



**KOSHIN TECHNICAL TRAINING INSTITUTE
ACADEMIC POLICY**

SEPTEMBER, 2022

VISION

To be a Global Centre of excellence in quality technical, entrepreneurship training, research and innovation.

MISSION STATEMENT

To provide quality technical and entrepreneurship skills, research and innovation that meet the human resource needs in the public and private sector for industrial and societal sustainable development

MOTTO

Creativity and innovation.

Our Mandate

To offer technical training
To provide and promote lifelong learning.

OUR CORE VALUES

Customer focus-To continually determines and meets clients' requirements.

Team work-To promote team spirit, collaboration and adapt participation approach in service delivery

Integrity-To uphold accountability, transparency, honesty, sincerity and trustworthiness in the delivery of services.

Competitiveness-To emphasize creativity and innovation among staff and students by becoming open and proactive in seeking better and more efficient methods of service delivery

PREAMBLE

The Koshin Technical Training Institute Academic Policy governs all academic matters of the students admitted in each course in the bid to maintain the set Academic Standards.

The policy is based on the requirements of the Ministry of Education, Science and Technology, The Kenya Institute of Curriculum Development (KICD) The Kenya National Examination Council and other Examining and Regulatory Bodies that include:

- ❖ KENYA ACCOUNTS & SECRETARIES NATIONAL EXAMINATION BOARD (KASNEB).
- ❖ DIRECTORATE OF INDUSTRIAL TRAINING (DIT)

Note:

All decisions related to the academic policy requirements lie with Academic Board

Chairman Academic Board

COMPOSITION OF THE ACADEMIC BOARD

The academic board shall be composed of

Principal	-Ex-officio
Deputy Principal	-Chairperson
Registrar	-Secretary
Dean of students	-Member
All HODs	-Member
Examination officer	- Member
Timetabling officer	- Member
ILO officer	-Member

The meetings shall be held periodically to deliberate on all Academic matters affecting students during training.

All solutions to issues raised in the meeting shall be based on the guidelines as provided in the academic policy.

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1. ACADEMIC BOARD REQUIREMENTS

Students shall be required to observe and adhere to the following requirements

1.1 REGISTRATION

- a) Students will only be registered upon payment of full fees.
- b) Registration will only take place within the first 14 days of the term: students who fail to meet this requirement will be de-registered from the course.
- c) Student will be registered for a course after meeting the minimum requirements for a course.

1.2 ATTENDANCE

- a) All students must attend 100% of the course duration.
- b) Attendance rate below 85% will lead to automatic de-registration from the course.
- c) Industrial attachment is an integral part of training and all students must undertake it.

1.3 ASSIGNMENTS

Students should present all assignments/projects with full identification and within the deadlines set.

1.4 EXAMINATION INVIGILATION AND REGULATIONS

The invigilator:

- a) The invigilator is fully responsible for the administration, conduct and integrity of the examination for which she/he has been assigned to invigilate.
- b) The invigilator must not leave the examination room un-attended at any time the examination is in progress.
- c) Whenever possible, the invigilator should be conversant with the examination. A subject specialist should be around for consultation.
- d) The invigilator should ensure that candidates bring only the required materials, texts or instruments into the examination room. The instructions should indicate the required materials, instruments or texts for the examination.
- e) The invigilator will announce time left at half time and thereafter the 30 minutes intervals up to the last ten minutes.

Examination Procedures

- a) Candidates must familiarize themselves with the examination dates, requirements, deadlines, and procedures and present themselves accordingly.
- b) Candidates should be in the Examination Room at least five (5) minutes before the scheduled time.
- c) Under no circumstance(s) will a student be allowed into an examination room 30(Thirty) minutes after the start of the examination.
- d) There shall be no compensation for lateness.
- e) All examination papers must be done as scheduled. End of Stage, Supplementary and Special Examination scripts remain the property of the institute.
- f) Exam cards will only be issued to Bona fide student(those who are fully registered, have students' Identification Cards and have sat for all the CATs as scheduled)
- g) All candidates sitting for end of course examinations shall be are required to pay all fees upfront before they register for final or external examinations.
- h) The institute reserves the right to deregister a student from sitting for an external examination if the student does not comply with the Academic Policy requirements.
- i) No candidate will be allowed to leave the examination room during the examination period, except under very special circumstances.
- j) An attendance list should be signed by all candidates and handed over with the scripts.

1.5 CONTINUOUS ASSESSMENT TESTS (CATs)

These are tests sat for in the course of a term

- a) All students must sit for all Continuous Assessment Tests failure to which will lead to course requirement Not Met (CRNM).
- b) Continuous Assessment Tests and Assignments will constitute 30% of the end of term examination.

1.6 END OF TERM/END OF STAGE EXAMINATIONS

The pass mark for Artisan shall be 40%, 40% for Craft/Certificate Courses and 40% for Diploma Courses.

- a) End of Term and CATs marks will constitute 30% of the end of term exams.
- b) End of term exams will constitute 70% of total term exams.

1.7 EXAMINATION RESULTS

All students should collect their examination results on the prescribed dates to check their level of performance and take appropriate action.

1.8 SUPPLEMENTARY EXAMINATIONS

- a) Any student who fails one or two subjects at the end of stage exams must sit for supplementary exams in the respective exam.
- b) The candidate will only be awarded the pass-mark where marks obtained are above the pass mark.
- c) The student must pass in the supplementary exams to be allowed to proceed.
- d) Should a student fail in the supplementary examination, they will be required to repeat the stage.

1.9 SPECIAL EXAMS

Special exams may be administered under the following circumstances and must be paid for at a rate to be determined by the Academic Board.

- a) Absence from the examination due to acceptable reasons such as bereavement, sickness etc.
- b) In case of a CRNM (See academic policy requirement number 11)
- c) Reporting late for an examination.

1.10 REPEATING A STAGE

- a) Any student who fails three (3) or more subjects at the end of stage or fails to present himself/herself for supplementary or special exams on scheduled dates will be required to repeat the stage.
- b) No student shall be allowed to repeat the same stage more than two times.

1.11 CRNM (COURSE REQUIREMENTS NOT MET)

The following conditions will lead to a CRNM

Failure to:

- a) Present project work/write-ups
- b) Sit for continuous assessment tests/assignments in any subject
- c) Sit for end of term and end of stage in any subject

d) Undertake industrial attachment.

Any student who obtains CRNM must fulfill the requirements before proceeding with course.

1.12 EXAMINATION IRREGULARITIES

Any form of examination irregularities including cheating in examinations is are considered very serious offences. These include and not limited to:

a) Cheating

Possession and/or use of any unauthorized material

b) Collusion

The act of collusion in an examination room for the purpose of sharing unauthorized material.

c) Impersonation

In the context of the Institute's Academic Policy, Impersonation is defined as someone else doing an examination on behalf of the bonafide candidate.

This is a criminal offence punishable under the laws of the land and it shall apply in the case of Koshin Technical Training Institute.

Should a case of impersonation be established against a student(s) in any examinations, then such a student(s) shall be deregistered from the institute forthwith.

d) Action on cheating cases

Students caught cheating shall be suspended from the course during that current academic year and upon resumption, the student will be required to repeat the year.

1.13 ABSENCE FROM EXAMINATIONS

- a) All candidates must present themselves for the scheduled exams
- b) Written communication must be presented to the HOD/Administration in case of any absence.
- c) Documentary evidence may be required

1.14 EXAMINATION DISPUTE

Any dispute arising out of examination results must be lodged with the chairman Academic Board through the respective HOD within three weeks of receipt of the said results.

1.15 GRADING SYSTEM

GRADING SYSTEM FOR ARTISAN COURSES

0-39	FAIL -7
40-43	PASS - 6
44-52	PASS -5
53-61	CREDIT -4
62-70	CREDIT -3
71-79	DISTINCTION
80-100	DISTINCTION

GRADING SYSTEM CRAFT COURSES

0-39	FAIL -7
40-45	PASS - 6
46-51	PASS -5
52 - 57	CREDIT- 4
58-63	CREDIT -3
64-77	DISTINCTION - 2
78-100	DISTINCTION -1

GRADING SYSTEM FOR DIPLOMA LEVEL

0-39	REFER - 7
45-49	PASS -6
50-55	PASS - 5
56-59	CREDIT - 4
60-65	CREDIT -3
66-79	DISTINCTION -2
80-100	DISTINCTION -1

NOTE:

All academic awards shall be tabled and discussed by a Sub-committee at each department. The sub-committee at each department shall recommend the awards to the academic board approval.

1.16 AWARDS FOR OUTSTANDING PERFORMANCE

Students with outstanding academic shall receive HODs commendation in writing.

NAME: _____

SIGN:

CHAIRPERSON - ACADEMIC BOARD – KTTI

NAME: _____

SIGN:

SECRETARY - ACADEMIC BOARD KTTI