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KISIINATIONAL POLYTECHNIC

ACADEMIC POLICY

KNP/ACP/01
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CONTROLLED

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KISII NATIONAL POLYTECHNIC



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INTRODUCTION

The training experience is our top priority. All our staff are devoted and will support anyone with the quest to realize personal, educational and career goals. To facilitate this success, the Polytechnic offers an array of services to support all trainees and we hope that they will take advantage of every opportunity available.

Kisii National Polytechnic is a wonderful choice for staff and trainees. This is a Polytechnic where academics and excellence in training come first. Here you will receive a complete learning experience, award-winning training and an opportunity to do cutting-edge research at an institution that is renowned for exemplary performance.

The variety of programs go beyond the traditional engineering or business related courses, but the entrepreneurship training, research and innovation that the trainees are exposed to make them stay ahead of the pack in the industry. The growing trainee population is a testimony of the confidence that the sponsors, industry and other stakeholders have in the Polytechnic. The polytechnic runs courses in 12 academic departments at Diploma, Craft Certificate and Artisan levels which are in line with KNEC, TVETA/CDACC, KASNEB, KISM and NITA Examining bodies.

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STATEMENT OF PURPOSE

Kisii National Polytechnic Governing Council through this policy document takes positive and proactive steps to ensure quality curriculum delivery, learning outcomes, research and innovations that will remain desirable to the industry and positively impact the industrial growth of Kenya.

Vigilant of the TVET Act 2013 which requires institutions of higher learning to conform to high standards of training that will deliver Vision 2030 provided within the framework for Science, Technology and Innovation and conscious of public expectations about quality training programmes.

REFERENCES

1. KASNEB Act & Guidelines
2. KICD Syllabus
3. KISM Act & Guidelines
4. KMLTTB Act & Guidelines
5. KNEC Guidelines and Circulars
6. KPPB Act & Guidelines
7. NITA Guidelines
8. TVET ACT
9. TVETA-CDACC
10. KVB
11. KNP Internal operating procedures

SCOPE

The provisions and requirements of this policy document shall apply to all trainees and staff of Kisii National Polytechnic.

DEFINITIONS

- i. **“Academic Board”** means the committee so established in Part III Section 10(1) of Kisii National Polytechnic Order, 2016. It has the mandate to execute instructions and advise the Governing Council on all matters of training at KNP.

ABBREVIATIONS AND ACRONYMS

ABE	Association of Business Executives
C & G	City & Guilds
CDACC	Curriculum Development Assessment and Certification Council
CUE	Commission for University Education
DP	Deputy Principal
GC	Governing Council
HOD	Head of Department
ISO	International Organization for Standardization
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 Council
KNP	Kisii National Polytechnic
KNQA	Kenya National Qualifications Authority
KPPB	Kenya Pharmacy and Poisons Board
KVB	Kenya Veterinary Board
MOEST	Ministry of Education Science and Technology
NITA	National Industrial Training Authority
PSC	Public Service Commission
SOP	Standard Operating Procedure
SP	Strategic Plan
TVET	Technical and Vocational Education and Training
TVETA	Technical and Vocational Education and Training Authority

- ii. **“Dean of trainees”** means the officer in charge of Trainee’s Welfare and Development
- iii. **“Examination Officer”** means the designated trainer or staff coordinating the conduct and procedure for all assessment and examinations at the Polytechnic and also the liaison officer with examining bodies.
- iv. **“Polytechnic premises”** means any location, building or premises belonging to the KNP or used for purposes of Polytechnic activities.
- v. **“Principal”** means the Chief Executive Officer (CEO) of the Polytechnic
- vi. **“Staff member”** means any part time or full time employee of the KNP at whatever the level or grade or an employee of the PSC deployed at KNP whose services are engaged for the purposes to conduct training sessions for registered trainees.
- vii. **‘Trainee’** means and includes: Any person who has duly registered into a programme of study for a diploma, certificate or any other programme of study duly and expressly recognized by the Governing Council or any of the examining body that have accredited Kisii National Polytechnic.

CHAPTER ONE

1.0 BACKGROUND

1.1 Introduction

In exercise of the powers conferred by section 26 (2) of the Technical and Vocational Education and Training Act, (No. 29 of 2013), the Cabinet Secretary for Education Science and Technology made the following Order through Legal Notice No. 93 of May, 2016 cited as Kisii National Polytechnic Order, 2016. There is established a National Polytechnic known as Kisii National Polytechnic; body corporate with perpetual succession and a common seal and in its name, be capable of suing and being sued, taking, purchasing or otherwise acquiring, holding, charging or disposing of both movable and immovable property, borrowing money, charging for services offered, with the approval of the Cabinet Secretary, and entering into contracts.

- i. The trainees shall be required to observe and abide by the policy contained herein.
- 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 be binding upon every trainee of the Polytechnic on registration, and so long as such a trainee remains so registered.
- v. Every trainee shall be required to read this policy and to sign the declaration appended to the admission letter.
- 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 Polytechnic.
- vii. Kisii National Polytechnic 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 and staff through issuance of the revised edition.

1.2 Vision, Mission and Core Values

1.2.1 VISION

“To be the preferred training institution for technical and vocational skills development”

1.2.2 MISSION

To develop highly qualified, globally competitive and innovative human resource by providing quality Training, applied Research & extension and Entrepreneurship skills that are responsive to market demands.

1.2.3 CORE VALUES

- i. Excellence
- ii. Innovativeness
- iii. Team work
- iv. Integrity
- v. Transparency

1.3 Historical Background

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act, CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

KNP is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Trainees, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

1.4 Mandate

The mandate of the polytechnic is to develop an institution with excellence in training, training, scholarship, entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact and application within and outside Kenya

1.5 KisiiNational Polytechnic Objectives

To achieve the mission and fulfill our vision, KNP has identified the following strategic goals;-

- i. Provide market-oriented training programmes.
- ii. Undertake Applied Research and Develop Innovations.
- iii. Adopt ICT in training, learning, research and management.
- iv. Provide Quality Learning Environment
- v. To enhance the human capital capacity base and financial sustainability of KNP.
- vi. To enhance result-based performance evaluation and quality assurance
- vii. Implement and maintain ISO standards for management systems based on ISO 9001:2015 and ISO/IEC 27001:2013
- viii. To enhance the corporate social responsibility of KNP

CHAPTER TWO

2.0 ADMISSION REQUIREMENTS AND APPLICATION PROCEDURES

2.1 Admission Requirements

- i. For Diploma an applicant shall have a minimum Mean grade of C- (minus) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Academic Board.
- ii. For Certificate an applicant shall have a minimum Mean grade of D (plain) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Academic Board
- iii. In addition to the minimum entry requirements, each programme shall have its own Departmental requirements in respect of the mean grade, the subject cluster or individual subjects or as provided by regulatory or professional bodies.

It is a policy that only qualified applicants will be admitted into various programs in accordance with the minimum requirements of various examining bodies

2.2 Applications

- i. All applicants shall complete an application form either electronically or in hard copy and submit it to the Registrar.
- ii. The application form shall be accompanied by all supporting documents showing the applicant's qualifications.
- iii. Application forms shall be processed only upon receipt of stipulated non-refundable application fee.
- iv. After processing the applications, the Registrar shall communicate the decision in writing to all applicants.
- v. The applicant is responsible for the authenticity of any documents submitted for the purpose of securing admission. Should such documents be proved at any time to be fraudulent, admission will be nullified and /or certificates issued on the basis of such documents shall be withdrawn and cancelled. In the event that criminal charges are preferred against such trainees by any agents of the Laws of the Republic of Kenya, the Polytechnic 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 and level. Admission into a programme is offered before the beginning or commencement of an academic year. Admission into various training programmes shall be conducted under guidance of the KNP Academic Board

- 2.3.2 The Polytechnic reserves the right to rescind offer of admission and make appropriate recommendation to relevant authorities

2.4Registration

- 2.4.1 Registration of new and continuing trainees is done at the beginning of each term. A new trainee is registered into a programme after:
- i. Is admitted into that programme and level,
 - ii. Has been assigned a registration number upon payment of requisite fees.
- 2.4.2 New Trainees are required to have the official letter of offer of Admission together with the **original copies of certificates and testimonials** at the time of registration.
- i. International applicants shall submit or mail certified copies of their certificates and testimonials from KNQA.
 - ii. They must also submit certified government identification documents or any other form of official identification (for international trainees) and other relevant documents.
- 2.4.3 A continuing trainee is registered upon payment of requisite fees and signing of the nominal roll. A trainee is enrolled when he/she has been admitted.
- 2.4.4 The name of a trainee shall be as it appears in the national identification card or passport where there is conflict, in same way as they appear in the certificates of national examination certificates documents.
- 2.4.5 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 KNP, the same must be effected in accordance with existing legal procedures, and official documents submitted to the Registrar before graduation.
- 2.4.6 No changes in names, including the order, shall be effected after a trainee graduates from KNP.
- 2.4.7 All new and continuing trainees shall activate the system within the first two weeks of the commencement of each term or as prescribed in the communication contained in the termly Principal's Circular to parents/ guardians
- 2.4.8 Failure to activate within this period it shall be considered as an option to be away for that term.
- 2.4.9 Trainees on practicum/internship/field attachment during a term shall have registered in the Polytechnic before proceeding to the attachment.
- 2.4.10 A trainee shall be registered and attend all prescribed training and learning sessions for at least two consecutive terms to be eligible for registration to sit any externally examined program.
- 2.4.11 Only trainees who are registered may attend class and take examination in the course. It is an offense to attend class or participate in any official academic activity unless registered in prescribed manner.

2.4.12 No credit shall be gained in a course in which the trainee did not register.

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

CHAPTER THREE

3.0 COURSE ATTENDANCE AND PROGRAM IMPLEMENTATION

3.1 Training Programs

Training Programmes are developed to take advantage of emerging opportunities and address new challenges. The programmes are proposed by the Training Department, reviewed by the Academic Board, evaluated and harmonized by the Management Board with respect to the vision and mission of KNP and the requirements of the Directorate of Technical Education and other professional or regulatory bodies. The programmes are then forwarded to the Governing Council for approval. KNP offers programmes leading to the award of certificates, diplomas, and higher diplomas.

3.1.1 Training Syllabus and Course Outlines

- 3.1.1.1 The Training department provides a syllabus indicating the way the course is to be taught. The syllabus gives the purpose and objectives of the course and outlines the syllabus and what is to be covered. It provides a statement of the knowledge, skills and aptitudes the trainee would be able to acquire and the tasks he/she would be able to perform at the end of the course.
- 3.1.1.2 The course outline shows the schedule of classes, assignments, practicals, trips and any other planned activities. It indicates the methodologies to be applied and the facilities required such as equipment, tools, appliances and materials. It also provides the methods of assessment to be used, indicates when tests, quizzes or assignments will be taken and states the contribution of each assessment to the final grade.
- 3.1.1.3 The course outline gives a list of class texts, references and bibliography for further reading

3.1.2 Training Attendance

- 3.1.2.1 Attending lectures, practicals 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 retained for this purpose.
- 3.1.2.2 Reasons for failure to attend classes have to be communicated in writing to the subject lecturer and Head of Department
- 3.1.2.3 Only trainees who are officially enrolled in courses at the Polytechnic and have attained the attendance requirement of 75% shall be eligible to sit the appropriate examination for their courses
- 3.1.2.4 Trainees may request to be absent from studies for various reasons. However, continuous absence for periods totalling to more than two weeks after registration in a term is considered as absence for the whole term.
- 3.1.2.5 Request to be absent from studies for the term shall be forwarded through the Head of Department for approval by the Registrar.

- 3.1.2.6 A trainee who is absent from classes for more than three (3) weeks in a term, with or without permission, is not eligible for end of term examinations.
- 3.1.2.7 Trainers who miss lessons will be required to make up as per the procedure for training.
- 3.1.2.8 It is the duty of the trainee to make arrangements to attend classes as scheduled. A trainee who fails to attend classes for a consecutive or cumulative period of three weeks (or 25% of training time) in a term shall not be allowed to take examinations in that course. A class attendance register kept by the HOD will effect this requirement

3.2 Mode of Study

Trainees shall study under the full-time, part-time, virtual and school based (holidays)/sandwich or other specified modes:

- 3.2.1 The Full-time mode of study shall be when a trainee attends scheduled day and afternoon classes on a regular basis and takes the standard load for this mode.
- 3.2.2 The Part-time mode of study shall be when a registered trainee attends scheduled afternoon and evening classes regularly and takes the standard load for this mode.
- 3.2.3 Depending on programme requirements, laboratory or practical experience carried out externally shall be an extra expense to the trainees. Trainees are guided through various courses using instructional materials, assignments, continuous assessment, tutorials and examinations organized by the department.
- 3.2.4 Sandwich mode shall be applicable where a trainee attends training in blocks. A block is defined as an intensive period of training and learning covering an entire or a specified part of a syllabus. It is designed for trainees who are available during KNP recess periods.
- 3.2.5 Request for change of mode of study shall be submitted to and processed by department for approval by the Registrar before registration. A non-refundable application fee shall be charged.
- 3.2.6 The virtual learning shall be an online training method conducted on various online platforms.

3.3 Academic Year

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

The Academic Year shall begin in September or January or May of each calendar year and ends in the next August or December or April.

- 3.3.1 The academic year shall normally consist of three terms, where each term consists of twelve (12) weeks.
- 3.3.2 Each term shall begin as prescribed by the Cabinet Secretary of the ministry responsible for higher learning, which normally begins January/May/September and ends at the end of March/July/November.
- 3.3.3 Year of Study of a trainee shall be the academic level attained by the trainee in a programme. The level shall be measured in terms of the cumulative number of credit hours successfully completed as per prescribed in the syllabus. The year of study is thus determined by the sum of credit hours transferred from other institutions and the credit hours successfully completed at KNP, irrespective of the duration of stay at the Polytechnic. In general, three terms successfully completed by a full - time trainee is equal to one year of study.

3.4 Duration of Study

This shall be 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 need not be the same even if the two programmes are located in the same department and are of the same academic level.

3.5 Change of Course/Training Programme

- 3.5.1 New trainees shall be allowed to change their course or programme of study within the **first three weeks** of the term by completing a prescribed application form obtainable from the Registrar's office and office of the Career Services.
- 3.5.2 A continuing trainee who wishes to transfer from one course to another at any period of his/her study shall complete a prescribed application form obtainable from Registrar's office.

3.6 Fees Payable

- 3.6.1 The tuition fee shall be determined on the basis of the requirements of training programme and mode of study. (in line with the ministry's guidelines)
- 3.6.2 The Governing Council reserves the right to review the fees as and when it deems necessary in line with the government policies.
- 3.6.3 Applicable fees charged shall be as provided in the fees structures approved by the Governing Council
- 3.6.4 All trainees shall pay their tuition fees and other locally utilized charges directly to KNP in the manner prescribed in the letters of offer of admission and fees structure or Principals Circular issued at the end of each term.
- 3.6.5 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.

KNP trainees must pay requisite fees before registration and attendance of training programmes.

3.7 Industrial Attachment, Research and Other Special Requirements

- 3.7.1 Some academic programmes shall have practical requirements incorporated in the course work.
- 3.7.2 Trainees attending sandwich programmes and register for practical based courses shall be required to carry out supervised practicals at sites approved by KNP at their own cost.
- 3.7.3 All practical requirements shall be met in order to complete the programme as prescribed in various syllabi or course requirements.
- 3.7.4 For professional development, trainees shall be encouraged to undertake an internship, field attachment or practical experience before graduation. This involves professional practical work experience in non-governmental organization, private business, industry or a public agency
- 3.7.5 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. 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.

3.8 Withdrawing from Training

A trainee who wishes to withdraw from a course shall do so under the following conditions;

- 3.8.1 Request for withdrawal from a course shall be submitted to the department by completing a prescribed form obtainable from the Office of the Registrar
- 3.8.2 A trainee who drops a course without official notification as herein provided shall be considered to have abandoned the course. He/she will be required to register afresh for such a course in future.

3.9 Refunds

- 3.9.1 Where tuition fees are wholly or partially paid by a third party, the refund rules shall be superseded by any relevant arrangement agreed by KNP, concerning the trainee and the third party. This includes refunds of CDF or foundation.
- 3.9.2 The polytechnic shall not refund the fees paid by a third party body to a student
- 3.9.3 Any refund of tuition fees and or reduction in tuition fee liability shall be at the discretion of KNP.
- 3.9.4 In all cases, any other debt owing to KNP shall be deducted from any refund of fees.

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

3.9.6 KNP shall apply the following rules when calculating fee liability for trainees who have withdrawn from KNP.

All 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	67% of fees due, Refund 33%
Then thereafter	100% of fees due, No Refund

3.9.6.1 All 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

3.9.7 In the case of trainees who have left their programme of study refunds shall only be made when KNP trainee withdrawal procedure has been correctly followed and the trainee is recorded as withdrawn in the KNP trainee records system. Retrospective or backdated withdrawals will be verified against KNP attendance records. If this is not possible the date of withdrawal shall be taken as the date that the notification of withdrawal was received by the Registrar.

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

3.9.9 Where a trainee undertakes an approved temporary suspension of their studies, tuition fees already paid shall 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.

3.9.10 KNP shall consider each case on merit. Such cases shall 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.

3.9.11 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.

3.10 ACADEMIC TRIPS

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

3.10.1 Academic Trips Guidelines

3.10.1.1 The following members of staff shall accompany trainees to trips;

1. H.O.D /D/H.O.D 1
2. Section Head/Technician 1
3. Course Trainers2
4. Deputy Principal (optional)
5. Gender inclusivity is mandatory.

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

When proceeding for trips, the following documents **MUST** be forwarded to the DeputyPrincipal Academics within the 1st two weeks of the term for vetting, approval and advice:

- i. Requests for trips with full details
- ii. Duly filled trip organization and control form
- iii. A copy of the trip learning questionnaire
- iv. Verified list of trainers
- v. Bona-fide list of trainees.

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

3.10.1.2.2 Where possible, trips be conducted during college holidays to avoid disrupting learning programs

3.10.1.2.3 After the trip, a written report shall be forwarded to the Deputy Principal Academics within four days as evidence. Failure to which the department will not be allowed to go for another trip.

3.10.1.2.4 Academic trips shall not go beyond four days

CHAPTER FOUR

4.0 ASSESSMENT, EVALUATION AND EXAMINATIONS

4.1 Academic Progression

- 4.1.1 Assessment, evaluation and examinations shall be as provided in the Standard Operating Procedure (SOP)
- 4.1.2 All Trainees shall be examined as prescribed in the respective syllabus for their training program and as provided by the examining body.
- 4.1.3 The Time Tabling Officer in liaison with Examination Officer shall prepare time-table for every examination series. This will also serve as a guide in booking and planning the examination rooms.
- 4.1.4 The timetable shall be displayed in the appropriate areas of the Polytechnic at least one month before the commencement of the examination. It is the responsibility of each trainee to check the relevant notice-boards regularly for information concerning examinations.

4.2 Examinations

4.2.1 General Regulations

- 4.2.1.1 According to the *Legal Notice NO. 93 of May 2016* Kisii National Polytechnic is empowered to examine and issue Certificates and diplomas in collaboration with Kenya National Examination Council and other bodies. In this regard; the Polytechnic has regulations and guidelines to govern the conduct of all external and internal examinations.
- 4.2.1.2 Trainees intending to sit any externally examined programme shall have been registered as regular trainee of KNP and must have attended training sessions of required contact hours which must have been taken during two consecutive terms.
- 4.2.1.3 General Regulations and Conduct of examinations shall be as published in various syllabus and guidelines issued from the examining body
- 4.2.1.4 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.
- 4.2.1.5 Any breach of examination regulations shall be reported in writing to the Registrar and Examination Officer by the supervisors.
- 4.2.1.6 A trainee shall produce his/her Polytechnic identity card and examination card to be allowed into examination room.
- 4.2.1.7 Only fully paid trainees shall be eligible for End Term/Stage Examinations.
- 4.2.1.8 The Office of the Registrar shall issue the examination cards at least one week before the start of End Term/Stage Examinations.
- 4.2.1.9 Replacement of lost examination cards by the trainee will be made at a fee set by the Governing Council from time to time.

A trainee who has not taken the course work assessments or attended classes for at least 75% of syllabus stipulated contact hours of training and training time shall not be eligible to take final examinations.

KNP reserves the right to withdraw the candidature of such a trainee from any KNP accredited examining body.

4.3 DEFERMENT

4.3.1 Course Deferment

4.3.1.1 A trainee shall defer a course in the first two weeks of the term otherwise, they are deemed to be continuing with the course.

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

4.3.2 Internal Examination Deferment

Trainees shall defer the internal exams after the release of the exam timetable or before the start of the examination. A deferment form shall be duly filled in triplicate, a copy is retained by the trainee and the remaining copies to the registry and the responsible HOD.

4.3.3 Internal Examination Conditions

4.3.3.1 All supplementary and special exams shall be conducted one week to the opening date of every term. Examination timetable will be communicated via the college notice board and website.

4.3.3.2 All outstanding fees balances must be cleared before sitting for deferred exams

4.3.3.3 A fee of Ksh 300 shall be charged for each supplementary and special exam paper, payable at the finance office

4.3.3.4 All deferment forms shall only be accepted if duly filled and accompanied by payment of deferment /special/supplementary fee, based on the number of papers

4.3.3.5 All Trainees sitting for deferred exams shall comply with all the KNP rules and regulations governing exams.

4.3.4 Deferment of External Examination

Any trainee deferring external examination shall do so within the examination registration period of that particular exam, failure to which the trainee shall be deemed to be ongoing and the exam registration procedures shall apply during the trainee's registration.

4.4 Academic Project Work

4.4.1 General Regulations

4.4.1.1 Trainees shall adhere to all project or research work as prescribed in respective syllabus and course requirements

4.4.1.2 Projects shall be submitted as per the submission programme set by the Examination Officer for all external examinations.

4.4.1.3 Trainees shall retain written acknowledgement by supervisor on submission of their work.

4.4.1.4 Where a trainee has passed his project but failed in theory papers and is referred, his/her project marks shall remain valid for not more than three years or two sittings as allowed by KNEC.

4.4.2 Format

4.4.2.1 Trainees shall adhere to all project or research work format as prescribed in respective syllabus and course requirements in respective departments.

4.4.2.2 The Research Coordinator shall liaise with various departments to ensure that KNP adopts internationally acclaimed best practices in Research work.

4.4.3 Submission

4.4.3.1 Two hard copies of the project report must be prepared and the trainee shall submit two copies to the Supervisor and retain a photocopy.

4.4.3.2 Every trainee shall submit a soft copy in PDF format to the Supervisor

4.4.3.3 The final copy of milestone (iii) shall be submitted to the Examinations office before a month to the commencement of the Examination.

4.4.3.4 After marking and release of examination results the department shall submit the selected projects to the Library for reference purposes.

4.5 Failure to Maintain Satisfactory Academic Standards

4.5.1 General Provisions

4.5.1.1 A trainee who fails to pass the supplementary examination shall apply to the Academic Board to be allowed to repeat the year.

4.5.1.2 If he/she had already repeated the year, he/she shall be discontinued.

4.5.1.3 A trainee who fails in three papers or more may apply to the Academic Board to be allowed to repeat the year.

4.5.1.4 The GOVERNING COUNCIL shall make the final decision on any discontinuation case on recommendation of the Academic Board on a matter pertaining to a trainee's academic performance.

4.5.1.5 During the repeat a trainee shall re-register for the course and attends all classes and satisfies other course requirements afresh.

4.5.1.6 A referred/repeat trainee who fails to reach the stipulated academic level a second time shall be discontinued.

4.5.2 Breach of Examination Regulations

Breach of examination regulations by trainees shall lead to:

4.5.2.1 Disqualification of the trainee(s) in that particular examination.

4.5.2.2 A Trainee(s) so disqualified shall stay out for one year before applying for re-admission.

4.5.3 Discontinuation

Discontinuation of trainee(s) from the course will be as a result of

- i. Any breach of examination regulations
- ii. A procedure of the general discipline and conduct of the trainee in the Polytechnic whether in or out of the compound as long as he is a registered trainee.
- iii. A discontinued trainee and his/her sponsors shall be informed in writing by the Principal or authorized Officer
- iv. A discontinued trainee forfeits his/her right to any academic certificate from KNP. However, he/she shall re-apply to be admitted afresh in the same or other programme.
- v. In case of discontinuation there shall be No refund of fees after a student has been discontinued

4.6 Staff Professional Conduct

4.6.1 Unethical practices or unprofessional conduct of staff shall not be allowed. Examples of such practices or conduct include:

- i. Leakage of the examination
- ii. Attempting to coach or coaching the trainees in the examination room
- iii. Victimization of trainees by failing or unduly passing them during marking or
- iv. Any other unprofessional conduct

4.6.2 A member of staff found guilty of any of the above malpractices or misconduct shall be subjected to appropriate disciplinary action by the Governing Council in accordance with the PSC Code of Regulations.

4.6.3 Where a GC employee or part time trainer or lecturer is involved disciplinary action will be in accordance with the KNP HR Policy and HR Procedures Manual and as provided in the contractual arrangements specified in the appointment letter.

4.7 Transcripts and Progress Records

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

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

4.8 Certification and Program Completion

- 4.8.1 Certificates are issued only once but a letter of certification shall be issued on request for a lost certificate at a cost. There are no duplicates of certificates.
- 4.8.2 However, the Registrar shall maintain photocopies of certificates in the Archives
- 4.8.3 Certified duplicates of Transcript(s) shall be sent to third parties upon request by a trainee.
- 4.8.4 The request shall be presented to the Registrar in writing. A fee determined by the council shall be charged as in the schedule
- 4.8.5 Additional copies of transcripts shall be issued at a fee determined by the GC

4.9 Trainee Records

- i. KNP maintains various types of records pertaining to trainees; some are maintained for academic purposes; others, such as hospital and employment records, are maintained for other specific purposes.
- ii. Trainee records-that is, those pertaining to trainees in their capacity as trainees-include but are not limited to academic evaluations, transcripts, test scores and other academic records, general counseling and advising records, disciplinary records, and financial aid records.

4.9.1 Trainee Permanent Records

- 4.9.1.1 A trainee shall request to review his/her records by submitting a written request to the Registrar or other Polytechnic official having custody of such records.
- 4.9.1.2 A trainee shall request to seek amendment of their records which they believe are inaccurate, misleading, or otherwise in violation of their privacy rights.
- 4.9.1.3 Requests for amendment of records shall be in writing and must describe the specific portions of specific records that they wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified but shall be in accordance with any other records already issued by government agencies in the Republic of Kenya

4.9.2 Confidentiality of Trainee Records

- 4.9.2.1 KNP shall have the responsibility to have withheld from disclosure, in the absence of prior consent for release, personally identifiable information from trainee records, with exceptions as noted in the GoK requirements
- 4.9.2.2 There are instances in which information can be disclosed without prior written consent of the trainee. KNP officials shall require access to trainee records in the course of the performance of their assigned duties.
- 4.9.2.3 Further, confidential information shall be disclosed without prior written consent of the trainee:

- (a) In connection with conditions of certain financial aid awards;
- (b) When KNP is complying with a court order or subpoena;
- (c) When authorized GoK agency officials are conducting an audit or evaluation of supported educational programs.

4.9.3 Responsibility for Accuracy

It is the responsibility of every trainee to keep the Registrar's Office currently informed as personal data changes occur to assure that accurate and complete records are maintained.

4.10 Graduations

4.10.1 The graduation ceremony shall be held at a time and place as may be decided by the Governing Council.

4.10.2 A trainee shall graduate after completing all the general and specific requirements of the academic/training programme.

4.10.3 To be considered for graduation, a trainee shall 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.

CHAPTER FIVE

5.0 ACADEMIC BOARD

5.1 Membership

5.1.1 There shall be an Academic Board of Kisii National Polytechnic which shall consist of:

- i. the Principal, who shall be the Chairman;
- ii. the Deputy Principals;
- iii. the Dean of Trainees
- iv. the heads of the training departments of the National Polytechnic;
- v. the Librarian; and
- vi. two members elected by the trainees' organization of the National Polytechnic; Provided that the members of the trainee's organization shall not be entitled to attend deliberations of the Academic Board on matters which are considered by the chairman of the Academic Board to be confidential and which relate to examinations, the general discipline of trainees, and other related matters.

5.1.2 Pursuant to the provisions of subsection 10 (1) of the Legal order No.93 of 2016 that established the Kisii National Polytechnic, the following trainers of the National Polytechnic shall be members of Academic Board and shall be in attendance at all its meetings of the Board-

- i. the Registrars (Others);
- ii. the Finance Officer;
- iii. the Chief Medical Officer;
- iv. the Chief Legal Officer;
- v. the Senior Procurement Officer;
- vi. two persons nominated by the Staff Association representing academic staff, and
- vii. Two persons nominated by the Staff Associations representing administrative staff.

5.2 Powers and Duties of the Academic Board

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

- 5.2.1 Satisfy itself regarding the content and academic standard of any course of study in respect of any diploma, certificate or other award of the National Polytechnic and to report its findings thereon to the Council;
- 5.2.2 Propose regulations for consideration and approval by the Council regarding the eligibility of persons for admission to a course of study;
- 5.2.3 Propose regulations for consideration and approval by the Council regarding the standard of proficiency to be gained in each examination for a diploma, certificate or other award of the National Polytechnic;

- 5.2.4 decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a diploma, certificate or other award of the National Polytechnic and to report its decision thereon to the Council; and
- 5.2.5 Make regulations governing such other matters as are within its powers in accordance with this legal Order 93.
- 5.2.6 approve programmes of study, regulate admission of persons to the National Polytechnic and determine their continuance or discontinuation in such programmes and condition for qualifying for conferment of a diploma, certificate, award of various titles, distinction and other awards offered by the National Polytechnic;
- 5.2.7 Determine the academic policy of the National Polytechnic and to advise Council on the provision of facilities to carry out that policy;
- 5.2.8 Direct and regulate the training and instruction within the National Polytechnic and the examinations held by the National Polytechnic, subject to the powers of Governing Council herein before defined;
- 5.2.9 Recommend to Council for approval of diplomas and certificates to be conferred by the National Polytechnic;
- 5.2.10 Approve diplomas, certificates and other academic qualifications to be awarded by the National Polytechnic;
- 5.2.11 Consider and approve appointment of internal and external examiners.

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 made available to the Governing Council.
- 5.3.3 Absence for two consecutive meetings without permission will lead to a reprimand by the Governing Council.
- 5.3.4 Two thirds of the Academic Board members shall form a quorum which must include Principal or DP (Academics).

5.4 Powers and Functions of the Academic Board

- 5.4.1 Subject to the overall responsibilities of the **Governing Council**, and the Principal, the Academic Board so constituted shall be responsible for the planning, co-ordination, development and overseeing of the academic programmes and professional work of the Polytechnic.

- 5.4.2 The Academic Board may delegate responsibilities sub-committees.
- 5.4.3 All decisions of the Academic Board and sub-committees shall be subject to ratification by the Governing Council.
- 5.4.4 All recommendations of academic interest shall be channelled through HODs or taskforces and sub committees of the Academic Board.
- 5.4.5 The Chairperson shall be to guide the meetings decisions and activities of the Academic Board. In the absence of the Principal, the **DP (Academics)** shall chair the Academic Board meetings.
- 5.4.6 The Deputy Principal Academics shall be the Secretary of the Academic Board responsible for secretarial services

CHAPTER SIX

6.0 ACADEMIC INTEGRITY

6.1 Trainee Responsibility

- 6.1.1 Because academic integrity is a cornerstone of the KNP commitment to the principles of free inquiry, trainees shall be responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study.
- 6.1.2 At KNP high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which trainees submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics.

6.2 Academic Dishonesty

- 6.2.1 Academic dishonesty is to knowingly act or fail to act in a way that result or could result in unearned academic credit or advantage. Wherever in this policy an offence is described as depending on “knowingly”, the offence is deemed to have been committed if the person ought reasonably to have known.
- 6.2.2 It shall be an offence knowingly to
- a) Plagiarize, i.e. submit academic work that has been, entirely or in part, copied from or written by another person without proper acknowledgement, or, for which previous credit has been obtained
 - b) Submit the same academic work to more than one course
 - c) Submit academic work for assessment that was purchased or acquired from another source
 - d) Collaborate improperly on academic work aid or abet another trainee’s academic dishonesty
 - e) Copy or use unauthorized aids in tests, examinations or laboratory reports
 - f) Procure, distribute or receive an examination, test or course materials that are in preparation or storage for an academic assessment
 - g) Remove, without authorization, academic work (e.g. previous assignments or laboratory practical) submitted by other trainees to the instructor,
 - h) Alter a grade on academic work after it has been marked and using the altered materials to have the recorded grade changed
 - i) Steal, destroy or tamper with another trainee’s academic work
 - j) Prevent another trainee(s) from completing a task for academic assessment,
 - k) Fail to take reasonable precautions to protect academic work such as assignments, projects, laboratory reports or examinations from being used by other trainees,
 - l) Misrepresent academic credentials from other institutions or submit false information for the purpose of gaining admission or credits,
 - m) Submit false information or false medical documentation to gain a postponement or advantage for any academic work, e.g., a test or an examination,
 - n) Forge, alter or fabricate KNP documents

- o) Forge, alter or fabricate transcripts, letters of reference or other official document

6.3 Academic Integrity in Course Work

- 6.3.1 Trainees shall be expected to adhere to the ethical and professional standards associated with their programs and academic courses.
- 6.3.2 Such standards shall be generally communicated to trainees by instructors and are available through publications produced by professional organizations.
- 6.3.3 Unethical or unprofessional behaviour shall be treated in the same manner as academic dishonesty.

6.4 Authority Levels for Imposing Academic Penalties

- 6.4.1 Any trainer who believes that a trainee has committed academic dishonesty, including research misconduct, shall submit a signed statement, including all relevant evidence, to the appropriate HOD.
- 6.4.2 The HOD and Dean of Trainees shall conduct an investigation and, if appropriate, bring a charge to the Academic Board for adjudication.
- 6.4.3 Depending on the gravity of the matter the Academic Board shall submit recommendations to the Principal.
- 6.4.4 On the recommendation of the Governing Council a matter not resolved at the Polytechnic shall be referred to other agencies responsible for redress subject to appropriate legal procedure and statutory requirements.

APPENDIX I : RULES AND REGULATIONS

KISII NATIONAL POLYTECHNIC

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES

BOND OF CONDUCT (RULES AND REGULATIONS DECLARATION)

I have read through the rules and regulations of the Polytechnic and promise to abide by them.

I have also noted the penalties to be met in case of my deviation from the rules.

PART I DECLARATION OF UNDERTAKING

I will always abide by all rules including other Kisii Polytechnic policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit prescribed examinations.
4. I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.
6. I will always preserve the Confidentiality, Integrity and Availability of information as will be required from time to time for purposes of security of information of the polytechnic

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SIGNATURE

NAME _____ ADM NO _____ SIGNATURE _____

PHONE _____ e-mail _____

WITNESSES

Guardian/Sponsors Name _____ ID No _____ Sign _____ Date _____

PHONE _____ e-mail _____

PART II (For Official Use)

Data verified by

NAME _____ SIGNATURE _____

Confirmed by

NAME _____ SIGNATURE _____