

COAST INSTITUTE OF TECHNOLOGY

ACADEMIC POLICY

REVISED MARCH 2021



FOREWORD

An Academic Policy is a very vital document to an institution striving for excellence in offering training. It gives guidance and direction to all stakeholders on all academic matters. It allows strict adherence to teaching, examinations, assessment and research for an institution to claim sensitivity to quality education.

This document contains important and relevant information on the management of academic programmes at Coast Institute of Technology (CIT). It provides a comprehensive set of guidelines for trainees and academic staff on the conduct of our academic programmes, including admissions, courses, examinations, trainees' conduct, research, consultancy, production units, staff development and trainees' discipline.

The operations of CIT must be carried out in an environment full of accountability, transparency and respect for the principles of natural justice. It is expected that all Senior Officers, Departmental Heads, Trainers and Trainees will find this document useful in the course of their work. As expected, the document will be subjected to periodic review, as and when change may become necessary.

Stephen N Gofwah

PRINCIPAL

VISION, MISSION AND MOTTO

VISION

To be a centre of excellence for Education & Training in Science & Technology
in Kenya and beyond.

MISSION

To provide relevant high-quality Education and Training in Science and
Technology for sustainable development.

MANDATE

The mandate of CIT is to offer high quality training in TVET programs to school
leaver for sustainable development

MOTTO

Skills for Self-Reliance.

QUALITY POLICY

Coast Institute of Technology is committed to offering quality Technical, Industrial, Vocational and Entrepreneurship Training, research and community outreach, that is market driven.

The Institute is committed to comply with all the requirements stipulated in ISO 9001:2015 and continually improve the effectiveness of the quality management system.

For continuing suitability, top management shall ensure annual review of this policy and established quality objectives.

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POLICY STATEMENT

Coast Institute of Technology (CIT) aspires to be a leading provider of Vocational and Technical Training in Kenya and beyond. This aspiration demands close attention to mechanisms for performance of:

1. High quality training and learning
2. High quality governance
3. Effective monitoring and assessment practices
4. Holistic lifelong learning.

A rigorous quality assurance process supports this aspiration and is consistent with the principles of good governance of educational institutions that contributes to the development of leadership skills to support sustainable and equitable social-economic development.

DEFINITION OF TERMS

BOG	- Board of Governors
CIT	-Coast Institute of Technology
ISO	-International Standards Organization
HOD	- Head of Department
ILO	- Industrial Liaison Officer
PC	- Performance Contract
TVET	- Technical and Vocational Education and Training
CBET	- Competence Based Education and Training
KICD	- Kenya Institute of Curriculum Development
KASNEB	-Kenya Accountants and Secretarial National Examination Board
TVETA	- Technical and Vocational Education Educational and Training Authority
QMS	- Quality Maintenance Standards
CAT	- Continuous Assessment Tests
HRM	- Human Resource Management
KUCCPS	- Kenya Universities and Colleges Central Placement Services
TVET-CDACC	-Technical and Vocational Education Training-Curriculum Development Accreditation and Certification Council

APPROVAL

This policy shall be referred to as Coast Institute of Technology Academic Policy.

The policy has been made in accordance with all relevant Vocational and Technical regulations and legislations.

Dated Day of

Signed Date.....

BOG Chairman

COMMUNICATION CHANNELS

- i. Protocol and channels of communication shall always be observed and respected by all.
- ii. The following constitute the recommended channels of communication:
 - a) Memo
 - b) Letters
 - c) E-mail
 - d) Barazas
 - e) WhatsApp Groups
 - f) Text messages
 - g) College Website

1.0 INTRODUCTION

The Coast Institute of Technology (CIT) is one of the Technical Institutions providing TVET courses. It was established in 1981 and currently operates by the Education order of 1987 and under legal order number 114 of 2014 under the TVET Act of 2013. The legal order was established under the powers of sec 26 (2) of the TVET ACT of 2013. A Board of Governors (BOG) manages CIT.

CIT offers Artisan, Craft, and Diploma courses which are either Government, industry or self-sponsored. These courses are informed by the demand of the Public and Private sectors of the economy. Thus, CIT collaborates with industry, private sector among other relevant stakeholders in realizing Competency Based Education and Training (CBET).

The Heads of Departments in conjunction with Office of Career Services (OCS) shall provide advice to trainees and sponsors on the selection of the most suitable course of study.

CIT offers short tailor-made courses, seminars and workshops, which are geared towards equipping the trainees with the required skills, competences and attitude.

The institution implements Government curriculum in all fields as developed by Kenya Institute of Curriculum Development (K.I.C.D), Kenya Accountants and Secretaries National Examinations Board (KASNEB), Technical and Vocational Education and Training Authority (TVETA) and examined by Kenya National Examinations Council (KNEC), Kenya Accountants and Secretaries National Examinations Board (KASNEB), Technical and Vocational Education and Training Authority –Curriculum Development Accreditation and Certification Council (TVET-CDACC)and other relevant bodies.

1.1 The Scope.

This policy shall provide guidelines on effective and efficient implementation of all training programmes and promote academic integrity among CIT fraternity.

1.2 Policy Aims and Objectives

1.2.1 Policy Objectives

The objectives of this policy are to:

- i. Provide quality technical training by promoting educational research and development
- ii. Encourage CIT to develop linkages and collaboration with industry, professional bodies and community
- iii. Promote and regulate consultancy services in relevant technical areas
- iv. Provide conducive training and learning environment
- v. Ensure availability of appropriate staff to facilitate smooth running of the institute

1.3 Academic Committee

The Academic Committee shall oversee all academic matters in the institution.

1.3.1 Composition of Academic Committee

Academic Committee shall include:

- i. Principal/DP Administration

- ii. Deputy Principal Academic Affairs
- iii. Registrar
- iv. Dean of Students
- v. All Academic HODs
- vi. Finance officer
- vii. Management Representative
- viii. Librarian
- ix. Trainees' representative-Trainee in charge of Education or the students' council chairperson (ex officio)

The Deputy Principal Academic Affairs and the Registrar shall be the chair and secretary respectively.

1.3.2 Functions of the Academic Committee

The functions of the academic committee shall be:

- i. To implement the academic policy and advise the management on areas of improvement.
- ii. To direct and regulate training and instruction.
- iii. To ensure examination regulations are followed as stipulated by examination bodies.
- iv. To propose and approve new courses.
- v. To analyze internal and external examinations and offer advice and recommendations for improvement.
- vi. To ratify results and award marks.
- vii. To recommend awards for trainers and trainees.
- viii. To ensure discipline of trainers and trainees.
- ix. To propose regulations that ensure sound training and assessment.

1.4 Trainee

- i. A Trainee is a person who is registered in the Institute for a course or qualification.
- ii. A *bona fide* trainee for the current term is one who has paid the fees and is registered for a course or qualification offered in that term.
- iii. Only *bona fide* trainee in the current term is entitled to services offered by the institute.
- iv. A *bona fide trainee* is entitled to quality training.

1.4.1 The trainee's Welfare

The Students' Council shall represent the students' body in all matters affecting them.

1.4.2 Composition of the Students' Council

- i. Chairperson
- ii. Deputy Chairperson and Minister for students' welfare.
- iii. Secretary-General and Minister for Constitutional affairs
- iv. Minister for Finance
- v. Minister for Education
- vi. Minister for Internal Affairs (Health and catering services)
- vii. Minister for Entertainment and Communication.
- viii. Minister for Sports
- ix. Minister for special needs

1.4.3 The functions of the Students' Council

- i. To enhance a sense of responsibility among the C.I.T students.
- ii. To provide guidance and promote healthy activities within the students' body.
- iii. To contribute towards the maintenance of peace and harmony among the student's fraternity
- iv. To promote advancement of learning, encourage scientific technological advancement and other educational objectives.
- v. Promotion of students' welfare in conjunction with the C.I.T. administration.
- vi. Promotion of a forum for quality leadership development
- vii. Promotion of integrity and self-discipline among members

1.4.4 Trainee Discipline

Discipline is of paramount importance for the success of academic programmes in CIT.

Therefore, all trainees must adhere to all procedures and mechanisms put in place to ensure the smooth operations of activities in the Institution. This shall entail the following:

- i. A trainee joining CIT is expected to observe the existing rules and regulations (refer to students' handbook).
- ii. Besides the above, there exist other rules and regulations governing the use of workshops, laboratories, and library. These rules and regulations are available in the respective departments and sections.
- iii. Trainees who do not observe the rules and regulations shall face disciplinary action.
- iv. The college may in certain circumstances hand over a trainee to the law enforcement agencies

1.5 Trainer

- a) A person employed by the PSC as a vocational and technical trainer.
- b) A person engaged by the board of Governors on a contract or part-time basis in case of shortage of PSC trainers.

1.5.1 Guidelines for Trainers

- i. All trainers shall be subjected to the same quality controls
- ii. All trainers shall be responsible for protection of college property
- iii. Trainers shall have access to relevant staff development opportunities to enhance their performance
- iv. All persons engaged in training shall possess the minimum requirements of a trainer according to PSC and TVETA regulations.
- v. All trainers shall observe the college protocol/organogram
- vi. All trainers shall familiarize themselves with relevant regulations, legal and professional issues relating to TVET training
- vii. Compensation shall be based on the agreed terms specified in the letter of offer
- viii. A trainer exiting the college shall clear from all the departments
- ix. A trainer must attend to all the lessons assigned and offer quality training.

2.0 ADMISSIONS

Admission to CIT shall be based entirely on merit. New trainees shall be admitted only through the office of the Registrar.

The college shall advertise courses in the mass media or college's website, road shows, school visits, etc detailing the requirement of each course.

2.1 Application Procedure

- i. An applicant shall fill in and submit (online or physical) an application form and attach all the required documents as indicated in the advert
- ii. An applicant shall pay a prescribed non-refundable application and admission fee
- iii. The applicant will receive an acknowledgement in form of a calling letter or advice

2.2 Change of course

A trainee may change a course by filling out a prescribed form from the registrar's office within four weeks of admission or reporting.

2.3 Deferment of course

A trainee may defer a course by filling out a prescribed deferment form from the registrar's office.

2.4 Conditions for Admission

- i. All applicants **MUST** qualify for the courses or qualifications applied for
- ii. All applicants **MUST** present both original and copies of the requisite documents
 - a) The copies of the documents shall be retained for filing.
 - b) For Trainees proceeding to another level/module, the result slip of the previous level/module or copy of the certificate shall be submitted to the registrar.
 - c) The copies of documents submitted during admission are meant for trainees' file. Candidates shall produce other copies during registration for examinations.
- iii. All trainees shall comply with all the rules and regulations.
- iv. Details of trainees admitted under CBET courses shall be uploaded on TVET-CDACC portal upon reporting by their respective departments.
- v. The institute reserves the right to admit a trainee to any course applied
- vi. All trainees shall report to the institution as per the opening dates communicated.

2.5 Credit Transfer from Craft to Diploma

A trainee who has successfully completed craft certificate course and proceeds to join a Diploma course in the same field shall be exempted from first year Diploma and shall therefore join the Diploma course in second year. The respective examination bodies shall charge credit transfer.

2.6 Admission Procedure

- i. The trainee shall report at the Registrar's office for admission.

- ii. The registry clerk shall issue the trainee with a reporting form and activate the trainee's accounts.
- iii. The trainee shall pay the fees at the account's office. A valid fee receipt and a fee card shall be issued to the trainee.
- iv. The trainee shall report to the respective Head of Department. The department records the trainee's details.
- v. Resident Trainees shall proceed to the accommodation section for allocation of boarding facilities.
- vi. The trainee shall report to the Dean's office and submit the reporting form.
- vii. The Dean of Students shall submit all the reporting forms to the Deputy Principal Administration's Secretary for filling.

2.7 Fees Regulations

- i. Fees shall be paid in full at the beginning of the term on reporting
- ii. It is an offence for a trainee who does not have a valid fee card to be found in the institute's hostels, in class, in an examination room or anywhere in the institute's compound without a valid permission.
- iii. The Finance office shall produce a list of fees defaulters the second week of the term and monthly and make it available to Trainers, HODs and Caterers for rapid checks on fee defaulters.
- iv. Parent/guardian/sponsor who has difficulties in payment of fees may formally state how will pay up in installments on condition that the trainee MUST have applied for loans and bursaries from HELB or other organizations, and be followed up to ensure payment is done.

3.0 IMPLEMENTATION OF NEW ACADEMIC PROGRAMMES

The management encourages academic departments to start new market-oriented courses based on the needs of society.

The new courses proposed shall be subjected to two-stage approval process:

- a) Approval by the Academic Committee.
- b) Approval by the Principal and BOG

Before a department commences a new course, the following procedures shall be followed:

- i. The syllabus for the intended course must be available and approved by relevant body.
- ii. The HOD shall submit specification of resources required, a fee structure and the list of requirements to the academic committee for deliberation.
- iii. The academic committee shall forward a report to the Principal for approval
- iv. The department shall be at liberty to advertise the new programme once approved by the Principal
- v. The class quorum shall be ten trainees

3.1 Class Attendance

Class attendance is mandatory for all trainees. Trainees are expected to take responsibility for their own academic progress.

- i. CIT requires trainees to achieve minimum standards in class attendance of 75% per term and those who fail to meet the minimum requirements risk exclusion from the course of study.
- ii. All trainees must attend class on time for lectures and practical sessions.
- iii. Trainees and Trainers shall sign the attendance for each lesson attended.
- iv. Trainees must notify the class representatives/ trainer the reasons for any absence. Trainees who intend to be away for more than three consecutive days shall fill in a permission form at the Dean of Students' office.
- v. Attendance of online classes shall be retrieved from the learning management or the online platform used
- vi. Adverse absenteeism of trainees from class will be reported to the respective HOD, trainees' parent (s) sponsor (s)/guardian (s) as recommended.

4.0 ONLINE LEARNING POLICY

4.1 Purpose of the ODeL Policy

The purpose of CIT - ODeL Policy is to help in guiding stakeholders to have quality delivery of Open & Distance and E-learning with regard to instruction and procedures. This policy aims at providing clear and effective guidelines to all stakeholders of CIT that will facilitate and support distance and eLearning through use of information communication technology to increase access to quality TVET training.

4.2 ODeL Policy Objectives

The objectives of the CIT ODeL policy are, to:

- i. To provide a framework for staff to engage with blended and online learning program delivery;
- ii. To ensure that the learning environment has the necessary operational supports for blended and online learning program delivery;
- iii. To ensure that the technical infrastructure is available for blended and online learning delivery;
- iv. To ensure that staff are provided with the necessary training and support for blended and online learning programs delivery according to the relevant academic standard for programs and awards;
- v. To provide guidance on instructional design for blended and online learning programs delivery;
- vi. To ensure the legal responsibilities of the institute have been met for blended and online learning program delivery.

4.3 Scope of the Policy

This policy covers all training and assessment of programs that can be offered online. It is designed to safeguard academic standards and ensure support for staff and trainees.

4.4 Guiding Principles

In implementing this policy, the following the guiding tenets will be upheld:

- Quality and relevance
- Efficiency and effectiveness
- Academic freedom
- Democratic participation
- Honesty and integrity
- Transparency and accountability

4.5 ODeL Admission Procedures

- i) Pre-requisites and admission standards for the course or program will be guided by the relevant examination bodies and clearly stated in the course schedule.
- ii) CIT will adhere to open admission policy which recognizes prior learning experiences
- iii) The admitting departments will determine the kind of courses, learner's entry level, duration of learning according to the relevant requirements of examining body and other details.
- iv) Learner profile carried out before admission
- v) Learners informed in advance about reporting date, fee structure, course duration and mode of registration among other requirements
- vi) Gender parity will be considered on admission in line with Government policy on gender mainstreaming.

4.6 Delivering of OD-eL Courses

4.6.1 The Curriculum Development Process

The curricula that will be used are National Curriculum developed by Kenya Institute of Curriculum Development (KICD) and TVET-CDACC, NITA KASNEB, ICLD among others.

4.6.2 E-Learning Expectations

Communications

- i) Trainees are responsible for ensuring that they have the minimum technology requirements to complete online courses, including access to a computer, printer and Internet connection. Trainees may check with their respective department to ensure that they have access to relevant technology.
- ii) Trainees and department will answer all forms of communications in a timely fashion. Department must communicate with trainees in the time of trainer's absence.

Assignments and Feedback

- i) Respective trainers will post assignment content and due dates for submission.
- ii) Trainees will post back answers to assignments on time according to posted due dates.
- iii) Respective trainers will post feedback to trainees within 14 days of assignment due date.

4.6.3 E-Learning Materials

Departments shall produce and approve appropriate and relevant learning materials for the courses they offer. Each department will prepare annual budgets to cater for material production and revision. At the same time Open Educational Resources will also be used to facilitate learning as are applicable.

4.6.4 Assessment

Assessments for blended and online learning programs will be similar to those used for on-campus programs with parity of standards being paramount. The Institute shall ensure that the outcome of assessment for a blended and/or online learning program meets the specified academic level of the award as defined by the Kenya National Qualifications Framework (KNQF) and other relevant examination and assessment bodies. For the internal assessment we will guided the college academic policy.

4.7 E-Learning academic policy

This policy guides training, learning and assessment standards in the institution. This policy will ensure that quality assurance systems to monitor and /or moderate standards are fit for purpose in a blended and online learning environment. The policy will also guide on how trainees' disciplinary issues will be handled.

4.8 E-Learning Course Approach

- i) Written Assignment Requirements
 - Written work includes formal research papers, business writing, technical writing, and related assignment.
 - All written work shall follow the guidelines for academic honesty, copyright, and intellectual property policies.
- ii) Attendance and Participation
 - Trainees' attendance for E-learning courses entails active participation of the trainee in the course module. The Attendance must be at least 75% of the allocated time for the course.
 - Participation is separate from attendance requirements, which requires trainees to follow participation rules as outlined by the course curriculum design.

4.9 Mode of Delivery

The mode of delivery for programs or courses will be:

- i) Determined by the nature of the program, the profile of the learners, learners' access to resources and the length of time allocated to the program.
- ii) Work-integrated learning as a planned component of a curriculum in cases where the outcomes could only be achieved through work-based experience.
- iii) Flexible and blended to suit the learner's specific needs.
- i) Making available, through the eLearning Web Portal, selected content as OER for the greater use of the stakeholders
- ii) All members of the Institution to recognize and support OER practices.
- iii) Heads of Departments are responsible for ensuring that policy requirements are fulfilled among their own trainers and staff.

4.10 Learner Support

The learner support will include assessment of learners' levels of academic preparedness, and remedial follow-up. Learner's problems will be identified and solved appropriately.

For the support to succeed:

- i) Materials will be posted online for all trainees to access after which tutorials may be held for remedial purposes
- ii) The diversity in needs of trainees as well as their level of study will be considered as critical component for training, learning and management of OD-eL
- iii) Various facets of tuition will be encouraged – peer, problem-based learning, simulation, and focus groups
- iv) Tuition support includes complete formative and summative mechanisms, which enhance new learning paradigm of trainee centeredness.

4.11 Intellectual Property

Intellectual property, disclosure procedures, royalties and proceeds participation, equity and management, infringement, and production of properties by trainers follow standards set by the College.

i) Content Ownership

- Any materials and content developed by trainer(s)/department to deliver instruction for the College becomes property of the College.

ii) Content Re-Use

- Any materials and content developed by a department for the College can be used in other course modules.
- Trainees cannot re-use work from previous courses for subsequent course modules unless approved by the course trainer.

iii) Disclosure

- The College will follow any non-disclosure agreements necessary for internal/external projects.

4.12 Role Definitions

In the ODeL system, roles will periodically be defined to ensure quality. The efforts put towards achieving this should be recognized and rewarded accordingly as per the college production and honorarium policy for production courses.

4.13 Administration

The ODeL Committee and Quality assurance office will ensure policy implementation, evaluation and review.

4.14 Trainers

Trainers will implement policy by designing instruction, developing content, tutoring and assessing the learning process.

4.15 Technical staff

Technical staff will provide technical support; ensure procurement and maintenance of ODeL infrastructure.

4.16 Coordinating Policy Implementation

Academic committee, ODeL Committee and Technical Committee shall be responsible for enforcing this policy.

4.17 Communicating Policy Implementation

This policy shall be communicated to all stakeholders through meetings, reports, letters, website and assembly.

5.0 ASSESSMENT AND EXAMINATION

The Academic Committee shall closely monitor assessment and examinations.

5.2 Assessment/Examination

- i. The examination and assessment shall be in line with the CIT Quality Management System (QMS).
- ii. Assessment shall be appropriate for the intended learning outcomes
- iii. All trainees shall be assessed as per the requirements of the respective curriculum/programme. This shall include both internal and external assessment.

5.3 Internal Examinations

5.3.1 Continuous Assessment Tests (CAT)

- i. There shall be a minimum of one CAT administered to all trainees every term as per the college calendar of events.
- ii. The subject trainer within the teaching timetable shall administer CATs.
- iii. The weighting of the CAT shall be as per the regulations of the curriculum.
- iv. The CAT constitutes 30% of the total marks awarded at the end of the term.
- v. A trainee that deliberately misses the CAT shall be awarded zero in the CAT.
- vi. A trainee who misses a CAT with a genuine reason shall be eligible for a special CAT
- vii. CBET trainee portfolio of evidence shall be kept in the respective trainee's files. A report shall be generated and submitted to TVET-CDACC.
- viii. All trainees shall undertake a trade project and a business plan as stipulated by relevant examination bodies and uploaded as required.

5.3.2 End of Term Examinations

- i. All trainees shall sit for end of term examination at the end of every term
- ii. All examinations shall be set out of 100%.
- iii. The set examinations shall have the respective course and subject codes indicated.
- iv. Departments shall constitute relevant subject setting and moderation panels
- v. An examination bank shall be maintained at the examination's office
- vi. The examination papers shall be moderated by departmental moderation panels and handed over to the HOD who shall forward the papers to the examination office.
- vii. All examinations shall be conducted as guided by the college calendar and examination timetable.
- viii. Trainers shall pack and label the envelopes containing their examinations and hand them over to the examination office.

- ix. The examination officer shall take charge of the administration of the examination
- x. CBET trainers shall continuously assess the trainees according to their course requirements using the assessment tools and file the results with the assessment officer

5.4 Trainees Conduct during Examinations

- i. Trainees shall be expected to sit for all examinations. Any trainee who for any reasons refuses to sit for an examination or a Continuous Assessment Test, project or assignment shall be awarded a zero mark in that paper.
- ii. Candidates shall be in the Examination room at least five (5) minutes before commencement of the examination.
- iii. No candidates shall be allowed into the examination room half an hour after the commencement of the examination. In the first 30 minutes after commencement of the examination candidates may be admitted at the discretion of the invigilator. In such a case the invigilator will be required to make a report to the supervisor.
- iv. There shall be no time compensation for lateness whatsoever
- v. Candidates shall not leave the examination room during the examination. Violation of this rule will require a written report from the invigilator. However, one candidate at a time can leave the examination room on health grounds but at the discretion of the invigilator.
- vi. Candidates shall not be allowed back into the examination room after they have handed in their examination papers and left the room.
- vii. All candidates shall sign in the attendance list and hand over the exam scripts to the invigilator.

5.5 Examination Invigilation

5.5.1 Internal examinations invigilation

- i. Invigilators appointed by the Examination officer shall invigilate internal examinations.
- ii. A subject specialist shall be accessible for consultation during examinations of their units.

5.5.2 Roles of Invigilators

Their roles shall be as follows:

- i. Report in time for invigilation
- ii. Ensure that all trainees have valid fee cards issued by the Finance office.
- iii. Conduct thorough frisking on trainees to ensure that no unauthorized materials get into the examination room.
- iv. Open the envelope containing question papers in front of the candidates at the start of the examination

- v. Be physically present in the examination room throughout the examination time.
- vi. Be fully responsible for administration, conduct and the integrity of the examination.
- vii. Mobile phones, laptops or any other foreign materials are strictly prohibited in the examination room
- viii. Ensure the trainees are only issued with required material and instruments relevant for the examination.
- ix. Ensure that all candidates record their names and admission numbers in the examination attendance sheet and sign upon handing in the answer sheets.
- x. In the case of cheating, confiscate and present the unauthorized materials to the examination office with a written report.
- xi. Report any unusual incidence to the respective supervisor
- xii. Hand over candidates answer sheets to the examination officer and sign the control sheet.

5.5.3 Internal Examination Supervision

HODs and Deputy HODs appointed by the Deputy Principal Academic affairs shall supervise internal examinations.

5.5.4 Trainers Conduct during Examinations

- i. All trainers shall set, proofread and be available to ensure examination run smoothly.
- ii. All appointed invigilators and supervisors shall avail themselves on time.
- iii. Failure to invigilate or supervise examinations shall be deemed as insubordination and appropriate action taken
- iv. Any adjustments made for invigilation/supervision by respective trainers shall be communicated to the examination officer in advance
- v. Trainers shall collect the scripts from the examination office and sign the control sheet.
- vi. The trainer shall mark and record the marks in the data management system as per the college calendar.
- vii. Marked scripts shall be returned to the trainees by the second week of the subsequent term
- viii. A trainer found abetting cheating in the examination shall be subjected to the relevant disciplinary action.

5.5.5 Roles of the Supervisors

The supervisors' roles shall be as follows:

- i. Oversee the overall administration of the examination in collaboration with the Examinations office
- ii. Ensure that the examination is issued and administered as per the exam timetable

- iii. Ensure a conducive environment during examination administration
- iv. Ensure that all examination rules and regulations are adhered to by the trainees and trainers
- v. Compile and submit to the examinations officer a daily report on examination administration
- vi. Ensure that all exams done have been returned to the examination office
- vii. Perform any other responsibility as directed by the Deputy Principal Academic affairs

5.6 External Examinations

External bodies such as KNEC, KASNEB and TVET-CDACC among other examining bodies offer external examinations.

- i. External assessment/examinations shall be undertaken as per the respective examination body guidelines and regulations.
- ii. Both trainers and trainees shall strictly adhere to the prescribed guidelines and regulations that shall be issued from time to time by the examining bodies.
- iii. Trainees shall submit relevant examination registration documents to their respective HOD
- iv. Each trainee is personally responsible for ensuring correctness of registration details before the exam registration deadline.
- v. Only PAID UP trainees are eligible for registration for external examinations.
- vi. Course work marks shall be submitted as per the relevant examinations' body guidelines.

6.0 CHEATING IN EXAMINATIONS

i) The following shall constitute acts of cheating: -

- a) Being in possession of any written material in the examination room.
 - b) Being in possession of a mobile phone or any electronic data storage device while in the examination. Being in possession of any legible writings of any relevant material on any part of the body or dress or on furniture or any part of the room while in the examination room.
 - c) Any attempt by anybody, whether trainee or otherwise, who is not a bona fide member of the class, to sit for an examination for that class shall be treated as impersonation.
 - d) Any evidence of having prior knowledge of the examination content before the official scheduled time for the subject.
 - e) Exchanging the work with another candidate in the examination room.
 - f) Any form of communication, verbal, non – verbal or electronic, with another candidate in the examination room or with any other unauthorized person within or outside the examination room while the examination is in progress.
 - g) Failing to submit the answer script at the end of the examination session.
 - h) Writing after the invigilator has declared the examination time is over or a stop writing order.
 - i) Answering questions on another material which is not the one issued by the invigilator
 - j) Presenting trade project and business plan or parts thereof that is not a candidate's original work amounts to plagiarism
 - k) Any other action which the Academic Committee deems to constitute an act of cheating in an examination
- ii. In a cheating case the candidate will be allowed to continue with the examination. The invigilator shall write a report and present the evidence to the examination officer.
- iii. Trainees found cheating shall be required to appear before a Disciplinary Committee.

6.1 Composition of Disciplinary Committee

Disciplinary Committee shall include:

- i. Deputy Principal Academic Affairs
- ii. Deputy Principal Administration
- iii. Registrar
- iv. Dean of Students
- v. Examination Officer
- vi. HOD of the affected department

Other members may be called upon to attend the disciplinary committee when need arises.

Deputy Principal Administration and the HOD of the affected department shall be the chairperson and secretary of the committee respectively.

NB

1. All suspensions shall last a period of two weeks or renewable depending on the type of case or extended by the Disciplinary Committee.
2. The trainee must commit in writing acceptance of the offence and the verdict.
3. Minutes for each case shall be filed after a verdict has been passed.

6.2 References for Deducing Verdicts

- i. CITs rules and regulations.
- ii. Kenya Constitution 2010
- iii. Government Regulations on conduct of Trainers and trainees in Institutions
- iv. TVET Act of 2013
- v. KNEC Act of 2012
- vi. Any other relevant document

6.3 Penalties for Cheating in Examinations

The following penalties shall apply to a trainee caught cheating:

- i. In the End of Term Examination, a trainee/candidate shall not be awarded a mark until the case is heard and determined.
- ii. A trainee who cheats shall face the Disciplinary Committee for hearing and determination of the case.
- iii. If found guilty, the trainee shall be subjected to a penalty of Ksh 2,500 and Ksh 5,000/- for a special CAT and End term examination respectively.
- iv. Every cheating case shall be determined based on its merits and the disciplinary committees' verdict shall be final.
- v. Cases of cheating in the CAT shall be handled by the departmental Disciplinary committee, which comprises of HOD, Course Tutor and the subject trainer.

6.4 Evidence of Cheating in Examination

An invigilator administering any examination must adduce sufficient and substantive evidence to sustain a case of cheating.

The invigilator shall ensure the following:

- i. Notify the trainee(s) concerned that he/she has a case to answer pertaining to cheating.
- ii. Attach all relevant evidence to the script of the trainee(s) caught cheating in the examination.
- iii. Shall submit a signed report explaining how the cheating took place. In case the circumstances of cheating render it difficult or impossible to produce tangible evidence of cheating, the determination of the case shall be at the discretion of the Disciplinary Committee.

7.0 SUPPLEMENTARY/ SPECIAL EXAMINATIONS

i) Supplementary and special examination shall be administered to:

a) Trainees who miss examinations due to lack of fee, Health reasons, bereavement, engagement in official activities of the institute and any other reason with permission from the respective HOD.

b) Trainees who fail to attain the set pass mark, misses CAT or end of term examination due to misinterpretation of the exam timetable, abscondment, indiscipline and related cases.

ii) Supplementary examinations in (b) above shall attract a penalty of Ksh 2,500 and Ksh 5,000/-for CATs and end of term examination paid to the institutes account and receipt presented to the respective HOD

iii) The HODs in liaison with the Examination Office shall prepare a timetable for the special CAT and end of term examination and communicate to the trainees concerned.

7.1 Appeals for Remarking

- i. Trainees may request for remarking of their scripts by applying to the respective HOD within the first month of the subsequent term.
- ii. A different subject specialist other than the one who marked the examination shall do the remarking.
- iii. The remarking Fee shall be Ksh. 1,000 per paper and shall be paid before remarking is undertaken.

8.0 CERTIFICATION

8.1 Examinations Grading System

a) Weighting

- i. Weighting has two components. The Coursework and the end of term examination.
- ii. The course work component (Continuous Assessment, Class Test, Assignments, Class work, Individual and/Group Projects, Practical's etc.) shall be weighted as per the relevant examinations' body regulations.

b) Grading

- i. Trainees' performance for the departmental awards committee (HOD and chairpersons of the subject moderation panels) shall analyze internal examinations then forwarded to the Academic Committee for ratification before being released to the individual trainees.
- ii. Candidates shall be graded in accordance with the relevant examination bodies guidelines
- iii. A Trainee who fails to sit for any paper of the examination shall have an overall result ABSENT.
- iv. A candidate without coursework marks submitted to KNEC as required shall be awarded overall result of CRNM (COURSE REQUIREMENTS NOT MET)
- v. A candidate whose attendance is below 75% shall be awarded overall result CRNM (COURSE REQUIREMENTS NOT MET)
- vi. A trainee who fails two papers shall be referred and shall re-sit the referred paper(s) only upon payment of the prescribed examination fees
- vii. Trainees who fail more than two papers shall be awarded a FAIL in their overall results and shall repeat the Course.

8.2 Report Forms and Transcripts

- i. Report forms/ Transcripts shall be generated from the system by the respective academic HODs signed and issued to the trainees by the end of the 2nd week of the subsequent term.
- ii. A record of issuance shall be maintained by the respective department

8.3 Academic Certificates

- i. The respective examining bodies through the college shall issue all academic certificates.
- ii. The institution shall hold the certificate for the trainee before collection upon proof of clearance.

b) Leaving/ Completion Certificate

- i. A leaving certificate confirms the attendance of the trainee for a course for a specific period.
- ii. The leaving / completion certificate shall be issued free of charge.
- iii. All certificates shall be issued upon clearance with the institute.

iv. Replacement of a leaving certificate shall attract a fee of Ksh 1000/-

9.0 INDUSTRIAL ATTACHMENT

It is a compulsory requirement that all trainees undergo industrial attachment as partial fulfillment of the course requirements.

9.1 Aims of Industrial Attachment

- i. Provide the trainees with an opportunity to explore the market of their trade and occupational skills.
- ii. Provide a competent and productive person in the respective trade.
- iii. Produce a skilled worker with positive attitudes towards work and prospect for further development.
- iv. Expose the trainee to a real work environment.

9.2 Attachment Programme

The following requirements shall be adhered to:

- i. Trainee shall proceed for industrial attachment when and as stipulated by the respective curricula.
- ii. The respective Department shall forward the trainees data to the office of ILO.
- iii. ILO shall facilitate orientation of trainees before they proceed for attachment.
- iv. Each trainee shall be provided with the requisite attachment documents and materials before proceeding for attachment.
- v. All attachees shall inform the respective departmental Industrial liaisons representatives of their placement within one week of reporting.
- vi. The ILO shall coordinate the assessment of trainees during industrial attachment.
- vii. Assessors shall submit assessment reports to the ILO who shall then forward them to the respective HODs.

10.0 LIBRARY

10.1 Introduction

The college library is a valuable resource centre for both trainees and trainers. The college reserves the right to admit any user to the library. All users shall adhere to the library rules and regulations as stipulated in the library manual. The library committee shall oversee all library matters in the institution.

10.2 Composition of the library Committee

- i. Deputy Principal Academic Affairs
- ii. HOD Liberal Studies
- iii. Librarian
- iv. Trainees' representative-Trainee in charge of Education or the students' council chairperson

10.2.1 Functions of the library committee

- i. Formulate policies and procedures for efficient use of library resources.
- ii. Advise the librarian regarding general library development
- iii. Look into day-to-day library risks and come up with mitigation measures
- iv. Recommend library books
- v. Enhance fine Recovery from the defaulters
- vi. Prepare and submit to the Academic Committee an annual report summarizing the activities of the library

10.3 Guidelines to Access Library Resources

10.3.1 Eligibility for Membership

- i. Membership of Justin Irina Library is free and available to all individuals interested in library services in C.I.T.
- ii. C.I.T trainees are automatically registered as library members upon completion of a library registration form during admission.
- iii. The trainers shall complete a membership form for possible confirmation.

10.4 External Membership

- i. External members shall be eligible upon payment of Ksh. 1,000 per annum registration fee that is non- refundable. Registration fee does not include borrowing of library materials
- ii. External members must complete and sign a membership form and agree to the conditions outlined in the rules and regulations.

10.5 Verification of Membership Details

- i. Library users may be asked for further information to verify their identity and contact details.
- ii. The library reserves the right to refuse a membership application or withdraw privileges.

10.6 Digital Resource Guidelines

- i. The digital resource centre shall operate as per the Coast Institute of Technology ICT policy.
- ii. All users shall leave their I.Ds at the circulation desk before accessing the digital resource.
- iii. A user may access the computers for a specified period which is renewable if none is on the queue.
- iv. The computers are for accessing information for academic research purposes only.
- v. Vandalizing the equipment, software, data or other networks connected to the computer system is prohibited.
- vi. Personal software programs are not allowed to be used in any of the computers.
- vii. Users may use external data storage devices where necessary

10.7 Service Hours

The library shall be opened from Monday to Saturday and remain closed on Sundays and all public holidays.

10.8 Borrowing of Items

- i. Clients must be registered Library users to be eligible to borrow items.
- ii. Journals, reference materials and trainee projects/business plans are available for short loan within the library.
- iii. No item is to be removed from the library until it is formally borrowed. The registered user is responsible for all items borrowed in their name.
- iv. All requests for loan of articles/materials during the holiday must be in writing.

10.9 Renewals

- i. Renewals are to be requested in advance of the due date and not exceeding 3 times.
- ii. An item cannot be renewed if another user has requested it.

10.10 Short loans

- i. High demand and scarce learning /teaching resources are available on short loan to provide access to all.
- ii. The short loan period shall be 1day.
- iii. Resources on very high demand shall be loaned and used within the library.

10.11 Library Fines

- i. All items shall be returned by the due date/ date indicated. Failure to which they shall attract a fine of 10/= per day.
- ii. A list of defaulters shall be prepared at the end of every term.

- a) For the trainees, the fines shall be added to the fees of the succeeding term.
- b) For trainers, the fine shall be 125% of the accrued fines which is payable in the subsequent term.

10.12 Loss of library materials

A user who loses the library material will be required to replace the same or pay 125% of the current cost.

10.13 Items that cannot be borrowed

- i. Reference materials
- ii. Very expensive materials

11.0 RESEARCH AND CONSULTANCY AND PRODUCTION UNIT.

11.1 Guidelines for Research and Consultancy

- i. Promote the growth of Research and Consultancy as a function of academic activity
- ii. Improve quality and widen the scope of trainee projects by exposing trainees to more practically and industrial oriented projects.
- iii. Develop and sustain research and publication culture
- iv. Implement research findings
- v. Establish links with local and international partner institutions

11.2 Consultancy

An academic or members of staff for the institution shall provide consultancy services

The research and development department shall be responsible for all consultancy services.

11.3 Research and Development

CIT shall participate in the research, transmission, preservation, and enhancement of knowledge and to stimulate the intellect participation of trainees in the economic, social, cultural, scientific, and technological development of Kenya.

The institute will therefore undertake to do the following:

- i. Ensure an annual allocation of funds,
- ii. Motivate researchers to write proposals that will attract external funding,
- iii. Provide an enabling environment for collaboration and partnerships in research with both local and international agencies.

11.4 Coordination of Research and Innovation

The research committee shall be established and be led by a Research and Innovation coordinator who shall be the chairperson.

12.0 ACADEMIC STAFF DEVELOPMENT

Staff development shall be a continuous process through organized capacity building workshops, trainings, and industrial attachment.

12.1 Selection for Training

This shall be based on -

- i. Performance appraisal training gaps identified.
- ii. Length of service at CIT with a minimum of three (3) years.
- iii. Area of Development in relation to the job specification of an applicant
- iv. Entry requirements for the course requested for
- v. Cost of training and any aspects of cost sharing
- vi. The output in terms of work performance of the applicant
- vii. Overall recommendations from the department
- viii. Availability of funds.

13.0 POLICY REVIEW

This policy shall be reviewed from time to time as need arises on request by way of recommendation from the Principal and approval by the Board of Governors.

Approved by Board of Governors

Min. Number: Min 4/7/2024 Signature: *[Signature]*

Dated:

REFERENCES

Legal Order no 114 of 2014

Current CIT QMS

TVET ACT 2013

Education Order of 1987

ACADEMIC POLICY
REVISED MARCH 2017

