



Adventist University of Central Africa

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# AUCA ADMISSION POLICY



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**Office of Deputy Vice Chancellor for Academic Affairs**

## *AUCA ADMISSION POLICY*

*Kigali, 2022*

## Table of Contents

<b>AUCA ADMISSION POLICY</b> .....	2
<b>INTRODUCTION</b> .....	4
<i>Mission</i> .....	4
<i>Vision</i> .....	4
<i>Beliefs and Values</i> .....	4
<i>Motto</i> .....	5
“Education for Eternity” .....	5
<b>AUCA goals</b> .....	5
<b>AUCA Accreditation</b> .....	6
<b>ADMISSIONS</b> .....	6
<b>Undergraduate</b> .....	6
<b>Graduate</b> .....	11

## **INTRODUCTION**

Year in, year out, the Adventist University of Central Africa admits students from all walk of life for their dream specializations. Admission processes can vary widely depending on mainly the program one is applying to. Since sometimes admission processes can be highly competitive, prospective candidates are always advised to start early, meet all deadlines, and put effort into preparing a strong application. Additionally, it is good to communicate with the AUCA admission team in the office of the Registrar to ensure that the applicants have the most up-to-date information about their admission requirements and processes. The policy at hand elaborates more on how admission is done at AUCA.

### **Philosophy**

The Adventist University of Central Africa operates on the basis of the Seventh-day Adventist worldview, which 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 God is the main aim of the Christian Education that leads students to discover and understand the truth through critical thinking.

### ***Mission***

The mission of the Adventist University of Central Africa (AUCA) is to provide Christ-centered wholistic quality education to prepare for service in this world, and in the life to come.

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### ***Vision***

The vision of the Adventist University of Central Africa (AUCA) is to become an international center of academic learning with global impact.

### ***Beliefs and Values***

AUCA is a Seventh-day Adventist institution of higher learning that nurtures the mental, spiritual, social and physical capacities of its personnel and students. The values of the University are rooted in the Bible and should be seen in the daily activities of the university administrators, workers, and students.

Through a process of discernment based on dialogue, critical thinking, and reflection, university designates the following as core beliefs and values of AUCA:

***Love:*** Informed by the example of Jesus Christ, and by the fundamental beliefs of the Seventh-day Adventist Church AUCA demonstrates a spirit of unity and connectedness with one another through expression, courtesy, hospitality, shared values and loving communication regardless ethnicity, gender, or other considerations. AUCA extends this value of community by reaching out to neighbors and to members of the larger civil and ecclesial communities.

**Faith:** AUCA is a faith-based institution of higher learning. The faith nurtured in the institution is rooted in the teachings of Jesus Christ and in the 28 beliefs of the Seventh-day Adventist Church. While other religious traditions and individual beliefs of our personnel and students are respected, the university administration and faculties are expected to integrate a biblical, Seventh-day Adventist faith into learning activities of the students.

**Integrity:** Concerned for the good of the community in this life and the life to come is the University goal as it commits itself to honesty in all relations with students, faculty, staff and administration. Through the University integrity, workers and students earn and maintain the trust of the surrounding community, public, and governmental agencies.

**Respect:** AUCA values and respects the contribution of each member of the university community to the advancement of the mission of AUCA. AUCA encourages and supports each other as colleagues working together for the good of the whole institution.

**Compassion & Care:** Inspired by the example of Jesus Christ AUCA opens its workers and students' hearts to those in physical, spiritual and mental need. AUCA consciously reaches out beyond its boundaries to serve others in need with compassion and mercy.

**Fairness and Justice:** recognizing the dignity of all persons (students, staff, teachers and administrators) AUCA seeks to avoid any acts of injustice toward each other and addresses instances of injustice both within and outside of the university community from a stance of informed advocacy. AUCA holds each other accountable and endeavors to practice responsible stewardship of the resources available to us.

**Excellence:** As a faith-based institution of higher learning, AUCA seeks to combine faith with reason in the pursuit of academic excellence. AUCA Senate and Administration call all members of the university community to excel as individuals and as professionals within their specific roles.

**Motto**

“Education for Eternity”

**AUCA goals**

As an Adventist University, its principal goals are as follows:

- To promote the development of the mental, spiritual capacities and social strengths of an individual until his highest potential is reached;
- Based on biblical principles the university seeks to help students become useful members of the society not only endowed with intellectual skills, but well-developed character. The university focuses its goals and its objectives on the principles of the Bible;
- To inculcate into the students the desire for a life style based on a balanced natural food, principles of hygiene and physical exercises; and
- To help students become useful members of the community endowed not only with intellectual skills, but also with the most well-balanced character of a good citizen of this world and the world to come.

### **AUCA Accreditation**

The university operates under the charter from the Ministry of Education of the Government of Rwanda, through Higher Education Council (HEC) and as such it is empowered to offer its programmes and confer appropriate degrees. The institution has reciprocal arrangements to recognize its degrees and diplomas from other accredited universities both within the country and elsewhere. Denominationally, the university holds accreditation from Adventist Accrediting Association (AAA) of the Seventh-day Adventist Schools, Colleges, and Universities worldwide.

## **ADMISSIONS**

### **Undergraduate**

Students are recruited from A Level secondary school leavers and applicants from other accredited institutions of higher learning.

The applicant must submit the following documents:

- i. A fully completed application form, which may be obtained from the Registrar's Office or apply online.
- ii. A certified copy of the A Level certificate with two principal passes. (For candidates applying to the Nursing programme, two principal passes are required in Biology and Chemistry and a minimum of a subsidiary pass in Math or Physics)
- iii. Two recent passport size photographs.
- iv. A copy of the national ID card or passport.

- v. A payment slip of the application fee (non-refundable).
- vi. A copy of valid health insurance.
- vii. Medical certificate and police clearance for Nursing and Education
- viii. Take the English Placement Test or present the proof of an English standardized test score (e.g. TOEFL, IELTS, etc).

*Note: International students start the registration process after fulfilling the requirements from the National Examination and School Inspection Authority (NESIA) requiring them to get the Equivalence of their credentials from REB.*

*After international students have received admission into the programme they are immediately required to get student visas from Immigration Office.*

*A student who does not score 70% and above in the English Placement Test will be required to undergo a non-credit short course of English Proficiency Certificate and pass it before he/she can graduate from AUCA. Pass/Fail/Waive will be mentioned on the transcript. The student will be awarded an English Proficiency Certificate upon successfully meeting the requirements of the course (test, registration, attendance, and assessment).*

**Program specific entry requirements**

<b>Faculty</b>	<b>Department</b>	<b>Specific Admission Requirement</b>
Faculty of Business Administration	Accounting	Applicant with secondary school certificate with a minimum of 2 principals passes with at least <b>E Grade</b> in Mathematics and/or Economics and/or Entrepreneurship. The following combinations (MPG-PCM-MEG-MCE-MPC-MCB-HEG-HEL-LEG) are accepted.  Applicant having at least 2 principal passes in general with at least 25/73 grade point and has principal pass in entrepreneurship is eligible.  Technical and Vocational Education and Training(TVET) in Business Services, Accounting, certificate with 2 principal passes with at least E in business related courses is also eligible.
	Management	Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and/or Economics and/or Entrepreneurship and/or art subjects. The following combinations (MPG-

		<p>PCM-MEG-MCE-MPC-MCB-HEG-HEL-LEG) are accepted.</p> <p>Applicant having at least 2 principal passes in general with at least 25/73 grade point and has principal pass in entrepreneurship is eligible.</p> <p>Technical and Vocational Education and Training(TVET) in Business Services certificate with 2 principal passes with at least E in business related courses.</p>
	Finance	<p>Applicant with Secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and/or Economics and/or Entrepreneurship. The following combinations (MPG-PCM-MEG-MCE-MPC-MCB-HEG-HEL-LEG) are accepted.</p> <p>Applicant having at least 2 principal passes in general with at least 25/73 grade point and has principal pass in entrepreneurship is eligible.</p> <p>Technical and Vocational Education and Training (TVET) in Business, Accountancy, certificate with 2 principal passes with at least E in business related courses.</p>
	Marketing	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and/or Economics and/or Entrepreneurship and/or art subjects. The following combinations (MPG-PCM-MEG-MCE-MPC-MCB-HEG-HEL-LEG) are accepted.</p> <p>Applicant having at least 2 principal passes in general with at least 25/73 grade point and has principal pass in entrepreneurship is eligible.</p> <p>(50% IT and 50% Business)</p> <p>Technical and Vocational Education and Training (TVET) in Business, Accountancy, certificate with 2 principal passes with at least E in business related courses.</p>
Faculty of Information Technology	Information Management	<p>Applicant with secondary school certificate with a minimum of 2 principal passes with at least <b>E Grade</b> in Mathematics and in the following combinations (MCB, MCE, MPG, MEG, MEC, and PCM).</p> <p>Applicant having at least 2 principal passes with science background in general with at least 35/73 grade point is eligible.</p>



		Technical and Vocational Education and Training (TVET) certificate with 2 principal passes with at least E in computer related subjects.
	Networks and Communication Systems	<p>Applicant with secondary school certificate with a minimum 2 principal passes with at least <b>E Grade</b> in Mathematics and in the following combinations (MCB, MCE, MPG, MEG, MEC, PCM).</p> <p>Applicant having at least 2 principal passes with science background in general with at least 35/73 grade point is eligible.</p> <p>Technical and Vocational Education and Training (TVET) certificate with 2 principal passes with at least E in computer or electronics or electricity related subjects.</p>
	Software Engineering	<p>Applicant with secondary school certificate with a minimum 2 principal passes with at least <b>E Grade</b> in Mathematics and in the following combinations (MCB, MCE, MPG, MEG, MEC, PCM).</p> <p>Applicant having at least 2 principal passes with science background in general with at least 35/73 grade point is eligible.</p> <p>Technical and Vocational Education and Training (TVET) certificate with 2 principal passes with at least E in computer related subjects.</p>
Faculty of Education	Educational Psychology	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> and in the following combinations (MCB, PCB, BCG).</p> <p>Teacher Training College certificate in Languages subjects.</p>
	English Language and Literature	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Languages (English, French, Swahili) in the following combinations (HEL, LEG,EFK, HGL, RHL, LFK, LKK,LKF).</p> <p>Teacher Training College certificate in Languages subjects.</p>
	Accounting	Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and/or Economics and/or Entrepreneurship

		<p>and the following combinations: MPG-PCM-MEG-MCE-MPC-MCB-HEG-HEL-LEG.</p> <p>Technical and Vocational Education and Training(TVET) in Business Services, Accounting, certificate with 2 principal passes with at least E in business related courses.</p> <p>Teacher Training College certificate in Accountancy subjects.</p>
	Information Technology	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and in the following combinations: MCB, MCE, MPG, MEG, MEC, PCM, MPT.</p> <p>Technical and Vocational Education and Training (TVET) certificate with 2 principal passes with at least E in computer related subjects.</p> <p>Teacher Training College certificate in science related subjects.</p>
	Mathematics	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Mathematics and another subject.</p> <p>Teacher Training College certificate in sciences subjects.</p>
	Geography	<p>Applicant with secondary school certificate with a minimum 2 principals passes with at least <b>E Grade</b> in Geography and/or History in the following combinations (HEG, LEG, HGL, MPG, RHL, RHG, BCG, MEG, HEL).</p> <p>Teacher Training College certificate in studies.</p>
Faculty of Theology	Theology	Applicant with secondary school certificate with a minimum 2 principal passes with at least <b>E Grade</b> .
Faculty of Nursing and Midwifery	Nursing	Applicant with secondary school certificate with a minimum 3 principals passes (Mathematics Chemistry Biology – MCB or Physics Chemistry Biology – PCB combinations) with at least <b>C Grade</b> in Biology and Chemistry, and at least <b>D Grade</b> in Mathematics or Physics.
	Midwifery	

**Note:**

- Midway or transfer students from an accredited institution are admitted based on their competences (transcripts) in previous area of study.

- Applicant who failed / does not have Mathematics will sit for a placement test of Mathematics to test his/her level of mathematics. He/she will be admitted with 50% as pass mark in entrance exam.
- Applicant with equivalence that does not shows subjects passed, admission will be based on the aggregate, combination and S4, S5 and S6 (three last years) major subjects studied with an average pass mark 50%.

## **Graduate**

- a. The following are requirements for admission into Masters programme:
  - A well filled in application form
  - Certified photocopies of college or university diplomas or degree certificates
  - Two recent passport-size photos
  - Three letters of recommendation from referees in sealed envelopes
  - Two certified copies of the official transcript from each college/ university attended (certified by the institution or Commissioner of Oath)
  - Certified photocopy of secondary school certificate
  - Updated curriculum vitae (CV)
  - A proof/copy of health insurance certificate
  - Essay (Explaining educational goals, career objectives, work experience, awards, and/or extracurricular activities)
- b. A student is required to have a degree recognized and offered by institution of higher learning in order to qualify for admission in master's program
- c. International applicants will be required to fulfil the aforementioned requirements and obtain a student visa from the Government of Rwanda as well as the equivalence of the Bachelor's Degree from High Education Council (HEC) in Rwanda.

**Area of study specific entry requirements**

<b>Faculty</b>	<b>Department</b>	<b>Specific Admission Requirement</b>	<b>Prerequisite Requirements/Remedial Modules to be taken at Undergraduate</b>
Faculty of Business Administration	Accounting	A student is required to have a degree recognized in Accounting at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.	<ul style="list-style-type: none"> <li>• Financial Management 15 credits</li> <li>• Principles of Accounting I 15 credits</li> <li>• Principles of Management 15 credits</li> <li>• Microeconomics 15 credits</li> </ul>
	Management	A student is required to have a degree recognized in Management at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.	
	Finance	A student is required to have a degree recognized in Finance at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.	
	Project Management	A student is required to have a degree recognized in accounting, management, and finance at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.	
	Human Resource	A student is required to have a degree recognized in Human Resource at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.	
Faculty of Information Technology	Big Data Analytics	1. To be admitted to a Master of Science in Big Data Analytics program at AUCA, an applicant is required to have a	<ul style="list-style-type: none"> <li>• Introduction to Computer Programming 4 credits</li> </ul>

		<p>recognized degree in Computer Science, Information Technology (IT), Applied Mathematics, Statistics with at least a cumulative GPA of 2.4 on a 4 point scale or on 12/20 or 60% at undergraduate level offered by an accredited Institution Of Higher Learning.</p> <p>2. Applicants from Physics, Education with IT, Economics, Geography, will be admitted upon completion of prerequisites.</p>	<ul style="list-style-type: none"> <li>• Applied Mathematics 3 credits</li> <li>• Statistics and Probability 3 credits</li> <li>• Data Structure 4 Credits</li> </ul>
Faculty of Education	<p>Educational Administration</p> <p>Curriculum teaching and supervision</p>	<p>A student is required to have a degree recognized in Education at undergraduate level offered by institution of higher learning in order to qualify for admission in master's program.</p>	<ul style="list-style-type: none"> <li>• Foundation of School Administration 15 credits</li> <li>• Principles of Teaching 15 credits</li> <li>• Educational Psychology 10 credits</li> <li>• Foundations and Curriculum Development 15 credits</li> <li>• Descriptive Statistics 15 credits</li> </ul>

