



**National  
Pharmacy  
Council**

# PHARMACY STUDENTS INDEXING GUIDELINES

*Second Edition*

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## Foreword

The Rwanda National Pharmacy Council (NPC) is an independent statutory authority established under *Law No. 45/2012 of 14 January 2013* determining its organization, functioning, and competence. The Council is entrusted with regulating the pharmacy profession in Rwanda and serves in an advisory capacity on matters pertaining to the development, advancement, and sustainability of the pharmacy profession nationwide.

The mission of the Council is to uphold the rules, honor, and dignity of the pharmacy profession, thereby ensuring the protection of public health. The NPC promotes adherence to the highest principles of morality, integrity, and professional dedication that are essential to pharmaceutical practice. It also ensures that all registered members comply with their professional obligations and the laws and regulations governing the practice of pharmacy in Rwanda.

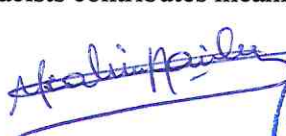
In line with this mandate, the NPC safeguards public interest by ensuring the quality of pharmacy education, ethical practice, and regulatory compliance among practitioners to enable the delivery of high-quality, preventive, and promotive health services to the Rwandan population. It is within this context that the **Pharmacy Student Indexing Guidelines** have been established.

Student indexing is a mandatory regulatory procedure for the registration of all students enrolled in pharmacy programs across accredited training institutions. The process assigns each student a **unique identification number** that links the learner, the institution, and the Rwanda National Pharmacy Council.

This system enables the Council to effectively monitor and address issues such as student impairment, disciplinary matters, or convictions of a serious nature that could compromise public safety. Furthermore, indexing supports the Council in planning and coordinating internship and pre-registration programs, ensuring that only qualified and duly recognized candidates advance to professional practice.

The “*Pharmacy Student Indexing Guidelines*” define the respective roles and responsibilities of the Rwanda National Pharmacy Council, pharmacy training institutions, and students in implementing the indexing system. The document also details the **minimum admission requirements**, the **indexing process**, and the **procedural steps for implementation**.

The Council calls upon all pharmacy training institutions and students to adhere to these guidelines and actively collaborate with the NPC in their effective implementation. Together, we can uphold professional integrity, strengthen regulatory compliance, and ensure that the future generation of pharmacists contributes meaningfully to Rwanda’s health system and national development.

  
DCG(Rtd) Stanley NSABIMANA,  
Chairperson



Dr.



## Contents

Foreword.....	ii
Article 4. Definition of term .....	1
Chap I: General provisions .....	1
Article 1. Purpose of these guidelines.....	2
Article 2. Citation.....	2
These Regulations may be cited as the <i>Rwanda National Pharmacy Council (Indexing of Pharmacy Students) guidelines, 2025</i> .....	2
Article 3. Application and scope.....	2
Article 4. Introduction.....	3
Article 5: Admission and Indexing Requirements .....	3
Article 6. Roles and Responsibilities .....	5
6.1 Rwanda National Pharmacy council .....	5
Article 6.2. Training Institutions.....	6
Article 6.3. Pharmacy student.....	6
Article 7. Penalties for Late Application for Indexing.....	7
Article 8. Approval of Indexing application process .....	7
Article 9. Announcing the Indexing application decision.....	7
Article 11. Period of the Student registration under Indexing .....	8
Verification and Approval of Index renewal application.....	9
Article 13. Student Indexing Suspension.....	10
Article 14. Termination of the Student status under Indexing .....	10
Article 15. Reintegration of Students After Index Suspension .....	11
Article 16: Fitness to Study or to Practice .....	11
Article 19: Commencement .....	13
Article 20: Review and Amendment.....	13



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## Rationale

The regulatory framework governing higher education in Rwanda assigns a central role to the **Higher Education Council (HEC)** in establishing, maintaining, and overseeing academic standards. In particular, *Article 6 of Presidential Order No. 081/01 of 28 August 2020* establishing the Higher Education Council provides that the responsibilities of HEC include, among others, “*to prepare educational standards of institutions of higher learning.*”

Furthermore, *Article 48 of Ministerial Order No. 001/MINEDUC/2021 of 20 October 2021* determining standards in education stipulates that “*institutions of higher learning admit students in programs in compliance with specific program admission requirements established by the public organ in charge of regulation of institutions of higher learning.*” In accordance with these provisions, Higher Learning Institutions (HLIs) are mandated to adopt admissions policies consistent with the principles of equity, fairness, and non-discrimination, ensuring that no applicant is denied admission except on legitimate grounds such as academic merit or fitness for the chosen program.

The national admission framework sets out academic, medical (physical and mental), moral, and language requirements for entry into higher education. Additional criteria may be outlined in program accreditation documentation, including but not limited to proof of successful completion of secondary education with a pass in subjects directly relevant to the intended program of study.

In 2024, the Government of Rwanda reviewed the admission requirements for higher education and resolved that, effective from that date, admission to the first year of an undergraduate program shall require an **Advanced Certificate of Secondary Education** with a **minimum average pass mark of fifty percent (50%)** or its equivalent.

Against this background, and taking into account the **resolutions of the Higher Education Council of 3 April 2025** regarding admission requirements into undergraduate health programs, the **Rwanda National Pharmacy Council (NPC)**—pursuant to its statutory mandate under *Law No. 45/2012 of 14 January 2013* governing its organization, functioning, and competence—**has revised the Pharmacy Student Indexing Guidelines.**

The revision aims to strengthen the existing indexing framework to ensure that all students admitted into pharmacy training programs, whether in **Rwanda or abroad**, meet the required academic and ethical eligibility standards prior to pursuing professional registration. This update reaffirms the Council’s continued commitment to safeguarding public health through the regulation of competent, well-trained, and ethically grounded pharmacy professionals.



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#### **Article 4. Definition of term**

**Accredited Institution:** means a training institution formally recognized and approved by the competent authority in Rwanda as compliant with the prescribed standards for the provision of pharmacy education.

**Approved Program:** means a pharmacy curriculum that has been formally accredited and approved by the competent authority in accordance with national higher education standards.

**Council:** means the **Rwanda National Pharmacy Council (NPC)** established by *Law No. 45/2012 of 14 January 2013* determining its organization, functioning, and competence.

**Indexing:** means the mandatory registration of students pursuing pharmacy training programs by assigning them a unique identification number or credential issued by the Council.

**Pharmacy Student:** means any person enrolled in an accredited **Bachelor of Pharmacy (A0)** or **Doctor of Pharmacy (PharmD)** program.

**Pharmacy Technician Student:** means any person enrolled in an accredited **Diploma (A1) program in Pharmacy**.

**Registration:** means the process of recording eligible applicants in the Council's register and issuing them a license, permit, or professional credential upon fulfillment of the prescribed requirements.



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## **Chap I: General provisions**

### **Article 1. Purpose of these guidelines**

The purpose of these guidelines is to establish a clear legal framework governing the indexing of pharmacy students. They are intended to ensure the effective and efficient regulation of the indexing process, while providing transparent, fair, and consistent procedures for the registration of all students intending to pursue pharmacy training programs.

### **Article 2. Citation**

These Regulations may be cited as the *Rwanda National Pharmacy Council (Indexing of Pharmacy Students) guidelines, 2025*

### **Article 3. Application and scope**

These Guidelines shall apply to:

1. All students admitted to pharmacy training programs within the Republic of Rwanda; and
2. Rwandan nationals and foreign nationals who are undertaking or have completed pharmacy training abroad and seek registration with the Rwanda National Pharmacy Council (NPC).



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## **Chap II: Requirements and Indexing procedures**

### **Article 4. Introduction**

Indexing is a mandatory procedure established by the Council. All students pursuing a career in the field of pharmacy within Rwanda are subject to this procedure.

Rwandan nationals pursuing pharmacy studies abroad who intend to be registered and practice in Rwanda are also required to be indexed by the Council. The same requirement applies to foreign nationals pursuing or having completed pharmacy training either in Rwanda or abroad, if they seek registration with the Council.

This procedure applies to all students enrolled into accredited diploma and degree pharmacy training programs. Any student pursuing a pharmacy training program without being indexed by the Council will be ineligible for registration or licensure upon completion of their studies.

### **Article 5: Admission and Indexing Requirements**

A student shall be admitted into an accredited pharmacy training institution recognized by the competent authority and shall meet the minimum academic entry requirements and indexing procedures established herein.

#### **1° Admission of Students Completing Senior Six (S6) from 2024 Onwards**

Students who completed Senior Six (S6) from 2024 onwards and obtained grades ranging **from A to E in Biology and Chemistry** under the new grading system shall be eligible for admission and indexing effective September 1, 2025.

Higher Learning Institutions (HLIs) may establish stricter internal admission requirements; however, such requirements shall in **no case fall below the national minimum of grades A–E in the core subjects of Biology and Chemistry.**

#### **2° Admission of Students Completing Senior Six (S6) Between January 19, 2021 and 2023**

Students who completed Senior Six (S6) within this period shall be admitted and indexed based on the previous minimum requirement of Grade C in both Biology and Chemistry.



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### **3° Admission of Students Completing Senior Six (S6) Before January 19, 2021**

Students who completed Senior Six (S6) prior to this date shall be admitted and indexed based on the previous requirement of two (2) principal passes, which shall remain applicable during a transition period of two (2) years.

### **4° Applicants with Foreign Advanced Certificates of Education**

Students holding foreign Advanced Certificates of Education (A-level) shall present an equivalence certificate issued by the competent authority in Rwanda, namely the Rwanda Education Board (REB) and/or the National Examination and School Inspection Authority (NESIA).

### **5° Post-Study Indexing Requirement**

Pharmacy students who apply for an index number after completion of their studies shall only be issued an index number upon presentation of an equivalence certificate issued by the Higher Education Council (HEC).

### **6° Pharmacy Technicians Upgrading to Bachelor's Degree**

Pharmacy technicians admitted under the previous admission system, which required either a minimum grade of D in Biology and Chemistry or two principal passes, shall present documented proof of at least three (3) years of professional working experience as a prerequisite for enrollment in the Bachelor's degree program, in accordance with prior regulatory provisions.

### **7° Documents Required for Indexing Application**

An application for indexing shall be submitted through the Rwanda Health Professional Council Connect (RHPCC) portal and shall be accompanied by the following supporting documents:

- a) **RHPCC Account:** The applicant shall create or hold an active account on the Rwanda Health Professional Council Connect (RHPCC) portal as a prerequisite for submitting an application for registration or related services with the Rwanda National Pharmacy Council (NPC).
- b) **Academic Qualifications:** A certified or notarized copy of the Rwanda Advanced Certificate of Secondary Education and the corresponding annual result slip.
- c) **Equivalence Certificate:** An equivalence certificate issued by the National Examination and School Inspection Authority (NESIA) for applicants with foreign qualifications or by the Higher Education Council (HEC) for applicants who have completed pharmacy training abroad.
- d) **Identification Documents:** A copy of the National Identity Card for Rwandan applicants or a valid passport for foreign applicants.



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- e) **Residence Status:** A valid residence permit for foreign pharmacy students studying in Rwanda or for Rwandan nationals undertaking studies abroad.
- f) **Admission or Graduation Proof:** An admission letter from the university for new students or a notarized copy of the degree and academic transcript for applicants seeking indexing after completion of their training.
- g) **Criminal Record:** A valid criminal clearance certificate issued by the competent authority.
- h) **Passport Photograph:** One (1) recent colored passport-size photograph.
- i) **Payment Proof:** Proof of payment of the non-refundable indexing fee of Five Thousand Rwanda Francs (5,000 RWF) and, where applicable, proof of payment of penalty fees for late applications, payable to the Council's official bank account as published on its website.
- j) **Upgrading Applicants:** Where applicable, upgrading applicants shall provide:
- a copy of their previous indexing certificate; and
  - a copy of their degree for graduates.
- k) **Name Discrepancy Justification:** Legal supporting documents in cases where names appearing on the identity card, passport, academic, or other official documents differ.
- l) any document determined by the Council

Upon fulfillment of all prescribed requirements, the Council shall issue the applicant with an Index Certificate.

## **Article 6. Roles and Responsibilities**

### **6.1 Rwanda National Pharmacy council**

The responsibilities of the Council with respect to student indexing shall be to:

- 1° Develop, review, and update the indexing guidelines;
- 2° Receive and review applications for indexing;
- 3° Approve or reject applications for indexing, in accordance with the prescribed requirements;
- 4° Grant, hold, suspend, or revoke index numbers;
- 5° Provide timely feedback to applicants and training institutions on the status of indexing applications;
- 6° Establish and maintain an electronic database of indexed students and accredited training



institutions;

7° The Council shall monitor and ensure compliance with indexing requirements for all students.

8° Prepare and publish periodic reports on student indexing for submission to relevant authorities.

**Note:** The Council may, where necessary, place an application for an index number on hold pending consultation or collaboration with the competent authority on matters relating to indexing. In such cases, the applicant shall be duly notified in writing of the status of the application and the reason for the delay.

### **Article 6.2. Training Institutions**

The responsibilities of accredited training institutions with respect to student indexing shall be to:

1° Provide the Council with a verified list of all students admitted and eligible for indexing at the beginning of each academic year;

2° Communicate information on indexing requirements and procedures clearly to all admitted students;

3° Provide regular feedback to the Council on the status of indexed students enrolled in the institution, including cases of suspension, dismissal, or death;

4° Provide feedback to the Council on the indexed students who successfully complete their studies in each academic year;

5° Designate a focal person or office responsible for coordinating indexing matters with the Council;

6° Ensure that no student is allowed to proceed in the program without valid proof of indexing;

7° Maintain accurate and up-to-date institutional records of indexed students and cooperate with the Council during monitoring or audits.

### **Article 6.3. Pharmacy student**

Students admitted into pharmacy training programs shall:

1° Comply with all requirements and procedures established under these Guidelines;

2° Submit an application for indexing immediately upon admission to their respective training

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- institutions, and in any case not later than thirty (30) days from the date of admission;
- 3° Provide truthful, accurate, and complete information in their indexing applications, and promptly notify the Council of any changes in personal or academic details;
  - 4° Pay the prescribed indexing fees within the required timelines;
  - 5° Respect the validity of their indexed status and cooperate with both the training institution and the Council in maintaining accurate records.

#### **Article 7. Penalties for Late Application for Indexing**

An application for indexing submitted after the prescribed deadline shall be subject to a penalty fee equivalent to twenty-five percent (25%) of the standard indexing fee for each three (3) months of delay.

#### **Article 8. Approval of Indexing application process**

Following the verification and validation of indexing documents, the approval process shall be carried out as follows:

- 1° Each qualified applicant shall be assigned a unique National Pharmacy Council (NPC) Index Number, which remains valid for one year and renewable annually until completion of the program.;
- 2° An individual file shall be opened and maintained for each qualified applicant;
- 3° A summary report of the indexing process shall be prepared by the Secretariat;
- 4° Each qualified applicant shall be issued with an official Indexing Certificate as proof of registration under these Guidelines.

#### **Article 9. Announcing the Indexing application decision**

The Council shall announce its decision on an application for indexing of a complete application. In cases where the application is approved, the Council shall issue the index certificate, which shall be made available in the applicant's account on the Rwanda Health Professional Council Connect database.



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### **Article 10. Records and Archiving of Indexing Documents**

To facilitate record-keeping and follow-up upon completion of the indexing process, all documents submitted by each applicant shall be stored by the Council in an easily retrievable manner, and a comprehensive database of indexed students shall be maintained.

The following information shall be recorded for each student:

- 1° The student's full name;
- 2° The student's date of birth;
- 3° The student's gender;
- 4° The student's email address and other contact information;
- 5° The name of the training institution or university;
- 6° The date of first registration at Pharmacy school;
- 7° The admission number;
- 8° The date on which the student is expected to commence the approved training program;
- 9° The date on which the student is expected to complete the approved training program;
- 10° The qualification to be awarded (Diploma or Degree);
- 11° Any other relevant information deemed necessary by the Council.

The records shall be kept physically and/or electronically for a minimum period of ten (10) years, subject to applicable laws on data protection and confidentiality in Rwanda.

### **Article 11. Period of the Student registration under Indexing**

The indexing of a student shall be valid from the date on which the Council issues the index number and shall remain valid for a period of one (1) year, renewable annually upon expiry.

### **Article 12. Index Renewal**

Renewal of the index is required annually to maintain active status. Pharmacy students holding an index must initiate the renewal process at least thirty (30) days before the expiration of their current index number.



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### **Documents Required for Index Renewal**

An application for index renewal shall be submitted with the following supporting documents:

- 1° A copy of the **previous index certificate**;
- 2° **Proof of registration** for the upcoming academic year;
- 3° **Proof of payment** of the non-refundable application fee of **Five Thousand Rwanda Francs (5,000 RWF)** and, where applicable, **proof of payment of penalty fees** for late applications, payable to the **Council's official bank account** as published on its website;
- 4° A **certified copy of a valid passport** or other relevant immigration documents for foreign students;
- 5° A **valid residence permit** for students studying abroad.
- 6° any document determined by the Council

### **Application submission**

Indexed pharmacy students shall submit their index renewal applications online via the Rwanda Health Professions Council Connect Portal (RHPCC).

All required documents must be uploaded in the prescribed format.

### **Verification and Approval of Index renewal application.**

Upon verification of the renewal application, the Council shall renew the student's index for the upcoming academic year and issue a renewed Index Certificate confirming the student's active status.

### **Late Renewal**

Failure to renew the index before expiry shall attract a late renewal penalty equivalent to twenty-five percent (25%) of the standard index renewal fee for each three (3) months of delay. The student will be considered inactive and may be temporarily barred from Council-related activities until the renewal is completed.



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### **Student Transfers Between Institutions**

Any student who transfers from one accredited training institution to another during the course of study shall notify the Council in writing within two (2) months of such change, and the concerned training institutions shall also provide corresponding notification to the Council.

### **Article 13. Student Indexing Suspension**

In the event of a suspension of studies for any reason, both the training institution and the concerned student shall provide written notice to the Secretariat of the Council within thirty (30) days of the suspension taking effect. Failure to notify the Council in time of a suspension shall attract a late indexing penalty upon reinstatement.

### **Article 14. Termination of the Student status under Indexing**

A pharmacy student shall cease to hold an index number upon the occurrence of any of the following:

- a) Registration with the Council as a licensed pharmacy professional;
- b) Cessation of enrollment in the approved program of study for any reason, including withdrawal, dismissal, expulsion, or prolonged leave exceeding the institution's approved period;
- c) Conviction by a competent court and imposition of a custodial sentence of six (6) months or more, by final judgment;
- d) Death of the student;
- e) Submission of falsified or fraudulent documents;
- f) Any other grounds deemed illegal or disqualifying under the laws of the Republic of Rwanda.



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**Article 15. Reintegration of Students After Index Suspension**

A pharmacy student whose studies have been suspended shall retain the index number during the suspension period. The index shall be recorded in inactive status on the Council's register but shall, in all cases, expire at the end of its one-year validity period unless renewed. No index number shall remain valid for a period exceeding one (1) year without renewal.

The student must, upon resumption of studies, submit a written notice endorsed by the training institution to the Council and apply for reintegration into the Student Register of the Council. The same index number previously issued shall remain valid and shall be reactivated upon approval of the reintegration application, provided it has been duly renewed within the prescribed period.

Where the suspension arose from judicial or disciplinary reasons, the Council may require evidence of clearance or compliance with conditions imposed before reactivating the student's indexing status.

**Article 16: Fitness to Study or to Practice**

1° A pharmacy student shall be required to be physically and mentally fit to pursue studies and, subsequently, to practice the pharmacy profession.

2° Prior to registration in any accredited pharmacy training program, each student shall submit proof of medical fitness issued by a registered and licensed medical practitioner, certifying that the student is fit to study pharmacy.

3° The medical examination shall assess the applicant's physical and mental suitability for undertaking pharmacy education and for the future exercise of the profession.

4° Where, after indexing, a student is suspected or reported to be medically unfit to continue with the program of study, the matter shall be referred to the Ethics and Disciplinary Committee of the Council, which shall have the authority to require further medical assessment and to make appropriate recommendations.



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5° Where the Ethics and Disciplinary Committee confirms that a student is unfit to pursue the program, the Council may suspend or terminate the student's indexing status in accordance with these Guidelines.

#### **Article 17. Indexing and Renewal Fee**

The fee for both initial student indexing and annual renewal is **Five Thousand Rwanda Francs (5,000 RWF)**. Payment must be made to the **National Pharmacy Council (NPC) account No. 00042-00613236-07 / 100007851515 (FRW)** held at **Bank of Kigali (BK)**. Proof of payment must bear the student's full name.

#### **Article 18. Appeal**

##### **Article 18.1: Right to Appeal**

**Any student whose application for indexing or renewal has been denied, or suspended, has the right to submit an appeal to the Board of the National Council, the appeal committee of the Council. Appeals must be based on valid grounds and supported by appropriate documentation.**

##### **Article 18.2: Submission of Appeal**

The student shall submit an appeal against a decision of the Council **within fourteen (14) days** of receiving written notice of the decision. The appeal shall be addressed to the **Chairperson of the Council**.

##### **Article 18.3: Review of Appeal**

The **Bureau** shall review the appeal and make recommendations to the **Board of the National Pharmacy Council**, which shall review the appeal and issue the final decision.

##### **Article 18.4: Decision on Appeal**

The **Council** shall communicate its decision in writing to the **student**, the **training institution**, and other **relevant institutions**. The decision of the **National Pharmacy Council Board** on the appeal shall be **final and binding**.

##### **Article 18.5: Effect on Indexing Status**

While the appeal is under consideration, the student's indexing status shall **remain suspended or inactive** until the Council issues a final decision.



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**Article 19: Commencement**

These Regulations shall come into force from September 1, 2025.

**Article 20: Review and Amendment**

The NPC reserves the right to review and amend these guidelines periodically to align with educational reforms, professional standards, and national policies.

**Article 21: Repealing provisions**

All prior provisions that are inconsistent with these Regulations are hereby repealed. Any actions lawfully undertaken under the previous provisions shall remain valid and binding.