



# Coast Institute of Technology (CIT)

## Student Handbook



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## **FUNDAMENTAL STATEMENTS**

### **VISION**

*Coast Institute of Technology envisions itself to be a Center of Excellence in Technical Training, Education, Science and Technology in Kenya and beyond.*

### **MISSION**

*Providing relevant high-quality education and training in science and Technology for sustainable development*

### **CORE VALUES**

- *Uprightness and honesty*
- *Transparency and accountability*
- *Integrity*
- *Respect for change*
- *Prudent environmental management*
- *Professionalism*
- *Respect for cultural diversity*
- *Provision of equal opportunities for all*
- *Respect for human dignity*

## CONTENTS

FUNDAMENTAL STATEMENTS VISION .....	1
CONTENTS .....	2
FOREWORD .....	3
1.2 Historical Overview of Coast Institute of Technology (CIT) .....	3
1.3 Administrative Hierarchy of Coast Institute of Technology .....	3
1.4 Who is a Coast Institute of Technology Student? .....	3
1.5 Student Identification .....	4
1.6 Communication and the Flow of Information in Coast Institute of Technology .....	4
1.6.1 Communication Channels .....	4
1.6.2 Notice Boards .....	4
1.6.3 Students Baraza .....	4
2.0 Student Discipline .....	4
2.1 Responsibility towards institute's and other Property .....	5
2.2 Fire Fighting Appliances .....	5
2.3 Gender-Based Harassment and Violence .....	5
2.4 Drunkenness and Drug abuse .....	5
2.5 Dress Code .....	5
2.6 General Rules and Regulations .....	5
3.0 Fees Policy .....	6
4.0 Attendance and Examinations .....	6
4.1 Class Attendance .....	6
4.2 Internal Examinations .....	7
4.2.1 Continuous Assessment Tests (CAT) .....	7
4.2.2 End of Term Examinations .....	7
4.2.3 Special Examinations .....	7
4.3 Trainees Conduct During Examinations .....	7
4.4 Cheating in Examinations .....	8
4.5 External Examinations .....	8

## **FOREWORD**

The Student Handbook is an important document which you must have and familiarize yourself with. It gives important general information of the institute, on academic matters, as well as guidelines on student activities and conduct in the institute's premises and outside. The Handbook incorporates summarized basic information which complements detailed information contained in CIT policies, regulations, documents and circulars from authorized Officers of the institute. It provides wholesome instruction on life on Campus, and will remain a major reference point throughout your life in CIT.

I urge you to read this hand book carefully in order to familiarize yourself with the institute's services and activities. Welcome to Coast Institute of Technology and enjoy your studentship.

### **1.2 Historical Overview of Coast Institute of Technology (CIT)**

The Coast Institute of Technology was established in 1981 by the government to provide business and Technical skills for school leavers. The Institute is situated in Taita Taveta County, Voi town, just about 150km north of Mombasa and 350 km from the city of Nairobi. CIT is build on a 42 acres land and is registered by the TVETA as per the TVET Act 2013. The institute implements CDACC & KICD, KASNEB, ABE and City & Guilds curriculum in all its fields as developed and examined by CDACC, KNEC, KASNEB, ABE and City & Guilds respectively. CIT is staffed by the Ministry of Education through the State Department of Vocational and Technical Training, Directorate of TVET.

CIT has two campuses. The town campus is situated in the central business district of Voi Town. The main campus is situated in the rich tourism region of Tsavo. The Main campus offers both residential and off Campus training.

### **1.3 Administrative Hierarchy of Coast Institute of Technology**

The Institute is headed by a Principal who advises the Board of governors on matters he considers necessary for the betterment of the Institute. The Board of Governors is headed by a Chairperson who chairs its meetings. The Board ensures that the Institute has a proper and functional management structure and also monitors and evaluates the implementation of strategies, policies, management criteria and plans of the Institute in accordance with the relevant laws and regulations. The Principal is the Chief Executive Officer of the Institute responsible for the day to day running of the Institute. The Principal is assisted in the running of the Institute by two Deputy Principals in charge of Academic Affairs and another in charge of Administration and planning, a Registrar, Dean of Students' affairs, and Heads of Departments and sections. All these officers and their offices work together to make sure your stay at Coast Institute of Technology is fruitful and enjoyable.

### **1.4 Who is a Coast Institute of Technology Student?**

- i. As per the regulations of Coast Institute of Technology, a student is a person who is registered in the Institute during a current academic year for a diploma, certificate or such other qualification or courses of the Institute as may be approved by the institute as qualifying a person for the status of a student.

- ii. A *bona fide* student for a particular term is one who has paid the fees and is registered for a course offered in that term.
- iii. Only *bona fide* students are entitled to services offered by the institute in a particular term

### **1.5 Student Identification**

Every student is expected to have a valid **institute's Identity Card** at all times, which he/she must present on demand by any authorized officer of the institution. Crucial services may only be offered against production of the card. This card is institute's property and is not transferable to any other person. Students are advised to keep their cards safe at all times. Renting out the card or any other Institute's document assigned to a student constitutes serious misconduct attracting disciplinary action as per the rules governing student conduct.

## **1.6 Communication and the Flow of Information in Coast Institute of Technology**

### **1.6.1 Communication Channels**

- i. Protocol and channels of communication shall be observed and respected at all times.
- ii. All classes shall elect class representatives who shall be reporting academic matters to the respective HOD via course tutors.
- iii. The institute shall hold departmental and Principals Barazas as and when necessary for consultation.
- iv. The general welfare of trainees shall be handled by the trainee's council and the Deans of Trainees office.
- v. Trainees shall report all academic matters to their class representatives, course tutors/Deputy Head of department/Head of department respectively.
- vi. Trainees shall report all matters concerning payment of school fees to the finance officer.
- vii. The Principal is the CEO and official spokesperson of the institution and all appointed officers shall exercise delegated authority.

### **1.6.2 Notice Boards**

- i. A major medium of passing information in the Institute is the notice boards. These are located in various strategic positions on the campuses. It is imperative that students should develop the habit of reading notices when on campus.
- ii. Notices are released by authorized officers of the institute on matters pertaining to their specific mandate.

### **1.6.3 Students Baraza**

- i. Students Baraza with the administration will be periodically organized by the Dean of students affairs when need arise. All trainees and staff are encouraged to attend such forums when call for.

## **2.0 Student Discipline**

- i. A student joining CIT shall observe ALL existing rules and regulations in the institute including workshops, laboratories and library regulations. These rules and regulations are available with respective Heads of Departments upon request.

- ii. Trainees who do not observe the rules and regulations shall appear before the CIT Disciplinary Committee for further action.
- iii. The Principal may in certain circumstances hand over a trainee to the law enforcement agencies for action.

### **2.1 Responsibility towards institute's and other Property**

- i. All students are expected to respect all institute's property, property of their fellow students and private or public property.
- ii. It will be a serious offence for any student or group of students to damage institute, individual or public property resulting from misuse or willful destruction of such property.
- iii. It shall be an offence for any student or group of students to engage in acts of theft of other people's property.
- iv. It shall be an offence for any student or group of students to collaborate in harboring suspicious strangers or individuals involved in theft.
- v. It shall be an offence for any student or group of students to be found in possession of stolen property.

### **2.2 Fire Fighting Appliances**

- i. Firefighting appliances are critical for the safety of the students in the various building in Campus. They should not be tampered with or taken away from the area of their installation.
- ii. It shall be a serious offence to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

### **2.3 Gender-Based Harassment and Violence**

- i. It is an offence to engage in verbal harassment (personally or through various media) against the opposite gender.

### **2.4 Drunkenness and Drug abuse**

- i. It is gross misconduct to be drunk and disorderly to disturb peace and to harass fellow students or other people in the institute.
- ii. It is a serious offence against the Institute regulations and the laws of the Republic of Kenya to possess, peddle or take illegal drugs.

### **2.5 Dress Code**

- i. All trainees shall dress modestly in the institution. Provocative dressing is prohibited
- ii. All trainees shall dress appropriately for different events or occasion

### **2.6 General Rules and Regulations**

- i. All trainees are to conduct themselves responsibly and refrain from any conduct which disrupts peace and order in the institute.
- ii. Class attendance is mandatory
- iii. Noise is not allowed during class times, around the library and around the administration block.

- iv. Fights, insults and abuses shall be considered as indiscipline.
- v. No unauthorized visitors shall be allowed in the hostels
- vi. Trainees shall wear acceptable and decent dressing at all times.
- vii. Trainees shall refrain from ALL acts of violence, hooliganism and unruly behavior.
- viii. It is an offence to demean other people's dignity through character assassination.
- ix. It is an offence to organizes or participate in boycotts, demonstration, riots and strikes or any form of mass indiscipline.
- x. Suspended trainees shall return all the items allocated to them and must be escorted out of institute within 30 minutes of receiving the suspension letter.
- xi. All indiscipline cases shall be handled by the disciplinary committee and if it escalates it will be handed over to government arms.

### **3.0 Fees Policy/ Admission**

- i. All fees shall be paid in full at the beginning of the term on or before reporting day.
- ii. The trainees shall report at the Registrar's office for admission.
- iii. Trainees with special needs shall register in the special needs register at the registry.
- iv. Trainees shall present a bank slip of the fees deposited in the institutes account to the registry clerk.
- v. The registry clerk shall activate the trainee's accounts
- vi. A valid fee receipt and a fee card shall be issued to the trainee by the finance department on verification of fees deposit to CIT accounts.
- vii. The trainee then reports to the respective Head of Department for departmental registration.

### **NB**

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.

### **4.0 Attendance and Examinations**

#### **4.1 Class Attendance**

- i. Only those fully paid-up trainees or those with permission from the Principal's office shall attend classes.
- ii. Trainees must attend at least 75% of the total course duration
- iii. Irregular attendance shall lead to the suspension of a trainee and any reinstatement shall be at the discretion of the Principal.
- iv. Regular attendance of all courses is essential and all trainees shall notify the class trainer/ class representative the reasons for any absence.
- v. Adverse absenteeism of trainees from class shall be reported to trainees' sponsor (s)/guardian (s) at the discretion of the respective Head of Department
- vi. All trainees shall be seated in the classroom on time for training
- vii. Trainees who enter the class more than ten minutes after the start of the lesson shall be deemed to be absent.
- viii. Trainees and Trainers shall sign the attendance list for each lesson.
- ix. CBET trainees /Technical courses trainees shall attend both practical lessons and theory lessons in accordance with the relevant curriculum.

## **4.2 Internal Examinations**

### **4.2.1 Continuous Assessment Tests (CAT)**

- i. There shall be two sit -in CATs given to all trainees in the course of each term.
- ii. CATs shall be administered by the subject trainer within the teaching timetable.
- iii. The CAT mark shall constitute 30% of the total marks awarded at the end of the term.
- iv. A trainee that deliberately misses the CAT shall be awarded zero in the CAT.
- v. CBET trainee portfolio shall be kept in trainee's respective files (CAT/EXAM marks/question papers/marked answer sheets/videos/ photos of work done).
- vi. All trainees shall undertake a trade project and a business plan as stipulated by the relevant examination bodies.

### **4.2.2 End of Term Examinations**

- i. End of term examinations shall be administered at the end of each term and every trainee must be tested.
- ii. All examinations must be set out of 100% after combining the relevant units per paper.
- iii. All examinations shall be conducted as guided by the academic calendar and examination timetable.
- iv. The examination officer shall keep custody of the examination until the day to be done.
- v. CBET trainees will continuously be assessed in accordance with the specific course requirements using the assessment tools and results filed.

### **4.2.3 Special Examinations and Refers**

- i. Special examination shall be undertaken by a trainee who misses an examination under the following circumstances;
  - a) Sickness
  - b) Bereavement
  - c) Fees challenges
  - d) Disciplinary action by the institute
- ii. A trainee who misses an examination due to disciplinary action shall pay a penalty of Kshs. 1000/= per paper missed.
- iii. A trainee who fails to attain the pass mark/is referred shall pay Ksh.500 per paper to sit the affected papers

## **4.3 Trainees Conduct During Examinations**

- i. Trainees are 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 will be awarded a zero mark.
- ii. Candidates should be in the Examination room at least fifteen (15) minutes before commencement of the examination.
- iii. No candidates will 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 in the incident form.
- iv. There shall be no time compensation for lateness whatsoever



- v. Candidates should 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 will not be allowed back into the examination room after they have handed in their examination papers and left the room.
- vii. An attendance list should be signed by all candidates and handed over with the scripts.

#### **4.4 Cheating in Examinations**

- i. Cheating in an examination is an attempt to access some relevant but unauthorized material with an aim of assisting in passing an examination whether internal or external.
- ii. A trainee found cheating in internal examination will be disqualified from the whole examination. She/he may be allowed to re-take the examination at the discretion of the academic committee.
- iii. Trainees found cheating shall be required to appear before a disciplinary committee and in extreme cases the trainee may be handed over to the police.
- iv. 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
  - c) 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.
  - d) 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 will be treated as impersonation.
  - e) Any evidence of having prior knowledge of the examination content before the official scheduled time for the subject.
  - f) Any attempt to look at or exchange the work with another candidate in the examination room.
  - g) 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.
  - h) Failure to submit the answer script at the end of the examination session.
  - i) Answering questions on another material which is not the one issued by the invigilator
  - j) Any other action which the Academic Committee deems to constitute an act of cheating in an examination
- v. A trainee convicted of cheating by the disciplinary committee shall pay a fine of Ksh.500 for resitting the examination.

#### **4.5 External Examinations**

- i. External examinations are offered by external bodies such as KNEC, KASNEB and TVET-CDACC among other examining bodies.

- ii. Trainees are personally responsible for registration of External Examinations by the Examinations officer through their respective HOD's and for ensuring that the correct examination fee is paid before the closing date.
- iii. Only BONA FIDE CIT trainees are eligible for registration.
- iv. If a trainee does not sit for the requisite assessment and examination there will be no course work marks remitted to the KNEC/TVET-CDACC.