



Adventist University of Central Africa

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EMPLOYEE TRAINING AND DEVELOPMENT POLICY



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Part 1
HISTORICAL BACKGROUND

The Adventist University of Central Africa (AUCA) was first established in 1978 to serve the Francophone constituency of the then Africa-Indian Ocean Division and officially opened its doors on October 15, 1984. The University was chartered in 1988. By that time the University was located at Mudende, in former Matura Commune, Gisenyi Prefecture. It had 7 faculties:

- Faculty of Business Administration (Accounting and Information Management)
- Faculty of Sciences (Maths-Physics, Biology and Chemistry, Human Biology and Public Health)
- Faculty of Education (Educational Psychology)
- Faculty of Technology (A1)
- Faculty of Agriculture
- Faculty of Languages (French and English)
- Faculty of Theology

The institution grew and served its constituents till 1994 when the genocide erupted and the university was closed. From the wreckage of the genocide, the university moved in 1996 and developed into a new phase of activities in the basement of Literature Ministry Seminary (LMS) of Rwanda Union Mission in Kigali City under the names, first “Adventist University Monnier” (AUM) and then shortly after, “the Adventist University in Rwanda” (AUR). In January 1999, the University moved to Gishushu, Kigali City, Rwanda. In light of the development, the Higher Education Council (HEC) of Rwanda granted and restored its educational function under the 1988 charter and regained the original name “Adventist University of Central Africa”(AUCA).

Due to the university’s post 1996 expansion at Gishushu, AUCA moved to its current location at Masoro in 2007 and organized itself into four faculties offering a variety of degree programs: (1) Faculty of Business Administration with majors in Accounting, Finance, Management and Marketing; (2) Faculty of Information Technology with majors in Information Management, Network Communication Systems, Software Engineering; (3)

Faculty of Education with majors (and minors) in Educational Psychology, Religion, Accounting, Information Technology, Mathematics, Economics, English Language and Literature, French Language and Literature, Geography, and History; (4) Faculty of Theology.

In 2008, the University started offering an Extension Program for Masters of Business Administration (MBA) and Masters of Education Program, in collaboration with the University of Eastern Africa, Baraton in Kenya. The *Memorandum of Understanding (MOU)* between the University of Eastern Africa Baraton and the Adventist University of Central Africa was signed on May 15, 2007 and took effect on June 1, 2007.

Currently the university has students from 8 countries (37 students), including Rwanda. The main facilities are housed in newly completed structures with adequate facilities, a few miles from Kigali International Airport. Because of the government's decree to move from French to English as the official language of the country, the university has taken steps for and completed the transition. The university newly constructed campus of Gishushu named "Science and Technology Center" houses the Faculty of Information Technology and the Master's degree programs of Business Administration (MBA) and of Education (MEd) which were taken up by AUCA from UEAB.

The university is expanding in the areas of health sciences such as Nursing, Midwifery and Medicine. The nursing program started in October 2015 at Ngoma Adventist College of Health Sciences. The School of Medicine is going to start in the foreseeable future.

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 his 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.

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 Holy Scripture and should be seen in the daily activities of the university administrators, workers, and students.

Through a process of discernment based on dialogue and reflection, we designate the following as core beliefs and values of AUCA:

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 we respect the religious traditions and individual beliefs of our personnel and students, the university administration and faculties are expected to integrate a biblical, Seventh-day Adventist faith into learning activities of our students.

Excellence

As a faith-based institution of higher learning we seek 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.

Integrity

Concerned for the good of the community in this life and the life to come we commit ourselves to honesty in all relations with students, faculty, staff and administration. Through our integrity we maintain the trust of the surrounding community and of public and governmental agencies.

Community

Informed by the example of Jesus Christ, and by the fundamental beliefs of the Seventh-day Adventist Church we demonstrate a spirit of unity and connectedness with one another through our expression, courtesy, hospitality, shared values and having communication without respect to ethnic, gender, or other differences. We extend this value of community by reaching out to neighbors and to members of the larger civil and ecclesial communities.

Respect

We value and respect the contribution of each member of the university community and the stakeholders to the advancement of the mission of AUCA. We encourage and support each other as colleagues working together for the good of the whole institution.

Compassion

Inspired by the example of Jesus Christ we open our hearts to those among us in physical, spiritual and mental need. We consciously reach out beyond the boundaries of AUCA to serve others in need with compassion and mercy.

Fairness and Justice

Recognizing the dignity of all persons (students, staff, teachers and administrators) we seek to avoid any acts of injustice toward each other and address instances of injustice both within and outside of the university community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

Objectives

As an Adventist University, its principal objectives 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 a student become a useful member of society empowered not only 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 the student to become a useful member 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.

Part 2

EMPLOYEE TRAINING AND DEVELOPMENT

EDUCATIONAL SPONSORSHIP

Educational sponsorship (monetary) at AUCA will be given to eligible faculty member who may go for Masters or Doctoral studies either in Rwanda or abroad. The faculty who will be given a sponsorship will be fully bonded in accordance with the extant University policy on educational sponsorship and amortization of educational loans. However, a Faculty or staff who would be granted permission to go for postgraduate studies shall be on self-sponsorship with time-off (unpaid study leave). The faculty is required to sign the Service Bond for time-off to study.

International Sponsorship Policy

The faculty may be sponsored for Masters and Doctoral programme outside Rwanda in pre-determined disciplines identified for specific periods by the University Council as being areas of critical need for university development and mission. Such disciplines are currently though not limited to Computer Science, Mathematics, Information & Communication Technology (ICT), Medicine, Basic and Medical Sciences, Nursing, French, English, Accounting, Finance, Human Resource, and Economics. As the University grows, other types of studies would be added.

Any sponsored faculty should always be aware that he/she is on probation as far as both his/her employment and sponsorship are concerned. What this means is that the sponsored faculty must speed up and finish his/her programme of study on time.

All educational sponsorships or allowances shall cover only the specified normal duration of the programme. AUCA will not pay for any extra year or years

All beneficiaries of AUCA educational sponsorship are required to sign the Employee Educational Sponsorship and Service Bond at Human Resources upon/before the commencement of their programme. Full sponsorship will continue through the doctoral

programme as eligible and they will be bonded for additional mandatory service years as contained in the Employee Educational Sponsorship and Service Bond.

Educational Sponsorship and Service Bond Universities abroad

a. PhD

- i. 75% sponsorship - 7 years of service after completion of programme
- ii. 50% sponsorship - 5 ½ years
- iii. Time off - 3 years

b. Masters

- i. 75% sponsorship - 5 years
- ii. 50% sponsorship - 3 years
- iii. Time off - 2 years

Duration of studies and transition period

Together with the Finance, the sponsored student will sign a study contract with the HR. Any extension of studies beyond the specified period may only be granted by the Administration upon the employee's application.

Years of Service before Embarking on Postgraduate Studies

New Faculty member who is going to school must have put in a minimum of one year before going to school. The one-year period is to enable them study and master the environment/system. The study programme cannot be accepted as reason for non-performance.

Time-off Sponsorship for Doctoral & Masters Programmes (Staff)

Staff who desire to embark on graduate studies (on or off-campus, doctoral or masters), at personal expense, must have served the University for a minimum of two years. Secondly, they must notify the administration immediately upon receipt of the letter of admission into

the programme. Thereafter, the University may grant permission, and specify the days on which the employee could attend lectures. Permission must be sought and obtained before the days could be changed. Such a gesture is equivalent to partial sponsorship and beneficiaries must serve AUCA for a specified period after the successful completion of their course. Midway notification of an ongoing programme will not be tolerated; and discovery of any unauthorized graduate studies would render the employee liable to severe penalties not excluding dismissal.

New Staff who are engaged in academic and professional studies before employment at AUCA must notify the administration in writing through HR, within the first month of their assumption of duty.

Approved off-campus studies are renewable annually upon satisfactory documentation of progress. Failure to renew automatically renders initial approval for the course invalid: Immediately upon completion of the course, the employee is under the obligation to notify the University with the copies of all relevant documents. Graduate studies not related to employee's current position will require redeployment (if there is a vacancy) before the employee can be financially upgraded and no guarantee for status change after the programme.

Note: An employee (faculty & staff) on study programme or study leave cannot change the approved institution or programme (course of study) without a written approval of the Administration.

Study leave without pay

A study leave without pay is possible for any faculty or staff or AUCA. If any faculty would want to embark on a study leave without pay, he/she must submit application to the administration through their Supervisor, HOD, Dean and Human Resources Department, at least six months before starting and obtain proper permission before proceeding for the programme. Upon completion, such employees may be reabsorbed depending on the

relevance attached to their areas of study by the University, and any existing vacancy. No Department/Unit is exempted to this policy.

Midway notification of an ongoing programme on study leave (of course without pay) will not be tolerated; and discovery of any unauthorized type of studies would render the employee liable to severe penalties not excluding termination of appointment.

Study leave for Research/field work with pay

Employees on Masters and Doctoral degree programmes, who are requesting for study leave for research work, must present a recommendation from the employee's Department and School; stating the length of time needed for such research work. Application form is obtainable from the Human Resources Department (or printed from the HR website attached on AUCA website (www.auca.ac.rw))

Examination leave

An employee who is pursuing an approved course of study is eligible for examination leave of not more than two weeks at a time and not more than two times within a year, which will be granted only on the presentation of the official examination time-table. Application Form for examination leave is obtainable from Human Resources Department.

Research leave

A faculty member may be granted up to a one-month research leave with pay to carry out a research work approved by the University Administration. This must be between mid-July to mid-August of any calendar year. Research Leave shall not be used to complete regular courses or programmes that lead to award of degrees. The Department, School, Head of the Academic Division and Research will need to approve the research proposal. The report and result of the research must be authenticated by the resident institution and submitted to the Administration through the same process on return. Where the result is unsatisfactory, the faculty will be penalized by forfeiting one month's salary, receiving a warning letter from the Administration, and denial of future research leaves. HODs should have timetable for faculty research leaves. Research Leave Application Forms are obtainable from the HR Department.

CONFERENCES & WORKSHOPS

Faculty Conference/Workshop Attendance

In order to assist employees, upgrade themselves and be current in their fields, every faculty has the privilege of attending a maximum of one conference or workshop per year on AUCA sponsorship, with a maximum of a two-week absence from work. Application forms are obtained from the HR Department, with the approval of Business Officer, HOD, Dean, must be submitted to HR for ADCOM (for presentation and documentation) at least one month before the conference or workshop. Each application must include: a conference advert or brochure (including e-mail or fax), letter of invitation, declaration of all costs, declaration of all sponsorships, and abstract of topic for presentation.

Staff Conference/Workshop Attendance

Staff have the privilege of attending a maximum of one conference or workshop per year on AUCA sponsorship, and a maximum of one week away from work. Application forms obtained from the HR Department with the approval of Business Officer, Supervisor/Director & Dean/HOD must be submitted to HR for ADCOM (for presentation

and documentation) at least one month before the conference or workshop. The application for staff conference/workshop must also include documents such as Conference advert or brochure (including e-mail), Letter of Invitation, Declaration of all costs, Declaration of all sponsorships, and Abstract of topic for presentation. The conference/ workshop must be relevant to the current area of designation.

Note: Post-Conference/Workshop Report

A post conference/seminar/workshop report typed and between two and four pages, must be submitted to HR by all conference attendees two weeks after the conference. This is to enable HR compile a list of facilitators in various areas for AUCA. Failure to adhere to these guidelines will hinder approval of subsequent conference requests. If a paper was presented, a copy should be submitted to the HOD. Copies of all paper presentations should be deposited with HR Department.

Conference/Workshop Sponsorship

Deans, in collaboration with their Heads of Departments, are to determine and recommend to the ADCOM (through HR Director and Deputy Vice Chancellor for Academics) the Administrative, Academic and Professional bodies that are relevant to their specialties to which the University Administration can give 100 per cent sponsorship. Also, there should be a second list of bodies to which the University could give 50 per cent sponsorship.

In-house Training

1. By the HR Training Unit: The purpose of in-house training is to strengthen the capacity of AUCA workforce, HR Training Unit in collaboration with Divisions/Schools/Departments/Units will regularly organize in-house seminars, conferences and workshops for AUCA employees. Attendance at such programs will be mandatory for the target group(s) in focus.

Supervisors and Directors should authorize attendance by issuing proper and due clearance to nominees in writing or forward list of target group to HR Director.

2. By Departments: In order to encourage professionalism and standardization in practices, AUCA requires faculties and Departments to collaborate with HR

Director in organizing in-house seminars, conferences and workshops. HR Director will not recommend employees for upgrading if it was not carried along. Therefore, Faculties /Departments should submit proposed monthly/quarterly training schedule one month ahead for approval either in writing or email HR Director.

AUCA may organize in-house training for staff in relevant areas, including but not limited to, the following:

- a. Communication
- b. Computer Skills
- c. Customer Service
- d. Telephone Etiquette
- f. Safety
- g. Sexual Harassment
- h. Fire Drill
- i. Driving

Professional Licence

AUCA pays for renewal of Professional License only not continuing Professional Development.

End

