

KIGALI INDEPENDENT UNIVERSITY

ULK



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INTERNSHIP POLICY

May, 2022

CREATION, VISION, MISSION, PHILOSOPHY, MOTTO, VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS

Article 1: CREATION

Kigali Independent University ULK is a private Institution of higher learning founded on 15th March, 1996 and now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of education, Ministerial Order determining standards in education N° 003/MINEDUC/2021 of 20/10//2021, Ministerial Order determining Rwanda qualifications framework N° 003/MINEDUC/2021 of 20/10//2021, the ULK statutes, the present Internal Regulations and other academic regulations.

Article 2: VISION

Kigali Independent University ULK has a Vision to stand out as a remarkable university for excellence at the heart of Africa with highly motivated students and highly qualified personnel endowed with elevated ethical values.

Article 3: MISSION

The Mission of ULK is: to educate, teach, conduct research and serve the community. The fundamental mission of ULK is to provide the students with a training which will enable them to become actors and organizers of a complete development of the nation.

Article 4: PHILOSOPHY

The philosophy of Kigali Independent University ULK is based on four fundamental principles:

- To have faith in God;
- To know one's mission on earth;
- To live ethical values;
- To have positive thoughts.

Article 5: MOTTO

The motto of Kigali Independent University ULK is "Science and Conscience".

Article 6: OBJECTIVES

Kigali Independent University ULK has the following objectives:

- Providing a solid scientific, intellectual and professional training to the students;

- Promoting research in order to meet the community needs;
- Providing services to the community;
- Creating a competent human resources potential and endowed with moral and civic values;
- Organizing conferences and seminars to reinforce its teachings and research;
- Etc...

Article 7. Responsibilities of ULK

The main responsibilities of Kigali Independent University ULK are the following:

1. to develop a curriculum to be approved by the agency in charge of the institutions of higher learning;
2. to offer higher education courses leading to the award of certificates or degrees that it is authorized to award;
3. to carry out and promote research in all scientific and technological disciplines and on different issues at the national, regional and global level;
4. to publish and disseminate research findings;
5. to impart knowledge and skills through face-to-face learning, distance learning or both and promote technology for job creation purposes;
6. to promote education, Rwandan culture and values;
7. to contribute in solving other national development related issues.

Article 8: Powers of Kigali Independent University ULK

Kigali Independent University ULK has the following powers:

1. to award degrees at cycles of education it offers in accordance with relevant laws;
2. to award certificates to candidates who successfully complete short-time training courses;
3. to conclude partnership and cooperation agreements with different organs in charge of education and with other national and foreign institutions of higher learning in accordance with relevant laws;
4. to award merit titles and awards that recognize exemplary achievements;
5. to promote their lecturers, researchers and staff in accordance with relevant laws and ULK Regulations;
6. to award an honorary degree in accordance with relevant laws and ULK Regulations.

Article 9: Founder and President's Office

The Founder and President's Office comprises:

- Founder and President of the University;
- Advisors;
- The Committee of Auditors.

Article 10: Attributions

The attributions of the Founder and President are:

- to represent legally the university;
- to designate the Chancellor to be approved by the Governing Body;
- to appoint and cancel the appointment of any member of the Governing Body;
- to designate members of Executive Organ to be approved by the Governing Body;
- to appoint and dismiss ULK authorities;
- to appoint and dismiss members of the auditors committee;
- to appoint and dismiss his advisers;
- to ratify activities programmes and the University budget;
- to decide about the University investments and extension;
- to decide about the strategic plan of the University.

Article 11: Committee of Auditors

The Committee of financial Auditors carries out the financial control of financial statements, bank accounts, and the quality of services provided by the Kigali Independent University ULK establishments. Its members shall check all accounting documents without moving them from the place where they are kept.

The Committee of Academic Auditors carries out the academic control of the content of module syllabus and notes, the veracity of marking, students' marks, etc.

Article 12: Type of Institution

ULK is a private education institution complies with education standards in Rwanda and is subject to regular inspection by the National agency in charge of the inspection of education institutions for the category to which such an education institution belongs.

Article 13. Cycles in each category of education

The general education at ULK is comprised of the following cycles:

Kigali Independent University ULK has two cycles. The first cycle (Bachelor degree with honours) and the second cycle (Graduate studies)

Article 14. Establishment

ULK is an established private education institution undertaking the education development with a focus on courses (Economic and Business studies, Computer Social sciences, and law. These courses are needed in the country and on the labour market in Rwanda

Article 15. Management

ULK is managed by the owner through the established organs in accordance with education law, ministerial orders, education policies and other relevant laws in managing private organisations without prejudice to the interests of Education.

Article 16: Management organs

ULK management organs are the following:

1. The chancellery
2. The Governing Body
3. Executive organ
4. Academic Senate
5. Senior management committee

The chancellor of ULK is designated by the owner and approved by the Governing Body.

The chancellor of ULK is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may also attend other events or meetings if necessary.

Article 17: Introduction to the policy

The high rate of unemployment in Rwanda has been a source of great concern for policy makers in government. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates. Hence, to mitigate this, the government of Rwanda has identified internship as one of the key drivers for improving youth employability. The internships are designed to provide students with practical real world career-related

experience. It offers an opportunity for students to apply knowledge and theories learned in the classroom to the world of work, and also allow students to explore professions and develop career-related skills.

Article 18: Purpose

Unemployment in Rwanda is exacerbated by the graduate's lack of practical work experience. To bridge this gap, ULK has embedded internship to all undergraduate programmes. The purpose of this policy is to put in place guidance and procedures of internship which will allow students to gain a better perspective of post-graduation employment by applying the principles and theories learnt in the classroom. This practical experience creates an easier transition for the students from the classroom to the working world. Internships further enable students to investigate their career interests and prospective career goals. Additionally, it enables students to develop specific skills and knowledge related to their potential career.

Article 19: Objectives of the internship

The overall objectives of the Internship at ULK involve the followings:

- Assist student's development of employer-valued skills such as teamwork, communication and decision-making.
- Re-inforce the graduates' practical capacity by linking theoretical skills to the practice.
- Expose the student to the work environment and expectations of performance.
- Enhance and/or expand the student's knowledge of particular area(s) of the discipline.
- Enable students apply business concepts and theories to real-world decision-making.
- Expand network of professional relationships and contacts.
- Develop a work ethic and professional demeanour, as well as a commitment to ethical conduct.
- Expose the student to professional role models or mentors who can provide guidance, feedback, and support.

The Internship policy at ULK will contribute in the implementation of student's internship with the purpose to:

- ✓ ensure a well-structured and coordinated internship programme;
- ✓ ensure effectiveness and efficiency in implementation and management of the internship programme; and
- ✓ Provide a framework for monitoring, evaluation and reporting for improvement of the programme.

Article 20: Principles of Internship

(i) The internship experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.

- (ii) The skills or knowledge learned must be transferable to other employment settings.
- (iii) The experience has a defined beginning and end, and a job description with desired qualifications.
- (iv) There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- (v) The internship experience is for the benefit of the intern.
- (vi) The intern does not displace regular employees, but works under close supervision of existing staff.
- (vii) The intern is not necessarily entitled to a job at the conclusion of the internship.
- (viii) The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.⁷
- (ix) There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- (x) There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- (xi) There is feedback by the supervisor.

Article 21: Scope

This policy applies to all undergraduate students at ULK. The policy Interns should:

- ❖ Adhere to the organization's policies, procedures, and rules governing professional behavior.
- ❖ Be punctual, and work the required number of hours at times agreed to by the intern and their supervisor.
- ❖ Notify their supervisor if they are unable to attend as planned.
- ❖ Behave and dress appropriately to the particular workplace.
- ❖ Respect the confidentiality of the workplace, its clients and its employees.
- ❖ If things are slow, take the initiative and volunteer for different tasks or other work.
- ❖ Discuss any problems with their supervisor and, if necessary, with the Internship coordinator at the department.

Article 22: End of the internship

At the end of the internship:

- ✓ The intern supervisor will need to submit an intern evaluation report using a pre-structured form provided by the university. The evaluation form must be returned to the internship coordinator.
- ✓ The intern supervisor will also provide the student with a letter of recommendation.
- ✓ The student Intern will evaluate the overall internship experience using a structured Student Intern Evaluation report.
- ✓ The evaluation form must be returned to the internship coordinator.⁸
- ✓ Assessment of Internship Assessment is two-sided: Site (Field) supervisor assessment and internal supervisor assessment. Site (Field supervisor) =50% Internal supervisor =50% Total mark =100%.

Article 23: Implementation of the policy

This policy shall be implemented by the DVC- Academic through the Deans, Heads of Departments and the internship coordinator. The Head of Departments shall be responsible in identifying and selecting internship sites/ companies for student interns. All interns shall be allocated internal supervisors by the respective HODs in conjunction with the Internship coordinator based on area of expertise.

Article 24: Internship organisation

The internship organisation staff shall provide a supervisor who will be responsible for providing orientation and supervision to the student intern. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. The internship organisation's supervisor will be expected to establish goals and objectives of the learning experience, and clarify those goals and objectives before the intern begins working.

Article 25: Internship orientation

During organisation, the internship 'supervisor is expected to include the following in the interns' orientation:

- a. Information about the organization e.g. an organizational chart that explains various roles and responsibilities of employees.
- b. Structure: the supervisor should clarify relevant policies and procedures to interns on their first day. This will enable the intern to familiarize himself or herself with formal workplace procedures (e.g., attendance policies, break times, days off).
- c. Introduction: the supervisor should introduce the intern to the people in the programme, allowing more time for conversation with those employees who are likely to interact with the intern on a regular basis. Some interns, based on personality or culture, may be reluctant to seek out co-workers on their own.

d. Duration: duration of internship is scheduled for 6 weeks. A student is required to fill all the required forms during the internship period and submit them at completion to the Head of department for evaluation.

By making a special effort to encourage those contacts early on, interns will feel more comfortable asking for advice or support later. Because an internship is defined as a learning experience, proper supervision of the intern is essential.

Article 26: Responsibilities of the Supervisor

In addition to the organisation and orientation of the interns, the supervisor serves as a teacher, mentor, critic, and boss. Ongoing supervision of the student intern is the key to the success of the internship. This is especially true for students who do not have extensive work experience. Acknowledging and identifying the different expectations between the workplace and ULK can help interns make a successful transition to the world of work. The University supervisor shall meet with the intern once over the internship period to review progress and provide feedback. This may be done over lunch or in a more formal setting. The internship organisation's supervisor will oversee and monitor the student intern's work by signing daily the Intern's Logbook (Appendix 3).

Article 27: Internship evaluation

At the end of the internship, the organisation's intern supervisor will fill and submit an intern evaluation report using a form provided by the university (Appendix 1). Evaluation is important to an intern's development and is an opportunity to identify strengths and weaknesses of the student. It is helpful if supervisors evaluate throughout the entire internship, not just at the end. The evaluation should be planned as a learning experience and an opportunity for two-sided feedback (Supervisor evaluation of the intern and Student evaluation of the internship experience {Appendix 2}). Regularly scheduled, evaluations will help avoid common problems with internships, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives. As part requirement toward the award of the undergraduate degree, the intern student will be required to write an internship report following the university approved template (structure) as a guide [Appendix4].

Article 28: Criteria for Internship evaluation

Criteria to consider when evaluating an intern are the following:

- Progress towards or accomplishment of learning objectives as stated in the learning agreement.
- Skill development or job knowledge gained over the course of the internship.
- Overall contribution to the mission of the organization.
- Dependability, punctuality, attendance.
- Relations with others, overall attitude.
- Potential in the field.⁹

Criteria to consider when evaluating the internship experience:

The student will also evaluate the internship experience, which is important in determining the value of the work experience for future interns. This evaluation might answer to the following questions:

- Was there educational value or merit in the assignment?
- Did the position live up to its initial description?
- Was the supervisor receptive to your ideas?
- Does the experience relate to your specialization or career goals?
- Did you receive a proper job orientation?
- Was the supervisor willing and/or capable of answering questions?
- Did you develop good work habits?

Article 29: Internship Report

The purpose of the Internship Report is for students to describe their accomplishments and demonstrate what they learned during their INTERNSHIP

Outline for Internship Report

1. **Title Page:** First page should display Student's full name, student number, and internship start and finish dates, working hours per week, company/institution name. NB! This page should be signed and stamped by the supervisor of the intern student.

2. **A brief Executive Summary of the Internship:** A one-page summary of the company/institution and a short account of the major activities carried out during the internship period.

3. **Table of Contents of the report** with page numbers, list of tables, and list of figures.

4. **Description of the company/institution:** This section should answer the following questions:

- What is the full title of the company/institution? Give a brief history of the company, full mailing address and relevant web links.
- What is the type of ownership of the company/institution? State the main shareholders and their shares.
- What is the sector that the company/institution operates in? Specify the products and services produced and offered to its customers.
- Who are regarded as the customers of your internship company/institution (consider the end users, retailers, other manufacturers, employees, etc.)?
- Provide an organization chart of the company, along with information on the number of employees.
- Provide a list of functions performed by different departments/divisions in the internship organization.

5. Internship activities. This is the main body of your report. During the internship period, an intern may focus on the following types of analysis and questions. You do not have to answer all the questions in the list:

(i) Describe your working conditions and functions, such as: Who is your supervisor (include his/her name and his/her position); other team members or co-workers and what their functions are to complement yours.

(ii) Provide an organization chart of the internship organization. Provide the department or division layout of the internship organization.

(iii) Provide an overview of the production system or service procedure (what are the resources, inputs, outcomes, and constraints?)

(iv) Provide a process chart of a major product and/or service.

(v) What kind of materials is used during the manufacturing?

(vi) What kind of accounting standards and principles are used in the organization?

(vii) Discuss telecommunication technologies (Database, Instant Messenger, Networking, Ecommerce tools) used in the company.

(viii) Provide the routing for products, along with manufacturing technologies used.

(ix) How the capacity of production is measured and calculated?

(x) Describe the quality planning and control activities in the internship organization

(xi) Describe the quality control activities throughout the life cycle of the product/service groups.

(xii) What financial analysis and decision-making methods do corporate treasurers and financial managers in the internship organization use?

(xiii) What kinds of incentives are used in order to create more effective and efficient organization?

(xiv) What types of marketing, selling, and human resources analysis are performed (cost system, evaluation of consumers, needs, product strategy, distribution strategy, promotional strategy)?

(xv) Describe what kind of working documents and analysis you did there and what experiences you have gained throughout your training.

(xvi) A comparison between theory (things you have learned in the classroom) and practice (things you did or observed at the company) must be made.

(xvii) Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report

6. How ULK prepared you for the internship. An assessment of the internship in this section you should answer the following questions

- What skills and qualifications you think that you have gained from the internship?
- What kind of responsibilities you have undertaken during the internship period?
- How do you think the internship will influence your future career plans?
- How do you think the internship activities that you carried out are correlated with your classroom knowledge?

7. Conclusion of the report

This section should include:

- A summary of key conclusions derived from the internship experience.
- General observations about the sector in which your internship company/institution operates

8. Appendices and supplementary material (charts, graphs, pictures, etc.)

9. References (the respect of APA style is mandatory)

Article 30: Rules for filling internship log book

- (i) provide a day-to-day internship activity.
- (ii) Describe what you exactly did there and what experiences you have gained throughout your internship
- (iii) The internship logbook should be original; no photocopies are accepted.
- (iv) Lesson learnt and challenges encountered during internship should be reported

Done at Kigali, May 26th, 2022

Prof.Dr KARANGWA Chrysologue

Chairpers of ULK Governing Body

APPENDICES

**KIGALI INDEPENDENT UNIVERSITY
ULK**



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**STUDENT INDUSTRIAL
ATTACHMENT
LOGBOOK/REPORT**

Students' Profile

School/Institute

.....

Department

.....

Name :

Roll/Registration number :

Phone number(s) :

Email Address :

For the Attachment Organization:

Name of Organization:

Location and Address:

Supervisor(s):

Phone number and Email of Supervisor:

Introduction:

Kigali Independent University has set up its students Industrial Attachment (SIA) Guidelines and Practices, in line with the National Students Support Policy. Students' needs SIA and support are therefore catered for to ensure effective but efficient and successful SIA activities:

Purpose

SIA is a compulsory part of an education program, usually implemented in the TVET education sub-sector and in HLIs.

It is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills and to help with work exposure, putting into practice what has been learnt before in an organization related to the students' major.

This will allow the student to link theory with practice and enables for the development and assessment of interpersonal skills and to provide a real-life organizational context for students to develop specific or generic skills, valuable to their professional development.

SIA encompasses a formal placement of trainees and students in the workplace with the primary objective of achieving a set of specific learning outcomes that can potentially lead to their employability on completing their education.

STUDENTS INDUSTRIAL ATTACHEMENT - IMPORTANT INFORMATION

Instructions & Guidelines on the use of this Logbook

1. This logbook should be well as part of the portfolio for the author in his/her future career. It may serve as a document to highlight industry experience to prospective employers. This logbook should be filled in daily.
2. The purpose of the logbook is for you to document your training and the learning experience as a result of performing tasks assigned by supervisors. Any other issue that may require the attention of university kindly email ddumbayasser@gmail.com or your relevant HoD.
3. It is advisable for you to get your Organization Supervisor to comment on your logbook contents. This will provide you with feedback on the accuracy of your logbook entries and help your organization supervisor plan your next stage of training/attachment.
4. A summary of the Work assignments / Actual performance is to be completed, followed by a brief explanation of observations.
5. It is advisable for you to carry a small notebook to make rough jottings of daily events which can provide the material for your logbook entries.
6. A student is expected to start and finish his/her industrial attachment in one organization. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first consult with the placement office.
7. The training Supervisor/lecturer of ULK will check the log-book when he/she visits the industry to ensure that the proper training is being received, and record his/her comment on the page provided for this purpose, towards the end of the book.
8. In addition to the daily and weekly record the student should submit a Summary/ Internship report of the work done during the attachment duration e.g. full coverage of the course, problems encountered. Suggest improvements to make the programme worthwhile.
9. Logbooks must be completed on a daily/weekly basis and endorsed by both your industry and academic supervisors.
- 10. The logbook must be submitted to the attachment coordination office at the end of the attachment.**

Duration of Attachment: 6 to 8 Weeks

Week no:.....

From.....to.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				
Tue				
Wed				
Thur				
Fri				

Name and roll number of Intern..... Date
and sign.....

Name of University Supervisor..... Date
and sign.....

Duration of Attachment: 6 to 8 Weeks

Week no:.....

From.....to.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				
Tue				
Wed				
Thur				
Fri				

Name and roll number of Intern..... Date and sign.....

Name of University Supervisor..... Date and sign.....

Duration of Attachment: 6 to 8 Weeks

Week no:.....

From.....to.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				
Tue				
Wed				
Thur				
Fri				

Name and roll number of Intern..... Date and sign.....

Name of University Supervisor..... Date and sign.....

Week no:.....

From.....to.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				

Tue				
Wed				
Thur				
Fri				

Name and roll number of Intern..... Date
and sign.....

Name of University Supervisor..... Date
and sign.....

Week no:.....

From.....to.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				
Tue				

Wed				
Thur				
Fri				

Name and roll number of Intern..... Date and sign.....

Name of University Supervisor..... Date and sign.....

Week no:.....

From.....**to**.....

Day and Number of Hours	Activities	Lessons Learnt	Challenges	Industry Supervisors' Remarks and Signatures
Mon				
Tue				
Wed				

Thur				
Fri				

Name and roll number of Intern..... Date
and sign.....

Name of University Supervisor..... Date
and sign.....

Overall Comments by Intern

(Write down your reflections on your participation and observation at the placement organization, sharing with your peers at work, and guidance and advice from supervisors. Your reflections should be in depth and make recommendations on challenges of the internship overall)

Name and roll number of Intern..... Date
and sign.....

Overall Comments by Industry Supervisor

(Write down your reflections on interns participation and observation of the placement at the organization and sharing with Academic supervisor. Your reflections should be in with the attachment activities and make recommendations on challenges of the internship overall)

Name and phone number of Industry supervisor.....
Date and sign.....

Overall Comments by University Supervisor

(Write down your reflections on intern’s participation, progress and observation of the placement at the organization. Your reflections should be in line with the attachment activities and make recommendations on challenges of the internship overall)

Name and phone number of Industry supervisor.....

Date and sign.....