



# KENYA FORESTRY COLLEGE, LONDIANI



## *STUDENTS' MANAGEMENT HANDBOOK*

## FOREWORD

Students in Kenya Forestry College are central in all its operations. They make one of the key stakeholders and its main internal client.

Taking this into account, the College administration is desirous of creating an environment that is conducive for effective and enjoyable teaching and learning.

Consequently, the College administration has taken the initiative of coming up with this manual which is expected to be a precious guide to students and those in charge of their affairs in their aspirations to have a harmonious relationship that will allow students or trainees achieve their desired learning objectives. The main scope of the manual is the students however members of staff are required to be familiar with it.

The manual addresses various facets of students' life in College and how a number of things could impact on them and in so doing affect their expectations as learners.

Student welfare matters, the safety and security have been given the due attention as these have a key bearing on their stay in the College.

The Manual is based on existing policies, procedures, rules and regulations. However, it does not claim to be an exhaustive document on “do’s” and “don’ts” since unique situations may arise which may require specific actions.

The rules and regulations contained therein are aimed at creating awareness to both students and staff as a requirement to have harmonious coexistent. The manual will be open to review whenever need may arise.

All the concerned parties are requested to be conversant with the manual and its requirements.

The College management would like to place on record the invaluable support and contribution of members of staff who worked effortlessly to come up with this manual.

**P.K. Waweru ‘ndc’ (K)**  
**PRINCIPAL KFC**



## **PREFACE**

The Kenya Forestry College student management handbook is designed to provide students with a thorough understanding of the College mandate, vision, mission, operation procedures, rules and regulations necessary for the smooth running of the institution to achieve its objectives.

The hand book is meant:

To ensure orderly conduct of activities, bring harmony in the College and to ensure the smooth running of the Institution

To provide an environment that is conducive for teaching, learning and research in order to achieve academic excellence.

The hand book has seven chapters;

Chapter One deals with the introduction, background information, programmes offered mandate, mission, vision, core values, core functions, applicability and enforcement.

Chapter Two deals with the admission, finance, orientation, room allocation, dining hall, academic, and library procedures.

Chapter Three highlights the channels of communication and College calendar of events.

Chapter Four deals with the safety and security in the College.

Chapter Five deals with functions of key offices that deal with student affairs.

Chapter Six deals with the rules and regulations governing College examinations and conduct of students in the College and provides for a space for signing of consent both by the applicant and guardian to abide by the rules.

College Service charter indicating the various services offered by the College is tabulated in chapter Seven.

**F.K Musyimi**

**DEAN OF STUDENTS KFC**



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## Definitions

For the purpose of these regulations:

**Academic Committee** consists of Heads of Departments, Academic officer, Dean of Studies (Deputy Principal) and Dean of Students. The Dean of Studies shall chair the meetings.

**College Examinations** are these examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.

**Continuous Assessment** is any form of evaluation made in the course of the semester(s), such as tests, graded practical, assignments.

**Cheating in Examinations** is the possession of unauthorized materials or equipment/devices including cell phones, electronic storing devices and information that can be used to gain advantage in answering examination questions or where students collude to assist each other in answering questions.

**Discontinuation** is a case where a student is required to be discontinued from training having failed more than half of the subjects examined in the academic year.

**Examination Committee** consists of Academic Committee and external Examiners and chaired by the Dean of studies.

**Examination Irregularity-** Any act of omission or commission that affects the integrity of College examinations.

**Evading Examinations** is a deliberate act of not appearing for scheduled examinations without reasonable causes.

**Final Examinations** are College examinations which after approval by the Examination Committee are administered to students at the end of the course/subject.

**Leakage of Examinations** any act which results to a candidate or candidates having access to, or knowledge of examination questions or any unauthorized material related to the examinations before the scheduled date and time of the examination.

**Repeating** is taking afresh the subjects undertaken for the year if a student fails to get a pass in up to half of the subjects examined.

**Retaking of a Subject** is repeating of a subject in which a student has failed in a supplementary examination. The retake will attract a charge as determined by the Principal based on subject



hour coverage and other incidental costs.

**Supplementary Examinations** are examinations which subject to approval by the Academic Committee, are administered to candidates who fail to obtain a pass in not more than three subject(s) during the academic year.

**Special Examinations** are those examination which after approval by Academic Committee, are administered to candidates who fail to sit for regular examinations.

**Student** is a person enrolled and paid up at the College for the purpose of obtaining academic or technical qualification as approved by the Academic Committee of the College.



# CHAPTER ONE

## INTRODUCTION

This chapter gives an overview of the College.

### 1.1 Background of Kenya Forestry College

Kenya Forestry College (KFC) is a technical training institution which is the training arm of Kenya Forest Service a Parastatal within the Ministry of Environment and Natural Resources. Legally the College is established through the Forest Conservation and Management Act of 2016 as a tertiary institution responsible for training personnel required in the forest sector. This statute establishes Board of Directors that formulates policies for administration and management of the College. It is accredited by both the Technical Vocational Education and Training Authority (TVETA) and Kenya Universities and Colleges Central Placement Service (KUCCPS).

The College was incepted in 1957. It was then referred to as Forestry Training School, Londiani. Over the years the training programme changed a number of times to the current Diploma and Certificate programme.

The 4,152 hectares Masaita forest block is used as a practical training facility by the College. The college has a modern teaching sawmill, two science and ICT laboratories, as well as a library that support teaching.

KFC has trained many local and foreign students including from countries such as; Rwanda, Somalia, Zambia, Ethiopia, Malawi, Burundi, Comoro islands, Grenada, Botswana, Tanzania, Uganda, Namibia, Swaziland, Angola and Sudan. It has also trained Non-Governmental and Private Organizations' sponsored students.

### 1.2 Training Programmes Offered

The College offers a two years certificate in forestry, an additional one year upgrade to diploma, Short courses and refresher courses in various technical areas such as Artisan Certificate in Carpentry and Joinery, Sawmilling Technology, Saw Doctoring, Basic Logging Operations, Honey and Beekeeping Technology, Landscaping Technology, Managing Climate Change, Agroforestry and Community Development, Commercial Tree Growing, Tree Nursery Management ; and paramilitary training.

### 1.3 Mandate

To provide quality training education for sustainable management and utilization of forests and allied resources.



#### **1.4 Mission**

Conservation, management, development and sustainable utilization of forests and allied resources through training.

#### **1.5 Vision**

To be an internationally recognized organization of excellence in knowledge based sustainable forest resources development, conservation and management.

#### **1.6 Core Values**

Kenya Forestry College is guided by the following core values;

- Academic excellence, professionalism and adherence to scientific principles
- Equity
- Creativity and Innovation
- Teamwork, courtesy and respect
- Efficiency, effectiveness and competitiveness in service delivery
- Partnerships and collaboration
- Integrity, ethical behavior, accountability and prudence in managing resources
- Learner focused in training and outreach

#### **1.7: Core Functions**

The following are the College core functions;

- Training of high level technical manpower in forestry and allied natural resources management and utilization
- Paramilitary training for forestry and natural resource protection and management
- Sustainable management of Masaita block as a training and production forest
- Outreach services in forestry and allied natural resource management to the community.
- Applied research to improve forestry practice

#### **1.8 Applicability**

This handbook provisions apply to all students attending training programmes in the College, at any event sponsored by the College, and at any other location, on or off campus, during the duration of the student's stay at the College.

Each student must conduct himself/herself with the highest standard of integrity, personal discipline and morality and should seek to portray a good image of the College.

Those students who fail to adhere to the provisions of this handbook will be disciplined or discontinued from the College as provided for in this handbook.

All kinds of misconduct or negligence on the part of the student(s) are strongly abhorred and the



College reserves the right to take appropriate disciplinary measures against such commissions/omissions.

The provisions of the handbook are not to be regarded as a contract between the student and College, the College reserves the right to amend any of the procedures, rules and regulations when necessary and without giving prior notice or reasons for such action; however such changes will be communicated to the students.

Any behaviour, omission or commission that may have been influenced by a student's mental state (irrespective of the ultimate evaluation) or by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions

### **1.9 Enforcement of the Rules and Regulations**

Members of the College Faculty will be responsible for enforcement and compliance to the rules and regulations.

There shall be two disciplinary College committees with clear distinct roles:

- 1. Students' Disciplinary Committee (SDC)**
- 2. Academic Disciplinary Committee (ADC)**

Determination of general disciplinary cases will be done by the College **Students' Disciplinary Committee** whose powers and roles are detailed below:-

The Committee shall have powers to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof.

- i. To dismiss the case against the student.
- ii. To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students.
- iii. To require the student to make good any loss or damage to College property and/or pay damages commensurate with the nature and gravity of the offence.
- iv. To suspend the student from The College for a specific period.
- iv. To expel the student from the halls of residence.
- v. A combination of any two or more of the above.
- vi. To impose any other penalty or penalties as the Committee may deem fit to impose.
- vii. To recommend the expulsion of a student from the College to the Principal.

Any party aggrieved by the decision and penalty imposed by the Committee may lodge an appeal to the Principal within **seven (7)** days from the date of such action through the Secretary of the Student Disciplinary Committee. Such an appeal shall be in writing clearly indicating specific grounds for



the appeal. The Principal will constitute an Appeals Committee to review the case within seven days and the Principal's decision shall be final.

The **Academic Disciplinary Committee** will deal with all matters relating to examination irregularities.

- The Academic Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof and the student shall be required to defend him/herself before the Committee.
  - i. To dismiss the case against the student.
  - ii. To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students.
  - iii. To suspend the student from The College for a specific period.
  - iv. A combination of any two or more of the above.
  - v. To recommend criminal proceedings against a student.
  - vi. To recommend counseling.
  - vii. Prescribe manual punishment.
  - viii. Cancel the candidate's examination results in the unit concerned.
  - ix. To impose any other penalty or penalties as the Committee may deem fit to impose.
  - ix. To recommend the expulsion of a student from the College to the Principal.

Any party aggrieved by the decision and penalty imposed by the Committee may lodge an appeal to the Principal **within seven (7)** days from the date of such action through the Secretary of the Academic Disciplinary Committee. Such an appeal shall be in writing clearly indicating specific grounds for the appeal. The Principal will constitute an Appeals Committee to review the case within seven days and the Principal's decision shall be final.



## CHAPTER TWO PROCEDURES

Various College procedures are detailed in this chapter.

### 2.1: Admission Procedures

The following is the admission procedure in the College;

- i. Students report to the academic officer as per their admission letter for verification of admission requirements and admission/registration.
- ii. Students report to accounts office with their payment slips for issuance of receipts.
- iii. Students report to Dean of Students for filling of biodata form; issuance of students' College handbook, rules/regulations acceptance form and registration clearance certificate for room allocation.
- iv. Students report to house keeper for room allocation (boarders).
- v. Students join orientation/ learning programmes.

### 2.2: Finance Procedures

- i. All fees payable to College must be paid within the stipulated time.
- ii. Fees is payable through direct deposit to the College fees collection account at KCB Bank Londiani branch and presentation of the slip/bankers cheque to the College accountant.
- iii. Upon verification, an official receipt will be issued to the student.
- iv. Under no circumstances will personal cheques and cash payments be accepted.
- v. Students are required to present the pay-in slips to the accountant within the official working hours: Monday to Friday from 9 am to 4 pm.
- vi. The students are required to present their slips in an orderly manner and only one student will be served at a time.
- vii. Students must indicate their official names and admission number in the pay in slip.
- viii. Under no circumstances will fees be transferable to another student.
- ix. Where a student is not sure about his or her fees status, you are advised to confirm with the accountant at his/her convenient time.



- x. Where a students' fees is being paid by a personal donor, institution, CDF or any other organization, it is the student's responsibility to ensure such payment is done on time. In such cases an official receipt will only be issued after the cheque has been cleared.

### **2.3: Orientation Procedures**

- i. A day after reporting date students will tour College facilities under the guidance of faculty members after an introductory meeting with the Dean of Students.
- ii. Return signed acceptance rules form to the Dean of Students within three days of reporting.
- iii. Students start classes immediately after orientation.

### **2.4: Room Allocation Procedures**

- i. Student presents a receipt and a stamped and an approved admission letter to the housekeeper.
- ii. Student is registered in room allocation register and signs for room allocation.
- iii. Student is given a copy of accommodation rules & regulations.
- iv. Student is issued with accommodation necessities and signs the inventory register.
- v. Student clears with the housekeeper anytime he /she ceases to reside in the room and meets the cost of any damage or lost items from the room.

### **2.5: Dining Hall Procedures**

- i. Meals will be served and eaten in the dining hall within stipulated time.
- ii. Students should not spill over food on dining tables.
- iii. Students should dispose-off food remains in the dustbins placed outside the dining hall.
- iv. Any comments or complaints about the catering services should be made to the Cateress through the Dining hall Secretary and finally where necessary to the Master on duty, the Dean of Students or the Principal's office.

### **2.6: Academic Procedures and Requirements**

The following academic procedures will be observed.

#### **2.6.1: Attendance of Lessons**

- i. Students will be required to be in class 5 minutes before the lesson starts. Once a lesson is started a student will not be allowed in class.
- ii. Interruptions will not be allowed in class during a lesson.
- iii. Students are encouraged to use any free lessons constructively.
- iv. Student field excursions will be treated as formal lessons.
- v. All students must attend all learning activities as directed by members of the



- faculty unless the student has official permission to be exempted.
- vi. All students must observe punctuality when attending learning activities.
  - vii. All students are expected to actively participate in all learning activities.
  - viii. All students must hand in the assignments on time.
  - ix. Students who stay away for a continuous period of more than one semester without approved deferment may be deregistered.
  - x. A student will not be allowed to take final examination before completing course work assignments and Continuous Assessment Tests (C.A.Ts).
  - xi. All students are required to wear appropriate attire during practical lessons

### **2.6.2: Conduct of Examinations**

- i. All tests and examinations shall be compulsory.
- ii. A student will be required to be in the examination room on time but not later than 10 minutes after the start of examinations. Students will not be allowed to leave the exam room until less than 20 minutes to the end of the examination, provided that a candidate permitted to leave the room hands over his/her scripts to the invigilator before leaving.
- iii. No discussions and movements will be allowed in the examination without the permission of the invigilators.
- iv. Mobile phones and other memory devices will not be allowed in the examinations without permission from the invigilator.
- v. Willful disruptions of examinations by any candidate shall constitute an examination offence.
- vi. Eating and drinking in examination room will not be allowed.
- vii. Over wear will not be allowed in the examination room.
- viii. Any student/candidate found with unauthorized materials in the examination hall shall be disqualified from the paper and await the decision of the Academic Disciplinary Committee.
- ix. If for any reason a candidate is unable to attend an examination he/she should report the circumstance to the Principal at the earliest possible moment.
- x. Invigilators shall have the power to confiscate any unauthorized material or aid brought into the examination hall and to expel from the examination any candidate(s) who creates disturbance in the examination.
- xi. For a student to sit for an examination she/he will have to produce and display an examination card.
- xii. A student who fails to sit for an examination, she/he will be required to sit for it the next time the subject is being examined.
- xiii. For any assistance candidates should only communicate through the invigilator
- xiv. No candidate shall be allowed into the examination hall if suspected to be under the influence of alcohol or substance abuse.



### 2.6.3: Special Examinations

Special examinations will be administered under the following circumstances;

- i. Students who require sitting for special examinations must apply for the same in writing at least one month before the administration of the examinations.
- ii. Students shall be expected to undertake special examinations under the following specific circumstances and provided the student has not infringed the 80% attendance subject requirements.
  - a) For reasons of sickness, certified by a recognized medical practitioner and confirmed by the Academic Committee.
  - b) For reasons of bereavement within the candidate's immediate family provided permission to leave College was granted as required by College rules on production of evidence.
  - c) As a result of other circumstances beyond the candidate's or College's control with documentary evidence.
- iii. The decision to allow for seating of special examinations shall be taken by the Academic Committee.

### 2.6.4: Remarking of Examinations

For a student to qualify for remarking of an examination, he/she must;

- i. Apply to the Principal in writing **within two weeks** after release of results.
- ii. Pay an approved **non-refundable** remarking fee.
- iii. Application for remarking of a given paper shall only be allowed once.

### 2.7: Library Procedure

- i. Student is issued with the library card.
- ii. Student while using the library should observe silence.
- iii. Student borrows library material(s) and returns on or before the due date indicated on the borrowed material(s).
- iv. Students should seek guidance on the use of reference materials and ICT equipment's.



## CHAPTER THREE COMMUNICATION

This chapter highlights channels of communication to be followed by students and College calendar of events.

### 3.1: Channels of Communication

- i. In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following;-
- ii. Academic Matters: Class governors, respective lecturers, Heads of Departments, Academic officer, the D/principal and the Principal in that order
- iii. Welfare Matters: Student council, Housekeeper, Clinical officer, Games master, Cateress/Caterers, Master on duty, Administrator, Dean of Students, the Deputy Principal and the Principal in that order.
- iv. Students shall not give orders to any staff.

**Feedback Mechanisms:** Feedback will be given back through the same channels.

### 3.2: College Calendar of Events

The College calendar of events will follow as tabulated below:

EVENTS	SEMESTER I
Opening	
Students Orientation	
Teaching	
Long trip for 2 <sup>nd</sup> year students	
Cats, Assignments and Practical's	
Administration of Examinations	
Long trip for 1 <sup>st</sup> years	
Two weeks recess	
Marking of exams	
Staff Review and planning meetings	



<b>EVENTS</b>	<b>SEMESTER II</b>
Opening	
Teaching	
Long trip for Diploma Students	
College Graduation	
Cats, Assignments and Practical's	
Administration of Examinations	
Two weeks recess	
Field attachment for 1 <sup>st</sup> years	
Staff Review and planning meetings	
Recess	



## **CHAPTER FOUR SECURITY AND SAFETY**

Students and those working in the College expect their safety and well-being to be assured by the administration. To ensure that this is guaranteed a number of measures have been identified for implementation.

The College will strive to implement the KFS Security Policy and Safety Standards manual that was developed by the government for use by schools. Students are advised to acquaint themselves with the same.

### **4.1: Control of Access to College Premises**

- i. Unauthorized people should not have access to College premises.
- ii. College gate will remain attended by security personnel at all times.
- iii. A register is to be used to record the name of a visitor, the time at which he called at College, the purpose of the visit, the registration number of the vehicle, if applicable and the time at which the visitor leaves the College afterwards. The same arrangements apply to delivery vans.
- iv. In case of doubt, the College management should be contacted before allowing access to school.

### **4.2: Unwarranted Interference in College's Internal Matters**

All forms of violent attitude, aggressive behaviour, use of abusive language towards staff and students inside College premises by outsiders will be promptly reported to the security team.

### **4.3: Measures to Reinforce Security at College**

The Security Team should ensure that security is maintained at all times within the buildings and around the premises. This involves protection against theft, damage, fire and other hazards.

### **4.4: Safety of Students at College**

At all times during class hours, students are to be under the responsibility of a given member of staff.

Special precautions must be taken in laboratories and workshops: sharp edged and pointed tools to be put away when not in use, use of machines under close supervision, hazardous chemicals kept under lock and key in a cabinet made of corrosion resistant materials, chemical storage in well ventilated space, safety information provided in safety and other instruction charts etc. Adequate instructions should be given to both students and staff about special care related to electric shock, manipulation of hot materials, gases etc.



## **CHAPTER FIVE**

### **FUNCTIONS OF KEY OFFICES**

The following key offices have been established for effective management of student affairs:

#### **5.1: Principal's Office**

The Principal is overall in the management of the College study programme. In doing so he/she will ensure that all the planned activities are facilitated. He/she will also provide direction and guidance to all the persons involved with students' management as well as providing the vision of the College.

#### **5.2: Academic Office**

There shall be Academic office to provide leadership, manage and maintain academic standards to achieve the highest level of excellence in all academic activities which includes and not limited to; admissions, execution of lessons, administration of examinations, release of results, coordination of graduation and issuance of certificates and transcripts.

#### **5.3: Dean of Students**

The office of the Dean of Student manages all student welfare issues both planned and emergency ones to ensure a smooth and harmonious flow of College programmes. This office offers students a unique platform to vent their concerns, challenges, satisfaction and dissatisfaction freely without fear of victimization, reprimand or unfavourable consequences.

#### **5.4: The Students' Council**

The Student Council consists of democratically elected representatives drawn from the student community to represent key sectors, gender and classes.

## **CHAPTER SIX**



## RULES AND REGULATIONS

The following rules will apply to **all** students in the College.

### 6.1: General Rules

- i. Students should behave in a responsible manner and show respect to members of staff.
- ii. All students should dress appropriately and maintain expected personal hygiene. Students on practicals must dress using appropriate gear. Slippers, caps/hats, shorts and weird clothing are prohibited in classrooms, dining hall, practical sessions and academic trips.
- iii. Students should treat each other with courtesy and respect.
- iv. To project the right image of the College, students must at all times maintain high standard of discipline within and outside College.
- v. Any student found writing on walls or furnishings and pasting posters will be held personally responsible by making good of any repairs/corrective action.
- vi. Smoking is prohibited in the following areas:-Library, dining hall, social hall, hostels, lecture rooms, workshop, laboratory, vehicles and any other place that may be specified from time to time.
- vii. Students are not allowed to indulge in drunkenness while the College is on session.
- viii. Students must refrain from activities that may lead to termination of their studies - e.g. fighting, theft, immorality, taking of narcotics and any other hard drugs (e.g. Opium/marijuana), religious/ethnic intolerance and gambling.
- ix. Students must comply with orders issued by Principal/Lecturers regarding instructions and general discipline.
- x. When there are no official functions within the College the students may stay out until 7.00 P.M. on week-days or 9.00 P.M. on week-ends.
- xi. On weekends when there are no official activities the students may leave the College with permission.
- xii. Students must register the names of their visitors in the visitors' book.

### 6.2: Leave of Absence.

- i. A student wishing to be out of the College must get a written permission from the Principal/Deputy Principal/Dean of students or Master on duty. The signed leave out sheet must be returned to the Dean's office for filing immediately the student reports back.
- ii. Students are required to report at the College at the beginning of every semester on the specified date. Any student who reports later by two days



- shall be liable to written warning which will be recorded in their files.
- iii. Any student who reports later by three or more days from the specified date shall be liable to a severe disciplinary action including being sent home to bring their parents /guardians to account for their absence.

### **6.3: Pregnancies**

A Student who becomes pregnant may be exempted from studies by requesting for a time-off to nurse the child. A pregnant student will be required to look for alternative accommodation.

### **6.4: Attendance of Extra Curricula Activities**

- i. Students are required to plant and/or maintain trees/flowers within the College compound and the surrounding area.
- ii. Students will be expected to participate in any extra curricula activity as directed by College administration.

### **6.5: College Assets and Properties**

- i. Students should take proper care of College assets and properties.
- ii. No student will be allowed to deface, remove, vandalize or damage College assets and properties. Those identified to be involved in these transgressions shall be made to make good the damage that may have been occasioned.

### **6.6: ICT Services Rules**

- i. Hacking or un authorized use of ICT facilities is prohibited.
- ii. Damage to ICT infrastructure is not allowed.
- iii. Students must adhere to rules set for use of Computer laboratory.

### **6.7: Science Laboratory, Workshops, Apiary and Sawmill Procedures Rules and Regulations**

Students must adhere to rules set for use of Science Laboratory, workshops and sawmill in these functional areas (refer to detailed policies/rules in the specific areas).

### **6.8: Library Rules and Regulations**

- i. All students must be members of the library.
- ii. Every student member will be issued with two (2) tickets for borrowing books/journals. Replacement of lost ticket or any other charge will be at a cost that will be decided by the Principal from time to time.
- iii. Students are allowed to borrow up to two books at a time for two weeks but may be extended on request for one more week if the book is not needed by anybody.
- iv. Any student who violates library rules shall cease to be a member of the library.



- v. Students may be allowed to borrow up to two books during the holidays.
- vi. Silence should be observed at all times in the Library.
- vii. Overcoats, personal books, files, bags and any other baggage will not be allowed in, however, they may be deposited with the Librarian on duty at the main entrance.
- viii. The Librarian on duty will send out of the Library any person who misbehaves or fails to comply with any of the Library rules. Furthermore disciplinary action will be instituted against such person(s).
- ix. Loss of any library material by a student shall require that the student pays TWO times the purchase amount.
- x. These rules/regulations may be reviewed from time to time by the officer in-charge of Library services with approval from the Principal

### **6.9: Hostels Rules**

- i. All boarding students must live and sleep at the College in the specified rooms, unless leave of absence is given in writing by the Principal.
- ii. Hostels are out of bounds to non-residential students.
- iii. Students are not allowed to move furniture from other parts of the College's premises into their own rooms without permission from the housekeeper.
- iv. A student will be charged for any furniture, equipment, tools and books he/she may lose or damage. Damage of a general nature where no single student is responsible may be charged communally among the students involved.
- v. Any unreported damage or breakages will be charged to a particular group of students or to the whole student body as the case may be.
- vi. Personal musical instruments and radio/music players may be used in the Students' rooms provided they are played within reasonable sound so as not to disturb anyone within the campus. Such musicals should not be played during class hours or between hours of 12.00 (mid-night) and 6.00 A.M.
- vii. Any noise or disorderly conduct that may cause inconveniences to other students or to the campus community as a whole shall be viewed as an offence.
- viii. Light in the students' rooms must be switched off when not in use or when the room is unoccupied. Students are not allowed to use electric gadgets to boil water or cook in the room.
- ix. Students will clean their rooms every morning and arrange their property neatly. The Hostel Secretaries should liaise with the Housekeeper to have the corridors, washrooms and areas surrounding the hostels cleaned.



Students must also use the ablution with due care. Periodic inspections will be carried out to check on the cleanliness. Students should only brush their teeth in the ablution block.

- x. The following areas are out of bound to students as indicated:-
- xi. The female hostels to all male students.
- xii. The male hostels to all female students.
- xiii. Visitors are not allowed in the students' rooms but may be allowed to be received by the students in the students' social hall between hours of 5.00 P.M to 7.00 P.M. on week-days and between 10.00 A.M. and 7.00 P.M. on week-ends and public holidays. Visitors are not allowed to enter or spend nights in the students' room.
- xiv. Any person who is not a student or a resident of the College found to have breached rule (xiv) will be liable to criminal charge of trespass.
- xv. Students are not allowed to cook/prepare food in their rooms.
- xvi. Students should check in at the beginning of the Semester and check out of hall of residence at the end of the Semester.
- xvii. No student is allowed to change rooms without the approval of the Housekeeper.
- xviii. Airing of undergarments and inappropriate dumping of sanitary pads is not allowed in the ablution block.
- xix. Students will be responsible for boiling their water in the boilers. The hostel secretaries shall make duty rosters for approval by the Dean of Students.

### 6.10: Dining Hall Rules

- i. A student will be held responsible for any cup, spoon and plate issued to him/her and must surrender the same at the end of each Semester.
- ii. Only eligible students will be served in the dining hall. Those who come outside the specified meal times will not be served.
- iii. Students must keep off from the kitchen and all food preparation areas.
- iv. Food supplied to students must be eaten in the dining hall only. Under no circumstances should food be taken to the hostel. No special diets/meals shall be provided by the College.
- v. No food from outside will be allowed to be served during meal times unless authorized by office of the Principal.
- vi. Students are not allowed to be dressed inappropriately in the dining hall for example putting on slippers, caps, games kit, and sleeping garments.
- vii. Replacement of a meal card will be at a **cost to the student**.
- viii. Students at all times should maintain order during food service by queuing along the food serving counter on a first come first served basis.



- ix. Food remains should be appropriately disposed-off in the dustbins provided and not on the tables, sinks, and floor or on the walls.

Periodic inspections will be carried out to ascertain compliance to College rules.

### **6.11: Examination Rules**

These rules and regulations have been formulated for effective management of Examinations.

#### **NB;**

Students found committing examination irregularities should leave the examination hall immediately.

Misreading the examination time-table or watch will not be regarded as "sufficient cause" for missing an examination.

#### **6.11:1 Irregularities in College Examinations**

The following will constitute examination irregularities

- i. Carrying unauthorized material into examination hall.
- ii. Attempting to copy or making reference to unauthorized material in the examination hall.
- iii. Reading other candidates' answer script.
- iv. Communicating with other candidates either verbally or through other means during examination.
- v. Permitting any other candidate to copy from or use one's paper.
- vi. Removing examination scripts from examination room.
- vii. Causing commotion during the examination.
- viii. Students should not enter the exam room **after 10%** of time of exam has elapsed and should not leave the examination room **before 10%** of the exam time has elapse.

#### **6.11.2: Rules Relating to Grading System**

The following will constitute College grading system;

- i. The College pass mark is **45%** and students must pass in final, continuous assessment tests and either field attachment or special project for certificate and diploma courses respectively.
- ii. A candidate who fails in **not more than three** subjects in one academic year shall be required to sit for supplementary examination in the subjects



- failed.
- iii. A student who may have failed in **less than three** supplementary will be allowed to proceed to year two of study but will be required to retake those failed subjects before being allowed to graduate.
  - iv. Final marks for passed supplementary examinations **shall be 45%** even if the candidate scores higher.
  - v. A student who **fails** in a supplementary examination will be required to **retake** the subject.
  - vi. A student who fails in **four and not more than half** of total subjects will repeat the year.
  - vii. A student who fails in **more than 50%** of the total number of subjects for the given academic year shall be **discontinued**.
  - viii. A student who fails in **not more than three** supplementary examinations in any given academic year will be required to **retake** the subject(s), by attending classes, practical demonstrations, taking tests, assignments and final examinations at his or her own cost.
  - ix. Any student undertaking **1<sup>st</sup> retake** in a given subject shall be awarded the grade they score, however for second and subsequent retakes on a subject the student shall be awarded a **PASS as the overall grade**.
  - x. A student who **repeats** shall be **awarded the grade they score**. The **criteria set for award of the distinction remains the same** but other grading will be as per the requisite marks.
  - xi. A Candidate **must pass all** the required subjects before they are awarded their certificates/diplomas.
  - xii. The final grading will be based on addition of **weighted mean and field attachment report/special project**.
  - xiii. Examination results will be handled as per the College Service Charter
  - xiv. A candidate shall be awarded:
    - a) A **DISTINCTION** if he/she **has not failed any subject in the final examination and field attachment** for certificate course and **special project report** for diploma course.
    - b) A **CREDIT** if he/she failed in **not more than three** subjects in the final examinations.
    - c) Student shall be awarded a pass as per the requisite marks and having failed **in more than three** subjects.

### 6.11.3: Classification of Certificates/Diplomas



Percentage Marks	Grades	Honours
75.0 – 100	A	Distinction
60.0 – 74.9	B	Credit
45.0 – 59.9	C	Pass
Below 45.0	D	Fail

## 6.12: Schedule of Punishments

The table below indicates applicable penalties for various offences;

### 6.12.1: Schedule of Punishable General Offences and Applicable Penalties

	OFFENCE	PENALTY
1.	Gross misconduct of any kind to the Principal/his staff.(including fighting, assault, abuse, threats)	Expulsion from College
2.	Fighting with other students	One year suspension from College
3.	Theft	Ranging from suspension to expulsion depending on the gravity of the offence
4.	malicious damage to College property	Making good of the damage
5.	Obscene/provocative clothing	Counseling, warning letter confiscation of offending attire, manual punishment
6.	Sexual assault/harassment	Suspension pending criminal proceedings
7.	Homosexuality	Counseling/warning if repeated expulsion from hostels
8.	Gambling	Counseling, manual punishment if repeated
9.	Smoking in non-designated areas	Counseling, warning letter manual punishment if repeated
10.	To be found inciting others to strike or commission of any other serious criminal offence	Ranging from suspension to expulsion
11.	Participating in a strike or unlawful assembly	Ranging from suspension to expulsion
12.	Religious/ethnic intolerance	Counseling, warning letter, Criminal proceeding manual punishment if repeated
13.	To break any of the laws laid down by the Government of Kenya	Criminal proceedings
14.	To sleep outside the College without permission.	Warning letter, manual punishment if repeated



15.	To invite/entertain a member of the opposite sex or any unauthorized person in his/her room./cohabiting in the hostels	Suspension for one year
16.	Abortion	Suspension for one semester and criminal proceedings
17.	Hacking College ICT systems	Suspension/ expulsion depending on the seriousness of the offense
18.	Fraud or falsifying accountable documents/information	Suspension/ expulsion depending on the seriousness of the offense
19.	Lateness in class	Warning letter, exclusion from lesson
20.	Unauthorized absence from class	Warning letter and manual punishment if repeated
21.	Taking meals from the dining hall without permission	Warning letter and manual punishment if repeated
22.	Failing to register visitor(s)	Warning letter and manual punishment if repeated
23.	Alcohol and substance abuse	Suspension or expulsion
24.	Not wearing the appropriate gear during practicals	Exclusion from class
25.	Loss of library materials	Pay double the cost price of the material
26.	Failure to return library materials on time	Fine of 10 shillings per day
27.	Failing to report pregnancy within the stipulated period	Suspension for one semester
28.	Impregnating a fellow student	Suspension from College for one semester
29.	Failure to hand in assignments	Warning letter and manual punishment if repeated
30.	Failing to participate in approved College activities	Warning letter and manual punishment if repeated
31.	Cooking and boiling water in the hostels	Warning letter and if repeated exclusion from hostels
32.	Noise and disorderly conduct	Warning letter and manual punishment if repeated
33.	Failure to observe personal hygiene and cleanliness in the hostel room	Warning letter and manual punishment if repeated
34.	Changing rooms without permission	Warning letter and manual punishment if repeated
35.	Littering	Warning letter and manual punishment if repeated
36.	Classroom disturbances	Exclusion from the lesson, Warning letter and manual punishment if repeated



### 6.12.2: Schedule of Punishable Examination Offences and Applicable Penalties

	OFFENCE	PENALTY
1	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s)	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> </ul>
2	Copying from other candidates' examination work in the examination room	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> </ul>
3	Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> </ul>
4	Communicating orally or through gestures with other candidates during the examination	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. The candidate shall be deemed to have failed the unit</li> <li>iii. A written warning</li> </ul>
5	Use of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> </ul>
6	Intentional possession of a mobile phone, MP3/MP4 player, iPod, blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue	<ul style="list-style-type: none"> <li>i. Confiscation of the gadget</li> <li>ii. A written warning</li> <li>iii. Manual punishment</li> </ul>
7	Possession of used or unused examination answers booklet(s) in the examination venue during an examination other than the material issued by the invigilator	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> </ul>
8	Continuing writing even after the invigilator has announced the end of time allocated to the examination	<ul style="list-style-type: none"> <li>i. A written warning</li> <li>ii. Deduction of 5 marks in the subject.</li> </ul>



9	Carrying one's answer booklet(s) out of the examination room.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. A written warning</li> </ul>
10	Carrying another candidate's answer booklet(s) out of the examination room	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year</li> </ul>
11	Destroying evidence which may be used as a proof of an examination irregularity	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year.</li> </ul>
12	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Expulsion/Suspension from the College for one academic year and on readmission repeat the year of study in which the offence was committed.</li> <li>iii. Where violence is experienced the student shall be subjected to criminal proceeding and if found guilty shall be expelled from college.</li> </ul>
13	Wilful disruption of examinations attributable to a candidate's behaviour during examinations	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Written warning</li> <li>iii. Criminal proceeding as in 12: ii &amp; iii above.</li> </ul>
14	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse	<ul style="list-style-type: none"> <li>i. Expulsion from the examination room</li> <li>ii. Mandatory counseling</li> <li>iii. Manual punishment</li> </ul>
15	Conspiracy to impersonate (an) other candidate(s) during an examination	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year.</li> <li>iii. Graduate with a <b>PASS</b></li> </ul>
16	Possession and/or usage of another candidate's examination card	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. A written warning</li> </ul>
18	Availing ones card for use by another candidate	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. A written warning</li> </ul>
19	Presenting an invalid examination card to the invigilator during an examination	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. A written warning</li> </ul>



22	Sitting examinations without payment of requisite fee	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. A written warning</li> </ul>
23	Plagiarism/Unacknowledged copying	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned</li> <li>ii. Suspension from the College for one academic year or withdrawal of award.</li> </ul>



## CHAPTER SEVEN SERVICE CHARTER

The Kenya Forestry College and its entire staff is committed to provide high quality services to all our clients with dignity, professionalism and within the shortest time possible. The table below indicates the kind of services and requirements on the same.

	<b>SERVICE RENDERED/ DELIVERED</b>	<b>CUSTOMER REQUIREMENTS</b>	<b>USER CHARGES</b>	<b>TIMELINES</b>	<b>RESPONSIBLE PERSON</b>
1	Admission of students	Minimum course requirement	As prescribed	Within two months after application	Deputy Principal
2	Allocation of rooms for students	Fee payment	Nil	Upon reporting	Dean of Students/House keeper
3	Issuance of students ID cards	Payment of requisite fees	As prescribed	One month upon reporting	Dean of Students
4	Teaching	Fee payment Class attendance Learning materials/equipment/protective gears	Prescribed fees	First fourteen weeks after beginning of semester After official opening up to formal closure for short courses	Deputy Principal
5	Catering	Payment of requisite fees	Nil	At documented meal times	Cateress
6	Health care services	Visit to the facility	Nil	Immediate	Clinical officer
7	Curriculum evaluation/examinations	80% class attendance Student ID card Examination card	Nil	Last two weeks before the end of semester	Deputy Principal
8	Sitting for supplementary/special examinations	Request letter	As prescribed	Request be done one month before the papers are administered	Deputy Principal
9	Examination appeal	Letter of appeal/remarking	As prescribed	Two weeks after the results are out	Academic Officers
10	Graduation ceremonies	Payment of graduation/convocation fee	As prescribed	Be held in July/August	Deputy Principal
11	Issuance of academic certificate upon graduation and final transcript	Clearance certificate Surrender of student's ID	Nil	One month	Academic Officer
12	Storage charge for certificates	Clearance certificate Surrender of student's ID	As prescribed	Two months after graduation	Academic Officer
13	Transcript re-issue	Request for re-issue	As prescribed	Seven days upon payment of reissue fees	Academic Officer
14	Certificate replacement	Letter of replacement Original certificate to be replaced	As prescribed	One month upon payment of re-issue fees	Academic Officer



15	Confirmation/verification of academic documents	Copies of documents	As prescribed	Immediate	Academic Officer
16	Letter in lieu of loss of certificate	Request letter Police abstract	As prescribed	Immediate	Academic Officer

