



NAIROBI TECHNICAL TRAINING INSTITUTE

ACADEMIC POLICY

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Nairobi Technical Training Institute is ISO 9001:2015 Certified

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FOREWORD

Nairobi Technical Training Institute (NTTI) is under the Ministry of Education, State Department for Vocational and Technical Training. In line with Technical and Vocational Education Training (TVET) Act of 2013, the institute has continually imparted its trainees with the necessary knowledge and skills for social economic development in business, science and technology.

In carrying out her mandate, the institute is committed to incorporate a gender perspective in all the programs and policies where all the stakeholders enjoy equal opportunities and non- discrimination. The commitment is demonstrated by the development of this Academic Policy and the establishment of Academic Board Committee. The Board has allocated resources and infrastructure to implement the policy, programs, plans and activities.

This policy takes into consideration all trainees of different ages, ethnicity, sex and disability in realization of their full potential while at NTTI. I wish to emphasize that the Board will take up the challenge to ensure successful implementation of this Academic policy.

CHARLES KIMWOMI
CHAIRPERSON, BOARD OF GOVERNORS

PREFACE

As NTTI moves towards the realization of the Kenya Vision 2030 and the “Bottom-Up Economic Transformation” Agenda, the Institute aims at providing quality training and promoting the involvement of both women and men in all the programs, plans and activities of the institute. The institute is committed to ensuring that both men and women are accorded equal opportunities in as far as training is concerned, and fair treatment irrespective of age, ethnicity, sex and Persons with Disability (PWD). We aim to create an environment in which diversity is respected and facilitates achievement of full potential for trainees.

It is my belief that this policy governs all academic matters of the students admitted in each course to maintain the set academic standards. I call upon the departments to appreciate and have plans to undertake training activities to implement this policy.

We shall endeavor to carry out regular monitoring and evaluation of this policy to assess its efficiency, effectiveness and impact in the institute.

GLORY K. MUTUNGI (MRS)
CHIEF PRINCIPAL

VISION

A Global Leader in Technical, Vocational training, Research and Innovation.

MISSION

To provide competent graduates in Technical, vocational, research and innovation for the global market.

CORE VALUES

- Excellence
- Innovation
- Professionalism
- Inclusion
- Integrity
- Empowerment

1. INTRODUCTION

Nairobi Technical Training Institute is registered by the Ministry of Education, State Department of Vocational and Technical Training under Certificate of Registration of Technical and Vocational Training Institution G/T/459/06 and accredited by TVETA Certificate no. MOHEST/GC/1298 A, B&C/010.

The mandate of the institution is to train at TVET level as outlined in the TVET Act 2013.

The Institute is certified to ISO 9001:2015 Standards and committed to providing effective and efficient services that meet the customer needs and expectations.

The Nairobi Technical Training Institute's Academic Policy governs all academic matters of the students admitted in each course in order to maintain the set academic standards.

The Policy is based on the requirements of: -

- a) Ministry of Education
- b) TVET Act (29) 2013
- c) Kenya Institute of Curriculum Development
- d) Examination Bodies
 - (i) Kenya National Examinations Council
 - (ii) International Computer Driving License (ICDL)
 - (iii) National Industrial Training Authority (NITA)
 - (iv) Kenya Accountants and Secretaries National Examination Board (KASNEB)
 - (v) Curriculum Development Assessment and Certification Council (CDACC)
- e) Regulatory Bodies: -
 - (i) Pharmacy and Poisons Board (PPB)
 - (ii) Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB)
 - (iii) Technical and Vocational Education and Training Authority (TVETA)
 - (iv) Kenya National Qualifications Authority (KNQA)

2. APPLICABILITY

- a. The provisions and requirements of this Policy shall apply to all students of Nairobi Technical Training Institute (NTTI).
- b. The Policy shall take effect and be binding upon every student of NTTI on registration, and so long as such a student remains so registered.
- c. Every student shall be required to read this Policy and to sign the declaration part (No. 8) in this document that the contents and meaning thereof have been understood and shall be adhered to.
- d. NTTI reserves the right to review and amend the contents of this Policy from time to time without prior notice, and that such revisions will be communicated to the trainees.

3. ADMISSION AND REGISTRATION

a) ADMISSION

A student is admitted into a programme when he or she meets the entry requirements of the Course and level applied for.

NTTI reserves the right to rescind any offer of admission if it establishes that the applicant is inadmissible on the grounds such as but not limited to, mental health, drug abuse, immorality and indiscipline.

The applicant is responsible for the authenticity of any documents submitted and should such documents be proved at any time to be fraudulent, admission will be nullified and / or certificates or documents issued on basis of such documents shall be withdrawn and cancelled.

b) REGISTRATION

- a. Registration of New and Continuing Students is done at the beginning of each term.
 - i. A New Student is registered into a Course after: -
 1. Admission into the Course and level applied for.
 2. Assignment of a registration number upon payment of requisite fees.
 - ii. A Continuing Student is registered upon payment of requisite fees
- b. All students must register within **two (2) weeks** prior to the commencement of the term. Failure to register within this period is considered an option to be away for that term.
- c. Only registered students shall attend class, take examinations and participate in other institute's activities.
- d. The name of a trainee shall be as it appears in the documents used to seek admission at NTTI, or, where there is conflict in same way as they appear in the official government identification documents.
- e. 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 or her stay in NTTI, the same must be effected in accordance with existing legal procedures and official documents submitted to the Registrar before graduation.
- f. A trainee must be registered and attend all prescribed teaching and learning sessions for at least two consecutive terms to be eligible for registration to sit any external examined program.
- g. Only trainees who are registered may attend class and take examination in the course. It is an offence to attend class or participate in any official academic activity unless registered in prescribed manner.
- h. No credit can be gained in a course in which the trainee did not register.

C. Responsibility of Accuracy

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

4. TUITION**a) CLASS ATTENDANCE**

- (i) Attending lectures, practical lessons and other scheduled classes is mandatory for all students. It is every student's responsibility to attend classes as scheduled. A Class Attendance Register is maintained for this purpose.
- (ii) All Trainees must attain 75% Class attendance in a given term failure to which they are required to repeat the term.
- (iii) Reasons for failure to attend any class have to be communicated in writing to the Subject Lecturer and respective Head of Department.
- (iv) Students may request in writing to the Registrar through the respective Head of Department to be absent from

studies for various reasons. However, continuous absence without permission for a period of more than one (1) week after registration shall attract a warning letter and a repeat of the absence, the student shall appear before the academic committee where a decision shall be made on the way forward.

b) CHANGE OF COURSE

- (i) New Students can request to change their course within the **first three (3) weeks** of the term of admission by completing a **Change of Course Form** obtainable from the Registrar's Office.
- (ii) A continuing trainee who wishes to transfer from one course to another at any period of his/ her study shall apply afresh.

c) DEFERRALS

Student can request to defer their course by completing a Deferral Form obtainable from the Registrar's Office. The deferral shall be effected upon approval by the parent/ guardian. Deferral can only be valid for a maximum period of three terms after which the student will be required to apply afresh.

5. EXAMINATIONS

a. General Regulations

1. Only trainees who are registered at NTTI and have attained the Class attendance requirement of 75 % of tuition are eligible to sit the appropriate examination.
2. A trainee must produce his/ her Examination Card to be allowed into the Examination Room or evidence of clearance.
3. Only those trainees who have cleared fees will be eligible for End of Term / Stage Examinations.
4. The following conditions will lead to **Course Requirement Not Met (CRNM)**.
Failure to: -
 - a. Present project work (Trade Project and / or Business Plan)
 - b. Sit for Continuous Assessment Tests
 - c. Present assignments in any subject
 - d. Sit for End of Term and End of Stage Examination in any subject
5. Some academic programmes have practical requirements incorporated in the course work.
6. All practical requirements have to be met in order to complete the programme as prescribed in various syllabi or course requirements.
7. For professional development, students are encouraged to undertake an internship, field attachment or practical work experience in non-governmental organization, private business, industry or public agency.
8. Each student is required to carry out a research/trade project or investigative study in an area of special interest. He or she is required to write a report of research paper on the same. The research/trade project is examinable as per respective syllabus.

Note: - A student who has CRNM or has not attended classes for at least 75% of tuition time shall not be eligible to take final examinations. NTTI reserves the right to withdraw the candidature of such a student from any examining body the institute is registered with.

b. Examination Rules

9. Candidates must familiarize themselves with the examination dates, requirements, deadlines and relevant examination procedures.
10. Candidates should be in the Examination Room at least five (5) minutes before the scheduled time.
11. Under no circumstance(s) will a trainee be allowed into an Examination Room thirty (30) minutes after the start of the examination.
12. There shall be no time compensation for lateness.
13. All examination papers must be done as scheduled. End of Stage, Supplementary and Special Examination Scripts remain the property of the Institute.
14. All candidates sitting any examinations shall be required to pay all fees upfront before they register for any

examinations.

15. The Institute reserves the right not to register a trainee for an external examination if the trainee does not comply with the Academic Policy requirements.
16. No candidate shall be allowed to leave the Examination Room during the examination period, except under very special circumstances.
17. Trainee should sign an Attendance List provided during examinations and hand over the answer scripts to the invigilator.
18. Written communication must be presented to the HOD / Administration in case of any absence during examinations and documentary evidence shall be required.
19. Appropriate measures shall be put in place to cater for students with special needs.

c. ASSESSMENT

(i) Continuous Assessment Tests (CATs)

These are tests sat for in the course of a term.

- a) All CATs will usually be administered in the 6th week of every term.
- b) All Students must sit for CATs, failure to which will lead to Course Requirements Not Met (CRNM).
- c) Continuous Assessment Tests will constitute 40% of the End of Term / Stage Examination
- d) For CBET courses, the assessment is continuous documented in the profile of evidence

(ii) End of Term/ End of Stage Examinations

- a) End of term / End of stage examinations will be administered at the end of each term/end of year.
- b) All students must sit for End of Term / Stage Examinations, failure to which will lead to CRNM
- c) Only those students issued with an Examination Card will be eligible to sit for End of Term / Stage Examinations
- d) End of term / Stage examinations will constitute 60 % of the End of Term / Stage Examinations

(iii) Special Exams

Special Exams shall be administered to students with acceptable reasons for missing examinations such as bereavement, sickness, Documentary evidence shall be required.

Note: Any student who fails to present him/herself for any examination without written permission shall be required to pay Ksh. 1,000 per paper. This fee can be reviewed from time to time.

- (iv) **Supplementary Examinations** –Technical Education Programme (TEP),
Any student who fails one or two subjects in the End of Stage Exams must sit for a Supplementary Exam(s) in the respective subjects.
- (i) The candidate will only be awarded a Pass where marks obtained are above the pass mark.
 - (ii) A trainee must pass in the Supplementary Exam(s) to be allowed to proceed to the next stage.
 - (iii) A trainee, who fails in the supplementary examination, shall be required to repeat the year.

NOTE: Repeating a Stage

- (i) A trainee who fails three (3) or more subjects in the End of Stage Examination will be required to repeat the year.
- (ii) No student shall be allowed to repeat the same stage more than two times.

e) Examination Irregularities

(i) **Forms of Examination Irregularities**

Examination Irregularities include the following but not limited to: -

- a) **Cheating:** - Possession and / or use of any unauthorized material
- b) **Collusion:** - The act of conspiring in an Examination Room for the purpose of sharing material.
- c) **Impersonation:** - Impersonation is defined as someone else sitting an examination on behalf of the bona fide candidate. This is a criminal offence punishable under the Laws of Kenya and it shall apply in the case of Nairobi Technical Training Institute.

(ii) **Management of examination Irregularities**

The following steps will be undertaken to manage exam irregularities;

- a) A student found cheating shall be required by the invigilator to leave the Examination Room.
- b) The materials used in the irregularity, if any, will be confiscated.
- c) The Invigilator shall write a report and forward it to the Registrar together with the Student's Scripts and any materials confiscated thereof to serve as evidence.
- d) The Registrar shall refer the case(s) to the Academic Board.
- e) The Academic Board Committee shall deliberate on the irregularity and forward the recommendations to the Principal for appropriate action.

(iii) **Action on irregularities**

- a) A Student in breach of examination regulations shall be required to re-sit for all the examination papers/ units at a cost of Ksh. 1, 000 per paper/ unit.
- b) Should a student be in breach of examination regulations twice, he/ she shall be expelled from the Institution.
- c) Should a case of impersonation be established against a student(s) in any examination(s), then such a student(s) shall be deregistered from the institute forthwith.

(iv) Appeal against examination results

A student in dispute of examination results has the right to appeal in writing to the Chairperson of the Academic Board Committee through the respective HOD within three weeks after release of the said results.

6. REFUNDS

1. Any refund of fees is at the discretion of NTTI.
2. Any debt owed to NTTI will be deducted from the refund.
3. The refund shall be paid to the parent/ guardian and where fees is paid by a third party, the refund shall be to the third party (CDF, HELB, Foundation(s) or Sponsor(s)).
4. All refunds shall be through cheques or direct transfer to the parents / guardian third parties bank account. No cash refunds will be made.
5. Where a student undertakes an approved deferment of their studies, tuition fees already paid will not be refunded but retained until studies are resumed. Students who defer their studies remain liable to pay any outstanding fees which may be due at the point of their deferment.

7. GRADUATION

1. The graduation ceremony shall be held at a time and place as may be decided by the Academic committee.
2. A trainee will graduate after completing all the general and specific requirements of the academic/training programme.
3. To be considered for graduation, a trainee must meet the following requirements.
 - a) Complete the minimum course requirement
 - b) Complete and pass all the specific pre-requisite and core course.
 - c) Attain the minimum number of credit hours required for internship and industrial attachment for the programme in which the trainee is registered.
 - d) Have no pending disciplinary case.
 - e) Meet all financial obligations
 - f) Clear with all departments.

8. GRADING SYSTEM**(i) Artisan Courses**

0 -34	FAIL – 7
35-39	PASS – 6
40-49	PASS – 5
50-59	CREDIT – 4
60-69	CREDIT – 3
70-79	DISTINCTION – 2
80-100	DISTINCTION – 1

(ii) Craft Courses

0-39	FAIL – 7
40-44	PASS – 6
45-49	PASS – 5
50-59	CREDIT – 4
60-69	CREDIT – 3
70-79	DISTINCTION – 2
80-100	DISTINCTION – 1

(iii) Diploma Courses

0-44	FAIL – 7
45-49	PASS – 6
50-54	PASS – 5
55-64	CREDIT – 4
65-74	CREDIT – 3
75-84	DISTINCTION – 2
85-100	DISTINCTION – 1

iv) DPT and DML Courses Only

0-49	FAIL - 7
50-54	PASS – 6
55-59	PASS – 5
60-69	CREDIT – 4
70-74	CREDIT – 3
75-84	DISTINCTION – 2
85-100	DISTINCTION – 1

CBET/CDACC

80-100	MASTERY
65-79	PROFICIENCY
50-64	COMPETENT
0-49	NOT YET COMPETENT

9. PROMOTION TO THE NEXT LEVEL

No trainee shall be allowed to proceed to the next academic year /module until he/she has passed in the

subjects of the current year/module or as per examining body requirements. In case of failing in a course, a trainee will be advised on the best route to take which may include the following;

- a. Repeating at the same level
- b. Changing the course or
- c. Repeating at a lower level

10.ACADEMIC BOARD COMMITTEE**Membership**

The Academic Committee shall comprise of: -

- | | |
|--------------------------------------|-------------|
| b) The Principal | Ex officio |
| c) Deputy Principal Academic | Chairperson |
| d) Deputy Principal Administration | Member |
| e) Registrar | Secretary |
| f) Dean of Students | Member |
| g) Deputy Registrar Examinations | Member |
| h) All Heads of Academic Departments | Members |

DECLARATION OF UNDERTAKING

I will always abide by NTTI Academic policy and regulations throughout my training. In agreement to this, I further promise that I will abide by the following:

- Follow the prescribed requirement of the training programme I am registered in.
- Not indulge in any of indiscipline including unauthorized assembly or association within the Institution.
- Regularly and punctually attend all the classes and will record full attendance enabling my eligibility to sit prescribed examinations.
- 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.
- Personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government Agency.

I hereby declare that I have read and understood all the Institute’s Academic Policy and shall abide by it throughout my stay at NTTI

NAME (in full) _____

ADM NO: _____ ID NO/ BIRTH CERT NO. _____

COURSE: _____

SIGNATURE _____ DATE _____

WITNESSED

BY: PARENT/GUARDIAN

NAME: _____

SIGNATURE _____ ID NO. _____ DATE: _____

PHONE NO: _____