



**National
Pharmacy
Council**

**REGULATIONS GOVERNING PHARMACY STUDENT
INDEXING**

Kigali, July 2021

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Preamble

The National Pharmacy Council of Rwanda is an independent statutory organization accountable for the regulation of registered pharmacy professionals and it plays an advisory role to the Ministry of Health and the pharmacy institutions training programmers on all matters related to the pharmacy profession. It was set up by the Law No 45/2012 of 14/01/2013 relating to the organization, functioning and competence of the NPC.

Referring to Law N°45 of 14/01/2013, section 1 on responsibility of the Council especially in its article 17 stipulating to set up regulations on the minimum knowledge and skills required for all pharmacists in their respective categories, to participate in the process of defining the quality of potential procedures expected from a pharmacist and to participate in determining standards for pharmacy education at the university level in Rwanda; to grant and revoke the authorization to practice the pharmacy profession.

In this manner, the national pharmacy council protect the public by ensure quality training and practice regulation by practitioners to provide high quality preventive and promotive health services to Rwandans; thus, the establishment of the Student Indexing Regulation.

Student indexing regulations is a mandatory procedure for the registration of students who intend to pursue Pharmacy program by assigning them unique identifiers. Indexing will provide a link between the learners, accredited training institutions and the National Pharmacy Council, thus, the national pharmacy council to tack and act on student impairment matter or when there is a conviction of a serious nature that may impact on public safety. Indexing will also help the council to plan and organize internship and pre-registration internship program.

Student Indexing Regulations outlines the role of National Pharmacy council, pharmacy program training institution and students regards to the indexing. Moreover, its provide details to minimum requirement for admission, the indexing procedure and implementation of the indexing process. An application form is provided for the orientation regarding the requirements of the student registration.

Dr. HAHIRWA Innocent
Chairperson



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Chap I: General provisions

Article 1. Purpose of these regulations

The purpose of these Regulations is to provide a regulatory framework for the effective and efficient regulation of indexing program and provide a transparency procedure for the registration of students who intend to pursue Pharmacy Education programs.

Article 2. Citation

These regulations may be cited as the regulations governing pharmacy students indexing.

Article 3. Application and scope

These regulations shall apply to all students admitted to the pharmacy education program at the level of Diploma and Bachelor in Rwanda. This also applies to Rwandan and non-Rwandan residing in Rwanda studying abroad intending to register and practice in Rwanda.

Article 4. Definition of terms

Accredited Institution: Any Higher Learning institution formally recognized and approved by the competent authority for providing a pharmacy education program

Approved program: it is an accredited curriculum of study recognized and approved by the competent authority.

Council: The National Pharmacy council/Rwanda .

Indexing: It is a process of registration of pharmacy candidates/ students admitted in an accredited institution by assigning them an Index number.

Index number: it is a unique credential assigned to an eligible pharmacy candidate/student

Pharmacy student: A person studying a diploma or bachelor degree in pharmacy.

Pharmacy candidate: Any person who is admitted to pursue a pharmacy program at an accredited institution.



Chap II: General Requirements

Article 5. Minimum entry requirements for a Diploma program in Pharmacy

The candidate intending to pursue a diploma program in pharmacy shall have studied sciences in advanced level (Biology, Chemistry and Mathematics or Physics) and passed at least two core subjects namely **Biology** and **chemistry** with a minimum grade of **D**. **Those who studied in foreign institutions shall present an equivalence certificate issued by a competent authority.**

Article 6. Minimum entry requirements for a bachelor Degree (A0) program in Pharmacy

a) Applicants with Advanced level

The candidate intending to pursue a bachelor program in pharmacy shall have studied sciences in advanced level (Biology, Chemistry and Mathematics or Physics) and passed at least two core subjects namely **Biology** and **chemistry** with a minimum grade of **C**. **Those who studied in foreign institutions shall present an equivalence certificate issued by a competent authority.**

b) Applicants with diploma in Pharmacy

Applicants with a diploma in pharmacy and at least 3 years of experience shall be eligible to pursue a bachelor degree program in Pharmacy. **Bridging from Diploma to Bachelor degree shall not be accepted.**

Article 7. Application for Indexing

The candidate willing to apply for indexing shall fill and submit an application form available at the National pharmacy Council website.

The form shall be submitted with the following documents:

1. Certified copy of Rwanda Advanced level Certificate
2. Advanced level certificate equivalence from a competent authority for candidates with foreign qualifications
3. Copy of ID for Rwandans or Passport with a valid VISA or equivalent for foreigners



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4. One colored passport photo
 5. Criminal record certificate/Police clearance certificate,
 6. Copy of University Admission proof
 7. Evidence of payment of non-refundable application fee paid to Council's bank account available on websites.
 8. Copy of License for Diploma for candidates intending to start Bachelor degree
 9. Work certificate from the last employer for Diploma candidates intending to start Bachelor degree
 10. Copy of Diploma for Diploma candidates intending to start Bachelor degree
 11. Legal support documents in case names on ID/Passport are different from any other official document (Where applicable)

Article 8. Period for indexing application submission

Application for indexing must be submitted not later than thirty (30) days after being admitted to the higher learning institution.

Chap III: Obligations

Article 9. National Pharmacy council

The NPC shall:

1. Receive and review the applications for indexing purpose
2. Take decisions on indexing applications
3. Grant index numbers to eligible candidates.
4. Revoke index numbers from students
5. Provide feedback to higher learning institutions on the status of indexing applications.
6. Maintain and update records of indexed students.
7. Publish a list of indexed students on a regular basis.



Article 10. Higher Learning Institutions

The higher learning institution shall:

1. Provide a list of admitted students in the pharmacy education program to the National Pharmacy Council.
2. Communicate information about indexing to the students.
3. Provide regular notice to the National Pharmacy council on the status (Active, Suspension, Termination and Death) of indexed students enrolled in the institution.
4. Provide to the National Pharmacy council the list of final year indexed students at the beginning of each academic year.

Article 11. Student

The student shall:

1. Apply for indexing not later than 30 days from the date of admission
2. Notify the National Pharmacy council in case of any change in enrollment status within 30 days.
3. Renew and check the indexing status on a regular basis.
4. Adhere to these regulations

Chap IV: Indexing Publication and information filing

Article 12. Indexing application approval

After the verification and validation of the indexing documents each qualified applicant shall be assigned a unique index number. Verification shall be handled by the NPC secretariat and the validation by the bureau of the NPC.

Article 13. Announcing the Indexing application decision

The National pharmacy council shall announce the decision on submitted application for indexing in a period not exceeding 30 days starting from the submission date. Article 14: Notifying the indexing application decision

The NPC decides on the request for indexing a period not exceeding sixty (60) days starting from date of reception of a request. However, the Council may refuse the application for indexing if the



applicant does not meet conditions of being admitted in the school of Pharmacy. The decision shall be communicated in writing and published on the council website.

The Council shall issue an indexing certificate to every indexed Pharmacy student. A student in a pharmacy program who changes from one educational institution to another during the course of his or her study shall notify the council within two months of a change.

Article 14. Records and Archiving of Indexing Documents

All documents for indexing application shall be stored in an easily retrievable manner.

There shall be a register for all indexed pharmacy students.

Article 15. Validity

The validity of the indexing certificate shall be one year renewable.

The renewal is provided upon the submission of the proof of registration and the proof of payment for prescribed fees.

Article 16. Indexing Suspension

The indexing shall be suspended in case of study suspension for any reason.

Both the higher learning institution and the student shall notify the Council regarding the suspension of the study.

Article 17. Termination of the Student status under Indexing

The indexing shall be terminated in the following situation:

- the student completes the approved training program
- the student ceases to undertake pharmacy education program
- the student has failed to renew his/her annual indexing certificate
- the student is convicted and sentenced for more than 6 months of imprisonment

Article 18. Reintegration

The student who wishes to reintegrate to the Indexing program shall apply in writing supported by a proof of registration from the higher learning institution.

The decision on the student reintegration shall be communicated within 14 calendar days after the submission of the reintegration application dossier.

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Article 19. Appeal Process

In case the candidate is not satisfied with the indexing decision, the Complaint on indexing shall be addressed to the chairperson of the National Council Board in writing within 14 calendar days upon communication of the decision.

The decision shall be communicated in writing to the applicant within a reasonable time not exceeding 6 months from the date of the complaint submission.

Chap V. Sanctions

Article 20. Late Application for Indexing

A late application for indexing shall be subject to a penalty fee equivalent to 25% every three months.

Article 21. Failure to notify changes on enrollment status

A candidate who fails to notify the National Pharmacy Council of any changes shall be subjected to a fine equivalent to 25% every 3 months of the application fees accumulated on every delayed month.

Article 22. Provision of false and fraudulent Information

A candidate that provides false or fraudulent information or documents during the indexing application shall be subjected to indexing refusal and the case shall be communicated to the competent authority for further investigations.

Article 23. Review of indexing regulations

A provision of these indexing regulations shall be reviewed as need arises and instructed by the National pharmacy council board.



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CHAP VI: ENFORCEMENT

Article 24. Repealing provision

All previous provisions contrary to these regulations are hereby repealed.

Article 25. Commencement

These regulations shall come into force the date of its signature.

Done at Kigali, on 09.07.2021

Dr. HAHIRWA Innocent
Chairperson
National Pharmacy Council





Annex

APPLICATION FORM FOR INDEXING

1. PERSONAL INFORMATION

Family Name:

.....

Given Name:

.....

ID or Passport N°

.....

Date of Birth (DD/MM/YY):

.....

Gender (Male or Female):

.....

Nationality:

.....

Father's Name/Guardian:

.....

Mother's Name/ Guardian:

.....

Single:

Married:

Widow:

Divorced:

2. ADDRESS

Country: City/Province: District:

..... Sector: Cell: Village:

Email:

Tel:

3. TRAINING / EDUCATION

ORDINARY LEVEL

Name of School/ O'Level:

..... Country:

Starting Date: End date:

ADVANCED LEVEL

Name of the High School (A' Level):



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Combination/Option(Section):.....

Starting Date:..... End date:.....

Grade Level: A, B, C, D, E, S, F

- Biology:
- Chemistry:
- Mathematics:
- Physics:

UNIVERSITY

Name of University (admission):Country

Admission Number

Program enrolled in:

Date of enrolment in the first Year:

Degree/Diploma to be awarded:

4. REQUIREMENTS (Documents to be attached)

- a) Notarized copy of Rwanda Advanced Certificate
- b) REB Equivalence for candidates with foreign qualifications
- c) Copy of ID for Rwandans or Passport for foreigners
- d) Two colored passport size photos,
- e) Criminal clearance record/Police clearance,
- f) Copy of University Admission letter
- g) Evidence of payment of non-refundable application fees of 5,000 RWF paid to Council's bank account available on websites.
- h) Copy of License for upgrading candidates
- i) Copy of previous indexing certificate for upgrading candidates
- j) Experience certificate issued by employer for upgrading candidates
- k) Copy of Diploma for upgrading candidates
- l) Legal support documents in case names on ID/Passport are different from any other official document (Where applicable)

Applicant's Signature: Date.....

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5. FOR NPC SECRETARIAT USE ONLY

Received by:	Checked by:	Approved/ Not approved:
<i>Date:</i>	<i>Date:</i>	<i>Date:</i>
<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Position:</i>	<i>Position:</i>	<i>Position:</i>
<i>Signature:</i>	<i>Signature:</i>	<i>Signature:</i>
<i>OBSERVATION:</i>	<i>OBSERVATION:</i>	<i>DECISION TAKEN:</i>

JL