



AFRICA COLLEGE OF THEOLOGY-ACT
Training Redemptive Servant Leaders

ACT LANGUAGE POLICY

AUGUST 2023

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1.0 INTRODUCTION

1.1 ACT Identity: Africa College of Theology (ACT), promoted by Africa New Life Ministries, is uniquely suited to serve the Church and Christian communities. It provides quality, relevant in-service theological education programs for equipping Church leaders and Christian leaders.

1.2 Vision: Trained redemptive servant-leaders for the Church in Africa.

1.3 Mission: ACT's mission, as a Christian college, is to equip men and women for church and parachurch ministry as redemptive-servant leaders through the attainment of character formation, academic training, and professional skills.

1.4 Core Values:

- a) We are a Christ-centered college seeking to encourage students to make Christ known in their communities;
- b) We practice integrity and encourage accountability;
- c) We encourage prayer and Scripture reading for ministry power;
- d) We pursue excellence;
- e) We practice biblical stewardship; and
- f) We encourage team-work and serving others.

1.5 Policy Objectives:

- a) The ACT Language Policy is in line with the requirements of Rwanda Higher Education Council (HEC) which prescribes the need for such a policy in an institution of our calibre.
- b) The Policy provides for the designation of the language(s) of instruction, administration, as well as of ACT community life and service;
- c) The Policy provides for the need to address the enhancement of other languages other than English in the community life and service of ACT;
- d) The Policy considers the need for ACT as a higher education center to create a multilingual environment in which at least three languages are practiced and developed toward social and cultural interactions of the College;

- e) The Policy considers the promotion of self-study of foreign languages using available resources in the language lab; and
- f) The ACT Language Policy promotes institutional multilingual policies and practices.

2.0 DEFINITION OF TERMS:

- 2.1 **ACT:** Africa College of Theology.
- 2.2 **Language:** A communication system used by a particular country or community.
- 2.3 **Foreign Languages:** Foreign languages include, but are not limited to, French, Kiswahili, Lingala, Arabic, and Chinese.
- 2.4 **Functional Multilingualism:** Functional multilingualism refers to the use of a language, as an addition to another/other language(s), in a specific situation and within a given context of functions, audience, and message for which it's purposed.
- 2.5 **Multilingualism:** The exercise or use of more than one language by a person or a group of people in addressing a given subject matter.
- 2.6 **Language Philosophy:** Language philosophy, in this policy, refers to a set of shared beliefs and values in regard to language recommendations within this policy and utilization within and around the College.
- 2.7 **Language Policy:** ACT Language Policy is a document designed by the College to provide its community of students, faculty, staff, and stakeholders, with its position with respect to guidance on the choice and use of languages within and around the College.
- 2.8 **ACT Language Center:** This is a provision based on HEC recommendations for all higher education institutions here in Rwanda to support language learning; and it's equipped with a language lab, managed and regulated to offer an opportunity for students to self-acquire languages by use of available lab software.

3.0 LANGUAGE PHILOSOPHY

- 3.1 The ACT language policy is shaped around a set of shared beliefs and values, as well as a set of language goals. Language plays a crucial role in supporting the College's Mission Statement. As a theological school, ACT's focus is on preparing ministers and Christian leaders who are responsible and self-confident and who have developed a strong commitment to the respect and tolerance of others.

3.2 In ACT we believe that:

- a) All ACT teachers are language teachers;
- b) Students rely on language as a tool of communication, developing logical thinking, creating and sustaining cultural identity, as well as developing social skills and values;
- c) A command of English provides a tool for accessing information and communicating within the ACT community and the global community;
- d) A language environment where bilingualism and multilingualism thrive, will develop students as Christian leaders and increase their opportunities for success in life;
- e) Language acquisition and development play a crucial role in each student's personal development; and
- f) Possession of a strong mother tongue is essential.

4.0 LANGUAGE DEPLOYMENT AT ACT

It is the policy of ACT to use English as the central language of its official administrative communication. In this regard, it is therefore the norm for ACT to deploy English in carrying out the following activities (and any other) of its administration, services provision, and interactions within the college. (NB: Exemptions are applicable concerning Section 5.0 of this policy – “Promotion of Kinyarwanda and Additional Languages” and wherever the need to translate the given language is required).

- a) Advertising
- b) Announcements
- c) Admissions
- d) Convocations & Orientations
- e) Entry tests
- f) Placement Tests
- g) Teaching, Classwork & Assignments (CAT)
- h) Administration (general) & meetings, reports, and minutes
- i) Chapel, seminars, and conferences
- j) Community outreach
- k) Research
- l) Exit tests

5.0 LANGUAGE OF TEACHING AND LEARNING AND PROFILE

English is the language of instruction at ACT and therefore has priority in the College's programmes. ACT recognizes that a variety of forms of English exists and encourages consistency in student's usage. To enable all students at ACT to succeed in a manner that allows them to fully benefit from their education and reach their full potential, ACT provides support for the development of English for those students who do not possess full academic proficiency.

The language center coordinator works with other teachers to assist students with enhancing their subjects – specific vocabulary. The college prepares a placement test on Moodle for use during students' enrolment interviews. The test is taken by the candidate online.

6.0 PROMOTION OF KINYARWANDA LANGUAGE AND ADDITIONAL LANGUAGES

In as much as we encourage English to be used in the classroom when doing our ACT outreach, the Kinyarwanda Language is used as a tool for the college to link with the local community. Furthermore, in consideration of the socio-cultural context of ACT, other foreign languages such as Kiswahili and French in addition to English are encouraged.

7.0 LANGUAGE PRACTICES AND PROGRAMMES

At Africa College of Theology, we believe that language is fundamental to learning, thinking, and communication. To that end, we ensure that language skills are developed and used across the College programs.

8.0 SELF-TAUGHT LANGUAGES

ACT supports the provision of self-taught languages. The language center coordinator meets with students in order to discuss possible arrangements and language pathways for individual students. However, the College offers options within its reach.

9.0 TEACHING AND LEARNING AT ACT

English being the language of instruction at ACT, an English proficiency test is developed and administered to teachers who had studied from other linguistic backgrounds before they were hired at ACT. This is reflected in the academic and human resource policy.

10.0 ACT LANGUAGE CENTER

10.1 Objectives:

- 1) ACT Language Center aims to enhance qualitative development in the language provisions it offers as well as in the methods and means of presenting them. Of equal concern to the Center is expanding its services to cover the College's community, students, and staff.
- 2) Encouraging students and staff to utilize the resources available in acquiring and strengthening language skills; especially English and French.
- 3) Increasing the areas of cooperation and joint planning with the different academic staff at the College as regards the most effective ways of serving their students.
- 4) Studying the possibility of offering other languages besides English, French, and Kiswahili which the Centre offers.
- 5) Supporting the plans for holding seminars and workshops that deal with ways and means of improving the process of teaching and learning.

10.2 Leadership and Staff:

The leadership and staff of the Center are responsible for managing the facility of the Center and ensuring and ensuring the functions of the software.

10.3 Furniture and Installations

- 1) Desks
- 2) Computers
- 3) Language software – Duolingo and Cutting Edge.
- 4) Projector & external speakers
- 5) Internet

10.4 Rules and Regulations

- 1) By signing into the language lab, the student/user affirms that he/she has read and understood this policy, which is also posted in the area where students/users enter the labs.

- 2) No food, drinks, or cell phone usage is allowed at any time. All students especially must show ID to use the lab. No exceptions!
- 3) The Lab Staff is available to help students/users with Language Lab resources, not other class work or activities.
 - a) Students/users are not permitted to install, modify, or delete any software on lab computers.
 - b) Scheduled classes in the labs have priority over all other uses.
 - c) Equipment in the language lab is not allowed to be removed, modified, relocated, or disassembled without permission of the Lab Personnel.
 - d) Problems with language lab equipment should be reported to the lab personnel immediately.
 - e) Network ports, Ethernet cables, and power sockets in the language labs are for lab equipment only. No other devices may be connected to them.
 - f) Students/users are required to protect their security. Students/users have to log off the computer before leaving the language lab.
 - g) No surfing pornography or any pornographic materials on these computers or ACT Networks.
 - h) It is prohibited to seek unauthorized or illegal information on, obtaining copies of, or modifying files, or passwords belonging to other users, or misrepresenting others, unless explicitly authorized to do so by those users.
 - i) It is prohibited to download watch movies, or play videos on YouTube unless related to courses taught and this must be done after working hours.
 - j) Users are to clean up the area around the computer they use before they leave.
 - k) Users must make sure they return any materials checked out to them before they leave the lab.
 - l) Users can only check in for one class at a time but they can switch classes just by letting Lab Staff know.
 - m) Check in for the proper class – lab staff cannot make changes later or adjust student hours.
 - n) Users must check out if they need to leave the lab for any reason.
 - o) Students/users will be asked to leave 5 minutes before closing each day.
 - p) The lab will close during the college holidays. Students/users are to refer to the student course schedule.

- q) No visiting/loud talking or disturbing others who are studying.
- r) Resources are first come, first served. If there are no available computers, expectant users may wait outside or return later.
- s) Students should know that Internet usage gets the priority of language class work assignments and activities designed to enhance language skills.
- t) Only DVDs in the Language Lab are allowed unless assigned and approved by your instructor.
- u) It is not allowed to make or receive any phone call while in the Language Lab.
- v) Kindly switch off the computer after use.
- w) Take care of your belongings.
- x) In case of any help, ask the Lab coordinator.

11.0 ACT LANGUAGE POLICY ENFORCEMENT

11.1 Compliance with Language Policy

The following department is in charge of compliance with the Language Policy at ACT:

1. The Human Resource manager
2. The Director of Quality Assurance
3. Teacher (All)

11.2 Violation of Language Policy at ACT

The Language policy at ACT is violated when:

1. Any other language apart from English is found to be the language of instruction, if not for illustrative or contextualization's sake;
2. No placement test is availed and administered during the interview of newly enrolled students;
3. No proficiency test is availed and administered to teachers who had studied from other linguistic backgrounds before they were hired;
4. The Language Center does not provide students with the support they need to improve their linguistic proficiency.

11.3 Measures to Remedy Violation of ACT Language Policy

In case of language policy violation, the following measures are applied:

1. Request for an explanation;
2. Face-to-face meeting with the policy violator;

3. Meeting of the department in charge of compliance to examine the recurring behavior/attitude and make appropriate decisions (e.g. review the policy, decide the next measure for the policy violator;
4. Recommend legal sanctions concerning HEC provision in matters of linguistic policy.

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023