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Admission Regulations for the Study Program Applied Software Engineering Foundations at Syllabi

Chapter 1: General Provisions

§ 1 Purpose

1. These regulations establish the procedures, criteria, and principles governing admission to the Applied Software Engineering Foundations program at Syllabi.
2. The purpose of these regulations is to ensure transparency, fairness, and consistency in the admission process, aligned with European Standards and Guidelines (ESG) for Quality Assurance in Higher Education.

§ 2 Scope

1. These regulations apply to all applicants seeking admission to the Applied Software Engineering Foundations program.
2. They govern all stages of the admission process, from application submission to final selection and induction.

Chapter 2: Admission Principles

§ 3 Principles of Admission

1. The admission process is based on principles of transparency, fairness, and equal opportunity.
2. The criteria and procedures are pre-defined, publicly available, and consistently applied.
3. Admission processes are designed to: a. Identify candidates with the academic, technical, and interpersonal skills necessary for success. b. Ensure alignment with the Lisbon Recognition Convention and ESG standards.

§ 4 Recognition of Qualifications

1. The recognition of prior learning, including non-formal and informal education, shall be conducted in accordance with the Lisbon Recognition Convention.

Chapter 3: Admission Criteria

§ 5 Eligibility Requirements

1. Applicants must meet the following criteria to be eligible for admission: a. Demonstrated prior coding experience through formal education, non-formal training programs, or structured self-study. b. Submission of relevant project work or portfolio showcasing practical application of coding skills. c. Proficiency in English as



the language of instruction. d. Strong analytical and problem-solving skills. e. Graduated high-school with an Advanced General Certificate of Secondary Education or Equivalent.

Chapter 4: Admission Process

§ 6 Application Submission

1. Applicants shall submit an online application form, which must include: a. Details of prior coding experience. b. Relevant educational qualifications and certifications. c. Links to coding projects or portfolios. d. A video demonstrating communication skills in English. e. Completion of a set of coding challenges. f. Copy of their Advanced General Certificate of Secondary Education or Equivalent.

§ 7 First Round of Assessment

1. The first round of assessment involves a review of the application materials.
2. The best performers of the first round of assessments are shortlisted for the second round.

§ 8 Second Round of Assessment

1. The second round of assessment involves the following: a. A 20-minute technical interview with live coding exercises. c. A 3–5-minute English language proficiency assessment.
2. The best performers of the second round of assessments are shortlisted for the third round.

§ 9 Third Round of Assessment

1. Shortlisted candidates shall participate in: a. A 45-minute technical interview involving live coding challenges. The questions and live coding challenge in this second round are more challenging than in the first round. b. A 10-minute personal interview to assess communication, collaboration, and problem-solving skills.
2. A final decision on the admission is taken after the second round of assessments.

Chapter 5: Evaluation Framework

§ 10 Evaluation Team

1. The evaluation team consists of: a. A technical evaluator, an industry professional with experience in software engineering and with a relevant academic degree. b. An academic evaluator, typically a university instructor with expertise in computer science or related fields or the Program Director. The evaluation team may choose to add further qualified members to support them in their evaluation process.



§ 11 Evaluation Criteria

1. Applicants shall be assessed based on a standardized point-based system with the following criteria: a. Technical knowledge and coding skills. b. English proficiency. c. Reasoning and problem-solving abilities. d. Communication skills.
2. Each evaluator shall use a pre-determined rubric to assign scores, ensuring transparency and minimizing bias.

§ 12 Bias Mitigation Measures

1. Evaluators shall not have access to personal information about candidates beyond their submitted materials and interview performance.
2. Candidates known personally to an evaluator shall be reassigned to another evaluation team.
3. Evaluators shall undergo training to ensure adherence to standardized rubrics and fair assessment practices.

Chapter 5: Admissions Board

§ 13 Composition and Appointment

1. The Admissions Board is responsible for overseeing the conduct of admissions at Syllabi. The Board is composed of three members. Members are selected by the Senior Management Committee based on a proposal from the Vice-Chancellor, drawing from the eligible university leadership and academic staff members. The members are appointed for a term of typically five years, which may be extended. The Chair and Deputy Chair of the Admissions Board are chosen from among the appointed members, and a Secretary is also designated to support the board's administrative duties.
2. The Admissions Board is tasked with
 - (a) the implementation of the admission modes which have been approved;
 - (b) the appointment of evaluation teams for the various assessment rounds;
 - (c) to respond to questions, complaints or protests related to student recruitment and the admission process;
 - (d) to make conclusion about the assessments and to make decision on special cases;
 - (e) to adjust the admission plan or postpone / cancel an admission mode in case of a force majeure.



Chapter 6: Appeals and Induction

§ 14 Appeals

3. Applicants may appeal admission decisions within a period of 14 days from the announcement of results. They may submit their appeal to the Admissions Board, which will review the appeal and inform the applicant of its decision.
4. Appeals shall be reviewed by an independent committee to ensure fairness and compliance with these regulations.

§ 15 Induction and Support

1. Successful candidates shall participate in an induction program designed to:
a. Facilitate their integration into the academic environment.
b. Provide them with resources and support for academic and professional success.

Chapter 7: Final Provisions

§ 16 Publication and Review

1. These regulations shall be published on the official website of Syllabi and made accessible to all applicants.
2. The regulations shall be reviewed periodically to ensure alignment with ESG standards and institutional objectives.