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ACADEMIC POLICY HANDBOOK

Completed 4 May 2023

FORWARD

The purpose of this academic policy handbook is to establish the policies and procedures for ensuring that KCITI College attains and maintains what the college leadership considers to be high academic standards.

The Academic Committee is responsible for preparing, evaluating, approving, and enforcing academic policies and procedures at KCITI College.

This Academic Policy Handbook was approved by the Academic Committee and the Quality Assurance Committee on 21 April 2023.

MEMBERSHIP IN THE ACADEMIC COMMITTEE

Members of the Academic Committee include:

- The KCITI Director who acts as the Chair
- Head of Academic Affairs or his Assistant
- The Registrar
- All Department Heads

Academic issues will be resolved by the Academic Committee. When the Director determines that an Academic Committee decision should also be brought before the Quality Assurance Committee before final approval, he will inform the Academic Committee of that action. Otherwise, the decisions of the Academic Committee will stand alone.

It is expected that all members of the Academic Committee will display integrity, maturity, and confidentiality in all matters brought forward for discussion. A Conflict-of-Interest policy will be strictly enforced. The policy states: *"If a member of the Academic Committee could derive personal benefit from actions or decisions of the committee, that member must clearly inform the committee in advance that there is a conflict-of-interest and then abstain from voting on that matter."*

APPLICATION PROCEDURE FOR PROSPECTIVE STUDENTS

- Students apply for admission by filling out an application form and paying a non-refundable application fee as determined by KCITI.
- The admissions office checks applications and supporting documents to determine which students are eligible for admission.
- If applications for enrollment in a particular program are greater than KCITI can sustain for any term, the Academic Committee will shortlist the most qualified candidates and put the others on a waiting list.
- Successful applicants are informed in writing that they have been accepted for enrollment at KCITI.

ENTRY REQUIREMENTS FOR ACADEMIC PROGRAMS

	EXAM BODY	DURATION	PREREQUISITE	AWARD
DIPLOMA IN EARLY CHILDHOOD TEACHER EDUCATION (DECTE)	KENYA NATIONAL EXAMINATION COUNCIL (KNEC)	3 YERARS	C (PLAIN) OR CERTIFICATE IN ECDE OR P1 CERTIFICATE	DIPLOMA

DIPLOMA	KENYA NATIONAL EXAMINATION COUNCIL (KNEC)	3 YERARS	KCSE C (PLAIN) OR PASS IN CRAFT CERTIFICATE	DIPLOMA
CRAFT	KENYA NATIONAL EXAMINATION COUNCIL (KNEC)	2 YEARS	KCSE D (PLAIN) OR PASS IN ARTISAN CERTIFICATE	CERTIFICATE
ARTISAN	KENYA NATIONAL EXAMINATION COUNCIL (KNEC)	1 YEAR	KCSE D (MINUS)	CERTIFICATE
GRADE 3	NATIONAL INDUSTRIAL TRAINING AUTHORITY(NITA)	6 MONTHS	KCSE OR KCPE OR JUA KALI ARTISAN	CERTIFICATE
GRADE 2	NATIONAL INDUSTRIAL TRAINING AUTHORITY(NITA)	6 MONTHS	PASS IN GRADE 3	CERTIFICATE
GRADE 1	NATIONAL INDUSTRIAL TRAINING AUTHORITY(NITA)	6 MONTHS	PASS IN GRADE 2	CERTIFICATE
SHORT COURSES	KCITI	2 WEEKS TO 3 MONTHS	KCSE OR KCPE OR JUA KALI	CERTIFACATE

CLASS ATTENDANCE

Attendance to all lessons is compulsory. All instructors must create and maintain a class register for every subject they teach. HODs must examine all registers in their department on a weekly basis. A student must attend 80% of all classes in any one course in order to be allowed to write term, mock, or final exams in that course. Failure to meet this requirement will result in the student repeating the course. Parents will be notified by the HOD if students miss two or more classes in a term.

Student absence with permission:

- Every student is permitted an absence of one-day only with a written excuse signed by the parent.
- Absence of more than one day is cause for concern. The parents will be contacted by the Admissions Office to find out the reason for their child's absence.
- Students who miss more than one day will be referred to the HOD. If the absence continues, they will be referred to the Head of Academics. Each time, parents will be notified.
- Absence of more than 20% of class time will result in automatic dismissal from the course.
- If the absence is due to medical issues, the student may be readmitted to the course only if a medical certificate is provided from a qualified medical practitioner, indicating physical and medical fitness to cope with academic work. Readmission is subject to approval by the Academic Committee.

- If absence of more than 20% is caused by other reasons, the student must submit a letter of explanation to the Academic Committee who will determine whether or not the student may be re-admitted to the course.
- In all cases of absence, it is the responsibility of the student to ensure all work and tests are successfully completed. To this end, it is the student's responsibility to liaise with the instructor.

If the instructor is unable to attend a class

- that instructor must inform the HOD at least one hour before class time, so the HOD can arrange for a substitute instructor. Then the instructor must present to the HOD a written note explaining why the instructor missed class.
- Instructors are permitted to take 21 personal days per year, but personal days should not be taken on days the instructor has classes, unless it is an emergency. Habitual use of personal days when the instructor has classes scheduled will result in a verbal warning, a reprimand letter to be placed in the instructor's file, or dismissal—depending on the number of absences.
- No instructor is permitted to leave campus during the day without permission from the HOD when a class is scheduled.
- Absence from campus for more than one hour will be counted as a taking a half-day personal day. Whenever an instructor leaves campus, even for less than an hour, the instructor must sign out and sign back in.

KEEPING TIME

Punctuality is essential, both for the instructor and the student.

A student who arrives more than ten minutes late for class will be marked "Tardy." If the student is tardy more than three times, the student will be referred to the HOD for disciplinary action.

Disciplinary action may include:

- A phone call from the Admissions Office to the parents.
- A caution letter from the HOD to the student, with a copy being placed in the student's file. Copies will also be given to the instructor and the Head of Academics.
- If the student continues to be tardy, the Head of Academics may refer to student to the Director for suspension from the course.

Instructors are expected to be in class on time. If it is discovered that the instructor is more than five minutes late for a class,

- the instructor will be given a verbal warning.
- If the instructor is late a second time for the same class, the instructor will be issued a written warning from the HOD—or the Head of Academic Affairs, if the HOD is late. (No copy of this letter will be placed in the instructor's file.)
- If the instructor is late a third time for the same class, the HOD will issue a reprimand letter to the instructor, and a copy will be placed in the instructor's file.

ASSESSMENT POLICY

Each course is evaluated on a term (three month) basis. KCITI College uses the grade point system shown in the table below when assessing student academic performance for certification. The instructor calculates the total marks of the student's academic undertakings during the course for the final grade.

RAW SCORE	RANGE	GRADE	REMARKS
80 - 100	20	1	DISTINCTION
75-79	4	2	Distinction
70-74	4	3	CREDIT
60-69	9	4	Credit
50-59	9	5	PASS
40-49	9	6	PASS
0-39	39	7	REFERRAL

N/B Three referred is = fail

EXAMINATIONS

KCITI College uses two main types of examinations.

Internal Examinations

Internal examinations (End of Term/Mock) are set, moderated, and marked by KCITI instructors. Internal examinations must be ready in two sets, one month in advance, and kept in safe custody by the Head of Academic Affairs.

External Examinations

Students are prepared to take specified examinations by:

- Kenya National Examinations Council (KNEC)
- National Industrial Training Authority (NITA)
- City & Guilds (C&G)

Note: Students will not be required to write an end-of-term examination on a course entailing an external examination for a given term. However, a student may be required to sit for a mock examination one term (three months) before the external examination.

EXAMINATION INVIGILATION REGULATIONS

Invigilation

1. The supervisor and invigilator are fully responsible for the administration, conduct, and integrity of the examination to which they have been assigned.
2. The supervisor and invigilator must not leave the examination room unattended at any time while the examination is in progress.
3. Whenever possible, the supervisor and invigilator should be conversant with the examination. HODs should ensure that subject specialists are available for consultation.

4. The invigilator should ensure that candidates bring only the required materials or relevant instruments into the examination room. Instructions for each examination should indicate the required materials or instruments for the examination.
5. The invigilator will announce the start of the exam and how long it will last. The invigilator will also announce halftime, and thereafter at 30 minute intervals up to the last 10 minutes.
6. An attendance list must be signed by all candidates and handed over with the scripts.
7. No mobile phones will be allowed in the examination room.
8. KCITI personnel are not responsible for improper behavior of supervisors or invigilators who have been assigned by external examination authorities. Even though KCITI College cannot control the actions of outside personnel, the integrity of KCITI College must not be tarnished by improper behavior from outside supervisors or invigilators. If KCITI personnel discover that a supervisor or invigilator is doing anything which compromises the integrity of the examination, that must be immediately reported to the Head of Academic Affairs who will then inform the external examination authorities.

Reporting to and leaving the examination

1. Candidates should be in the examination room at least five minutes before examination time.
2. No candidate should be allowed in the examination room after ten minutes without a valid reason.
3. There shall be no compensation for lateness.
4. Candidates may not leave the examination room before halftime. Violation of this rule will require a written report from the invigilator.
5. Students are expected to sit in the examination room for the total time specified in the examination paper unless they finish writing their paper earlier—but not contrary to the rule above.
6. Candidates will not be allowed back into the examination room after they have handed in their examination papers and left the room.
7. Students must sit for all college examinations set for them. Any student who for any reason refuses or fails to sit for, or fails to meet the deadline for a scheduled examination or a continuous assessment test, project, assignment or quiz, will be awarded a zero mark in that examination.
8. A student who is unable to sit for a scheduled examination due to sickness or an accident, before or during the examination, will be required to sit for a special examination paper when the student recovers and on production of medically documented proof of recovery. The matter will, however, be tabled for a meeting of the Academic Committee for approval.

Cheating

Any one of the acts below, or a combination of them, is defined as cheating:

1. Possession and/or use of unauthorized materials or notes in the examination room. (This includes possessing unauthorized cell phones or electronic devices.)
2. Collusion: any attempt to share information or unauthorized material during an examination.
3. Any attempt to complete any part of the examination beyond the time allowed.

Handling cases of cheating

1. Cases of cheating in any examination must be reported to the Head of Department, Head of Academic Affairs, and the Director by the supervisor and invigilator immediately after the examination. This may involve indicating it on the relevant script.
2. At the end of the examination, the invigilator should make a written report concerning the nature of cheating, how it was detected, and attach all relevant evidence.
3. At the end of the examination, the HOD, after a thorough investigation and gathering all relevant evidence, will inform the accused student of the allegations of cheating in writing. A copy will also be given to the Head of Academic Affairs and the Director.
4. At the end of the examination, any defense from the student should be given in writing by the HOD.
5. If cheating is established beyond reasonable doubt, the case will be reported to the Academic Committee, which, after being convinced that cheating took place, shall cancel the results, and the student involved must repeat the course.
6. If cheating took place during an external examination, the student's results will be disqualified.
7. Any student found with evidence of cheating in an internal examination, will be placed by the Director on academic probation. Should the student already be on academic probation at the time of cheating, the Academic Committee may decide to terminate the student from KCITI. The Director will then issue a letter to that effect to the student and inform the parents.

Impersonation

Impersonation means allowing a person to do an examination for another person. This is a criminal offense punishable by the laws of Kenya. Should a case of impersonation be established against any student or group of students in any examination, the culprits will be expelled from KCITI College and the police will be informed?

Failure in an examination

- Any student who obtains below 40% in any subject will sit for a supplementary examination. The supplementary examination will be marked within the pass mark, i.e. 40%, and will be given grade 6 which is a pass.
- A student who obtains grade seven (7) in three subjects will be discontinued from the course, however he/she can re-apply to repeat the whole academic module in the same course.
- A supplementary exam will be set one week to college opening and be done on the first week of the opening. Marking of the exam and submission of result will take five (5) days.
- Any student who fails to sit for end of term exam will be required to pay KES 500 per paper to the finance office.