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# STUDENT HANDBOOK

## 2018 - 2021

Revised 2018

This handbook gives an overview of the rules and regulations for the students while they are on campus for the compliance of the policies of Seventh-day Adventist Higher Learning Institutions.

SEPTEMBER 2018

## **LIST OF APPENDICES**

Appendix 1 : Student pledge

Appendix 2 : Sexual harassment policy

Appendix 3 : Format for the preparation of disciplinary hearings

## **Welcoming Note**

Dear Student,

Thank you for becoming a student of Adventist University of Central Africa. This handbook is intended to provide the basic information which the student needs to have during the academic life. It defines the students' role, rights, privileges and parameters. It is therefore the advantage to the student to study it and acquaint themselves with its contents right from the beginning before they get too busy with class assignments. Moreover, it forms the pivot upon which all other activities on this campus revolve. However, regulations stated herein are under continuous review by the University Administration, changes and amendments take effect upon being announced on campus.

AUCA is owned and funded by the Seventh-day Adventist Church. As a church, we believe that true education is one which affects the total person by developing their spiritual, intellectual, physical and social faculties. It is hoped, therefore, that students will take advantage of excellent environment and facilities to develop each of these areas. The administration, faculty, and staff are prepared to guide you to reach your maximum potential.

It is our hope that your stay here will be a pleasant one and a most rewarding experience.

For Administration, Faculty and Staff

## TABLE OF CONTENTS

LIST OF APPENDICES.....	i
CHAPTER I.....	1
INTRODUCTION .....	1
A Brief History of AUCA.....	1
Philosophy, Vision & Mission.....	1
CHAPTER II .....	3
STUDENTS' RIGHTS, PRIVILEGES AND RESPONSIBILITIES .....	3
Recognition.....	3
CHAPTER III.....	6
SPIRITUAL LIFE .....	6
Christian Atmosphere.....	6
Sabbath Celebration.....	6
Personal Devotions .....	7
Chapel Period/General Assembly.....	7
Week of Spiritual Emphasis.....	7
Student Sabbath .....	7
Campus Ministries and Outreach Activities .....	7
CHAPTER IV.....	8
ABSENCES.....	8
Kinds of Absences .....	8
Lateness.....	8
Handling Absences (Revised in 2017).....	8
Conduct Grading System:.....	8
CHAPTER V .....	9
OFF CAMPUS LEAVE .....	9
Leave Limitations .....	9
Group Activities Held Off Campus .....	9
Extra-curricular Activities Organized By the University .....	10
Community Work .....	10
CHAPTER VI.....	11
STUDENT SERVICES .....	11
Academic Information .....	11
Student Savings.....	11
Mail.....	11
Library Services .....	11
Internet Services.....	11
Counseling Services.....	11
Medical Insurance and First Aid Services .....	11
Lost and Found Items.....	12
CHAPTER VII.....	13

FINANCIAL AID AND COMMUNITY SERVICE CENTRE.....	13
Genuinely Needy Student Aid Fund.....	13
Student Labour Programme .....	13
Student Financing Agency for Rwanda (SFAR) Scholarship.....	14
Canvassing .....	14
SOCIAL LIFE .....	15
Association between Men and Women.....	15
Marriages .....	15
Social Gatherings and Celebrations .....	15
Entertainment and Recreational Activities .....	15
CDS, DVDS, and Video Tapes.....	16
Television set use .....	16
CHAPTER IX.....	17
STUDENT CONDUCT, AND CORRECTIVE PROCEDURES .....	17
Philosophy.....	17
Student Demonstrations .....	17
Off Campus Responsibility.....	17
Academic Integrity.....	18
Corrective Disciplinary Measures.....	19
Disciplinary Committee: Rules of Procedure .....	20
Power of Disciplinary Committee .....	21
Appeals on Disciplinary Action.....	21
CHAPTER X .....	22
STUDENT DECORUM .....	22
Dress Standards.....	22
CHAPTER XI.....	23
STUDENT ORGANISATION .....	23
Student Associations.....	23
Criteria for Student Government (SG) Leadership.....	23
Campus Clubs .....	23
National Groups .....	24
Sponsors.....	24
Student Office Qualifications .....	24
CHAPTER XII.....	25
GENERAL REGULATIONS.....	25
Students' Presence on Campus .....	25
Conservation of Limited Resources.....	25
Posting of hoardings and Sign Posts.....	25
Off campus students attendance at University meetings .....	25
Vehicles.....	25
Property Damage and Loss .....	25
Complaints .....	25
Fire Equipment.....	25

Policy Statement on Alcohol Abuse and Illicit Drugs .....	26
Inconclusiveness of the Codes of Conduct .....	26
University Prerogative .....	26
APPENDIX 2.....	28
SEXUAL HARASSMENT POLICY .....	28
APPENDIX 3.....	30
FORMAT FOR THE PREPARATION FOR DISCIPLINARY HEARINGS.....	30
NGOMA ADVENTIST COLLEGE OF HEALTH SCIENCES.....	31
RULES AND REGULATIONS IN BOARDING.....	31
REFERENCES .....	37

# CHAPTER I

## INTRODUCTION

### A Brief History of AUCA

The Adventist University of Central Africa was founded in 1978 but it officially opened its doors in October 1984. It was then situated in Mudende, in the former Mutura Commune, Gisenyi Prefecture. In 1994, right before the genocide, the University had 7 faculties. However, following the genocide of 1994, AUCA suspended its activities until May 7, 1996 when it reopened its doors on the new temporary campus of Gishushu, in Kigali City. From that time on, the University could only run three faculties out of seven: Business Administration with two concentrations (Accounting and Information Management), Education, and Theology.

Today, the University has a main campus at Masoro, Ndera Sector, Gasabo District, Kigali City, a second campus at Gishushu, Remera Sector, Gasabo District, Kigali City, for the Science and Technology Centre for students in the School of Science and Information Technology, evening students, and the Master's programme, and a third campus at Ngoma, Karongi District, Western Province, for the School of Nursing and Midwifery.

### Philosophy, Vision & Mission

#### Philosophy

The Adventist University of Central Africa (AUCA) is a Seventh-day Adventist Institution of Higher Learning which adopts a philosophy of operation based on the Seventh-day Adventist Church worldview. This holds that God is the Creator and Sustainer of the universe and the source of true knowledge. The entrance of sin caused man's alienation from God, therefore the restoration of the relation between man and his God is the main aim of the Adventist Christian Education that leads students to discover and understand the truth through critical thinking. According to Ellen G. White true education is:

To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized-This was to be the work of redemption. This is the object of education, the great object of life (White, 1952, p.12)

#### Vision

The Adventist University of Central Africa (AUCA) is to be a centre of excellence in undergraduate and graduate programmes. Quality shall be the hallmark of all its undertakings including research and service delivery to its students, faculty, staff and the community at large.

#### Mission

The Adventist University of Central Africa is committed to provide Christ-centred, quality education founded on a holistic approach that prepares people for the service of this life and the life to come.

**Student Pledge**

All students who apply and are accepted to be part of the University community and student body thereby pledge themselves to uphold the rules and regulations of the University as outlined in this handbook. Students who do not respect their commitment to the unique character of AUCA will face disciplinary measures.



## **CHAPTER II**

### **STUDENTS' RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

#### **Recognition**

AUCA recognizes both rights and responsibilities of each member of the University community. These students' rights and responsibilities are expressed in, but not limited to, the policies discussed in this section of the handbook. It is the responsibility of the Dean of Students to ensure that student rights are upheld. Students indicate their willingness to comply with these policies by their enrolment at AUCA.

#### **AUCA students have the right to a learning environment that is conducive to full human development.**

This primary principle of the University experience is the foundation of all other rights and responsibilities, all policies and procedures, and all administrative decisions concerning the conduct and behaviour of the members of the University community. Due to the nature of AUCA as a private Christian Seventy-day Adventist institution, our perspective on this principle, and our interpretations of the rights and responsibilities of this principle guarantees may differ from the perspective and interpretation of other educational entities.

The Adventist heritage of AUCA, our stated objectives and mission, our recognition of both individual and community needs, and our understanding of civil law, all play an important role in our interpretation of fundamental rights. The administration recognizes the necessity, and reserves the right to review these interpretations from time to time. We want students to be part of that refinement process and we welcome their input.

The right to a learning environment conducive to the fullest human development entails many additional rights that will be described in more detail throughout this section of the handbook.

#### **AUCA students have the right to be spiritually nurtured.**

AUCA is a community of faith as well as a community of learning. We want to engage the spirit and educate the mind of every student. While we know that spiritual experience cannot be forced, we also recognize the importance of a Christian life that is meaningful, stimulating, and rich. It is the desire to share this kind of life with AUCA students that prompts us to require the students attendance for religion classes and to be present when the University community worships together.

Providing programmes conducive to academic and spiritual growth is the reason AUCA exists. As a community of faith and learning, certain cognitive and spiritual disciplines are required. This includes attendance of Biblical religion related classes as part of the academic curriculum and worship attendance as part of the extracurricular development programme of the campus.

With the support and the encouragement of the community of faith, each student has the opportunity to experience personal growth and spiritual development.

**AUCA students have the right to appropriate, affirming and respectful behaviour in their personal interactions with other members of the University community.**

Disrespectful actions, regardless of the degree of severity, are not acceptable and are considered out of place on campus. These actions include those based on racial, cultural, religious, gender, age or ability differences. High standards of taste and decency are held on the AUCA campus. Therefore, acts of dishonesty, and immoral, disorderly, indecent or obscene conduct, as expressed in language, actions or personal appearance, as well as public expression of intimacy, violate this right, and therefore is not acceptable behaviour.

**AUCA students have the right to compete on a fair and equal basis for appropriate academic recognition.**

We believe this right precludes such behaviour as cheating, plagiarism and other acts of academic dishonesty.

**AUCA Students have the right to an environment that promotes and protects personal welfare and safety.**

University life requires a high level of alertness and mental fitness. We encourage our students to take time off their busy schedules for sufficient rest and exercise. To maintain a healthy diet, the campus food service provides nutritionally balanced meals. We also believe this right demands a drug, alcohol, and tobacco free environment. In accordance with this belief, we maintain policies that support this environment. Other behaviours that violate this right include physical, sexual, and emotional abuse, threatening and dangerous behaviour, breaking into a building, theft, and obstructing or disputing the study, work, social or religious life of others.

Students have the right to form, hold membership, and seek office in student organizations and clubs on campus that are appropriate to their academic, spiritual, social or cultural needs and interests, and that are consistent with the University rules, objectives, and mission.

AUCA is more than just an institution for academic instruction; it is also a place where students prepare for leadership positions. Student government opportunities offer opportunities where leadership abilities can be refined and put into practice. The Dean of Students sees to it that the rights of membership along with the rights to develop leadership skills are available to every student who desires this experience. The top Student Association Officers must be chosen from different faculties to avoid discrimination of the minority faculty. This will be done every year; faculties will take turns for officers' office. The rest of the leaders can be chosen from any faculty, with respect to the students' ability and gender representation.

**AUCA Students have the right to freely express their opinions, beliefs and experiences without fear of reprisal.**

The policy created to support this right is intended to encourage responsible citizenship, acceptable models of public expression and the principle of respectful disagreement. Intimidating a fellow student or group of students because of expression of his/her or their opinion is a violation of this right.

**AUCA students have the right to the confidentiality of information pertaining to some aspects of their private life.**

This policy is intended to safeguard students' right to privacy and confidentiality of some private information pertaining to their health, academic work, past personal history, and/or social life that may be

in the possession of AUCA employees. However, for some specific individual or institutions that has an interest in the students' life ( e.g. parent, guardian, sponsor, spouse, etc.), such information may be disclosed to those who are likely to use it for the good of the student, without placing the student in a position of embarrassment, disrespect or by lowering their reputation.

Confidentiality of some information, however may not apply where such is considered likely to lead to the violation of the rights of others or to the breaking of the law.

**AUCA students have the right to an environment which facilitates work and study, free from any form of harassment.**

AUCA students and employees should be aware that they are entitled to a studying and working environment free from any form of harassment.

**AUCA students have the right to impartial discipline regarding the violation of University policies.**

Within the guidelines of the University's discipline procedure, a committee of faculty and administrators will oversee the discipline of students who violate the rights and responsibilities outlined above. Every effort will be made to provide consistent, open, and fair discipline that will encourage personal growth for the individual and to discourage further infraction of the University policy.

**AUCA students have the right to have their grievances handled with courtesy.**

A student who feels offended should first see the person concerned. If the matter is not settled at that level, the student can proceed to the next level. In any case, each student has the right to expect a courteous reception concerning any matter that is in the student's best interest.

**AUCA student have the right to appeal any disciplinary action taken against them.**

Any student who is not satisfied with the decision made by the disciplinary committee may write a letter of appeal to the Rector with a copy given to the Dean of Students. The student should state clearly the grounds of their appeal.

## **CHAPTER III**

### **SPIRITUAL LIFE**

#### **Christian Atmosphere**

AUCA is a Seventh-day Adventist Christian institution of higher learning. The seventh-day Adventist values will govern the behaviour of the University students. Therefore, worship is an integral part of student life.

#### **Sabbath Celebration**

As Seventh-day Adventist, we consider it a privilege to accept God's invitation found in the fourth commandment to "Remember the Sabbath day and to keep it holy".

In response, the University community celebrates the Sabbath from sunset Friday evening to sunset Saturday evening (Genesis 2:1-3, Exodus 20:8-11, Luke 4:16, 23:56, Acts 17:2) with very special joy in which every student is invited to share. It is a special time when students, faculty and staff fellowship together as one Christian family.

The seventh day of the week, the Holy Sabbath, has been given by God to man as a blessing. It is designed to give man a day of physical, mental, and spiritual rest. The Sabbath is a divine invitation to meet personally with God and to rest securely in His love and benevolence. During the Sabbath hours all secular activities are to be avoided, suspended, or put aside.

The following are some of the activities that are in harmony with the spirit of Sabbath observance:

- Attending religious services
- Enjoying Christian fellowship
- Playing or listening to Christian music
- Contemplation of the nature
- Reading inspirational books from the Bible, Christian biographies, church history, and church experience
- Group or individual walk
- Service to others, including individual and University sponsored outreach ministries.
- Visiting and caring for the sick, the lonely, and the elderly

Likewise, the following are some of the activities which are not in harmony with Sabbath observance:

- Listening to secular radio programmes
- Participating in or observing a sports function
- Studying for classes or reading secular materials
- Planning or entering into any business transaction, including the purchase of food
- Engaging in everyday secular activities such as laundry, sewing, ironing clothes, racing or participating in secular programmes

## **Personal Devotions**

While corporate worship is a vital part of one's spiritual experience, Christian living is dependent primarily on personal relationship with Jesus Christ. Therefore, in order to foster a growing relationship with God, every student is urged to spend time each day in Bible study, meditation, and prayer.

## **Chapel Period/General Assembly**

Students are required to attend a weekly a chapel programme which takes place at times as indicated at the beginning of each semester. During this programme, AUCA organizes spiritual, social, and academic programmes. However, even when the programme is academic or social in nature, it will start with a spiritual message. During this programme, attendance is recorded.

## **Week of Spiritual Emphasis**

Each semester, one week is devoted to spiritual enrichment.

## **Student Sabbath**

During the semester, each faculty will take charge of at least one Sabbath worship service. On this particular Sabbath all the students are encouraged to attend church at the University. Students in the assigned faculty use their talents to minister to the rest of the University community.

## **Campus Ministries and Outreach Activities**

The University makes provision for interested students to participate in the Spiritual life of the community. This includes involvement in evangelistic campaigns, branch Sabbath Schools, the Adventist Youth Organization, daily (morning or evening) prayer programmes, and a variety of Sabbath afternoon activities. Every student is encouraged to join and participate in the many opportunities for spiritual enrichment and growth.

## **CHAPTER IV**

### **ABSENCES**

All students are required to attend all religious services, general assembly, and any other meeting that may be announced by administration (Government meetings, Civil activities like “UMUGAND”, Co-curricular Activities like sports or other similar activities) until the last day of the semester. Persistent absenteeism from worship and other University appointments shall lead to the student’s withdrawal from the University.

### **Kinds of Absences**

There are three kinds of absences. Those that are authorized, those that are not, and those that result from sickness:

- An authorized absence is the one that is approved by the Dean of Students due to unavoidable motives;
- An unauthorized absence is one that results from a student absenting himself/herself from a required meeting
- Absence due to illness is the one that is justified by a certified medical doctor or verified by the Student Services department.

### **Lateness**

Lateness to any of the University programmes may be considered as an absence. Being late in class for more than 15 minutes will result in the exclusion from the class.

### **Handling Absences (Revised in 2017)**

Non-cleared absences in all required religious services, General Assembly and other meetings mentioned above will be handled through the following Conduct Grading System and reported on the Student’s Transcript each Semester under the following Conduct grading:

#### **Conduct Grading System:**

- 0 – 49: Unsatisfactory
- 50 – 59: Needs Improvement
- 60 – 69: Satisfactory
- 70 – 79: Good
- 80 – 89: Very good
- 90 – 100: Excellent

**Note:** • For each attendance, the student gets 5 marks/points.

• A student whose absences in a course reach 25% of the maximum attendance will be suspended from the course. Any grade he will have accumulated will be nullified.

## **CHAPTER V**

### **OFF CAMPUS LEAVE**

#### **Leave Limitations**

This is to inform all the students that:

- No leave will be allowed during the week of spiritual emphasis.
- A leave is only valid when it happens on the day it has been applied for.
- Leave Request Procedure must be followed.

Students are advised to:

- Get the leave forms from the Dean of Students' office.
- Have the required signatures.

Those who will miss classes must have the approval of the dean of faculty or heads of department before the Dean of Students sign.

A faculty member or student leader wishing to obtain approval for a group activity involving absences from the campus must submit a written request providing details of the activity, and a list of participating faculty and students to the following responsible persons:

- Vice Rector for Academic Affairs- class and other educational activities or any trips which may result in the absence from class.
- Dean of Students- all social trips where students are representing the University.
- The above officer will also submit information on approved off campus activities and participants to the Dean of Students.

Requests should be submitted seven days before departure, unless it is an emergency in which case two days may be acceptable.

#### **Group Activities Held Off Campus**

Permission to participate in University sponsored activities, and trips must be requested in writing at least 7 days prior to departure.

All such activities will need approval of the Administrative Committee and are to be under the University social and recreation committee and events management team. The expenses for the event are the responsibility of the host students unless agreed upon differently in the Administrative committee.

### **Extra-curricular Activities Organized By the University**

For group parties, tours, and other activities such as picnics, riding off campus, lectures, and concerts, students, faculty and staff who have to participate should be secured for the activities before the request is presented to the Administrative Committee.

The social and recreation committee must be approved by the Administrative Committee. Courtesy requires that immediate response be given to suggestions made by the chief of the event management team and the student leader in charge for social affairs in regard to conduct, hour of departure and return, and other needful suggestions.

The chief of the event management team has the responsibility of being informed of all preliminary arrangements, making certain that they are definite and explicit, and of meeting the group at the place designated. The chief of event management team and the student leader in charge for social affairs are expected to handle emergencies and deal with irregularities and to return the group at the hour planned.

Group activities on the Sabbath require special clearance by the Dean of Students.

### **Community Work**

All students are required to participate in community work which is organized by local authorities in conjunction with AUCA administration every last Sunday of the month. Participants have to pay for the attendance cards according to the price fixed by the local authorities. The student in charge for social affairs will be responsible for that activity under, supervision of the AUCA administration representative.



## **CHAPTER VI**

### **STUDENT SERVICES**

#### **Academic Information**

Every student is encouraged to secure from the office of the Registrar, the University bulletin where this is addressed in detail.

#### **Student Savings**

For the purpose of saving, a student can deposit extra tuition fees for future semesters. However, once fees are paid, they will not be withdrawn for personal use until a student decides to leave the school or finishes his studies.

#### **Mail**

Incoming mail is received through the office of the Student Association.

#### **Library Services**

Information about the Library is contained in the AUCA Academic Bulletin. Students are encouraged to secure a copy from the office of the Registrar.

#### **Internet Services**

Internet services are available on campus in the library of computer lab

#### **Counseling Services**

The AUCA Dean of Students serves as counselor to the students. The Church pastor can also be contacted for spiritual/social reasons. Students can contact the following services :

- When one is facing challenges with alcohol, drugs, etc. and want to overcome.
- General guidance and counseling services.

#### **Medical Insurance and First Aid Services**

This centre helps to provide any kind of first aid assistance when students experience a health problem before taking him or her to the health care institution. All students are required to have medical insurance. On the student's card there must be contacts to be called in case of emergency.

## **Career Advisory and Education Services**

When a student needs academic or career counseling, he is advised to meet the Career Advisor and be advised on:

- How a student can succeed with academic life.
- How a student can be an innovative in job creator.
- How to be competitive in the labour market.

Students can find information about what an employer is expecting from an employee. The centre also has information from reputable universities around the world.

## **Lost and Found Items**

All lost items should be returned to the Dean of Students' Office. Inquiries regarding lost items should be directed to this office.

## **CHAPTER VII**

### **FINANCIAL AID AND COMMUNITY SERVICE CENTRE**

The student Financial Aid Programme at the Adventist University of Central Africa has been developed to assist the genuine needy students registered at the University. The funds are limited. However, every effort is being made to encourage the alumni and friends of AUCA to contribute to this Financial Aid Programme. Currently, the Student Financial Aid Programmes are as follows:

#### **Genuinely Needy Student Aid Fund**

This fund was established by the University to benefit the constituent needy students already enrolled in the University. When funds are available, the Dean of Students announces the period during which students can apply.

Application forms and other information can be obtained from the office of the Dean of Students or the Chaplaincy's office. The completed application should reach the Office of the Dean of Students by the date announced by the Administrative Committee. The forms reaching later than the deadline will be automatically disqualified. The aid will be granted twice a year, once a semester.

As financial assistance from the needy and worthy fund is targeted at needy and worthy students, applicants should attach the following documents to their applications:

- A copy of the applicants' most recent financial statement.
- Latest certified passport size photograph.
- Proof that the applicant is registered as a student.
- Has been enrolled in the University for at least one semester (transcript needed).
- A recommendation from the student in charge of social affairs.

#### **Student Labour Programme**

Through this programme, AUCA provides financial assistance to needy students through the student labour assistance programme. However, it should be noted that it is not possible for students in need to wholly rely on work-study opportunities to meet all their financial obligations to the University.

By working hard, student can expect to earn up to one fourth of their tuition fees each semester. Application for work the programme should be made through the business manager's office or the student labour coordinator.

Applicants should attach the following documents to their application:

- Latest cumulative average of at least 14/20.
- Most recent passport photo.
- Application letter to the Chairperson of Student Labour Committee.

In addition, the applicant needs to fulfill the following primary criteria:

- He must show evidence of being a needy student.
- He should be prepared to work for:
  - 20 hours per week if the student is registered for 15-18 credits/semester.
  - 30 hours per week if the student is registered for 11-14 credits/semester.

-40 hours per week if the student is registered for 8-10 credits/semester.  
- Note: 19 credits and above. No eligibility for student labour.

- Student can only work in approved areas.
- Must be a constituency student.
- The student must be a self-sponsored student.

### **Student Financing Agency for Rwanda (SFAR) Scholarship**

The scholarship is granted by the government of Rwanda to help the needy students who have financial problems to pay their tuition fees. Allocation is made by the Administrative Committee. This financial aid is given to the neediest students who demonstrate academic excellence. The student must have been enrolled at AUCA for at least one semester. The seniority of the student will be taken in to consideration.

Applicants should attach the following documents to their application:

- Latest grade transcript which shows the cumulative mean;
- Most recent passport photo.
- A letter of recommendation from the Executive Secretary at Sector Level showing that the student is needy.
- A letter from the office of the student's religious affiliation leader (Muslim, Christian, etc.) as a testimony of the student's financial need.

### **Canvassing**

Students can obtain a substantial amount of school fees by engaging in the SDA Literature Evangelist Ministry during the holidays (particularly after the second semester). This can be done in Rwanda, in the territory of Eastern Africa Division (ECD), and even outside, especially in some European countries such as Norway, Denmark, and Sweden. Interested students should see the Church Pastor for more information.

### **Student Recruitment Campaign**

For a new student recruited by the current student, one free credit is expensed to the current student for that semester. For modalities and more information, students must see the Director for Admission and Academic records (Registrar).

### **Community Service Centre**

A community services centre will shortly be established on the campus to assist students and off campus needy people in the community surrounding the University in terms of clothing and feeding.

## **CHAPTER VIII**

### **SOCIAL LIFE**

#### **Association between Men and Women**

The Adventist University of Central Africa is a co-educational institution where wholesome association contributes to the student's social development. Young men and women should associate in ways which will respect each other's personhood. Special intimacy should be left until the time as one is ready to make a serious marriage oriented commitment.

Students who do not demonstrate self-respect and self-restraint in matters of affection will be subject to disciplinary action. Therefore, public display of affection between members of the opposite sex is forbidden.

Unbecoming behaviour between young men and women such as sitting or standing in isolated or suspicious spots is forbidden. In the evening, except for worship hours, students are expected to be only in the library or lecture rooms. The University encourages the type of social relationships in which persons find their social needs met through relationship of general nature, rather than through one specialized relationship in which one calls out the affections of another at time when that would be inappropriate.

#### **Marriages**

In order for the students to give first priority to concentration studies and academic success, the University does not encourage marriages during the time of exams (Revised, 2017).

#### **Social Gatherings and Celebrations**

Students wishing to hold social gatherings or celebrations other than small private parties, such as a birthday or farewell party, must comply with the following regulations:

- A staff member chosen by the students should attend the event;
- The request for a party, accompanied with the list of the invitees, should receive the approval of the Dean of Students one week before the event;
- The celebration must conform to the standards of the Seventh-day Adventist Church;
- Such a celebration must not interfere with the programme of the University nor be in conflict with any rule or regulation in this handbook.

#### **Entertainment and Recreational Activities**

The entertainment coordinator plans periodic social activities which are normally held on Friday and Sunday afternoons. Attendance at these activities is encouraged.

Sports equipment is available to students through the Student Association's secretary for sports. Students are encouraged to participate in both planned and spontaneous sports and recreational activities for physical health, relaxation, and social interaction. However, involvement in sporting activities should not take precedence over academic and spiritual activities.

While competition is discouraged, a healthy drive for excellence is encouraged. Inter-scholastic sports is not part of AUCA's extra-curricular activities. However, with prior approval by the Dean of Students, occasional friendly matches may be allowed. On Friday, sporting activities should not go beyond 4:30 PM.

### **CDS, DVDS, and Video Tapes**

Education recognizes that a motion picture is one of the most powerful teaching tools available to education. Motion pictures are powerful tools to formulate or change attitudes. In addition to learning and attitudinal change, a motion picture can provide relaxation and entertainment. Therefore, the use of indecent, profane and debased language, appearance, music, CDs, VCDs, DVDs, films, pornographic materials, and other related technological devices, are strictly prohibited.

All four principles of learning, attitude formation, relaxation, and entertainment, when rightly applied, are important to the physical and mental makeup of mankind. However, it is also recognized that motion pictures wrongly used can brainwash and degrade man's mentality and spirituality. It is for this latter reason that motion picture content standards are subject to previewing on campus before being released for viewing.

Except for the purpose of teaching, approved clubs will need to make arrangements with the Dean of Students to watch a video.

### **Television set use**

Television sets located in the student centre will be operated by the Student Services Department.

### **Posters and Banners**

AUCA suggests that permission from the administration be discussed with the person responsible to put posters, banners, or other means of announcing information before they are posted inside and outside its premises.

## **CHAPTER IX**

### **STUDENT CONDUCT, AND CORRECTIVE PROCEDURES**

#### **Philosophy**

The ethics of Christianity demonstrates respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisors, University administrators, etc. AUCA is dedicated to upholding respect for civil law as well as for the principles of Christian development. Any misconduct may be judged not only by standards of legality and suitability, but also by its disruption of the normal functioning of the University.

Thus, it is recognized that some types of misconduct may constitute violation of both civil and University code, and actions may be taken by both the civil and University authorities. While enforcement of rules and regulations is of subsidiary concern to this institution, the primary concern is to maintain the integrity of its educational function by upholding the principles on which it was founded.

AUCA recognizes that its work, being educative and redemptive, involves a certain level of custodial function and it seeks to take these responsibilities seriously. It requires the students to seek to live by the principles of the scriptures given in such passages as Romans 12:2; 2 Corinthians 6:16-18; Philippians 4:8; and 1 Corinthians 10:31. Students who are committed to being Christian ladies and gentlemen should not find themselves in conflict with University expectations.

A student who through dress, appearance, conduct, or attitude shows unwillingness to comply with the expectations of the University as outlined in this handbook may be asked to withdraw from the University, and/or denied readmission for succeeding semesters.

#### **Student Demonstrations**

AUCA seeks to preserve and to encourage the rights of free conscience and expression within the framework of Christian conduct. In order to achieve this purpose, students and the student organization are encouraged to express any grievances by the Christian and democratic means through the available channels of communication.

There is a distinction between differences of opinion and activities directed to promoting actions of sabotage or undermining administrative policy. Therefore, advocating or urging action to bring about change of administrative policy at AUCA by mass meeting, procession, boycott, picketing or occupation of premises is categorically prohibited.

#### **Off Campus Responsibility**

Off campus misconduct may raise questions concerning the suitability of a student to be a member of the AUCA community. Students are expected to behave well whether on campus or off campus. It is the responsibility of every student to reflect the positive image of the University wherever they are. A negative report about a student's behaviour off campus may result in disciplinary action.

## Academic Integrity

There are guidelines and principles which govern University excellence and integrity. The first principle is honesty—a fundamental principle governing the life of a Christian. Any deviation from this standard, however small, is a serious compromise of Christian standards. The second principle is the value that the University places on the academic excellence of its students. When students leave the University, AUCA wants the world to know they are Adventist University graduates. This is only possible if students are completely honest and do all the assignments to the best of their ability while at the University. For this reason, the University disciplines students who show academic dishonesty in any form. Thus, the following measures have been put in place:

Any grade obtained in a fraudulent manner is not recognized. Thus, the student gets zero as grade for the course they cheated in. A student may either be withdrawn from the course or the student may be suspended from all courses for one semester or more. Each case will be examined individually.

Serious cases of cheating or fraud will result in a dismissal of the student by the administrative committee on recommendation of the disciplinary committee. Other measures may be applied according to individual cases.

The following acts are considered as academic dishonesty:

- **Cheating** through collaboration with another student by use of verbal or non-verbal communication during an examination.
- Using materials during an examination other than those specifically allowed by the teacher or the examination office (for details see examination policy);
- Copying from another student's examination answer booklet or showing a copy intentionally to another student during an examination;
- **Plagiarism** which involves misrepresenting as one's own original work, the ideas, interpretations or creative works of another. This includes published and unpublished documents, designs, music, images, photographs, or ideas gained through working in a group.

When a student submits an assignment for evaluation written by someone else as their own; it is considered intentional plagiarism. When a student presents another person's words, ideas, or data—including those from electronic sources- without proper documentation; it is considered as unintentional plagiarism.

To avoid plagiarism, students should acknowledge sources with references for:

- Direct quotes (also use quotation marks and reference the page number)
  - Information from several sources even paraphrased
  - Electronic media from any source, including the internet
  - An image/figure/table from someone else's work
1. **Misrepresentation** by documenting and referencing the source that does not exist or attributing incorrect or non-existent information to an existing source of information.



2. **Academic misconduct** by assisting another in acts of academic dishonesty (e.g., falsifying attendance records for class, general assembly, writing essays for someone else, changing or altering grades on an examination answer booklet or providing unauthorized course materials);
3. **Falsifying** official documents, forging the signature, the stamp for the University or other institutions is strictly unlawful.

### **Corrective Disciplinary Measures**

A disciplinary action is meant to correct the misbehaviour of the wrongdoer and to protect those whom it may affect. Depending on the offense, one or more of the following corrective measures will be taken:

- Verbal or written warning from any faculty member, Dean, or administrative officer.
- A warning in written form, from the disciplinary committee. For such cases, there will be restriction of privileges- e.g. no holding of any office in the student association, church, students' clubs, or any other student organization for a specific period of time.
- Dismissal or suspension:
  - Due to a single major offense or an accumulation of offenses.
  - May be for a definite or indefinite period of time.
  - If the suspension period is indefinite, the student can only re-enter the University by re-application.

The following are some of the offenses that could cause dismissal or suspension:

- Undermining the principles and objectives of the University.
- Participating in academic dishonesty such as cheating on tests.
- Using profane language.
- Displaying lewd conduct.
- Possessing obscene literature.
- Using or possessing narcotics or alcoholic beverages.
- Gambling in any form.
- Stealing or any form of deception.
- Displaying improper association with members of the opposite sex.
- Attending cinemas, dances, or other questionable places.
- Defying of authority and incitement of others to insubordination
- Showing disrespect to persons in authority.
- Persisting absence required functions.
- Willingly destroying University property
- Displaying dishonesty in reporting work time.
- Fighting and other forms of physical violence, or threat or intimidation.
- Sexual immorality.
- Addressing or convening unauthorized gatherings and incitement of students.
- Strike of any form.
- Organizing or participation in political activities on campus.
- Premarital pregnancy.
- Distorting or misrepresenting the image of the University or University leadership off or on campus.

**Note:** A drunk student shall not be allowed into the campus/classroom.

**Table 1: Violations of University policies and regulations with the corresponding correctives disciplinary measures**

No	Violation	Disciplinary measures
1	Undermining principles the and objectives of the University.	Suspension
2	Criminal arrest and conviction in a court of law while enrolled in the University	<u>Suspension</u> (depending on the case)
3	Obstruction or disruption of teaching, research, administrative or disciplinary procedure, or other University activities.	Suspension
4	Being caught drunk on the campus	One semester of suspension (Revised, 2018)
5	Possession of alcohol or Tobacco on Campus	Dismissal (Revised and Tobacco word added, 2018)
6	Use or possession marijuana, heroin, cocaine, and other abusive drugs	Report to the Police and Dismissal (Revised, 2018)
7	Use or possession of firearms, firecrackers, and explosives of any kind. Knives or other instruments considered to be lethal weapons by law.	Reported to the Police and Dismissal
8	Setting off, or otherwise, illegally tampering with a fire safety equipment	Suspension or a fine of a certain amount of money
9	Willful and obvious disrespect of an/or failure to comply with a directive of an official of the University or an authorized agent with the intent to create public disorder (insubordination) etc.	Suspension
10	Willful damage and destruction of property, unlawful entry in unauthorized premises, assault, etc	Suspension
11	Any Public Indecent assault (e.g. sexual oriented gesture)	Suspension (Revised, 2018)
12	Any sexual harassment	Report to the Police and Dismissal, Revised 2018)
13	Any Incitement of students such as riot and strike	Suspension/ dismissal Depending on the case (Revised, 2018)
14	Organizing unauthorized political activities on Campus	First Attempt : Warning Second : One Semester of Suspension Third Attempt : Dismissal (Revised, 2018)
15	Distorting or misrepresenting the image of the University or the University Leadership out of or inside the campus	Dismissal

**Disciplinary Committee: Rules of Procedure**

- The chairperson of the Student Disciplinary Committee shall regulate proceedings in a manner best fitted to show firm justice in accordance with the principles enunciated in this document or

other rules deemed necessary to be included by the University authority. A student who is charged with the breach of the rules of student conduct shall:

- Be given a full and fair opportunity for staff defense against such allegations if the student so desires;
- Be permitted to present any relevant facts or call any witness capable of giving testimony relevant to the investigation;
- Be permitted to be present in the Student Disciplinary Committee as long as the committee deems necessary;
  - Be advised as fully and clearly as possible of the committee's decision or recommendations and reasons for arriving at such decision or recommendations. This will be done in writing or verbally as the case may dictate;
  - A notice to a student summoning them to appear before the committee for investigation of an alleged breach of the University's rules of student conduct and behaviour shall be contained in the notice addressed to them stating the place and the date at which they are to attend;
  - In the event of the committee finding a student to have committed a breach of the rules, either on student's own admission or at the conclusion of an investigation, it shall, before determining the punishment to be meted out or the terms of its recommendations, allow the student to make a statement or produce evidence which they wish to be taken into consideration in mitigation of their punishment;
  - As soon as possible, after the conclusion of a student's case, the Dean of Students or his designate shall convey the decision to the student concerned in writing, followed by verbal explanation where necessary.

### **Power of Disciplinary Committee**

The student Disciplinary Committee has authority to reprimand, hand out student fines, and suspend a student for a stated period of time without referring to the Administrative Board of the University. But it recommends withdrawal of a student from the University by expulsion to the Administrative Board for a final consideration and action.

### **Appeals on Disciplinary Action**

Any student who is not satisfied with the decision made by the Disciplinary Committee or the Administrative Board may write a letter of appeal to the Rector with a copy to the Dean of Students. The letter should be submitted within the first seven calendar days after the decision of the disciplinary committee and only one appeal is allowed against the outcome of any one stage of disciplinary action. The Rector will then appoint an ad-hoc committee of three faculty members who are not associated with the Disciplinary action to assist him in reviewing the decision.

## CHAPTER X

### STUDENT DECORUM

#### Dress Standards

A Christian should seek to make the best of their appearance in order to be a good example to others. Therefore, no education can be complete that does not teach correct principles in regard to dress.

Dress, as in all other things, is our privilege to honour our Creator. He desires our clothing to not only neat and healthful, but appropriate and becoming.

A person's character is judged by their style of dress. A refined taste, a cultivated mind, is revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it, but God desires us to love and seek first the highest beauty, that which is imperishable

The AUCA family acknowledges that our dress and grooming often reflect both our philosophy of life and our emotional maturity. One of the purposes of the University, rather than prescribing all of the particulars of dress code, is to encourage each student to develop a personal lasting philosophy of dress and grooming. Acceptable dress will vary from one occasion to another.

All who enter AUCA gates are invited to join in the observance of AUCA Campus Culture which celebrates the inner beauty of Godly character rather than the false security of external adornment. AUCA students and employees are expected to observe the following : (Revised, 2018)

1. No jewelry, bracelets, necklaces, finger or toe rings permitted except wedding rings.
2. No body piercing jewelry or visible tattoos.
3. No colored nail polish on fingernails or toenails and no lipstick or other conspicuous cosmetics.
4. No tight or form-fitting clothes, no sagging trousers (e.g. "pocket down").
5. Skirts and dresses must not be above the knee and with no high slits.
6. No outlandish or faddish hairstyles, no dreadlocks, and no unnatural dyeing of the hair.
7. Facial hair needs to be neatly trimmed and conservative.
8. No exposed skin between the top garment and the trousers or skirt—no bare midriff, belly, abdomen and/or lower back
9. Chest and back must be covered and spaghetti strap tops are not permitted
10. No torn, tattered or transparent clothing, and no shorts except for those engaged in sports.
11. No hats and no earphones in classes or meetings.

#### Enforcement :

1. Security officers at the campus gate will notify the student of inappropriate dress and insure compliance with AUCA's policy prior to admittance. If the student needs clarification or a second opinion of the dress code decision at the gate, security will call one of the designated university employees to judge compliance.
2. In cases of disagreements, there will be a 2-level appeals policy for students.

*Don't embarrass yourself by dressing inappropriately !*

## **CHAPTER XI**

### **STUDENT ORGANISATION**

#### **Student Associations**

AUCA students are allowed to have a Student Association, which shall operate under a constitution ratified by the administration. All full-time students shall be members of the association. It is expected that students will take the opportunity to participate in the activities of the association and benefit from the involvement in its process.

#### **Criteria for Student Government (SG) Leadership**

The student government is an important and influential organ of leadership which impacts all spheres of University life including spiritual, academic, and social aspects.

Therefore, it is expected that the top leadership of the SG will be in the hands of individuals who are well conversant with the ideals and policies of the Adventist Church.

It is therefore important that the leaders chosen are those who demonstrate maturity in understanding and promoting the philosophy and objective of the Adventist educational system.

It is thus inevitable that the person qualified to be elected into the five top offices of Chairperson, 2 Vice Chairpersons, Secretary General, and the Treasurer of the Student Association be Seventh-day Adventists of good standing to the SG in the manner consistent with the philosophy and objectives of the Adventist church, the University charter, University regulations, the University student handbook, and the overall mission of the University. If an exception can be done during a specific year, at least three, including the chairperson, the Vice Chairperson, and the treasurer of the SG should be, a Seventh-day Adventist church member in good standing.

For other positions other than the position of secretary of religion, students who are not Seventh-day Adventist and who have demonstrated leadership and spiritual maturity may be allowed to contest for leadership provided they lead in harmony with the goals and aspirations of AUCA.

#### **Campus Clubs**

Several clubs exist on campus, which serve to promote and educate in their respective areas of interest. Each club is required to register with the Dean of Students' office and should have an approved constitution.

Permission for any student gathering outside the meeting of the regular clubs must be obtained from the Dean of Students' office before its announcement to the student body.

Club meetings will not take place without the presence of a faculty sponsor. Students are encouraged to join those which are in line with their interest. Social activity related clubs, sports, etc. and other clubs can only be organized with the approval of the University Administration.

## **National Groups**

National Groups are allowed. They shall each convene annually to elect a coordinator who will coordinate the group's activities. The annual meeting shall be called by the coordinator presided over by the Dean of Students or their designate. Each National group is required to register with the Dean of Students' office and should have an approved constitution.

National Group will be operated under the following guidelines:

- They may meet to host visitors.
- Disseminate news from home.
- Celebrate national days. All organized activities for national day must be approved by the Dean of Students.

The meeting shall:

- Be open to any faculty and staff member of AUCA.
- Not be convened without clearance from the Dean of Students.
- Not act as a pressure on administrative issues.

## **Sponsors**

The responsibilities and duties of sponsors of the students' organization are as follows:

- To cooperate with other student organizations in promoting the general campus-wide programme of the University;
- To be available for counsel and assistance without impairing the students' ability to think for themselves;
- To be present at regular meetings of the organization;
- To plan wholesome, constructive activity with the members of the organization;
- To present, with the organization leader, an outline of the club's plan for the year to the Dean of Students not later than November 1 of each year;
- To emphasize, in the programme of the organization, the philosophy and objective of the University;
- To meet the Dean of Students in concern with all other organizational sponsors at the beginning of the school year to discuss the role and function for sponsorship.

## **Student Office Qualifications**

For any student to hold office in any campus organization or club, the following shall apply:

- Must have completed at least 36 credits at AUCA;
- Must have a minimum general average of 13/20 which must be maintained while in office. Failure to maintain the above average points will automatically remove the student from the office of the SG;
- Must not be in the final academic year at AUCA, which means must not have more than 100 credits;
- Must not have faced any disciplinary measure before running for office. Must meet other relevant requirements indicated elsewhere in this handbook.

## **CHAPTER XII**

### **GENERAL REGULATIONS**

#### **Students' Presence on Campus**

Students should present their Student Identity Card to the security officers as often as as requested. Students are required to leave the campus by 10:00 p.m. Those who leave campus after 10:00 p.m. must write their names in the book kept by the security agent at the gate and later clear with the Office of the Dean of Students.

#### **Conservation of Limited Resources**

Students are expected to be responsible in both attitude and action with regard to conserving both water and electrical energy. Electrical waste results in higher supply costs which are inevitably passed on to the student in higher tuition fees. Students are urged to be responsible in turning off lights and water tabs at the University when they do not need to use them.

#### **Posting of hoardings and Sign Posts**

Students are permitted to post for general campus display only those notices which bear the signature of the appropriate faculty sponsor and the stamp of approval of the Dean of Students' office. Any student caught or associated with posting unauthorized materials or posters will be disciplined.

#### **Off campus student's attendance at University meetings**

All students are required to attend General Assembly every Tuesday and Friday evening vespers, and all Sabbath services.

#### **Vehicles**

All vehicles must be parked in the designated area and follow the traffic rules on campus.

#### **Property Damage and Loss**

A student is liable for the cost of University property damaged by their own doing. The Administration will determine in individual cases the extent of the liability.

#### **Complaints**

Written students' complaints will be referred to the Student Services office where they will be addressed by the Dean of Students or by the Student Services Committee.

#### **Fire Equipment**

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices or other fire protection equipment will subject a student to a fine and/or disciplinary action.

### **Policy Statement on Alcohol Abuse and Illicit Drugs**

It is the policy of AUCA to maintain a safe and healthy environment for students and employees. A drug and alcohol-free life style for employees and students alike is intrinsic to this policy. Therefore, it is the policy that the manufacturing, distribution, possession and use of alcohol and illicit drugs is strictly prohibited.

If the Dean of Students, somehow, has reasonable suspicion or evidence of alcohol, opium, marijuana, heroin, cocaine and other drugs use, the student may be brought to the disciplinary committee for action.

### **Inconclusiveness of the Codes of Conduct**

The codes of conduct stated in this Student handbook are not exhaustive. In situations not stipulated within this handbook, the student is expected to use their own discretion. It is encouraged that these codes of conduct be observed not only in letter, but also in spirit.

### **University Prerogative**

The University reserves the right to change, modify, and interpret the provisions of this Student Handbook as deemed appropriate. In addition, pronouncements made, notices or circulars issued by relevant AUCA authority in respect to student conduct shall be as binding as the provisions of this student handbook.



**APPENDIX 1**

**STUDENT PLEDGE**

I \_\_\_\_\_ do understand that students who enroll at this University must observe all University rules and regulations to the letter and spirit as stipulated by the University through the Student Handbook, and that any violation of the rules and regulations are dealt with promptly, and may result in disciplinary action against the offender.

I have read the said Student Handbook and affix my signature below as a promise to abide by the stipulations therein which include, but are not limited to:

- ✓ Attendance and punctuality for all worship programmes, General Assembly, and for other University activities.
- ✓ Best discipline, attitude, manners, and behaviour at all times.
- ✓ Respect for staff, University authorities, other students, and campus safety guards at all times.
- ✓ Observance of proper decorum in dress and adornments, reverence in worship and proper conduct in all meetings. Adherence to the rules governing jewelry, accessories, and tattoos.
- ✓ Total abstention from violence, threat of life, destruction of property or any excessive force at all time.
- ✓ No interference with academic freedom such as disrupting and/or obstructing other students from learning.
- ✓ Total abstention from academic cheating and plagiarism.
- ✓ Abstinance from any form of public display of affection, intimacy, and any inappropriate relationships.
- ✓ Abstinance from convening, attending and/or addressing unauthorized meetings.
- ✓ Abstinance in organizing or participating in political activities on campus.
- ✓ Total abstinance from the use, possession or handling of tobacco, alcohol, and any other drugs, or any dealings or accessory involvement connected with them.
- ✓ Shunning instigation or incitement of other students into lawlessness or instability.
- ✓ Avoiding any acts of insubordination.
- ✓ Avoiding chewing gum and throwing pieces of paper on the University ground to protect the beauty and neatness of the campus environment.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Witnessed by \_\_\_\_\_

Date \_\_\_\_\_

DEAN OF STUDENTS SERVICES \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX 2**

### **SEXUAL HARASSMENT POLICY**

#### **Working and Studying Environment**

AUCA recognizes its responsibility to all employees and students to maintain a work and study environment free from harassment. It endeavors to achieve this environment through educating employees and students that harassment violates the law and will not be tolerated by the University.

AUCA therefore, endeavors to prevent harassment by publishing the policy, by developing appropriate sanction for this conduct and by informing all the employees and students of their right to complain of harassment. To maintain a work and study environment free of harassment and assisting preventing in appropriate work place and general campus product, every employee and student will be aware of the existence of such a policy as published in this student handbook and in the faculty and staff handbook.

#### **Personal Conduct**

AUCA employees are to exemplify the Christ like life and should avoid all appearance of wrong doing. They should not engage in the behaviour that is harmful to themselves or behaviour that casts a shadow on their dedication to the Christian way of life. Employees should work and uplift one another and their students.

Employees and students should never be placed in a position of embarrassment, disrespect, or harassed because of their gender, race, tribe, color, national origin, age or disability. To do so will be a violation of God's law and civil laws protecting human rights and work place conduct.

#### **Sexual Harassment Definition**

Sexual harassment is a form of harassment that involves unwelcome sexual advance, request for sexual favors, verbal, written or physical conduct of sexual nature when:

- Such conduct has the purpose or effect of interfering with an individual's work or study performance or creates an intimidating, hostile or offensive working and studying environment, or
- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or
- Submission to such conduct is made either explicitly or implicitly a term or condition of student's grade, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting an individual.

#### **Improper Conduct**

Improper conduct by the employer, co-workers, students and in some instances, non-employees, includes, but is not limited to:

- Any subtle or pressure or request for sexual favors or activity, including any suggestion that an application or employee giving in to or reject sexual advances will have an effect on that person's employment, or a student academic performance or success in life;
- Unwelcome sexual flirtation or proposition.
- Unnecessary or inappropriate touching or a sexual or abuse nature e.g. patting, pinching, unwanted hugging, repeated brushing against another person's body etc.
- Display of sexual suggestive pictures.
- Treats or demands for sexual favors.
- Unwelcome or declaratory statements related to gender, race, tribe, color, national origin, age or disability. For example, kidding, teasing jocks, degrading or offensive comments.
- Demeaning or degrading comment about an individual's appearance.
- Denying an employee the opportunity to participate in training or education on account of gender, tribe, race, color, national origin, age, or disability.
- Limiting opportunity for promotion, transfer or advancement on account of gender, tribe, race, national origin, age or disability.
- Requiring a protected employee to perform more difficult task or less desirable work assignments in order to force them to retire or resign from employment or withdraw from the University.

### **Reporting Incidents**

Students who believe that they have been harassed should immediately take the following steps:

- Make it clear that such conduct is offensive and should be stopped immediately.
- Report the incident to the immediate department chair, or to the Dean of Students. The initial report should be followed by a written statement describing the incident and identifying potential witnesses.

### **Third Party Reports**

Students who are aware of incidents of potential harassment towards others are to report such incidents to the Dean of Students for investigation.

### **Investigations**

Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

### **Discipline**

A violation of this policy may result in disciplinary action.

### **Prohibition of Retaliation**

AUCA prohibits retaliation against employees or student complaining of harassment.

## **APPENDIX 3**

### **FORMAT FOR THE PREPARATION FOR DISCIPLINARY HEARINGS**

The following format outlines the sequence of events, which should be followed once a decision has been taken that disciplinary action is necessary.

Once the decision has been taken to initiate the disciplinary procedure, the student concerned should be informed in writing of:

- The nature of the complaint and the fact that the hearing is to be a disciplinary one;
- The place, date and time of the hearing;
- Their right to be accompanied by a representative.

A thorough investigation should be made to determine all the relevant facts. It is important that this takes place as soon as possible following the alleged misconduct.

Once all parties have been assembled for the hearing, the procedure to be followed should be:

- Those present should be introduced to the student and an explanation given for their attendance;
- The precise nature of the alleged misconduct by the student should be stated;
- The case against the student should be outlined by the presentation of evidence that has been collected;
- The student should be allowed to present their case, which may involve the use of evidence and/or the calling of witnesses;

A period for general discussion should be allowed, during which both sides can ask questions and provide explanations of points which have been raised;

If it becomes apparent that there is no firm basis for the allegation of misconduct, or the student has provided an adequate explanation, then the proceedings should be stopped

The main points concerning the alleged misconduct and the evidence provided by both sides should be summarized to ensure that nothing has been overlooked by either side;

Before reaching a decision, in all but the simplest cases, the hearing should be adjourned to allow for a period of consideration of all the points raised, the past record of the student, any extenuating circumstances and any actions previously taken in similar cases

When a decision has been reached, the hearing should be reconvened. The student should be informed of the disciplinary action to be taken, if any. If disciplinary action is to be taken, the student should be informed of the appeal procedure and how it operates. In the case of warnings, details of expected improvement, time span of warning and the consequences of a failure to improve should also be stated.

When any disciplinary action is taken, written details confirming the actions taken, details of the appeal procedure, expected improvements, time span of warning and consequences of failure to improve, should be delivered either by hand to the student or by registered post to his/her home address.

For all forms of disciplinary action, it is important that a record is made for future reference if necessary

It is the responsibility of the Dean of the Faculty responsible for the student's course of studies to ensure that staff monitors the student's progress and behaviour, following disciplinary action, to ensure that expected improvements are achieved.

## NGOMA ADVENTIST COLLEGE OF HEALTH SCIENCES

### RULES AND REGULATIONS IN BOARDING

1. The dormitories are managed by the deans of dormitories: the men's dean and the women's dean.
2. They two deans assisted by two students who are appointed the school and are in charge of the daily life of the dormitories in the absence of the deans.
3. The students staying in dormitories are under the control and direct supervision of the deans and their assistants.
4. Every student has to fill in a boarding registration form before being accepted in the dormitory. The student clearly indicates the entry date, exit date, room number, and any other necessary information.
5. A room is assigned to the student only by the dean. Furthermore, the dean has the right to change the room of the student at any time if deemed necessary. It means that no mutual exchange of rooms between students is allowed.
6. Every dormitory student must have a current Identity Card approved by the school, with a color different to the non-resident students' card. All students are expected to show their current ID cards, whenever asked by the School officials and security personnel.
7. Residents must show respect and due courtesy in dealing with their fellow students, room-mates and the dormitory staff. Any dispute or altercation taking place between students should immediately be reported to the deans. Any form of physical assault is severely punished and dealt with a firm hand. Students should refrain from using obscene and profane language.
8. Week day schedule
  - A. Sunday to Thursday

Time	Activity
5:00 AM	Wake up
5:00-6:00 AM	Bathing time
6:00-6:30 AM	Morning devotion
6:30-7:00 AM	Breakfast
7:00- 1:00 PM	Classes
1:00-2:00 PM	Lunch
2:00- 6:00PM	Class

6:00-7:00 PM	Supper
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#### B. Friday Schedule

Time	Activity
5:00 AM	Wake up
5:00-6:00 AM	Bathing time
6:00-6:30 AM	Morning devotion
6:30-7:00 AM	Breakfast
7:00- 1:00 PM	Classes
1:00-2:00 PM	Lunch
2:00- 5:45 PM	Break
5:45-7:00 PM	Friday Night Vespers

#### C. Saturday Schedule

Time	Activity
5:00 AM	Wake up
5:00-6:00 AM	Bathing time
6:00-7:00 AM	Breakfast
7:00- 12:00 AM	Sabbath Services
12:00-2:00 PM	Lunch

9. All students are expected to attend week-end religious meetings as well as morning and evening assemblies as arranged by the dormitory administration.
10. All students must have a written authorization signed by the dean of students before going outside the campus: they have to fill a form if they have to stay long outside (more than 3 hours). Less than 3 hours outside, they have to write in the book at the gate at what time they leave and at what time they come back.
11. All students are expected to return to the boarding dormitories not later than 9:00 PM.
12. Students are to sign in and out with their deans before entering the dormitory /leaving for vacations and mid-terms.
13. The observance of visit time is strictly obligatory. All students are to observe the required days and time allocated for visiting.
  - a) Visiting is from Friday to Sunday and on public holidays before 6:00 PM.
  - b) Visitors are not allowed to spend the night in the dormitories.
14. Except electric irons, no other heating equipment is permitted in the dormitory (e.g. fridge, cooker, heater, microwave, hair dryer). No cooking in the rooms is strictly prohibited. A breach of this rule will mean a confiscation of the gadget.

15. No males are allowed in female apartments/dormitories and vice versa. Physical intimacy and familiarities are prohibited. This refers to improper intimate relations with a person of the opposite sex, or with the same sex, and includes the following acts:
  - a) Kissing, petting or necking
  - b) Sitting or lying on each other's lap
  - c) Staying late in the night alone with an intimate friend
  - d) Frequent walks in isolated, dark or restricted places
  - g) Other acts of indiscretion
16. Sleeping together in one bed is not permitted and each room must have more than 2 people.
17. Playing loud music and obscene music is not allowed in any gathering and in any part of the campus, particularly in dormitories. Residents must observe silence and refrain from disturbing others in the dormitory.
18. Playing secular music and doing laundry or prep are strictly prohibited during Sabbath hours from Friday sunset to Saturday sunset.
19. Improper attire or grooming is not allowed. This refers to:
  - a) Wearing clothes that violate the Biblical principles of modesty, decency, and simplicity during any public meeting, whether religious, formal or otherwise.
  - b) Wearing jewelry like earrings, rings, necklaces, bracelets, anklets, etc.
  - c) Using excessive make-up, lipsticks, nail polish and the like.
  - d) Having too long hair for males, shaving the head bald, or dyeing or coloring the hair by both male and female students. Tattoos, body paintings or piercing are strictly forbidden.
  - e) Mini or high-slit skirts for females, excessively short pants, sleeveless apparel, and very tight shirts or jeans that show fixedly the contour of the body.
20. Alcohol: drinking alcoholic beverages is not allowed.
21. Narcotics: It is strictly forbidden to bring, deal or take any narcotics at the boarding School. This applies both to the boarding students and the day students, including weekends and holidays. Using or trafficking in drugs or any other kind of intoxicating substance will lead to expulsion from the dormitory/school with immediate effect.
22. No smoking is allowed. A boarding school is a non-smoking area. It is not allowed to smoke on the boarding school premises, either indoors or outdoors.
23. Secular card playing, gambling, betting, pornography (books, videos, etc.), homosexual relationship or any other such harmful activities are strictly prohibited.

24. All students and staff must make themselves familiar with the rules of measures to be taken in case of fire extinction. These rules must be posted on the boarding school notice board.
25. Drinks and meals in the cafeteria and dormitories: Students are not allowed to bring their own drinks and meals (breakfast, lunch and supper) in the cafeteria and dormitories.
25. Duties at the school: All students at the boarding school have certain duties every month, such as kitchen duty, cleaning duty and others. Students are obliged to participate in these duties at least 2 hours per week.
26. Staying at the Boarding School during holidays: Staying at the Boarding School during the school holidays is not included in the annual fee. If somebody wants to stay, he has to inform the Administration one week before for commodities.
27. Boarders who have completed their studies or those who are planning to leave the School for vacation are required to vacate the dormitory within 7 days from the day of expiry of the dormitory registration.
28. Boarders leaving the hostel must also take away their personal belongings from their respective rooms and lockers. If it is not done, the deans have the right to remove all their belongings. Though these belongings will be kept in a safe custody, the deans will not be held responsible for any damage or loss incurred.
29. Parties and gatherings in the student blocks: parties with a lot of guests from outside the Boarding School (e.g. class parties) are only allowed by the administration of the School.
30. Loss of Boarding School keys: If a boarding school key is lost, the student must pay 7000 RWF for buying a new one.
31. Unlawful clubs/organizations/movements are not allowed: This includes organizing, joining or supporting organizations which are not listed among those authorized to exist on the campus for having aims, objectives, and activities that are contrary to established University philosophy, beliefs, and objectives as well as to the laws of the Country.



32. Disseminating atheistic ideas is not allowed: this refers to the publication or dissemination of ideas denying or doubting the existence of God, and includes possessing of materials or recordings on the same.
33. Stealing: taking money or property belonging to another person or to the School without the owner's knowledge and consent is strictly prohibited.
34. Deadly weapon: this refers to possessing, carrying or using of a deadly weapon/s or any deadly bladed or sharp object or instrument without a clear purpose for. The-possession of such instruments is banned.
35. Cleanliness of the room and tidiness of the bed are the personal duties of all the roommates. Room checking will be conducted at random. Consistent negligence to keep the room clean will lead to disciplinary action by the administration. Obscene, indecent and sexually suggestive posters or photographs have no place in the dormitories, or anywhere else in the School.
36. Cleanliness of the surroundings including common areas like bathrooms, toilets, corridors, dormitory lawns is the responsibility of each and every dormitory resident.
37. Unannounced inspection of dormitories' rooms, including the boarders' boxes, trunks, suitcases, bags, cupboards and so on, not excluding the pockets of the clothes they are wearing can be done if necessary, by the deans of the dormitories. Such inspection, however, will be conducted strictly only on those whom the deans have a suspicion of offensive activities.
38. Residents have to be careful with valuable things such as computers, laptops, music players, and keep them in spaces secured with a locker. The Administration is not in charge if something is lost.
39. Every case of sickness must be promptly reported to the deans. It is recommended for every student to have health insurance because the student himself/herself is in charge of the treatment cost.
40. It is mandatory for students who are married and residing in the dormitories to inform the deans of their marital status.
41. To have access to the cafeteria, every boarding student must present a meal card. For the following month, the meal card must be paid before the end of the current month.

42. Except for certain special programs permitted by the deans, the TV room will be closed at 11PM every night and also from Friday sunset to Saturday sunset.
  
43. Students are not allowed to keep television sets in their rooms. Any television set found in any room will be confiscated.
  
44. All dormitories' residents are expected to assist deans in protecting any dormitory and school property against the intrusion of strangers and unauthorized visitors. One way of doing this is promptly reporting such intruders to the deans and/or the security department. The resident must ensure that dormitories facilities are not misused by any other residents or by non-residents.
  
45. Students who are requested to withdraw from the school are required to do so immediately, for whatever reasons.
  
46. All faculty and staff of the school have the right to question students if they are found outside or inside the campus during irregular hours.
  
47. Every student apply for admission to the school and the boarding will have to sign the following declaration in the office of the Dean of Students and strictly abide by it:

“I hereby agree, if admitted, that I will abide by the rules and regulations laid down by the School authorities for the good governance of the school. As long as I am a student of the school, I will do nothing either inside or outside the school that will break the rules made by the school authorities and I will represent the Institution in the best of my conduct.”

## REFERENCES

IDP-AU (2012). *2012 Student Policy Handbook*, Berrien Spring: International Development Programme Andrews University: [www.andrews.edu/idp](http://www.andrews.edu/idp)

White, E.G. (1952). *Education: Learning from the Master Teacher*, Ontario: Pacific Press Publishing Association.