



**KENDEGE TECHNICAL AND VOCATIONAL
COLLEGE**

ACADEMIC POLICY

KTVC AP. 001.2019

Revised Edition 2022

KENDEGE TECHNICAL AND VOCATIONAL COLLEGE		
TITLE: ACADEMIC POLICY		Policy No. KTVC AP. 001.2019
Board of Governors Approval by Chairman	Signature	Date
Principal/ Chief Executive Officer Approval	Signature	Date
Contact Authority	Deputy Principal	
Implementation Team/ Operational Officers	Dean of Trainees Quality Assurance Registrar Academic Heads of Departments Industrial Liaisons Officers Examination Officer Trainers Administrative Staff	
Next Review Date	As Required	

FOREWORD

Kendege Technical and Vocational College developed *Academic Policy 2019* in the general administration of training programs and conduct of trainees. The policy document allows the staff and trainees to clearly understand their responsibilities and provide fair and transparent guidelines for activities related to curriculum instruction and delivery across all departments.

My special thanks go to all those who put in their time, effort, and skills to develop these regulations. By virtue of the authority vested in me as the Chairman of the Board of Governors of Kendege Technical and Vocational College and in reference to the approval granted by Board members in its meeting of 30th June, 2022. I hereby sign this *Academic Policy (Revised Edition 2022)* as the first edition.

By the Chairman

APPLICABILITY

- I. The provisions and requirements of this policy document shall apply to all trainees and staff of Kendege Technical and Vocational College
- II. This policy upholds and strengthens the execution of the provision of rules and regulations governing the conduct and discipline of trainees.
- III. This policy applies to any and all trainee experiences in which academic credit is involved (e.g., courses, internships, practical, projects).
- IV. The policy shall take effect and binding upon every trainee of the College on registration, so long as such a trainee remains so registered.
- V. Every trainee shall be required to read this policy and sign the declaration appended to the admission letter that the contents and meaning thereof have been understood and shall be adhered to.
- VI. The intent of the policy is to ensure inclusivity, equity and equality. Where the contents of the policy are in or may imply discrimination on the basis of gender, race, religion, ethnicity or background, the Constitution of the Republic of Kenya overrides these policy requirements as far as is within the mandate of the College.
- VII. The Kendege Technical and Vocational College reserves the right to review and amend the contents of this policy from time to time without prior notice, provided that such revisions will be communicated to the trainees' body, through issuance of the revised edition.

DEFINITIONS

For purposes of this policy

- I. The term '*trainee*' means and includes: Any person who has duly signed the nominal roll and is registered into a programme of study for a diploma, certificate, artisan or any other programme of study as recognized by the Board of Governors or any of the examining body that have accredited by KTVC.
- II. "Academic Board" means the committee so established by **Kendege Technical and Vocational College** mandated to execute instructions and advise the Board of Governors on all matters of training.
- III. "*Staff member*" means any part-time or full time employee of KTVC at any level or grade or any part time employee at KTVC whose services are engaged for the purposes to conduct training.
- IV. "*College premises*" means any location, building or premises belonging to KTVC or used for purposes of College activities.
- V. "*Principal*" means the Chief Executive Officer (CEO) of the College.
- VI. "*Dean of Trainees*" means the officer in charge of Trainees' Welfare and Development.
- VII. "*Examination Officer*" means the designated trainer or staff coordinating the conduct and procedure for all assessment and examinations at the College and also the liaison officer with examining bodies.

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ABBREVIATIONS AND ACRONYMS

BOG	Board of Governors
CBET	Competency Based Education and Training
CDACC	Curriculum Development Assessment and Certification Board
CNRM	Course Requirement Not Met
DP	Deputy Principal
HOD	Head of Department
KASNEB	Kenya Accounts and Secretaries National Examination Board
KICD	Kenya Institute of Curriculum Development
KISM	Kenya Institute of Supplies Management
KMLTTB	Kenya Medical Laboratories Technicians and Technologists Board
KNEC	Kenya National Examinations Board
KTVC	Kendege Technical and Vocational College
MOEST	Ministry of Education Science and Technology
NITA	National Industrial Training Authority
TVET	Technical and Vocational Education Training
TEP	Technical Education Program
BTEP	Business Technical Education Program

EXECUTIVE SUMMARY

This Policy document is intended for all staff and trainees of the College to guide in the core mandate of the institution. Reference has been made to Ministerial policy guidelines and legislative instruments that are collaborative efforts in curriculum implementation and service delivery.

Chapter one gives an overview of the College by outlining vision, mission and core values. The objective and function of the College as provided in the TVET Act of 2013.

Admission requirements, application procedures, and registration of trainees are explained in chapter two. It has five policy statements that establish the foundation for quality assurance of the training programs in terms of entry behaviour of the trainees admitted to this institution.

Chapter Three provides information on course attendance and implementation of training programs. It addresses issues of training attendance, mode of study, academic year, and deferrals; change of course, industrial attachments, research and other special requirements. It outlines the procedure of withdrawal from training and how to handle cases of refunds.

Assessment, evaluation and examinations is addressed in Chapter Four. Academic progression, general regulations, procedure for administration of examinations, handling of examination irregularities, academic project work, failure to maintain satisfactory academic standards, breach of examination regulations, staff professional conduct, trainee records among others.

Membership and procedure of meetings of the Academic Board is given in Chapter Five.

CHAPTER ONE

1.1. Introduction

This academic policy addresses the guidelines of operation and implementation of academic programmes in The Kendege Technical and Vocational College. It applies to all staff and trainees.

1.2. History of Kendege Technical and Vocational College

Kendege Technical and Vocational College (KTVC) is situated in Kegonga South Sub County in Migori County, 3 kilometres from Kehancha Town in the Nyanza region of Kenya. This is approximately 381 kilometres southwest of Nairobi. The land currently occupied by Kendege Technical and Vocational College (KTVC) was set aside as a buffer zone between Kuria and Maasai communities following cattle rustling between the two communities. In 1972 the Kuria Community leaders demarcated the 108 acres of land for Abukuria Technical School.

The dream of constructing a technical college was actualized when Jubilee Government took over power and started implementing its manifesto among constructing one of technical and vocational college in every constituency. In 2014 the then Member of Parliament for Kuria East, Hon Eng Shadrack Manga pushed for construction of KTVC. As result KTVC was started in 2014 as one of the 60 new technical institutions. This was an initiative aimed at increasing access to technical education in order to ensure Kenyan youths are equipped with employable skills in tandem with market demand.

In 2017 the Member of Parliament for Kuria East, Hon Benjamin Kitayama continued to promote the work started by the predecessor leading to completion of the work in 2018. On 10th November 2018, The Deputy President HE Dr William Ruto Commissioned KTVC. The GOK earmarked Kendege as a Centre of Excellence in Mechanical Engineering and it

benefitted from state of the art equipment and machinery for two (2) workshops.

The college consist one double storey tuition block hosting two (2) workshops, eight (8) classrooms, six (6) administration offices, two (2) instructors' offices, a library, lecture room, staffroom, drawing room, staff kitchen and washrooms.

The College opened its gates in September 2019 and received the first batch of trainees in various courses. The college currently has 638 trainees, 34 trainers and 7 non-training staff.

1.3 Mandate

The mandate of the College as provided by the Ministry of Education is to offer training in science and technology.

- i. To offer innovative discovery, transmission, and preservation of knowledge
- ii. To carry out research and entrepreneurial activities
- iii. To offer courses at Craft, Certificate, and Diploma levels in various disciplines
- iv. To produces middle level human resources that are well equipped with technical and business skills required in industry

1.4 Vision Statement

A college of choice in the development of technical and vocational skills

1.5 Mission Statement

To offer quality training in collaboration with industry to produce competent graduates.

1.6 Motto

Competence and Honesty

1.7 Core Values

The Kendege Technical and Vocational College is guided by the following core values.

- i. Co-operation
- ii. Respect and Tolerance
- iii. Integrity
- iv. Creativity and Innovativeness
- v. Professionalism

1.8 Functions and Objectives of Kendege Technical and Vocational College

- 1.8.1 Provide technical training in technological, professional, and scientific education.
- 1.8.2 Participate in science, technology, research, and innovation as well as in the discovery, transmission, and enhancement of knowledge to stimulate the intellectual life in the economic and social-cultural development.
- 1.8.3 Contribute to industrial and technological development of Kenya in collaboration with industry and other organizations through transfer of technology.
- 1.8.4 Examine and make proposals for new courses.
- 1.8.5 Promote and establish a culture of innovation in engineering and technology, and technology transfer amongst staff and trainees.
- 1.8.6 Provide co-curricular activities in cultural, social, recreational, and sporting.
- 1.8.7 Promote critical enquiry within the college and in the general community.
- 1.8.8 Participate in commercial ventures and income generating activities.
- 1.8.9 Provide opportunities for development and further training for trainers of the

College.

- 1.8.10 Develop and provide educational, cultural, technical, and vocational services to the community and in particular, fostering of corporate social responsibility.
- 1.8.11 Provide programmes, products and services in ways that reflect the principles of equity and social justice.
- 1.8.12 Facilitate trainee mobility between different programmes at different technical training institutions and Colleges.
- 1.8.13 Conduct examinations and grant academic awards as provided under TVET Act of 2013.
- 1.8.14 The College shall have powers to grant diplomas, certificates, artisan in business and technical areas.

CHAPTER TWO

ADMISSION REQUIREMENTS AND APPLICATION PROCEDURES

Admissions at the College is done at the Registrar's Office.

2.1 Admission Requirements

- 2.1.1 Diploma: Minimum requirement of C- (minus) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Academic Board.
- 2.1.2 Certificate: Minimum requirement of D (plain) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Academic Board.
- 2.1.3 Artisan Certificates: Minimum requirement of D- (minus) in the Kenya Certificate of Secondary Education (KCSE), class 8 dropout (KCPE), OR other qualifications recognized by the Academic Board.
- 2.1.4 In addition to the minimum entry requirements, each programme may have its own departmental requirements in respect to the subject cluster or as provided by regulatory or professional bodies.
- 2.1.5 It is a College's policy that only qualified applicants will be admitted into various programs in accordance with the minimum requirements of various examining bodies.

2.2 Applications

- 2.2.1 All applicants must complete an application form either electronically or in a hard copy and submit it to the Registrar' Office. The application forms are available at the Office of the Registrar or can be downloaded from the website **www.kendegetvc.ac.ke**
- 2.2.2 The application form shall be accompanied by all supporting documents showing the applicant's qualifications.

- 2.2.3 Application forms shall be processed only upon receipt of stipulated non-refundable application fee of Ksh 500.
- 2.2.4 After processing the applications, the Registrar shall communicate the decision in writing to all applicants.
- 2.2.5 The applicant is responsible for the authenticity of any documents submitted for the purpose of securing admission. Shall such documents be proved at any time to be fraudulent, admission will be nullified. In the event that criminal charges are preferred against such trainees by any agents of the Laws of the Republic of Kenya, the College will not accept any liabilities hitherto or thereof.

2.3 Admissions

- 2.3.1 A trainee is admitted into a programme when he or she meets entry requirements into that programme or level. Admission into a programme is offered before the beginning of an academic term. The College's admissions are done in January, May and September of every year. However, trainees on special programmes are admitted as per the programme requirements.
- 2.3.2 Admission into various training programmes shall be conducted under guidance of the KTVC Academic Board.
- 2.3.3 The College reserves the right to rescind any offer of admission if it is satisfied that a trainee is inadmissible on the grounds such as but not limited to mental health, drug abuse, immorality, indiscipline or any other reason acceptable.

2.4 Reporting Dates

- 2.4.1 All new trainees should report as per the date shown in the admission letter.
- 2.4.2 All new trainees shall report to the Registrar's office for clearance from where they shall be guided on the sequence of admission procedures.

2.5 Registration

2.5.1. Registration of new trainees

2.5.1.1 Registration of new trainees is done after admission into the College.

2.5.1.2 All new trainees must register within the three weeks of the commencement of each term or as prescribed in the communication contained in the termly Principal's Circular.

2.5.1.3 Failure to register within three weeks of opening be deemed to have automatically deferred their programme.

2.5.1.4 New trainees are required to have the official letter of offer of Admission together at the time of registration.

2.5.1.5 A new trainee is registered into a programme after:

- i. He/she is admitted into that programme and level.
- ii. He/she has been assigned a registration number upon payment of requisite fees.

2.5.1.6 A registered trainee must attend all prescribed training and learning sessions for at least two consecutive terms to be eligible for registration to sit for any externally examined program.

2.5.1.7 It is an offense to attend class or participate in any official academic activity unless registered in prescribed manner.

2.5.1.8 No credit can be gained in a course in which the trainee did not register.

2.5.1.9 A trainee completes registration by signing the Nominal Roll at the Registrar's Office. KTVC will not be under any obligation to offer services to a trainee not properly registered as prescribed.

2.5.1.10 The Registrar issues the official class lists to departments after an audit of the registration exercise in each term.

2.5.2 Registration of continuing trainees

2.5.2.1 Registration of continuing trainees is done at the beginning of each term.

2.5.2.2 All continuing trainees must register within the three weeks of the commencement of each term or as prescribed in the communication contained in the termly Principal's Circular.

2.5.2.3 Failure to register within three weeks of opening be deemed to have automatically deferred their programme.

2.5.2.4 A continuing trainee is registered upon payment of a requisite school fees and signing of the nominal roll.

2.5.2.5 A trainee is enrolled when he/she has been registered.

2.5.2.6 The name of a trainee shall be as it appears in the documents used to seek admission at KTVC, or, where there is conflict, in same way as they appear in the official government identification documents.

2.5.2.7 The same names shall appear and be used in the same order in all official records and in the final certificates. If a trainee wishes to change names in the course of his/her stay at KTVC, the same must be effected in accordance with existing legal procedures, and official documents submitted to the Registrar before graduation.

2.5.2.8 No changes in names, including the order, will be effected after a trainee graduates from KTVC.

2.5.2.9 A trainee is expected to formalize his/her request to be away by submitting a written application to the office of the Registrar and completing relevant forms as per KTVC Procedure for Admission and Registration of Trainees.

- 2.5.2.10 Trainees on practicum/field attachment during a term shall have registered in the College before proceeding to the attachment.
- 2.5.2.11 A registered trainee must attend all prescribed training and learning sessions for at least two consecutive terms to be eligible for registration to sit any externally examined program.
- 2.5.2.12 Only registered trainees can attend trainings and take examination in the course. It is an offense to attend class or participate in any official academic activity unless registered in the prescribed manner.
- 2.5.2.13 No credit can be gained in a course in which the trainee did not register.
- 2.5.2.14 A trainee completes registration by signing the Nominal Roll at the Registrar's Office. KTVC will not be under any obligation to offer services to a trainee not properly registered as prescribed.
- 2.5.2.15 The Registrar issues the official class lists to departments after an audit of the registration exercise in each term.

2.6 Fee Payment

- 2.6.1 On admission, new trainees to pay at least 60% and the remainder to be paid before sitting for end term examinations.
- 2.6.2 All College fees due for the module/stage MUST be cleared before registration for National Examinations.
- 2.6.3 All fees shall be paid into the College's account. Cash will not be accepted.
- 2.6.4 Original bank pay slips MUST be presented to the college accounts office immediately for receipting.
- 2.6.5 Other than KNEC, all examination fees paid to examination bodies shall be made directly to the respective examining body by the individual trainee or as prescribed by the Administration.

2.7 Orientation

2.7.1 There shall be a compulsory orientation for new trainees within the first three weeks of opening on a day to be announced via College memos/notices/ website by the dean of trainees.

2.8 Change of Course

2.8.1 Trainees who wish to change courses shall do so within a week after orientation.

2.9 Academic Programmes

2.9.1 The programs offered are as posted on College website and brochures. KTVC offers programmes leading to the award of artisan, craft certificates, and diplomas. Training Programmes are developed to take advantage of emerging opportunities and address new challenges.

2.9.2 The programmes are proposed by the Training Department, reviewed by the Academic Board, evaluated and harmonized by the College Management with respect to the vision and mission of KTVC and the requirements of the Directorate of Vocational and Technical Training and other professional or regulatory bodies. The programmes are then forwarded to the Board of Governors for approval.

2.9.3 Programs offered outside regular hours shall adhere to Ministry Guidelines.

CHAPTER THREE

CURRICULUM IMPLEMENTATION

3.1 Mode of Study

- 3.1.1 Trainees should study under the full-time mode of study.
- 3.1.2 The full-time mode of study applies where a trainee attends scheduled day and afternoon classes on a regular basis and takes the standard load for this mode.

3.2 Academic Year

The Academic Calendar is the schedule of events that take place within an academic year.

- 3.2.1 The Academic Year begins in September or January or May of each calendar year and ends in the next respective months.
- 3.2.2 The academic year consists of three terms. Each term consists of twelve (12) weeks.
- 3.2.3 Each term begins in January/May/September and ends at the end of March/July/November, respectively.
- 3.2.4 Year of study of a trainee is the academic level attained by the trainee in a programme. The level is measured in terms of the cumulative number of credit hours successfully completed as per prescribed syllabus.
- 3.2.5 The year of study is thus determined by the sum of credit hours transferred from other institutions and the credit hours successfully completed at KTVC, irrespective of the duration of stay at the College. In general, three terms successfully completed by a full - time trainee is equal to one year of study.

3.3 Duration of Study

- 3.3.1 This is the total academic time, evaluated in terms of credit hours required to complete the requirements of the programme. Thus, duration of study of any two programmes

is not necessarily the same even if the two programmes are located in the same department and are of the same academic level.

3.4 Change of Course/Training Programme

3.4.1 A continuing trainee who wishes to transfer from one course to another at any period of his/her study has to complete a prescribed application form obtainable from Registrar's office.

3.5 Deferrals

3.5.1 A trainee is enrolled when he or she is registered. A registered trainee may have his/her place reserved by deferring his/her training.

3.5.2 This reservation can be maintained for a maximum of three terms, after which it lapses, and the Registrar shall remove the name of the trainee from the list of enrolled trainees at KTVC. Such a trainee may seek fresh admission.

3.5.3 The change of course or deferrals can only be approved as per the KTVC Procedure for Admission and Registration of Trainees.

3.6 Training and Course Outlines

3.6.1 Syllabuses indicates the way a course is to be taught. It gives the purpose and objectives of the course and outlines what should be covered.

3.6.2 Trainers should prepare course outlines and submit to the academic HoDs. The course outline should:

3.6.2.1 Show the schedule of classes, assignments, practical, trips and any other planned activities.

3.6.2.2 Indicates the methodologies to be applied and the facilities required such

as equipment, tools, appliances and materials.

3.6.2.3 It provides the methods of assessment to be used; tests, quizzes, or assignments will be taken and states the contribution of each assessment to the final grade.

3.6.2.4 It gives a list of class references for further reading.

3.6.2.5 Trainers should also give the trainees the course outlines within the first week of the opening term.

3.7 Class Attendance

3.7.1 Attending lectures, practical and other scheduled classes is mandatory for all trainees in the relevant mode of study (full time or part time). It is the duty of the trainee to make arrangements to attend classes as scheduled. A class attendance register is maintained for this purpose.

3.7.2 Reasons for failure to attend classes have to be communicated to the subject trainer.

3.7.3 Trainees may request to be absent from studies for various reasons. However, continuous absence for periods totaling to more than two weeks after registration in a term is considered as absence for the whole term.

3.7.4 Trainees should attend a minimum of 75% of class hours per subject per term. Failure to meet the requirement shall lead to Course Requirement Not Met (CRNM) penalty.

3.7.5 Request to be absent from studies for the term shall be forwarded through the Head of Department for approval by the Registrar.

3.8 Trainers Class Attendance

3.8.1 Trainers' class attendance monitoring tool will be used to monitor attendance of classes. Class representatives should submit copies of Trainers Class Attendance Monitoring tool to Quality Assurance Officer and respective academic HoDs weekly.

3.8.2 Lost hours should be recovered and HoDs should prepare weekly reports to be submitted to the deputy principal.

3.9 Academic Trips

Academic trips shall be organized by the concerned department as guided by the departmental budgets with the approval of the Principal.

3.9.1 Academic Trips Guidelines

3.9.1.1 Members of staff who may accompany trainees to trips

- i. HoD
- ii. Section Head/Technician
- iii. Trip organizer
- iv. Course Trainer

3.9.1.2 Gender inclusivity is mandatory

3.9.1.3 Trips shall be open but preference be accorded to trainees in their final year.

3.9.1.4 When proceeding for trips, the following documents **MUST** be forwarded to the Deputy Principal within the first two weeks of the term for vetting, approval, and advice.

- i. Requests for trips with full details
- ii. Dully filled trip organization and control form
- iii. Verified list of trainers
- iv. Bona-fide list of trainees

3.9.1.5 Organization of trips should be rotational among sections and staff within the department.

- 3.9.1.6 Where possible, trips should be conducted during college holidays to avoid disrupting learning programs.
- 3.9.1.7 After the trip, a written report shall be forwarded to the Deputy Principal within four days as evidence. Failure to which the department will not be allowed to go for another trip.
- 3.9.1.8 Academic trips shall not go beyond four days.

3.10 Workshops and Laboratories Requirements

- 3.10.1 Some academic programmes have practical requirements incorporated in the course work.
- 3.10.2 There are established workshops and laboratories for research and practical to staff and bona-fide trainees.
- 3.10.3 All practical requirements have to be met in order to complete the programme as prescribed in various syllabus or course requirements.
- 3.10.4 All workshops and laboratories users **MUST** observe stipulated rules and regulations. The trainer must ensure that trainees are educated on the safety operation procedures and measure that **MUST** be observed.
- 3.10.5 The practical lessons will be conducted within the laboratories/workshops under the instruction/supervision of the trainer(s)/technician as the curriculum requires.
- 3.10.6 Every laboratory/workshop **MUST** have operational rules and any warning signs conspicuously displayed for trainees and other persons to observe whenever they are in the laboratory/workshop.

3.11 Project Work

- 3.11.1 This includes Business Plan and Trade Projects which must be done under the supervision of a duly appointed trainer as per the curriculum requirements.
- 3.11.2 Each trainee is required to carry out a research/trade project or investigative study in an area of special interest. She/he is required to write a report or research paper on the same.
- 3.11.3 The research/trade project is examinable as per respective syllabus. The department determines the number of credit hours depending on the expected academic contribution and depth of the project.

3.12 Industrial Attachment

- 3.12.1 For professional development and as per the curriculum requirement, trainees undertake a compulsory industrial attachment for practical experience before graduation. It involves professional practical work experience in non-governmental organization, private business, industry, or a public agency.
- 3.12.2 TVET Diploma Programme – 660 hours equivalent to TWO attachment periods. After module one exams (330 hours) and module two exams (330 hours).
- 3.12.3 TVET Certificate Programme – 330 hours equivalent to ONE attachment period after module one exams.
- 3.12.4 Attachment period for CBET courses shall correspond to each course requirements.
- 3.12.5 Trainees taking secretarial studies shall be eligible for attachment after passing Level 1 subjects.
- 3.12.6 Trainees taking Diploma/Certificate TEP programmes will proceed for attachment for 660 hours after stage I and II.
- 3.12.7 Trainees on attachment shall be assessed by relevant subject specialist /trainers.

- 3.12.8 The attachment organization should be capable of providing training relevant to the course the trainee is undertaking.
- 3.12.9 All Trainees proceeding for attachment SHALL ensure that their insurance cover is up to date.
- 3.12.10 Every trainee shall seek their own attachment station and inform the College through the Industrial Liaison Officer (ILO).
- 3.12.11 Every trainee shall take a log book and other essential forms from the College for use during attachment and submit them to ILO at the end of the attachment period.
- 3.12.12 Every trainee shall within two weeks of reporting on attachment, inform the ILO of his/her placement.
- 3.12.13 Every trainee shall be assessed by an assigned trainer at least once during the attachment period.
- 3.12.14 Trainees who are not covered by government capitation shall pay attachment fee of Ksh 2000 prior to proceeding for attachment.
- 3.12.15 Any trainee who does not comply with the above set requirements shall not proceed to the next academic level.
- 3.12.16 The College shall not be obliged to co-ordinate post training attachments.
- 3.12.17 All departments shall have collaborations /linkages with relevant industries

3.13 Course Deferment

- 3.13.1 Trainees can defer a course within the first three weeks of the term otherwise, they are deemed to be on-going with the course.
- 3.13.2 The deferment period will last till the next class is offered (one academic year). The communication regarding the same will be made by the registrar.

3.13.3 Expectant trainees shall continue with training until birth. They are however, allowed to defer as per deferment procedures.

3.14 Withdrawing from Training

A trainee who wishes to withdraw from a course may do so under the following conditions:

3.14.1 Request for withdrawal from a course must be submitted to the department by completing a prescribed form obtainable from the Office of the Registrar.

3.14.2 A trainee who drops a course without official notification as herein provided will be considered to have abandoned the course. He/she will be required to register afresh for such a course in future.

3.15 Refunds/Fee Transfer

3.15.1 Any refund or transfer of tuition fees, or reduction in tuition fee liability is at the discretion of KTVC.

3.15.2 Debt owing to KTVC will be deducted from any refund of fees.

3.15.3 The calculation of any refund/transfer which may be due will be based on personal contributions that have been paid for tuition fees less the fee liability.

3.15.4 KTVC will apply rules in Table 3.1 and Table 3.2 when calculating fee liability for trainees who are withdrawing from KTVC.

Table 3.1: Fee liability for programmes lasting 3 terms

Withdrawal Date	Fee Liability applicable on the Annual Fees
Within the first 4 weeks of the 1 st term of a 3 term course	33% of fees due, Refund 67%
Within the first 4 weeks of the 2 nd term of a 3 term course	66% of fees due, Refund 33%
Then thereafter	100% of fees due, No Refund

Table 3.2: Fee liability for Programmes lasting 2 terms

Withdrawal Date	Fee Liability applicable on the Annual Fees
Within the first 4 weeks of the 1 st term of a 2 term course	50% of fees due, Refund 50%
Then thereafter	100% of fees due, No Refund

3.15.5 In the case of trainees who have left their programme of study refunds will only be made when KTVC trainee withdrawal procedure has been correctly followed and the trainee is recorded as withdrawn in the KTVC trainee records system.

3.15.6 The date of withdrawal will be taken as the date that the notification of withdrawal is received by the Registry.

3.15.7 Where tuition fees are wholly or partially paid by a third party, the refund rules will be superseded by any relevant arrangement agreed by KTVC, concerning the trainee and the third party.

3.15.8 Overpayments from CDF, foundation, sponsor, and HELB shall be transferrable to a KTVC bona-fide trainees upon consent from the guardian/parent/sponsor.

3.15.9 Refunds will only be made to the bank and account holder (or other financial institution) that originally paid the fee. Refunds are not made in cash.

3.15.10 Where a trainee undertakes an approved temporary suspension of their studies, tuition fees already paid will not be refunded but retained until studies are resumed or permanent withdrawal occurs. Trainees who suspend their studies remain liable to pay any outstanding fees which may be due at the point of suspension.

3.15.11 KTVC shall consider each case on merit. Such cases must be submitted in writing to the office of the Principal. Academic and financial difficulties are not normally regarded as acceptable reasons for any refund or reduction in fee liability.

3.15.12 Documentary evidence of sponsorship is required before any refund of personal contributions towards fees can be considered. This may include copies of award notices from funding bodies or letters from sponsors confirming details of the tuition support to be provided.

3.16 Learning Resources

3.16.1 The College shall endeavor to provide all learning materials/resources to staff as per their requirements, subject to budget limits.

3.16.2 Trainees shall provide their own learning materials/resources as listed in their admission letters.

3.16.3 Academic HODs shall ensure that trainees are provided with the following within the first two weeks of the term.

- i. Class timetables
- ii. Trainers' monitoring attendance sheets
- iii. Trainees class attendance registers

iv. Course outlines

3.17 Library

3.17.1 There is a central library for reference and lending to KTVC bona-fide trainees and staff.

3.17.2 All library users MUST observe stipulated library rules and regulations.

3.17.3 Those who are not members of KTVC will be allowed to use the library over school holidays at a stipulated fee paid at the finance office. They will however not be allowed to borrow library materials.

3.18 Library E-Resource Centre

3.18.1 There is an established Library E-Resource Centre for reference and research to bona-fide trainees and staff.

3.18.2 All Library E-Resource Centre users MUST observe the established Library E-Resource Centre rules and regulations.

CHAPTER FOUR

ASSESSMENT, EVALUATION, AND EXAMINATIONS

4.1 Academic Progression

Assessment, evaluation and examinations shall be as provided as per the KTVC Training and Learning Procedure.

- 4.1.1 All Trainees shall be examined as prescribed in the respective syllabus for their training program and as provided by the examining body.
- 4.1.2 The Examination Officer will prepare time-table for every examination series. This will also serve as a guide in booking and planning the examination rooms.
- 4.1.3 Examination timetable shall be displayed in the appropriate areas of the College at least three weeks before the commencement of the examination. It is the responsibility of each trainee to check the relevant notice-boards regularly for information concerning examinations.
- 4.1.4 There shall be an end of term examination to be conducted during the last two/three weeks of every term which will carry a weight of 70%.

4.2 Internal Examinations

4.2.1 General Regulations

- 4.2.1.1 The Examination Officer shall be in charge of all internal and external examinations in the College.
- 4.2.1.2 The examination officer will provide end of term examinations timetable four

weeks before the commencement of the examination.

- 4.2.1.3 All internal College examinations shall be supervised by the HODs.
- 4.2.1.4 Only trainees who are officially enrolled in courses at the College and have attained the attendance requirement of 75 % are eligible to sit the appropriate examination for their courses.
- 4.2.1.5 Where the supervisor or invigilator considers a trainee is in breach of these regulations he or she shall inform the trainee of the offence and then write to the examinations officer for further investigation and appropriate action.
- 4.2.1.6 Any breach of examination regulations shall be reported in writing to the Registrar and Examination Officer by the supervisors.
- 4.2.1.7 A trainee must produce his/her College identity card and examination card to be allowed into examination room.
- 4.2.1.8 Only trainees who have fully paid fees will be eligible for End Term Examinations.
- 4.2.1.9 The Office of the Registrar shall issue the examination cards at least one week before the start of End Term/Stage Examinations.
- 4.2.1.10 Replacement of lost examination cards by the trainee will be made at a fee of (Ksh. 300).
- 4.2.1.11 Exam Regulations and conduct of examinations will be as published and guidelines issued from the Examination Officer. They include but not limited to:
 - i. There is no wearing of head gears, heavy jackets, sweaters or coats in the examination halls/rooms. As a result, there will be mandatory frisking of candidates at the entrance of examination halls/rooms.

- ii. There is no talking among candidates in the examination room. If any communication is to be made, it shall be made through the invigilator.
- iii. No use of unauthorized materials.
- iv. Trainees should have attended classes for at least 75% of syllabus stipulated contact hours of training and training time, otherwise the trainee shall not be eligible to take final examinations. In addition, KTVC reserves the right to withdraw the candidature of such a trainee from any KTVC accredited examining body.

4.2.2 Continuous Assessment Tests (CATs)

4.2.2.1 Continuous assessment is done during the scheduled classes in the term. The CATs will carry a weight of 30%.

4.2.2.2 Components of CATs

The tasks for CATs may include all or some of the following modes of evaluation:

- i. Quizzes

These are very short tests lasting less than 15 minutes and usually test one narrow topic or part of topic. They may be conducted after every lesson or on weekly basis.

- ii. Tests

A test shall cover a topic from which final examination questions may be derived. A number of quizzes form a test. Tests shall last for a minimum of one hour. A minimum of one test shall be administered per term.

- iii. Assignments (Homework/class work)

Assignments shall be given in the course of the lesson for reinforcement of learnt material. The work a student presents shall be evaluated and the marks obtained shall be recorded. At least one assignment will be given per term. The assignment will carry a weight of 10%.

iv. **Project and research work**

These may embrace many learning tasks including those in assignments. These shall form very comprehensive CATs.

v. **Practical activities**

vi. **Take away examinations**

vii. **Open book examinations**

Note: Comprehensive assessment CATs must include at least two of the above components whereby one must be scheduled.

4.2.2.3 The DP will determine the nature of assessment and make notifications through college calendar of events to guide individual trainers and departments.

4.2.2.4 At least one CAT per subject per term shall be administered which carry a weight of 30% of the term's examinations.

4.2.2.5 Trainees shall provide their own writing materials.

4.2.2.6 Evaluation is adequately spaced to cover a wide part of the term.

4.2.2.7 Results and Scripts of CATs are availed to the trainees before the end of the term.

4.2.2.8 A trainee is not allowed to take the final examination before completing the course work assessments.

4.2.3 Procedure for End-Term Examination Administration

4.2.3.1 Setting

- i. The setting of end-term examination papers is by a strictly controlled mechanism by means of due diligence and integrity of setters.
- ii. The exam will carry a weight of 70 %.
- iii. The setters shall be competent enough to ensure appropriateness in the level of testing, relevance and fairness of items and high degree of clarity and accuracy of the questions.
- iv. Every trainer shall hand in exams and marking schemes to their respective HoDs in the fourth week of the new term.

4.2.3.2 Moderation of Examination Papers

- i. The examination papers must be presented to moderation panels in respective departments who are appointed by the Head of Department.
- ii. The moderation of examination papers shall be carried out to ensure that the papers are relevant as to content, balanced in setting as well as validity in accordance with the syllabus content and course outlines.
- iii. All moderated exam papers to be forwarded to the examination officer in the last fourth week.

4.2.3.3 Security of Examination Papers

- i. For security purposes, the Examination Officer shall arrange for the typing, photocopying, sealing of envelopes and security of question papers for End-term Examinations.

4.2.3.4 **Invigilation**

4.2.3.4.1 Each departmental examination officer shall supervise and be in charge of each session of all departmental examinations.

4.2.3.4.2 There shall be at least one invigilator for thirty trainees.

4.2.3.4.3 The invigilator will have the following responsibilities:

- i. Responsible for the administration, conduct and integrity of the examination for which he/she is assigned to invigilate.
- ii. Not leave the exam unattended at any time the examination is in progress.
- iii. Ensure that candidates carry with them only acceptable materials into examination room.
- iv. Ensure the candidates sign attendance list before handing over the examination scripts.
- v. Return the scripts including a duly signed candidate's attendance list to the examination office and sign a return script issue form.

4.2.3.5 **Reporting and Leaving the Examination Room**

4.2.3.5.1 Candidates should be in the examination room at least ten minutes before the scheduled time.

4.2.3.5.2 No candidate shall be allowed into the examination room after thirty (30) minutes after start of exam.

4.2.3.5.3 There shall be no time compensation for lateness whether with or without valid reason.

4.2.3.5.4 One candidate at a time will leave the exam room and return within a reasonable short time only for physiological or health reasons but at the discretion of the invigilator.

4.2.3.5.5 A student who fails to sit an examination owing to illness, accident or any other justifiable reason will be required to sit for a special examination. However, the case must be reported to the Academic Board for verification and authorization.

4.2.3.5.6 Candidates will not be allowed to leave the exam room before the end of the stipulated time unless for reasons stated under (iv) above.

4.2.3.6 **Examination Malpractices**

Examination cheating is the employment or use of dishonest and unorthodox means to have advantage over other candidates in contravention of rules and regulations governing examinations.

4.2.3.6.1 **Forms of Cheating**

- i. **Impersonation:** This is an act of individual taking an examination for another while purporting to be the second individual.
- ii. **Unauthorized material:** Bringing by a candidate unauthorized material to an examination.
- iii. **Leakage:** Gaining access to examination questions before actual examination time.
- iv. **Copying:** Copying another candidate's answers or solutions.
A student who deliberately exposes his work for the convenience of another to copy is guilty of the same offence.
- v. **Collusion:** Exchanging examination answer scripts with another candidate.

4.2.3.6.2 **Reporting Examination Irregularities**

Examination offence is a serious academic offence and the following procedure will be followed:

- i. The trainee is required by the invigilator to leave the examination room and make a written statement immediately.
- ii. The materials used in the irregularity, if any, are confiscated. The trainee may be allowed to continue with the examination after writing the statement.
- iii. The invigilator prepares a written report using the standard format, sign, and forward it to the respective academic HODs, subject trainer, and registrar attached with the trainee's scripts and any materials confiscated thereof to serve as exhibits.
- iv. The HOD refers the cases to the Academic Board.
- v. The Academic Board adjudicates all the academic offences and takes appropriate action as it deems appropriate on behalf of the Principal as stipulated in the KTVC policies.
- vi. Decisions of the Academic Board shall be reported to the Board of Governors.
- vii. Trainees who feel aggrieved by the decisions of the Academic Board may appeal to the Principal.

5.2.3.5.3 Sanctions against Exam Malpractices

- i. Cases of impersonation shall lead to the discontinuation of student from the Institution.
- ii. If the Academic Board is convinced that cheating took place, then the Board shall declare the concerned candidate(s) overall results as fail. Such a student

will be required to repeat the entire stage.

- iii. Any student found guilty of cheating in any examination will automatically be placed on academic probation. Academic probation constitutes the final warning (third) issued to a student.
- iv. A student on probation will in addition to the warning will not be allowed to assume any official responsibility nor participate in activities other than those directly enhancing his studies.
- v. The probation period shall run throughout the trainees' time of study. A repeat of the offence will lead to discontinuation from the course subject to approval by the relevant authorities.
- vi. The decision of the Board shall be communicated to the student, by the Academic Board Chair, within three (3) days of the Board's decision and shall be copied to the respective HOD, parent/guardian and relevant offices.

4.2.3.7 **Marking and Processing of Examination**

- i. A marking scheme for each examination paper must be prepared and submitted together with the examination paper to the HOD. No marking shall commence without a marking scheme.
- ii. The HOD shall ensure marking is moderated and that all scripts are marked and marks awarded correctly.
- iii. The deadline for handing in marks to the HOD shall be the 14th day from the last day of examination.
- iv. No trainer shall break for leave unless and until he/she has marked and handed in marks and entered the same in the progressive report (score sheet in excel).

- v. All examination scripts have to be returned to the candidate immediately after checking and recording of marks. Trainees will be allowed to present complaints on any aspects they consider irregular to the trainer concerned. If the complaints are not resolved, they can be referred to the H.O.D and finally to the Academic Board.
- vi. A meeting of the Academic Board will be held two days after the deadline for submitting marks to the HODS.
- vii. HODs will scrutinize the grades/marks presented by the trainers in the consolidated marks sheet to analyze, moderate the results, and make recommendations before presentation to the Academic Board.
- viii. The Academic Board will verify the results and ratify them and make any necessary recommendations to the Principal.
- ix. After ratification the Registrar will facilitate official release of results within one week after the Academic Board meeting.

4.2.4 TEP/BTEP Programs

4.2.4.1 Theory

These will comprise of two components i.e.

- i) Continuous assessments – 30%
- ii) End of term exams - 70%

4.2.4.2 Practical / Project

- i) These shall constitute 100% of end of term/stage assessment.
- ii) When there are stage examinations, marks for CATS shall be used to complete the term's grading.

4.2.5 Grading

- 4.2.5.1 Grade and percentage of each component of assessments, as shown in Table 5.1 will be used in evaluation and reporting of the trainees' performance to the Academic Board at the end of each term.

Table 5.1: Grading scale for the TEP/BTEP Performance

Score Range	Numerical Grade	Classification
80-100	1	Distinction
75-79	2	Distinction
70-74	3	Credit
60-69	4	Credit
50-59	5	Pass
40-49	6	Pass
30-39	7	Refer
0-29	8	Fail

4.2.6 Category of Results

- i. In order for trainees to be considered as having passed in any paper, they must attain a minimum mark of **40% in artisan, craft, and diploma levels**.
- ii. A pass in a course shall constitute passing in all subjects.
- iii. If a trainee fails in 3 or more of the papers out of 6 or more, the overall result is FAIL whereas a trainee who fails in one or two subjects, the overall result is REFERRED
- iv. If a trainee fails in 2 or more papers out of 4 or 5 sat, the overall result is FAIL

whereas a trainee who fails in one or two subjects, the overall result is REFERRED

- v. If a trainee fails in two papers out of 3 sat, the overall result is FAIL whereas a trainee fails in one paper, the overall result is REFERRED
- vi. If a trainee has not fulfilled the requirements for completing the course e.g. has not sat for continuous assessment test or end term exam or has been absent for more than **25 % lessons**, the overall result is Course Requirement Not Met (CRNM).
- vii. If a trainee is absent for the whole or part of the examinations, the overall result is ABSENT.
- viii. If a trainee is disqualified in part or the whole, the overall result is DISQUALIFIED

4.2.7 Release of the End Term Exams

- 4.2.7.1 ALL end term examination results shall be released in the first week after opening a new term.
- 4.2.7.2 It is the responsibility of trainees to check for the end of stage/year examinations results from the Examination Office.
- 4.2.7.3 Those trainees who shall have passed their end of stage examinations shall proceed to the Registrar's Office to collect their transcripts.

4.2.8 Remarking

5.2.8.1 A student who wishes to have a paper(s) remarked would have to meet the following conditions: -

- i. Apply to the Academic Board within seven (7) days after release of the examinations results.

ii. Pay Ksh. 300 per paper to the College.

5.2.8.2 The results of the remark must be communicated back to the student through the HoD before the supplementary paper is administered.

4.2.9 Supplementary Examination

- 4.2.9.1 Supplementary examinations are for referred and failed trainees. The trainees shall sit for their supplementary examinations as per the supplementary timetable released by Examinations Office.
- 4.2.9.2 REFERRED trainees will sit for supplementary for only papers failed.
- 4.2.9.3 FAILED trainees will re-sit all the papers before being allowed to proceed to the next stage/year.
- 4.2.9.4 The candidate shall be allowed to re-sit for the failed special paper only in the subsequent examination's series.
- 4.2.9.5 Supplementary examinations shall be held on the fourth week in the next term.
- 4.2.9.6 There shall be a Ksh 300 charge per paper for sitting supplementary examinations to cater for stationery, invigilation and marking.
- 4.2.9.7 The maximum marks to be awarded to any trainee sitting for a supplementary/referral in any examination shall be the minimum pass mark in that level.
- 4.2.9.8 Trainees sitting for supplementary examinations shall comply with all the KTVC rules and regulations governing exams.

4.2.10 Special Examinations

- 4.2.10.1 The term "Special Examination" is used to exclude normal examinations and supplementary examinations. Such special examinations may be dispensed in

circumstances of special nature namely; but not limited to hospitalization and bereavement. The exam can also be given to trainees who officially defer exams.

4.2.10.2 The decision to accept or reject an application for a special examination shall be taken by the Academic Board following a recommendation of the department concerned.

4.2.10.3 The special examination may be held concurrently with supplementary examinations where possible. Otherwise, no trainee shall proceed to the next stage before sitting for the special examination where he/she was absent from common examination.

4.2.10.4 All Trainees sitting for special exams shall comply with all the KTVC rules and regulations governing exams.

4.2.11 Absence from Examination

4.2.11.1 Absence from any paper of the examination, without valid reason, will result in an overall result of ABSENT.

4.2.11.2 A student who will not have submitted, assignments or projects required as part of the course requirement will get an overall result of CRNM (Course Requirements Not Met).

4.2.11.3 A student with irregular attendance will obtain an overall result of CNC (COURSE NOT COMPLETE).

4.2.11.4 Any student who for any reason refuses to sit for an examination will be awarded a ZERO mark.

4.2.12 Failure in Examinations

4.2.12.1 A fail grade will be awarded to any student who:

- i. Fails to clear a referral
- ii. Is involved in cheating

4.2.12.2 Those trainees who obtain overall results of FAIL will be required to repeat the stage.

4.2.12.3 No student with an overall result fail will be allowed to proceed to the next stage

4.2.12.4 No trainee with an overall result fail will be allowed to proceed for attachment.

4.2.12.5 The HOD will closely monitor trainee's performance and those seen not to perform well will be issued with cautionary letters.

4.2.13 Transcripts and Progress Records

4.2.13.1 A continuing trainee is issued with an academic progress report at the end of each term. The academic progress report covers the results approved by the Academic Board.

4.2.13.2 Trainees will be issued the academic year/stage transcript and internal leaving certificate awaiting the Certificates issued by respective examining bodies.

4.3 External Examinations

4.3.1 KTVC is empowered to examine and issue diplomas, Certificates, and Artisan in collaboration with Kenya National Examination Board and other bodies.

4.3.2 Trainees intending to sit any externally examined programme must have been registered as regular trainee of KTVC and must have attended training sessions of required contact hours which must have been taken during two consecutive terms.

- 4.3.3 The external examinations are set, supervised and marked by an examining body e.g. KNEC, KASNEB, KMLTTB, NITA, TVET- CDACC and any other.
- 4.3.4 Examinations must be conducted in line with relevant examinations body, such as KNEC and KASNEB regulations and invigilators and candidates are expected to adhere to the rules.
- 4.3.5 As per the KNEC examination requirements, HODs shall appoint Business Plan, Trade Project, Practical examination supervisors and technicians for the various course areas in their departments.
- 4.3.6 Business Plan, Trade Project, Practical examination supervisors and technicians shall be given honoraria upon completion of project supervision process.
- 4.3.7 Claim for honoraria shall be initiated by the respective HOD.

4.3.8 Deferment of external examination

- 4.3.8.1 A trainee who is unable to appear for an examination for reasons acceptable to the respective department may be allowed to defer such examinations to the next time when the examinations are offered. Such reasons must be shown to be clearly beyond the control of the trainee. A request to this effect must be submitted in writing to the Registrar through the HoD and recommended by the Dean of Trainees.
- 4.3.8.2 Any trainees deferring external examination MUST do so within the examination registration period of that particular exam
- 4.3.8.3 Failure to defer, the trainee shall be deemed to be on going and the exam registration procedures shall apply during the trainee's registration.

4.4 Graduations

- 4.4.1 The graduation ceremony shall be held at a time and place as may be decided by the Board of Governors.

- 4.4.2 Trainee may graduate after completing all the general and specific requirements of the academic/training programme.
- 4.4.3 To be considered for graduation, a trainee must meet the following requirements:
- i. Complete the minimum course requirement.
 - ii. Complete and pass all the specified pre-requisite and core courses.
 - iii. Attain the minimum number of credit hours required for internship and industrial attachment for the programme in which the trainee is registered.
 - iv. Have no pending disciplinary case.
 - v. Meet all financial obligations.
 - vi. Clear all outstanding liabilities.
- 4.4.4 Every trainee who fulfils the requirement for completion of an award course shall be eligible for formal conferral of the award by the College.
- 4.4.5 All trainees eligible for graduation shall automatically be listed for graduation during the year of graduation and shall be invited to attend the graduation.
- 4.4.6 The College shall issue every graduand with a congratulatory note.
- 4.4.7 A non-refundable graduation fee of Ksh.2500 shall be paid by every examination candidate to facilitate their graduation upon successful completion of their studies.

CHAPTER FIVE

ACADEMIC BOARD

5.1 Membership

5.1.1 The Academic Board of Kendege Technical and Vocational College shall consist of:

- i. Deputy Principal (academics) - chairperson
- ii. Registrar - secretary
- iii. Dean of Trainees
- iv. Quality Assurance Officer
- v. All Academic HODs
- vi. Examination Officer (EO)
- vii. Industrial liaison officer (ILO)

5.2 Powers and Duties of the Academic Board

The Academic Board shall have the following powers and duties to-

- 5.2.1 Ensure the content coverage and academic standards of any course of study are met.
- 5.2.2 Propose regulations for consideration by the Board of Governors regarding the eligibility of persons for admission to a course of study.
- 5.2.3 Advise the Principal on academic matters.
- 5.2.4 Propose regulations for consideration by the Board of Governors regarding the examination standards for a diploma, certificate, artisan or other award of the College;
- 5.2.5 Decide which persons have attained the minimum requirements and are fit to be

granted a diploma, certificate, artisan or other award of the College and to report its decision thereon to the Board of Governors.

- 5.2.6 Make regulations governing such other matters as are within its powers in accordance with the TVET Act 2013;
- 5.2.7 Regulate admission of trainees to the College and determine their continuance or discontinuation in programmes.
- 5.2.8 Determine the requirements for qualifications for conferment of a diploma, certificate, artisan or award of various titles and other awards offered by the College.
- 5.2.9 Determine the academic policy of the College and to advice Board of Governors on the provision of facilities to carry out that policy.
- 5.2.10 Direct and regulate the training and instruction within the College and the examinations held by the College, subject to the powers of Board of Governors.
- 5.2.11 Recommend to Board of Governors for approval of diplomas and certificates to be awarded by the College.
- 5.2.12 Shall be responsible for the planning, co-ordination, development, and overseeing of the academic programmes and professional work of the College.
- 5.2.13 The Academic Board may delegate responsibilities to sub-committees.
- 5.2.14 All decisions of the Academic Board and sub-committees shall be subject to ratification by the Board of Governors.
- 5.2.15 All recommendations of academic interest shall be channelled through HODs or taskforces and sub committees of the Academic Board.

5.3 Meetings

- 5.3.1 The attendance of Academic Board meetings shall be mandatory. Any member wishing to be absent shall request to be absent in writing and official representation granted.
- 5.3.2 The Academic Board shall meet at least once a term and its agenda and minutes shall be given to the Principal and made available to Board of Governors.
- 5.3.3 Absence for two consecutive meetings without permission will lead to a reprimand by the Board of Governors.
- 5.3.4 Two thirds of the Academic Board members shall form a quorum which must include Deputy Principal.
- 5.3.5 In the absence of the deputy principal, the principal shall appoint an academic HoD to chair the Academic Board meeting.

5.4 Implementation Date

- 5.4.1 This Policy takes effect on the date it is approved by the Board of Governors.
- 5.4.2 The Principal is responsible, in consultation with the Board of Governors and other members of KTVC management, for ensuring that this Policy is distributed and complied with.

5.5 Amendments to The Academic Policy

- 5.5.1 The Academic Board in consultation with the Principal and with the approval of the Board of Governors, reserves the right to change, improve, amend or otherwise vary this Academic Policy at any appropriate time without notice and in accordance with the relevant laws of Kenya.

APPENDIXES

Appendix I: Examination Invigilator's Report

KENDEGE TECHNICAL AND VOCATIONAL COLLEGE

(To be prepared in duplicate — one copy to the Examiner, another to Examinations Office)

CLASS: _____ **SUBJECT:** _____

NO. OF TRAINEES: _____ **TIME ALLOWED:** _____ **Hours**

ROOM(S): _____

INVIGILATOR 1: _____

INVIGILATOR 2: _____

No.	REG. No.	STUDENT'S NAME	SIGNATURE
1.			
2.			
3.			
4.			
5.			

NO. OF TRAINEES ABSENT: _____ **REASONS** (if any):

INVIGILATOR'S REMARKS ABOUT THE PAPER: _____

SIGNATURE: _____ **DATE:** _____

Appendix II: Commendation for Exemplary Academic Performance

KENDEGE TECHNICAL AND VOCATIONAL COLLEGE

DATE _____

The Principal and the entire academic staff are pleased to commend

Name: -----(admission no.) -----

(course) -----(year of study) -----(term/ year) for

outstanding academic performance as shown by the End-of-Term/End-of-Stage examination results.

Please strive towards even better performance.

.....

DEPUTY PRINCIPAL

Appendix III: Academic Warning

KENDEGE TECHNICAL AND VOCATIONAL COLLEGE

DATE” _____

STUDENT'S NAME: _____

ADMISSION NUMBER: _____

COURSE: _____

YEAR: _____

With reference to term _____ year _____ examination, it is noted that you obtained grades D- (or lower) in

1 _____ 4 _____

2 _____ 5 _____

3 _____ 6 _____

In order to continue your training in this Institute, you must show a definite improvement in future. Failure to show improvement will compel the Academic Board to discontinue you on academic grounds.

.....

DEPUTY PRINCIPAL

- CC THE PRINCIPAL
- THE DEAN OF TRAINEES
- THE HEAD OF DEPARTMENT
- PARENT/GUARDIAN
- STUDENT’S