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IRIBURIRO

Nejejwe no kubagezaho iki Gitabo gikubiyemo Serivisi zitangwa n'Ishuri Rikuru Nderabarezi rya Kigali.

Iki gitabo cyateguwe hashingiwe kuri gahunda y'Igihugu y'Ivugurura rifite icyerekezo cyo kuzamura ubushobozi bw'Abakozi n'Ibigo, hagamijwe kandi gutanga serivisi zinoze hanagerwa ku ntego nkuru y'Iterambere ry'Igihugu. Nanone ibi bigakorwa bigamije gusubiza ibibazo by'abaturage, bigakorwa mu mucyo kandi abantu bakabazwa ibyo bakora.

Iki gitabo kigaragaza uruhare rw'Ishuri Rikuru Nderabarezi rya Kigali mw'itangwa rya serivisi mu Rwanda kikanerekana serivisi zitangwa n'ibikenerwa kugira ngo uzihabwe. Kikagaragaza kandi urutonde rw'aho izo serivisi zitangirwa n'ibyo amategeko yemerera umuntu kugira ngo abone izo serivisi.

Ishyirwaho ry'iki Gitabo gikubiyemo Serivisi zihabwa Abaturage ryerekana ubushake Ishuri Rikuru Nderabarezi rya Kigali rifite mw'itangwa rya serivisi nziza kandi zihuse.

Prof. George K. Njoroge (PhD)

Umuyobozi Mukuru w'Ishuri Rikuru Nderabarezi rya Kigali.

Iki Gitabo kigaragaza serivisi KIE igenera abayigana. Ni muri urwo rwego musanga gikubiyemo serivisi zitandukanye n’aho zitangirwa, uburyo zitangwa, igihe zitangirwa, n’Uburyo abatanyuzwe na Serivisi bahawe banyuramo bagaragaza ibibazo kugira ngo barenganurwe. Iki gitabo kigaragaza izi ngingo zikurikira:

- icyerekezo n’Intego bya KIE byerekana ubushake bwo gutanga serivisi nziza kandi zinoze muri ubu buryo bukurikira:
 - Ubunyangamugayo
 - Hubahirizwa amategeko
 - Mu bwitonzi n’Ubupfura
 - Mu bwumvikane
 - Mu kuri no kudatoranya
 - Mu mucyo
 - Kugaragaza ibyo ikora
 - Gukorera ku gihe
 - Gutanga serivisi nziza kandi ku gihe cyabigenewe.
- Isesengura rya serivisi zitangwa na KIE:
 - Kugaragaza neza serivisi zitangwa na KIE,
 - Kwerekana Ishami serivisi zitangirwamo. Muri ubu buryo Abaturage bazamenya neza Ishami cyangwa Ibiro bagana, bityo bahabwe serivisi badatakaje igihe n’Ingufu zo gutegereza;
 - Kugaragaza igihe nyacyo bitwara buri serivisi itangwe. Ibi bizaha abaturage amakuru y’ingirakamaro bibarinde guhora mu nzira no gukubita amaguru y’ubusa.
 - Gushyiraho ibipimo bya serivisi nziza hagaragazwa amasaha bitwara kugira ngo umuturage abone iyo serivisi, uburyo izo serivisi ziboneka, ukuri kuba kuri mu itangwa ry’izo serivisi, icyizere cyo gukomeza kubona izo serivisi, niba umuturage ashobora kuyigeraho, uburyo yumvikanishwa, mu kuri, uburemere bifite n’ubwitonzi mu gutanga serivisi; Hashingiwe kuri ibi, Abaturage bashobora kwizera gutera imbere
 - Amakuru nyayo ku nyandiko zisabwa n’uburyo bwo kubona serivisi muri KIE. Urugero, ibyangombwa bikeneye kwerekanywa, n’impapuro zigomba kuzuzwa n’umuturage ushaka serivisi.
- Gusobanura neza Abaturage, ibyiciro by’abantu bemerewe kwaka buri serivisi itangwa na KIE.
- Kugaragaza Abakozi bashinzwe gutanga izo serivisi n’aho babarizwa ndetse n’uburyo bwo kubahamagara cyangwa kubandikira igihe bibaye ngombwa.
- Uburyo bwo kurenganurwa igihe udahawe iyo serivisi cyangwa se uburyo wayihawemo butakunogeye.
- Uko umuturage ashobora gutanga inama n’ibitekerezo ku buryo buhoraho hagamijwe guteza imbere no kunoza imitangire ya serivisi muri KIE.
- Amakuru n’uburyo bwatuma serivisi za KIE zimenyekanishwa kandi zikajya ahagaragarira buri muturage wazikenere.

Iki Gitabo kirimo serivisi zihabwa abaturage ni igikoresho cyo kugeza amakuru ahagije kandi asobanutse ku bagana serivisi za KIE no gushyiraho ibipimo hagamijwe kwimakaza umuco wo gukorera m’ukuri Nzego za Leta. Iki Gitabo gikubiyemo Serivisi zihabwa Abaturage kizatuma abagana serivisi za KIE bazahabwa serivisi zihuse binarandure umuco wo gutinza serivisi byagaragaraga mu itangwa rya serivisi mu Nzego za Leta.

Hashingiye ko serivisi zigomba kujyana n’ibyifuzo by’Abaturage, KIE yiyemeje kubamenyeshya Serivisi bashobora gusaba, inshingano n’uburenganzira bwabo igihe bashaka izo serivisi.

Kubera ko KIE isanga itakora ibi yonyine, niyo mpamvu isaba Abaturarwanda guhoza ijisho ku bakozi bayo kugira ngo , bibereye, kandi bifite ireme no gutanga amakuru asobanutse kuri serivisi bifuzwa no gukuraho inzitizi zose zatuma itangwa rya serivisi ridatera imbere.

Mu by’ukuri, kugira ngo ishagirwamubikorwa ry’iki Gitabo gikubiyemo serivisi rishoboke, KIE yizeye ko hazakomeza kubaho ubufatanye no guhana amakuru n’abaturage bayigana bashaka serivisi.

Kubera iyi mpamvu KIE yashyizeho uburyo bunozwe bwo bwo kugisha inama abagana serivisi zayo:

- Ifishi cyangwa urupapuro byandikwaho ibitekerezo n'inama zitangwa muri buri Shami;
- Agasanduku k'ibitekerezo kaboneka aho binjirira;
- Umunsi w'Imurikabikorwa
- Amatsinda ngishwanama ahuriwemo n'Abagana serivisi za KIE
- Umurongo wa telefoni utishyurwa;
- Gukora anketi n'iperereza ku bagana serivisi za KIE gusesengura imibare n'imiterere y'ibibazo by'abatishimiye serivisi bahawe
- Uburyo bwo kurenganurwa no gukemura ibibazo bugaragaza inzira abagana KIE banyuramo batanga ibitekerezo kuri serivisi bahabwa.

Iki Gitabo cyerekana neza ingamba zafatwa igihe serivisi zidatanzwe uko bikwiye. Niyo mpamvu rero KIE ishishikariza abagana serivisi zayo gutanga inama ku bibazo babinyujije mu buryo buhari bwagenwe bwo kugaragaza ibibazo, bworoshye gukoreshwa kuri buri wese. KIE izakira ibyo bibazo by'abayigana ibigire ibyayo ikabikemura kandi mu gihe kitarambiranye. Mu buryo bushoboka, igihe cyo kwakira no gukemura ibibazo cyashyizweho. KIE irifuzaga gufatanya mu buryo bunozwe n'abayigana mu gukemura ibibazo by'imitangire ya serivisi. Izi ngingo z'ingenzi nizo zizubahirizwa mu gihe cyo gushyira mu bikorwa iki gitabo gikubiyemo serivisi zitangwa na KIE:

- Gutangiza uburyo buhoraho abasaba serivisi batangamo ibibazo. Uburyo bushoboka buzakoreshwa bugizwe n'urubuga rwa interineti, kohereza ubutumwa bwanditse kuri telefoni, no gukusanya amakuru ku basaba serivisi aho zitangirwa, udusanduku tw'Ibibazo, iyakure hamwe na telefoni.
- Kugena abashinzwe gukemura ibibazo no kwerekana uburyo bwo gukemura ibibazo imbere hagamijwe gukemura buri kibazo bakiriye.
- Gushyiraho uburyo bugezweho bukoreshwa imbere muri KIE mu gutondeka ibibazo. Ibibazo bishoboka ko byakwandikwa mu buryo busanzwe cyangwa ubushobozi bwaboneka, hagakoreshwa mudasobwa mu buryo butuma ibona igihe nyacyo cyo guhuza imibare.
- Gushyiraho ingengabihe yo gukemura ibibazo, harimo n'igihe cyo kumenya kwakira ibibazo, igihe gikenewe cyo kurangiza iperereza kuri buri rwego, n'igihe cyo kumenyesha abasaba serivisi aho KIE igeze mu iterambere.
- Kwemeza uburyo buzakoreshwa mu gihe habayeho kutubahiriza ibipimo mu itangwa rya serivisi.
- Gushyiraho uburyo bwo gukurikirana no kugenzura inzira zo gusesengura imibare n'imiterere y'ibibazo by'abatishimiye serivisi bahawe.

Mu rwego rwo gushyigikira guhanahana amakuru, inama no kungurana ibitekerezo ku ishyirwa mu bikorwa ry'iki Gitabo, KIE yiyemeje gukoresha itangazamakuru n'ikoranabuhanga rishya, n'ubundi buryo bugezweho nk'ubutumwa bwanditse kuri telefoni, umurongo wa interineti, n'ubundi nka twitter na facebook, n'ibindi binyuranye, cyangwa uruhurirane rw'iyi miyoboro y'ikoranabuhanga. Mu guteza imbere imitangire ya serivisi, KIE iteganya gukoreshwa ibikoresho tekini zikurikira mu ishyirwa mu bikorwa ry'iki Gitabo gikubiyemo serivisi zihabwa Abaturage:

- Gukora iperereza hagamijwe gukusanya no kumva icyo Abaturage bavugaga kuri serivisi bahabwa;
- Gukurikiza ibyiza byakozwe ahandi;
- Isuzumamikorere;
- Amahugurwa, gucunga no kongera ubumenyi;
- Guha ubushobozi no gutanga uburenganzira ku nzego zo hasi zitanga serivisi;
- Kwihutisha ikemurwa ry'ibibazo byabagejewe;
- Gucunga amakuru.

Hashingiwe ko amakuru ari inkingi nkuru mu gushyirwa mu bikorwa no gukurikirana uko serivisi zigera ku baturage, iki Gitabo gikubiyemo serivisi zitangwa na KIE kizagera ku baturage hifashishijwe uburyo bunyuranye bw'itumanaho no guhana amakuru, bityo gitangazwe ku mugaragaro binyujijwe ku rubuga rwa interineti, radio, ibinyamakuru n'izindi nzira zishoboka kugira ngo kigere ku bantu bose. Kubera iyi mpamvu, KIE irashakaga gukoresha iyi miyoboro

ikurikira hamwe n'uburyo bwose bwatuma serivisi zimenyekanishwa kandi zikajya ahagaragarira buri muturage wazikenera :

- Serivisi ishinze kwakira abagana Inzego no guhuza amakuru.
- Umunsi w'Imurikabikorwa /Umunsi wo kugaragaza ibyagezweho
- Gutegura no kunyuzwa mu icapiro inyandiko n'ibikoresho byamamaza:
 - Inyandikompane zitandukanye zamamaza,
 - Ibyapa
 - Ibiganira mbwirwa ruhamye cyangwa bigenewe abanyamakuru
- Kwandika no gusohora udutabo: gukora inyandiko zamamaza cyangwa udutabo. Amakuru ari muri utu dutabo agomba kuba asobanura ingingo nyazo, zisobanutse kandi yoroshye kumva. Izi nyandiko zikazajya ziboneka ku buryo bworoshye;
- Gusohora Igitabo gikubiyemo Serivisi zihabwa Abaturage kikamanikwa imbere y'Ibikoresho kikanashyirwa ku rubuga rwa interineti;
- Kubinyuzwa mu matangazo no kubicisha mu binyamakuru bitandukanye;
- Ubutumwa bwo gucishwa kuri radiyo na televiziyo;
- Ibiganira mbwirwa ruhamye kuri radiyo na televiziyo;
- Interineti n'uburyo buhoraho bwo kuvugurura imiyoboro n'imbuga za interineti z'Inzego za Leta:
 - Gushakisha imiyoboro
 - imbuga za interineti rusange
 - imbuga za interineti ahuriweho n'Inzego zitandukanye
 - urubuga rwa interineti rwihariye
- Ubutumwa bugufi bwanditse buyobora abantu aho bajya bagahabwa serivisi;
- Gukwirakwiza kopi z'inyandiko mu bahagarariye inzego za Leta n'abafatanyabikorwa;
- Amakuru mu binyamakuru;
- Inama n'ibindi bikorwa bigamijwe guteza imbere itangwa rya serivisi.
- Amahugurwa agamije gutanga imirongo migari ku bakozi n'ababahagarariye ku birebana n'itangwa rya serivisi.
- Ubundi buryo (urutonde rw'inyandiko, n'ihuriro ry'Imbuga za interineti).

Muri make, Abagana serivisi zacu bagizwe n'Abashakashatsi, Abanyeshuri, Inzego zigenga, Abaterankunga, Imiryango mpuzamahanga, Abaturage, Inzego z'ibanze, n'Abaturarwanda muri rusange.

Ibyo Twiyemeje gukorera abagana serivisi zacu:

Iki Gitabo gikubiyemo Serivisi zihabwa Abaturage kigaragaza ubushake bwa KIE bwo kuba indashyikirwa mu guha Abaturage n'abafatanyabikorwa serivisi zinoze kandi mu buryo bwihuse. Ni muri urwo rwego twitangiye kubaha serivisi neza uko bikwiye, mu mutuzo n'umutekano kandi mu bushishozi. Tuzaharanira gutanga serivisi zacu mu bunyangamugayo.

Ibyo dutegereje ku bagana serivisi zacu:

Kugira ngo tubahe serivisi neza, mwadufasha kuzamura imikorere mu buryo bukurikira:

- Gufata neza abakozi ba KIE mu bwitonzi kandi mubahesha icyubahiro;
- Kubaha amategeko n'amabwiriza agenga imitangire ya serivisi mu Nzego z'Uburezi;
- Gutanga inama ku buryo kunoza serivisi zitangirwa muri KIE;
- Guhanahana amakuru ku buryo serivisi zitangwa muri KIE binyujijwe mu miyoboro inyuranye ry'itumanaho rikoreshe ikoranabuhanga rigezweho;
- Kwakira ibibazo byose, inama n'ibitekerezo birebana na buri serivisi no kubishakira ibisubizo bikwiye.

Aho wabariza:

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Tuzakira, twemere kandi tunashakire ibisubizo ibibazo byose twakiriye mu gihe cy'iminsi itatu (3) y'akazi.

Mu gihe ikibazo kizaba gisaba gukorerwa iperereza rihagije n'igihe cyo kugikemura, tuzakumenyesha igihe nyacyo cyo kuza gufata igisubizo.

1. INTANGIRIRO

Ishuri Rikuru Nderabarezi rya Kigali ni Ishuri rya Leta ryafunguye amarembo muri 1999 riza kwemezwa n'Itegeko numero 49/2001 ryo kuwa 27/ 12/2001; hanyuma urwego, imikorere n'imiterere yaryo yemezwa n'Itegeko numero 20/2008 ryo kuwa 18/07/2008. Kuva iri shuri rishinzwe rimaze gushobora kugera ku nshingano zaryo. Iri shuri rifite Amashami ane (4), Ibigo bitatu (3), n'Ikigo cyigisha Igishinwa (Chinese Language Centre), iyakure ku masomo yo gukunda afrika: icyiciro cya gatatu cya kaminuza, icya kabiri cya kaminuza, n'impanyabumenyi ku masomo atandukanye.

2. ICYEREKEZO:

Kuba ishuri rikuru ry'uburezi rizwi ku rwego mpuzamahanga mu gusohora abarimu b'indashyikirwa n'abandi banyamwuga batanga serivisi ifite ireme mu bijyanye n'ubushakashatsi butezimbere rubanda.

3. INTEGO:

- Gushyiraho porogaramu no gutanga uburezi bwo ku rwego rwo hejuru mu mashami atandukanye kandi no mu byiciro bitandukanye
- Gutegura amasomo agamije gutanga ubumenyi ku bijyanye n'imyigishirije abanyeshuri barangiza mu yandi mashuri makuru
- Gutanga amahugurwa yihariye ku barimu bigisha abantu bafite ubumuga: ku mubiri, mu mutwe, abatumva, abatavuga n'abatabona
- Gutegura amahugurwa ahoraho ku barimu
- Guteza imbere ubushakashatsi ku burezi/imyigishirize n'ubumenyi
- Gutangaza ubushakashatsi bwagezweho binyuze mu buryo butandukanye
- Gutanga amahugurwa yihariye ku bijyanye n'isomero, kubika inyandiko, ubunyamabanga, ubucungamutungo n'ibindi
- Gufatanya n'ibindi bigo by'amashuri makuru n'ubushakashatsi ku bijyanye n'uburezi n'ubushakashatsi ku rwego rw'Igihugu ndetse no ku rwego mpuzamahanga hagamijwe guteza imbere uburezi, ubumenyi n'ikoranabuhanga
- Guteza imbere ubufatanye n'ibigo bifite uburezi mu nshingano zabyo n'ibigo bifite imibereho myiza mu nshingano ku mfashanyigisho nziza zitegurwa n'Ishuri Rikuru Nderabarezi rya Kigali
- Guteza imbere siyansi no kuyitere inkunga/kuyifasha
- Guteza imbere siyansi, kuyibungabunga no guteza imbere ubumenyi mu Rwanda
- Gushyigikira umuco, imyitwarire umuryango mugari w'Ishuri rikuru ry'uburezi no guteza imbere ubukungu n'imibereho myiza mw'iterambere ry'igihugu

4. IBIKORWA BY'INGENZI:

Ibikorwa by'ingenzi ni ibi bikurikira:

- Kwigisha no kwiga: Ishuri nderebarezi rya Kigali ritanga uburezi bufite ireme n'ubundi bumenyi butandukanye m ubyiciro bitandukanye
- Ubushakashatsi, kwandika no gutangaza: Ishuri nderebarezi rya Kigali ryashyizeho uburyo bunoze gukira ngo hakorwe ubushakashatsi. Kandi iri shuri rigomba gutangaza ibyavuye mu bushakashatsi nk'uko biri mu nshingano z'ishuri mu bitangazamakuru bitandukanye byo mu gihugu n'ibyho hanze
- Gukora inyigo (Consultancy): Ishuri nderebarezi rya Kigali ryashyize gukora akazi kajyanye n'inyigo mu bikorwa by'ingenzi

- Guha serivsi rubanda: Ishuri nderebarezi rya Kigali rigira uruhare rwo guteza imbere Abaturage barituriye mu mibereho myiza nk'imwe mu nshingano riyemeje.

5. INDANGAGACIRO Z'INGENZI:

Ishuri nderebarezi rya Kigali rifite indagagaciro zikurikira:

- Gufata abantu bose kimwe
- Ubworoherane no kwubaha
- Gutera inkunga yo kwiga
- Ireme mu bikorwa byose
- Kubazwa ibyo wakoze
- Ubwisanzure mu burezi

6. Serivsi zitangwa n'Ishuri nderebarezi rya Kigali

A. KUBONA UMWANYA NO KWIYANDIKISHA KWIGA MW'ISHURI NDEREBAREZI RYA KIGALI

Ubwoko bwa serivsi: Kubona umwanya no kwiyangandikisha kwiga

<p>Serivsi n'iyihe?</p> <p>Nujuje ibisabwa?</p>	<p>Kubona umwanya no kwiyangandikisha kwiga: Uje kwiga bwa mbere muri KIE agomba kuba afite: impanyabumenyi y'amashuri atandatu yisumbuye cyangwa ikingana nayo. Ku bari basanzwe biga: ugomba kuba warakwije amanota akwemerera kwimuka cyangwa gusibira. Kwiyangandikisha ku kiciro cya gatatu cya kaminuza byo bifite amabwiriza yihariye</p>
<p>Ishami ryo kubarizamo</p>	<p>Ishami rishinzwe amasomo by'umwihariko ibiro bishinzwe kwandika Abanyeshuri</p>
<p>Serivsi itangwa ryari?</p>	<p>Guhera kuwa mbere kugeza kuwa gatatu uherye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi ku banyeshuri biga ku manywa naho abiga nimugoroba ni uguhera saa kumi n'imwe n'igice z'igicamunsi kugeza saa mbiri n'igice z'ijoro</p>
<p>Uherye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?</p>	<p>Guhabwa umwanya: guhabwa umwanya bikorwa amezi atandatu mbere ko kwiyangandikisha. kwiyangandikisha: kwiyangandikisha bitangira amezi atatu mbere y'uko igihembwe gitangira bikarangira ibyumweru bibiri mbere y'uko amasomo atangira. Ku banyeshuri bashya bategereza ko habanza kugora ijongora. Ku basanzwe biga kwiyangandikisha ni uwo mwanya.</p>
<p>Nibiki bisabwa kugirango ubone serivisi?</p>	<p>Ubuntu : ku banyeshuri bishyurirwa na Leta guhabwa umwanya n'ubuntu naho abiyishyurira batanga amafaranga 5, 000 rwf. Kwiyangandikisha abanyeshuri bishyurirwa na Leta ni 42, 500 RWF (Registration for government sponsored candidates) Kwiyangandikisha abanyeshuri biyishyurira ni 44, 700Frw. Kwiyangandikisha bikorwa buri mu ntangiriro z'umwaka w'amashuri ku banyeshuri bose ari abashya cyangwa abasanzwe biga, abatangirirwa na Leta n'abiyishyurira Abanyeshuri bose biyishyurira ari abashya cyangwa abasanzwe biga bishyura amafaranga y'ishuri angana buri mwaka.</p>

<p>Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?</p>	<p>Kugira ngo ubone umwanya, :</p> <ul style="list-style-type: none"> - Ibaruwa isaba, - Kopi y'umwimerere y'impanyabumenyi n'indangamanota bijyanye n'ishami ushaka kwigamo. <p>Kwiyandikisha: Abanyeshuri bose bashya abishyurirwa na Leta n'abiyishyurira bagomba kwuzuzwa ibi bikurikira:</p> <ul style="list-style-type: none"> - Kwuzuzwa urupapuro rwabugenewe - Kuzana kopi 2 z'indangamuntu - Amafota 3 magufi afotowe vuba - Urupapuro rugaragaza ko wishyuye amafaranga yo kwiyandikisha ruriho kashe yo mu biro - Kopi 2 z'impanyabumenyi na kopi z'indangamanota zijyanye n'ibyushaka kwiya <p>Kubanyeshuri basanzwe biga, buzuza urupapuro rwabugenewe bakomekaho impapuro bishyuriyeho muri banki zitayeho kasha yo mw'ishami ry'imari.</p>
<p>Binyura muyihe nzira ngo uyihabwe?</p>	<p>Guhabwa umwanya:</p> <ul style="list-style-type: none"> - Uyo ukwije ibisabwa biherekejwe n'impapuro zangombwa, usabwa gutegereza ijongora rikorwa mu gihe cy'amezi atandatu mbere yo kwiyandikisha. - Ku basanzwe biga wuzuzwa impapuro zabugenewe ugashyiraho impapuro wishyuriyeho ako kanya ukandikwa. <p>Kwiyandikisha:</p> <ul style="list-style-type: none"> - Kwuzuzwa impapuro zabugenewe ziri mu biro by'ushinzwe kwandika abanyeshuri - Ugashyiraho impapuro zisabwa na fotokopi z'ibyavuzwe haruguru - Uyo umaze kwuzuzwa ibyo bikenewe urabitanga mu gihe kitageze kw'isaha uba umaze kwandikwa.
<p>Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)</p>	<p>Banki nkuru y'igihugu cyangwa Ecobank aho Ishuri ndereburezi rya Kigali rifite konti</p>
<p>Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?</p>	<p>Gusaba kurenganurwa bishyirwa mu nyandiko wandikira umuyobozi ushinze imyigire/ amasomo cyangwa ukiyizira ku giti cyawe; iyo ikibazo kidakemutse ufite uburenganzira bwo kujya kureba umuyobozi mukuru wungirije ushinze amasomo.</p>
<p>Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?</p>	<p>Wasura urubuga rw'ishuri kuri: www.kie.ac.rw kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 0788502908 cyangwa 0788301653 mu masaha y'akazi. Mugomba kumenya ko hari igihe cyabugenewe cyo kwiyandikisha ku masomo atandukanye Igihe cyo kwiyandikisha gitangazwa kuri Radiyo Rwanda, contact fm,mu kinyamakuru Newtimes cyandikwa mu cyongerezo no mu mvaho Nshya</p>
<p>Impapuro zuzuzwa</p>	<p>Ibaruwa isaba umwanya, impapuro zuzuzwa, no kwemererwa kwiyandikisha</p>
<p>Ibyangombwa bisabwa n'amategeko</p>	<ul style="list-style-type: none"> - Amabwiriza rusange agenga imyigire n'amasomo muri Kaminuza n'amashuri makuru - Itegeko N° 20/2008 ryo 18/07/2008 rigena imiterere,

	imitunganyirize n'imikorere by'Ishuri Rikuru Nderabarezi rya Kigali
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2. KUBONA INDANGAMANOTA, IMPAPURO ZIKORESHA MU BUYOBOZI, IMPANYABUSHOBOZI, N'IZINDI MPAPURO ZOSE ZITANGWA NA SERIVISI ISHINZWE AMASOMO

Ubwoko bwa serivisi: Impapuro n'ibyangombwa

Serivsi n'iyihe? Nujuje ibisabwa?	KUBONA INDANGAMANOTA, IMPAPURO ZIKORESHA MU BUYOBOZI, IMPANYABUSHOBOZI, N'IZINDI MPAPURO ZOSE ZITANGWA NA SERIVISI ISHINZWE AMASOMO Iyo umaze kwiandikisha nk'umunyeshuri ushobra gusaba ibyangombwa bivuzwe haruguru. Cyangwa iyo wigeze kuba umunyeshuri w'ishuri nderabarezi rya kigali.
Ishami ryo kubarizamo Serivsi itangwa ryari?	Serivsi zishinzwe amasomo, ibiro byushinzwe kwandika abanyeshuri Guhera kuwa mbere kugeza kuwa gatanu uherye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi ku banyeshuri biga kumanywa naho abiga nimugoroba nuguhera saa kumi nimwe n'igice z'igicamunsi kugeza saa mbiri n'igice z'ijoro
Uherye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	- impamyabumenyi, impamyabushobozi, ziboneka ukwezi kumwe nyuma yogusoka kumugaragara kandi zigatangirwa ubuntu. - ibindi byangombwa byavuzwe haruguru bitangwa bitarenze iminsi itatu
Nibiki bisabwa kugirango ubone serivisi?	Indangamanota n'ibihumbi bitatu(3000frw) buri cyiciro urangije
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	- Ibaruwa isaba - Kopi y'ikarita y'ishuri - Ifoto imwe ngufi yavuba - Urupapuro rugaragaza ko wishyuriye icyangombwa usaba ruvuye mu biro by'imari
Binyura muyihe nzira ngo uyihabwe?	- Ibaruwa isaba irikumwe n'ibikenewe byose mu biro byushinzwe kwandika abanyeshuri - Iyo byose ubikwije ibyusaba ubibona nyuma y'umunsi umwe
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki nkuru y'urwanda cyangwa banki y'ubucuruzi Ecobank (aho Ishuri Rikuru Nderabarezi rifite konti)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyirwa mu nyandiko wandikira umuyobozi ushinze imyigire/ amasomo cyangwa ukiyizira kugiti cyawe, iyo ikibazo kidakemutse ufite uburenganzira bwo kujya kureba umuyobozi mukuru w'ishuri nderebure rya Kigali w'ungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 0788502908 mu masaha y'akazi.
Impapuro zuzuzwa	-
Ibyangombwa bisabwa n'amategeko	- Amabwiriza rusange agenga imyigire n'amasomo muri Kaminuza n'amashuri makuru - Itegeko N° 20/2008 ryo 18/07/2008 rigena imiterere, imitunganyirize n'imikorere by'Ishuri Rikuru Nderabarezi rya Kigali

3. Ubwoko bwa serivisi: Ikicyiro cya gatatu mu bumenyi/masomo rusange, iterambere ry'uburinganire

Serivsi n'iyihe? Nujuje ibisabwa?	Ikicyiro cya gatatu mu bumenyi/masomo rusange, iterambere ry'uburinganire Urememerwa iyo ukwije ibikurikira: <ul style="list-style-type: none"> • Iyo yawatsinze ikicyiro cya mbere n'amanota meza yikicyiro cya kabiri • Iyo wagize amanita y'ikicyiro cya kabiri ariko yohasi ugomba kuba umaze imyaka itatu ukora • Kuba uzi gukoreha mudasobwa cyane cyane interineti • Kuba uzi icyongereza • Kuba ufite ubumenyi kubijya n'uburinganire ndetse nogutezimbere abagore nakarusho
Ishami ryo kubarizamo	Ikigo gishinzwe uburinganire, umuco n'iterambere
Serivsi itangwa ryari?	Guhera kuwa mbere kugeza kuwa gatatu uherye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi
Uherye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Iyo bimaze gutangazwa muri gicurasi/kamena bifata ibyumweru bine Ibyumweru bine muri kamena/ Nyakanga kubanyeshuri batangwa na Leta bagakorehwa ibizamini mu cyongereza na mudasobwa ndetse n'ikizamini cyokuvuga kubatsinze icyambere
Nibiki bisabwa kugirango ubone serivisi?	Amafaranga y'ishuri yose hamwe 2,400,000Frw (700,000 Frw kugihembwe) kurangiza purogaramu yose n'ibihembwe bitatu. 300 000 Frw, yo gukora ubushakashatsi no kwandika igitabo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> • Ibaruwa isaba • umwirondoro • kopi ibyiri z'impamyabushozi cyangwa icyingana nayo • kopi ibyiri z'indangamuntu • amafota abiri magufi yavuba • urupapuro rugaragaza ko wishyuye 5000 Frw byokwiyandikisha muri ECOBANK kuri konti y'ishuri
Binyura muyihe nzira ngo uyihabwe?	<ul style="list-style-type: none"> - Urabisaba iyo kwamamaza - Ukiyandikisha iyo umaze kwemerwa umwanya - Ukiga ibihembwe bibiri, ugakora ubushakashatsi ukandika igitabo mugihembwe cyagatatu - Ukabimenyesha umunyamabanga cyangwa umuyobozi w'ishami wigagamo
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Wishyura muri Ecobank amafaranga yo kwiyandikisha ukazana urupapuro wishyuriyeho mu biro by'ushinzwe kwandika abanyeshuri
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi wakanama k'ikigo gishinzwe uburinganire, umuco n'iterambere, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Iyi purogaramu abayiga biga kumugoroba gusa uherye saa kumi n'imwe n'igice z'igicamunsi kugeza saa mbiri n'igice z'ijoro kandi kwiga n'igihe cyose, kujyana imikoro yo murugo no gusoma cyane. Urubuga ruracyatunganwa arirwo www.kie.ac.rw . Hakaba hakorehwa http://www.facebook.com/CGCDKIE . ukeneye amakuru aruseho wahamagara kuri + 250(0) 255117138 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo

Ibyangombwa bisabwa n'amategeko	<ul style="list-style-type: none"> - Amabwiriza rusange agenga imyigire n'amasomo muri Kaminuza n'amashuri makuru - Itegeko N° 20/2008 ryo 18/07/2008 rigena imiterere, imitunganyirize n'imikorere by'Ishuri Rikuru Nderabarezi rya Kigali
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4. Ubwoko bwa serivisi: Amahugurwa k'uburinganire, ubushakashatsi no gukora inyigo

Serivisi n'iyihe? Nujuje ibisabwa?	Amahugurwa k'uburinganire, ubushakashatsi no gukora inyigo: <ul style="list-style-type: none"> • Inzobere mubijyanye n'uburinganire nibo batanga amahugurwa • Inzobere mubijyanye n'uburinganire nibo bakora ubushakashatsi n'imishinga y'inyigo
Ishami ryo kubarizamo	Ikigo gishinzwe uburinganire, umuco n'iterambere
Serivisi itangwa ryari?	Guhera kuwa mbere kugeza kuwa gatatu uhereye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi
Uherye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	<ul style="list-style-type: none"> • Bijyanye niby'ikigo gikeneye • Bijyanye n'isoko ibyorikeneye
Nibiki bisabwa kugirango ubone serivisi?	Serivisi zihabwa rubanda – Amahugurwa k'uburinganire: Amafaranga yinzobere mubijyanye n'uburinganire Amafaranga y'ingendo gucumbika n'ibindi, bikenerwa Ubushakashatsi n'inyigo: bikurikiza amabwiriza y'isoko
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Serivisi zihabwa rubanda: ibaruwa isaba iyo serivisi Ubushakashatsi n'inyigo: hakurikizwa impapuro zamasoko cyangwa ibaruwa isaba iyo serivisi
Binyura muyihe nzira ngo uyihabwe?	Utanga inyandiko isaba isoko k'umuyobozi w'ikigo gishinzwe uburinganire, umuco n'iterambere
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'akanama k'ikigo gishinzwe uburinganire, umuco n'iterambere, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kugirana imishyikirano n'inzobere mpuzamahanga mubijyanye n'uburinganire. Urubuga rw'ikigo ruracyatunganywa: www.kie.ac.rw Ariko ikigo gishinzwe uburinganire, umuco n'iterambere kirakoresha facebook page.com/CGCDKIE Ukeneye amakuru wahamagara kuri, +250 (0)255117138
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

5. Ubwoko bwa serivisi: Guhugura abarimu b'umwuga b'amashuri yisumbuye nay'imyuga

Serivisi n'iyihe?	Guhugura abarimu b'umwuga b'amashuri yisumbuye nay'imyuga
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Nujuje ibisabwa?	
Ishami ryo kubarizamo	Uburezi bw'amashuri abanza Imyumvure, imfashanyigisho no kwigisha Uburezi bw'ibanze n'icungamutungo
Serivsi itangwa ryari?	Guhera kuwa mbere kugeza kuwa gatatu uhereye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi kubanyeshuri biga kumanywa naho abiga nimugoroba nuguhera saa kumi nimwe n'igice z'igicamunsi kugeza saa mbiri n'igice z'ijoro
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Biterwa n'ingengabihe yokwigisha Hagati y'umunsi umwe n'ibiri
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	-ibaruwa isaba -ibaruwa igushyigikiye
Binyura muyihe nzira ngo uyihabwe?	Ujya kumunyamabanga hanyuma k'umuyobozi y'ishami ry'uburezi
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: +250 (0)255117138 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Amabwiriza rusange ajoye imyigire

6. Ubwoko bwa serivisi: Kwigisha abarimu b'amashuri yisumbuye nay'imyuga

Serivsi n'iyihe? Nujuje ibisabwa?	Kwigisha umuntu wese ukwije ibyangombwa bisabwa, gukora n'inyigo, guha serivisi rubanda, kwakira ibibazo by'abanyeshuri
Ishami ryo kubarizamo	Indimi Ubuvanganzo Ubumenyi mw'Itumanaho
Serivsi itangwa ryari?	Guhera kuwa mbere kugeza kuwa gatatu uherye saa moya z'igitondo kugeza saa kumi n'imwe z'igicamunsi kubanyeshuri biga kumanywa naho abiga nimugoroba nuguhera saa kumi nimwe n'igice z'igicamunsi kugeza saa mbiri n'igice z'ijoro
Uherye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe iyo ibikenewe byose byuzuye
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ntabyo
Binyura muyihe nzira ngo uyihabwe?	Ujya ku munyamabanga hanyuma k'umuyobozi y'ishami ry'indimi n'ubunyabugene. Ugatanga ikifuzo cyawe
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntabyo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: +250 (0)255117138 mu masaha y'akazi.
Impapuro zuzuzwa	Urupapuro rwifashishwa mu buyobozi, igisubizo ku mabarurwa asaba guhagarika amasomo n'ibindi.
Ibyangombwa bisabwa n'amategeko	Ntabyo

7. Ubwoko bwa serivisi: Guhugura/kwigisha gukoresha icyongereza

Serivsi n'iyihe? Nujuje ibisabwa?	Guhugura/kwigisha gukoresha icyongereza uwo ariwe wese ubishaka: Ibyiciro 3 : abatangizi, abohagati, aburwego rwisumbuye igihe: ibyumweru 12 weeks kuri buri kiciro amasaha 8 mu cyumweru uherye kuwa mbere kugeza kuwa kane intakidasanzwe gisabwa
Ishami ryo kubarizamo	Ubumenyi mwitumanaho n'ikigo cy'iyakure cyo mwishuri nderebarezi rya Kigali no mwishuri ry'abarimu rya Rubengera
Serivsi itangwa ryari?	Guhera kuwa mbere kugeza kuwa gatanu uherye saa kumi n'imwe n'igice z'igicamunsi kugeza saa moya n'igice zanjoro
Uherye igihe wasabiye	Ukwezi kumwe

serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	
Nibiki bisabwa kugirango ubone serivisi?	Amafaranga 5000 rwf : byo kwiyandikisha Amafaranga yo kwiga buri kiciro: 150,000 rwf/ k'umuntu uri mw'itsinda ry'abantu barenze 25 180,000 rwf/ k'umuntu uri mw'itsinda ry'abantu bari hati ya 10- 15 250, 000 rwf/ k'umuntu uri mw'itsinda ry'abantu bari hasi ya 10
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ibaruwa isaba yandikiwe umuyobozi mukuru w'ishuri hakamenyeshwa umuyobozi w'ishami ry'indimi n'ubunyabugene
Binyura muyihe nzira ngo uyihabwe?	Abashaka kwiga bakora ikizamini gituma bashyirwa mu by'iciro
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Kwishyura muri ECOBANK
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami rya siyansi, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru Uhabwa y'icyongereza Vuba hazatangira izindi purogaramu nk'igiswahiri, ikinyarwanda n'igifaransa
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

9. Ubwoko bwa serivisi: Kwigisha abarimu b'amashuri y'isumbuye nay'imyuga muri siyansi

Serivsi n'iyihe?	Kwigisha umuntu wese ukwiye ibyangombwa bisabwa,gukora n'inyigo, guha serivsi rubanda, no kwakira ibibazo by'abanyeshuri
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Umenyamuntu – ubutabire- fizike uburezi na siporo Imibare na fizike n'amasomo yo kumenya ibijyanye na mudasobwa
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe kubanyeshuri biga kumanywa
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe iyo ibikenewe byose byuzuye
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Urupapuro rwifashishwa mubuyobozi, igisubizo kumabarurwa asaba guhagarika amasomo n'ibindi.
Binyura muyihe nzira ngo uyihabwe?	Kujya kumunyamabanga, ukavuga ikibazo cyawe, iyo ikibazo kidakemutse ukajya kumuyobozi w'ishami rya siyansi.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro)	Ntazo

cya serivsi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: +250 (0)255117138 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro zabugenewe wuzuzwa mu biro by'umuyobozi w'ishami
Ibyangombwa bisabwa n'amategeko	Amabwiriza rusange agenga imyigire

10. Ubwoko bwa serivsi: Kwigisha abarimu b'amashuri yisumbuye n'ay'imyuga mu bumenyi rusange

Serivsi n'iyihe? Nujuje ibisabwa?	Kwigisha umuntu wese ukwije ibyangombwa bisabwa, gukora n'inyigo, guha serivsi rubanda, no kwakira ibibazo by'abanyeshuri
Ishami ryo kubarizamo	Ubukungu n'amasomo y'ubucuruzi Amasomo rusange Amasomo y'umwuga kubijyanye na polisi
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe kubanyeshuri biga kumanywa, guhera saa kumi n'imwe kugeza saa tatu n'igice za n'ijoro
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe iyo ibikenewe byose byuzuye
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> - Urupapuro rwifashishwa mubuyobozi, - igisubizo kumabarurwa asaba guhagarika amasomo - ikarita y'ishuri
Binyura muyihe nzira ngo uyihabwe?	Kujya kumunyamabanga, ukavuga ikibazo cyawe, iyo ikibazo kidakemutse ukajya kumuyobozi w'ishami ry'amasomo rusange.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami ry'amasomo rusange, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: +250 (0)255117138 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro zabugenewe wuzuzwa mu biro by'umuyobozi w'ishami
Ibyangombwa bisabwa n'amategeko	Amabwiriza rusange ajoye imyigire

11. Ubwoko bwa serivisi: GUSABA KURENGANURWA KUBIJYANYE NO KUGARAGARA MW'ISHURI/KWIGA, GUSIBA, GUKOSOZA IBIJYANYE N'AMANOTA, N'IBIZAMINI (KUMASOMO YOSE MURI RUSANGE)

Serivisi n'iyihe? Nujuje ibisabwa?	GUSABA KURENGANURWA KUBIJYANYE NO KUGARAGARA MW'ISHURI/KWIGA, GUSIBA, GUKOSOZA IBIJYANYE N'AMANOTA, N'IBIZAMINI (KUMASOMO YOSE MURI RUSANGE) Kubanyeshuri bose mu mashami yose bagomba kuba bakoze ibizamini byose biteganwa
Ishami ryo kubarizamo	Kumashami bireba n'abayobozi bireba
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya; Iyo hari igikenewe gukosorwa bikorwa hagati y'umunsi umwe n'itatu
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Biterwa na serivisi ikenewe
Binyura muyihe nzira ngo uyihabwe?	Ikibazo kigezwa kuyoboze w'gashami byakwanga ukujya kumuyobozi mukuru w'ishami ry'amasomo
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami ry'amasomo ubarizwamo, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 25286823 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Amabwiriza rusange ajyanga imyigire

14. Ubwoko bwa serivisi: Kwigisha umuco n’ururimi ry’igishinwa

Serivsi n’iyihe?	Kwigisha umuco n’ururimi ry’igishinwa k’umuntu ubishaka wese
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ikigo kibishinzwe (Confucius Institute)
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n’imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya; Iyo hari igikenewe gukosorwa bikorwa hagati y’umunsi umwe n’iminsi ibiri
Nibiki bisabwa kugirango ubone serivisi?	Amafaranga yo kwiga Kwiyangikisha n’ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Biterwa na serivsi ukeneye
Binyura muyihe nzira ngo uyihabwe?	Ujya mubunyamabanga, hanyuma ukareba umuyobozi wa Confucius ukagaragaza icyo ushaka
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki y’ubucuruzi ya KCB (Kenya Commercial Bank)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w’ishami ry’amasomo ubarizwamo, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w’akaminuza wungirije ushinzwe amasomo.
Hari ibindi by’ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw’ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri:252586823 mu masaha y’akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n’amategeko	Ntabyo

15. Ubwoko bwa serivsi: Gusemura ururimi rw'igishinwa

Serivsi n'iyihe? Nujuje ibisabwa?	Gusemura ururimi rw'igishinwa ku muntu wese ubisabye
Ishami ryo kubarizamo	Ikigo cyibishinze (Confucius Institute)
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya; Iyo hari igikenewe gukosorwa bikorwa hagati y'umunsi umwe n'iminsi ibiri
Nibiki bisabwa kugirango ubone serivisi?	Amafaranga yo kwiga Kwiyangikisha n'ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Biterwa na serivsi ukeneye
Binyura muyihe nzira ngo uyihabwe?	Ujya mubunyamabanga, hanyuma ukareba umuyobozi wa Confucius ukagaragaza icyo ushaka
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki y'ubucuruzi ya KCB (Kenya Commercial Bank)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami ry'amasomo ubarizwamo, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabwo

17. Ubwoko bwa serivsi: Kwigisha binyuze mu iyakure

Serivsi n'iyihe? Nujuje ibisabwa?	Kwigisha binyuze muyakure ndetse hifashishijwe ikoranabuhanga umuntu wese ukwije ibisabwa. Iyakure: Iyo uri umwarimu udafite urwego rukenewe wigisha mu mashuri y'isumbuye ikiciro cyambere Hifashishijwe ikoranabuhanga; Ufite ikiciro cyakabiri cyakaminuza niwe wemererwa kwiyandisha kwiga ikiciro cyagatatu cyakaminuza Ufite impamyabushobozi y'amashuri atandatu y'isumbuye kwiyandikisha kwiga ikiciro cyakabiri cya kaminuza
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Ishami ryo kubarizamo	<ul style="list-style-type: none"> - ishami rishinzwe kwigisha iyakure - umuhuzabikorwa muri puroguramu y'uburezi yifashisha ikoranabuhanga mu myigire
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	<p>Iyakure: Icyumweru kwamamaza kuri radiyo n'ibitangazamakuru Ibyumweru bibiri gutanga impapuro zibisaba Ukwezi guhitamo abujuje ibikenewe Icyumweru guhamagara kwiwandikisha binyuze kuri radiyo n'ibitangazamakuru Ibyumweru bibiri bitangwa kwiwandikisha Kwiga hifashishijwe ikoranabuhanga: Icyumweru kwamamaza kuri radiyo no mubitangazamakuru Ibyumweru bibiri kwiwandikisha Ibyumweru bitatu guhitamo abaziga Icyumweru guhamagara kwiwandikisha binyuze kuri radiyo no mubitangazamakuru</p>
Nibiki bisabwa kugirango ubone serivisi?	<p>Iyakure:</p> <ul style="list-style-type: none"> - 5000 Rwf : yo kubisaba - 33000 Rwf : yo kwiwandikisha - 1000 Rwf : y'inkunga ya SUKIE - 1000 Frw : y'inkuga guhabwa amasomo - Kwiga hifashishijwe ikoranabuhanga: - 5000 rwf: yo kubisaba - 23000 rwf : yo kwiwandikisha - 150000 rwf: amafaranga y'ishuri buri gihembwe ikicro cya gatatu cya kaminuza - 100000 rwf amafaranga y'ishuri buri gihembwe ikicro cya kabiri cya kaminuza
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<p>Iyakure:</p> <ul style="list-style-type: none"> - Kopi y'impamyabumenyi yamashuri yisumbuye - Urwandiko ruvuye kumuyobozi w'ishuri wizemo - Ibaruwa isaba - Amafoto abiri magufi y'ibara - Foto kopi y'irangamuntu - Kwiga hifashishijwe ikoranabuhanga - Kopi y'impamyabumenyi yamashuri yisumbuye - Urwandiko ruvuye kumuyobozi w'ishuri wizemo - Ibaruwa isaba - Amafoto abiri magufi y'ibara - Foto kopi y'irangamuntu - Foto kopi y'impamyabushobozi y'ikicro cya kabiri cya kaminuza cyangwa impamyabumenyi
Binyura muyihe nzira ngo uyihabwe?	Wabariza mu mashami bireba

Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Kwishyura muri Banki nkuru y'urwanda cyangwa banki y'ubucuruzi ya Ecobank :
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa ubuyobozi bukuru, abayobozi bamashami, cyangwa ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara ku matelefoni akurikira mu masaha y'akazi : 0788512201, 0788567473 cyangwa 0788609810
Impapuro zuzuzwa	Impapuro zo kwuzuzwa uzibona mw'ishami ribishinzwe cyangwa kurubuga : www.kie.ac.rw
Ibyangombwa bisabwa n'amategeko	Amabwiriza rusange ajyenga imyigire

18. Ubwoko bwa serivsi: Guteza imbere uburezi no kubushyira mu bikorwa

Serivsi n'iyihe? Nujuje ibisabwa?	<ul style="list-style-type: none"> • Gushyiraho umurongo w'amasomo mu burezi • Kwongera ubushobozi bwabarimu mu kwigisha no kwiga mu mashuri makuru na serivsi rusange • Gutezimbere purogaramu z'imiyoborere • Imishinga ibyara inyungu binyuze muri: <ul style="list-style-type: none"> Gushakira isoko amahugurwa y'igihe kigufi atangwa n'ishuri <ul style="list-style-type: none"> - Amasomo y'ikiciri cya gatatu - Gura inyigo n'ubushakashatsi • Kuyobora no guhuza : <ul style="list-style-type: none"> - Amasomo rusange - Amahugurwa n'amanama
Ishami ryo kubarizamo	Ikigo gishinzwe gutezimbere imyigire (CAPD)
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Guhera k'umunsi umwe kugeza ku minsi itatu: Ibisubizo kubikenewe bitangwa hagati y'umunsi umwe n'iminsi itatu. Ariko kunyigo gutanga ibyavuyemo bitangwa hakurikije igihe cyemeranijweho mu masezerano. Amasomo y'igihe gito nayo atangwa hakurikije igihe cyemeranijwe.
Nibiki bisabwa kugirango ubone serivisi?	Guhabwa ibisubizo nta kiguzi bisaba. Ariko kuri serivsi zavuzwe haruguru zo zitangwa hakurikije kubona imyungu z'ishuri. Ibiciro bitangwa hakurikije amategeko yagenwe n'ishuri
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<p>Ibyangombwa bitangwa hubahirizwa inzego z'ubutegetsi z'ishuri</p> <p>Ibijyanye no gukora imyigo, binyura mu nzira y'isoko:</p> <ul style="list-style-type: none"> - Ibaruwa igaragaza ubushake bw'ishuri - Inyandiko igaragaza ko ishuri ryatsindiye isoko - Gusinya amasezerano ku mpande zombi <p>Kubijyanye n'amahugurwa:</p>

	<ul style="list-style-type: none"> - Ibaruwa isaba gupiganwa iyo ari ahakenewe umuntu kugiti cye cyangwa ibaruwa igaragaza inyungu mugutegurira amahugurwa abantu bikigo runaka - Impapuro zigaragaza ko wishyuye iyo uri umuntu kugiti cyawe, amasezerano ku kigo - Iyo ari amasomo rusange, ibaruwa isaba igaragaza ikiganiro kizatanga n'uzagitanga
Binyura muyihe nzira ngo uyihabwe?	Gusaba bikorwa hakurikije amabwiriza y'ishuri. Ikitonderwa: Ibyangombwa byavuzwe haruguru nibimwe bikurikizwa, urugero, ibaruwa igaragaza ubushake igomba kwandikwa n'ibindi.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Kwishyura muri Banki nkuru y'urwanda cyangwa banki y'ubucuruzi ya Ecobank amafaranga yo kwiyandikisha.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinze gutezimbere imyigire, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi. Cyangwa ugasura urubuga kuri: capd@kie.ac.rw
Impapuro zuzuzwa	Ntzo
Ibyangombwa bisabwa n'amategeko	<ul style="list-style-type: none"> - Amabwiriza rusange y'imyigire - Sitati y'ishuri

19. Ubwoko bwa serivisi: Gutanga umurongo mugutezimbere ry'ubushakashatsi nokubushyiramubikorwa

Serivisi n'iyihe?	Gutanga umurongo mugutezimbere ry'ubushakashatsi nokubushyiramubikorwa kumuntu wese ubishaka
Nujuje ibisabwa?	Guhuzibikorwa amasomo y'ikigero cya gatatu
Ishami ryo kubarizamo	Ishuri ry'ikigero cya gatatu n'ubushakashatsi
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'iminsi 2 n'itatu (3): Kubijyanye n'izindi mpamvu zitandukanye igisubizo cyiboneka mu minsi 2 ni 3, ariko kwemeza imbanziriza mishinga y'ubushakashatsi byo bifata igihe kuko bisaba komite yihariye (bikorwa ku kwezi cyangwa ku gihebwe)
Nibiki bisabwa kugirango ubone serivisi?	Ntabwo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Impapuro wifashisha no kugendera kuburyo bwemewe n'ishuri kumishinga y'ubushakashatsi Kuri purogaramu z'ikigero cya gatatu, ururwandiko rugaragaza ubushakashatsi nuko bwemewe n'ishami ribishinze
Binyura muyihe nzira ngo	Urabisaba ukandika imbanziriza mushinga bijyanye n'amabwiriza

uyihabwe?	y'ishuri
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Izindi za kaminuza n'inama nkuru y'uburezi
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa ubuyobozi bw'ikiciro cya gatatu n'ubushakashatsi, cyangwa ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo ndetse n'umuyobozi mukuru w'akaminuza w'ungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi. Cyangwa ukatwandikira ukoresheje spr@kie.ac.rw
Impapuro zuzuzwa	<ul style="list-style-type: none"> - Uburyo bukurikizwa bw'imbanziriza mushinga, - Urupapuro rugaragaza ko watanze imbanziriza mushinga n'ibindi
Ibyangombwa bisabwa n'amategeko	<ul style="list-style-type: none"> - Amategeko rusange ajyenga amasomo - Sitatu ijyenga ishuri nderabarezi

20. Ubwoko bwa serivsi: Kugenzura ireme ry'uburezi

Serivsi n'iyihe?	Kugenzura ireme ry'uburezi
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ishami rishinzwe ireme ry'uburezi
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya, Iyo hakenewe igenzura bikorwa munsu itatu itarenga
Nibiki bisabwa kugirango ubone serivisi?	Serivsi n'ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ibaruwa isaba kandi biterwa na serivsi ushaka
Binyura muihe nzira ngo uyihabwe?	Ujya k'umunyamabanga, nyuma ukajya k'umuyobozi ushinzwe ireme ry'uburezi ukavuga icyo ushaka
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe ireme ry'uburezi, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.

Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Cyangwa ukatwandikira kuri: daq@kie.ac.rw . Ushaka amakuru aruseho wahamagara kuri: (250)0255100723 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

21. Ubwoko bwa serivisi: Gukorera isuku ibyuma by'itumanaho n'ikorabuhanga kubushyira mumyanya cyangwa kubiha rezo

Serivisi n'iyihe? Nujuje ibisabwa?	Gukorera isuku ibyuma by'itumanaho n'ikorabuhanga kubushyira mumyanya cyangwa kubiha rezo mw'ishuri nderabarezi rya Kigali ku bakozi bose
Ishami ryo kubarizamo	Ishami ry'itumanaho n'ikorabuhanga
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Kumpamvu z'ubwirinzi bikorwa buri gihe/ buri cy'umweru Uwo mwanya: iyo igikoresho cyahagaze Gukora: uwo mwanya cyangwa umunsi ukurikiye iyo ibikoresho bihari Ariko bigomba kunyuzwa mw'isoko iyo serivisi atari iyaburi munsi
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ntabyo
Binyura muyihe nzira ngo uyihabwe?	Bisabwa ubishinzwe, byaba ngombwa bikamenyeshwa umuyobozi ushinzwe itumanaho n'ikorabuhanga
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe itumanaho n'ikorabuhanga, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe ubutegetse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kandi ushobora kureba infashanyigisho n'uburyo bukurikizwa biri mw'ishami ry'ikorabuhanga n'itumanaho
Impapuro zuzuzwa	Kwuzuzwa urupapuro rwabugenewe rusaba gukorerwa imashini
Ibyangombwa bisabwa n'amategeko	Ntabyo

22. Ubwoko bwa serivisi: Serivisi za sisiteme n’umutekano w’inyandiko

Serivisi n’iyihe?	Gushyirirwamo purogaramo z’ikoranabuhanga cyangwa igufasha mu kazi
Nujuje ibisabwa?	Amahugurwa y’ibanze kubumenyi bw’itumanaho n’ikoranabuhanga Purogaramu zirinda imashini guterwa na virusi Kugarura byazimiye no kubirinda amakuru ari mu mashini Gushyira interineti mu mashini, Yego, bikorerwa abakozi b’ishuri nderabarezi kandi nkuko biteganywa n’amabwiriza y’ishuri
Ishami ryo kubarizamo	Ishami rishinzwe ikoranabuhanga n’itumanaho
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n’imwe Ariko kuri seresivi ya interineti, guhera tariki ya mbere NZERI 2011, bizajya biba iminsi 7 kuri 7 uherye saa moya zigitondo(7:00am) kugeza saa y’ine z’ijoro (10:00pm)
Uherye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo muni urasubizwa iyo byoroshye gukorwa, ariko iyo bikomeye ntibireza iminsi itatu
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ntabyo
Binyura muyihe nzira ngo uyihabwe?	Gusaba ubinyuza k’umukozi ubishinzwe
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinze itumanaho n’ikoranabuhanga, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w’akaminuza wungirije ushinze ubutegetse n’imari.
Hari ibindi by’ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kandi ushobora kureba infashanyigisho n’uburyo bukurikizwa biri mw’ishami ry’ikoranabuhanga n’itumanaho cyangwa ugasura urubuga aho usanga ibikenerwa
Impapuro zuzuzwa	Impapuro zabugenewe
Ibyangombwa bisabwa n’amategeko	Ntabyo

23. Ubwoko bwa serivisi: Gutira ibikoresho by’ikoranabuhanga mw’ishuri nderaburezi

Serivisi n’iyihe?	Gutira ibikoresho by’ikoranabuhanga mw’ishuri nderaburezi
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ishami ry’itumanaho n’ikoranabuhanga
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n’imwe

Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya Gufashwa bishingira kumasezerano ari hagati y'ubuyobozi n'abakoresha ibyo bikoresho
Nibiki bisabwa kugirango ubone serivisi?	Ibiciro bizashyirwaho n'ishuri nderaburezi n'amabwiriza y'ihariye y'ishuri
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Kubisaba umuyobozi mukuru wa kaminuza
Binyura muyihe nzira ngo uyihabwe?	Bisabwa mu nyandiko usaba ubuyobozi bw'ishuri, ariko ushobora gukorana n'umukozi ubishinzwe. Iyo ikibazo atagishoboye acyohereza kuwo kireba.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki nkuru y'urwanda cyangwa banki y'ubucuruzi (ECOBANK)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe itumanaho n'ikoranabuhanga, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe ubutegetse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kureba umukozi ubishinzwe, waba ukeneye amakuru yisumbuyeho wahamagara kuri telefoni mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

24. Ubwoko bwa serivsi: Gukodesha ibikoresho by'ikoranabuhanga

Serivsi n'iyihe?	Gukodesha ibikoresho by'ikoranabuhanga
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ishami rishinzwe itumanaho n'ikoranabuhanga
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya Gufashwa bishingira kumasezerano ari hagati y'ubuyobozi n'abakoresha ibyo bikoresho
Nibiki bisabwa kugirango ubone serivisi?	Ibiciro bizashyirwaho n'ishuri nderaburezi n'amabwiriza y'ihariye y'ishuri
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Kubisaba umuyobozi mukuru wa kaminuza
Binyura muyihe nzira ngo uyihabwe?	Bisabwa mu nyandiko usaba ubuyobozi bw'ishuri, ariko ushobora gukorana n'umukozi ubishinzwe. Iyo ikibazo atagishoboye acyohereza kuwo kireba.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe?	Banki nkuru y'urwanda cyangwa banki y'ubucuruzi (ECOBANK)

(Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe itumanaho n'ikoranabuhanga, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe ubutegertse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kureba umukozi ubishinzwe, waba ukeneye amakuru yisumbuyeho wahamagara kuri telefoni 252586823 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategako	Ntabyo

25. Ubwoko bwa serivsi: Serivsi zo gucapa inyandiko zitandukanye

Serivsi n'iyihe?	Serivsi zo gucapa inyandiko zitandukanye
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ishami rishinzwe itumanaho n'ikoranabuhanga
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya Gufashwa bishingira kumasezerano ari hagati y'ubuyobozi n'abakoresha ibyo bikoresho
Nibiki bisabwa kugirango ubone serivisi?	Ibiciro bizashyirwaho n'ishuri nderaburezi n'amabwiriza y'ihariye y'ishuri
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Kubisaba umuyobozi mukuru wa kaminuza
Binyura muyihe nzira ngo uyihabwe?	Bisabwa mu nyandiko usaba ubuyobozi bw'ishuri, ariko ushobora gukorana n'umukozi ubishinzwe. Iyo ikibazo atagishoboye acyohereza kuwo kireba.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki nkuru y'urwanda cyangwa banki y'ubucuruzi (ECOBANK)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe itumanaho n'ikoranabuhanga, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe ubutegertse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kureba umukozi ubishinzwe, waba ukeneye amakuru yisumbuyeho wahamagara kuri telefoni 252586885 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategako	Ntabyo

26. Ubwoko bwa serivisi: Ubutegetsu no gucunga abakozi

Serivisi n'iyihe? Nujuje ibisabwa?	Ubutegetsu no gucunga abakozi Gushyira abakozi mu mirimo, kubayobora, kubahemba, imibereho myiza, amategeko, n'ubujyanama
Ishami ryo kubarizamo	Ishami ry'ubutegetsu no gucunga abakozi
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya, Ariko iyo hakenewe gukora igenzura bikorwa iminsi itatu itarenga
Nibiki bisabwa kugirango ubone serivisi?	Ntabwo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Bishingira kuri service ikenewe
Binyura muyihe nzira ngo uyihabwe?	Ureba umunyamabanga, hashingiwe ku miterere y'ikibazo, byaba ngombwa ugatanga inyandiko isaba, noneho ugahabwa igisubizo cyaba kitakunogeye ukajya kureba umuyobozi ushinze ubutegetsu no gucunga abakozi kandi ugahabwa igisubizo uwo mwanya
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinze ubutegetsu n'abakozi, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinze ubutegetse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586885 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro zuzuzwa ukihagera gutangira akazi, impapuro uwuzuzwa uhava, impapuro zifashishwa kugenzura ibikorwa, n'ibindi
Ibyangombwa bisabwa n'amategeko	Sitati rusange ijyenga abakozi ba leta, na sitati ishyiraho ishuri nderabarezi, amabwiriza ajyenga imikorere n'ibindi.

27. Ubwoko bwa serivisi: Igenamigambi n'ubufatanye

Serivisi n'iyihe? Nujuje ibisabwa?	Igenamigambi ry'ikigo (ishuri)n'ubufatanye
Ishami ryo kubarizamo	Igenamigambi n'ubufatanye
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'umunsi umwe n'ibiri (1-2)

Nibiki bisabwa kugirango ubone serivisi?	Serivsi n'ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ibaruwa isobanura n'imyanzuro ariko bigaterwa na serivsi
Binyura muyihe nzira ngo uyihabwe?	Ureba umunyamabanga, ugatanga inyandiko isaba, noneho ugahabwa igisubizo cyaba kitakunogeye ukajya kureba umuyobozi ushinzwe igenamigambi kandi ugahabwa igisubizo uwo mwanya
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe igenamigambi, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe ubutegetse n'imari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri:252586885 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabwo

28. Ubwoko bwa serivsi: Guteza imbere ubumenyi no kugira inama abanyeshuri

Serivsi n'iyihe?	Kugira inama abanyeshuri gutezimbere ubumenyi bishingiye kubushake n'ingufu zabo. Kandi buri munyeshuri wese wemewe arabyemerewe
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ishami rishinzwe ubujyanama
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe umaze guhabwa igihe cyo kubonana
Nibiki bisabwa kugirango ubone serivisi?	Ntazo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ntazo
Binyura muyihe nzira ngo uyihabwe?	Usaba kubonana n'umuhuzabikorwa usinzwe gutezimbere ubumenyi n'ubujyanama
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo	Gusaba kurenganurwa bishyikirizwa umuhuzabikorwa wogutezimbere

kurenganurwa mu gihe udahawe iyo serivisi?	ubumenyi n'ubujyanama, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586885 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

29. Ubwoko bwa serivisi: Ubuujyanama kuguhitamo amashami cyangwa amasomo

Serivsi n'iyihe?	Ibisobanuro kumashami ari mw'ishuri nderabarezi, kugira ngo abanyeshuri bashobore guhitamo amasomo abafiye akamaro.
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ikigo gishinzwe gutezimbere ubumenyi
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Nibiki bisabwa kugirango ubone serivisi?	Ntakiguzi
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	
Binyura muyihe nzira ngo uyihabwe?	Ubonana n'umuhuzabikorwa ushinzwe gutezimbere ubumenyi
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuhuzabikorwa wogutezimbere ubumenyi n'ubujyanama, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	Amategeko ajyenga imyigire

30. Ubwoko bwa Serivisi: Gushyira mu myanya abimenyereza umwuga

Serivsi n'iyihe? Nujuje ibisabwa?	Gutanga amakuru ku banyeshuri uko kwimenyereza umurimo byakorwa no gufasha abanyeshuri kubona aho korera kwimenyereza
Ishami ryo kubarizamo	Ibiri bishinzwe kwimenyereza umurimo
Serivsi itangwa ryari?	Igihe cyo kwimenyereza bikorwa hakurikijwe gahunda y'amasomo
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Biterwa n'uburyo buri mu mashuri n'ibigo.
Ni ikihe kiguzi gisabwa kugirango ubone serivisi?	Ntabyo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	
Binyura muyihe nzira ngo uyihabwe?	Ishami ryo kwigisha uburezi no kwimenyereza umwuga hagakorwa urutonde rw'abanyeshuri n'abarimu bazabayobora muri icyo gikorwa
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntabyo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi w'ishami ry'uburezi, ikibazo iyo kidakemutse ukareba umuyobozi mukuru w'akaminuza wungirije ushinzwe amasomo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

31 Ubwoko bwa serivisi: Gutira ibitabo n'ibitangamakuru

Serivsi n'iyihe? Nujuje ibisabwa?	Abanyeshuri, n'abakozi, bishuri nderaburezi n'abantu kugiti cyabo bemerewe gutira ibitabo, ibitangamakuru, n'ibitabo byanditswe n'abanyeshuri
Ishami ryo kubarizamo	Serivsi y'ishami ry'isomero
Serivsi itangwa ryari?	<ul style="list-style-type: none"> - Guhera kuwa mbere kugeza kuwa gatunu n'uguhera saa moya (7:00am) kugeza saa ine z'ijoro (10:00pm) - Kuwa gatandatu n'uguhera saa mbiri (8:00am) kugeza saa sita (12.30:00pm) z'amanywa - NB Uwagatandatu wanyuma uba ari "Umuganda Rusange" isomero ntirifungura
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminota 5

Nibiki bisabwa kugirango ubone serivisi?	Serivsi zose n'ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> - Ikarita y'ishuri kumunyeshuri - Ikarita y'umukozi - Ibyangombwa biranga umuntu
Binyura muyihe nzira ngo uyihabwe?	<ul style="list-style-type: none"> - Wandika ubisaba, kandi ugomba kuba uzi ibitabo ushaka inyito zabyo - Ibitabo usaba bishyikirizwa umukozi ushinzwe kubitanga - Kwuzuzura impapuro zabugenewe gutiriraho ibitabo
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntabyo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe isomero.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri:252586823 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro zabugenewe gutiriraho ibitabo
Ibyangombwa bisabwa n'amategeko	Ntabyo

31.Ubwoko bwa serivsi: Gusubiza ibitabo, ibitangazamakuru, n'ibitabo byanditswe n'abanyeshuri

Serivsi n'iyihe?	Abanyeshuri, n'abakozi, b'ishuri nderaburezi n'abantu kugiti cyabo bagomba gutirura ibitabo kugihe, ibitangazamakuru,n'ibitabo byanditswe n'abanyeshuri
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Serivsi y'ishami ry'isomero
Serivsi itangwa ryari?	<ul style="list-style-type: none"> - Guhera kuwa mbere kugeza kuwa gatunze n'uguhera saa moya (7:00am) kugeza saa ine z'ijoro (10:00pm) - Kuwa gatandatu n'uguhera saa mbiri (8:00am) kugeza saa sita (12.30:00pm) z'amanywa - NB Uwagatandatu wanyuma uba ari "Umuganda Rusange" isomero ntirifungura
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Uwo mwanya
Nibiki bisabwa kugirango ubone serivisi?	Ntabyo Ariko, iyo igitabo gikerewe gusubizwa, hatangwa amafaranga 1000 k'umunsi yishyurwa kuri konti y'ishuri igitabo cyanditswe n'abanyeshuri naho amafaranga 200 kugitabo gisanzwe.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> - Ibitabo byatiwe - Ibitangazamakuru byatiwe - Ibitabo byanditswe n'abanyeshuri byatiwe
Binyura muyihe nzira ngo uyihabwe?	<ul style="list-style-type: none"> - Utira agamba kugaragaza izina rye n'itariki zagaruriraho igitabo - Uwatiye agomba gusubiza urupapuro rwabugenewe gutira ibitabo
Ese hari izindi nzego bisaba	Ntazo

kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe isomero.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

32. Ubwoko bwa serivsi: Serivsi z'Ubuwuzi

Serivsi n'iyihe?	Serivsi z'Ubuwuzi ku banyeshuri
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Ivuriro ryo kwita k'ubuzima by'abanyeshuri
Serivsi itangwa ryari?	Buri muni
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Amasaha 24/24
Nibiki bisabwa kugirango ubone serivisi?	Amafaranga 4200 ku mwaka nk'umusanzu akaba ufite ikarita y'ubwishingizi (mutuelle de santé)
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ikarita y'ishuri ku munyeshuri
Binyura muihe nzira ngo uyihabwe?	-kubonana na muganga -gukorerwa ibizamini -kwimurirwa mu bindi bitaro iyo bibaye ngombwa
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bishyikirizwa umuyobozi ushinzwe ibitaro
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 255100591 mu masaha y'akazi.
Impapuro zuzuzwa	Ntazo
Ibyangombwa bisabwa n'amategeko	Ntabyo

33. Ubwoko bwa serivsi: Icumbi

Serivsi n'iyihe?	Icumbi ku banyeshuri:
Nujuje ibisabwa?	- Gutanga ibyumba - Gukora isuku mu macumbi y'abanyeshuri

Ishami ryo kubarizamo	Ibiro by'umuyobozi w'abanyeshuri Komite y'abanyeshuri
Serivsi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Ukwezi: gusaba ibyumba bikorwa ukwezi mbere yuko umwaka w'amashuri utangira. Buri muni: kugenzura ko isuku ikorwa bikorwa buri muni guhera saa mbiri kugeza saa yine zamugitondo.
Nibiki bisabwa kugirango ubone serivisi?	- Amafaranga 6000 ku kwezi y'icumba ku bakobwa - Amafaranga 5000 ku kwezi ku bahungu y'icumba Umufariso uwusanga mu cyumba. Impapuro 2 zisuku buri kwezi.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Kubijyanye n'icumbi: - Ibaruwa isaba icumbi yandikirwa umuyobozi w'abanyeshuri ndetse n'umunyeshuri uhagarariye abandi muri komite y'abanyeshuri - Kopi y'indangamuntu ku munyeshuri mushya naho kopi y'ikarita y'ishuri ku munyeshuri usanzwe wiga Icyitonderwa: kubanyeshuri bafite ubumuga ugaragaza urwandiko rwa muganga
Binyura muyihe nzira ngo uyihabwe?	- Umunyamabangaw'umuyobozi w'abanyeshuri, ukurikirana abanyeshuri, n'umunyeshuri uhagarariye abandi ushinzwe amacumbi - Gutanga ibyangombwa byose bikenewe - Kwuzuzwa mu gitabo cyabugenewe - Kureba urutonde ruba rwamanitswe ahagaragara nyuma yoguhitamo abakwiye amacumbi.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntabyo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Akarengane kagezwa kushinzwe gukurikirana abanyeshuri ikibazo kitakemuka cyikagezwa ku muyobozi w'abanyeshuri
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Gutanga amacumbi bikorwa hagendeye kuburyo bwogutoranya abanyeshuri bushyirwaho n'akanama kagateganyo hagendeye kumpamvu zihutirwa. Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri:252866823 mu masaha y'akazi.

Impapuro zuzuzwa	Abanyeshuri bahawe amacumbi bakorana amasezerano, buzuza impapuro zabugenewe. Wajya gutanga icumba ukuzuzura urupapuro rwabugenewe rugaragaza ko utanze icumba.
Ibyangombwa bisabwa n'amategeko	Amategeko ajyenga amacumbi

34. Ubwoko bwa serivisi: Imikino, Umuco no Kwidagadura

Serivisi n'iyihe? Nujuje ibisabwa?	Ikintu cyose gifatiranye n'imikino, umuco n'umyidagaduro.
Ishami ryo kubarizamo	Ishami rishinzwe imibereho y'abanyeshuri/ushinzwe imikino/ushinzwe umuco n'umyidagaduro
Serivisi itangwa ryari?	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe Muri wikendi mugihe hari imikino cyangwa imyidagaduro
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi 3 iyo ari igikorwa gisaba inkunga y'amafaranga Umunsi 1 izindi serivisi
Nibiki bisabwa kugirango ubone serivisi?	-
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	
Binyura muyihe nzira ngo uyihabwe?	Ibaruwa isaba cyangwa ukareba komiseri ushinze imikino n'umuco mw'ishuri nderabarezi
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Akarengane kagezwa k'umuyobozi ushinze abanyeshuri cyangwa umukozi ushinze imikino n'umuco
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 252586823 mu masaha y'akazi Gufasha uruburuko mu gihe cy'ibiruhuko nko muri basikete, umupira wamaguru, n'umupira w'uintoki n'ibindi
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

35. Ubwoko bwa serivisi: **Ubujoyanama**

Serivisi n'iyihe? Nujuje ibisabwa?	Ubujoyanama no gufasha abanyeshuri mu buzima busanzwe, ibibazo byihariye ni ibyamasomo
Ishami ryo kubarizamo	Ibiroi by'umuyobozi w'abanyeshuri
Serivisi itangwa ryari?	Buri munsi
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Buri munsi na Uwo mwanya
Nibiki bisabwa kugirango ubone serivisi?	-
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ikarita y'ishuri
Binyura muyihe nzira ngo uyihabwe?	Ujya mu biro ugasaba serivisi mu magambo
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	-
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Akarengane kagezwa k'umuyobozi ushinze abanyeshuri
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ubujoyanama by'igihe kirekire bikorwa kwumvikane n'umujyanama
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

36. Ubwoko bwa serivisi: **Uburyo bwo kwishyurwa kuri serivisi zakorewe ishuri nderabarezi**

Serivisi n'iyihe? Nujuje ibisabwa?	Abantu ku giti cyabo, n'ibigo, bisaba kwishyurwa bisabwa gukurikiza inzira zabugenewe n'uburyo bwemewe.
Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivisi itangwa ryari?	Iyo ibisabwa byuzuye ntibikomba kurenza iminsi 3
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi n'ubuntu
Nibiki bisabwa kugirango ubone serivisi?	- Kopi 4 iz'impapuro zigaragaza ko wakoze imirimo neza, - Impapuro zigaragaza ko warangije akazi zisinyweho n'impande zo, - Impapuro zubwishingizi za banki iyo ari ngombwa,

	<ul style="list-style-type: none"> - Ibaruwa imenyeshya, - amasezerano, - impapuro zigaragaza ko waguze, - Kopi 1 y'indangamuntu ya rwiyekezamirimo - Kopi ya garanti y'amafaranga - Raporo igaragaza ko imirimo yarangiye - Impapuro za banki - Impapuro zigaragaza nta mwenda n'ibindi.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> - Ujya mu bunyamabanga bw'imari cyangwa ibindi biro bibishinzwe mw'ishuri nderaburezi - Gutanga ibyangombwa bivuzwe haruguru; - Iyo ibisabwa ubikwije wishyurwa bitarenze iminsi 3.
Binyura muyihe nzira ngo uyihabwe?	
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Akarengane kagezwa k'umuyobozi ushinzwe imari cyangwa umuyobozi mukuru wa kaminuza wungirije ushinzwe imari n'ubutegetsi
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: . 0788302789 mu masaha y'akazi.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	Amabwiriza ajoye imari n'icungamutungo
Ibyangombwa bisabwa n'amategeko	

37. Ubwoko bwa serivisi: Uburyo bwo kwishyura mu ishuri nderabarezi

Serivisi n'iyihe?	Abantu kugiti cyabo, n'ibigo, bisaba kwishyurwa bisabwa gukurikiza inzira zabugenewe n'uburyo bwemewe
Nujuje ibisabwa?	
Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivisi itangwa ryari?	Iyo ibikenewe byuzuye, kwishyura nti birenza iminsi ibiri
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi n'ubuntu
Nibiki bisabwa kugirango ubone serivisi?	<ul style="list-style-type: none"> - ibaruwa isaba - kopi y'impapuro za banki - izindi mpapuro zigaragaza akarengane
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	<ul style="list-style-type: none"> - Ujya mu bunyamabanga rusange bw'ishuri - Gutanga ibikenewe byose bivuzwe haruguru; - Iyo ukwije byose wishyurwa mu minsi 2.
Binyura muyihe nzira ngo uyihabwe?	

Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Akarengane kagezwa k'umuyobozi ushinzwe imari cyangwa umuyobozi mukuru wa kaminuza wungirije ushinzwe imari n'ubutegets
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: . 0788302789 mu masaha y'akazi.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

38. Ubwoko bwa serivsi: Uburyo bwo kwakira impapuro zishyuzwa mw'ishuri nderabarezi

Serivsi n'iyihe? Nujuje ibisabwa?	Abanyeshuri, n'ibigo, bashaka impapuro zishyuzwa basabwa gukurikiza inzira zabugenewe n'uburyo bwemewe.
Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivisi itangwa ryari?	Ishami rishinzwe Imari n'Ubuyobozi
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Iyo ibikenewe bikwiye impapuro zishyuzwa uzibona mu muni umwe.
Nibiki bisabwa kugirango ubone serivisi?	Ubuntu
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	- Gihamya ko wiyandikishije nk'umunyeshuri (abanyeshuri) - Gihamya ko wahawe isoko (abikorera)
Binyura muyihe nzira ngo uyihabwe?	- Ujya mu bunyamabanga mw'ishami ry'imari; - Ugatanga ibyangombwa byose bivuzwe haruguru;
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Akarengane kagezwa k'umuyobozi ushinzwe imari cyangwa umuyobozi mukuru wa kaminuza wungirije ushinzwe imari n'ubutegets
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 0788302789 mu masaha y'akazi.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

39. Ubwoko bwa serivisi: Uburyo bwo gusinya ko ntacyo wishyuzwa n'ishuri

Serivisi n'iyihe? Nujuje ibisabwa?	Abanyeshuri cyangwa abakozi bakeneye guhabwa icyemezo cyuko ntacyo bishyuzwa basabwa gukurikiza inzira zabugenewe.
Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivisi itangwa ryari?	Iyo ukwije ibisabwa gusinya ku banyeshuri n'abakozi bikorwa mu munsu umwe.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ubuntu
Nibiki bisabwa kugirango ubone serivisi?	- Kopi y'ikarita y'ishuri - Kopi y'ikarita y'umukozi - Kwuzuzwa impapuro zabugenewe
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	- Bikorererwa mu bunyamabanga bw'ishami ry'imari - Gutanga ibivuzwe haruguru;
Binyura muyihe nzira ngo uyihabwe?	
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Akarengane gashyikirizwa muyobozi mukuru wa kaminuza wungirije ushinze imari n'ubutegetsu
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri:mu masaha y'akazi.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

40. Ubwoko bwa serivisi : Uburyo bwo kwishyurwa n'ishuri nderabarezi

Serivisi n'iyihe? Nujuje ibisabwa?	Abanyeshuri, n'ibigo, bishyuzwa basabwa gukurikiza inzira zabugenewe n'uburyo bwemewe.
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Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivsi itangwa ryari?	Iyo ukwiye ibisabwa byose impapuro zishyuzwa zitangwa uwo mwanya.
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Ubuntu
Nibiki bisabwa kugirango ubone serivisi?	- Kopi y'impapuro za banki
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	- Bikorererwa mu bunyamabanga bw'ishami ry'imari - Gutanga ibivuzwe haruguru;
Binyura muyihe nzira ngo uyihabwe?	
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero, nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Akarengane kagezwa k'umuyobozi ushinze imari cyangwa umuyobozi mukuru wa kaminuza wungirije ushinze imari n'ubutegetsi
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 255100591 mu masaha y'akazi
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

41. Ubwoko bwa serivsi: Gutanga amasoko

Serivsi n'iyihe?	<p>Itangwa ry'amasoko mw'ishuri nderabarezi rishinzwe ibikorwa byose uhereye mw'itegurwa kugeza mw'itangwa, n'isinywa ry'amasezerano, ndetse n'igenzura ry'ibyatanzwe n'irangizwa ry'imirimo. Ubufashwa buhabwa abantu, n'ibigo bishaka gupiganirwa amasoko mw'ishuri nderabarezi mu buryo bukurikira:</p> <ul style="list-style-type: none"> • gushyira amasoko mu bitangazamakuru no gutegura inyandiko y'ipiganwa, • gukora imirimo tekinike no kugenzura ibijyanye n'amafaranga, • gutegura gufungura amasoko no kugenzura raporo no kumenyesha abatsindiye amasoko, • kwubahiriza ishyirwa mu bikorwa ry'amasezerano, • kwakira no kubika neza inyandiko (dosiye) z'amasoko, gutangaza no gutanga ubutumire ku batsindiye amasoko no
Nujuje ibisabwa?	

	gutangaza ibyavuye mw'ipiganwa.
Ishami ryo kubarizamo	Guhera kuwa mbere saa moya za mugitondo kugeza kuwa gatanu saa kumi n'imwe
Serivsi itangwa ryari?	Igihe gihabwa amasoko kiratandukana bitewe n'ubwoko by'isoko n'ukuntu ibikoresho biboneka
Uhereye igihe wasabiye serivsi, bifata igihe kingana iki kugira ngo uyihabwe?	Kwishura amafaranga adasubizwa mu kigo k'imisoro n'amahoro yo kugara inyandiko ikubiyemo ipiganwa
Nibiki bisabwa kugirango ubone serivisi?	Amafara 100 kuri buri rupapuro
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ibyangomba bikenewe ni: icyangombwa cy'ubucuruzi, n'icyangombwa cyuko nta mwenda ubereyemo ikigo cy'imisoro n'amahoro; ibindi byangombwa bishobora kwiyongeraho biterwa n'ubwoko bw'isoko.
Binyura muyihe nzira ngo uyihabwe?	<ul style="list-style-type: none"> • Abantu, n'ibigo bashaka gupiganirwa isoko mw'ishuri nderabarezi bagomba kubanza bakagura inyandiko ikubiyemo isoko umaze kugaragaza inzandiko za banki nkuru ko wishyuye. • Inyandiko ikubiyemo isoko niyo igaragaza imikorere n'ibiciro ngenderwaho • Uwo ariwe wese ushaka gufashwa mu bijyanye n'isoko agirwa inama kuva mw'ishami ry'amasoko no gukurikiza amategeko agenga amasoko ya Leta.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero,nko kwishyura igiciro cya serivsi cyangwa gushaka ibindi byangombwa)	Banki Nkuru y'Igihugu cyangwa Ikigo cy'Imisoro n'Amahoro kugura inyandiko ikubiyemo isoko.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Akarengane kagezwa k'umuyobozi mukuru wa kaminuza wungirije ushinze imari n'ubutegetsi. Iyo ikibazo kidakemutse ujya kureba akanama kigenga gakorerwa mu kigo kigenga amasoko ya Leta, kandi ikirego kigomba gutangwa bitarenze iminsi 7 ukimara guhabwa ibaruwa imenyeshya y'agateganyo.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Wasura urubuga rw'ishuri kuri: www.kie.ac.rw . Kugira ngo ubone amakuru. Ushaka amakuru aruseho wahamagara kuri: 0788501125 mu masaha y'akazi.
Impapuro zuzuzwa	Ibikurikizwa mu gupigana ushobora kubisanga kurubuga rw'ikigo cyiguhugu gishinzwe gutanga amasoko ya Leta.
Ibyangombwa bisabwa n'amategeko	Itegeko nomero 12/2007 ryo kuwa 27/03/2007 ku itangwa ry'amasoko rusange ya Leta, iteka rya minisitiri nomero 001/08/10/MIN ryo kuwa 16/01/2008 rigena amabwiriza agenga itangwa ry'amasoko ya Leta n'uburyo bwo gupiganwa.

Bimejwe na : **Prof. George K. Njoroge (PhD)**

Umuyobozi Mukuru w'Ishuri Rikuru Nderabarezi rya Kigali