

# KISII NATIONAL POLYTECHNIC

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## ACADEMIC POLICY

### 1.0 INTRODUCTION

This academic policy addresses the guidelines of operation and implementation of academic programmes of Gusii Institute of Technology. It applies to all staff and students.

### 2.0 ADMISSION

Admissions to the institution are done by the Registrar at the Registry.

#### 2.1 Qualification

Students **must** meet the minimum examination requirements and conditions of the relevant examining bodies or boards and as may be reviewed from time to time.

#### 2.2 Admission Dates

Admissions are done in January, May and September of every year. However, students on special programmes are admitted as per the programme requirements.

#### 2.3 Reporting Dates.

**2.3.1** All new students should report as per the date shown in the admission letter.

**2.3.2** All new students shall report to registry for clearance from where they shall be guided on-to the subsequent admission procedures.

**2.3.3** On-going students shall report on the third day of the opening of every term to the registry for system activation. Any student(s) whose details shall not have been activated **within one week of opening**, section (2) of the College Rules and Regulations shall apply.

### 3.0 FEE PAYMENT

**3.1** All fees indicated in the fees structure (excluding boarding fees) for the term must be paid/cleared before taking end of term examination.



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- 3.2** All college fees due for the module/stage **MUST** be cleared before registration for National Examinations.
- 3.3** Boarding fees can only be paid after getting clearance from the boarding office.
- 3.4** All fees shall be paid in cash/bankers cheques into the college account.
- 3.5** Original bank **pay – in slips** must be presented to the **accounts office** immediately for receipting.
- 3.6** Fees once paid cannot be refunded.

#### **4.0 ORIENTATION**

There shall be a **compulsory orientation** for new students within the first three weeks of college opening on a day to be announced via college memos/notices/college website.

#### **5.0 CHANGE OF COURSE**

Students who wish to change courses should do so latest **one week** after orientation.

#### **6.0 ACADEMIC PROGRAMMES.**

The institution offers programmes at the following levels: Artisan, Craft (certificate level), Diploma and Higher Diploma. These programmes are as posted on college website and brochures.

- 6.1 (a) Minimum number of students to form quorum for a new class should be at least five (5) students.
- (b) For module II and III any number can form a class.

#### **7.0 STUDENT CLASS ATTENDANCE**

All students are required to attend a minimum of 80% of class hours per subject per term as will be confirmed by the attendance register.

Failure to meet the above requirement shall lead to course requirement not met (CRNM).

#### **8.0 EDUCATION TRIPS/TOURS**

These shall be organized by the concerned department as guided by the departmental budgets in liaison and approval by the Principal.

#### **8.1 LEARNING RESOURCES**

**8.1.1** The institution shall endeavour to provide all the learning materials/resources to the staff as per their requirements subject to budgetary allocation.

**8.1.2** Students shall provide their own learning materials/resources as listed on their Admission letters.

#### **9.0 LIBRARY**

**9.1** There is a central library for reference and lending to **bona fide** students and staff.

**9.2** All library users **MUST** observe the stipulated Library Rules and Regulations.

#### **10.0 ICT CENTRE**



**10.1** There is an established ICT Centre for reference and research to **bona fide** students and staff.

**10.2** All ICT centre users **MUST** observe the stipulated ICT centre Rules and Regulations.

### **11.0 WORKSHOPS AND LABORATORIES.**

**11.1** There are established workshops and laboratories for research and practical to **bona fide** students and staff.

**11.2** All users of workshops and laboratories **MUST** observe the stipulated Rules and Regulations.

### **12.0 DEFERMENT**

#### **12.1 Course deferment**

A student can defer a course in the **first two weeks** of the term otherwise they are deemed to be ongoing with the course.

#### **12.2 Examination deferment**

##### **12.2.1 Deferment of internal examination**

Any student deferring internal examination **MUST** do so by the end of the first week of the subsequent term failure to which the student shall be required to join a class behind.

##### **12.2.2 Deferment of external examination**

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

### **13.0 EXAMINATIONS**

**13.1** The Examination Officer shall be in charge of all internal and external examinations in the college.

**13.2** There shall be at least **two continuous assessment** tests per subject per term; these will carry a weight of 30% of the term's examinations. The students shall provide their own writing materials.

**13.3** There shall be an end term examination to be conducted during the last two/three weeks of every term which will carry a weight of 70%.

**13.4** Every lecturer shall hand in two sets of exams, marking schemes and course outline(s) to their respective H.O.Ds by the end of the first week of the 2<sup>nd</sup> Month of the term.

**13.5** All academic H.O.Ds shall ensure that all exam papers are moderated before presenting them to the examinations office by the end of the third week of the second month of the term.

**13.6** The academic HOD in liaison with the Departmental Examination officer shall appoint



lecturers to invigilate exams.

**13.7** All internal college examinations shall be supervised by HODs.

**13.8** There will be mandatory frisking of candidates at the entrance to the examination halls/rooms.

**13.9** There will be no wearing of heavy jackets, sweaters or coats into the examination halls/rooms.

**13.10** All students who have cleared fees for a particular term will be issued with an Examinations Pass and **MUST** present it in the examination hall/room with a College Identification Card.

**13.11.0** Any student involved in any of the following examination irregularities shall have all the papers Cancelled and the student suspended for one academic year.

13.11.1 Copying from the script of another candidate.

**13.11.2** Communicating with another candidate with intent to assist that candidate answer an examination question.

**13.11.3** Possessing text book, electronic device or material in examination hall/room without lawful authority.

13.11.4 Copying from notes, electronic device or text book.

13.11.5 Receiving external assistance without lawful authority.

13.11.6 Any student sitting for an examination without a valid Examination Pass shall have all the papers cancelled and the student suspended for **one academic year**.

13.11.6 Any student who does not comply with the above set requirements shall not be allowed to Proceed to the next level.

#### **14.0 EXAMINATION RESULTS**

**14.1** In order for a student to be considered as having passed in any one paper, the student must attain a minimum mark of 40% for craft, 45% for diploma (KNEC) and 50% for KMLTTB and Pharmacy & Poisons Board.

**14.2** A pass in a course shall constitute passing in all subjects. Any student who fails in at most **two** of all papers shall be allowed to sit for a supplementary/referral paper.

**14.3** Any student who fails in more than two papers/subjects shall be required to repeat the level.

**14.4** The maximum marks to be awarded to any student sitting for a supplementary /referral examination shall be the minimum pass mark in his/her level.

**14.5** Special exams will be given to students who officially defer exams.

**14.6** All supplementary/special examinations shall be administered as scheduled by the examination office.

**14.7** Students who will not have officially deferred exams shall join a subsequent class.

#### **15.0 INDUSTRIAL ATTACHMENT**

**15.1** Attachment is compulsory to every student as per the curriculum requirement.



**15.1.1** TVET Diploma Programme– 660 hours equivalent to TWO attachment periods after Module I Exams (330 hours) and Module II Exams (330 hours).

**15.1.2** TVET Certificate Programme– 330 hours equivalent to ONE attachment period after Module I Exams.

**15.1.3** Students taking certificate course in secretarial studies shall be eligible for attachment after passing **ALL** Level subjects.

**15.1.4** Students taking Diploma/Certificate TEP programmes will proceed for attachment for 660 hours after stage I and II.

**15.2** Every student shall seek their own attachment station and inform the college of the attachment address.

**15.3** Every student shall take a log book and other assignments from college for use during attachment and bring them back at the end of the attachment period for assessment.

**15.4** Every student shall be assessed by an assigned lecturer at least once during the attachment period.

**15.5** Every student shall pay attachment fee prior to proceeding for attachment.

**15.6** Upon completion of successful attachment the student shall be issued with a certificate.

**15.7** The college shall not be obliged to co-ordinate post training attachment.

**15.8** All students proceeding for attachment **SHALL** ensure that their Insurance Cover is up to date.

## **16.0 AMMENDMENTS TO THE ACADEMIC POLICY**

The Principal, in consultation and with approval of the Board of Governors, reserves the right to change, add to, amend or otherwise vary this academic policy at any time without notice and in accordance with the relevant laws of Kenya.

