



Adventist University of Central Africa

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# GUIDANCE AND COUNSELING POLICY



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

## **Guidance and Counseling Policy**

**Kigali, 2022**

### **Message from Administration**

The Adventist University of Central Africa (AUCA) administration, considers guidance and counselling services as important. This department is set to support our students to have good health and positive critical thinking in their lives. The office of guidance and counselling was thought of with the main objective of providing counsels to AUCA students who majority is in critical age of youth under 24 years old. The age which necessitates critical care and attention by parents and educators. AUCA aims to impact them positively in the selection of their career as well as partnership or companion selection among colleagues and age mates. We believe that this policy will be used to benefit all students and that the office in charge of guidance and counselling will provide good services.

**Dr. Théogène Niyonzima**

**Deputy Vice Chancellor for Academic Affairs**

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### **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 his God is the main aim of the Christian Education that leads students to discover and understand the truth through critical thinking.

### **AUCA Mission**

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

### **AUCA Vision**

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

### **AUCA 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, the following AUCA core beliefs and values have been designated:

#### **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.

#### **Integrity**

Concerned with the good of the community in this life and the life to come AUCA commits itself to honesty in all relations with students, faculty, staff and administration. Through integrity AUCA

community maintains the trust of the surrounding community and of public and governmental agencies.

### **Love**

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

### **Respect**

AUCA community values and respects the contribution of each member of everyone at the university and the stakeholders to the advancement of the mission of AUCA. Team-spirit is encouraged through supporting one another 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. Besides, AUCA community consciously reaches 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) AUCA community seeks to avoid any acts of injustice toward others and address instances of injustice within and outside the university boundaries from a stance of informed advocacy. We hold ourselves accountable to one another and endeavor to practice responsible stewardship of the resources available to us.

### **Excellence**

As a faith-based institution of higher learning AUCA community seeks to combine faith with reason in the pursuit of academic excellence. AUCA Senate and Administration call upon all members of its community to individually and professionally excel their respective duties.

### **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.

## **1. OVERVIEW AND PURPOSE**

### **1.1. Purpose of the department**

The career guidance is a department that works under the Deputy Vice Chancellor for Academics. The Career Guidance Office has the responsibility to assist Director for Admission and Academic Records in educational guidance of applicants who want to make the informed decision choice regarding the academic subjects/courses to study. It provides career advices and coaching on academic skills and employability skills development during the academic life. It strives to fill the gap between education and the world of work. This is done through the

services that prepare students to meet the need of job market through technical skills, employability skills and entrepreneurship skills.

### **1.1.2. AUCA Mission Statement**

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

In line with AUCA mission statement, the Career Guidance Office will provide support services through career guidance programme will lead people to Jesus Christ. The career guidance office is committed to develop the employability skills, entrepreneurship skills and biblical value-based life experience among talented human resource needed at world marketplace.

### **1.1.3. AUCA Vision Statement**

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 community at large.

In line with the AUCA vision statement, the career guidance Office will create events that will foster personal development, spiritual growth, social wellbeing, goal oriented long-life learning and professional development of the AUCA students by 2030”.

## **1.2. Career guidance services**

1.2.1. Career guidance and information services refers to services intended to assist individuals, of any age and at any point throughout their lives, to make educational, training and career choices and to manage their careers. It includes a wide range of activities. For example activities within schools to help students clarify career goals and understand the world of work; personal or group-based assistance with decisions about initial courses of study, courses of vocational training, further education and training, initial job choice, job change, or work force re-entry; computer-based or on-line services to provide information about jobs and careers or to help individuals make career choices; and services to produce and disseminate information about jobs, courses of study and vocational training. It



includes services provided to those who have not yet entered the labour force, services to job seekers, and services to those who are employed.

- 1.2.2. The career advisor guides students and graduates who wish to create jobs and to encourage the entrepreneurial mindset among students or graduates.
- 1.2.3. The policy on the provision of educational and career guidance services clarifies how to ensure students' retention and follow-up of AUCA Alumni after graduation. This can be done through mentorship program. Mentoring is usually part of personal, educational and career development plan of an individual to reach the full potential. This is part of long-term professional path, to open doors for the student, share experiences with people who have advanced life experience and widen professional network.
- 1.2.4. The policy serves to create one of students' retention strategies through the capacity building of teachers in mentorship and create a strong relationship between students, teachers and AUCA community. The career guidance contributes to the encouragement of teachers to help students to gain life experience and professional network. Teachers will be able to provide online advisory of students to reach their full potential and reach out to wide audiences through academic writing, critical reading, critical thinking. The career guidance office facilitate graduates for the professional network.

## **2. SCOPE**

- 2.1. This policy is in response to the Higher Education Council (HEC) in the Ministry of Education recommendations for 2019 addressing to AUCA in relation to the guidance and counseling and the provision of training for student's mentors during the academic internship program.
- 2.2. The Adventist University of Central Africa extended the period of Academic Internship to six months period (Education and Theology) and students do academic internship every semester in the Faculty of Health sciences as recommended by the HEC effective academic year 2020/2021
- 2.3. Mentors are always trained to introduce to the company and to advise the students during the academic internship period.

2.4. The guidance and counseling support to AUCA students is to allocate **mentors** who will advise you to go smoothly in your academic life and professional network. Mentors from the Adventist University of Central Africa will always be trained within their respective department during the department meeting.

2.5. The Adventist University of Central Africa organizes the mentorship for the students enrolled in the course of Academic Internship. The activities have been monitored by Faculty staff. The benefit of this program is to fill the gap between education and world of work. Training in mentorship builds the capacity of teachers in mentorship and create a strong relationship between them and students. The mentorship programme is initiated to verify if a number of graduates of the Adventist University of Central Africa are unemployed not only because of the lack of prior knowledge, skills and values in the course but also because of the lack of guidance in choosing the right host agency during the academic internship program. Creating mechanism for the self-management of their schedules for academic activities and their extra-curricular activities during the internship program.

2.6. There is a great need to support students in their daily life. The support is needed in choosing the suitable host agency based on students past educational background and student availability. During the registration period students will choose academic internship among selected courses that has the primary activities related to their programme.

### **3. RESPONSIBILITES**

3.1. Students are facilitated to undertake academic internship with help with mentors. Mentors are responsible for:

1. Helping students to choose the suitable host agency based on their past performance, educational background and their availability.
2. Encouraging all students to reach their full potential as independent learners and develop a positive attitude to life-long learning- the mentor helps students to formulate the academic goals and objectives.
3. Creating opportunities for students to become innovators and professionals in their respective field.

4. Training students to cope with job market for the sustainable development of the community through Student Labor services, and voluntarism.
5. Providing guidance in academic life and for the professional network.
6. Providing relevant resources to support and develop the recreation interest of the students and monitor its implementation.

3.2. The mentor from the Adventist University of Central Africa is mandated to:

- a. Discuss their internship requirements with host organization, and update these from time to time as they evolve.
- b. Forward lists of their top students in business/commerce related fields on a quarterly basis for consideration for the host organization's internship program.
- c. Participate in joint consultations with host organization on the internship program.
- d. Conduct due diligence on the students prior to submitting them to host organization for selection.
- e. Ensure the Intern submits a report at the end of their internship program detailing key learning, shortcomings of the unit/branch, and areas for improvement on the internship program.
- f. Ensure the Intern adheres to the rules governing employees of host organization.
- g. Ensure the Intern executes a letter of offer and acceptance from host organization.

**Career guidance department ensures:**

- The preparation and implementation of annual career week event every year
- Provide support to students who need career information using flyers, pamphlets, websites and meetings.
- Coach students and grandaunts writing CV, cover letters grant proposals and sitting for interviews.
- Participate in curriculum review to meet the demand of marketplace.
- Attend the meeting related to skills development.

3.3. The Faculty office prepares the list of mentors who will monitor students's progress to reach their full potential and reach out to wide audiences through industrial academia linkages. The host agencies mentor will also equip some soft employability skills such as critical thinking

skills and problem solving skills, communication skills, research and innovation on one hand. They will encourage students to gain life experience and professional network on the other hand.

### **3.4. Counseling services for emergency and fistaid activities**

- 3.4.1. Individual and group counseling will be administrated by the competent staff including Faculty dean, head of department, Church Pastor, Career Advisor, Teacher and any other support staff that has the skills in counseling.
- 3.4.2. Students on probation are asked to tell their academic problems relating to grades (less than 12/20), study habits, class attendance, and interaction with teachers, educational background, family background and work conditions etc. if applicable every semester before mid-semester examinations. Students who scored less than 12/20 will always be advised to improve their Cummurative GPA and the head of department will help them to formulate their academic goal and fill individual education plan where possible.
- 3.4.3. The office of Admission, Registration and Academic records work with the Career Guidance and different Offices of Faculties and Department to help low performers to formulate their academic goals.
- 3.4.4. The information given by the client is kept with confidanciality. The information that is provided is used for academic purpose only.
- 3.4.5. During the application for admission process, a student provides the number of the kin for emergency call in case there is a need.
- 3.4.6. First aid office is no longer operational at Masoro Campus. In the mean time of planing for Cumpus clinic, will provide the student labor to facilitate in the office and purchase the needed materials in all AUCA campuses.
- 3.4.7. The office of career guidance and counseling will work closely with AUCA Student Assosication and AERG during the commemoration of 1994 Genocide against the Tutsi for the support and counseling.
- 3.4.8. Trained AUCA staff/student labor in FistAid and Purchase Fistaid kits that will facilitate students with emergency needs. This includes female students who need to change pads, provison for examinantion anxiety, people with chronic diabets, and assistance for mental health problems in case.

### **3.5. Support to students with Disabilities**

- 3.5.1. All staff must use appropriate language vis-a-vis any student with disabilities.
- 3.5.2. Avoid discrimination of any kind based on any type of disability or health condition.
- 3.5.3. Provide equal services along with others.
- 3.5.4. Provide reasonable accommodation to students with disabilities students with disabilities in regular classes during the specific time periods base on their skills.

### **3.6.Support to all students equally**

Every student must be supported to acquire the language of instruction given that every student has equal right to education during the teaching and learning process, academic support and leadership.

**End**

