



Adventist University of Central Africa

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STUDENT CODE OF CONDUCT POLICY



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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-centred 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. Introduction

This Student Code of conduct policy outlines the rules, expectations, and standards of behavior for students at the Adventist University of Central Africa. It is designed to create a safe and respectful learning environment, promote responsible behavior, and provide a framework for addressing violations of the code. Indeed, education without good-mannered students is like a stone mansion floating in the firmament. If there is anything that stands as the bedrock of education, it is students’

conduct. When the students are of commendable behavior, they contribute to the better image of their institution, and this affects in a positive manner their academic performance. The document at hand expounds more on how AUCA reinforces students' conduct for excellent outcomes.

STUDENT CONDUCT, AND CORRECTIVE PROCEDURES

Philosophy

The ethics of Christianity demonstrates respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisors, University administrators, etc. AUCA is dedicated to upholding respect for civil law as well as for the principles of Christian development. Any misconduct may be judged not only by standards of legality and suitability, but also by its disruption of the normal functioning of the University.

Thus, it is recognized that some types of misconduct may constitute violation of both civil and University code, and actions may be taken by both the civil and University authorities. While enforcement of rules and regulations is of subsidiary concern to this institution, the primary concern is to maintain the integrity of its educational function by upholding the principles on which it was founded.

AUCA recognizes that its work, being educative and redemptive, involves a certain level of custodial function and it seeks to take these responsibilities seriously. It requires the students to seek to live by the principles of the scriptures given in such passages as Romans 12:2; 2Corinthians 6:16-18; Philippians 4:8; and 1 Corinthians 10:31. Students who are committed to being Christian ladies and gentlemen should not find themselves in conflict with University expectations.

A student who through dress, appearance, conduct, or attitude shows unwillingness to comply with the expectations of the University as outlined in this policy may be asked to withdraw from the University, and/or denied readmission for succeeding semesters.

Student Demonstrations

AUCA seeks to preserve and to encourage the rights of free conscience and expression within the framework of Christian conduct. In order to achieve this purpose, students and the student organization are encouraged to express any grievances by the Christian and democratic means through the available channels of communication.

There is a distinction between differences of opinion and activities directed to promoting actions of sabotage or undermining administrative policy. Therefore, advocating or urging action to bring

about change of administrative policy at AUCA by mass meeting, procession, boycott, picketing or occupation of premises is categorically prohibited.

Off Campus Responsibility

Off campus misconduct may raise questions concerning the suitability of a student to be a member of the AUCA community. Students are expected to behave well whether on campus or off campus. It is the responsibility of every student to reflect the positive image of the University wherever they are. A negative report about a student's behaviour off campus may result in disciplinary action.

Academic Integrity

There are guidelines and principles which govern University excellence and integrity. The first principle is honesty—a fundamental principle governing the life of a Christian. Any deviation from this standard, however small, is a serious compromise of Christian standards. The second principle is the value that the University places on the academic excellence of its students. When students leave the University, AUCA wants the world to know they are Adventist University graduates. This is only possible if students are completely honest and do all the assignments to the best of their ability while at the University. For this reason, the University disciplines students who show academic dishonesty in any form. Thus, the following measures have been put in place:

Any grade obtained in a fraudulent manner is not recognized. Thus, the student gets zero as grade for the course they cheated in. A student may either be withdrawn from the course or the student may be suspended from all courses for one semester or more. Each case will be examined individually.

Serious cases of cheating or fraud will result in a dismissal of the student by the administrative committee on recommendation of the disciplinary committee. Other measures may be applied according to individual cases.

The following acts are considered as academic dishonesty:

- **Cheating** through collaboration with another student by use of verbal or non-verbal communication during an examination.
- Using materials during an examination other than those specifically allowed by the teacher or the examination office(for details see examination policy);
- Copying from another student's examination answer booklet or showing a copy intentionally to another student during an examination;
- **Plagiarism** which involves misrepresenting as one's own original work, the ideas, interpretations or creative works of another. This includes published and unpublished

documents, designs, music, images, photographs, or ideas gained through working in a group.

When a student submits an assignment for evaluation written by someone else as their own; it is considered intentional plagiarism. When a student presents another person's words, ideas, or data-including those from electronic sources- without proper documentation; it is considered as unintentional plagiarism.

To avoid plagiarism, students should acknowledge sources with references for:

- Direct quotes (also use quotation marks and reference the page number)
 - Information from several sources even paraphrased
 - Electronic media from any source, including the internet
 - An image/figure/table from someone else's work
1. **Misrepresentation** by documenting and referencing the source that does not exist or attributing incorrect or non-existent information to an existing source of information.
 2. **Academic misconduct** by assisting another in acts of academic dishonesty (e.g., falsifying attendance records for class, general assembly, writing essays for someone else, changing or altering grades on an examination answer booklet or providing unauthorized course materials);
 3. **Falsifying** official documents, forging the signature, the stamp for the University or other institutions is strictly unlawful.

Corrective Disciplinary Measures

A disciplinary action is meant to correct the misbehavior of the wrongdoer and to protect those whom it may affect. Depending on the offense, one or more of the following corrective measures will be taken:

- Verbal or written warning from any faculty member, Dean, or administrative officer.
- A warning in written form, from the disciplinary committee. For such cases, there will be restriction of privileges- e.g. no holding of any office in the student association, church, students clubs, or any other student organization for a specific period of time.
- Dismissal or suspension:
 - Due to a single major offense or an accumulation of offenses.
 - May be for a definite or indefinite period of time.
 - If the suspension period is indefinite, the student can only re-enter the University by re-application.

The following are some of the offenses that could cause **dismissal** or **suspension**:

- Undermining the principles and objectives of the University.
 - Participating in academic dishonesty such as cheating on tests.
 - Using profane language.

- Displaying lewd conduct.
- Possessing obscene literature.
- Using or possessing narcotics or alcoholic beverages.
- Gambling in any form.
- Stealing or any form of deception.
- Displaying improper association with members of the opposite sex.
- Attending cinemas, dances, or other questionable places.
- Defying of authority and incitement of others to insubordination
- Showing disrespect to persons in authority.
- Persisting absence required functions.
- Willingly destroying University property
- Displaying dishonesty in reporting work time.
- Fighting and other forms of physical violence, or threat or intimidation.
- Sexual immorality.
- Addressing or convening unauthorized gatherings and incitement of students.
- Strike of any form.
- Organizing or participation in political activities on campus.
- Impregnation and Premarital pregnancy.
- Distorting or misrepresenting the image of the University or University leadership off or on campus.

Note: A drunk student shall not be allowed into the campus/classroom.

Table 1: Violations of University policies and regulations with the corresponding correctives disciplinary measures

No	Violation	Disciplinary Measures
1	Undermining principles and objectives of the University.	Suspension
2	Criminal arrest and conviction in a court of law while enrolled in the University	Suspension (depending on the case)
3	Obstruction or disruption of teaching, research, administrative or disciplinary procedure, or other University activities.	suspension
4	Being caught drunk on the campus.	Suspension (one semester) following three warnings
5	Distribution and Possession of alcohol or Tobacco on Campus. Coffee and tea are not encouraged either.	<u>First</u> warning, <u>Second</u> warning <u>Third</u> attempt, suspension of one semester (Revised, 2021).
6	Distribution and Use or possession of marijuana , heroin, cocaine, and other abusive drugs. The university reserves the right to investigate any student where reasonable suspicion exists of drug, or alcohol involvement. This includes the right to require an appropriate drug test and confirmation by retest.	<u>Report</u> to the Police and then Dismissal (Revised, 2021)
7	Distribution and Use or possession of firearms, firecrackers, and explosives of any kind. Knives or other instruments considered to be lethal weapons by law.	<u>Report</u> to the Police and then Dismissal (Revised, 2021)
8	Setting off, or otherwise, illegally tampering with a fire safety equipment	Suspension or a fine of a certain amount of money
9	Willful and obvious disrespect of an/or failure to comply with a directive of an official of the University or an authorized agent with the intent to create public disorder (insubordination) etc.	Suspension
10	Willful damage and destruction of property, unlawful entry in unauthorized premises, assault, etc.	Suspension or a fine of a certain amount of money
11	Impregnation and premarital pregnancy	Suspension (one Semester)
	Any Public Indecent assault (e.g. sexual oriented gesture)	Suspension
12	Any sexual harassment	<u>Report</u> to the Police and then Dismissal

13	Any Incitement of students such as riot and strike	Suspension/ dismissal depending on the case
14	Organizing political activities on Campus	<u>First Attempt</u> : Warning <u>Second</u> : One Semester of Suspension <u>Third attempt</u> : Dismissal (Revised, 2021)
15	Distorting or misrepresenting the image of the University or the University Leadership out of or inside the campus	Dismissal

Disciplinary Committee: Rules of Procedure

- The chairperson of the Student Disciplinary Committee shall regulate proceedings in a manner best fitted to show firm justice in accordance with the principles enunciated in this document or other rules deemed necessary to be included by the University authority. A student who is charged with the breach of the rules of student conduct shall:
 - Be given a full and fair opportunity for staff defense against such allegations if the student so desires;
 - Be permitted to present any relevant facts or call any witness capable of giving testimony relevant to the investigation;
 - Be permitted to be present in the Student Disciplinary Committee as long as the committee deems necessary;
 - Be advised as fully and clearly as possible of the committee's decision or recommendations and reasons for arriving at such decision or recommendations. This will be done in writing or verbally as the case may dictate;
 - A notice to a student summoning them to appear before the committee for investigation of an alleged breach of the University's rules of student conduct and behaviour shall be contained in the notice addressed to them stating the place and the date at which they are to attend;
- In the event of the committee finding a student to have committed a breach of the rules, either on student's own admission or at the conclusion of an investigation, it shall, before determining the punishment to be meted out or the terms of its recommendations, allow the student to make a statement or produce evidence which they wish to be taken into consideration in mitigation of their punishment;
- As soon as possible, after the conclusion of a student's case, the Dean of Students or his designate shall convey the decision to the student concerned in writing, followed by verbal explanation where necessary.

Power of Disciplinary Committee

The student Disciplinary Committee has authority to reprimand, hand out student fines, and suspend a student for a stated period of time without referring to the Administrative Board of the University. But it recommends withdrawal of a student from the University by expulsion to the Administrative Board for a final consideration and action.

Appeals on Disciplinary Action

Any student who is not satisfied with the decision made by the Disciplinary Committee or the Administrative Board may write a letter of appeal to the Rector with a copy to the Dean of Students. The letter should be submitted within the first seven calendar days after the decision of the disciplinary committee and only one appeal is allowed against the outcome of any one stage of disciplinary action. The Rector will then appoint an ad-hoc committee of three faculty members who are not associated with the Disciplinary action to assist him in reviewing the decision.

STUDENT DECORUM

Dress Standards

A Christian should seek to make the best of their appearance in order to be a good example to others. Therefore, no education can be complete that does not teach correct principles in regard to dress.

In dress, as in all other things, is our privilege to honor our Creator. He desires our clothing to not only neat and healthful, but appropriate and becoming.

A person's character is judged by his/her styles of dress. A refined taste, a cultivated mind, is revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it; but God desires us to love and seek first the highest beauty, that which is imperishable

The AUCA family acknowledges that our dress and grooming often reflect both our philosophy of life and our emotional maturity. One of the purposes of the University, rather than prescribing all of the particulars of dress code, is to encourage each student to develop a personal lasting philosophy of dress and grooming. Acceptable dress will vary from one occasion to another.

All who enter AUCA gates are invited to join in the observance of AUCA Campus Culture which celebrates the inner beauty of Godly character rather than the false security of external adornment. All AUCA students (undergraduate or postgraduate) and employees are expected to observe the following:

1. No jewelry, bracelets, necklaces, finger or toe rings permitted, except wedding rings.
2. No body piercing jewelry or visible tattoos.
3. No colored nail polish on fingernails or toenails and no lipsticks or other conspicuous cosmetics. Nails must be neatly cut short with no painting, except a colorless vanish.
4. No tight or form-fitting clothes, low necklines, short t-shirts and shirts.
5. No sagging trousers ("pocket down").
6. Skirts and dresses must not be above the knee and with no high slits nor high hemlines.
7. No outlandish or faddish hairstyles, no dreadlocks for men, and no unnatural dyeing of the hair.

Hair must be well groomed/properly combed out. Extreme styles of hair are not permitted.

8. Facial hair needs to be neatly trimmed and conservative. **Beard** and hair should not be bushy.
9. No exposed skin between the top garment and the trousers or skirt—no bare midriff, belly, abdomen and/or lower back
10. Chest and back must be covered and spaghetti strap tops are not permitted
11. No torn, tattered or transparent clothing, and no shorts except for those engaged in sports.
12. No hats and no earphones in classes, library, meetings, and in corridors.
13. No phones and no earphones in classes, library, and meetings without a special authorization.

Enforcement :

1. Security officers at the campus gate will notify the student of inappropriate dress and insure compliance with AUCA's policy prior to admittance. If the student needs clarification or a second opinion of the dress code decision at the gate, security will call one of the designated university employees to judge compliance.
2. In cases of disagreements, there will be a 2-level appeals policy for students.

Don't embarrass yourself by dressing inappropriately!

