

THE STUDENT INDUCTION POLICY OF UOK



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Name of policy	THE STUDENTS INDUCTION
Reference number	
Originator/Author	Prof. Dr. DEMIR Huseyin Director : Quality Assurance
Custodian	Quality Assurance Office
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Manual of General Regulations

1. Aims and Scope of the Policy

The University of Kigali regards induction process as one of the important issues in order to reach its institutional goals of making its student welcome and introducing the facilities to its students. In this way, the students will be able to benefit from university life as soon as they have started.

The UOK recognizes that induction has an important part in shaping student perceptions of what the UOK offers and its commitment to deliver high-quality service. The UOK also recognizes that induction process generally constitutes the students' first experience of the institution.

This Policy establishes the constituents of induction for all new students (at all levels). It is consonant with the commitments made in other policies and other institutional plans of the UOK. The policy is also in line with UOK's commitments to improve the quality of the total student experience and to incorporate all students into the University.

This Policy is obliged to securing continuous quality improvement and will pursue to assess, receive feedback and audit effectiveness of its implementation and will adjust the policy and its implementation where convenient.

2. The Purpose of Induction

The principle aim of Induction is to welcome and introduce the new coming students, so that we can proclaim and esteem their choice highly to come and join our distinct and dynamic learning community. We want to make sure that our students are placed as quickly as possible, are knowledgeable of the support and services available to them and enter into a partnership with us to construct their learning programmes and to benefit the most from the life at the university.

The principle features of induction will contain:

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- Welcoming, by supplying favorable circumstances for communal interaction among staff/students and indicating the value the University places upon and our thankfulness for their decision to study at the UOK.
- Orienting, by presenting an inclusive introduction to our services and facilities, necessary regulatory information, and grievance procedure
- Forming a learning partnership, by presenting an introduction to and/or support of the programme of study, the methods of assessment, appeals mechanisms, and availability of additional learning support, opportunity to undergo assessment of learning needs and related information and guidance on postgraduate and employment opportunities.
- Setting up a productive administration, by supply an opportunity for each student to engage with the necessary administrative procedures so that s/he is correctly and competently listed on his/her course of study, registered for suitable courses.

3. Responsibility

3.1. It will be guaranteed that all coming students are programmed to be personally welcomed by the Vice-Chancellor, Deans of Faculties, Heads of Departments or other members of the University Senior Managers.

3.2 Deans have complete accountability for making sure that the planning is adequate, resources are allocated correctly and induction process implemented as expected within their Faculties.

3.3 Each Faculty will be responsible for determining the quality and effectiveness of delivering induction and its personal support adjustments.

3.4 Tutorial assistants will play a vanguard role in providing regular academic reviews that identify and audit student progress, barriers to effective learning and provide academic and personal support, which may include referring students to suitable domestic services

3.5 The Registrar is responsible for correct and effective induction programme is in place for all students.

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3.6 All the staff is required to act with courtesy and professionalism when they deal with incoming students as well as continuing students

3.7 The Students' Guild will have an important part in welcoming and introducing students to the series of extracurricular, representational and support services ready for use through the Guild

3.8 Faculties (and the Departments within them) are responsible for:

- Planning and arranging the induction programmes
- The convenient distribution of First Week programmes to new students
- Confirming that the student has met the conditions of the offer - including controlling achievement of qualifications
- Registering UOK students on modules of study
- Where suitable, monitoring students' ability to meet the demands of the course, particularly in respect of English Language proficiency and numeracy.

3.9 The Registrar Office is responsible for:

- listing students
- ratifying student identities
- producing ID cards
- making sure that the first installment of fees is paid via bank.
- collecting information for their nationality, ethnic origin, disability, and special needs, term-time accommodation, educational background, next of kin.

3.10 The Student Finance Unit is responsible for giving advice on matters concerned with student financial support.

4. Monitoring of the Policy

4.1 Implementation of the policy will be audited by the Director of Quality Assurance, supported by the Dean of Students.

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4.2 A cross-institutional 'induction task force' will review the success of induction for each major intake and make recommendations mid-way through each semester.

4.3 The Students Guild will be invited to evaluate the effectiveness of induction and feedback from students through evaluation forms, focus groups and individual responses will be sought.

4.4 The Executive Committee will receive an annual overview report on induction each December.

5. Minimum Factors

All induction programmes will have the following factors

Welcome

- Welcome and congratulations on choosing UOK
- Ice-breaker and bonding activities
- Social event with teaching staff
- Meeting other students
- Student Guild activities
- Introduction to social events, the Students' Guild and subject-based and other clubs and societies
- Information about sports and recreational facilities.

Orientation to the University

- Basic information about the University
- Tour of the campus
- Library tour and introduction to information searching
- Introduction to using IT facilities
- Introduction to counseling
- Introduction to careers advice
- The UOK Regulations

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- Introduction to Student Grievance Procedure
- Transport links to and between campuses (where suitable)

Academic

- Goals and purpose of programme of study
- Opportunity to discuss goals of the course
- Assignment of named member of staff to each student
- Meeting with named member of staff to discuss programme construction
- Academic Calendar/Academic Framework/programme timetable
- Course structure - core, options
- Discussion about expectations of higher education
- Self-assessment of key skills
- Discussion about referencing and plagiarism
- Assessment methods and assessment criteria
- Advice on study skills - identify support available
- Use and availability of ICT
- Reading lists and guidance on private study

Registration and Enrollment

- Module registration for UOK students
- Advice on completing enrollment and other forms
- Payment of fees
- Issue of ID card
- Notification of network log-in code.