

College Action Plan Implementation Strategy (APIS)

Foreword: Consistent with the University of Rwanda's responsibilities, the College of Science and Technology aspires to fulfill a 3-point mission to excel in: *Academics*, *Research* and *Community Outreach*. Successful implementation of this mission requires further that the College engages in facilitating *Student Support Services* and *Staff Development Strategy*. Consequently the 5 points, namely:

1. Academic Excellence,
2. Research Excellence,
3. Community Outreach,
4. Student Support Services,
5. Staff Development Strategy,

form the College of Science and Technology Action Plan. This action Plan is, at once, consistent with the upcoming UR Strategic Plan. Moreover, the same Action Plan should be in line with the national development agenda. The plan's implementation must seek to provide solutions to local and global challenges.

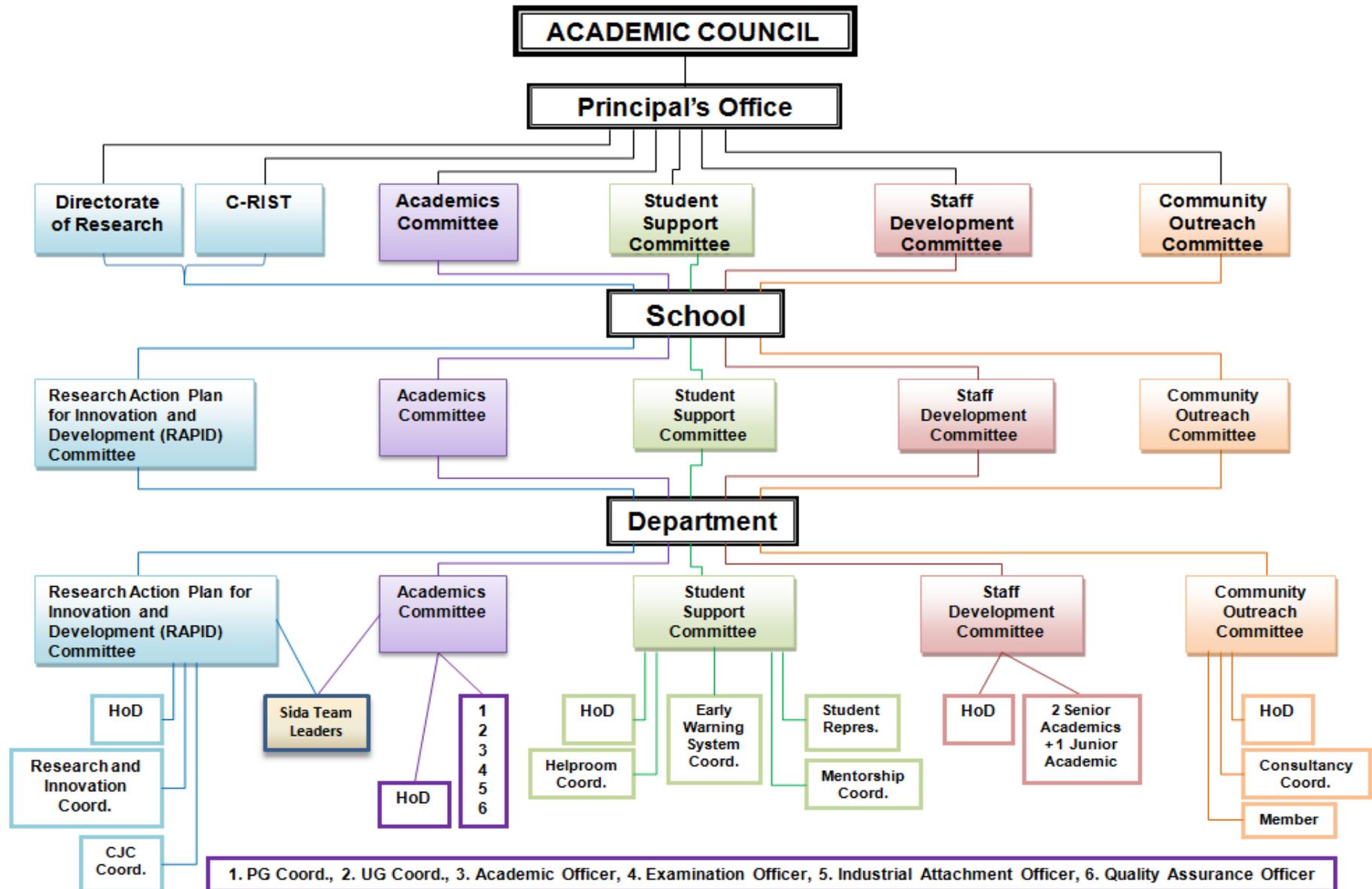
The following is the working Action Plan Implementation Strategy (APIS) approved by the College Academic Council on 18th February 2016. The Implementation Strategy lays out an approach to govern the College day-to-day activities in a manner that:

- i. makes the College activities focused and relevant to 5-point action plan;
- ii. ensures fundamental participation and decision-making by departments;
- iii. creates a bottom-up implementation structure;
- iv. ensures organized and efficient problem-solving;
- v. College activities become a collective of the Schools' activities which in turn are a collective of Departments' activities.

At the departmental level, each of the action points is housed by a committee. The 5 committees then become sub-committees of the Department Academic Council (which they also form). At the School level (similar to the departments), the School Academic Council is also formed by 5 sub-committees, whose members are representatives drawn from each of the sub-committees in each of the departments. The structure and representation replicates itself at the College level to form College Academic Council sub-committees, with representation from the Schools.

Below is an organogram of the entire committee structure, starting at the departmental level. The links of each committee are clear from department level, through the School and all the way to the Academic Council, through the Principal's office. A summary of responsibilities of each committee are made. The summary is not exhaustive.

Structure of UR-College of Science and Technology Action Plan Implementation Strategy (APIS)



1. Responsibilities definition

1.1. Committees at Department level

1.1.1. Research Action Plan for Innovation and Development (RAPID) Committee

The committee is composed of the HoD, R&I coordinator, CJC Coordinator and two academic senior staff active in Research. It is chaired by the Head of Department assisted by an elected deputy-chair for a period of two renewable academic years. The Committee will:

- Oversee all research and innovation activities
- Provide guidance on research and innovation priorities, orientations and action plan
- Advise the school on all research and innovation activities
- Coordinate seminars, Colloquia and Public lectures
- Define the departments needs in terms of capacity building in research and innovation
- Coordinate activities of research clusters
- Interface with the rest of CST Departments for multidisciplinary research enhancement
- Propose and validate an attendance scheme to international conferences
- Validate CJC projects and approve allocated budget
- Monitor and follow up on CJC program
- Propose an incentive scheme for Research, innovation and CJC projects
- Report to RAPID committee at School level
- Engage in any other relevant activities as determined by the HoD

1.1.2. Academics committee

The committee is composed by the Head Department, PG studies Coordinator, UG studies coordinator, Academic officer, Examination officer, Industrial attachment officer, Quality assurance officer and one elected students representative in the Department. It is chaired by the Head of Department assisted by an elected Deputy-chair for a period of two renewable academic years.

The duties of the committee are defined as follows:

- To coordinate curriculum development and review
- To provide guidance on new programs development
- To advise the Department on all academic issues
- To oversee implementation of UR academic regulations and policies implementation
- To monitor and advise on academic quality assurance
- To advise on academic orientations based on national and regional opportunities, priorities, needs and challenges
- To report to the School academic committee
- To engage in any other relevant activities as determined by HoD

1.1.3. Students Support Committee (SSC)

The committee is composed by the Head of Department, the help room coordinator, mentorship coordinator, early warning system coordinator and a student representative. It is chaired by the Head of Department assisted by an elected Deputy-chair for a period of two renewable academic years.

The duties of the committee are defined as follow:

- To follow up on help rooms, mentorship and early warning system efficiency and effectiveness
- To advise the Department new activities/ventures
- To report to the School Student support committee (SSC)
- To conduct any other relevant activities as assigned by HoD

1.1.4. Staff Development Committee (SDC)

The committee is composed by the Head of Department, two senior staff and one junior staff. It is chaired by the Head of Department assisted by an elected Deputy-chair for a period of two renewable academic years.

The duties of the committee are defined as follow:

- To set up the staff development strategy in line with the College framework
- To set up the staff development Action plan in the Department
- To recommend staff for study leave
- To propose recruitment scheme based on Department needs
- To propose short term trainings in support of the Department capacity
- To propose and validate an attendance scheme to International workshops
- To advise the HoD on Staff promotion
- To report to the School Staff Development Committee
- To conduct any other relevant activities as assigned by HoD

1.1.5. Community Outreach Committee (COC)

The Committee is composed by the Head of Department, the COC coordinator, one staff member representative and one student representative. It is chaired by the Head of Department assisted by an elected Deputy-chair for a period of two renewable academic years.

The duties of the committee are defined as follow:

- Approve the Department COC strategy and action plan
- Monitor the COC implementation plan
- Advise the school on all community outreach issues
- Report to the School COC

1.2. Committees at school level (see department committees)