

# STUDENT CHARTER

## INTRODUCTION

The University of Lay Adventists of Kigali (UNILAK) is committed to creating a student focused, holistic and diverse educational environment intended to foster a balanced development of the whole person: intellectually, spiritually and socially. It strives to cultivate in its students a sense of community spirit and strong ethical and spiritual values to guide them in their career path. With this in mind, UNILAK finds it appropriate to indicate, through student charter, what the University and its students can expect from each other to create a meaningful learning experience.

This charter jointly developed by the University and the student guild summarizes the roles, responsibilities and expectations of both the University and students to ensure the latter make the most of their University experience. We hope that students will take full advantage of this Charter so that they know what they can expect and what is expected of them during their time at UNILAK in order to maximize their achievements.

### 1. UNILAK AND STUDENTS RESPONSIBILITIES

<b>The University is expected to:</b>	<b>Students are expected to:</b>
<b>1.1 Respect and engagement</b>	
<ul style="list-style-type: none"><li>• Foster a welcoming, safe and supportive environment conducive to learning and the pursuit of excellence;</li><li>• Ban discrimination, bullying or harassment;</li><li>• Treat students with respect, dignity and courtesy in every aspect of its operations;</li><li>• Promote a study environment where diversity and inclusivity are valued, and everyone accepts their responsibilities to each other;</li><li>• Welcome diverse beliefs, feelings and ideas;</li><li>• Ensure that students have access to the</li></ul>	<ul style="list-style-type: none"><li>• Enjoy a flexible and safe environment that lets them make the most of their educational opportunities;</li><li>• Refrain from discrimination, bullying or harassment;</li><li>• Treat all members of the university community with respect, dignity and courtesy in all interactions;</li><li>• Value the diversity of University community;</li><li>• Express their beliefs, feelings and opinions freely so long as the manner of expression does not</li></ul>

<p>University laws, rules, policies and regulations relating to their own responsibilities and rights;</p> <ul style="list-style-type: none"> <li>• Support Students’ Union and Organizations and include student voices in relevant University decision-making bodies as per rules and regulations;</li> <li>• Provide a clear and equitable procedure for formal complaints and appeals as well as effective means of timely addressing them;</li> <li>• Provide students with opportunities to engage with community and alumni to enhance their learning experience;</li> <li>• Respect the right to privacy and confidentiality of student records</li> </ul>	<p>violate another community member's rights;</p> <ul style="list-style-type: none"> <li>• Abide by the provisions of the student code of conduct and relevant policies and regulations of the University, and to be subject to any sanctions which may be imposed for their violation.</li> <li>• Participate in student representation, societies, sport and other co-curricular activities;</li> <li>• Properly complain against unfair treatment they experienced;</li> <li>• Participate in organized student surveys as the data gathered informs the University about the quality of the student experience;</li> <li>• Conduct themselves in a professional manner while undertaking their studies and keep confidential any information made available to them as part of their learning activities within and/or outside the Campus.</li> </ul>
<p><b>1.2 Learning and Teaching</b></p>	
<ul style="list-style-type: none"> <li>• Provide a high quality educational experience that enables students to achieve their full potential;</li> <li>• Provide timely and accurate information relating to the programs and module specifications including allocation of study and teaching hours, learning outcomes, content, mode of delivery, assessment strategy, student support during module, and any professional requirements necessary;</li> <li>• Provide an opportunity to evaluate</li> </ul>	<ul style="list-style-type: none"> <li>• Fulfill the academic expectations on them from their programmes; this includes attending classes, tutorials, seminars and labs as appropriate;</li> <li>• Be aware of course and unit requirements and their individual academic progress;</li> <li>• Keep away from any conducts likely to disrupt the teaching, learning or research activities or which prevent others from performing their duties;</li> </ul>

<p>courses, programs and teaching, and to provide input into program planning and course design;</p> <ul style="list-style-type: none"> <li>• Strive for equitable, valid and reliable assessment, and grading system;</li> <li>• Ensure the provision of feedback on assessment and access to students marks and scripts with appropriate feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with honesty and maintaining a high standard of academic integrity;</li> <li>• Give and receive feedback about their experiences and raise any concerns likely to compromise the quality of their learning and overall experience at the earliest opportunity.</li> </ul>
<p><b>1.3 University resources and facilities</b></p>	
<ul style="list-style-type: none"> <li>• Provide access to appropriate resources and facilities to enable students to maximally benefit from their studies;</li> <li>• Ensure the facilities and/or equipment in use are safe and comply with the University's occupational health and safety guidelines;</li> <li>• Provide access to support services including career guidance, health and counselling services, learning assistance, accommodation, and recreational facilities which take into consideration the individual needs of students;</li> <li>• Promote activities and opportunities apt to enhance students' employability prospects and personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Make the most of the opportunities and facilities provided by the University to help them reach their potential, enhance their employability prospects and personal development;</li> <li>• Use University property, facilities and resources provided to support teaching and learning in an honest and responsible manner in accordance with the University's occupational health and safety guidelines;</li> <li>• Respect the property of others;</li> <li>• Report any faults or concerns with University property, facilities and resources to the relevant personnel as soon as possible;</li> <li>• Be aware of and seek assistance and information from the available sources, where appropriate, be it academic or professional</li> </ul>

## **2 AMENDMENT OF STUDENT CHARTER**

This Student Charter is reviewed annually by the University and student guild to ensure it remains relevant and current. The University welcomes any feedback through the Directorate of Students' affairs to amend and/or enrich the Charter.

Approved by Academic Senate

**Dr Jean NGAMIJE**

**The Chairperson of Academic Senate**