



**KIBOGORA POLYTECHNIC**



**Version 2020**

## **THE STUDENT INDUCTION POLICY AND PROCEDURES**

### **1. Aims of the policy**

Kibogora Polytechnic ensures that all new students are systematically introduced to the campus life, colleagues, and are provided with the information required to succeed their studies. This will be achieved by:

- welcoming new students and familiarizing them with the institution, including an introduction to the institution's current motto and values, strategic priorities, significant policies and procedures, health and safety information, and other institution activities and services that are available to them.
- providing information to enable new students to cope with the academic environment
- Encouraging commitment to the Values of Kibogora Polytechnic.

Kibogora Polytechnic 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 regard, the students are able to benefit from the campus life as soon as they have started.

Kibogora Polytechnic recognizes that induction has an important part in shaping student perceptions of what the institution offers and its commitment to deliver high-quality service. The institution 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 in all mode of study). Within the first week of commencing at the institution a new student is:

Introduced to colleagues;

- allocated a work space
- Ensured access and passwords to the relevant institution systems.
- Identified local amenities and facilities– e.g. lunch room, bathrooms etc;
- advised of any specific work and break times;
- Provided any relevant information helping him to cope with the campus life.

## **2. Scope**

This policy and procedure applies to Kibogora Polytechnic staff responsible for inducting students enrolled and admitted to a program of study in the institution's operations.

## **3. The Purpose of Induction**

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

The principle features of induction will contain:

- Welcoming, by supplying favorable circumstances for communal interaction among students and indicating the values the institution places upon and the thankfulness for their decision to study at Kibogora Polytechnic
- Orienting ,by presenting an inclusive introduction to Kibogora Polytechnic 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

#### **4. Responsibility**

- It will be guaranteed that all coming students are programmed to be personally welcomed by the Vice-Chancellor of Kibogora Polytechnic, Deans of Faculties, Dean of students, Heads of Departments or other members of the University Senior Managers.
- Deans of faculties in collaboration with the dean of the students have complete accountability for making sure that the planning is adequate, resources are allocated correctly and induction process is implemented as expected within their Faculties.
- Each Faculty is responsible for determining the quality and effectiveness of delivering induction and its personal support adjustments.
- Lecturers will play a key 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
- The Registrar is responsible for correct and effective induction programme in place for all students, whether all students are registered and have access to all kinds of learning( physical and online).The registrar also produces ID cards for new students , collects information for their nationality, identifies all students with disability for their special needs in terms of learning and teaching process ,as well as accommodation.
- The Students ‘Guild have an important part in welcoming and introducing students to the series of extracurricular, representational and support services ready for use through the Guild, give advice on matters concerned with student financial support.

#### **5. Itorero program**

Induction Week Program is a series of week-long activities organized each year by the institution together with the students Union of Kibogora Polytechnic with an aim to provide orientation and guidance to new students entering their institution. During this period, new students should be introduced on the new life of living in campus, inter rules and regulations of the institution but specifically about the culture including Rwandan values and norms so that they should join hands with other INTAGAMBURUZA from

respective institutions to shape the Rwanda we want .In most of the time the institutional management sat together and elaborate topics to discuss on during that weekly period  
The following are some among many:

- *“Ndi Umunyarwanda” Program*
- *Gukunda Igihugu*
- *The History of Rwanda and Liberation Struggle*
- *The role of youth in the development and sovereignty of our nation*
- *The role of Students and Youth towards the Rwanda Agenda 2050*
- *The current status of Teen Pregnancies and the role of students and youth in eradication it.*
- *Promotion of : “ I am African spirit ” among young people , taking reference to the current Xenophobic attack in South Africa*
- *Urugerero Program ( National Services )*
- *Learning by Doing , (Rwanda Home grown solutions)*
- *Saving for Investment, the Future of Rwanda is me!*
- *The Rwanda we want*
- *Others*

To achieve the best intended results from the induction program activities the institution is availing all resources for its implementation.

The institution Management cooperates with Students guild council and National Students Association Intagamburuzwa in inviting inspirational leaders to give talks on the topics based on personal experiences . Leadership of the Rwanda National Students Association INTAGAMBURUZWA in the Opening and the Closing ceremony of the Induction activities are to be invited.

The others activities done during the week of induction are:

- Imikorongiro
- Imyitozo ngororamubiri
- Igitaramo Nyarwanda
- Akarasisi /Intambwe y,intore

- Gutarama no guhiga
- Kwinjiza intore mu zindi

#### **6. Monitoring of the Policy**

Implementation of the policy is audited by the Director of Quality Assurance, supported by the Dean of Students.