INAMA Y'IGIHUGU ISHINZWE IBIZAMINI MU RWANDA

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AMABWIRIZA YEREKEYE IKORESHWA N'IKORWA RY'IBIZAMINI BYA LETA BY'AMASHURI YISUMBUYE 2009.

1. INTANGIRIRO

Gukoresha ibizamini ni igikorwa gikomeye mu burezi bw'igihugu, bukaba imwe mu nkingi z'amajyambere yacyo. Ni yo mpamvu inzego z'uturere n'intara zigomba kugifatanya bisesuye, maze umutekano, umucyo n'ubutabera bikubahirizwa.

2. IKIGO CY'IKIZAMINI

- Kigomba kuba cyujuje ibyangombwa: gifite ibyumba bihagije, intebe, umuriro n'amazi niba gicumbikira abanyeshuri.
- Kigomba kugira umuyobozi, umwungirije na "Intendant" ureba imibereho myiza y'abanyeshuri bagikoreramo ikizamini n'ikipe ishinzwe umutekano. Imibereho myiza yiganwaho n'abayobozi b'ibigo by'abanyeshuri bazahakorera n'Umuyobozi w'Uburezi mu Karere.
- Gutegura amafunguro n'isuku bishingwa abantu batarenze 5 harebwe umubare w'abanyeshuri bagomba gukorera ibizamini mu Kigo no kugicumbikamo.
- Ikigo gikorerwamo ibizamini n'abanyeshuri *bagisanzwemo bonyine gifatirwa ingamba zihariye zo kurwanya ikopeza n'ikopera zirimo kudahagarikirwa n'abarimu babigisha.*
- Abakandida bigenga barimenya ku birebana n'amafunguro, amacumbi n'ingendo.

3. UMUYOBOZI W'AKARERE

- Afata ingamba zose za ngombwa mu Karere ayobora kugira ngo ibizamini bikorwe kuri gahunda iteganijwe.
- Ateganya imodoka n'uburyo bw'itumanaho bizakoreshwa muri icyo gikorwa.
- Akurikiranira hafi ikorwa ry'ibizamini, agakemura ibibazo bitunguranye.

4. UMUYOBOZI W'UBUREZI MU KARERE

Umuyobozi w'Uburezi mu Karere:

- Afata ingamba zose za ngombwa nk'umuhuzabikorwa mu gukoresha ibizamini byose bya Leta mu Karere akoreramo; agakurikirana umunsi ku wundi uko hose bikorwa.

- Agena by'agateganyo ibigo by'ibizamini n'abazabikoreramo, akabyoherereza Inama y'Igihugu Ishinzwe Ibizamini ngo ibyemeze bitarenze tariki ya 30 Mata.
- *Yemeza abakuru b'ibigo by'ibizamini, ababungirije n'abahagararira ibizamini mu byumba* ***(umwe ku banyeshuri nibura 25), barimo umwe w'ingoboka kuri buri byumba bine****. Nta mwarimu wemerewe guhagarikira abanyeshuri yigisha. Umukuru w'ikigo cy'ibizamini ashobora kuba asanzwe ayobora ikigo cyakorewemo cyangwa avuye ahandi. Iyo abanyeshuri bakoreye mu kigo cyabo bonyine, Umuyobozi w'Ikigo n'abahagararira mu byumba bagomba guturuka ahandi kugira ngo ibishuko byo gukopera no gukopeza bihashywe.*
- Yifashisha abarimu basanzwe bakosora ibizamini bya Leta, bagahugura abazahagararira ibizamini mu byumba (surveillants + flottants) **bahereye kuuri "experiences" bahura na zo mu gihe cy'ikosora, biturutse mu guhagararira ibizamini.**
- Akora ku buryo amabwiriza yerekeye ikoreshwa ry'ibizamini bya **Leta agera kuri buri shuri rizakora ibizamini bitarenze amezi atatu mbere y'ibizamini**.
- Atunganya ilisiti y'abazakora imirimo yerekeye ibizamini, **igaragaza na nimero za tel** zabo, ikagezwa mu Nama y'Igihugu Ishinzwe **Ibizamini bitarenze ukwezi mbere y'ibizamini.**
- Afatanya bisesuye n'Intumwa y'Inama y'Igihugu Ishinzwe Ibizamini kimwe n'abayobozi b'ibigo by'ibizamini.
- Yakira ibizamini n'ibikoresho akabishyikiriza abayobozi b'ibigo by'ibizamini mu Karere akoreramo.
- **Akoresha inama abayobozi b'ibigo by'ibizamini akabasobanurira amabwiriza y'ibizamini.**
- Ashyikiriza abayobozi b'ibigo amafaranga yagenewe abahagararira ibizamini n'impapuro zijyanye na yo.
- Yakira ibizamini byakozwe akagenzura ko byose bihari.
- Akora ibishoboka byose kugira ngo impapuro z'imikoreshereze y'amafaranga ziboneke zose ku munsi wa nyuma w'ibizamini.
- Yakira za raporo z'abayobozi b'ibigo akazisesengura.
- Akorera raporo ifututse Inama y'Igihugu Ishinzwe Ibizamini akayiha intumwa yayo.
- **Yihatira iteka kuba inyangamugayo.**

5. <u>UMUYOBOZI W'IKIGO CY'IKIZAMINI</u>

Umuyobozi w'ikigo cy'ikizamini agomba :

- Kubahiriza amabwiriza yose agenga ibizamini ku kigo na gahunda yagenwe, agahuza ibikorwa byose bibyerekeye.
- Gufatanya muri byose n'umwungirije, wamusigariraho cyangwa wamusimbura iyo agize impamvu.
- Gukorana inama n'abahagararira ibizamini mu byumba akabibutsa inshingano zabo zose.
- Gutegura igishushanyo cy'imyicarire y'abanyeshuri kandi akacyereka abamukuriye.
- Guha abakora ibizamini imyanya mu buryo buboneye: intebe ntizegerane kandi abakora ikizamini kimwe bagatandukanywa mu buryo bwose bushoboka.
- Guteganya ibyumba bihagije kandi byagutse bidafasha abanyeshuri gukoperana.
- Kwakira ibizamini by'Ikigo n'ibikoresho akareba ko byuzuye, akazagenda abikwiza abahagararira mu byumba.

- Kubika ahabigenewe ibizamini ari kumwe n'abashinzwe umutekano, akaba ari na we uhagirira imfunguzo wenyine.
- ***<u>Icyitonderwa</u>: Nta n'umwe wemerewe kwinjira mu bubiko bw'ibizamini afite "bag" y'abagore cyangwa "briefcase" y'abagabo cyangwa ikindi ashobora guhishamo ikizamini.***
- Kugenzura hakiri kare ko amabahasha y'ibizamini bizakorwa yose ahari.
- Kugenzura ko abahagararira mu byumba babikora uko bikwiye, abadakora neza agahita abafatira ibyemezo.
- Kugenzura ko nta muntu winjira mu kigo cyangwa mu cyumba atabifitiye uburenganzira.
- Kugenzura ko nta kizamini gisohokanwa mu cyumba kitaramara gukorwa, uretse nk'iyo amakayi y'ibibazo abaye make aha n'aha.
- Gukosorana ubushishozi ikosa ryabangamira ikorwa ry'ikizamini runaka, yabona bigoye akiyambaza Umuyobozi w'Uburezi.
- Gushyikiriza ababigenewe amafaranga y'ifunguro akanabasinyisha.
- Gukorana n'umwungirije raporo ya buri munsi y'ikorwa ry'ibizamini hakurikijwe raporo zo mu byumba.
- Kugenzura ko amakayi y'ibisubizo ya buri shami rya buri shuri yahurijwe mu ibahasha. **Amakayi y'ibisubizo y'ikizamini iki n'iki asubizwa mu ibahasha yajemo icyo kizamini.**
- Gukurikiranira hafi umurimo wo kuzuza inyuma ku ibahasha mu mwanya wabigenewe izina ry'ishuri, kodi y'ishami, umubare nyawo w'abakoze, uko biteganywa ku gapapuro kari kuri iyo bahasha. **Nta handi ku ibahasha hagomba kwandikwaho uretse aho habigenewe.**

- ***Kubahiriza iki cyitonderwa: "N'ubwo ikizamini cya integrated science (Physique – Chimie – Biologie/Physics – Chemistry - Biology) cy'ishami nderabarezi kiri mu ikayi imwe y'ibibazo, kigenerwa amakayi atatu y'ibisubizo atandukanye. Ayo makayi y'ibisubizo ashyirwa mu mabahasha atandukanye, hagasibwa ibitari ngombwa mu izina ry'ikizamini cyanditse inyuma ku ibahasha. Ibyo birareba n'ikizamini cya « Social Studies» n'icya « Business and Administrative Correspondence + Correspondance Commerciale et Administrative». Bikorerwa mu makayi abiri atandukanye.***

- Kugenzura ko amakayi y'ibisubizo apakiye neza : aya buri shami rya buri shuri akaba mu ikarito imwe yometseho agapapuro kariho izina ry'iryo shuri n'ishami. Kirazira kwandika ku ikarito, handikwa ku rupapuro rwateweho.
- Gusubiza ku karere ibikoresho byasigaye byose uretse amakayi y'ibibazo gusa (question papers).
- Gukorera raporo ifututse Umuyobozi w'Uburezi mu Karere.
- **Kwihatira iteka kuba inyangamugayo.**

<u>Icyitonderwa</u> :
- Habonetse impamvu ituma afungura ibahasha y'ibizamini, agomba kubikora ari kumwe n'abashinzwe umutekano (Polisi) kandi bigakorerwa inyandikomvugo, bikanasinyirwa.
- Gushyira amakaye y'ibisubizo mu mabahasha yabigenewe.
  Urugero :
  Mathématiques I ishyirwa mu ibahasha yanditsweho MATHEMATIQUES I, Mathematics I igashyirwa mu yanditsweho MATHEMATICS I.

- Kuzuza neza impapuro zose za ngombwa zigomba kugaruka mu Nama y'Igihugu Ishinzwe Ibizamini.
- *Abayobozi b'Ibigo bagomba gufasha mu byerekeye imibereho y'abanyeshuri babo bagiye gukorera ibizamini mu bindi bigo.*

6. UHAGARARIRA IKIZAMINI MU CYUMBA

Uhagararira ikizamini mu cyumba agomba :

- Guharanira ko nta kopera cyangwa ikopeza ribera mu cyumba ashinzwe; kikabamo umutuzo buri gihe.
- Kubahiriza gahunda y'ibizamini.
- Kugenzura ko abanyeshuri bujuje ibyangombwa, akabasaka mbere yo kubicaza, uko byagenwe.
- Kumenya umubare n'amazina y'abakandida baje n'abataje mbere y'uko ikizamini gitangira,

- **Mbere yo gufungura ibahasha, kubanza kwitegereza ibigaragara mu kadirishya kayo, bityo akizera ko ikizamini kigiye gukorwa ari cyo koko**.

- Gushyikiriza abanyeshuri amakayi y'ibizamini bakicara, bakabanza kuzuza ibyo basabwa ku ipaji ya mbere y'amakayi y'ibisubizo.
- Kubwira abanyeshuri bakagenzura neza ko amapaji y'ikayi y'ikizamini yuzuye
- Kureba neza niba buri mubare w'ibibazo byatanzwe wuzuye muri buri kayi y'umunyeshuri, hamwe na nimero z'ibibazo niba zikurikiranye neza,
- *Gukomeza kugenzura abanyeshuri igihe uw'ingoboka ahisha umwirondoro wabo bakimara kuwandika ahabugenewe*.
- Kumenyesha vuba umuyobozi w'ikigo buri kintu cyose gitunguranye kandi kibangamiye ikorwa ry'ibizamini.
- Gucunga neza amakayi y'ibisubizo: umunyeshuri umaze ikaye **akagenda ahabwa urupapuro** kugeza igihe arangirije, rugafatanywa n'ikaye yashubirijemo.
- Kugenzura niba nta baca impapuro mu makayi y'ibisubizo.
- Kwibutsa abakandida igihe gisigaye uko iminota 30 ishize n'iyo hasigaye iminota 15.

- **Gusinyisha abanyeshuri kuri "sitting plan" agenzuye ko amakaye y'ibisubizo batanze ari yo koko nyuma ya buri kizamini, kandi akagenzurana ubushishozi ko nta mukandida usohotse adatanze ikayi**.

- Kugenzura ko gufunga ahanditse inomero n'amazina by'umukandida byakozwe neza.
- Gushyira hamwe amakayi y'ibisubizo ya buri shami rya buri shuri mbere yo kuyashyikiriza Umuyobozi w'ikigo.
- Gukora raporo isobanutse ku washatse gukopera cyangwa gukopeza, **akanamusinyisha**, akirinda ariko kumubuza gukomeza gukora ikizamini.
- Gukorana neza n'uhagararira w'ingoboka.
- Gukorana ubwitonzi raporo ya buri munsi iteganyirijwe ipaji ya kabiri (verso/back) ya sitting plan.

- Kwitegura kubazwa amakosa yose yagaragara mu cyumba ashinzwe, haba mu ikorwa ry'ibizamini cyangwa mu ikosorwa ryabyo.
- Kutinjirana "telephone mobile" mu cyumba cy'ikizamini.
- **Kwihatira iteka kuba inyangamugayo.**

Icyitonderwa: Iyo ubujura bwabereye mu cyumba cy'ibizamini butahuwe mu gihe cy'ikosora cyangwa na nyuma yaryo, uwari uhagarariye ibizamini muri icyo cyumba na we arabihanirwa bikomeye iyo ntacyo yabivuzeho.

7. "UHAGARARIRA W'INGOBOKA" MU CYUMBA

- Afasha mu gusaka abakandida mbere y'uko binjira mu cyumba no mu kwandurura ibizamini birangiye (ibizamini byakozwe, amakayi yo gusubirizamo yasagutse n'ibindi).

- Azenguruka ibyumba bye bine akabihetura ahisha umwirondoro w'abakora ikizamini, **ariko abanje kureba ko ibyanditse ku makayi yabo bihuye n'ibiri ku mafishi yabo, ku ndangamuntu cyangwa ku makarita y'ishuri. Iyo umukandida nta nimero n'amazina yanditse, yabyanditse nabi cyangwa akabisiribanga, uhagararira w'ingoboka abimusubirishamo. Uwo mukandida iyo yongeye gukora iryo kosa, afatwa nkuwakoze uburiganya mu kizamini cya Leta, agakorerwa raporo. Hagenzurwa kandi niba nta bakandida bahuje nimero.**

Icyitonderwa:
Uhagararira w'ingoboka" mu cyumba ahanirwa bikomeye amakaye yafunzwe atariho umwirondoro, ariho umwirondoro usibasibye cyangwa wanditse nabi, bigaragaye ku makayi y'ibisubizo y'ibyumba ashinzwe mugihe cy'ikosora.

- Aherekeza umunyeshuri waba ugize impamvu yihutirwa ituma amara akanya hanze abandi bagikora.
- Agaragariza imyitwarire iboneye abayobozi n'abakora ibizamini.
- **Yihatira iteka kuba inyangamugayo.**

8. INGINGO ZIHARIYE ZIREBA ABAKANDIDA

Buri mukandida ukora ibizamini agomba kubahiriza ingingo zikurikira :

- **Guhorana "discipline" mu gihe cyose cy'ikorwa ry'ibizamini, yaba acumbitse mu kigo akubahiriza atazuyaje amategeko yacyo, akanakoresha neza ibyo ahasanze. Uwitwaye nabi arirukanwa.**
- Kwitwaza ibikoresho by'isuku birimo "toilet paper/papier hygiénique".
- Kwitwaza ibikoresho byemewe mu bizamini binyuranye by'ishami rye nk'udukoresho twa Jewometiri na "Calculator/Calculatrice". Nta wemerewe kwinjirana "telephone mobile" mu cyumba cy'ikizamini.
- Kwerekana ifishi ye n'ibindi bya ngombwa buri gihe cyose abisabwe.

- Kubahiriza gahunda y'ibizamini, abitangirira kandi abirangiriza igihe: agomba kuba ari ku kigo saa mbiri mu gitondo na saa saba n'igice iyo hari ikizamini nyuma ya saa sita.
- Ukererewe nta mpamvu ifatika akarenza igice cy'isaha ntaba agikoze icyo kizamini.
- Nta kintu na kimwe, uretse ibyemewe, kinjiranwa mu cyumba cy'ikizamini.
- Nta mukandida wemerewe guhindura ku bwe umwanya yeretswe.
- Kuzuza ibyo asabwa ku ipaji ya mbere y'ikaye y'ibizamini akurikije **ukuri kuzima**, bitaba ibyo akazabihanirwa. Amazina na nimero by'ukora ibizamini bishyirwa gusa ahabigenewe, iyo bigaragaye ahandi ku ikayi y'ibizamini, iyo kayi nta gaciro iba igifite.
- Kubahiriza amabwiriza yihariye ya buri kizamini kandi ibibazo bigasubizwa hakurikijwe uko bikurikirana.
- Gusubiriza mu makaye yabigenewe, hakenerwa buruyo hagakoreshwa "verso"/ "the back" y'urupapuro ; (yarangiza akayinyuzamo umurongo) utayikenera asubiriza ku mapaji yombi.
- Kudaca urupapuro na rumwe mu ikayi y'ibisubizo cyangwa y'ibibazo.

- Kuzuza ku rupapuro "sitting plan" inomero yuzuye yo mu kizamini no **gusinyaho uko ikizamini kirangiye ikayi ishyikirijwe ubishinzwe.** Guhama mu mwanya we igihe cyose isaha yo kurangiza ikizamini itaragera; **agasohoka ari uko impapuro ze zose zimaze kugenzurwa.**

- Gutahana ifishi ye ibizamini birangiye, akayibika neza kubera ko yayibazwa n'Inama y'Igihugu Ishinzwe Ibizamini igihe bibaye ngombwa.
- **Gusinyira amakosa yafatiwemo.**

Icyitonderwa: Ukora ibizamini ufashwe akopera, akopeza cyangwa abigerageza, ahindura inomero ye, bikamuhama, avanwa mu bakoze ibizamini uwo mwaka. Ubwo bujura bushobora kugaragara mu ikorwa ry'ibizamini, mu ikosorwa ryabyo na nyuma yaryo.

- Ibibazo bijyanye n'amanota y'ibizamini bya Leta byakirwa mu gihe cy'ibyumweru bitatu gusa amanota akimara gutangazwa, nyuma y'icyo gihe nta bibazo by'amanota byakirwa.

Bikorewe i Kigali, ku wa 16/07/2009

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