



Adventist University of Central Africa

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AUCA ACADEMIC RULES AND REGULATIONS

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Office of Deputy Vice Chancellor for Academic Affairs

AUCA Academic Rules and Regulations

Kigali, 2021

Message

The administration of the Adventist University of Central Africa (AUCA) is committed to provide effective administration to all its constituencies. This document provides academic rules and regulations that are to be followed by AUCA academic staff, academic administration as well as the students. We hope that this document will be of good use and that users will benefit for mutual understanding and cooperation. We do not expect any abuse of the academic rules and regulations rather light will be seen in all AUCA academic procedures and we request everyone concerned by these rules will comply with them so that the services be effectively rendered to beneficiaries in a Christian way.

Dr. Théogène Niyonzima

Deputy Vice Chancellor for Academics

Adventist University of Central Africa (AUCA)

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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.

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.

CUSTOMER & STAKEHOLDERS SERVICE

At AUCA, it is our fundamental philosophy that the client and the stakeholders are the most valuable assets. To satisfy these persons, AUCA has intelligently identified and will continue to scan the educational programs that are market driven, competency-based, and customer oriented. In light of this, AUCA has established a unique culture of symbiotic relationships with other universities, staff, the community, the general public, and all development agencies both within Rwanda and outside Rwanda, to benefit the people.

OBJECTIVES

The main objectives of AUCA are to promote true education upheld by the SDA Church among individuals through the holistic approach of developing mental, spiritual, physical, and social strengths of the individual until one's highest potential is reached. This can be achieved through:

1. Develop its students to become useful members of the society, empowered not only with intellectual skills but also with a well-developed moral character.
2. Focus its goals and its objectives on the principles of the Bible preparing students to become good citizens of this world and of the world to come.
3. Inculcate into its students the desire for a life style of a balanced-Bible based diet, principles of hygiene and physical exercises.

4. Motivate students to appreciate art, music, and diversity within the surrounding and develop their social maturity which will enable them to become peace makers their local communities, countries, and regions.
5. Frame individuals to become better researchers with independent critical thinking and judgment so that they become developers of knowledge.
6. Provide a conducive learning environment that gears the students to acquire the knowledge, skills, competencies, and attitudes needed in the labor market nationally and internationally.
7. Instill in students the appreciation of the dignity of work as a blessing for themselves, the service of AUCA, and the community.

ACADEMIC INFORMATION

a. ACADEMIC PROGRAMMES AND AWARDED DEGREES

AUCA is recognized and accredited by the Rwandan Government which is represented by the Ministry of Education and also by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities (AAA) and the International Board of Education (IBE). The University offers an Undergraduate and Graduate degrees. Currently AUCA has five faculties, which are divided into departments.

- Undergraduate Programmes

Faculty	Department	Awarded degree
Faculty of Business Administration	Accounting	Bachelor of Business Administration with Honors in Accounting
	Management	Bachelor of Business Administration with Honors in Management
	Finance	Bachelor of Business Administration with Honors in Finance
	Marketing	Bachelor of Business Administration with Honors in Marketing
Faculty of Information Technology	Information Management	Bachelor of Science in Information Technology with Honors in Information Management
	Networks and Communication Systems	Bachelor of Science in Information Technology with Honors in Networks and Communication Systems
	Software Engineering	Bachelor of Science in Information Technology with Honors in Software Engineering
Faculty of Education	Educational Psychology	Bachelor of Education with Honors in Educational Psychology
	English Language and Literature	Bachelor of Education with Honors in English Language and Literature
	Accounting	Bachelor of Education with Honors in Accounting
	Information Technology	Bachelor of Education with Honors in Information Technology
	Mathematics	Bachelor of Education major in Mathematics
	Geography	Bachelor of Education major in Geography
Faculty of Theology	Theology	Bachelor of Theology

Faculty of Nursing and Midwifery	Nursing	Bachelor of Science with Honors in Nursing
	Midwifery	Bachelor of Science with Honors in Midwifery

- Graduate Programmes

Faculty	Department	Awarded degree
Faculty of Business Administration	Accounting	Master of Business Administration in Accounting
	Management	Master of Business Administration in Management
	Finance	Master of Business Administration in Finance
	Human Resource Management	Master of Business Administration in Human resource Management
	Project Management	Master of Business Administration in Project Management
Faculty of Education	Educational Administration	Master of Education in Educational Administration
Faculty of Information Technology	Big Data Analytics	Master of Science in Big Data Analytics

b. ACADEMIC CALENDAR

AUCA's academic year is made up of two (2) regular semesters of 15 weeks each and a Summer Semester of 8 weeks. The University observes official public holidays which appear on the academic calendar and those which may be announced by the Rwandan Government.

c. PROGRAM DURATION

For undergraduate programmes classes are organized into **Full-time, Part-time, and In-service programmes**. Students of the Full-time programme will be awarded a Bachelor's Degree, normally on completion of three academic years of two regular semesters and the summer each.

For part-time and in-service programmes, a Bachelor's Degree is awarded in **five years**.

Maximum duration for undergraduate studies to be completed is six years for full-time students and seven years for part-time after which the student will not be awarded a degree.

Graduate students will be awarded a Master's Degree on completion of two academic years of four semesters. Maximum duration for graduate studies to be completed is four years.

GENERAL ACADEMIC REGULATIONS

a. ADMISSIONS

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 and signed application form, which may be obtained from the Registrar's Office or downloaded from AUCA website.
- 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

Note: International students start the registration process after fulfilling the requirements from the Rwandan Education Board (REB) 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.

b. REGISTRATION PROCEDURES

Before registration, a one-day orientation programme is organized to allow new students to get acquainted with the academic programmes, library, internet, laboratories facilities, and other matters pertaining to the life of the student at the University.

New student:

1. The new students must sign a declaration form stating that he/she will comply with the University rules and regulations governing the academic, social, and spiritual life at AUCA.
2. Get the provisional student identification number from the Registrar's office. Admitted students should present an admission letter. In case a student does not report the admission letter will be valid for two years.

New and returning student:

1. Attend orientation and consult with the faculty Dean or Head of Department for course selection
2. Select courses online considering the prerequisites and advice from Dean or HOD.
3. Print 3 copies of the registration form (the first copy for the finance office, the second for the student him/herself and the third one for the Registrar's office).
4. Present the 3 registration forms to the faculty for approval
5. Pay the tuition fees at the bank.
6. Present the bank payment slip and the 3 copies of the registration form to the accounting office and get the receipt.
7. Get class cards
8. Attend classes (attendance is mandatory)
9. A student both new and old who has not completed the registration is not an officially registered student of AUCA

Adding or Withdrawing a Course (Modification)

The addition or withdrawal of a course is permitted in exceptional cases that are approved by the faculty and, for the period indicated in the academic calendar. Course modification is done by the faculty.

Note: Registration and Modification forms must bear three stamps that show approval by the Faculty, Finance and the Registrar's Office.

Change of Faculty

A student is required to remain in the faculty and the programme of his/her initial registration until the completion of his/her studies. However, for a genuine reason and on recommendation of the faculty, a student wishing to change the programme, completes a change of faculty form to be allowed to change the programme.

The student can be advised by the faculty to change the faculty or department, if the student shows poor performance. All courses passed that apply to the new major will automatically be transferred. The probation in the former programme is dropped. Major courses done in the previous programme become complementary and do not count for the degree requirement unless they are also in the new programme.

Change of Programme (Full-time, Part-time and In-service)

For a genuine reason a regular student may change from full-time to part-time programme and vice-versa at the beginning of the semester during registration time. An In-service programme student may also be allowed to change the programme under certain genuine circumstances. The request is done by completing a change of programme form and getting the approval of the Faculty and Registrar's Office.

Course Repetition

The repetition of a course in case of failure is allowed but it must be done during the next semester or when the course is scheduled again. Otherwise, the grade of the failed course is retained. Once the repeated course is successfully passed, the previous grade is retained on the transcript but does not count in the calculation of the mean. What counts in the calculation of the mean is the highest grade. The pass mark in a course is 10/20. If the student is repeating a passed course, previous grade will be ignored and repeated (second) grade will be considered on transcript calculations.

Course Audit

A student can audit a course as many times as he/she would like at his/her own discretion but without a grade at a cost of 50% of the course credit. Auditing a course can be done before the student:

- is registered in the course officially
- repeats the failed course

An **auditee** is someone (student or not) who is auditing a course. This person is not allowed to do any assignment or examination. The auditee receives no academic grade nor document at the end of the course. The auditee pays half the cost of credit. In Information Technology such a student must have his/her own laptop. The auditee is allowed to register only with the approval of the Dean of the Faculty and the teacher of the course responsible for the course.

Reintegration after Dismissal

A student who has been dismissed from the University because of his/her poor academic performance, could still apply for reintegration into the University as a fresh student. All courses done before dismissal shall not be considered for graduation.

Regular Student

A student is considered regular after applying, meeting the requirements for admission, receiving an admission letter (for new students) and then registering and paying for courses in a Semester (all students). The student is allowed to take between 9 and 18 credits (or 19 exceptionally) per semester, for full-time programme, and between 6 and 15 credits, for part-time programme and in-service programme.

Credit Transfer

A student may request to transfer credits obtained from other accredited institutions of higher education to AUCA, provided that such credits are not more than four years old, starting from the last year of enrollment. A student cannot transfer more than 50% of the Credits for the course. The programme.

Credits that have led the student to a certain degree in his/her former school are acceptable even if they are more than four years old. This also applies to the case of validation of the credits obtained from AUCA.

A student who has a transcript from another academic institution must present an official document from the government proving that the institution is chartered.

If an applicant has not yet obtained a transcript, his/her transcript should be mailed from the former University's Registrar to AUCA Registrar's office. Transferable credits shall be only those passed with 12/20 or above equivalent to AUCA. However, for a graduate from AUCA who changes faculty, courses passed with 10/20 may be transferred.

Note: Transferred grades are not included in the calculation of the mean. A transferring student shall be admitted after the examination of his/her application and transferrable credits shall be written on his/her transcripts.

Official List of Enrolled Students

The provisional list of students enrolled in each course is made definite by the end of the first week of classes in the semester. The student whose name is not on the list is not allowed to attend the course and should suspend.

Suspension

Students wishing to suspend the semester must complete a suspension form obtainable from the Registrar's office and fulfill the requirements as specified in Rwanda High Education general academic regulations. If the suspension is carried out during the first month of the current semester, the student receives a refund of tuition. There is no refund if the suspension occurs after the first month of the semester and all academic work previously carried out no longer counts.

A student who does not follow the official procedures for suspension is considered as having abandoned the course. He/she automatically receives the score of 0/20. No student shall suspend once the final exams have started. If a student suspends classes from the University, he/she must, prior to his/her departure, settle all the accounts and return all University property in his/her

possession, including the student ID card. The suspension period is limited to two years. For a student who abandons/drops out, the course, readmission is possible under the following conditions:

1. The student who chooses to drop out must not exceed 3 years out of university.
2. On return, he/she pays a penalty fee set by the Administration.
3. A student who would wish to return after a drop out period of more than 3 years shall be considered as a dismissed student and may be readmitted as a new student.

c. CLASS ATTENDANCE (FULL TIME AND PART TIME PROGRAM)

Attending classes is mandatory, a student will be allowed to sit for final exam if he/she has scored an attendance of 75% face to face teaching. Failing to attend, the student whole semester will be void and will have to repeat all courses.

d. GRADING SYSTEM (GRADES SCALES)

The grading system of the University is based on a multi-dimensional way of evaluating the performance of students. The grades obtained from the Adventist University of Central Africa are thus based on various methods of continuous assessment:

1. The final grade of a course is the weighted average of the cumulated grades of the quizzes, tests, assignments, research projects, practical work, field trips and examinations of the whole semester.
2. The weighting of the semester assessment totals 100%, which is distributed as follows:

Assessment Item	Weighting in %	Invigilation
Assignments & Quizzes	30	Monitored by the Teacher
Mid-Semester Exam	30	Invigilators
Final Exams	40	Invigilators

The grading system in force at AUCA is a numerical one. The final maximum score is out of 20. The table of conversion indicates the average and the GPA grading as presented below:

Our System (Out of 20)	Class	Class	Letter Grade	Percentage	GPA (Out of 4)
16 – 20	Grand Distinction	First Class Honors	A	80-100%	3.2 - 4.0
14 – 15.9	Distinction	Second Class Honors Upper Division	B	70-79%	2.8 – 3.1
12 – 13.9	Satisfaction	Second Class Honors Lower Division	C	60-69%	2.4 – 2.7

e. EXAMINATION AND EVALUATION PROCEDURE

The periods of examinations are indicated in the academic calendar and must strictly be respected. These are mid-semester and final exams. No other examinations may be conducted unless they are officially approved

Each assessment meets the following objectives:

- To help and motivate the students to study more effectively.
- To evaluate the progress of the student and the effectiveness of the teacher.
- To determine if the student meets the minimal requirements of the course;
- To help the teacher ascertain the achievement of the course objectives.

Teachers submit soft copies and signed hard copies of their grade reports to the Registrar’s Office. Before submission of grades to the Registrar’s office the hard copies must be approved by the Faculty Dean or Head of Department.

Upon the Faculty acceptance of the grades, the grades are submitted to the Registrar.

The grade reports are kept in a file in the registrar’s office vault. The teacher keeps a copy of the grade reports and a detailed copy is handed out to the Dean of the Faculty who files it for further reference. Once all the grades are entered into the computer, the grade transcripts are uploaded online and can accessed by the students before they can register for the next semester.

Incomplete Grade (IG)

If at the end of the semester a student fails to sit for examinations or does not meet all the academic requirements, the teacher gives an incomplete grade (IG). In such a case the student has a maximum period of one semester, provided the course is offered, ahead to complete the requirements of the full grade with financial implications, plus authentic justification. Failure to

meet the requirements of the grade by the end of the given period, the grade will be recorded as a zero (0) when the next course is taken.

In case of sickness and loss of direct family member, the student who missed the exam will be allowed, after presenting required documents, to sit for a special exam upon recommendation from the faculty having studied the case.

In addition, a student who has not successfully completed his/her memoire during an academic session is required to register for a zero credit the following semester or academic year for his/her student's eligibility.

Claim on Grades

- In case of claims, the student will fill a form to be analysed by a team of teachers appointed by the faculty. For a case of non-satisfaction, the marked examination booklets should be availed to the students by the faculty. These booklets will be kept for a period of one year.
- The student who is not satisfied with the awarded grade will start the claim process using the Claim Forms - first with the head of the department then with the Dean if not satisfied. From this level, if the student is still not satisfied, he/she may write an official letter to the academic committee, with a copy to the Dean of the Faculty.

Mean/Average

The University determines two means/averages for the grades of the students:

1. The general (cumulative) mean includes the grades obtained from all the courses of the programme.
2. The major mean is obtained from core and major courses only.
3. If a student repeats a course, the highest grade obtained is considered in the calculation of the mean.
4. To be awarded a degree, the student must have a general cumulative average and a major cumulative average of at least 12/20.

Missing out on Exams

A student who misses out on examination (finals and mid-semester exams) will be allowed to take the missed exam in the next semester or whenever the course is offered next. The student will be required to complete a form for the make-up exam, provide justification for missing the exam and pay 25% of the cost of the course.

Student on Probation

Any student whose general cumulative grade average and/or option (major) cumulative grade average is less than 12/20 automatically becomes a regular student on probation. Consequently, the student is limited to a maximum of 12 credits per semester for the full-time programme and 9 credits for the part-time programme. The student will be required to repeat failed courses. The following considerations will be applied for a student who is on probation:

1. The student who falls into the first probation has two more semesters to upgrade his/her grade.
2. If the student on probation upgrades his/her general and major cumulative grade—after one or two semesters— he/she is out of probation. If a student falls into probation three consecutive times, he/she has 3 options:
 - a. Change the major (option) if the student wishes and the change will get them out of probation.
 - b. Getting an average of 12 and above in both general and major averages
 - c. Getting a minimum average of 13 out of 20 points in the credits taken during this semester.

For option b and c the student must sign a commitment letter provided by the Registrar's Office

f. GRADUATION

Courses are evaluated in terms of semester credits. According to the international convention, 1 semester credit equals 1.5 quarter credits ***Reference**. One semester credit equals 15 hours.

In a regular semester a student is allowed to take a maximum of 18 credits (exceptionally 19 credits) for the full-time programme and 15 credits for the part-time programme each semester.

For the summer semester, students are allowed to take a maximum of 9 credits (exceptionally 10 credits).

However, a regular student may not go below 9 credits for full-time programme and 6 credits for part-time programme. At least 9 semesters (6 regular and 3 summer semesters) are required for completing the Bachelor's Degree programme for the full-time programme and 12 semesters for part-time and In-service programmes. A minimum of 136 semester credits are required for the student to be awarded a Bachelor's Degree.

On the graduate programme, students are allowed to take a maximum of 12 credits per semester.

At least 4 semesters of 12 credits each are required for completing the Master's Degree programme. A minimum of 48 semester credits are required for the student to be awarded a Master's Degree. In addition to the 48 credits for Master's students will be required to write a comprehensive exam of 1 credit.

Research Project Writing

The student is required to finish his/her studies with project writing. The project writing is taken towards the completion of the programme. The minimum period of writing is one semester and maximum is one academic year, except for some exceptional circumstances that are permitted by the Dean of the Faculty. If the student fails to comply with the project writing guidelines or thesis writing regulations, his/her topic will be cancelled. He/she will restart the project with a new topic. As previously mentioned, a student who has not successfully completed his/her research project during an academic session is required to register for a zero credit the following semester or academic year for his/her student's eligibility.

Internship

A student who undertakes internship can register for internship in the same semester in which he/she is taking it or a semester after. He/she should make sure that the Dean of the Faculty has given him/her written permission to go for internship. This permission is given only to the student who has an acceptance letter from the internship work place and has completed a minimum of 100 credits. At the end of the internship, the student has to make sure that he/she submits the internship report within two weeks after the registration period.

However, a student in the Faculty of Education is required to undertake internship considering the secondary school academic calendar and serve the chosen school for a period of three months. Upon completion, the student submits his/her internship report to the faculty for evaluation after two weeks of internship completion. Failure to do so would lead to a course failure and hence will repeat the internship.

After completion of 100 credits a student in the faculty of theology is given the whole semester for internship in a church.

Completion of Undergraduate Programme

The student of AUCA is required to complete his/her undergraduate studies in 4 years for full-time, 3 years for full-time accelerated programme and 5 years for part-time students and in-service programmes. Due to some circumstances, a student who does not finish in 4 or 5 years, will be allowed to continue her/his studies at AUCA for only 2 more academic years maximum.

g. Course credit hour information

Adventist University of Central Africa uses semester credit system according to international convention for the undergraduate program except Nursing and Medical School. One semester credit hour is earned through academic work during a period of fifteen weeks; averaging three hours per week for 3 credits course in undergraduate and nine hours per week for in graduate courses, the academic work includes:

1. A minimum of 3 hours per week and per course of direct faculty-student contact; and
2. Out-of-class students work during the remaining time of 6 hours. Out of –classroom activities include structured exercises assigned to students, reading assignments, self-directed study, and online forum discussions. The following table shows the allocation of hours to each required activity for a student to earn 1-; 2-; 3- and 4-semester-credits respectively.

		AUCA-- 1 Credits	AUCA- 2 Credits	AUCA 3Credits	AUCA-- 4 Credits	AUCA-- Lecture hours
#	Specific activity	Student hours	Student hours	Student hours	Student hours	3 Credits
1	Lectures & Practical classes	13	26	39	52	90
2	Seminar /workshops	1	2	3	4	3
3	Laboratory & peer teaching	3	8	12	25	10
4	Structured exercises	7	14	20	45	14
5	Set of readings	7	14	20	10	7
6	Self-directed study	6	10	15	16	4
7	Online forum discussions	6	12	20	20	10
8	Revision	1	2	3	4	1
9	Examination	1	2	3	4	15
	S/Total 1 (items 1,2 &9)	15	30	45	60	
	S/Total 2 (items 3 to 8)	30	60	90	120	
	Total student hours	45	90	135	180	
			AUCA	AUCA	AUCA	
	Student-Teacher's Face to face Ratio	33.3	33.3	33.3	33.3	

In this table, Items 1, 2 and 9 comprise of face-to-face activities whereas items 3 up to 8 include items for out-of- the classroom activities. As such, for a 3-semester credit course (which is equivalent to a 10-semester credit course in the national framework system), a student must cover 45 hours of face-to-face activities with the lecturer and 90 hours of out of the classroom activities. Considering that semester credits are earned through academic work during a period of fifteen weeks, then the requirements for a 3 semester-credit course are:

1. A minimum of 3 hours direct faculty-student contact per week and per course; and

2. A minimum of 6 hours of independent learning activities (out- of- classroom) per week and per course.

Hence, 135 hours in total are allocated to a 3-semester credit course.

A few numbers of courses taught at AUCA might have 1; 2; or 4 semester-credit(s) depending on the relative importance given to them in their respective programmes. The above table indicates that a similar pattern of time allocation to learning activities applied to those courses as well. Eventually, the required face-to-face and out of the classroom learning hours for 1; 2; and 4 semester credit (s) courses at AUCA are respectively:

1. A minimum of 1; 2; and 4 hours of direct faculty-student contact per week and per course; and
2. A minimum of 2; 4; and 8 hours of independent learning activities (out-of-classroom) per week and per course.

Overall, the above time study allocation complies with the requirements of AAA standards, which suggest that for each 1-hour face-to face activity, there must be a provision of 2 hours allocated for out of the classroom activities.

End.

