



Adventist University of Central Africa

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ACADEMIC ORIENTATION POLICY



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Office of Deputy Vice Chancellor for Academic Affairs

ACADEMIC ORIENTATION POLICY

Period 2022-2027

Welcome Home Message

Dear AUCA New Students!

The administration of the Adventist University of Central Africa (AUCA) is pleased to receive you on its all campuses. This is higher learning institution which belongs to a network of the more than 120 universities and colleges that belong to the Seventy-day Adventist Church Worldwide. At AUCA, we cherish hardworking spirit embedded in the teamwork among the students and staff. AUCA is brand in Rwanda as well as in the region. It equips students with knowledge and skills that give them competitive advantage needed by the labor market.

AUCA has three campuses namely (1) Masoro campus which accommodate (a) the faculty of education with more combinations (b) the faculty of business administration which has departments of accounting, management, marketing and finance at undergraduate level, Masters of Business Administration in Accounting, finance, management, human resource management and project management (c) faculty of theology and religious studies (d) school of Medicine and health Sciences, this combines school of Medicine known as ASOME as well as School of nursing and midwifery; (2) Gishushu campus which accommodate the faculty of Information technology with department of information management, networking and communication systems and software engineering. This faculty also has Master of Science in Big Data Analytics. All of these faculties have plans to expand and become colleges.

Your choice of AUCA is not to be taken for granted. It is our responsibility to go beyond your expectations in giving you knowledge and skills that will permit you to excel upon completion of your studies at AUCA. Our competitive advantage is that AUCA's mission in to prepare people for this world and beyond through Christian values and life style.

May God Bless you and accompany you throughout you stay at AUCA!

Dr. Niyonzima Théogène

Deputy Vice Chancellor for Academics

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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.

1. PURPOSE

1. This policy and procedure outlines the first-year orientation and transition course activities and services offered at AUCA.

1.1. The aim of this policy is to create guidelines and show activities that are done during the orientation period. Students will choose courses by respecting their academic programme as they are found in AUCA academic bulletin.

1.2. After registration, a one-week orientation programme is organized to allow new students to get acquainted with the following: rules and regulations of AUCA, the academic programs, library, internet, learning facilities, administrative offices and their heads, student affairs, and other matters pertaining to the life of the student at the University, just to name a few.

1.3. The purpose of orientation programs is to:

- Familiarize new students with the academic programs, services and facilities available at the university.;

2. Scope

2.1 This policy applies to commencing AUCA university students undergraduate and postgraduate programs for both local and international students.

- During the orientation 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.
- Get the student identification number from the Registrar's office.

2.2. Academic orientation for both the new and returning students.

- All students are required to:
- Attend orientation and consult with the faculty Dean or Head of Department for course selection.

- Select courses online considering the prerequisites and advice and facilitation from the Dean or Head of Department.
- 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).
- Present the three 3 registration forms to the faculty for approval.
- Present the bank payment slip and the 3 copies of the registration form to the accounting office and get the receipt.
- Get a copy of the registration form with the stamp showing the validation of the registration, the stamp from the faculty office and the stamp from the Accounting Office.
- Attend classes (attendance is mandatory).
- Get an examination permit one week before mid-semester and final examination period and present it in examination room as a proof of payment.

Note: A student must have a student card at all times in AUCA premises.

2.4. A new student who has not completed the registration form will not be considered as current student of AUCA.

3. Guidelines for Orientation Programme and Responsible Organs.

3.1. Career Guidance Officer helps new students to do campus tour to familiarize them with the campus premises.

3.2. 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 bear three stamps that show approval by the Faculty, Finance and the Registrar's Office. A form that is not submitted in Accounting Office is not valid.

3.3. Change of Faculty

3.3.1. 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. poor performance can be one of the reasons to change the faculty.

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

- 3.3.3. 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.
- 3.3.4. An In-service programme student may also be allowed to change the programme under certain genuine circumstances.
- 3.3.5. The request is done by completing a change of programme form and getting the approval of the Faculty and Registrar's Office.

3.4. Credit Transfer

- 3.4.1. A student may request to transfer credits obtained from other accredited institutions of higher learning to AUCA, provided that such credits meet AUCA standards. A student cannot transfer more than 50% of the Credits for the program unless is applying for the second degree in related programs whatever, he/she has covered in previous graduated program will be exempted. E.g MBA Management graduate will be exempted of all general and core courses taken if they still exist in current program applied for.
- 3.4.2. 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.
- 3.4.3. A transferring student shall be admitted after the examination of his/her application and transferrable credits shall be written on his/her transcripts.

3.5. Suspension and reintegration

- 3.5.1. 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 count.
- 3.5.2. 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:

- The student who chooses to drop out must not exceed 2 years out of university.
- A student who would wish to return after a drop out period of more than two years will be readmitted through the Academic Committee decision.

End

