



**EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA**

**EAST AFRICAN CHRISTIAN COLLEGE(EACC)
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RWANDA**

POLICY FOR SHORT COURSES

KIGALI, MARCH, 2023

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1. Purpose

The scope of this policy governs all academic and administrative processes and activities that support the College's Short Courses provision and each of the Short Courses market segments. The schedules may be subject to revision and/or amendment from time to time.

2. Vision of EACC

The Vision of EACC is to be a Leading Christ-centered College that fosters knowledge, faith, wisdom and service.

3. Mission of EACC

EACC has the mission to equip servant leaders for the church and the community and produce graduates of character, professionalism and commitment that will serve as agents of

4. Strategic intent

The vision and mission of East African Christian College embraces the concepts of life-long learning and continuing professional education and development. Related with its model of practice-based higher education, the College is committed to flexible wholistic learning and development services.

Within this context the College has made a commitment to growing its Short Courses provision. Evidence of this commitment is found in its mission statement, strategic plan and its financial projections.

The quality of its Short Courses provision is directly linked to the College's reputation. A strong Short Courses offering demonstrates to the market this College's commitment to practice-based education. It also serves to promote its entire educational provision. Short Courses provision is an activity that complements the College's core teaching activity and adds another dimension to the College's profile.

The main rationale for an ongoing College's commitment to Short Courses arises from their contribution to:

- The College's profile – Through its Short Courses provision the College is exposed to a different group of clients to that of award courses.
- Professional contact – Short Courses provides a significant opportunity for College staff to interact with the community and the professions.
- Revenue for the College – Short Courses provides a source of income for the College, for Faculties/Institutes/Departments and staff.

5. Definitions

a. Short Courses

Short Courses may not in themselves lead to any recognized award but may attract credit towards a recognized award. However, they do contribute to the participants' professional and/or personal development.

Short Courses can be specifically tailored to meet the needs of organizations or members of a professional group and aim to improve the participants' performance and contribution to their organization. Some of these Short Courses may be recognized by a professional or industry group.

Short Courses may also be designed to meet the needs of individuals and/or groups within the general community.

6. Mode of delivery

Short Courses conducted by the Department / Institute may use East African Christian College staff or staff brought in specifically for the purpose to conduct the Short Courses. Short Courses may be conducted within a discrete time period or can be conducted on a full/part-time basis or as a conference, seminar or workshop. They may also be offered flexibly such as on-line or by distance.

The College will offer 'open-entry' Short Courses, which can be made available to the general community and respond to learning needs within the community. Also to be offered are 'in-company' Short Courses that can be customized to meet the needs of an organization.

Short Courses may be conducted using College facilities or at other venues.

7. Responsibility

7.1 Policy development and implementation

The Deputy Principal Academic Affairs has the overall accountability for the development of the East African Christian College Short Courses Policy and for the monitoring of its implementation and effective operation within the College.

The Deputy Principal Academics is accountable to the Vice- Chancellor of the College for implementing the Short Courses Policy within the Department / Institute.

There shall be a Short Courses' Committee to assist in the management, implementation process and monitoring the performance of the Short Courses provision.

7.2 Approval of Short Courses proposals

A proposal to conduct a Short Course (either 'open-entry' or 'in-company') is approved by the Dean through the Faculty approval processes following the Departments' recommendation.

Where proposed Short Course programs are similar to award course units or articulate into award courses, or where faculties know or expect that successful completion of the program may be used for admission or credit into an award course, the Short Courses and the credit provisions into the associated award course must be endorsed and approved through the College's Senate Course Approval and Accreditation Procedures by Faculty Board under the same criteria as would apply to an award course.

A Short Course may comprise an extraction from a currently approved course.

Proposals for Short Courses may be considered by a Faculty/Department for approval at any time.

Only approved Short Courses may be publicly promoted.

7.3 Business plans and risk management

A proposal to conduct a Short Course must be accompanied by a business plan. At a minimum the plan must consist of a budget that clearly identifies all costs and resources commitments for the conduct of the Short Course. A Short Course proposal projected to expend a sum greater than the Dean/HOD/Director's current financial delegation in any calendar year must be approved by the Deputy Vice-Chancellor Academics.

7.4 Operation

The responsibility and accountability for development, approval, delivery, marketing, improvement processes and performance (both financially and educationally) of Short Courses reside at the Faculty/Departmental/ Institute level.

Consistent with College policy and practice, the Faculty/ Department/ Institute is able to utilize East African Christian College staff or to appoint recognized industry practitioners to design, develop and deliver Short Courses.

To augment and support Faculties/Institutes/Departments, a central service will be available for Short Courses policy development, marketing and implementation.

7.5 Audit and review

The Planning and Review Unit will undertake regular and appropriate internal audits of Short Course operations. The Quality Development Unit will provide the Faculty/Department/Institute with appropriate assessment and review instruments to ensure continuous improvement of Short Courses provision.

7.6. Quality management

It is the responsibility of the Dean/HOD/Director to identify, implement and monitor strategies that manage risk and ensure continued improvement in the quality of Short Courses provision.

The Faculty/Department/Institute will be responsible to ensure appropriate accreditation of staff (both internal and external) to facilitate and deliver Short Courses.

The Faculty/Institute must demonstrate that there has been appropriate follow-up to evaluate participant learning experiences gained through a Short Course.

8. Certification

8.1 Partnerships

Proposals that include partnership arrangements must be referred to the Short Courses committee for consideration. Proposals will be considered on a case-by-case basis and the recommendations made by the committee to the Department/Institute/Faculty and then to the Senate for approval.

8.2 College Certificates

Faculties/Departments may issue for approved Short Courses the following non-academic certificates:

- Confirmation of Short Courses attendance
- Satisfactory completion
- Statement of attainment
- Executive certificates.

The DVC AA/Dean/HOD or Director must sign these certificates.

8.3 Record Keeping

Participant records must be maintained for all Short Courses offered as 'open-entry' or 'in-company' courses consistent with College record management policies.

9. Finances

9.1 Full cost recovery

The conduct of a Short Course is normally based on full cost recovery for all forms of Short Courses.

Where it is proposed to offer a Short Course that is less than full cost recovery, such a proposal must be approved on the basis that it achieves a goal in the current strategic plan and the responsible Dean/HOD/Director is able to underwrite the cost.

After all expenses incurred in the conduct of an approved Short Course have been covered, the residual (whether profit or loss) remains with the sponsoring Faculty/Department.

9.2 Sourced Funding through Proposals

Where a member of staff has sourced for funding or sponsorship of a short course, 30% of the net earning shall be paid to the staff member with a 2.5% withholding tax as in the case of consultancy services.

10. Operating procedures

This East African Christian College, Short Courses Policy is supported by a quality assurance policy, which includes a series of key procedures that describe all the activities that are critical to the maintenance of quality across the College.

11. Short Courses Committee

Terms of reference

The Short Courses committee is responsible for monitoring the progress of the Short Courses work plan, including the enhancement of a College-wide policy for Short Courses provisions. Membership of the committee will include a representative from each Department nominated by the HOD. The committee will be chaired by the Director/HOD (of Department/Institute concerned).

Specifically, the committee will:

- Monitor progress and completion of the Short Courses work plan.
- Develop strategic directions that support Short Courses units.
- Provide advice to the appropriate committees of the College on policy and practice related issues on teaching and learning in Short Courses provisions.
- Report to the appropriate sub-committee of Academic Board on the development and implementation of a quality assurance framework for Short Courses teaching and learning.
- Provide support and guidance on policy development to strengthen Short Courses provisions across the College.

Approved by College Senate and Senior Management Committee

1. Secretary of the Academic Senate:

Signed by _____ Date _____

2. PRINCIPAL and Chairman

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Signed by _____ Date _____