RWANDA POLYTECHNIC

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CALL FOR APPLICATIONS FOR THE POSTGRADUATE DIPLOMA IN TECHNICAL TEACHER EDUCATION (PGD-TTE)

ACADEMIC YEAR 2026-2027

Rwanda Polytechnic (RP), through the Rwanda TVET Trainer Institute (RTTI), would like to inform all interested candidates that applications for the **Postgraduate Diploma in Technical Teacher Education (PGD-TTE)** for the Academic Year 2026-2027 is open. The program runs for 12 months (1 academic year), and is delivered through flexible blended learning. The application will start from **10th to 22nd November 2026** through the following link: https://mis.rp.ac.rw/applications

Eligible applicants: Academic staff members from RP colleges; trainers and managers of TVET schools; qualified private and self-sponsored TVET practitioners; and aspiring TVET trainers. The call is open to both in-service and pre-service applicants.

Applicants must meet the following requirements:

1. Hold a Bachelor's degree in engineering or technical field.
2. Submit the academic transcripts.
3. Submit an up-to-date Curriculum Vitae (CV).
4. Submit a current employer recommendation letter (required for employed applicants only).
5. Provide a copy of National ID or a valid passport.
6. Provide a passport-size photo.
7. Provide an equivalence certificate, where applicable.
8. Pay a non-refundable application fee of RWF 10,000.

Note:

- Admission is competitive and merit-based.
- Bachelor's degree should be notarized.
- Names on the certificates and other documents must match the Rwandan national identification (ID) or the passport.
- Late or incomplete applications will not be considered.
- A confirmation email will be sent to the applicant's email address upon successful submission. If no confirmation email is received, the application has not been completed successfully and must be re-submitted.
- Successful candidates will be notified and guided on registration and orientation.
- The program details, format and size limit for the required documents (Annex 1) and the steps for application (Annex 2) are detailed in the attached annexes.

Done at Kigali, on 09th November 2026

Digitally signed by RP(DVC ARIA)

Dipl.–Ing. Ephrem MUSONERA
Deputy Vice-Chancellor – ARIA, Rwanda Polytechnic

Annex 1: PROGRAMME DETAILS AND REQUIRED DOCUMENTS

Table 1: Programme details

Programme	Postgraduate Diploma in Technical Teacher Education (PGD-TTE)
Institution	Rwanda Polytechnic through the Rwanda TVET Trainer Institute (RTTI)
Academic year	2026-2027
Duration	**Full-time:** 2 consecutive semesters (1 academic year)
Mode of delivery	Flexible blended learning
Programme structure	Modular approach (135 credits), delivered module by module
Principal place of delivery	Face-to-face sessions: Kigali – Kicukiro - RTTI Building.
Tuition fee	a. **Tuition:** RWF 1,350,000 per student b. **Mandatory non-refundable administrative fees** (payable once at registration): • Application**:**10,000 RWF • Registration: 75,000 RWF • Student identification: 3,000 RWF • Insurance/student welfare: 2,000 RWF

Table 2: Required documents and payment checklist

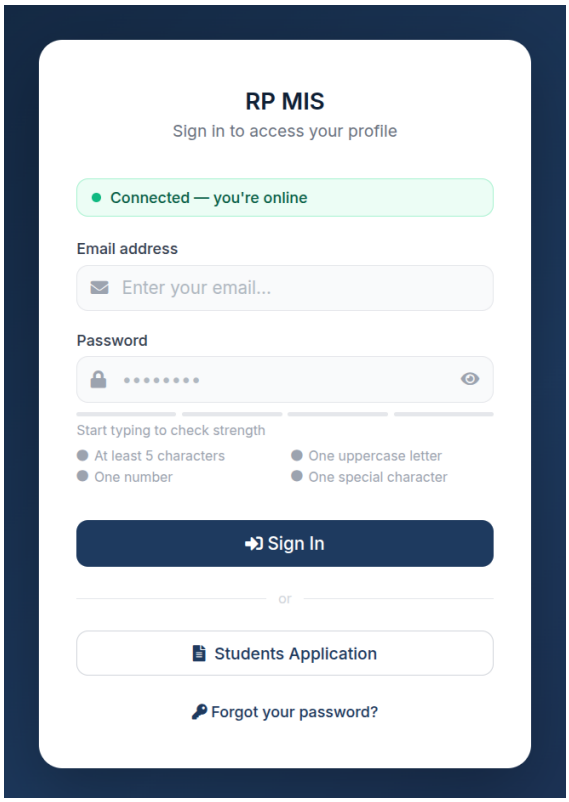
Item / document	Format and size limit	Status
Passport photo	JPG, PNG (max 2 MB)	Required
National ID / Passport	JPG, PNG (max 2 MB)	Required
Bachelor's degree and academic transcripts	PDF (max 2 MB)	Required
Curriculum Vitae (CV)	PDF (max 2 MB)	Required
Current employer recommendation letter	PDF (max 2 MB)	Where applicable
Equivalence certificate	PDF (max 2 MB)	Where applicable
Application fee payment (RWF 10,000)	MoMo / SchoolGear SMS confirmation	Required

Annex 2: GUIDELINES AND PROCEDURES FOR ONLINE APPLICATION

Application is done online through the link https://mis.rp.ac.rw/applications and outlined steps.

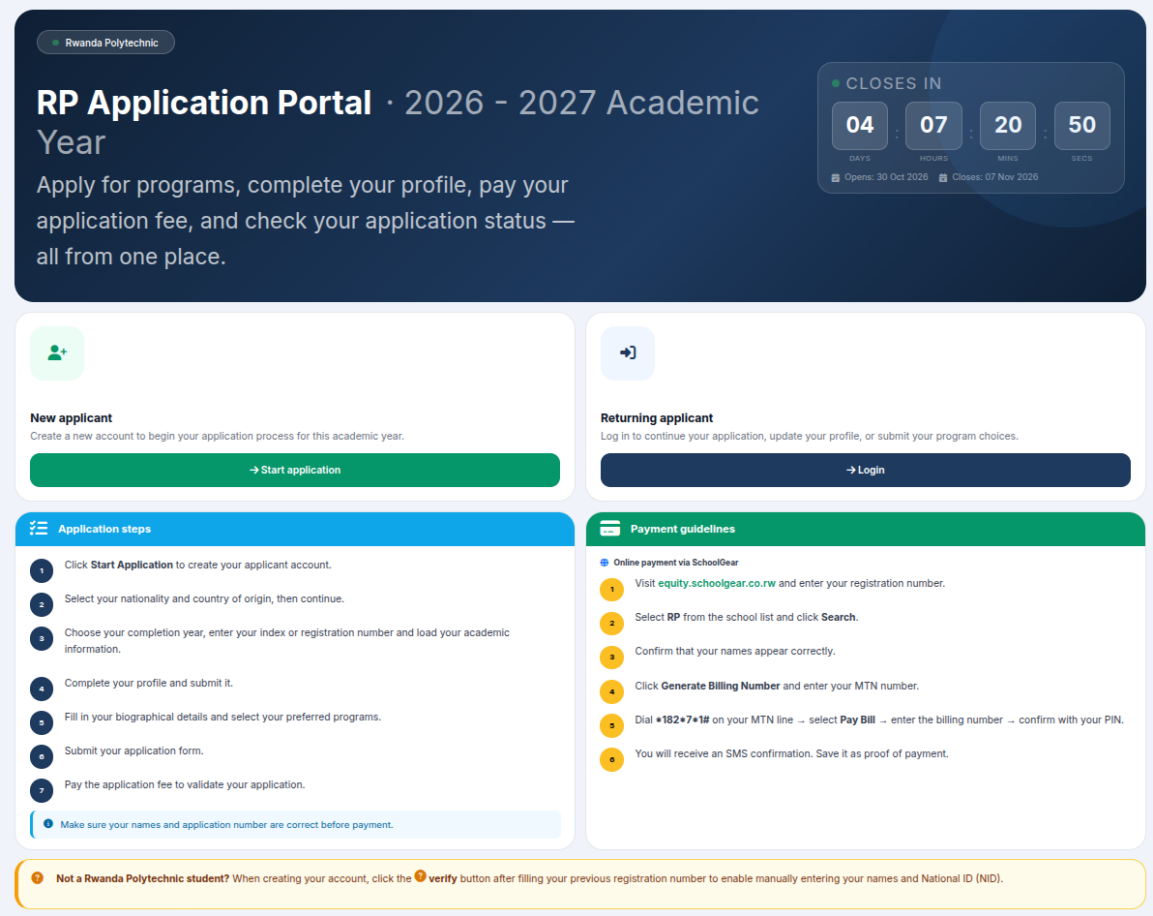
Step 1: Applicants access RP MIS and log in using their active e-mail address and password.

- Navigate to the official RP MIS portal (https://mis.rp.ac.rw) and check that the status indicator displays “Connected – you’re online”.
- Registered users: enter your registered email address and password, then click “Sign In”.
- New applicants: click the “Students Application” button at the bottom to access the application portal.
- Password recovery: click “Forgot your password?” if a reset is required.



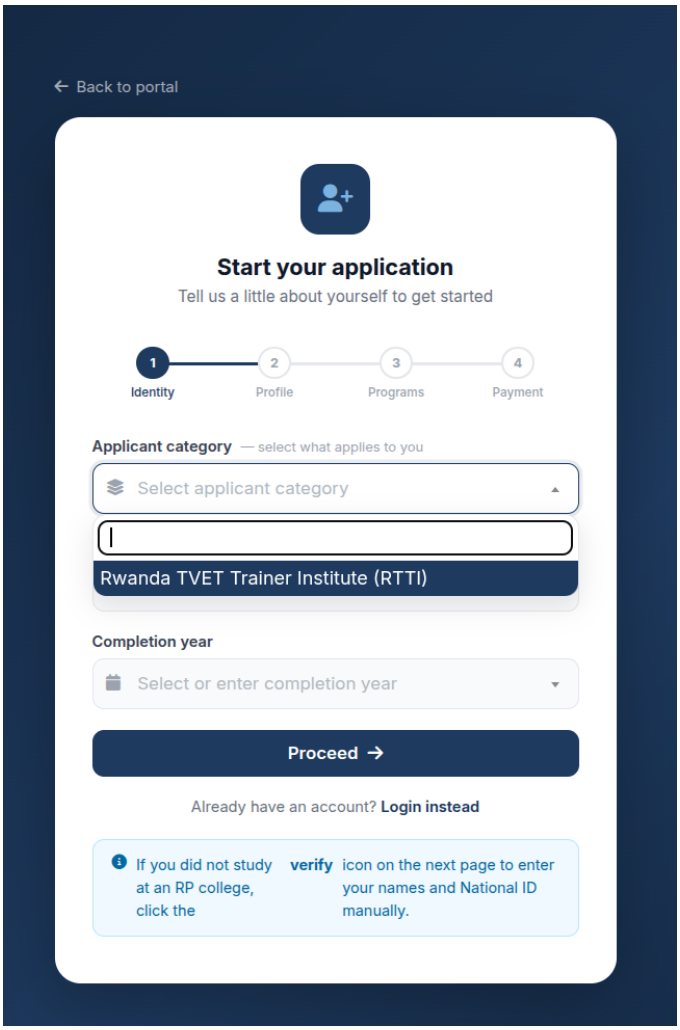
Step 2: Upon accessing the application portal, the applicant proceeds by clicking to start the application.

- Review the portal information, application deadline and countdown timer.
- New applicants: under “New applicant”, click the green “Start application” button.
- Returning applicants: click “Login” under “Returning applicant” to resume a draft application.
- Read the “Application steps” and “Payment guidelines” panels for submission instructions.



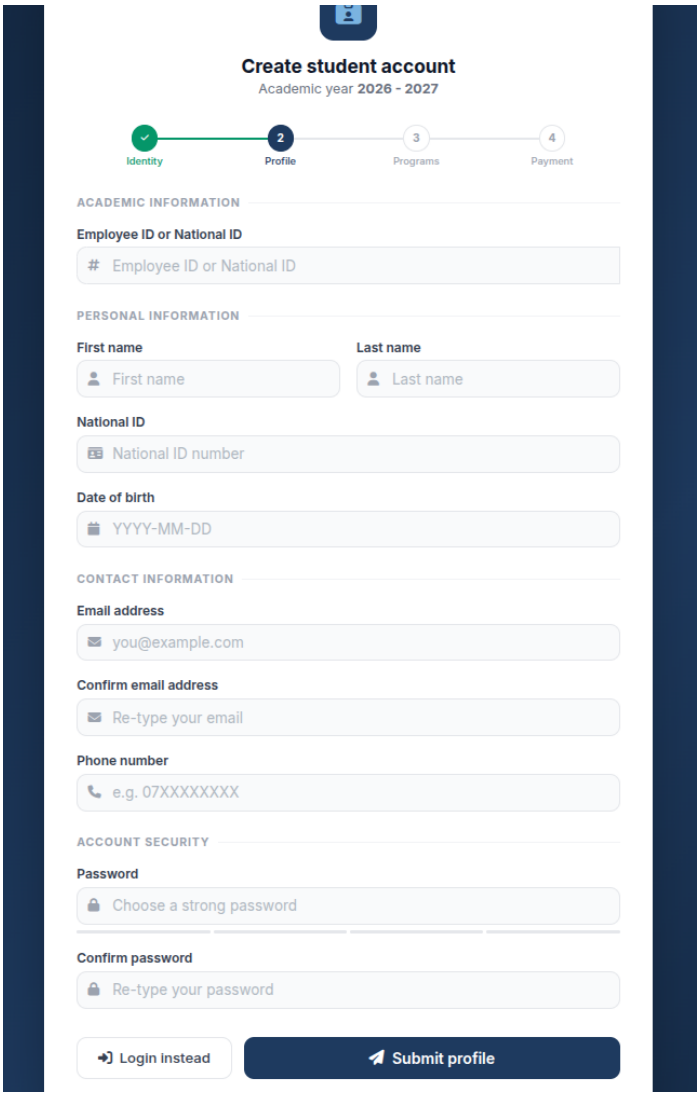
Step 3: The applicant starts the application by selecting the application category, then clicks on Proceed.

- On the Identity step, open the “Applicant category” dropdown and select “Rwanda TVET Trainer Institute (RTTI)”.
- Choose your country of origin (e.g. Rwanda).
- Enter or select your completion year.
- Click “Proceed” to advance to account setup.



Step 4: The applicant creates a student account.

- Academic information: enter your Employee ID or National ID.
- Personal information: enter first name, last name, National ID number and date of birth (YYYY-MM-DD).
- Contact information: enter your email address, confirm it, and provide your phone number (07XXXXXXXX).
- Account security: create and confirm a strong password.
- Click “Submit profile” to save your account credentials.

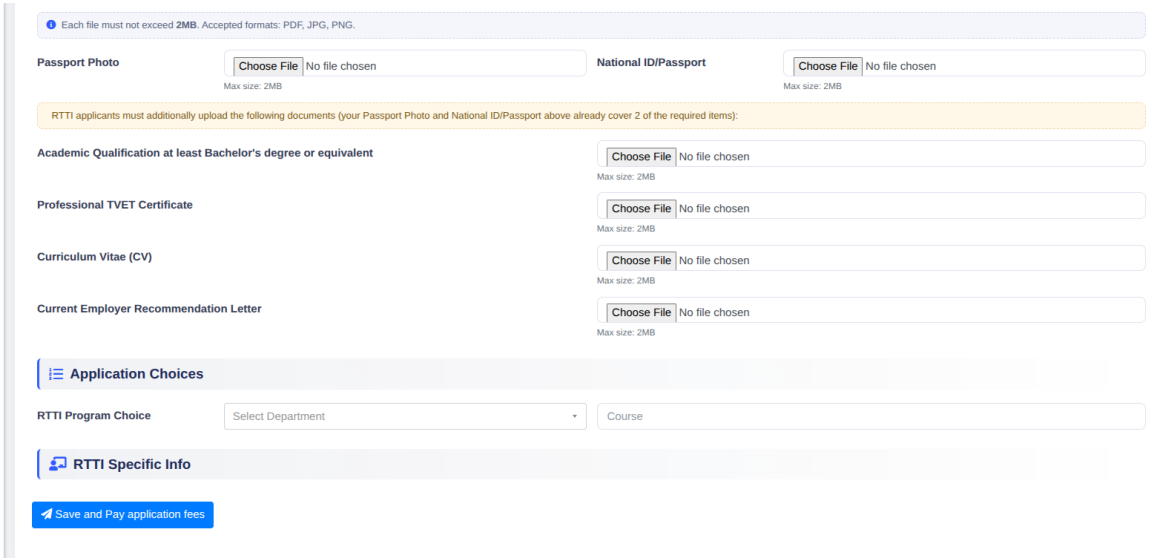


Step 5: The applicant completes the profile and location information.

- Log into your RP Student Portal and review the pre-filled "Primary Information".
- Select your gender, disability status and refugee status.
- Complete the location fields: province, district, sector, cell and village.
- Verify the "Past Academics" record (department, Employee ID, university attended and graduation year).

Step 6: The applicant uploads the required documents and selects the programme, then clicks Save and Pay application fees.

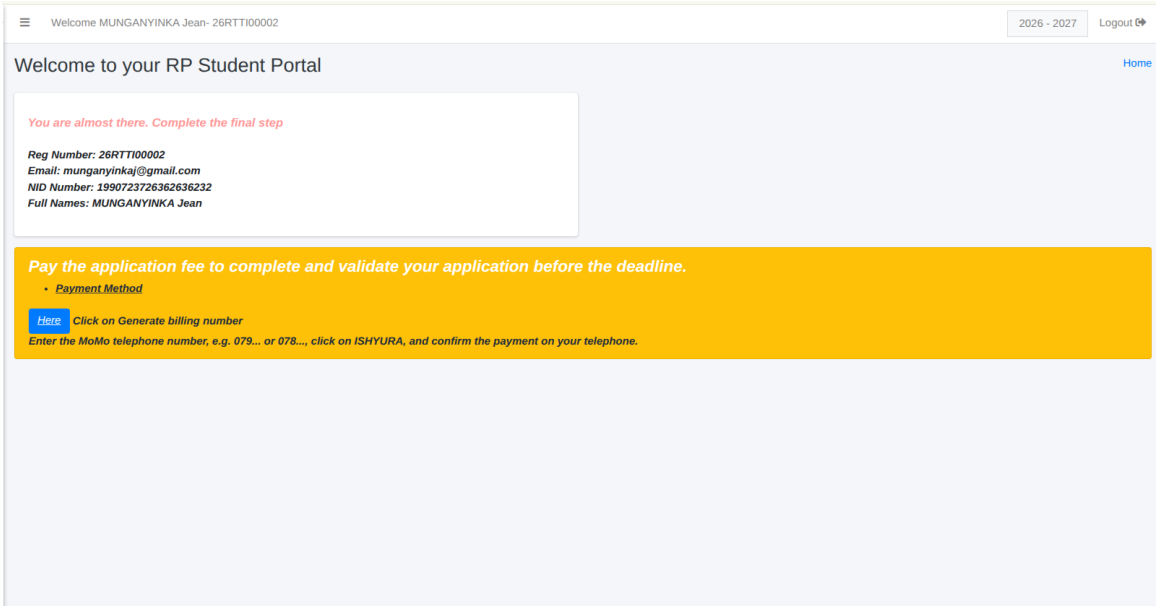
- Prepare the required documents (maximum 2 MB each; accepted formats: PDF, JPG, PNG).
- Upload the passport photo and the National ID/Passport.
- Upload the academic qualification (at least a Bachelor's degree or equivalent).
- Upload the Curriculum Vitae (CV) and the employer recommendation letter (employed applicants only).
- Under "Application Choices", select your RTTI programme (department and course), then click "Save and Pay application fees".



Step 7: Payment of the application fee (RWF 10,000).

This is done using one of the following methods:

- Note your registration number (e.g. 26RTTI00002), email, National ID and full names.
- **Method 1 – Billing number:** click the blue "Here" button to generate your billing number.
- **Method 2 – Web payment (SchoolGear):** visit equity.schoolgear.co.rw, enter your registration number, select "RP", generate the billing number and complete the MTN Mobile Money payment.
- **Method 3 – MTN Mobile Money USSD:** dial *182*7*1#, select "Pay Bill", enter the billing number and confirm with your MoMo PIN.
- Keep the SMS confirmation as official proof of payment.



Step 8: Application status verification and final confirmation.

- Return to the RP Student Portal after completing payment.
- Confirm that the banner shows the green “Successful Application” message.
- Review your registration number, Employee ID and programme choice.
- Verify the status of your uploaded documents.
- Ensure the confirmation message “Your application was received by RTTI Admission Team” is displayed.

Note: After a successful application, a confirmation email is sent to the e-mail address provided during account creation. Only complete and successful applications will be received and considered by the RTTI admission team.

