INAMA NKURU Y'UBUREZI

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IGITABO GIKUBIYEMO SERIVISI ABATURAGE N'INAMA NKURU Y'UBUREZI

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IRIBURIRO

Nejejwe no kubagezaho iki Gitabo gikubiyemo Serivisi zihabwa Abaturage n'Inama Nkuru y'Uburezi.

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'Inama Nkuru y'Uburezi mw'itangwa rya serivisi mu Rwanda kikanerekana serivisi zitangwa 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 Inama Nkuru y'Uburezi ifite mw'itangwa rya serivisi nziza kandi zihuse.

Prof. Geoffrey RUGEGE

Umuyobozi Nshingwabikorwa

Iki Gitabo kigaragaza serivisi HEC 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 HEC 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 HEC:
    - Kugaragaza neza serivisi zitangwa na HEC,
    - 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 HEC. Urugero, ibyangombwa bikeneye kwerekanywa, n'impapuro zigomba kuzuzwa n'umuturage ushaka serivisi.
- Gusobanura neza Abaturage, ibyiciro by'abantu bemerewe kwaka buri serivisi itangwa na HEC.
- 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 HEC.
- Amakuru n'uburyo bwatuma serivisi za HEC zimenyekanishwa kandi zikajya ahagaragarira buri muturage wazikenera.

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

Hashingiye ko ko serivisi zigomba kujyana n'ibyifuzo by'Abaturage, HEC yiyemeje kubamenyesha Serivisi bashobora gusaba, inshingano n'uburenganzira bwabo igihe bashaka izo serivisi.

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

Mu by'ukuri, kugira ngo ishyirwamubikorwa ry'iki Gitabo gikubiyemo serivisi rishoboke, HEC yizeye ko hazakomeza kubaho ubufatanye no guhana amakuru n'abaturage bayigana bashaka serivisi. Kubera iyi mpamvu HEC yashyizeho uburyo bunoze 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 HEC
- Umurongo wa telefoni utishyurwa;
- Gukora anketi n'ipererereza ku bagana serivisi za HEC gusesengura imibare n'imiterere y'ibibazo by'abatishimiye serivisi bahawe
- Uburyo bwo kurenganurwa no gukemura ibibazo bugaragaza inzira abagana HEC banyuramo batanga ibitekerezo kuri serivisi bahabwa.

Iki Gitabo cyerekana neza ingamba zafatwa igihe serivisi zidatanzwe uko bikwiye. Niyo mpamvu rero HEC ishishikariza abagana serivisi zayo gutanga inama ku bibazo babinyujije mu buryo buhari bwagenwe bwo kugaragaza ibibazo, bworoshye gukoreshwa kuri buri wese. HEC izakira ibyo bibazo by'abayigana ibigire ibyayo ikabikemura kandi mu gihe kitarambiranye. Mu buryo bushoboka, igihe cyo kwakira no gukemura ibibazo cyashyizweho. HEC irifuza gufatanya mu buryo bunoze 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 HEC:

- 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 HEC 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 HEC 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, HEC 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'iyo miyoboro y'ikoranabuhanga.

Mu guteza imbere imitangire ya serivisi, HEC iteganya gukoreshwa ibikoresho tekiniki zikurikira mu ishyirwa mu bikorwa ry'iki Gitabo gikubiyemo serivisi zihabwa Abaturage:

- Gukora iperereza hagamijwe gukusanya no kumva icyo Abaturage bavuga 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 byabagejejweho;
- 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 HEC 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, HEC irashaka gukoresha iyi miyoboro ikurikira hamwe n'uburyo bwose bwatuma serivisi zimenyekanishwa kandi zikajya ahagaragarira buri muturage wazikenera :

- Serivisi ishinzwe kwakira abagana Inzego no guhuza amakuru.
- Umunsi w'Imurikabikorwa /Umunsi wo kugaragaza ibyagezweho
- Gutegura no kunyuza mu icapiro inyandiko n'ibikoresho byamamaza:
    - Inyandikompine zitandukanye zamamaza,
    - Ibyapa
    - Ibiganira mbwirwa ruhame 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'Ibiro kikanashyirwa ku rubuga rwa interineti;
- Kubinyuza mu matangazo no kubicisha mu binyamakuru bitandukanye;
- Ubutumwa bwo gucishwa kuri radiyo na televisiyo;
- Ibiganiro mbwirwa ruhame kuri radiyo na televisiyo;
- 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'nyandiko 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 HEC 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 HEC mu bwitonzi kandi mubahesha icyubahiro;
- Kubaha amategeko n'amabwiriza agenga Imitangire ya serivsi mu Nzego z'Uburezi;
- Gutanga inama ku buryo kunoza serivisi zitangirwa muri HEC;

- Guhanahana amakuru ku buryo serivisi zitangwa muri HEC binyujijwe mu miyoboro inyuranye ry'itumanaho rikoresha Ikoranabuhanga rigezweho;
- Kwakira ibibazo byose, inama n'ibitekerezo birebana na buri serivisi no kubishakira ibisubizo bikwiye.

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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

Inama Nkuru y'Uburezi ni Ikigo cya Leta kikaba gikorera muri Minisiteri y'Uburenzi cyashyizweho n'Itegeko nomero 20/2005 ryo kuwa 20/10/05 rigena Imikorere y'Amashuri Makuru hamwe n'Itegeko nomero 23/2006 ryo kuwa 28/04/2006 rigena Imikorere y'Inama Nkuru y'Uburezi. Inshingano z'iy'inama ni ukwimakaza uburezi bufite ireme bijyanye na politike y'Igihugu y'ibanze. Indi nshingano ni ugushyiraho igenamigambi ry'amashuri makuru no kugenzura ko iri genamigambi rishyirwa mu bikorwa bijyanye n'intego z'Igihugu.

2. ICYEREKEZO

Kwubaka uburyo bunoze bujyanye n'icyerekezo 2020 duteza imbere uburyo bunyuranye, kugira ngo u Rwanda rushobore gupiganwa mu ruhando mpuzamahanga kw'isoko ry'umurimo hasohoka abanyeshuri bafite ubumenyi bukenewe, hakorwa ubushakashatsi, ubwenge bwo guhanga udushya, kugira ngo utwo dushya dukoreshwe mu guteza imbere ubukungu buhamye n'ubuzima bwiza kuri bose.

3. INTEGO

Intego y'ibanze ni ukwimakaza uburezi bufite ireme, n'ukuntu bwatangwa mu mashuri makuru, no kureba ko amashuri makuru yasohora abanyeshuri bafite ubumenyi buhindura imibereho y'umuturarwanda n'iterambere ry'u Rwanda.

4. IBIKORWA BY'INGENZI

Inama nkuru y'uburezi ifite inshingano yo kugira inama Minisitiri ufite amashuri makuru mu nshingano ze ku bijyanye no kwemerera no guha agaciro uburezi butangwa n'ibigo by'amashuri makuru. Inagenzura ireme n'ibipimo by'uburezi kugira ngo hatangwe uburezi bwiza hanakorwe n'ubushakashatsi.

5. INDANGAGACIRO Z'INGENZI

- Kubaka uburezi bufite urwego rwo hejuru no gushishikariza abandi.
- Gushora imari mu burezi, guhimba/kuzana udushya.
- Gukorera mu muco.
- Kubaka umuco w'ubufatanye
- Guha agaciro Abakozi b'ikigo no kuba umukoresha w'intangarugero.

- Kuba inyangamugayo no kurangwa n’umwuga twita ku bigo by’amashuri bya Leta ndetse n’ibyikorera.
- Gushyiraho amahirwe angana ku bakozi bose, abanyeshuri no kwimakaza ubumenyi butandukanye.
- Gukoresha umutungo neza kandi hagatangwa umusaruro unoze.

SERIVISI ZITANGWA N'INAMA NKURU Y'UBUREZI

1. Ubwoko bwa serivisi: Kwemera uburezi bw'amashuri makuru na za Kaminuza

Serivisi ni iyihe itangwa? **Uwemerewe**	Kwemera uburezi bw'amashuri makuru na za Kaminuza: - Gutanga uruhusa rwo gukora rw'agateganyo - Gutanga uruhusa rwo gukora rwa burundu Amashuri makuru na za Kaminuza, aya Leta, Abaterankunga, n'Abikorera
Ishami ubarizamo	Ishami ry'uburezi bufite ireme
Ni ryari ubona serivisi?	Guhera kuwa mbere saa moya (7h00) za mugitondo kugeza kuwa kane saa kumi n'imwe (17h00) z'igicamunsi Kuwa gatanu no guhera saa moya (7h00) za mugitondo kugeza saa sita (12h00) z'amanywa
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Biterwa na serivisi ushaka. Urugero: 1. **Ukwezi: Gusaba kwongera purogaramu agaciro:** Inzira binyuramo ikubiyemo kwemeza purogaramu z'akanama gashinzwe kwongera agaciro kabarizwa mu Nama Nkuru y'Uburezi kakaba kagizwe n'umuntu w'inzobere mu burezi wo hanze. Iyo inzobere iba igomba gushakwa ari mu gihugu cyangwa hanze ariyo mpamvu bifata ukwezi. 2. **Amezi atandatu (6) gutanga uruhusa rwo gukora rw'agateganyo ku mashuri makuru na za kaminuza:** Abashaka gutangiza amashuri makuru na za kaminuza bagomba kuba bakwije ibyangombwa bisabwa n'urwego rw'ubugenzuzi bw'amashuri no kugenzura kureba ko abo bantu bafite amikoro ahagije yo gutangiza ishuri no

	kureba ko bashoboye gutanga uburezi bufite ireme kandi bugeze ku rwego rukenewe. Iyi nzira ishobora kuba ngufi cyangwa ndende bitewe n'igihe wujurije ibyangombwa usabwa n'Inama Nkuru y'Uburezi kugira ngo utangize ishuri. Inama Nkuru iyo imaze kubona raporo y'akanama k'ubugenzuzi igira inama Minisitiri w'Uburezi yo kwemerera ishuri gutangira. Umwanzuro ufatwa mu **mezi 6** kuva k'umunsi ibyangombwa byuzuze bisaba byakiriweho kugira ngo Minisitiri w'Uburezi ashyire umukono ku masezerano atanga uburenganzira bwo gukora. Uruhusa rw'agateganyo rwo gukora rugira agaciro **k'imyaka itatu** kandi rukongerwa rimwe gusa. 3. **Uruhusa rwogukora rwa burundu: Amazi 3 uhereye igihe wabisabiye**
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi itangirwa ubuntu.
Ni ibihe ibyangombwa bisabwa kugira ngo uyihabwe?	1. **Uruhusa rw'agatekanyo rujyana ni ibi bikurikira**: - Izina/inyito y'Ishuri rikuru, icyicaro gikuru, urwego n'amasomo azatangwa; - Intego z'ishuri; - Inyandiko irambuye igaragaza umutungo n'imari by'ishuri; - Kugaragaza imiterere n'ubuyobozi bw'ishuri; - Kugaragaza uburyo abanyeshuri bahabwa imyanya mw'ishuri n'ukuntu amasomo atangwa; - Kugaragaza inyubako bazakoreramo n'ibyuma bizifashishwa k'uburezi bukenera ibyuma; - Kugaragaza umubare w'abakozi bazakorera ishuri, urwego rwabo n'imyanya bazaba barimo; - Inyandiko igaragaza ibikorwa remezo bihari cyangwa biteganwa kubakwa;

	- Kugaragaza imikorere n'imicungire y'ishuri; - Icyemezo kigaragaza umwirondoro w'uwashinze ishuri, cyangwa icyemezo cy'ubuzima gatozi. **2. Uruhusa rwo gukora, ruherekezwa n'ibi bikurikira**: - Uruhusa rwo gukora rw'agateganyo; - Urutonde rw'abakozi bahoraho abarimu, abakora m ubuyozi, n'abakora indi mirimo ugaragaza n'amashuri bize; - Urutonde rw'abanyeshuri muri buri cyiciro; - Kugaragaza inyubako bazakoreramo n'ibyuma bizifashishwa k'uburezi bukenera ibyuma; - Raporo y'ibikorwa by'umwaka na raporo y'umutungo by'ishuri byemejwe n'umugenzuzi wemewe; - Ibarura ry'imitungo yimukanwa n'itimukanwa y'ishuri; - Icyindi cyangobwa cyose cyakenerwa na Minisitiri ufite Amashuri Makuru mu nshyingano.
Binyura mu zihe nzira kugirango uyihabwe?	Gusaba binyura mu biro bw'Umuyobozi Nshingwabikorwa: 1. Ushaka gutanga uburezi abisaba anyuze mu Nama Nkuru y'Uburezi agatanga amakuru y'ibisabwa akurikira hamwe n'umugereka wa gatatu. 2. Kopi cumi z'igitabo cyanditse mu cyongereza n'igifaransa gikubiyemo ibisabwa byose ariko ukabanza ugatanga kimwe mu Nama Nkuru y'Uburezi kugenzura ko cyujuje ibisabwa byose. 3. Abakozi b'Inama Nkuru basuzuma ubusabe bwawe niba bukwije ibisabwa bikenewe. Iyo ukwije ibisabwe gusaba kwawe kuremerwa waba udakwije ibisabwa ukabwirwa kubyuzuza.

	4. Inama Nkuru y'Uburezi ishyiraho akana k'inzobere kugira ngo gatange ibitekerezo n'inama ku nyandiko y'ishuri isaba gukora. Abantu batanu b'inzobere batoranwa kuva mu bayobozi b'amashuri makuru, abayobozi bakuru bungirije bashinjwe amasomo, cyangwa abandi bakozi bakuru bafite ubumenyi mu burezi, bashobora kwiyongeraho Umuyobozi Mukuru wa Kaminuza, Umuyobozi Mukuru Wungirije wa Kaminuza, cyangwa inzobere imwe mu by'uburezi kuva hanze y'Igihugu. Ikipe y'inzobere igenzura gusaba kw'ishuri igakora ubugororangingo Minisitiri w'uburezi agenderaho kugira ngo afate icyemezo gikwiye. 5. Iyi kipe ishobora guhitamo kujya gusura inyubako cyangwa guhamagara abayobozi bakuru b'ishuri kugira bafate icyemezo kinoze. 6. Iyi kipe itanga inama kuri Minisitiri n'ibyifuzo bw'icyakorwa bakagaragaza ibyiza by'iryo ishuri kugira ngo hatangwe uruhusa rw'agateganyo cyangwa ntirutangwe. Iyo ikifuzo ari ukwangira ishuri barabiragaza kandi bakagaragaza impamvu. Iyo minisitiri amaze kugirwa inama n'ikipe y'inzobere bityo afata umwanzuro akawumenyesha abasabye kwemererwa gukora uko bikwiriye.
Ni izihe zindi nzego bisaba kunyuramo mbere yo kuza ku nama	Ntazo

nkuru y'uburezi?	
Ese hari uburyo bwo kenganurwa mu gihe udahawe serivisi?	Gusaba kurenganurwa binyuzwa mu biro by'Umuyobozi Nshingwabikorwa wa HEC; iyo utanyuzwe ugeze ikibazo cyawe kuri Minisitiri w'Uburezi
Hari ibindi by'ingenzi bikenewe kumenywa kugirango ubone iyo serivisi?	Wasura urubuga: www.highereducationcouncil.org, ushaka ibisobanuro byisumbuyeho wahamagara kuri telefoni zikurikira: Tel. +250 788309022, +250 788506161, +250 785701724, +250 788531122 mu masaha y'akazi
Impapuro zuzuzwa	- Inyandiko igaragaza ko wasabye kwemererwa gukora (uruhusa rwo gukora rw'agateganyo) ku mashuri yijyenga - Inyandiko igaragaza ko wasabye kwemererwa gukora (uruhusa rwo gukora rwa burundu) ku mashuri yigenga - Imbanzirizamushinga ya Gahunda y'Inyigisho Impapuro ngenderwaho yuzuzwa ziboneka kuri: www.highereducationcouncil.org.
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi?	1. Itegeko nomero 20/2005 ryo kuwa 20/10/2005 rigaragaza imiterere n'imikorere y'uburezi bw'amashuri makuru 2. Itegeko nomero 23/2006 ryo kuwa 28/04/2006 rigena imikorere y'inama nkuru y'uburezi 3. Iteka rya perezida nomero 51/01 ryo kuwa 13/07/2010 rishyiraho ireme ry'uburezi butangwa n'amashuri makuru na za kaminuza 4. Amabwiriza rusange agenga amasomo 5. Ubumenyi uruangizanya n'ukuntu butangwa bijyanye n'ireme ry'uburezi n'ibipimo ngenderwaho

	by'uburezi bw'amashuri makuru 6. Politike y'uburezi n'uko yubahirizwa; 7. Politike ngenderwaho ya Leta yo kwemerwa, gukwiza iby'ingenzi m'uburezi, kugenzurwa kw'ishuri, no kureba amasomo atangwa ko ariyo; 8. Ibireba itangwa ry'impamyabumenyi mu mashuri makuru; 9. Politiki yerekeye uburyo abanyeshuri bakirwa kwinjira mw'ishuri; 10. Politiki yerekeye Uburyo abakozi bashyirwa mu mirimo n'uko batezwa imbere; 11. Politiki yerekeye Imyigire, imyigishirije, n'uburyo bwo kubaza; 12. Politiki yerekeye Uburinganire n'ubumenyi butandukanye mu myigire 13. Inzira zikoreshwa mu gutanga infashanyigisho na porogaramu 14. Amabwiriza ngenderwaho yo kwemera by'agateganyo ishuri ry'igenga 15. Inyandiko igaragaza ubushobozi, uruhari n'inshingano, z'ishuri rikuru Icyitonderwa: ibi byose wabibona ku rubuga rw'Inama Nkuru y'Uburezi, www.highereducationcouncil.org, no ku rubuga: Amategeko.net : www.amategeko.net

2. **Ubwoko bwa serivisi: Amakuru kw'ireme n'agaciro k'uburezi butangwa kugira ngo hatangwe uburezi bwiza hanakorwe n'ubushakashatsi**

Serivisi ni iyihe itangwa? **Uwemerewe**	Amakuru kw'ireme n'agaciro k'uburezi butangwa kugira ngo hatangwe uburezi bwiza hanakorwe n'ubushakashatsi. Amashuri makuru na za kaminuza, aya Leta, Abaterankunga, n'Abikorera
Ishami ubarizamo	Ishami rishinzwe Ireme ry'Uburezi
Ni ryari ubona serivisi?	Guhera kuwa mbere saa moya (7h00) za mugitondo kugeza kuwa kane saa kumi n'imwe (17h00) z'igicamunsi Kuwa gatanu nu guhera saa moya (7h00) za mugitondo kugeza saa sita (12h00) z'amanywa
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'iminota 30 n'iminsi 2
Niba serivisi yishyurwa, igiciro ni ikihe?	Ntacyo
Ni ibihe ibyangombwa bisabwa kugira ngo uyihabwe?	- Inyandiko isaba - Ibyangombwa byose bisabwa (Purogaramu, urutonde rw'ibikoresho)
Binyura mu zihe nzira kugirango uyihabwe?	Gusaba binyuzwa mu biro by'Umuyobozi Nshingwabikorwa
Ni izihe zindi nzego	Ntazo

bisaba kunyuramo mbere yo kuza ku nama nkuru y'uburezi?	
Ese hari uburyo bwo kenganurwa mu gihe udahawe serivisi?	Gusaba kurenganurwa binyuzwa ku Muyobozi w'Ishami rishinzwe Ireme ry'Uburezi, iyo utanyuzwe ureba Umuyobozi Nshingwabikorwa wa HEC
Hari ibindi by'ingenzi bikenewe kumenywa kugirango ubone iyo serivisi?	Wasura urubuga rw'inama nkuru y'uburezi: www.highereducationcouncil.org, ushaka ibisobanuro by'isumbuyeho wahamagara kuri telefoni zikurikira: Tel. +250 788309022, +250 788506161, +250 785701724, +250 788531122 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro ngenderwaho yuzuzwa ziboneka kuri: www.highereducationcouncil.org.
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi?	1. Itegeko nomero 20/2005 ryo kuwa 20/10/2005 rigaragaza imiterere n'imikorere y'uburezi bw'amashuri makuru 2. Itegeko nomero 23/2006 ryo kuwa 28/04/2006 rigena imikorere y'inama nkuru y'uburezi 3. Iteka rya perezida nomero 51/01 ryo kuwa 13/07/2010 rishyiraho ireme ry'uburezi butangwa n'amashuri makuru na za kaminuza 4. Amabwiriza rusange agenga amasomo 5. Ubumenyi uruangizanya n'ukuntu butangwa bijyanye n'ireme ry'uburezi n'ibipimo ngenderwaho by'uburezi bw'amashuri makuru 6. Politike y'uburezi n'uko yubahirizwa; 7. Politike ngenderwaho ya Leta yo kwemerwa, gukwiza iby'ingenzi m'uburezi, kugenzurwa

	kw'ishuri, no kureba amasomo atangwa ko ariyo; 8. Ibireba itangwa ry'impamyabumenyi mu mashuri makuru; 9. Politiki yerekeye uburyo abanyeshuri bakirwa kwinjira mw'ishuri; 10. Politiki yerekeye Uburyo abakozi bashyirwa mu mirimo n'uko batezwa imbere; 11. Politiki yerekeye Imyigire, imyigishirije, n'uburyo bwo kubaza; 12. Politiki yerekeye Uburinganire n'ubumenyi butandukanye mu myigire 13. Inzira zikoreshwa mu gutanga infashanyigisho na porogaramu 14. Amabwiriza ngenderwaho yo kwemera by'agateganyo ishuri ry'igenga 15. Inyandiko igaragaza ubushobozi, uruhari n'inshingano, z'ishuri rikuru Icyitonderwa: ibi byose wabibona ku rubuga rw'Inama Nkuru y'Uburezi, www.highereducationcouncil.org, no ku rubuga: Amategeko.net : www.amategeko.net

3. Ubwoko bwa serivisi: Gutanga agaciro (Equivalency) ku Impanyabumenyi zo mu mahanga

Serivisi ni iyihe itangwa? **Uwemerewe**	Gutanga agaciro impamyabumenyi zivuye hanze y'Igihugu Ibigo by'amashuri makuru, abanyeshuri, Inzego za Leta, Abaterankunga, n'Abikorera ku giti cyabo
Ishami ubarizamo	Ishami ry'uburezi bufite ireme
Ni ryari ubona serivisi?	Guhera kuwa mbere saa moya (7h00) za mugitondo kugeza kuwa kane saa kumi n'imwe (17h00) z'igicamunsi Kuwa gatanu nuguhera saa moya (7h00) za mugitondo kugeza saa sita (12h00) z'amanywa
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ukwezi, Icyumweru, cyangwa Iminsi 2, bitewe n'urwego ikigo gisaba kirimo. Gusaba guha agaciro impamyabumenyi: bishobora gufata, ukwezi, icyumwu, iminsi 2 bitewe n'urwego Ikigo kiriho. Ikigo gitanga Impamyabushobozi y'ikiciro cya kabiri cya kaminuza kigomba kugaragariza Inama Nkuru y'Uburezi agaciro k'inzandiko z'ishuri batanga, bikaba byashobora gutebuka cyangwa bigatinda bitewe n'aho Ikigo giherereye
Niba serivisi yishyurwa, igiciro ni ikihe?	1,000 RWF gusa atangwa kugira ngo impamyabushobozi ihabwe agaciro
Ni ibihe ibyangombwa bisabwa kugira ngo uyihabwe?	- Inyandiko ibisaba - Urwego kaminuza iriho n'amategeko ayijyenga - Purogaramu zitangwa n'icyo kigo - Amabwirizwa nginderwaho y'ikigo - Ibyangombwa by'umwimerere: dipolome, n'uko yagiye atsinda buri mwaka
Binyura mu zihe nzira	Umuntu ku giti cye asabwa ibi bikurikira:

kugirango uyihabwe?	- Inyandiko isaba yandikiwe Umuyobozi Nshingwabikorwa
	- Kopi ziriho umukono wa noteri:
	  impamyabushobozi
	  Indangamanota
	- Inyemezabwishyu 1,000 RWF yatanzwe mu kigo cy'imisoro n'amahoro
	- kopi y'indangamuntu

Ni izihe zindi nzego bisaba kunyuramo mbere yo kuza ku nama nkuru y'uburezi?	Ikigo cy'Imisoro n'Amahoro : Kwishyura 1,000 RWF
Ese hari uburyo bwo kenganurwa mu gihe udahawe serivisi?	Gusaba kurenganurwa binyuzwa ku Muyobozi w'Ishami rishinzwe Ireme ry'Uburezi, iyo utanyuzwe ureba Umuyobozi Nshingwabikorwa wa HEC; waba utanyuzwe ukegera Minisitiri w'Uburezi
Hari ibindi by'ingenzi bikenewe kumenywa kugirango ubone iyo serivisi?	Wasura urubuga rw'inama nkuru y'uburezi: www.highereducationcouncil.org, ushaka ibisobanuro by'isumbuyeho wahamagara kuri telefoni zikurikira: Tel. +250 788309022, +250 788506161, +250 785701724, +250 788531122 mu masaha y'akazi.
Impapuro zuzuzwa	Impapuro ngenderwaho yuzuzwa ziboneka kuri: www.highereducationcouncil.org.
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi?	1. Itegeko nomero 20/2005 ryo kuwa 20/10/2005 rigaragaza imiterere n'imikorere y'uburezi bw'amashuri makuru 2. Itegeko nomero 23/2006 ryo kuwa 28/04/2006 rigena imikorere y'inama nkuru y'uburezi 3. Iteka rya perezida nomero 51/01 ryo kuwa 13/07/2010 rishyiraho ireme ry'uburezi butangwa n'amashuri makuru na za kaminuza 4. Amabwiriza rusange agenga amasomo 5. Ubumenyi uruangizanya n'ukuntu butangwa bijyanye n'ireme ry'uburezi n'ibipimo ngenderwaho

	by'uburezi bw'amashuri makuru 6. Politike y'uburezi n'uko yubahirizwa; 7. Politike ngenderwaho ya Leta yo kwemerwa, gukwiza iby'ingenzi m'uburezi, kugenzurwa kw'ishuri, no kureba amasomo atangwa ko ariyo; 8. Ibireba itangwa ry'impamyabumenyi mu mashuri makuru; 9. Politiki yerekeye uburyo abanyeshuri bakirwa kwinjira mw'ishuri; 10. Politiki yerekeye Uburyo abakozi bashyirwa mu mirimo n'uko batezwa imbere; 11. Politiki yerekeye Imyigire, imyigishirije, n'uburyo bwo kubaza; 12. Politiki yerekeye Uburinganire n'ubumenyi butandukanye mu myigire 13. Inzira zikoreshwa mu gutanga infashanyigisho na porogaramu 14. Amabwiriza ngenderwaho yo kwemera by'agateganyo ishuri ry'igenga 15. Inyandiko igaragaza ubushobozi, uruhari n'inshingano, z'ishuri rikuru Icyitonderwa: ibi byose wabibona ku rubuga rw'Inama Nkuru y'Uburezi, www.highereducationcouncil.org, no ku rubuga: Amategeko.net : www.amategeko.net

Byemejwe na **Prof. Geoffrey RUGEGE**

Umuyobozi Nshingwabikorwa wa HEC

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