

BONDO TECHNICAL TRAINING INSTITUTE



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STUDENTS RULES AND REGULATIONS

STUDENTS RULES AND REGULATIONS (2016)

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1. PREAMBLE

Bondo Technical Training Institute (here-in after referred to as BTTI) endeavours to create an institutional environment which is a necessary recipe for any meaningful education and training to take place. In so doing, BTTI presumes that all students shall conduct themselves within the prescribed decorum and abide by all rules and regulations provided within and without the institution premises.

The general purpose of these rules and regulations is to creating an environment whereby BTTI community can learn and develop learning cultures which embody respect, trust, access, caring, support, decency, pride, success and joy. These rules and regulations are also meant to preempt and forestall any unsatisfactory conduct which may arise. They are not meant for threatening student's life in the BTTI, but they are meant to help the Board of Governors and BTTI administration to ensure successful education and training as provided in the TVET ACT section 27 2(d). Where punishment is meted, it is meant to correct unsatisfactory conducts.

Secondly they are meant to establish, shape, maintain and improve the culture of BTTI and realign it to the unwritten society norms, mores and expectation and the constitutional and applicable laws of Kenya. Such culture must be embedded in trust as a glue that can hold the BTTI education and training culture together as an agreed praxis.

2. THE STUDENTS RULES

- 2.1 A BTTI student respects authority and is dutiful, polite, responsible and considerate of other people's feeling. The student keeps himself/herself clean, smart and adheres to the provisions of the constitution of Kenya and the provisions in chapter 4 on Human Rights, and Legal Implementation provision provided in TVET Act No. 29 (2013) (which provides the framework for management of Technical Training Institutions).
- 2.2 A BTTI student should conduct himself/herself with the acceptance of national decorum, and anything that is contrary to decency, good manners or behaviors, or commonsense is contrary to the rules of BTTI.
- 2.3 A BTTI student should be endowed with self- respect and great pride in his /her own integrity and establishing a positive and powerful BTTI spirit and culture. BTTI is a gang safe, smoking free and drinking free zone, and its students should be safe from bullying, intimidation, drug dealing, soliciting of sex or prostitution, harassment, vicious ridicules, physical beatings, witnessing violence and life -threatening situation and demeaning or dangerous hazing and initiations.

3. THE REGULATIONS

Below are comprehensive Regulations with their respective explanatory framework meant to help students to apply the rules during the stay in and out of BTTI.

3.1 General Offence

- a) Drunkenness and disorderly behaviour.
- b) Use of profane language.
- c) Display lewd conduct.
- d) Possession of obscene literature.
- e) Drug abuse and drug trafficking.
- f) Stealing and illegal gambling of any form.
- g) Defiance of authority and incitement of others to insubordination.
- h) Deliberately/intentionally destroying BTTI property.
- i) Fighting.
- j) Arson.
- k) Impersonating and refusal to prove identification upon demand by BTTI staff
- l) Bribing any BTTI employee or student.
- m) Making false statement in the application for admission, petition, request or other official documents or records and peddling falsehood.
- n) Inciting fellow students, staff to participate in illegal activities.
- o) Intimidation/issuance of threats, written or verbal to students with intent to disrupt academic activities or other processes.
- p) Any attempt to convene or organize any participation or involvement in demonstration, gathering procession or public ceremony for which permission has not been obtained from the BTTI administration.
- q) Authorship, publication or distribution of anonymous or involvement or any other literature of malicious or libelous nature including placards.
- r) Keeping offensive weapons within the BTTI.
- s) Acts of hooliganism, unruly or rowdy behavior unreasonable or excessive noise or any other acts likely to cause breach of peace within or outside the BTTI premise.
- t) Interfering with freedom of any person to express his or her views including invited speakers.
- u) Violation of any restriction, conditions or terms of sanctions resulting from prior disciplinary action.
- v) Tampering with fire extinguish and other safety equipment.
- w) Violation of state law or by-law e.g. smoking, loitering etc.
- x) Indecent dressing and grooming.
- y) Act of terrorism.

3.2 Academic offences

- a) Stealing examination papers for revision.
- b) Plagiarizing.

- c) Attending classes and /or sitting exams without having officially registered and paid for it where applicable.
- d) Attempting to attend classes /sitting exam after being suspended from BTTI where applicable.
- e) Missing out up to 25% of class session.
- f) Cheating in examinations.
- g) Skipping exams without a good cause.
- h) Leaving the examination room without signing the attendance list.
- i) Bribing or attempt to bribe lecturer/exams officer for good marks, change in marks or attempting to threaten lecturers for the same.
- j) Using unauthorized materials during exams time or using someone else's materials to prepare for exams/assignment (plagiarism).
- k) Presenting papers or materials other than your own to fulfill class requirements.

l) The following constitutes examination irregularities.

- i) Communication in whatever manner between candidates or with outsiders during examination.
- ii) Leaving answer sheet exposed to view by other candidates
- iii) Bringing into the examination room any text book, note book, phones, piece of paper or any other unauthorized material by examiner.
- iv) Coping answers from others during examination or assignment.
- v) Use of computing machines not authorized by the examiner.
- vi) Writing answers on desks, chairs, log tables or any part of the body

3.3 Bounds, Leave outs, Absences and Lateness

- a) Absence from the BTTI without permission and using unauthorized access/gate.
- b) Interference with the entry or exit from building or areas or free movement of any person, forcible entry into a building or other premises and authorized presence in a building.
- c) Violations of any restrictions, conditions or terms of sanctions resulting from prior disciplinary actions.
- d) Unauthorized use of BTTI property, facilities e.g. transports, computers notice board or facilities of staff BTTI affiliates.

3.4 Misuse of BTTI facilities

- a) Use of BTTI's facilities for commercial purposes.
- b) Miss use of BTTI documents including but not limited to forging students ID, official letterhead etc.
- c) Failure to retain or compensate for any borrowed item or money belonging to BTTI or member of BTTI.
- d) Tempering with fire extinguishers and other safety equipment.

- e) Stealing books or any library material, damaging them and/or taking them outside the library without checking them at the counter.
- f) Damage, destruction, tempering defacement of personal or BTTI's affiliate properties.

3.5 Sexual Harassment

Sexual harassment as used in these Rules and Regulations refer to any unwelcomed unwanted or uninvited sexual advances or requests or behaviours that are offensive, intimidating or humiliating. The aggressor (harasser) can be either a woman or a man and/or can be of the same sex. The harassing act can be in written or verbal or physical form. Such acts which constitutes a sexual harassment can be in three forms namely;

- a) The act that explicitly and / or implicitly affects individual/victims safety
- b) The act that infringes on individual's right
- c) The act of bullying or coercing of sexual nature and persistent despite repeated objection of a person whom the lewd conduct is directed to the extent that the victim feel humiliated or intimidated or unsafe. However it is important to note that sexual harassment has nothing to do with mutual attraction or friendship. The offenses of such sexual harassment are provided in sexual offence ACT CAP 62A and Sexual Offences Regulation 2008.
- d) For purpose of BTTI Rules and Regulations, the following samples of sexual harassment offenses are applicable.
 - i) Rape
 - ii) Attempted Rape
 - iii) Sexual Assault
 - iv) Compelled or induced sexual act
 - v) Whistling and making cat calls
 - vi) Sexual gestures
 - vii) Teasing and taunting or insult of sexual nature
 - viii) Pulling down gym shorts
 - ix) Asking personal sexual oriented questions or intrusive questions or statement about your private life
 - x) Unwelcome Touching
 - xi) Leering or starrng
 - xii) Name calling
 - xiii) Flipping of skirts
 - xiv) Unwelcome requests for dates or inappropriate advances at social working sites

- xv) Giving sexual gifts or accessing sexual explicit from internet sites or displaying pornographic material or distributing nude pictures/sexual innuendos etc.
- xvi) Snapping bras
- xvii) Personalized graffiti
- xviii) Off-colour jokes
- xix) Sexual or sexist language or profane language
- xx) Suggestive or descriptive letters or note
- xxi) Offensive T-shirts or Caps
- xxii) Distributing nude pictures
- xxiii) Unwelcoming familiarities
- xxiv) Grabbing or parting body parts
- xxv) Graphic description of girls
- xxvi) Rating students sexual attributes
- xxvii) Spreading rumours of sexual nature
- xxviii) Lesbianism or homosexuality
- xxix) Stalking
- xxx) Sending sexual explicit images and text messages

3.6 Punishment and Procedure

3.6.1 Procedure for non academic offences

Step 1

A written charge should be addressed to the dean of students' office by any staff member or student for misconduct

Step2

Preliminary investigations shall be conducted by the office of the dean of students for purpose of ascertaining whether the case warrants action to be taken by the BTTI disciplinary committee.

Step 3

In a case where disciplinary action is warranted, the case shall be reported to the BTTI disciplinary committee for action.

Step4

The charges shall be communicated by the secretary of the disciplinary committee to the students immediately and he/ she shall be required to appear before the BTTI disciplinary committee

Step5

The BTTI disciplinary committee shall conduct the hearing and interview any person and examine any available evidence or exhibits which may assist in proceedings and make every attempt to exercise fairness to the students who have been charged.

The hearing shall be closed to the public except for parent or guardian.

Written defense shall be made by accused student(s) and witness shall be presented within the days stipulated by the secretary.

Prospective witnesses other than the accuser and the accused may at the discretion of disciplinary committee be excluded from the hearing during the testimony of other witnesses.

Any person including the accused who disrupts hearing by failing to cooperate or being disorderly, violent or otherwise may be excluded from the hearing.

If an accused student fails to appear at a scheduled hearing without prior permission granted by the secretary of BTTI disciplinary committee, the student disciplinary committee shall proceed to a decision based upon the evidence provided.

Step 6

At the conclusion of the proceedings, the secretary of the BTTI disciplinary committee shall make a written report of the proceeding. The report shall include the statement of the charges, summation of the evidence presented and the recommendation of the committee including a decision of the sanction to be imposed on the student who has been charged.

Step7

The report shall then be submitted to the principal in his capacity as the chief executive officer and secretary of BOG for endorsement.

Step8

The endorsed decision shall be communicated to the student by the chairman of the BTTI disciplinary committee in writing within a week of endorsement by the principal.

Step 9

In case the accuser (defendant) makes an appeal against the decision by the BTTI disciplinary committee to the secretary of the BOG who will receive it and in turn refer the case to the BOG for further deliberation and action. It has to be done in writing within 7working days from the date of notification. The appeals committee decision is final. Failure to submit the appeal in writing within the allocated date time shall render the original decision final and conclusive.

3.6.2 Possible student disciplinary sanctions

After the disciplinary procedures, the following are possible sanctions that may be meted out to a student who has been charge with general misconduct.

a) First level sanctions by BTTI disciplinary committee

i) Admonition

A verbal warning to the student may be given the secretary of BTTI disciplinary committee on behalf of the Principal. The student is required to give a written apology to the person who has given the verbal warning and a copy of the apology given to the Dean of students.

ii) Restitution

Reimbursement, services, repair or completion for damages will be required of the student(s)

Restitution may include relationship reconciliation. Demand and justification for restitution may be made to the student in writing by secretary of BTTI disciplinary committee.

b) Second level sanctions

The cases which may require the BTTI disciplinary committee to ask the Principal as the secretary of the Board of Governors to seek for BOG indulgence.

The following sanctions are the prerogative of the BTTI disciplinary committee:

i) Censure

In the form of written reprimand which should be acknowledged in writing by the student. If the offences are repeated, then more serious sanctions will be imposed. A written apology is expected from the student.

ii) Disciplinary probation

Exclusion from certain privileges such as leadership.

iii) Suspension

This will be done as provided by law by relevant acts dealing with education and training as per the TVETA ACT No. 29 (2013).

c) Third level sanctions

At this level the offences require dismissal and are criminal in nature. The cases that may require this action will be handled by the BOG as provided for by the relevant laws in education and training however all offences which are criminal in nature may not be handled by BOG and will be referred to the relevant arms/authority of the government.

These may include;-

- i) Arson
- ii) Rape
- iii) Physical Assault
- iv) Drug trafficking
- v) Possession of dangerous weapon
- vi) Act of terrorism
- vii) Radicalization
- viii) Stealing

3.6.3 Procedure for academic offences

When an internal academic offence is committed, the lecturer/the invigilator shall write a report to the head of department through the exams officer with copies to the dean and deputy principal. The communication should contain such documentation as the lecturer/invigilator has to establish that an offence has been committed

The HOD through the exams officer should immediately ask the student to write a defense statement on the charges. If an appropriate understanding cannot be worked out between student, lecturer, exam officer and the HOD, the student may appeal to the principal through deputy principal for further hearing.

Penalties

- a) Any student caught cheating on an assignment or examination will be given an "E" grade for that assignment or examination.
- b) A student caught cheating the second time (whether on the same course or another, and whether by the same or different lecturer will be advised to repeat that year. The student's sponsors will be notified.
- c) A non-student attending classes or sitting exams without being officially registered will not receive a grade in the course and be excluded from class or examination room.
- d) A student who misses up to 25% of class sessions will not qualify for both internal and external exams
- e) A student serving suspension and attempt to attend classes or sit exams risks being discontinued from the institution

GLOSSARY

Culture	A way of life of BTTI community which include the behaviour, beliefs, values and symbols, that BTTI community accept, and that are passed along by communication and imitation from one generation of students to another.
Decorum	Behaviour keeping with good taste or orderliness or being well behaved in particular situation
Graffiti	Writing or drawings that have been scribbled, scratched, or painted illicitly on a wall or other surface, often within public view with intention to portray other people negatively.
Haze	To make somebody especially new students nervous or worried by playing tricks on them or giving them unpleasant tasks to do
Leering	To look with a sideways or oblique glance, especially suggestive of lascivious interest or sly and malicious intention.
Lewd	Crude and offensive in sexual way or lustfulness or treating sex in crude or offensive way or obscene way which may include jokes, questions or songs.
Mores	The essential or characteristics custom and convention of a community
Praxis	An accepted way of doing things or something or the culture
Profane language	Treating with lack of respect or using intimidating language
Sexual innuendos	Is an insinuation or intimation about a person or thing, especially of a denigrating or a derogatory Sexual in nature. It can also be a remark or question, typically disparaging (also called insinuation)
Stalking	Unwanted or obsessive attention by individual or group towards another person. Stalking behaviour are related to harassment and intimidation and may include monitoring of an individual.
Taunting	Provoke or challenge someone with insulting remarks