

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

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Scientia et Lux

CAREER GUIDANCE POLICY



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1 General introduction

Career guidance is an essential component of higher education, ensuring students make informed academic and professional decisions. INES-Ruhengeri recognizes that effective career guidance enhances employability, fosters lifelong learning, and supports students in achieving their career aspirations. This policy outlines a structured approach to career services, integrating academic learning with professional development to prepare students for the dynamic job market. Career guidance at INES is a continuous process that begins at admission and extends beyond graduation.

A structured career guidance framework aligns students' academic choices with labor market demands, ensuring they acquire relevant skills for their future careers. Through individualized counseling, mentorship programs, and industry partnerships, INES-Ruhengeri provides comprehensive career support. The institution fosters a culture of professional development, enabling students to adapt to technological advancements and industry shifts. This policy underscores the university's commitment to equipping students with practical competencies, industry exposure, and career readiness through structured interventions and continuous evaluation.

2 Philosophy of INES-Ruhengeri

INES-Ruhengeri's philosophy rests on three pillars: building hope, fostering unity and reconciliation, and contributing to sustainable development. These are grounded in Christian ethical values and constructive critical thinking. The university's mission focuses on national and regional development by providing specialized, research-enhanced education that creates competitive enterprises and well-paid employment. This emphasizes relevant, quality education and graduate employability through stakeholder collaboration, guiding the Quality Management System.

3 Moto of INES-Ruhengeri

Scientia et lux / shifting from paper to people

4 Vision statement of INES-Ruhengeri

The vision of INES-Ruhengeri is reflected in the following statement:

*“Universality in every individual;
Knowing in order to better serve the world”*





INES-Ruhengeri as a private Institute for Higher Education orients its academic services towards applied sciences. In the vision of INES-Ruhengeri this means that all taught sciences are applied to the population daily problems, seeking to propose and answer to them.

5 Mission statement of INES-Ruhengeri

According to the statutes of INES-Ruhengeri the mission is expressed as follows:

“To contribute through interactive junction between civil society, private sector and public sector to the national and regional development, by providing specialized university education enhanced by research, in order to create competitive enterprises and well paid employment”.

INES’ mission focuses on the relevancy and quality of education and the employability of graduates through collaboration with stakeholders in the whole spectrum of academic services. The mission statement refers to the above mentioned ambitions of INES and guides the Quality Management System (QMS)

6 INES-Ruhengeri’ Core qualities

The following core qualities lie at the basis of the current performance of INES-Ruhengeri:

<ul style="list-style-type: none">• Quality• Scientific excellence• Professional consciousness• Flexibility• Innovation• Entrepreneurship• Team spirit• Determination and perseverance• Courage and responsibility	<ul style="list-style-type: none">• Collaboration (among staff and with students)• Architectural concept• Accessibility (geographical and financial)• Receptivity to local need• Relation with the Catholic Church• Culture of Transparency• Integration of Social Sciences and Communication
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By highlighting the core values of a Catholic School and the values of INES Students as listed above, all partners must profit to them

7 Policy overview

The career guidance policy at INES-Ruhengeri aims to offer a structured framework for student career development. It ensures that career services are accessible, student-centered, and aligned with labor market demands. The policy incorporates various career support services, including career counseling, job readiness training, internship facilitation, and networking opportunities. It



emphasizes collaboration between faculty, industry professionals, and students to enhance employability and career preparedness.

The policy is designed to support students at every stage of their academic journey, from course selection to post-graduation employment. By integrating career development into academic programs, INES ensures that students acquire both theoretical knowledge and practical skills. The institution leverages technology, industry partnerships, and mentorship programs to provide students with real-world exposure and career-building experiences. The ultimate goal is to equip students with the tools necessary for a successful transition into the workforce and professional growth.

8 Purpose of this policy

The primary objective of this policy is to provide a comprehensive framework for career guidance at INES-Ruhengeri. It seeks to support students in identifying their career interests, developing employability skills, and making informed decisions about their professional paths. The policy ensures that students receive continuous career support through structured interventions, career coaching, and skills development programs tailored to their needs.

Additionally, the policy aims to bridge the gap between academic learning and industry requirements. It fosters industry collaborations, internship placements, and mentorship programs that align students' education with labor market trends. The overarching goal is to enhance students' career readiness, promote lifelong learning, and contribute to the economic development of Rwanda by producing skilled and competent graduates.

9 Guiding principles

Career guidance at INES-Ruhengeri is governed by principles of accessibility, inclusivity, and impartiality. Services are designed to be available to all students, irrespective of their background, gender, or abilities. The career guidance process is student-centered, allowing individuals to take ownership of their career development while receiving tailored support from career advisors. Confidentiality is maintained to ensure students feel comfortable seeking career advice and support.

Additionally, the policy emphasizes adaptability and industry alignment. Career services at INES-Ruhengeri are continuously updated to reflect labor market trends, technological advancements, and evolving employer expectations. The institution ensures that career support is based on data-



driven insights, professional expertise, and global best practices to equip students with the necessary skills for career success.

10 Career services offered

INES-Ruhengeri offers a range of career services aimed at equipping students with job readiness skills and career insights. These services include one-on-one career counseling, workshops on resume writing, interview preparation, and annual career fairs that connect students with potential employers. Internship placement programs provide hands-on experience in various industries, ensuring students gain practical skills relevant to their career aspirations.

Additionally, mentorship programs pair students with experienced professionals who provide guidance and career advice. Online resources, such as job boards and career assessment tools, allow students to explore different career options and apply for job opportunities. Networking events and industry engagement initiatives help students build professional connections and enhance their employability in competitive job markets.

The career guidance services at INES will be offered by the Career Advisory Unit within the Career Advisory and Professional Development Centre (CAPDC) which has the main objective of empowering the students through the provision of hands-on skills and access to strong professional networks to increase employability and fulfilling job opportunities, and enabling INES-Ruhengeri to play its vital role as a University of Applied Science. The Centre also coordinates activities of five units namely INNOVIC, Career Advisory Unit, Industrial Linkage Unit, Teaching Enhancement Unit, and Language & Communication Unit.

10.1 Comprehensive and Developmental Approach

Career guidance at INES-Ruhengeri is structured as a continuous, lifelong process that supports students from enrollment through graduation and into professional life. The institution ensures that career education is systematically integrated into academic curricula, allowing students to explore their career interests, develop competencies, and transition into the workforce effectively. This approach helps students build confidence, self-awareness, and resilience as they navigate career pathways.

In addition to structured career education, INES-Ruhengeri offers experiential learning opportunities such as internships, field visits, and industry collaborations. These experiences allow students to gain practical knowledge while refining their career goals. The institution's career



services focus on personal and professional growth, ensuring that continuous students and graduates are equipped with relevant skills and industry knowledge. By adopting a comprehensive developmental approach, INES-Ruhengeri prepares graduates to adapt to changing labor market demands.

10.2 Personalized and Individualized Support

Recognizing that each student has unique career aspirations, INES-Ruhengeri provides personalized career guidance services. The Career Advisory Unit offers one-on-one counseling sessions to help students explore career options, set professional goals, and develop tailored action plans. Career advisors assess students' skills, interests, and market trends to provide customized recommendations that align with individual ambitions.

Additionally, INES-Ruhengeri facilitates mentorship programs that connect students with alumni and industry professionals who provide career insights and guidance. These personalized interventions ensure that students receive the support they need to make informed decisions about their career trajectories. By prioritizing individualized support, the institution fosters confidence and professional growth among students, increasing their chances of career success.

10.3 Focus on Employability Skills

The career guidance policy at INES-Ruhengeri emphasizes the development of employability skills necessary for career success. Beyond technical expertise, students are trained in communication, teamwork, critical thinking, and leadership—skills that are highly valued by employers. Workshops, career seminars, and mock interviews help students refine these competencies.

Employability training is integrated into academic programs to ensure that graduates meet industry expectations. The institution collaborates with employers to identify essential workforce skills and adapts training programs accordingly. This proactive approach enhances students' competitiveness in the job market and ensures they are well-prepared to navigate various professional environments.

10.4 Integration of Technology

INES-Ruhengeri leverages technology to enhance career guidance services. Digital career assessment tools, job search platforms, and virtual networking events provide students with flexible access to career resources. The institution utilizes online learning modules, career



planning software, and artificial intelligence-driven career matching systems to help students explore career options efficiently.

Virtual career fairs and online job portals expand students' access to employment opportunities, connecting them with potential employers worldwide. By integrating technology into career services, INES ensures that students receive up-to-date career information and are equipped to thrive in a rapidly evolving digital job market.

10.5 Industry Engagement and Partnerships

Strong collaboration with industry is a cornerstone of INES-Ruhengeri's career guidance policy. The institution establishes strategic partnerships with businesses, government agencies, and professional organizations to provide students with real-world experience. Industry representatives participate in career fairs, guest lectures, and panel discussions, offering valuable insights into market trends and employer expectations.

These partnerships also facilitate internship placements, apprenticeships, and job shadowing opportunities. INES ensures that industry collaboration is a continuous process, integrating employer feedback into curriculum development and career programs. By fostering industry engagement, the institution enhances students' career readiness and facilitates their smooth transition into the workforce.

10.6 Data-Driven Evaluation and Improvement

INES-Ruhengeri employs a data-driven approach to evaluate the effectiveness of its career guidance initiatives. Regular surveys, graduate employment tracking, and employer feedback mechanisms help assess program impact. Data collection allows the institution to identify areas for improvement and implement necessary modifications.

Annual reviews of career services ensure alignment with industry demands and student needs. This commitment to continuous improvement guarantees that career support remains relevant, effective, and responsive to labor market trends. Data-driven insights enable INES to refine strategies and enhance career outcomes for students.

10.7 Accessibility and Inclusivity

Career services at INES-Ruhengeri are designed to be inclusive and accessible to all students, regardless of background or ability. The institution provides tailored career support for students



with disabilities, offering assistive technology, specialized career counseling, and inclusive networking opportunities.

Efforts are made to ensure that career guidance is free from discrimination and bias. The institution actively promotes equal opportunities for all students, fostering a diverse and inclusive learning environment. Accessibility initiatives ensure that every student has the resources and support needed to achieve career success.

11 Long-term career tracking

INES-Ruhengeri recognizes the importance of tracking graduates' career progress to assess the impact of its career guidance initiatives. The institution maintains a structured alumni tracking system that collects data on employment outcomes, further education pursuits, and career advancements. This data helps refine career services and identify areas for improvement.

Long-term career tracking also fosters stronger alumni relations, creating opportunities for graduates to mentor current students. The institution regularly surveys alumni to gauge career satisfaction, skill relevance, and professional achievements. These insights guide curriculum improvements, ensuring that INES continues producing graduates with industry-relevant skills and competencies.

12 Mentorship programs

Mentorship is a core element of the career guidance policy at INES-Ruhengeri. The institution facilitates structured mentorship programs that connect students with industry professionals, alumni, and faculty members. These mentorship opportunities provide guidance, career insights, and networking support, enabling students to make informed career decisions.

Students gain practical knowledge about workplace expectations, career progression strategies, and industry trends through one-on-one and group mentorship sessions. INES ensures that mentorship is an ongoing process, allowing students to establish meaningful professional relationships that support their career development. The program is continuously evaluated to improve engagement and maximize its impact on students' professional growth.



13 Collaboration and coordination

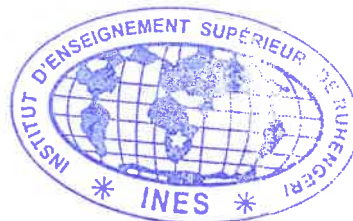
Effective career guidance requires collaboration among faculty, career advisors, employers, and alumni. INES-Ruhengeri fosters a multidisciplinary approach to career development, integrating career services into academic advising and professional mentorship programs.

Regular stakeholder meetings, employer engagement forums, and alumni networking events enhance career service coordination. Through joint efforts, INES-Ruhengeri ensures that students receive well-rounded support, preparing them for dynamic career opportunities in the evolving job market.

14 INES-Ruhengeri career development program

The INES-Ruhengeri Career Advisory and Professional Development Centre (CAPDC) aims to empower students with practical skills and professional networks, boosting employability and job opportunities. It integrates five units, including the Career Advisory Unit, to achieve this mission. The CAPDC is responsible for translating intervention results into career development methodologies, engaging the industry in teaching and learning, disseminating achievements in graduate preparedness and innovation, and mobilizing student participation. It drives institutional-level outcomes by leveraging the combined outputs of its constituent units.

The Career Advisory Unit plays a crucial role in student recruitment and orientation, identifying essential employability skills, and connecting graduates with employers. It offers career counseling to secondary school students, assists prospective students in choosing appropriate programs, and provides individualized support. The unit oversees career guidance policy implementation, delivers career services, organizes events, maintains resources, establishes networks, coordinates the alumni program, and collaborates with departments and internship coordinators to address skill gaps and enhance career development. Faculty, staff, students, employers, alumni, and stakeholders all play vital roles in supporting and utilizing these services.





Policy implementation

A dedicated career guidance officer coordinates the implementation of this policy, ensuring alignment with academic programs and industry expectations. Career services are integrated into the student experience through workshops, career coaching, and interactive career planning sessions. The Career Advisory Unit monitors the effectiveness of career interventions, ensuring that students receive timely support.

Technology plays a crucial role in the implementation process. INES-Ruhengeri leverages digital tools for career assessments, job postings, and virtual career fairs. The institution maintains strong industry collaborations to facilitate internship placements and job opportunities. Continuous evaluation ensures that career services evolve in response to students' needs and labor market demands.

All staff are expected to contribute to the career guidance initiatives by playing their roles as mentors. The career guidance program is planned, monitored, and evaluated by the career guidance officer in consultation with the Directorate of CAPDC. Careers information is regularly availed and posted on an ad hoc online repository, which is maintained by the Directorate of CAPDC. Administrative support is available to the Directorate as resources allow.

The career guidance program consists of a process involving seven separate guidance activities namely informing, advising, counseling, assessing, enabling, advocating, and feeding back. These activities will be organized both as extra-curricular and co-curricular activities, but the academic staff and other academic administrators will be encouraged also to integrate them in curricula and other service delivery packages.

15 Evaluation and review

To maintain relevance and effectiveness, this policy undergoes periodic evaluation and review. INES-Ruhengeri collects data on employment outcomes, student feedback, and employer satisfaction to assess the impact of career services. These insights inform necessary adjustments to improve the quality of career guidance provided.

Regular review sessions involve input from students, faculty, and industry partners to ensure alignment with evolving workforce needs. The institution remains committed to refining its career services based on research, trends, and feedback. Continuous improvement guarantees that INES-Ruhengeri graduates remain competitive and well-prepared for the job market.



16 Funding and resources

INES-Ruhengeri allocates resources to ensure the sustainability and effectiveness of its career guidance initiatives. Budget allocations support career counseling services, career fairs, and internship programs. Additional funding sources include partnerships with industries, sponsorships, and grants to enhance the scope and reach of career services.

The institution invests in digital career platforms, professional development training, and mentorship programs. Ensuring adequate funding allows for the continuous improvement of career services, guaranteeing that students receive quality career guidance tailored to their aspirations and job market realities.

17 Reporting system

A robust reporting system is essential for tracking the effectiveness of the career guidance policy at INES-Ruhengeri. The institution has established a structured reporting framework that ensures transparency, accountability, and continuous improvement of career services. The Career Advisory Unit is responsible for compiling quarterly and annual reports assessing career guidance activities' impact. These reports include data on student participation, employment outcomes, internship placements, and employer feedback. Reports are submitted to university leadership and relevant stakeholders for review and strategic decision-making.

Additionally, the reporting system incorporates student and employer feedback mechanisms to improve service delivery. Career guidance activities are assessed through surveys, focus groups, and structured performance evaluations. Faculty members and career advisors also submit periodic reports on career integration within academic programs. The reporting system ensures that data-driven insights guide policy refinement, helping INES-Ruhengeri align career services with evolving industry needs and student expectations.

Done at INES-Ruhengeri, on 20th February 2025

Dr. MAZARATI Jean Baptiste
Chairperson of INES-Ruhengeri Governing Body

