary Education or Equivalence Rating of Certificate from REB**.

- Photocopy of Senior six report of Secondary School (optional)
- Medical Report issued less than three months before the registration date
- Criminal record
- Photocopy of Identity Card /Passport
- In addition to the above documents, upgrading students will submit the transcripts and certificate/degree/diploma awarded by the first attended university.

For registration, **continuing students** have to be promoted by the Faculty through deliberation of the last academic year/ semester. The name of the registering student must be found on the deliberation sheet and approved by the financial service. The student is requested to present appropriate documents for any change of their personal life

Completed documents shall be submitted to the Registrar as responsible for registration of all students.

Names of students to be used on all CUR documents will be those appearing on the student Identity Card/Passport. Any request for change of names must be supported by legal documents.

Cases of falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, shall lead to automatic cancellation of admission or withdrawal of Certificate, Diploma or Degree awarded by CUR. Legal action may also be taken against the culprit.

Registration shall be done within two weeks before the beginning of each academic year.

5. Student's identity card

A registered student will be issued an official student identity card.

A student card shall contain the student's identification (names, registration number, Faculty/department, class, and program), his/her photograph and shall have the signature of the Vice-Rector in charge of Academic Affairs and the stamp of the University.

This card shall be produced at all times upon request, particularly at the gates, for admission to lectures and laboratories, for use to library, examinations and access to any services offered by CUR. Lost cards will be replaced upon payment of the prescribed fee.

6. Application for late registration

Applications for late registration must be submitted in writing to the Registrar, stating the reasons for the delay within fifteen days of the end of the registration period.

The Registrar shall assess the merit of each application and with the advice of the Faculty responsible for the program, on which registration is sought, can act accordingly. A late registration fee will be charged for candidates who, for any reason, may be allowed to register beyond the two weeks deadline. No student will be registered after the fourth week of the semester.

Students will not be allowed to change programs later than four weeks after the beginning of the first semester of the current academic year.

7. Suspension of registration

Students may be allowed to suspend registration on production of satisfactory evidence giving reasons for postponement of studies such as serious or debilitating illness, handicap which may require time to overcome, maternity leave, the death or illness of a close relative or dependent or other serious social problems. Permission will be considered and automatically granted by the Dean of Faculty by means of a written document provided to the student concerned.

A student who registers for lectures and then decides not to attend them must cancel the registration before the opening day of the semester in order to be free from the obligation of paying tuition fees. The student must notify the Registrar of the cancellation through the Dean of Faculty. The Registrar then issues the student an acceptance note copied to the Director of Finance.

In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments or examinations. If a student decides to leave his/her studies without a letter of suspension, this will be considered as a drop out case and he/she will not be automatically allowed to re-register when he/she will wish to rejoin the university.

Students may suspend their studies for a maximum of two years and be readmitted at the same level of study where they left off, nor there more than one period of suspension at any given level.