BONDO TECHNICAL TRAINING INSTITUTE

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ACADEMIC POLICY

APRIL 2021

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DEFINITION OF KEY TERMS

I. **"Academic Term"** shall mean a period lasting roughly three months or a maximum of 12 weeks as determined by the Ministry of Education and the Directorate of Technical Training. There shall be three academic terms within an academic year

II. **"Assessment/ Examinations Officer"** shall mean the member of teaching staff responsible for managing internal and external assessment taken by trainees of the college.

III. **"Dean of Students"** shall mean the officer in charge of Students' Welfare and Development, and who shall be a member of the teaching staff

IV. **"Institute Premises"** shall mean any location, building or grounds belonging to the BTTI or used for the purpose of the Institute's activities

V. **"Principal"** shall mean the Chief Executive officer (CEO) of the Institute

VI. **"Programme"** shall mean a Business or Technical course of study such as Building, Civil Engineering, ICT, Supply Chain Management, Human Resource Management, Social Work and Community Development, Electrical Engineering, offered at the college for a prescribed period

VII. **Recognition of Prior Learning** shall mean the process by which a potential trainee is assessed to ascertain the knowledge and skill that they already possess with a view to placing such a candidate at the appropriate level for training

VIII. **"Registrar"** shall mean the officer in charge of Admissions and Students' Academic records, and who shall be a member of the teaching staff

IX. **"Staff member"** shall mean any employee of BTTI of whatever level or grade, employed by either the PSC or the BOG

X. **"Trainee"** shall mean any person registered for an academic programme at BTVC lasting for at least three months

ABBREVIATIONS AND ACRONYMS

BOG	Board of Governors
BTTI	Bondo Technical Training Institute, also referred to as **'the college'**
CAT	Continuous Assessment Test
CBET	Competency Based Education and Training
CDF	Constituency Development Fund
CNC	Course Not Complete
CRNM	Course Requirements Not Met
DP	Deputy Principal
HOD	Head of Department
ICT	Information and Communication Technology
KCPE	Kenya Certificate of Primary Education
KCSE	Kenya Certificate of Secondary Education
KNEC	Kenya National Examinations Council
KNQA	Kenya National Qualifications Authority
KUCCPS	Kenya Universities and Colleges Central Placement Service
NITA	National Industrial Training Authority
NYS	National Youth Service
ODeL	Open, Distance and e-Learning
OS	Occupational Standard
PSC	Public Service Commission
RPL	Recognition of Prior Learning
SDC	Students' Disciplinary Committee
TEP	Technical Education Programme
TVET	Technical Vocational Education and Training
TVETA	Technical Vocational Education and Training Authority

FOREWORD

Bondo Technical and Training Institute is committed to provide affordable, accessible, sustainable and quality training by ensuring services are effective and efficient to meet and exceed customer needs and expectations. This Academic Policy document gives a guideline on the conduct and general administration of the training operations in the college. The deliberations will serve as a useful guideline to the trainees, parents/ sponsors, trainers and non-teaching staff as well as the administration. Trainers, non-teaching staff and trainees should make themselves conversant with the policy in order to fulfill the mission and vision of this institution.

The Policy has been made with an open mind that allows room for improvement. However, proposals for improvement should be brought first to the attention of the Board of Governors for deliberations, before any modifications are made. This edition shall serve as the first official Bondo Technical and Training Institute Academic Policy.

I wish to take this opportunity to appreciate the team that participated in the preparation of this document, led by the Deputy Principal (Administration) and the Deputy Principal (Academics).

Mr. Peter Omondi

Principal/ Secretary, Board of Governors

Date: 5/7/2021

APPROVAL AND COMMENCEMENT

The policy shall be known as Bondo Technical Training Institute Academic Policy herein after referred to as 'The Policy' and shall take effect on approval by the Board of Governors.

In exercise of the powers conferred by TVET Act No. 29 of 2013 section 29(1), Bondo Technical Training Institute (BTTI) Board of Governors certifies that this policy has been made in accordance with relevant legislations.

Dated the.....5th..... Day of.....JULY.....2021

Signed 5/7/2021

C T AKUMU OWUOR
CHAIRMAN,
BOARD OF GOVERNORS, BONDO TTI

BACKGROUND

1.1Introduction

Bondo Technical Training Institute was established by the Government of Kenya in the year 2015. The College operates under the TVET Act (2013) of the laws of Kenya, together with other statutory and regulatory provisions including the KNEC Act (2012), the KNQA Act (2015), Policy Framework for Education (2012), TSC Code of Regulations for Teachers (2015) and the Constitution of Kenya (2010)

The first batch of trainees at BTTI were admitted in 2015 in the Department of Building and Civil Engineering. The population of trainees has grown since inception and trainees are drawn from all over the country. BTTI is equally open to international trainees. Other Departments with various courses have since been established, including the Department of Electrical and Electronic Engineering, the Department of Business Studies, the Department of Information and Communication Technology and the Department of Liberal Studies.

BTTI currently offers 12 different courses at the levels of Artisan, Craft Certificate and Diploma. The Training programmes offered provide relevant skills that will enable the trainees to rise in status and responsibilities within their organizations, or become job creators. The courses are market-driven as they are tailored to meet the demands of the public and private sectors of the economy and the realization of Kenya's vision 2030.

Bondo Technical Training Institute is committed to provide affordable, accessible, sustainable and quality training by ensuring services are effective and efficient to meet and exceed customer needs and expectations. To achieve this, the Institution has established quality objectives which shall be reviewed from time to time to ensure continual improvement.

1.2 Objectives

I. To achieve and maintain a level of quality training which will enhance the college's reputation with her customers
II. To ensure compliance with the TVET Act (2013) and other relevant statutory provisions

III. To endeavour to always maximize customer satisfaction with services provided by BTTI

1.3Vision, Mission and Motto

Vision: to be a world class Technical and Vocational College in the provision of Technical, Vocational, Entrepreneurship Training and Research

Mission: To provide high quality Technical, Vocational, Entrepreneurship Training, Research and Innovation in partnership with stakeholders to produce globally competitive graduates

Motto: Competence for Self-Reliance

1.4 Core Values

- Integrity
- Competence
- Innovation
- Teamwork

1.5 Mandate

BTTI is mandated to offer courses at Diploma, Certificate and Artisan levels in various disciplines. The college mainly produces middle level human resource who are well equipped with technical and business skills required in the industry, informal sector and service sectors.

The college produces technicians and technologists who are expected to play a major role towards the attainment of Kenya's vision 2030.

ADMISSION REQUIREMENTS AND APPLICATION PROCEDURES

2.1 Admission Requirements

2.1.1 Diploma: Mean grade of C- (minus) at KCSE, OR a Craft Certificate from the KNEC in the relevant trade area, OR any other qualification recognized and approved by the KNQA or TVETA

2.1.2 Certificate: Mean grade of D (plain) at KCSE, OR an Artisan Certificate from the KNEC in the relevant trade area, OR any other qualification recognized and approved by the KNQA or TVETA

2.1.3 Artisan: Mean grade of D- (minus) at KCSE, OR the KCPE, OR any other qualification recognized and approved by the KNQA or TVETA

2.1.4 CBET programmes: The lowest level of study shall be Level 3 (see equation of programmes in 2.1.5 below), for which an applicant shall be required to possess KCPE or its equivalent as recognized by KNQA or TVETA. For entry into Levels 4, 5 and 6, the provisions of clauses 2.1.1, 2.2.2 and 2.2.3 above shall apply, as well as evidence of competence at the immediate lower level in the relevant trade area. In the absence of such evidence, the applicant shall be subjected to a competency test to determine the level of Prior Learning

2.1.5 **Equation of CBET programmes with other Examining Bodies**:

For the purpose of equating entry level for programmes developed and assessed under CBET with other examining bodies, the guidelines provide by TVET/CDACC shall apply as indicated below:

CBET	Other Examining Bodies
Level 3	Trade Test (Currently examined by NITA)
Level 4	Artisan (Currently examined by KNEC)
Level 5	Craft Certificate (Currently examined by KNEC)
Level 6	Diploma (Currently examined by KNEC)

2.2 Applications

2.2.1 All applicants must complete an application form, either electronically or in hard copy, and submit the same to the Registrar. The application forms are available at the Office of the Registrar or can be accessed/ downloaded from the college website at https://www.bondotti.ac.ke

2.2.2 The completed application form shall be submitted accompanied by all the relevant supporting documents showing the applicant's qualifications.

2.2.3 Applications for admission shall only be processed upon receipt of the stipulated non-refundable application fees.

2.2.4 After processing the applications, the Registrar shall communicate the decision to the applicant in writing, within reasonable time

2.2.5 BTTI admits trainees whose applications have been processed by other bodies such as KUCCPS and NYS. Trainees placed by these bodies for training at BTTI will be deemed to have presented their qualifications to the respective placement organs and shall confirm such qualifications by presenting originals of their documents at the time of admission.

2.2.6 The applicant is fully responsible for the authenticity of any document submitted for the purpose of seeking and securing admission at BTTI. Should such documents be proved to be fraudulent at any time before admission, during training or after training, the admission shall be nullified and any certificates or qualification awarded on the basis of such documents shall be withdrawn and cancelled. The college shall further be free to tender such documents in its possession as evidence of fraud to any competent authority should such a demand be made

2.3 Admissions

2.3.1 A trainee is admitted into a programme when he or she meets the minimum entry requirements for admission into that programme and level. Admission into a programme is done before the beginning of each academic

term. Admission into various training programmes shall be conducted under guidance of the BTTI Academic Committee

2.3.2 BTTI reserves the right to rescind any offer of admission if the college gains knowledge after the offer had been made, and is satisfied that trainee is not qualified for admission on the grounds of failure to meet minimum entry requirements.

2.4 Registration

2.4.1 Registration of new and continuing trainees is done at the beginning of each Academic term. A new trainee is registered into a programme after:

a) The Trainee has been formally admitted into that programme and level

b) The Trainee has been assigned a Registration number upon payment of the requisite fees

2.4.2 On reporting for registration, applicants are required to have the official letter of offer, together with the originals and copies of certificates and testimonials. After verification, the originals shall be handed back to the applicant and the copies shall be kept in the trainee's file at the office of the Registrar. International applicants shall:

a) submit or mail certified copies of their certificates and testimonials from their respective Government agencies

b) submit certified Government identification documents or any other form of official identification, and other relevant documents

2.4.3 A continuing trainee is registered upon payment of the requisite fees for the Academic term and signing of the nominal roll.

2.4.4 The name of the trainee shall be registered as it appears on the documents presented when seeking admission at BTTI, or, where there is conflict, in the way the name appears in the official Government identification documents. In the event of such conflict, the trainee shall be required to provide an affidavit to clarify the conflict

2.4.5 The name used for registration shall appear and shall be used in all official records and in the final certificates. Should a trainee wish to change the name or the order of names in the course of their stay at BTTI, the same must be effected in accordance with the existing legal procedures in the Republic of Kenya. The college shall not be obliged to participate in any way in the process of a trainee's change of name, but once effected, the official documents authorizing the change shall be submitted to the Registrar

2.4.6 All new trainees must register within the first four weeks of the commencement of each term, whereas continuing trainees must register within the first two weeks of the term. The allowance of two or four weeks for each category of trainees is a window period to enable those who may have challenges in traveling or fee payment at the beginning of the term. Training activities shall begin on the second day of the term, or as soon as it is practicable for a given class, but not later than the beginning of the second week of the term.

2.4.7 Failure to register within the period provided shall be considered as an option to defer studies for the term. Such a trainee shall complete and submit a deferment form to the Office of the Registrar through the Head of Department

2.4.8 At the end of the registration period, the Registrar shall issue the official class lists to the Departments. The trainees registered for a given term shall be the only ones allowed to access the college facilities, including class attendance and assessment

2.4.9 Trainees on industrial attachment during a given term shall be required to have registered for the same and paid the requisite attachment fees **before** proceeding for the industrial attachment as stipulated in the Industrial Attachment Policy

2.4.10: It is an offense to attend class or participate in any official academic activity unless registered in the prescribed manner. A trainee completes registration by signing the Nominal Roll at the office of the Registrar. BTTI will not be under any obligation to offer services to a trainee who is not properly registered as prescribed

2.4.11: No credit can be gained in a course for which a trainee did not register

COURSE ATTENDANCE AND PROGRAMME IMPLEMENTATION

3.1Training Programmes

Training programmes are developed to take advantage of emerging opportunities and address new challenges. A training programme shall be referred to as 'new' if it is not currently on offer at BTTI, whether there exists a syllabus or Occupational Standard for it. New programmes shall be proposed by the Training Department, reviewed by the Academic Committee, evaluated and harmonized by the Principal's Management Committee with respect to the vision and mission of BTTI and the requirements of the Directorate of Technical Training and other professional or regulatory bodies. The programmes shall then be forwarded to the BOG and TVETA for approval.

A Training Department may also develop a Training Programme with a view to having such a programme validated by CDACC. Once validated, it shall be considered a new programme and the process of approval outlined above shall apply

3.1.1 Training Syllabus and Course Outlines

3.1.1.1 The Training department provides a syllabus indicating the way the course is to be taught. The syllabus gives the purpose and objectives of the course and outlines the content to be covered. It provides a statement of the knowledge, skills and attitudes the trainee is expected to acquire and the tasks the trainee would be able to perform at the end of the programme. The Occupational Standards developed in collaboration with various industries and validated by CDACC shall be considered as syllabi

3.1.1.2 The Course outline shows the schedule of classes, assignments, practicals, field trips and any other planned activities. It indicates the methodologies to be applied and the facilities required such as equipment, tools, appliances and materials. It also provides the methods of assessment to be used, indicates when tests/ quizzes/ assignments are to be taken and states the contribution of each assessment to the final grade

3.1.1.3 The course outline gives a list of class texts, references and bibliography for further reading

3.1.2 Training Attendance

3.1.2.1 Attending lectures, practicals and other scheduled classes is mandatory for all registered trainees in the relevant mode of study (Full time or Part time). A trainee shall be deemed to have satisfied the requirements for attendance if the trainee has attended instructional sessions for at least 75% of the total hours for each unit as stipulated in the syllabus. It is the duty of the trainee to make arrangements to attend classes as scheduled. A class attendance registered is maintained for this purpose

3.1.2.2 A trainee who fails to attend classes for a consecutive or cumulative period of three (3) weeks (or 25% of the training time) in a term is not allowed to take examinations in that course and will be considered to have willfully withdrawn from the institution

3.1.2.3 Reasons for failure to attend classes have to be communicated in writing to the subject trainer and the HOD

3.1.2.4 Request to be absent from studies for the term shall be forwarded through the HOD for approval by the Registrar. A trainee who is absent from classes for more than three (3) weeks in a term without permission is not eligible to take end of term examinations.

3.1.2.5 Trainees shall strictly adhere to internal assessment procedures as outlined in the Examinations Policy. Such shall include, but not limited to, Class presentations, Maintenance of Portfolios, Continuous Assessment Tests and End of Term Examinations

3.1.2.6 Where a Training procedure is practical oriented, attendance and participation during practical sessions shall be considered in determining fulfilment of requirements for Training attendance

3.2 Mode of Study

There shall be two modes of study, namely Full Time or Part Time. The HOD shall determine the programmes that can be offered in either mode by considering the nature of the programme and the convenience of offering it in whichever mode

3.2.1 The Full time mode of study applies when a trainee attends scheduled day and afternoon classes on a regular basis and takes the standard load in terms of hours of instruction and practical sessions as outlined in the syllabus

3.2.2 The Part time mode of study applies where a registered trainee attends scheduled afternoon or evening or weekend classes regularly and takes the standard load in terms of hours of instruction and practical sessions as outlined in the syllabus

3.2.3 Trainees are guided through various courses using instructional materials, assignments, continuous assessment, tutorials and examinations organized by the Department

3.2.4 Request for change of mode of study shall be submitted to, and processed by the Department for approval by the Registrar. Such change of mode of study shall not be effected until the approval of the Registrar is obtained.

3.3 Mode of Delivery

The College shall adopt such modes of delivery as may be appropriate from time to time. Such modes shall include, but not limited to: face-to-face instruction on the college premises, practical sessions in laboratories and workshops, field excursions as well as ODeL and other e-learning programmes

3.4 Academic Year and Duration of Study

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

3.4.1 The Academic Year begins in January of each calendar year and ends in December of the same year OR begins in May/ September of each calendar year and ends in March/ July of the next year. The same will apply for CBET programmes for levels that require instruction for a year and above

3.4.2 The Academic Year consists of three terms. Each term shall consist of twelve (12) weeks, during which all academic programmes scheduled for that term will be implemented. For CBET programmes, level three shall

last for three months (12 weeks), level four shall last for six months (two terms), level five shall last for one year (three terms) and level six shall last for two years (six terms).

3.4.3 The Year of Study of a trainee is the academic level attained in the particular programme, such as Year 1, 2 or 3. This level is measured in terms of the cumulative number of credit hours successfully completed as per the prescribed syllabus.

3.4.4 TEP Diploma programmes shall last for 3 years, while TEP Certificate programmes and TEP Artisan programmes shall last for 2 years each. This duration includes the period for industrial attachment as specified in the respective syllabi.

3.4.5 For Modular programmes, each Module shall last for one academic year, including one attachment for Craft Certificate and two attachments for Diploma. The Craft Certificate modular programme shall consist of two modules while the Diploma programme shall consist of three modules.

3.5 Change of Course/ Training Programme

3.5.1 New trainees are allowed to change their course or programme of study within the first four weeks of the term by completing the change of course form obtainable from the office of the Registrar.

3.5.2 A trainee who wishes to transfer from one programme to another after the first four weeks of training shall be required to complete a fresh application form obtainable from the Office of the Registrar. The form once received, will be processed in the normal manner and the trainee will be offered admission in their course of choice in the next intake. Such a trainee shall be given priority in the next class before considering new applicants

3.5.3 For modular programmes, a trainee who has successfully completed a course at the level of Craft Certificate may join the Diploma programme of the same course at Module Two.

3.6 Deferrals

3.6.1 A trainee who has been admitted but cannot register immediately may have their place reserved by deferring the commencement of the training programme

3.6.2 This reservation/ deferral can be maintained for a maximum of three terms, after which it lapses and the Registrar shall remove the trainee's name from the list of admitted trainees at BTTI. Such a trainee may seek fresh admission by following the normal process of application and the application will be processed in the normal manner and the trainee offered admission in their course of choice in the next intake, with priority given according to clause 3.5.2 above

3.7 Fees Payable

3.7.1 BTTI charges competitive fees in line with Government guidelines on fees as issued from time to time.

3.7.2 For short programmes developed by BTTI, the BOG reserves the right to review the fees charged as and when it deems necessary.

3.7.3 Applicable fees payable is as provided in the fees structure approved by the BOG, and will be issued to new trainees together with the Joining Instructions/ Letter of Offer once a trainee's application is processed.

3.7.4 All trainees are required to pay their tuition fees directly to BTTI in the manner prescribed in the Letter of Offer of Admission and the Fees structure

3.7.5 Assessment/ Examination fees for External Examinations/ Assessment shall be paid according to the provisions of the Examinations Policy

3.7.6 Trainees must pay the requisite fees before registration and attendance of training programmes or registration for assessment/ examinations

3.8 Industrial Attachment, Research and Other Special Requirements

3.8.1 Some academic programmes have practical requirements incorporated in the course work. The number of hours recommended for each practical activity in a given programme is specified in the syllabus for each programme

3.8.2 All practical requirements have to be met in order to complete the programme as prescribed in various syllabi or course requirements

3.8.3 Where the syllabus specifies such a requirement, it shall be mandatory for a trainee to undertake the same before the trainee can be deemed to have satisfied the course requirements.

3.8.4 For professional development, trainees are encouraged to undertake internship, field attachment or practical industrial experience in non-governmental organizations, private enterprises, relevant industries or public agencies

3.8.5 Each trainee is required to carry out a research/ trade project or investigative study in an area of special interest relevant to their course of study. The trainee is required to write a report or research paper on the same. The research/ trade project is examinable as per the respective syllabi. In addition to the research/ trade project, trainees undertaking programmes examinable by the Kenya National Examinations Council shall prepare a Business Plan/ Entrepreneurship Project as part of the course requirements. The Department shall guide the trainees in the preparation of the two projects

3.9 Withdrawing from Training

A trainee who wishes to withdraw from a course of study for which they have been duly registered may do so under the following conditions:

3.9.1 Request for withdrawal from a course must be submitted to the Department by completing a prescribed form obtainable from the Office of the Registrar

3.9.2 A trainee who drops out of a course without official notification as herein provided will be considered to have abandoned the course. The trainee will be required to apply afresh for the course (or any other course of choice) if the trainee wishes to rejoin BTTI

3.10 Refunds

3.10.1 Any refund of tuition fees and/ or reduction in tuition fees liability is at the sole discretion of BTTI

3.10.2 In all cases where refund has been approved, any other debt owed to BTTI will be deducted from any refund due

3.10.3 Documentary evidence of sponsorship is required before any refund of personal contributions towards fees can be considered. This may include, but not limited to, copies of award notices from funding bodies or letters from sponsors confirming details of the tuition support provided

3.10.4 Any refund, if approved, shall be made by cheque to the person or organization with proof of having paid the fees

THE ACADEMIC COMMITTEE

4.1 Membership

4.1.1 The Academic Committee shall comprise:

i. The Principal, who shall be the Chair
ii. The Deputy Principal (Academics), who shall be the Secretary
iii. The Deputy Principal (Administration)
iv. The Registrar
v. The Dean of Students
vi. The Examination Officer
vii. The Heads of All Academic Departments
viii. The Industrial Liaisons Officer/ Attachment Coordinator

4.1.2 The Registrar and the Examinations Officer shall form part of the Secretariat and shall be answerable to the Deputy Principal (Academics)

4.1.3 The following officers may be invited to attend any particular meeting of the Academic Committee on a need-to basis:

i. The Officer in charge of the Library
ii. The Research Coordinator
iii. The Head of ICT Services
iv. The Timetable Officer

4.2 Meetings

4.2.1 The attendance of Academic Committee meetings shall be mandatory for the members. Any member wishing to be absent shall make the request to the Principal in writing. The request shall give details of the proposed representative, who will be granted official representation status by the Principal

4.2.2 The Academic Committee shall meet at least once in a term. Reports from Academic Committee meetings shall be submitted to the Principal

4.2.3 The quorum for the Academic Committee meetings shall be two thirds of the membership. Where the Principal as the Chair is unable to attend a duly

constituted Academic Committee meeting, the Deputy Principal (Administration) shall Chair the meeting

4.3 Responsibilities

4.3.1 Subject to overall responsibilities of the BOG and the Principal, the Academic Committee so constituted shall be responsible for the planning, coordination, development and oversight of all academic programmes and professional work of the trainers

4.3.2 The Academic Committee may delegate some of its responsibilities to designated sub-committees

4.3.3 All the decisions of the Academic Committee and its designated sub-committees shall be subject to ratification by the BOG

4.3.4 Al recommendations of academic interest shall be channeled through HODs or task forces and sub-committees of the Academic Committee

4.3.5 The Chair's task shall be to guide the meeting's activities and decisions of the Academic Committee

4.3.6 The Secretary shall be responsible for keeping all the records of the committee, including the minutes and the reports received or generated by the committee

4.3.7 The committee shall recommend for approval any new programme of study, regulate admission of trainees and determine the trainees' continuance in such programmes

ACADEMIC INTEGRITY

5.1 Trainee Responsibility

5.1.1 Since academic integrity is the cornerstone of any training activity, at BTTI we are committed to the principles of free inquiry. Trainees are responsible for learning and upholding professional standards of research, assessment and ethics in their respective areas of study

5.1.2 At BTTI, high value is placed on truth. This implies a corresponding intolerance of scholastic dishonesty. Written work or any other work undertaken and submitted by trainees must be the product of individual effort and must be consistent with appropriate standards of professional ethics

5.2 Academic Dishonesty

5.2.1 Academic Dishonesty is hereby defined as to knowingly act, or fail to act, in a way that results or could result into unearned academic credit or advantage to a trainee. Whereas in this policy an offense may be described as an act of omission or commission "knowingly" committed, for the purpose of academic integrity, the offense will be deemed to have been committed if the person ought to have "reasonably known"

5.2.2 Offenses that go against Academic Integrity

i. Submitting academic work that has been wholly or partially copied from or written by another person without proper acknowledgement, or, for which previous credit has been obtained in an institution of learning
ii. Submitting the same academic work to more than one course
iii. Submitting for assessment an academic work that is purchased or acquired from another source
iv. Collaborating improperly on academic work; aiding or abetting another trainee's academic dishonesty
v. Copying or use of unauthorized aids in tests, examinations or laboratory reports

vi. Procuring, distributing or receiving an examination, test or other course materials, that are in preparation or storage and are meant for academic assessment
vii. Accessing and/ or displacing, without authorization, the academic work (such as previous assignments) submitted by other trainees to the instructor
viii. Altering the grade awarded for marked academic work and using or attempting to use the alteration to have the recorded grade changed
ix. Gaining undue possession of, destroying or in any other way tampering with the academic work of another trainee
x. Preventing another trainee from completing a task for academic assessment, or interfering with another trainee during their academic work
xi. Failing to take reasonable precautions to protect own academic work, such as assignments, laboratory reports or examinations, from being accessed and/ or used by other trainees
xii. Misrepresenting academic credentials from other institutions or submitting false information for the purpose of gaining admission to BTTI or to earn academic credit
xiii. Submitting false information or false medical documentation to gain a postponement or any advantage for academic work
xiv. Forging, altering or fabricating BTTI documents
xv. Forging, altering or fabricating transcripts, letters of reference or any other official document from any other institution or organization

5.3 Academic Integrity in Course Work

5.3.1 Trainees are expected to adhere to the ethical and professional standards associated with their respective programmes and academic courses

5.3.2 Such standards are generally communicated to trainees by instructors/ trainers and are available through publications produced by the respective professional organizations

5.3.3 Unethical or professional misbehavior will be treated in the same manner as academic dishonesty

5.4 Procedure for Dealing with Academic Dishonesty

5.4.1 Any person who has reasonable cause to believe that a trainee has committed academic dishonesty may submit a signed statement, attaching all relevant evidence, to the appropriate HOD

5.4.2 The HOD and the Dean of Students will conduct an investigation and, if there is probable cause, bring a charge against the trainee before the Academic Committee for adjudication

5.4.3 Depending on the gravity of the matter, the Academic Committee shall submit recommendations to the Principal for onward transmission to the BOG for final adjudication

5.4.4 On the recommendation of the BOG, any matter not resolved at the institution may be referred to other legally constituted agencies responsible for redress, subject to appropriate legal procedures and statutory requirements