



RViBS COLLEGE STUDENT HANDBOOK

A Guide of the College Activities For New Students



Compiled by the Dean's office

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© October 2023

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1. Significance of Orientation

As a new student in the college it is essential for you to attend the orientation as it involves being taken through all the important information relating to your life in the college. Orientation program entails the presentation and activities to help you familiarize with the facilities, resources available and campus community and also help you settle quickly.

2. Functional website information

The college catalogue presents apparent and adequate guide for you. The information contained therein involves information on our programmes, policies, regulations, schedules and services. Also updates and changes will be posted from time to time as they happen and adjusted. Work closely with your head of departments and personal advisors or supervisors to understand it so as to familiarize with it. The college catalogue is accessible from the website.

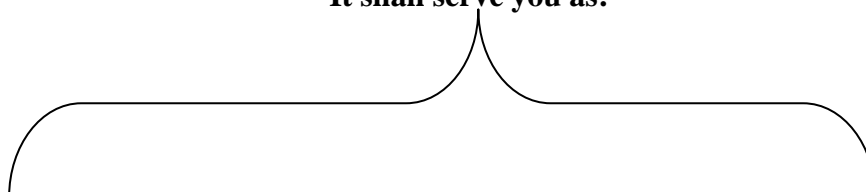
Go to www.rvibs.ac.ke. Where you may visit the menus on: academics; registry; library; student life and contacts. These menus provide useful information related to academic, social and personal expectations required of you by the college. **NB:** A quick guide of the menu is at the back of this document.

3. Students' communications

Official communications with you shall be via RVIBS email account. Important notices may also be sent through SMS and /or on Notice boards.

You are reminded that your Student numbers is your key to access all the services in the college.

It shall serve you as:



Your student number	Your College email	Your bar code for the library
NBRNKR/34567/23	nbrnkr3456723@rvibs.ac.ke	3456723
Contains: Your program Your campus Your number year of enrolment	To enable you: Enter your student profile Communicate with lecturers/trainers Receive important notices	To enable you to: Enter the library Borrow books register for library trainings

4. Student's Portal

Through your student portal you shall be able to keep tracks of units you have taken, check your examinations results, view your fee statement, proforma, book units, pre-register your units, evaluate your course amongst other functions.

5. Registration Process

As a new or continuing student, you are required to register the **first day** of each Semester/Trimester. Registration involves: Booking units (online), paying for the booked units at the bank and then presenting the bank slip to the accounts office for the official receipting then activating your RVIBS Email Account.

Payment of fees (at least 40% of the total fees) is what confirms your registration and enables you to:

- Appear on the class list/register
- Sit for CATs
- Sit for Exams
- Receive exams results on-line
- Receive financial statements online

NB: Accommodation must be paid for in full

6. Deferment of studies

A student may defer studies due to: illness, financial problems, and family issues etc. in case of deferment a student shall:

- Shall apply in writing to the head of departments / Principal/Campus Coordinator (in charge) outlining the reasons of H/Her deferment wishes.
- The department committee or HOD may allow the deferment and inform the Dean.
- The Dean will write to the student offering the deferment for a given period. The action on deferment shall be entered into the student's record.
- After the period of deferment is over the student will re-apply for admission two months before the semester begins. The Dean will assess the letter and re-admit the student in consultation with the respective HOD.
- With the deferment the diploma and certificate programmes should be completed in three (3) years while artisan should be in one (1) or two (2) years depending with the programme.
- Students who overstay beyond the semester/trimesters they were supposed to finish without permission (such as deferment or taking less course load due to fees issues) will be surcharged KSH. 3, 000 per trimester up to a maximum of the durations their curriculum allows. Thereafter, they shall be de-registered as per the policy.

7. Unit Load

A student may take a minimum of three and a maximum of six/seven units a semester depending on the programme requirements. The number of units include re-retakes were applicable.

A prerequisite unit has to be passed before pursuing the next unit in the series.

8. Dropping / Adding Units

If you add / drop a unit(s) you will be de-registered at the accounts office: - Your name will be removed from the class list. Consequently you are required to go back to the account office and reinstate your registration.

9. The College Credit Transfer Policy

Credit transfer in the college shall be granted in line with the College affiliates Examination Bodies (KNEC, KASNEB, NITA, CDACC, ABMA, IHRM etc) and as per the college policy up to 40% of the college core course units for similar programmes at the same level. You will need to apply through the Dean's office and copy to the relevant HOD or as otherwise directed.

An official letter will be sent to you confirming the units you are exempted from. When you receive the letter, pay the required amount. Payment should be made in the first trimester of the year.

10. Transferring to another Campus

A student wishing to transfer to another campus should complete the "Student Transfer Form" in triplicate i.e. a copy to the current registry, a copy to the accounts office and the last copy to the registry office you are heading to. The form is available from the registry.

11. Student transferring

If a student is wishing to transfer to another campus shall be required to present a letter of no objection letter from the relevant HOD.

12. Evaluation

Students shall be required to evaluate the units done at the end of the trimester. This shall help the department/faculty improve the programme and also enable you to get an exam card. Check the calendar for when this is scheduled to be accessed.

13. Examination Procedure

The exams shall be administered at the end of trimester. You shall be eligible to print an exam card if you have:

- Registered for the trimester i.e. booked units and paid in full for them.
- Maintained a minimum of 75% lesson attendance and completed coursework for the trimester.
- Done course evaluation for all courses registered.

14. Conducts in the exam rooms:

In the exam room you are required only to have:

A writing pen(s), pencil, sharpener, Calculator where necessary, your student ID, your exam card.

15. Cheating in an Examination

Cheating in an exam shall be treated as a serious offense, the consequences of which shall be:

- a. Suspension for the whole trimester
- b. Having marks nullified for all exams taken in that trimester.
- c. Upon returning shall be required to:
 - Register afresh for the units nullified.
 - Pay full fees for the nullified units.
 - Repeat coursework for the units which were nullified.
 - Take all exams for units that were nullified.

NOTE:

- Mobile phones and any other irregular material are not admissible in the exam room during exam session, if found with mobile phone shall be construed as cheating.
- If you are involved in an exam irregularity more than once you shall be discontinued from studying in the college.

16. Examination Queries

A student having an examination results query: shall raise it within two weeks after the results are released through these emails:

- examnkr@rvibs.ac.ke –for main campus students
- exambiashara@rvibs.ac.ke for Biashara students
- examgilgil@rvibs.ac.ke for Gilgil campus students
- exambahati@rvibs.ac.ke for Bahati Campus students etc.

17. Exam results Appeal

You may appeal an exam results by requesting for a re-mark. The appeal must be launched within the first two (2) weeks after the result are officially released. The appeal should be in writing to the academic committee copied to the Faculty Dean. The appellant to pay a non-refundable fee of Ksh. 1,500 per unit appealed for a re-mark. The amount is payable to the bank account and the bank slip to attached to the appeal letter. The letter should be submitted to the registry office. The re-mark results shall be communicated to you through an official letter.

18. Exam Re-take

A student failing an exam shall be required to repeat the unit(s) and can attempt a maximum of three (3) re-sits. You will need to:

- Register for the unit(s) afresh
- Study the unit(s) again for a whole semester.
- Complete the course work and sit for CATs and final exam.
- The final mark you will obtain after the re-take will reflect an “R” on the transcript indication it is a re-take.

19. Failure to Sit for an Exam

Missed exams should be taken the next time they are on offer. If you are unable to sit for exams, you **MUST**:

- Provide a written proof of the reasons why the exam was not taken and provide evidence.
- Write a letter to the registrar through HOD within the next trimester attaching all documentary evidence where applicable.

20. Exceptional cases on failure to sit for exam:

- **Illness** - required attaching letter from the hospital.
- **Bereavement**
- Failure to complete fees.

NOTE:

- **Coursework marks** shall be valid for a period of one academic year that is Three (3) Trimesters only.
- If you fail to take the exam by the end of one year you will be required to repeat the unit(s).
- You are only allowed to take a maximum of **three (3)** missed exams per trimesters.

21. Improving your Grades (boosting grades/exam/results)

You are allowed to boost your grades so long as you register for the unit when it is next offered, pay full tuitions fees, attend all lectures and fulfill all the requirements of the course including research projects and attachments of the course as per the College policy. The latter marks whether higher or lower shall supersede the first marks.

You are allowed to improve your marks as far as you register for the unit when it is next offered, pay full fees, attend all lectures and fulfill all the requirements of the course including research projects and attachments of the course as per the College policy. However, you will be time-barred, if the units are not taken within three trimesters – even if the unit was not on offer during that period.

22. Warning and Discontinuation letters

- If you get a cumulative grade of 'F' in a trimester you will get an academic warning. This is to alert you on the danger of being discontinued.
- If a student gets a cumulative percentage of an 'F' for three consecutive semesters, you will be discontinued.
- If a student fails half or more of the units registered for in a given semester, the matter shall be presented to the Academic / Management Committee for action.

23. Discontinuation Academic Grounds

If you are discontinued on academic grounds, you may apply for re-admission. You will need to complete a new Application form as a new Student and the procedure for a new

student admission shall follow thereafter, including application for credit transfers where applicable.

24. Result slips

You will receive your examination results in your portal for viewing. In case you need a printed copy of the result slip, you are required to apply to your department through registry.

25. Specific Academic and Practical Attires

Based on the departmental rules and college regulations, whereby a student is supposed to be in uniforms such; as medical students and for practical such engineering students, ensure you conform to the set guidelines as at when you are supposed to be in uniform, dust coats, protective gears at all times.

Remember on the professional grounds you are required to conduct yourself with decorum and demonstrate high levels of respect and discipline in the experimental and attachment environment.

26. Research Project and Defense

Towards the tail end of your course as part of your course requirement you are supposed to undertake a research project, with a topic approved by the administrator taken through by the assigned supervisor and successfully defend your project to the project defense panel which basically applies to all diploma students.

The administrator shall communicate to you the opening and closure of the application for defense as scheduled during trimester. And the manner in which such applications shall be conducted.

27. Quick Guide to the Website

A quick guide to the website menu on the Main Drop down menus on the College (RVIBS) website is demonstrated below:

Main RVIBS website Menus		
Home	Academic	Registry
<ul style="list-style-type: none"> ▪ About RVIBS ▪ Vision and Mission ▪ Core Values and Objectives ▪ Location ▪ Board of Management ▪ Frequently Asked Questions (FAQs) ▪ Latest Videos ▪ Student Center ▪ Graduation Speeches 	<ul style="list-style-type: none"> ▪ Academic Programs ▪ Departments ▪ Distance learning ▪ Campuses, study Centers & collaborating colleges/Institutions ▪ Academic staff ▪ Research ▪ Publications ▪ Apply online 	<ul style="list-style-type: none"> ▪ Academic calendar ▪ Admission regulations ▪ Attending lectures ▪ Exam regulation ▪ Graduation ▪ Exam time tables

Main RVIBS website Menus		
Library	Student Life	Contacts
<ul style="list-style-type: none"> ▪ Library services ▪ Library training ▪ Access and membership ▪ Rules and regulations ▪ Library collections ▪ Opening Hours ▪ Library catalogue ▪ E-resources 	<ul style="list-style-type: none"> ▪ Dean of Student ▪ Chaplaincy ▪ Counseling ▪ Student Governing Council ▪ Accommodation ▪ Financial Aid ▪ Alumni ▪ General info ▪ Post complaint ▪ Students' Clubs 	<ul style="list-style-type: none"> ▪ Admin: ▪ Reception: ▪ Emergency: ▪ Registry: