

INSTITUT CATHOLIQUE DE KABGAYI (ICK)



ICK STUDENTS SUPPORT AND GUIDANCE POLICY

Revised and approved by ICK Academic Senate on October 25, 2023

TABLE OF CONTENTS

1. GENERAL PRESENTATION OF INSTITUT CATHOLIQUE DE KABGAYI	3
1.1. BACKGROUND OF ICK	3
1.2. VISION	3
1.3. MISSION.....	4
1.4. MOTTO.....	4
1.5. VALUES	4
1.6. ICK OBJECTIVES	4
2. POLICY CONTEXT AND AIMS	5
3. POLICY ELEMENTS	6
A. <i>STUDENT INDUCTION POLICY</i>	6
B. <i>ACADEMIC SUPPORT POLICY</i>	7
C. <i>CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY</i>	9
D. <i>PERSONAL DEVELOPMENT PLANNING</i>	9
4. STUDENT OBLIGATIONS	10
5. STATEMENT OF STANDARDS	10

1. GENERAL PRESENTATION OF INSTITUT CATHOLIQUE DE KABGAYI

This section includes an overview of Institut catholique de Kabgayi and focuses on the its background, vision, mission, motto, values and objectives.

1.1. Background of ICK

The “Institut Catholique de Kabgayi” (ICK) is a private Higher Learning Institution founded in 2002 by the Catholic Diocese of Kabgayi, under the name *Université Catholique de Kabgayi* (UCK). The idea to create a university came as a continuation of Kabgayi Diocese’s apostolic mission to contribute to the socio-economic development of Rwanda through education. More specifically, UCK was created with a goal to produce well trained and competent professionals who are able to take on various socio-economic challenges facing the country. To maintain its Catholic stamp, UCK was meant to produce graduates who are endowed with a critical mind but who are also morally conscious.

UCK was given recognition by the Ministry of Education by Convention of Allocation N°001/03/2003 concluded between the Government of Rwanda via the Ministry of Education and the Catholic Diocese of Kabgayi. It got the legal personality on 15/03/2006 by the Minister order n° 51/11 of 15/05/2006 as published in the Official Gazette of the Republic of Rwanda n°10 of 15/05/2006. What started as *Université Catholique de Kabgayi* (UCK) became *Institut Catholique de Kabgayi* (ICK) by the Ministerial Order N° 03/08.11 of 04/02/2010 promulgated in *Official Gazette of the Republic of Rwanda* N° 08 of 22/02/2010. The institute obtained accreditation or Definitive Operating License by the decision of the Cabinet, on March 24th, 2010.

1.2. Vision

ICK has the following vision: To be a Centre of Academic and Professional Excellence at national, regional and international level.

1.3.Mission

The mission of ICK is to advance and promote knowledge and development of skills in professionalism and innovativeness through quality education, research and community services for the transformation of society and sustainable development.

1.4. Motto

The motto of ICK is: Science – Conscience - Development.

1.5.Values

In all its teaching and research-related activities, ICK strives to instill the values of truth, justice and solidarity for the integral development of mankind.

Thus, in the implementation of its programs, the ICK will highlight the following values:

- a) The respect of the human rights: promoting social justice and respect of the human dignity; denying discrimination, favouritism and exclusion;
- b) Integrity: Transparency and accountability, privileging truth and honesty;
- c) Serving the community: Commitment to achieve our mission in developing synergy and solidarity with the community;
- d) Unity in diversity: Supporting the “unity in diversity” principle in promoting the spirit of tolerance, dialogue, participation and national unity and reconciliation;
- e) Gender equity: notion of complementing each other in the country development.

1.6. ICK objectives

The ICK objectives in the realization of its mission are:

- To provide a scientific and technological higher education, by taking into account the population’s needs for development;
- To provide the student with skills, technology and education that enables him or her to assert himself or herself so as to create employment for his or her personal fulfillment and advancement as well as national development;
- To promote a formal framework of continuous learning and research in the curricular areas provided by the institution;
- To contribute to cultural, civic, moral and Christian education of the population;

- To promote, through learning and research, the values of truth, justice and solidarity for the integral promotion of the human being;
- To contribute to the search for solutions to other issues related to national development

2. POLICY CONTEXT AND AIMS

The “*Institut Catholique de Kabgayi*” Student Support and Guidance Policy consists of a series of related statements of student entitlement designed to inform all institutions’ support policies and underpin their strategic goals for access, progression, retention, employability and the enhancement of the student experience. Specifically, the objectives and goals are to contribute to the following:

- To ensure that students are supported in their transition to higher education and are enabled to acquire the necessary study skills.
- To ensure a systematic, coherent, structured and consistent approach to the "First Year Experience" to maximize retention and progression.
- To provide a coherent range of guidance and learning support mechanisms capable of meeting the needs of the student body.
- To provide specific support in the learning of languages and computer skills.
- To facilitate students’ awareness of and control over the graduate skills they acquire during the degree and to help them document and demonstrate these.

“Student support and guidance”, in the context of this policy, refers to activities designed to assist students with making decisions and developing their skills to maximise their learning opportunities, academic, career and personal development.

Included in these processes are information, advice, guidance, counselling, negotiation, advocacy/representation, mentoring/coaching, referral, access and bridging activities, learner support and personal development planning.

The general aims of the Policy are to:

- provide information and impartial guidance for all current students about
 - The academic programmes
 - All aspects of student life

- Academic options
- Provide a comprehensive induction programme for all new students
- Provide specialist information, advice, guidance, learning support and counseling services for current students
- Provide systematic academic and personal support for all students at programme level
- Provide appropriate forms of support and guidance for students at the point of departure from the Institution.

3. POLICY ELEMENTS

a. Student Induction Policy

In “Institut Catholique de Kabgayi”, the Student Support systems are available to support you at key points in your student journey, during induction, the first few weeks of study, before examinations and resits, when progressing from one level to another, and to honours, and when particular events and challenges impact on your experience.

All students should be provided with an appropriate orientation into their programme of study. This means supporting them to develop the skills necessary to study effectively in High Education as well as introducing subject knowledge.

Student support and guidance services are available centrally and information on these can be accessed through the Student link information point at your chosen campus. This provides a student centred, easily accessible source of information or specialist service.

These services compliment support and guidance available through Faculties. To benefit fully from your institution education, you must take responsibility for your own learning and make effective use of the support and guidance opportunities and services available across the Institute.

The induction programme for all new students should:

- Be affordable, accessible and relevant to every new student, irrespective of year of study, month of entry, mode of study, student individual needs and nature of programme;

- For full-time, undergraduate programmes, offer a free initial week of activities, provided centrally and at programme level as an immersion into the life of the institution;
- Include a formal welcome to the institution;
- Be tailored to each student's individual programme;
- Include the distribution of general and programme-specific information and resources;
- Provide a general introduction to the institution, its personal support facilities, the Students' Association and life in the surrounding area;
- Provide an introduction to learning support facilities and study methods;
- Allow for the social interaction of students and promote student involvement in academic and non-academic activities provided by the institution and the Students' Association;
- Involve current students and others in mentoring/coaching roles where possible and appropriate;
- Ensure that all students are made aware of their rights and responsibilities in relation to health and safety, discipline, student representation, complaints and grievances, appeals, information technology and any other relevant regulations and/or codes;

Following induction, the institution should

- Provide follow up at appropriate points after entry, particularly throughout the first Semester, in the lead-up to assessments and at other points in the first year of study.

b. Academic Support Policy

All students, irrespective of programme, level and mode of study, should have access to appropriate and accessible academic support throughout their student experience.

The aim of the institution's academic support policy must be to ensure that all students experience progressive development, support and recognition of subject knowledge, and develop the cognitive and generic skills necessary to maximise their learning opportunities, academic, career and personal development and the likelihood of progressing to employment or further study on graduation.

- Information about academic support provision
- Development of learning strategies, study and ICT skills
- Learning support with transferable/ generic skills development
- Disability support
- Peer support/mentoring/coaching
- Careers education, information and guidance (Student Services)
- Advice on academic programme requirements/options/change of programme/ module choices
- Advice on special circumstances and academic appeals (Student Services/ Registry)
- Early identification of and intervention with “at risk” students
- Exit advice/counselling
- Reporting, monitoring and evaluation

All students are entitled to a named personal Academic Adviser throughout their studies (though the identity of this individual may change over time). Students will be given the opportunity to change Adviser without question once, if this is practical. All students should be advised of the types of academic support available to them, at the point of joining the institution, and how they may access that support.

All students in their first year of study will have the opportunity and be expected to meet with their personal Academic Adviser within the first two weeks of their programme (either induction week or the first week of teaching). In all years, all students will be offered an opportunity to discuss their progress with their Academic Adviser during the early weeks of each semester.

All students will be informed also of examination procedures, the consequences of absenteeism from classes and the disciplinary codes associated with such issues as plagiarism, misconduct and dishonesty.

Academic Advisers will make themselves available for student contact at times and in ways agreed in advance and publicized to students. Academic Advisers are expected to make a minimum of four hours per week available for student contact during teaching weeks and appropriate arrangements in case students need academic support outside these times. Students

should be able to contact Academic Advisers during all revision periods including the lead-up to re-sit/re-submission dates.

Programme Boards will ensure that all students who fail one or more course are given an appointment to meet with an Academic Adviser as soon as practicable after the notification of results. All staff undertaking academic support functions are expected to undertake appropriate training and updating.

c. Careers Education, Information and Guidance Policy

Students are entitled to:

- Accessible, impartial careers education, information and guidance
- Information about the skills and knowledge that can be acquired during their study, to progress their career development
- Opportunities to develop transferable/key skills through careers education, information and guidance while undertaking their programme of studies - in particular, training in entrepreneurialism, work placement and community attachment.

d. Personal Development Planning

The PDP process requires that students are provided with a list of the employability skills and required to accumulate a portfolio of evidence demonstrating that they have gained them. They should be introduced to the process at the very beginning of the degree and supported in completing their portfolio by an Academic Adviser system. There should be key points during the degree at which students are required to reflect on and evidence their achievements in the portfolio and plan their further personal development.

They should be provided with a set of guides and a template to support them in reflecting on skills development and undertaking PDP. The process not only enables the student to reflect on what skills they have developed, raise their self-awareness and take some control of their development; it also allows them to articulate what they have achieved in a way that employers will understand.

To meet national need, PDP and employability skills should be formally assessed in the final year of the degree, and a pass should be a requirement for graduation, though this should not carry explicit credit or contribute towards the class of the degree or the award of distinction.

4. STUDENT OBLIGATIONS

All students are expected to:

- Fulfil the academic expectations on them from their programme; this includes attending classes, tutorials, seminars and labs as appropriate.
- Discuss their academic progress with their Faculties at least twice a year, at the beginning of each Semester.
- Use the support offered by Faculty as and when they identify particular issues to do with their academic progress.
- Respond promptly to communications and advice from their Faculties.

5. STATEMENT OF STANDARDS

Student support and guidance provision at ICK will be:

- Learner-centred
- Consistent in quality across all of its specialist and generic aspects
- Accurate and timely
- Impartial
- Accessible and appropriate
- Recorded and monitored
- Available in forms and at times convenient for the enquirer
- Confidential except where necessary and agreed

It shall be ICK aim to provide and develop appropriate support mechanisms for students. 'Appropriate' means that some entitlement to support, such as an induction programme, should

be there for all students in all circumstances, but other elements of the provision will be targeted at individuals or groups of students with specific needs - for instance, students with physical disabilities.

Any student who believes that he or she has not been provided with access to appropriate or sufficient support under this policy has the right to use the institution's informal and formal complaints and grievance mechanisms to address their concerns.

The present ICK Students Support and Guidance Policy is reviewed and approved by ICK Academic Senate in its ordinary meeting held on October 25, 2023.

Father Prof. Fidèle DUSHIMIMANA
Vice Chancellor of ICK

