



UNIVERSITY of
RWANDA

GUIDELINES ON ACADEMIC AND RESEARCH AFFILIATION WITH THE UNIVERSITY OF RWANDA

Approved by the Academic Senate Meeting of October 09, 2025

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ABBREVIATIONS AND ACCROYNMS

C-DRI: College Directorate of Research and Innovation

DVC-AAR: Deputy Vice Chancellor for Academic Affairs and Research

NCST: National Council of Science and Technology

NID: National Identification Card

RCEXR: Research Clearance by External Researchers

RETHC: Research Ethical Committee

UR: University of Rwanda

UR-DRI: University of Rwanda Directorate of Research and Innovation

URL: Universal Resource Locator

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Purpose of the Guidelines

The guidelines provide mechanisms for effective engagement and monitoring of the research affiliates to ensure accountability, productivity, and meaningful contribution to the UR's research mission as well as attracting researchers who can bring exceptional value to the university.

Scope of the Guidelines

The guidelines apply to all individuals (both foreigners and Rwandan citizens) who are granted research affiliation with the University of Rwanda, as well as those whom the university strategically attracts. This includes visiting scholars, independent researchers, and external collaborators who are not regular staff or students of UR.

Objectives of the Guidelines

- i. To clarify the responsibilities of affiliates and supervisors,
- ii. To establish mechanisms for regular reporting and progress tracking,
- iii. To ensure compliance with institutional and ethical standards,
- iv. To evaluate affiliate performance for renewal or termination decisions,
- v. To strategically attract researchers that will bring exceptional value to the UR.

PART 1: RESEARCHERS APPLYING FOR AFFILIATION AT UR

This section sets out the guidelines governing research affiliates applying to the University of Rwanda, covering application procedures, responsibilities (affiliate, UR, school/center, local supervisor), expected engagement with the host school/center, procedures for monitoring and reporting, and requirements for renewal of affiliation.

Procedures for obtaining Research Affiliation¹

1. Applicants seeking affiliation with the UR must first get a supervisor/collaborator who is a UR academic staff in the discipline of their research. If they do not know one, they can write to the UR Director of Research and Innovation (UR-DRI) or the relevant College DRI (C-DRI) to get assistance in identifying a supervisor/collaborator for them.
2. The applicant is required to fill Form RCEXR (Application for Research Clearance by External) and Form RETHC (Application for Ethics Clearance) and submit the two forms
3. by email together with other required information/documents found on UR research portal website (<https://research.ur.ac.rw/node/78>) to the UR supervisor/collaborator.

¹ See annex 1 for the detailed description of the process of securing the affiliation

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4. The UR supervisor/collaborator will fill the relevant sections and forward them by email for further processing to either the UR-DRI in case of non-Rwandan applicants or to the C-DRI for Rwandan applicants.
5. Once the application has been received at the office of UR-DRI or C-DRI, the process normally takes a maximum of 10 days if no Ethics Clearance meeting is needed, however it can take a month or longer if the Full Ethics Clearance Committee has to meet. Guidelines for application for ethical clearance can be found here (URL: <https://cmhs.ur.ac.rw/spip.php?rubrique183>), and for Rwanda National Ethics Committee can be found here (URL: <https://rnecrwanda.rhinno.net/login>).
6. The applicant will be notified about the outcome and if successful, will be issued a signed letter of research clearance.
7. For a non-Rwanda applicant, in parallel, the following documents from the National Council of Science and Technology (NCST) should be filled and submitted to the UR-DRI for completion, signing and stamping. The documents can be found on <https://www.ncst.gov.rw/detail/research-permit-application>
 - a. Affiliation Confirmation Form: sections 1, 2, 3, and 4 to be filled
 - b. Application for Authority to conduct Research in Rwanda: all the sections to be filled.
8. For the affiliation contract to be signed, the applicant should provide and fulfill all the requirements specified in annex 1 of the guidelines.
9. The applicant will then be issued the following signed and stamped letters:
 - a. Letter of affiliation to UR,
 - b. Letter of recommendation to the Directorate General of Immigration and Emigration,
 - c. Letter of recommendation to the NCST.

All these letters and NCST completed forms will be submitted to the NCST by the applicant or their supervisor.

Roles and Responsibilities

After signing of the affiliation contract:

- a) The University of Rwanda

The University of Rwanda will:

- Provide institutional resources as agreed in the affiliation contract, including forms and guidelines,
- Assign a supervisor/collaborator for each affiliate,
- Maintain central records of affiliate activities and outputs,
- Provide a one year (1) renewable period of affiliation.

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b) School/Center

The School/Center hosting the affiliate will:

- Serve as the primary point of contact for the affiliate,
- Facilitate affiliate participation in school/center/departmental activities,
- Review affiliate progress reports and provide quarterly report to the College Academic Council (CAC),
- Submit an annual report on affiliations to the College Research Directorate.

c) Research Affiliate

The research affiliate will:

- Complete deliverables as stipulated in the affiliation contract in good faith and to the best of his/her abilities.
- Abide by all rules and regulations of UR.
- Provide regular progress reports and participate in review meetings, as agreed with the UR supervisor/collaborator.
- Engage in schools'/centers' research seminars, workshop, mentorship activities for early career researchers and students when appropriate.
- Acknowledge the university in all research outputs and also involve the local/assigned supervisor/collaborator in the production of research output and, hence, acknowledge the UR. The affiliate shall also collaborate on publications or research projects with faculty/students.
- When the grant is applied in the name of UR, the affiliate shall inform SPIU, including upon rewarding.
- Present at least once annually in school/center seminars/workshops.

d) Local Supervisors/Collaborators

Each research affiliate is assigned a local supervisor or collaborator within the host school/center. The supervisor/collaborator is accountable for ensuring that the affiliate's work aligns with the UR research agenda and complies with institutional and national policies and procedures. Thus, the local supervisor/collaborator will:

- Provide oversight of research activities: the local supervisor/collaborator shall review and approve the affiliate's initial plan and ensure that the plan aligns with school/center and UR research priorities.
- Monitor and report affiliate activities: the local supervisor/collaborator shall receive and review quarterly progress reports from the affiliate and provide the report to the school/center Dean/Director.
- Submit an annual supervisory report to the school/center Dean/Director, highlighting the affiliate's contributions, challenges, and recommendation for renewal or termination (if applicable).

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- Facilitate engagement: the local supervisor shall facilitate integration of the affiliate into school/center seminars, workshops, and collaborative projects and encourage mentorship opportunities with students.
- Provide oversight of compliance and ethics: the local supervisor/collaborator will ensure the affiliates secure necessary ethics approval before commencing fieldwork and report any instances of misconduct or non-compliance immediately to the UR-DRI or CDRI.
- Provide resources oversight: the local supervisor/collaborator shall track the affiliate's use of UR resources and ensure they are used solely for approved purposes. He/she shall verify that outputs from the affiliation acknowledge the UR appropriately.
- Ensure data collection site tracking: the local supervisor shall make regular site visits to the affiliate's field work activities and ensure that research ethics are complied with.
- Accountability Measures: the local supervisor/collaborator who fails to fulfil these responsibilities may be held accountable administratively. Non-submission of supervisory reports will be considered as a breach of duty and may affect the allocation of future supervisory roles.

Mechanism for regular reporting and progress tracking

Monitoring Procedures:

Affiliates must submit a detailed research plan within the first month of affiliation. The plan should include objectives, methodology, milestones, expected outputs, and timeline.

Reporting:

Affiliates must submit quarterly progress reports to their supervisors/collaborators who will submit them to the schools/centers. The Schools/centers must present quarterly reports on affiliates to the CAC and file an annual evaluation report to the C-DRI and UR-DRI. Biannual review meetings will assess progress, challenges, and engagement and shall be chaired by the C-DRI for local affiliates and UR-DRI for foreign affiliates.

Compliance and Ethics Oversight

Research must comply with ethics committee approvals. Affiliates must uphold academic integrity and avoid plagiarism or misconduct. Breaches of ethics will result in disciplinary action, including possible termination.

Resource Utilization

Affiliates must use University resources responsibly and only for approved research and all outputs must acknowledge the University's support.

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Evaluation and Renewal

- Annual performance evaluations will assess the affiliate's research outputs (publications, reports, presentations, grants), contribution to the University's academic community, and compliance with ethical and institutional requirements.
- Affiliation is granted for the requested period of time but not exceeding one (1) year, based on performance. Renewal is done by the C-DRI for a Rwandan applicants and DRI for foreign applicants
- Renewal of affiliation requires submission of a formal application letter, a progress report approved by UR supervisor including the evidence of outputs and engagement, filled NCST form for extension of affiliation, a commitment letter signed by your UR supervisor, a copy of your expiring via, a copy of previous affiliation letter and recommendation letters provided by UR, a copy of previous signed NCST affiliation confirmation form, a copy of previous research permit, payment of administration cost of RWF 100,000 (for each individual applicant in case there is more than one researcher on the project) and an updated research plan.

Termination of affiliation

- Affiliation with UR will be terminated for Failure to report progress as well ethical breaches or misconduct.

Documentation and Records

The UR Research Directorate shall maintain a central file for each affiliate, including:

- Signed affiliation agreement and research plan together with all documents pertaining to the affiliate,
- Progress reports and evaluation records submitted by the school/center to the C-DRI
- Documented outputs (publications, conference attendance and proceedings, reports, etc.),
- Correspondence and decisions on renewal or termination.

Review of the guidelines

The guidelines shall be reviewed every three (3) years or earlier, as needed, to remain aligned with the affiliation goals and best practices in research management.

PART 2: STRATEGIC AFFILIATION OF HIGH-VALUE RESEARCHERS

Beyond processing applications from individuals seeking affiliation, the University of Rwanda (UR) also recognizes the importance of proactively attracting researchers who can bring exceptional value to the institution. This approach positions affiliation not only as a service to external scholars, but also as a strategic tool for advancing UR's research agenda, building capacity, and enhancing visibility on the global stage.

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High-value researchers may include distinguished professors, leading international scholars, experts in priority fields aligned with UR's research and innovation agenda, and practitioners with specialized expertise that can directly contribute to UR's research and academic missions. By extending targeted invitation, UR can leverage their expertise to foster joint projects, attract research funding, mentor early-career researchers, and raise the university's research profile. This strategic engagement ensures that affiliation becomes a mutually beneficial relationship where the researcher gains access to a supportive academic environment, while UR gains cutting-edge knowledge, strengthened networks, and enhanced international standing.

Eligibility and Criteria

Researchers of high value to UR may include:

- Distinguished international or national scholars with a track record of impactful publications and global recognition,
- Experts in fields aligned with UR research clusters,
- Practitioners and industry leaders with specialized expertise that can translate research into policy or practice,
- Researchers with strong grant-winning capacity who can attract external funding and collaborative opportunities for UR,
- Mentors and capacity builders with proven experience in supervising doctoral candidates, training young academics, or building institutional research systems.

Selection Process

1. Identification: high-value researchers will be identified by UR's Colleges, research centers, or the Office of the Deputy Vice-Chancellor in charge of Academic Affairs and Research.
2. Assessment: the College Research and Innovation Committee will review the researcher's profile against UR's strategic priorities and research agenda.
3. Invitation: qualified researchers will be formally invited to take up affiliation, with terms tailored to the expected mutual benefit.
4. Approval: the affiliation will be endorsed at the College level (College Academic Council) and approved by UR's Senate.

Expected Contributions

Affiliated high-value researchers are expected to:

- Contribute to joint research projects and publications with UR staff.
- Support capacity building through mentorship, supervision, or training programs.
- Enhance UR's ability to attract research funding through joint grant proposals.
- Engage in policy dialogue and knowledge transfer that benefits Rwanda's development agenda.
- Promote UR's visibility in international academic and professional networks.

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Institutional Benefits

UR offers:

- Access to institutional space, research resources, and academic networks.
- Institutional support for collaborative funding applications.
- Recognition through honorary titles, research chairs, or visiting professorships.
- Opportunities to participate in conferences, workshops, and policy forums organized by UR.

Kigali on...15.../12/2025


Assoc. Prof. KAYIHURA Muganga Didas
Acting Vice Chancellor

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ANNEX 1

S/N	ACTION	RESPONSIBLE PERSON
1.	Identifying a UR Supervisor	Researcher or she/he can seek assistance from UR- DRI/ C-DRI
2.	Submitting to UR Supervisor by email a filled Form RCEXR: Application for Research Clearance by Affiliated Researchers with the following enclosures: i) Cover letter addressed to the University of Rwanda Director of Research and Innovation requesting for research affiliation. ii) Full Research Proposal, iii) Data collection instruments, iv) Signed informed consent (if applicable), v) Filled form RETHC: Application for Ethics Clearance, vi) A signed Commitment letter of the local (UR, Rwanda) supervisor (one per project) and terms under which he/she will do that to be met by the Principal Investigator, vii) Curriculum vitae of the principal investigator or sole researcher, viii) A copy of National Identification Card (NID) for Rwandan and Passport for non-Rwandan applicant, ix) Proof of Research Clearance from the applicant institution for students and Postdoc researchers, x) Local Supervision Form.	Researcher
3.	Filling section C of the <i>RETHC: Application for Ethics Clearance</i> and submitting the application package including a Local Supervision Form, to either UR-DRI for Non-Rwandans or CDRI for Rwandan Nationals	UR Supervisor
4.	Filling Sections C and D of the <i>RETHC: Application for Ethics Clearance</i> and either approving or submitting the Research Screening and Ethics Clearance Committee	1. UR-DRI for Non- Rwandan 2. C-DRI for Rwandan Nationals
5.	An Invitation letter to be a Research Associate at UR for non-Rwandans or the relevant UR College for Rwandan Nationals	1. UR DVC-AAR for Non-Rwandan 2. College Principal for Rwandan Nationals
6.	Filling NCST Documents Affiliation Confirmation Form and Application for Authority to conduct Research in Rwanda and submitting them to the University Directorate of Research and Innovation for completion	Non-Rwandan researcher

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7.	Bringing: <ul style="list-style-type: none">- Bank pay-in slip of 60,000 RWF for administration purposes (for each individual applicant in case there is more than one researcher on the project) (Bank account to be provided by UR-DRI/C-DRI Unit),- Bank pay-in slip of 359,694 RWF if ethics clearance is deemed necessary and the committee meets, (Bank account to be provided by UR-DRI/C-DRI Unit),- A signed agreement between the Applicant and the UR Supervisor regarding the costs for monitoring the research to be incurred by the UR supervisor,- Providing names and addresses of people to be visited during data collection to the UR-DRI or C-DRI (in case a researcher needs introduction letters).	Researcher
8	Contract between the affiliate and the University	1. Affiliate, DVC-AAR for non-Rwandan applicant 2. Affiliate, College Principal for Rwandan applicants
11.	Deposit 2 copies of the final Research Report/ thesis/ dissertation and other reports with UR at the UR-DRI/C-DRI Unit	Researcher
12	Submitting all required documents for renewal of UR affiliation to UR-DRI for non-Rwandan and to C-DRI for Rwandan: <ul style="list-style-type: none">i) A formal application letter addressed to the University of Rwanda Director of Research and Innovation requesting for extension of research affiliation,ii) A progress report approved by UR supervisor including the evidence of outputs and engagement,iii) Filled NCST form for extension of affiliation,iv) A commitment letter signed by a UR supervisor,v) A copy of the expired visa,vi) A copy of previous affiliation letter and recommendation letters provided by UR,vii) A copy of previous signed NCST affiliation confirmation form,viii) A copy of previous research permit,ix) Payment of administration cost of RWF 100,000 (for each individual applicant in case there is more than one researcher on the project),x) Updated research plan.	Researcher

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