Department of Information and Communication Technology-
Rwanda 2020-2021 Handbook

Master of Science in Information Technology (MSIT)
Master of Science in Electrical and Computer Engineering (MS ECE)

Note: The information contained in this graduate handbook focuses on the resources and locations available at the Carnegie Mellon University Africa Campus.
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Welcome

Carnegie Mellon University is on an exciting journey to transform graduate education in Africa. With a history of excellence in higher education and global thought leadership in technology innovation, Carnegie Mellon is the first U.S. research institution offering degrees in Africa with an in-country presence.

Carnegie Mellon University Africa (CMU-Africa) in Rwanda offers a wide range of opportunities for local and international industries to engage, including internships, corporate practicums, research collaborations and programs for sponsoring students through scholarships.

You are encouraged to visit https://www.africa.engineering.cmu.edu/ to get more information about Carnegie Mellon University in Africa.

The Word is Carnegie Mellon University’s Student Handbook https://www.cmu.edu/student-affairs/theword/ this contains additional information regarding University-wide policies, procedures, resources and opportunities.

For any other information about your life at CMU-Africa, feel free to contact our student services at africa-studentservices@andrew.cmu.edu

Vijayakumar Bhagavatula
Director, Carnegie Mellon University Africa
U.A & Helen Whitaker Professor of ECE
Brief Overview of CMU-Africa

Carnegie Mellon University Africa (CMU-Africa) offers Master of Science in Information Technology (MSIT) and Master of Science in Electrical and Computer Engineering (MS ECE) degrees. Each degree is obtained by completing components defined in the degree’s curriculum. Each component is assigned a defined number of units. The total number of units of a component represents the average number of hours (including class time, readings, assignments, etc.) that the student is expected to devote per week for that component for a full semester. The typical graduate course is of 12 units (i.e., 12 hours per week). CMU also offers half-semester classes called “minis”. The average number of hours per week devoted to a mini course should be twice the number of units assigned for that mini. The typical mini is of 6 units (i.e., 12 hours per week for half a semester). To obtain the degrees, students must successfully complete a minimum number of units (144 for MSIT and 96 for MS ECE) with an average grade of B. Each degree has further constraints on what courses can be used to satisfy the degree requirements. The degrees are described in more detail in the next two sections.

MSIT Degree

The MSIT degree curriculum offers three different areas of focus: a professional track, a research track, and an entrepreneurial track. The professional track is designed specifically for students interested in developing team project skills and become information technology (IT) professionals. The research track is designed for students interested in pursuing a research career or a Ph.D. after their MSIT. The entrepreneurial track is for students who want to develop their own innovation projects and technology business skills. All three tracks lead to the same MSIT degree and are distinguished by the coursework and the type of project completed as part of the degree. The tracks have the following main components:

<table>
<thead>
<tr>
<th>Degree Components</th>
<th>Professional</th>
<th>Research</th>
<th>Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>60 Units</td>
<td>60 Units</td>
<td>60 Units</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>60 Units</td>
<td>48 Units</td>
<td>60 Units</td>
</tr>
<tr>
<td>Practicum Project</td>
<td>24 Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Project</td>
<td></td>
<td>36 units</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship Project</td>
<td></td>
<td></td>
<td>24 units</td>
</tr>
<tr>
<td>3-Month Internship</td>
<td>0 Units</td>
<td>0 Units</td>
<td>0 Units</td>
</tr>
<tr>
<td>Total</td>
<td>144 units</td>
<td>144 units</td>
<td>144 units</td>
</tr>
</tbody>
</table>

Concentrations

Through electives, students can choose to take courses in a broad set of areas, or they may choose to concentrate in an area of focus. Several concentrations are defined including Telecommunications & Networking, Software Engineering, Cyber Security, Data Science, Energy and IT Entrepreneurship. This list will be revised from time to time as documented on the CMU-Africa website.
Concentrations provide course selection guidance for students interested in acquiring skills in specific career paths. Concentrations are not compulsory, and they do not lead to a different degree. Students who meet the requirement for a concentration will be given a separate document verifying their achievement.

Each concentration defines a selection of courses that are used to meet the concentration requirements. A student must complete at least 48 units in a specific concentration with a B (3.0) average in order to be considered as having acquired the skills of that concentration. To build practical skills, students should select internships and projects in their selected concentration.

Core Courses

All MSIT students are required to take the following core courses as part of the MSIT curriculum, by selecting 12 units in each of the 5 core areas available for a total of 60 units as follows: Students shall take 60 core units consisting of 12 units in each of the following areas:

1. IT Entrepreneurship,
2. Software,
3. Applied Machine Learning,
4. Secure IT Networks, and

<table>
<thead>
<tr>
<th>IT Entrepreneurship</th>
<th>Software</th>
<th>Applied Machine Learning</th>
<th>Secure IT Networks</th>
<th>Leadership and Professional Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-611 Strategic Use of Information in Enterprises (12 units)</td>
<td>04-630 Data Structures and Algorithms (12 units)</td>
<td>18-785 Data Inference and Applied Machine Learning (12 units)</td>
<td>18-631 Introduction to Information Security (12 units)</td>
<td>04-601 First Year Seminar (6 units)</td>
</tr>
<tr>
<td>04-613 ICT Business Economics and Finance (12 units)</td>
<td>18-641 Design Patterns for Smartphone Development (12 units)</td>
<td>11-785 Introduction to Deep Learning (12 units)</td>
<td>04-641 Fundamentals of Telecommunications and Computer Networks (12 units)</td>
<td>04-605 Second Year Seminar (6 units)</td>
</tr>
</tbody>
</table>

Internships and Projects

**MSIT Internship**

MSIT students are required to complete a 10-12 weeks full-time internship prior to completing their degree. During an internship, students work as short-term employees of an organization to gain technical and professional experience by being immersed in a business environment performing real IT and engineering work for the host organization.
Students must be employed under contract by the organization during their internship. It is expected that the internships provided by these companies will be paid in the form of a stipend – a fixed amount of money that is remunerated on a monthly basis. Students are expected to produce the results as defined in the temporary employment contract.

Under extraordinary circumstances, the internship requirement may be waived, with permission from the CMU-Africa director.

**Master’s Practicum Project (professional track)**

The practicum provides an opportunity to consolidate and apply the skills and knowledge developed in previous coursework in a team-based effort to solve a real problem. A team of students works with a client on a real-world problem of value to the client. Most importantly, this is an opportunity to apply the team’s advanced engineering and management skills, including the specialized knowledge and skills needed to solve a real problem. In particular, team members must learn to work effectively with clients, quickly understand their problem, negotiate deliverables and then select, adapt and apply just the right amount of process and documentation to meet clients' needs and effectively manage the project.

**Master’s Research Project (academic track)**

The research project is conducted under the supervision of a faculty research adviser who first approves the proposed research project based on the student’s skills and mutual research interests. The research adviser and the student define and approve a study plan appropriate for the research. The research project will lead to a presentation and defense of a thesis in front of a committee and may lead to the submission of a scholarly paper.

**Master’s Entrepreneurship Project (entrepreneurship track)**

The entrepreneurship project is an opportunity for students to build and practice skills in developing information technology ideas that create value for a selected set of customers. Students work in small teams on a concrete project to bridge the gap between entrepreneurial theory and practice. This project combines both independent team study and working with technical and professional mentors to apply concepts in the creation of a new information technology venture. Only a small number of students are expected to be allowed into the entrepreneurship project, based on a highly-selective process that assesses the entrepreneurship project that the student team proposes.

**Elective Courses**

Elective courses will be offered in a variety of areas related to the technology and business of ICT. These courses will be offered by resident CMU-Africa faculty, faculty from other CMU campuses and visiting faculty through short-term visits and distance learning.

Students can select up to 60 units of elective courses in the MSIT program. Online elective courses cannot exceed 12 units (out of 60 units). Exceptions have to be approved by the Director of Academics.

**Independent Study**

Students can perform an Independent Study under the supervision of a faculty member to focus on a subject of particular interest to them. Independent study can count for 3 to 15 units towards the MSIT degree. The student is required to obtain approval from the faculty supervisor on the topic and plan of study. Then both will sign the form for approval.

The Independent Study option is not available for students choosing the MSIT academic track.
**MSIT Timeline**

The MSIT degree is designed to be completed in three or four semesters, plus a three-month internship. A typical four-semester schedule is outlined below. Students can complete the program in three semesters by taking one additional 12-unit course in two of the first three semesters.

<table>
<thead>
<tr>
<th>Semester 1 (late Aug - Dec)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Two core courses</td>
<td>24 units</td>
</tr>
<tr>
<td>One elective course</td>
<td>12 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2 (Jan - mid-May)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two core courses</td>
<td>24 units</td>
</tr>
<tr>
<td>One elective course</td>
<td>12 units</td>
</tr>
<tr>
<td>First year Seminar</td>
<td>6 units</td>
</tr>
<tr>
<td><strong>MSIT Internship (mid-May – mid-Aug)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3 (Aug - Dec)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Practicum</td>
<td>24 units</td>
</tr>
<tr>
<td>One core course</td>
<td>12 units</td>
</tr>
<tr>
<td>Second year Seminar</td>
<td>6 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4 (Jan - May)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two elective courses</td>
<td>24 units</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>144 units</td>
</tr>
</tbody>
</table>
MS ECE

Electrical and computer engineering (ECE) comprises a broad and diverse set of areas and permeates nearly all areas of application of importance in society today. ECE ranges from nanotechnology to large scale systems and impacts areas such as communications, computing and networking, energy and cyber-physical systems, biotechnology, robotics, computer vision, information storage and security, data analytics, distributed systems, and privacy. Faculty and students in ECE seek to advance education and technology in all areas of this field and are engaged in teaching and research that advances both the fundamentals of the field through advances in materials, devices, circuits, signal processing, control, computer architecture, and software systems as well as through the design, building and demonstration of systems at all scales. This is a dynamic and exciting field to be a part of and the Department of Electrical and Computer Engineering offers the very best programs at all levels for students to engage in this field.

The MS ECE degree at CMU-Africa is one and the same degree as is offered on the main campus in Pittsburgh. The Pittsburgh campus manages the MS ECE degree and graduation requirements. For detailed information on the MS ECE program, including the course requirements and curriculum, please refer to the main ECE website. You will be assigned an ECE faculty member at the CMU-Africa campus to be your advisor.

Full Time vs. Part Time: Working While Studying

The MS ECE and MSIT programs are intended to be full time programs. Full time is defined as signing up for and maintaining at least 36 units throughout the semester. Dropping or withdrawing from classes so that the remaining classes total to less than 36 units does not qualify as maintaining full time status. Full time status must be maintained by students who are on a scholarship or other financial aid. In a student’s final semester, they may take less than 36 units as long as this allows them to complete their degree. In semesters with fewer than 36 units, the tuition is prorated relative to 36 units. Students spending a semester in Pittsburgh must maintain at least 36 active units of technical course even in if it is their last semester (withdrawal units, pass-fail units will not be considered to make up for full time units).

Students who wish to work while pursuing their CMU degree should discuss this with the Academic Services Coordinator and their academic advisor. Most students who have tried to work while studying have failed courses or dropped out of the degree program. In no case should a student work while receiving a scholarship without written approval of the scholarship sponsor.

University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations. Please review them.

- Academic Integrity Website: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html
College of engineering graduate student’s policies:

https://engineering.cmu.edu/education/academic-policies/graduate-policies/degrees.html

Statement of Assurance Policy
Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university’s security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

Obtain general information about Carnegie Mellon University Africa by contacting africa-info@andrew.cmu.edu.

Ethics Reporting Hotline
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by visiting www.reportit.net (user name: tartans; password: plaid). All submissions will be reported to appropriate university personnel. The hotline is NOT an emergency service.

The Carnegie Mellon Code
Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.
As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can be found on-line at: https://www.cmu.edu/student-affairs/theword/

NOTE: It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. This booklet highlights some of the key points of these policies and guidelines as they apply to CMU-Africa. It is expected that CMU-Africa faculty, students and staff will review this resource is available at https://www.cmu.edu/student-affairs/theword/community-standards/index.html to understand the full set of Carnegie Mellon community expectations.

Safeguarding Educational Equity /Sexual Misconduct Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University’s Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University’s Policy Against Retaliation is available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, https://www.cmu.edu/title-ix/  +1 412-268-7125, tix@cmu.edu
- University Police, +1 412-268-2323

Additional resources and information can be found at: https://www.cmu.edu/title-ix/resources-and-information/resources.html.

At CMU-Africa, if you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- National Police, 3512
- CMU- Africa Student Services Officer, +250 784-644-833
- Counseling & Psychological Services, +250-783-826-957, +1 412-268-2922
Assistance for Individuals with Disabilities

Equal Opportunity Services serve as links between individuals with disabilities and the campus community. Academic accommodations are determined on a case-by-case basis. In order to receive services/academic accommodations verification of a disability is required as recommended in writing by a doctor, licensed psychologist or psycho-educational specialist. All information will be considered confidential and only released to appropriate personnel on a need to know basis.

To access services, individuals must initiate a request in writing for specific services/academic accommodations (books on tape, enlargements, interpreters, etc.). The university makes available memorandums of introduction for students to give to professors, which document disability and describe the accommodations.

For more information or to initiate a request for academic accommodations, please contact Gikundiro Olga Buki gbuki@andrew.cmu.edu

Complete CMU Policies

For a complete reference to graduate education policies at Carnegie Mellon University, please visit this website: http://www.cmu.edu/graduate/policies/index.html

Departmental Resources

CMU-Africa Personnel

The academic and administrative staff are located on both Lower (Level 1) and Ground (Level 2) floors, wings C & D of the CMU campus building in the Special Economic zone. The focal points of contact for specific needs are the following:

<table>
<thead>
<tr>
<th>Names</th>
<th>Position</th>
<th>Services</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Brown</td>
<td>Director of Academics</td>
<td>Academic enquiries</td>
<td>D203</td>
<td><a href="mailto:timxb@cmu.edu">timxb@cmu.edu</a></td>
</tr>
<tr>
<td>Gikundiro Olga Buki</td>
<td>Student services coordinator</td>
<td>General enquiries and student services</td>
<td>D107</td>
<td><a href="mailto:gbuki@andrew.cmu.edu">gbuki@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Flavia Mugire</td>
<td>Admissions &amp; Enrollment Services</td>
<td>Enrollment status</td>
<td>C108</td>
<td><a href="mailto:flavia@andrew.cmu.edu">flavia@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Chipiwa Zimbwa</td>
<td>Director of Business Operations</td>
<td>Financial, HR and Contracting issues</td>
<td>C104</td>
<td><a href="mailto:czimbwa@andrew.cmu.edu">czimbwa@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Marie-Ange Rukundo</td>
<td>Career and Alumni Services Officer</td>
<td>Career, Internship, &amp; Alumni services</td>
<td>C115</td>
<td><a href="mailto:mrukundo@andrew.cmu.edu">mrukundo@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Sandra Malaika</td>
<td>Program Manager</td>
<td>MasterCard Foundation Scholars Program</td>
<td>C113</td>
<td><a href="mailto:smalaika@andrew.cmu.edu">smalaika@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Ines Manzi</td>
<td>Associate Director of Student Affairs</td>
<td>General enquiries, Student Affairs &amp; Student accounts</td>
<td>D210</td>
<td><a href="mailto:imanzi@andrew.cmu.edu">imanzi@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------</td>
<td>-----------------------------------------------------</td>
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<td>----------------------</td>
</tr>
<tr>
<td>IT Support</td>
<td></td>
<td>IT Tickets</td>
<td>C104</td>
<td><a href="mailto:africa-it-help@andrew.cmu.edu">africa-it-help@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Vijayakumar Bhagavatula</td>
<td>CMU-Africa Director</td>
<td>Contact of last resort for critical issues</td>
<td>C213</td>
<td><a href="mailto:kumar@ece.cmu.edu">kumar@ece.cmu.edu</a></td>
</tr>
</tbody>
</table>

Other important contacts can be found on our website by clicking on [faculty & staff](#).

**CMU-Africa Facilities**

CMU-Africa campus consists of a single building located in Kigali Innovation City.

**Access to Facilities**

- Students will be provided with individual cards for secure access to the facilities and are responsible for their individual use. Any person invited by students to enter facilities should be registered prior to entry. Students are responsible for reporting any security related incident that they are aware of.

- If a student takes a leave of absence or is suspended for any reason, their access card should be returned immediately to Mika Inamahoro, Administrative Coordinator. Lost or stolen cards should be reported immediately to Mika Inamahoro as well.

- Once a student has graduated, their card will be deactivated.

**Lockers**

- Every student will be assigned a locker and a key on the first day of orientation. Students are responsible for the contents of the locker and keeping the key in a safe place for the duration of the program. Students must clear the contents of the locker and return the key upon graduation.

**Policy on Lost or Stolen Locker Keys**

- If the key is lost or stolen, the student will not be given another key. The student will have to pay for the cost of reproducing another key, or in an extreme case, installing a new lock and key for the locker. The student will be responsible for the contents of the locker at all times while the locker is assigned to them. CMU-Africa assumes no liability for loss, damage, or theft of the contents of the locker.

**Lounge/ Kitchenette Cleanliness**

The student kitchen and appliances provided on the top floor (Level 3) must be kept clean at all times. The cleaning staff is not responsible for cleaning the microwave, coffee machine and other electric appliances in the student kitchenette/lounge. These are the students’ responsibilities. The cleaning crew will only clean once per day the rooms and empty all the trash bins. All food items left should be properly sealed to avoid any bad smell. Food that is not properly conserved will be thrown away. For any cleanliness issue, please report to the africa-studentservices@andrew.cmu.edu or the student guild that will submit the complaint to the administration.
Requests for Maintenance

If you have a request for maintenance for any area of the facility or equipment such as the photocopier, power sockets, water leakages, etc.; you should submit a request for maintenance in writing to africa-studentservices@andrew.cmu.edu.

Accessing Library Resources

Carnegie Mellon University’s digital library provides access to full-text databases, online journals, books, music and video and online subject-specific search. You can access the digital library resources at library.cmu.edu. A customized guide has been created for CMU-Africa students. You can access this guide at https://guides.library.cmu.edu/cmuafrica which provides students with an overview of how to access resources most effectively. In addition to this, we locally have several hard-copy books that you can borrow from the mini-library with Farida Ndangiza.

Health Insurance

All CMU-Africa students are eligible to join CMU-Africa’s medical insurance plan. Contact Student Services Officer to fill out health insurance form during the Orientation. All fulltime students at CMU-Africa are recommended to undergo TB testing at the beginning of the academic year.

All students attending CMU-Africa are also eligible to join Carnegie Mellon’s medical insurance plan offered at the Pittsburgh campus. A link to that page with full year premiums can be found here. The policy runs from September 1 through August 31, CMU-Africa students going to Pittsburgh for a Semester are required to subscribe to medical insurance plan and fulfill immunization requirement. Immunization guide can be found here.

Counselling services

Counseling and Psychological Services (CaPS) addresses the mental health needs of the CMU community through a variety of services. CaPS is attentive to issues of diversity and equality. They respect and value each person as a unique individual. They offer a safe and supportive space for students who have presented some challenges. For more info, visit here.

CMU-Africa also offers the same services in the Wellness Center (F303) and by phone. They offer consultation services to students covering different areas, individual therapy and group workshops. They follow students that have issues but not limited to relationship problems, sleep disturbance, anxiety attacks, home sick and cover the issues related to diversity of culture that is present on campus.

For scheduling an appointment, students will refer to the working hours and the contacts published every semester.

Return of university property

Students must return all borrowed CMU-Africa materials such as laptops, phones/tablets, books/materials, or any other Carnegie Mellon University property and sign a clearance form prior to their departure from the program. This form will be sent to students upon completing the program and before graduation day.
Security

On-Site Emergencies
CMU-Africa has 24-hour security provided by Intersec Security Rwanda and security video camera system. The security guards are present at the entrance of the building and around the campus 24/7. If you have a problem that requires immediate attention, please contact the facility office that is in touch with security guard on duty. If you have a security incident to report, please submit a written statement to the Director of Business Operations, Chipiwa Zimbwa, at czimbwa@andrew.cmu.edu.

If you are in an emergency situation such as a fire, assault, feel physically endangered, or are witnessing a crime, you should call Rwanda Police at the following toll-free numbers:

General Emergency - 112
Gender Based Violence – 3512

CMU Alert Emergency Notification Service
All students, faculty and staff will be registered for the CMU-Africa Alert Emergency Notification Service, which sends text messages and emails to registered phones and email accounts in the event of a campus emergency. Registrants will be contacted by the CMU Alert system only if there is a campus emergency. Questions regarding the CMU Alert service should be sent via email to johnsson@andrew.cmu.edu.

Computing Services
Computing Services has responsibility for the vision, policy making, planning, development, implementation and overall administration for computing, library, and related technologies in support of the University’s teaching, research, and administrative activities. Major features of that responsibility are coordinated with other institutional leaders, both academic and administrative to ensure that the University’s vision is realized.

Computing Policy
The purpose of this policy is to set forth guidelines so that members of our community may use the campus network and computing facilities in ways that are responsible and respectful of privacy. This policy sets forth the university’s expectations of acceptable behavior on the part of computer systems users at Carnegie Mellon by providing guidelines for appropriate use of computing and related communication systems and examples of inappropriate use. These standards of acceptable behavior also extend beyond the campus community into the Internet. Just as it is unacceptable to violate others’ rights to privacy, property and resources within Carnegie Mellon, it is also unacceptable to violate those rights on systems that are not at Carnegie Mellon but are accessible through Carnegie Mellon’s connection to the Internet.

This policy applies to all users of Carnegie Mellon computing systems, including students, faculty and staff, and any others granted the use of university computing resources. It applies to the use of all computing facilities owned, leased, operated or contracted by Carnegie Mellon University. As used in this policy, terms such as “computing,” “computing/communications systems,” “computing resources,” etc., refer to all computers, communication systems, and peripherals, software, telephones and systems with similar functions, which are owned by Carnegie Mellon, or which utilize Carnegie Mellon infrastructure such as telephone lines or computer networks.
Although this policy does not attempt to deal specifically with legal issues, university members are responsible to act in compliance with the law, including any federal, state and local laws governing computer and telecommunications use, as well as all other applicable university policies.

Please review the policy in its entirety and return the acknowledgement form to the Student Services Officer by the end of the first week of orientation.

**Best Practices**
We ask that students commit themselves to the following best practices:

1. **Use a strong password or passphrase**

   Review the Guidelines for Password Management for the definition of a strong password and for recommended practices for safeguarding your password. Never write a password down or share it with anyone.

2. **Never leave your computer unattended in public locations**

   While security cable locks may serve as a theft deterrent, many have been shown to be ineffective against a determined thief. If you need to leave your computer unattended in your car, place it in the trunk or in some location where it is not visible to a passerby.

3. **Keep your computer’s software up-to-date**

   Configure your computer to download and install security updates automatically. Due to the number of patches developed in a relatively short span of time, it can become quite cumbersome to manage patches manually.

4. **Safeguard your computer with antivirus software and a personal firewall**

   Configure your computer’s anti-virus software to update automatically every day. New viruses are being discovered on a regular basis, which puts your computer and information at risk if the anti-virus software on your computer is not updated regularly.

5. **Safeguard institutional data and your own personal data**

   Avoid storing sensitive data on CDs, DVDs, USB thumb drives and other types of media that can be easily misplaced or stolen. If storing sensitive data on such media is necessary, ensure that the data is encrypted. Ensure that all the critical data you need for study or work is backed up using Box or G Suite’s Drive.

6. **Think before you click**

   Be cautious when clicking on hyperlinks. Learn how to recognize fraudulent or malicious URLs by playing Anti-Phishing Phil. Never open unexpected email attachments. If in doubt, verify authenticity by phone or email. Don’t get lured in by phishing emails. Learn how to recognize phishing traps in email by playing Anti-Phishing Phyllis.

7. **Treat your mobile device like any other computer**

   Smartphones, tablets and other mobile device are just small computers and they experience many of the same security issues as a more traditional computer. Your pledge to cyber security should apply to your computer as well as your mobile devices.
8. **Report suspected security concerns immediately**

If you suspect your computer has been compromised, or if you suspect any other type of breach in the security of Carnegie Mellon's resources, contact the Help Desk immediately at [it-help@africa.cmu.edu](mailto:it-help@africa.cmu.edu)

9. **Do not share copyright protected materials without authorization**

You might not like it, but copyrighted materials are protected by law. We all HAVE to obey the laws.

It is **illegal** to share copyrighted material for which you do not have written distribution permission. Exercise caution when using file sharing applications.

**Andrew User ID and Password**

Your Andrew Account is your key to access many of the university's computing services such as the Carnegie Mellon Web Portal, computing clusters, and e-mail. Once this is assigned, you can learn what your account and e-mail address are by visiting the Carnegie Mellon directory webpage: [https://directory.andrew.cmu.edu/](https://directory.andrew.cmu.edu/)

Contact the Help Center at [it-help@africa.cmu.edu](mailto:it-help@africa.cmu.edu) if you cannot find your Andrew User ID and password.

**Email**

All students automatically get **G Suite** accounts which enables email access online through [https://email.cmu.edu](https://email.cmu.edu). Andrew ID and password will be required to access the mailbox.

**Computing Security**

[www.cmu.edu/iso](http://www.cmu.edu/iso)

Computing Services' Information Security Office is responsible for directing efforts to maintain the security of data and integrity of computing devices on campus. The Information Security Office (ISO) strives to keep all University affiliates informed about the latest cyber security threats, safe computing practices and relevant information security policies and compliance issues.

**Securing your laptops and devices**

Viruses, worms, Trojans and break-ins are fairly commonplace and can wreak havoc on a student’s computer’s programs, operating system or data. Students must protect their machines (portable and at home). Information on how you can do this can be found in [https://www.cmu.edu/iso/news/laptop-safety.html](https://www.cmu.edu/iso/news/laptop-safety.html)

**Accessing the Network**

Students will be able to access network resources including the Internet, email, [Canvas](https://www.cmu.edu/iso/news/laptop-safety.html) and library resources through the campus wireless network. All the devices that need to use the wireless network will need to be registered by the CMU-Africa’s IT support team. Students will be allowed to register only one personal device in addition to any that will be provided by the university.

**VPN**
CMU-Africa uses Cisco AnyConnect Virtual Private Network (VPN) client to create a secure connection, called a tunnel, between your computer and the server. This tunnel allows secure communications and the ability to connect to Carnegie Mellon resources off-site.

**IMPORTANT:** VPN does not eliminate the need for an Internet Service Provider (ISP). You must have a valid internet connection before you can connect to the VPN server.

For more detailed information on connecting to the VPN client, please visit the computing services [website](https://www.africa.engineering.cmu.edu/). Please also review the [VPN usage guidelines](https://www.africa.engineering.cmu.edu/) that have been established to ensure that the Carnegie Mellon community has a clear understanding of proper procedure and usage.

**CMU-Africa Webpage**

[https://www.africa.engineering.cmu.edu/](https://www.africa.engineering.cmu.edu/) This link gives students access to general information about CMU-Africa including academics, student life, event calendar and announcements. You will also be able to

**CMU-Africa Canvas**

[https://canvas.cmu.edu/](https://canvas.cmu.edu/)

Canvas is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online and use online materials and activities to complement face-to-face teaching.

Canvas enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more. The degree to which Canvas is used in a course varies with instructor.

Canvas also allows students to view their entire listing of courses along with the Announcements, Course Information, Staff Information and Course Documents. Students typically upload their documents to Canvas to submit assignments.

Students can use the set of communication tools provided within the "Communication" area to contact each other or the instructor via email, participate in a discussion board forum, view student pages found in the class roster, and work in groups.

Students will also be able to view their course grades using the online Grade book from within Canvas. For further information, please access the user guide for Canvas online.

**Student Laptop Policy**

Each new CMU-Africa student is given the option of accepting a laptop provided by CMU-Africa at the beginning of Orientation. The laptop is to be strictly for use during their studies at CMU-Africa. If they accept the laptop, upon completion of their degree program at CMU-Africa, they are required to either return it in good working condition (as assessed by CMU-Africa IT team) or purchase it at 25% of the original cost of the laptop.

Given their educational purpose for CMU-Africa students, these laptops should not be transferred to anyone else or kept in storage by the student. If a student already has a well-working laptop that meets CMU-Africa requirements and they want to continue using it, it is acceptable that the students do not take the laptop from CMU-Africa.
The CMU-Africa laptops come with a 1-year warranty that covers manufacturing defects but doesn’t cover accidents or negligence. As such, students will be responsible for laptop problems caused by accidents or negligence.

In case a student’s CMU-Africa provided laptop needs repair, the student will be responsible for taking it to the vendor. The vendor will determine whether the warranty covers the repair or not. Students will then be responsible for paying the cost of repair, should the damage be not covered under warranty.

CMU-Africa will assist students with the following:

- Transportation to and from the vendor. The student will have to be present when the laptop is taken to the vendor. CMU-Africa’s driver could assist the student by picking it up after repair so as to not inconvenience student’s class schedule.
- A loaner laptop is available for a maximum of two weeks for any student to use while their primary laptop (CMU provided or personal) is being repaired or replaced. The process for getting a loaner laptop is to send a request to IT support it-help@africa.cmu.edu and Cc Student Services Officer gbuki@andrew.cmu.edu for approval. Note that there are a limited number of loaner laptops available for students and the loaner should be returned immediately when their primary computer is ready or after two weeks.
- Two laptops will be available in E201 for students to use in that office, e.g., after hours or on weekends for emergencies when IT staff aren’t in the building.
- In addition, two other laptops will be available through IT support workers during weekends.
- Situations where a student is unable to cover the cost of repair will be handled on a case by case basis and should be brought to the attention of CMU-Africa Student Services Officer.

Student Services

The Student Services Officer, Gikundiro Olga Buki, is a resource for asking registration and curriculum questions, processing University paperwork and guiding students to other resources as well as general information. She is responsible for the one-on-one sessions with students to understand personal and academic needs.

The Associate Director of Student Affairs, Ines Uwera Manzi will assist with inquiries about student accounts and billing, financial assistance and other matters related to attendance at CMU-Africa that concerns student welfare.

The following online services have been established to improve our student services. All applications can be found by visiting the HUB’s website.

Student Information Online (SIO)

SIO is a secure site where you can find important, personalized information, including E-Bills and student account information, financial aid status/eligibility, grades and QPA, and course schedule. You can plan your schedule, register for classes, update your contact information, sign up for E-Check & E-Refund, authorize friends and family to receive your E-Bill, request verifications, and much more. To log on, go to SIO and enter your Andrew User ID and password.

Schedule of Classes (SOC)

SOC is a real-time searchable database of course information, including course descriptions. To log on, go to https://enr-apps.as.cmu.edu/open/SOC/SOCServlet or CMU-Africa Fall 2020 schedule.
Faculty Course Evaluations (FCE)
At the end of each semester, students provide anonymous feedback to faculty about courses through Faculty Course Evaluations. The FCE system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors. To log on, go to http://www.cmu.edu/hub/fce/index.html

To access any of The HUB’s online services:
- Go to www.cmu.edu/hub
- Choose the appropriate online service from the left-hand navigation
- Log into the system by entering your Andrew User ID and password

Exit Interviews
Exit interviews are usually held throughout November and December or May and June of the final year depending on the program and they are designed to get feedback from students about the master’s programs. They are mandatory and organized by the student services office.

Enrollment
Enrollment is the process whereby students notify Student Services of their intent to attend Carnegie Mellon University Africa. This is done by 1) registering for courses and 2) settling/paying their semester charges. These two requirements must be met before the first day of classes each semester. Most students register well in advance of the semester and a student account invoice is sent that states a payment due date.

Enrollment Services Forms
Enrollment Services forms for various policies and procedures (Leave of Absence, Withdrawal, Change of Name, Transcript Request, etc.) can be found at www.cmu.edu/hub/forms.html.

Registering for Courses
Contact Student Services Officer to register or to change your course schedule. Visit the Schedule of Classes (SOC) online to view the most accurate listing of course offerings. You may also use the Plan Course Schedule feature in Student Information Online (SIO) to plan your schedule for upcoming semesters. Students are encouraged to meet with their academic advisor prior to finalizing their course selections.

The registration process can be completed within SIO in these 4 easy steps:

1. Plan your course schedule
2. Review your planned schedule with your advisor
3. Check your registration time on SIO
4. Register for classes

Enrollment Verification Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript, and enrollment verification. Enrollment verification can be requested online through The HUB at: enrollment verifications
Academic Advisors/ Faculty Mentors

Each incoming student will be assigned a Faculty mentor and academic advisor that will help with decisions. When assigning students to Faculty mentors, the work experience and declared area of interest are considered; each student is assigned an appropriate mentor. Your Faculty mentor is a resource for questions related to specific content knowledge about IT and ECE, they will offer advice regarding your career and courses you may want to take to prepare.

You will find out who your Faculty mentor is during orientation. Each student will have an individual meeting scheduled with their Faculty mentor during orientation up to the week after the start of their first semester.

One of the big opportunities of a graduate education at CMU is the ability to interact one-on-one and in small groups with world-class faculty. Advisor can be thought of as mentor, evaluator, and colleague. He/she is responsible for assisting with course selection, for monitoring and evaluating the student’s progress, and for working closely with the student toward a successful academic and professional outcome. Beyond your advisor, you are welcome to communicate with any faculty member as needed because of the courses they teach or areas of their expertise.

The Student Services Officer is the students’ primary advisor and will help the students in the areas of academic challenges, personal difficulty, academic plan and goals, enrollment forms signature and processing, transferring or withdrawing, leave of absence, policy clarification, registration check and other related administrative processes.

Academic Calendar

The official Academic Calendar for CMU-Africa can be found on 2020-2021 Academic-Calendar. The calendar includes class schedules; payment deadlines; add/drop deadlines and other important deadlines.

Industry Engagement & Career Services

The CMU-Africa experience extends well beyond the classroom. We provide students with professional development, practical learning through industry internships and practicums where students work in teams on problems provided by industry sponsors, and a suite of career services, including seminars on the job search, interviewing skills, resume writing, and annual career events to allow formal engagement between prospective employers and students.

Career Services provides support to students and graduates of the Carnegie Mellon University Africa in identifying career opportunities in organizations that promote environments in which they will be able to thrive and continue developing their technical and professional skills.

To learn more about career services, please contact Marie-Ange Rukundo, Career and Alumni Services Officer, mrukundo@andrew.cmu.edu
Degree Attainment and Academic standard Grading Policy

The general grading policy used by Carnegie Institute of Technology (CIT) is described on the university grading policy page. The following are CIT-specific policies for graduate grading.

Graduate coursework is assigned a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or R), where R is failing. Each letter grade is assigned a corresponding numeric quality point value. This is used to compute a quality point average (QPA) for each semester and a cumulative quality point average (CQPA) across all semesters. Project work may be given an S (Satisfactory) grade on a semester-by-semester basis, but a letter grade must be given in the final semester for a multi-semester project. The units with an S grade are counted toward degree requirements but are not included in computing the QPA. Instead of a letter grade, some classes may be offered “pass/no pass”. Such classes count towards the units taken that semester but do not count towards the QPA or CQPA. The work in the class must be at the C or better level to be considered a pass.

A student may take more than the minimum number of units to graduate (144 for MSIT or 96 for MS ECE). However, a student must graduate in the first semester when they achieve their graduation requirements. A student with extra units beyond the minimum number of units to graduate may choose which courses they apply to satisfy their degree requirements. Course work or graduate project units with a grade of C- or lower are not acceptable toward graduate degree requirements. The average grade of the units applied to the degree shall be at least B (or 3.0 CQPA).

Once a student has exceeded the minimum number of credits by 24 units (168 for MSIT or 120 for MS ECE) they may no longer sign up for additional semesters and must either graduate or leave the university. As an example, an MSIT student has taken 162 units in their first three semesters. Although they have more than 144 units, this student has not yet satisfied the requirements for the MSIT degree. Since they have less than 168 units the student could sign up for up to 54 units in their fourth semester. At the end of their fourth semester, if they had completed 168 units or more, but not yet satisfied graduation requirements, students would need to petition to the Director of CMU-Africa to be allowed back in the program.

See more on: https://www.cmu.edu/policies/student-and-student-life/grading.html

Academic Performance

Good academic standing is defined by having a cumulative QPA of at least 3.0 or above. A student will be put on academic probation if the student’s QPA is lower than 3.0 in the most recently completed semester. A student on academic probation will be removed from probation after the following semester if the student's semester QPA is 3.0 or better for that semester. If a student has a semester QPA lower than 3.0 at the end of two consecutive full semesters, the student may be permanently dropped from the program at the discretion of the Director of CMU-Africa. If this occurs, the student will have an opportunity to appeal per the guidelines provided in appeal and grievance procedures.

Policy on Course Add, Drop and Withdrawal by Graduate Students

The official academic calendar publishes deadlines before which students may add, drop, or withdraw from classes. Students may add classes early in the semester subject to ordinary limits on the maximum number of credits. Students may drop a course subject to maintaining full-time status. When a course is dropped by the
deadlines, the course is removed entirely and disappears from a student’s academic record. Adding or dropping a class may have an impact on the student’s tuition bill. After the drop deadline, a later deadline is set where students may withdraw from a course subject to maintaining full-time status. When a student withdraws from a course, a “W” (Withdrawal) is assigned as a grade, which appears on the student’s academic record. This “W” grade does not affect a student’s QPA. However, the units are still counted for the purposes of tuition and towards the maximum number of units that are allowed to be taken. A graduate student can petition the department head to remove a “W” grade from their transcript if there are extenuating circumstances. You can contact Gikundiro Olga Buki for more information. Further information is provided in https://www.cmu.edu/hub/registrar/course-changes/.

Course Audit Information
Auditing is presence in a classroom without receiving academic credit or a letter grade. The extent of participation must be arranged and approved by the course instructor. Students wishing to audit a course are required to register for the course, get the permission of the instructor and advisor, and complete and return the form to the Student Service’s Office prior to the fifth day of classes for a mini and the tenth day of classes for a Semester course.

NOTE: Once a Course Audit Approval form or a Pass/Fail form is submitted to the Student Services Office, a letter grade will not be assigned for the course. Students choosing to audit a course or take a course pass/fail are required to pay their student account by the payment deadline.

Statute of Limitations for Master’s Degree Studies
All units required for a master’s degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date on which the student enrolled in the program. This statutory period can be extended by the CIT (i.e., College of Engineering) Associate Dean for Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master’s degree studies must be approved by the head of the department or program offering the master’s degree and by the CIT Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.


Policy on Cheating and Plagiarism
Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. CMU-Africa reserve the right to suspend or expel a student faced with an academic integrity violation in cheating or plagiarism.

Definition of Cheating and Plagiarism
Cheating includes but is not necessarily limited to:
- Plagiarism, explained below.
- Submission of work that is not the student's own for papers, assignments or exams.
- Submission or use of falsified data.
- Theft of or unauthorized access to an exam.
- Use of an alternate, stand-in or proxy during an examination.
- Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination. Note that giving unauthorized assistance is considered cheating even if no specific student who benefits from the assistance is identified.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A phrase, written or musical
- A graphic element
- A proof
- An idea derived from the work, published or unpublished, of another person

Academic Disciplinary Actions Overview for Graduate Students

The procedures and penalties described in the university Academic disciplinary actions are applied when there are academic integrity violations by graduate students.

Summary of Graduate Student Appeal and Grievance Procedures

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program.
CMU-Africa academic Policies/Protocols

Student Leave Policy
Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence must first contact their academic advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.

A student may leave Carnegie Mellon by either withdrawing from the university (this means leaving the university with no intention of returning) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention of returning).

The complete policy on Student Leave is available here.

Student Suspension/Required Withdrawal Policy
University Suspension is a forced, temporary leave from the university. There are three types of suspension for students that apply to graduate program:

*Academic Suspension* is the result of poor academic performance or violation of academic regulations and is imposed by the student’s college or academic department (see university and college academic policies).

*Disciplinary Suspension* is the result of serious personal misconduct and is imposed by the Office of Student Affairs (see The Word/Student Handbook).

*Administrative Suspension* is the result of failure to meet university financial obligations or failure to comply with local health regulations and is imposed by Enrollment Services. See Student Accounts Receivable Collection Policy and Procedures for financial obligations. Contact Student Health Services for information about health regulations.

Suspended students may not:
- register for courses
- attend classes
- use campus facilities
- participate in student activities
- be members of student organizations
- have student jobs

The complete Student Suspension/Required Withdrawal Policy is available at student suspension.

Withdrawal of a Degree
The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

Maternity Accommodation Protocol
Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades,
or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Planning for the student’s discussion with her academic contact(s) (advisor, director, etc.) will be reviewed during this meeting.

Note: Student Services Officer can assist you with more information on the academic policies. Send email to gbuki@andrew.cmu.edu

**Intellectual Property Policy**

This policy should be reviewed in its entirety on-line:

http://www.cmu.edu/policies/documents/IntellProp.html

The following is a summary of the policy. This policy attempts to:

- Create an environment that encourages generation of new knowledge by members of the campus community.
- Facilitate wide transfer of useful inventions and writing to society.
- Motivate the development and dissemination of intellectual property by providing appropriate financial rewards to the creators and the university, and administrative assistance to creators.
- Ensure that financial return from the development of intellectual property does not distort decisions and operations of the university contrary to the university’s mission.

**Financial issues**

**Tuition sponsorship**

Students with government, business or company sponsorship must provide Associate Director of Student Affairs a copy of their sponsorship letter and/or financial guarantee from their sponsor. Additionally, the student must sign the info release form to allow Carnegie Mellon to share grade and academic progress information with their sponsor. The sponsorship letter should be returned to Associate Director of Student Affairs Office. For inquiries, please send email to imanzi@andrew.cmu.edu.

**CMU-Africa Financial Aid**

CMU-Africa has a variety of scholarships and fellowships that provide financial support for graduate students with an exceptional academic record and demonstrated leadership potential. The Director of CMU-Africa will determine the amount of the fellowships and will select awardees in accordance with university policies and procedures. Please contact the Associate Director of Student Affairs imanzi@andrew.cmu.edu for more information.

Part time jobs are available at CMU-Africa. Different categories of part time jobs include teaching assistance, administrative assistance, IT assistance and should not exceed 10 hours per week during the academic year.
Billing & Payments

Carnegie Mellon University Africa accepts payments by wire transfer or bank deposit. The account information needed for a wire transfer is included at the bottom of each invoice. The name of the student must be included in the wire transfer message.

The student account office is able to work with students to set up manageable payment plans. Students with pending balance from a previous semester will have a hold put on their accounts that prevents them from adding or dropping courses and registering for the next semester’s courses. For graduating students, any balance greater than zero will cause diplomas, degree verifications and transcripts to be held until the account is paid in full.

For more information regarding billing and payments, including electronic student account invoices (E-Bills), E-Pay/E-Refund, past due accounts, and more, visit https://www.cmu.edu/sfs/billing/

Extracurricular activities

The student population is led by a committee elected by all the students and this changes every year. They can be contacted on cmu-africa-guild@lists.andrew.cmu.edu

The student guild coordinates all the extracurricular activities and students’ organizations. The different activities are supported by the University and contributes to develop the student bonding and social interactions. On-campus and Off-campus fun activities are organized such as inter universities games, visit of different sites in Kigali and Rwanda. Past activities can be found on https://www.flickr.com/photos/cmu-africa/albums

As part of the extracurricular activities, the students created clubs based on the common interests. The current clubs are Data Science, Toastmaster Techy Talker, Software Engineering, Internet of Things (IoT), Women in Tech, Energy and Embedded Systems and the newly founded French club “Le Verbe du Technicien”.
CMU-Africa Handbook Acknowledgement form

The Carnegie Mellon University Africa program graduate student handbook has been prepared to inform you about program policies, CMU-Africa resources, degree attainment, and financial processes.

Please read this document carefully and give special attention to the section on academic integrity.

To maintain your status as a master’s degree seeking CMU-Africa student, you must complete your review of this handbook during the first week of classes and then sign a copy of this acknowledgement statement in the blank below.

Please return the signed original to: Olga Buki, Student Services Officer, Office D107 or africa-studentservices@andrew.cmu.edu

By signing, you affirm that you have read a copy of the 2020-2021 CMU-Africa graduate student handbook; that you understand the information contained therein, and that you agree to comply with the policies and procedures contained in the handbook.

Note that this handbook is not intended to cover every situation that may arise during your course of study, and is not a contract between you and the CMU-Africa programs.

Should there be any disagreements between this document and the written policies of the College of Engineering and Carnegie Mellon University, the College and University documents take precedence. However, the handbook should be followed as your general guide to the goals, policies, practices, and expectations of the Carnegie Mellon University Africa Master’s Program.

_________________________________________
Signature and Date

_________________________________________
Printed Name

Sign & return to CMU-Africa Office of the Student Services Officer, Office D107 before Monday, September 2, 2020