



THE NAIROBI WOMEN'S HOSPITAL COLLEGE

STUDENT HANDBOOK



2020-2023

NAIROBI WOMEN'S HOSPITAL COLLEGE STUDENT HAND BOOK

Student Name:

Student Email Address:

Student's Mobile Number

Student Registration number

This student handbook is the property of NWH College.

Contents

NAIROBI WOMEN'S HOSPITAL COLLEGE STUDENT HAND BOOK	2
VISION, MISSION, GOALS, AND CORE VALUES	5
VISION	5
MISSION	5
CORE VALUES	5
PROHIBITED CONDUCT	9
STUDENT POLICIES AND PROCEDURES	13
POLICY TITLE: ADMISSION POLICY	13
POLICY TITLE: CHANGE OF PROGRAM POLICY	14
Standard Policy Statement: College uniform identifies an individual as a student in the Nairobi Women's Hospital College and reflects a positive and professional image of the individual and the School. Uniform shall be prescribed by the NWH -College.	18
POLICY TITLE: CLASS ATTENDANCE	21
Standard Policy Statement: The NWH College is a center of excellence in training; we strive to produce competent graduates who shall administer safe, quality healthcare interventions. Thus coverage of all training curricula content is mandatory.	21
POLICY TITLE: LEAVE	22
POLICY TITLE: EXAMINATION POLICY	23
Standard Policy Statement	23
POLICY TITLE: STUDENT ACADEMIC INTEGRITY POLICY	31
POLICY STATEMENT	31
ALUMNI ASSOCIATION: STUDENT ALUMNI CHAPTER	35
POLICY TITLE: HARASSMENT	35
Sexual Harassment	35
Harassment Based on Race/ Ethnicity or National Origin	37
POLICY TITLE: PERSONAL HEALTH MANAGEMENT	37
POLICY TITLE: MENTORSHIP	39

POLICY TITLE: LIBRARY USAGE	40
LIBRARY OPENING HOURS	40
POLICY TITLE: STUDENT RECORD FILES	44
POLICY TITTLE: ACCOMMODATION /HOSTEL SERVICES	45
POLICY TITTLE: USE OF CAFETERIA	49
POLICY TITTLE: TRANSPORT	50
POLICY TITLE: SUSPENSION POLICY	52
POLICY TITLE: EXPULSION POLICY	55
STUDENT DISCIPLINARY PROCEDURES	57
STUDENT HANDBOOK CONTRACT SIGN UP	60

Student's Hand Book

Dear Student,

Welcome to the Nairobi Women's Hospital College (NWHC).

We aim to provide a friendly and supportive environment for your study, and we hope that you enjoy and you will find it a rewarding experience being at NWHC.

This handbook is the official notification of standards, rules, policies, values and responsibilities that characterize student life at NWHC. You are expected to read, understand and comply with the provisions of the Student Handbook and to be adequately guided in your choice of actions.

This will allow us to collaboratively work alongside each other, to respectfully respond to conflicts, and to resolve violations of our Code of Student Conduct in ways that emphasize learning and personal accountability

Note that, this publication is not intended to be a legally binding contract. Therefore, NWHC reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Student Handbook from time to time as it deems appropriate based on the facts and circumstances surrounding each situation, in its sole and absolute discretion.

It is your responsibility to note any changes in policies and procedures.

Principal,

Ms. Ruth Echenje Osoo.

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VISION, MISSION, GOALS, AND CORE VALUES

VISION

We are the trusted leader in Healthcare Education in Africa.

MISSION

We deliver competent and exceptional graduates who positively impact the health sector.

CORE VALUES

Nairobi Women's Hospital College aspires to inculcate the following values to its students:

- Passionate, Caring and professional competence: offering quality care to clients and patients
- Respect and fairness: we value human dignity, rights of other people and being gender sensitive.
- Honesty and integrity: for professional credibility of the college, NWH and GVRC.
- Transparency and accountability: In all interventions and use of resources
- Responsiveness and critical thinking: In exchange of views and client interventions
- Team work and collaborations: we value collaborations among other institutions, administrative units, students and staff.

Organization of the NWHC

Accreditation

The NWHC is a midlevel tertiary training institution approved by the Technical and Vocational Education Training Authority of Kenya in the training of healthcare providers. Levels of training offered are- Certificate, Diploma and Higher Diploma.

Departments

Each course/program is placed under a department. Departments are concerned with the academic operations and success of the students. They aim to ensure that their students are sufficiently well provided for in order to make the best academic use of their time. The person of contact in a department is the Head of Department (HOD). Each department has its own course specific handbook and standard operating procedures.

All matters specifically connected with your course and academic performance should be directed to your relevant HOD.

Classrooms/lecture halls: The school has adequate classrooms which are well lit and equipped with comfortable seats, desks and white boards.

Learning materials: Students shall be provided access to recommended learning materials upon registration. The materials include student teaching guides, manuals and research guidelines.

Resource centers: The resource centers (library and simulation skills laboratory) have updated materials, journals and training equipment for relevant training areas. Each resource center has a qualified staff that will support both staff and students during sessions. The school has functional internet connections to enable access to relevant academic information

Communication

Effective communication is vital to ensure successful completion of the program. Students are expected to communicate appropriately, adequately, truthfully, verbally and as well as writing. Students are required to have current working phone numbers on file in to ensure the ability to contact students in the occurrence of anything. Students are responsible for reading information posted on the student bulletin boards.

Student Noticeboard

Notices about examinations, changes to teaching arrangements, industrial attachments and Clinical placements for the course are posted on the Students Notice Board, as well as news of conferences and events that may be of interest to students.

Messages for teachers should be sent to them by e-mail, or left with the College Administration Assistant .

Electronic Media

College Whatsapp and Email Platforms are the most frequently used means of communication and it is expected that you will check your emails/whatsapp platforms daily.

Student Kamukunji

These are student forums organized once per month. These are open forums for interactions, consultations and feedback with fellow students and faculty.

Attendance is mandatory.

Official college contacts

You may use the following contacts to contact the administration. **Email:** mtc@nwch.co.ke. **Phone number** +245708287474

CODE OF CONDUCT

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the NWH community are necessary for the fulfillment of such goals. This Student Code of Conduct is designed to promote this environment to all trainees in the college. It sets forth the standards of behavior expected of students who choose to join the NWH community. Students who violate these standards will be subjected to disciplinary sanctions in order to promote their own personal development, protect the larger college community, and finally but not least, maintain order and stability on the campus.

PROHIBITED CONDUCT

Dishonesty

The public deserves an honest professional in every setting. Honesty is required of all students in the Health Care Profession. The students who obtain passing grades through dishonest means are incapable of practicing safely and ethically. Dishonest conduct may include but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of school documents by actions such as forgery, alteration, or improper transfer.

A dishonest student presents a risk to the clients, self and to the reputation of both the profession and the College. Maintaining honesty within the profession is the responsibility of all students. Therefore, a student who witnesses dishonest behavior on the part of another student or health care worker must report such an incident immediately. In the case of witnessing dishonest behavior of another student, the witnessing student should make their peer aware of the unacceptable behavior and

then report the incident to the course instructor. When dishonest behavior (academic or professional) is discovered, disciplinary procedures as outlined in the college handbook shall be followed.

Abusive Criticism

The faculty and staff are open to receiving and responding to constructive suggestions. Processes are available to allow for appeals and other grievances. The expression of criticism or problems through the use of abusive language or disruptive behavior directed toward faculty or staff is prohibited.

Destruction of property

Actual or threatened damage to or destruction of College property or property of others, whether done intentionally or unintentionally with reckless disregard, is prohibited.

Dangerous weapons or devices

Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, ammunition or fireworks, knives unless authorized by an appropriate College official or permitted by the College policy, is prohibited even when otherwise permitted by law.

Theft/unauthorized use of property

Theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others is prohibited.

Failure to comply with College or civil authority

Failure to comply with legitimate directives of authorized College officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the

terms of a disciplinary sanction, will lead to disciplinary action being taken against you.

Drugs and Alcohol

The use, production, distribution, sale, or possession of drugs and alcohol is prohibited.

Unauthorized presence

Unauthorized persons are not allowed entrance to or presence in or on College and hostel premises.

Disorderly or disruptive conduct

Disorderly or disruptive conduct that unreasonably interferes with college activities or with the legitimate activities of any member of the school community is prohibited. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behaviors include, but not limited to:

- Using cell phones (including texting) or other paging devices in class/clinical learning session;
- Talking to peers during lectures.
- Entering the classroom late;
- Leaving the classroom early without authorization;
- Conduct that distracts or intimidates others;
- Using personal computers in class for non-class activities;

Students who engage in disruptive behavior may be directed by the instructor to leave the class for the remainder of the class period. If the student refuses to leave, then it will be considered as a disciplinary system abuse. (Refer to disciplinary system abuse).

Hazing

Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form are prohibited.

Disciplinary system abuse.

Abuse of any college disciplinary system, shall include but not limited to:

- a) Failure to obey the summons or directives of a disciplinary body or college official;
- b) Disruption or interference with the orderly conduct of a disciplinary proceeding;
- c) Institution of a judicial proceeding knowingly without cause;
- d) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of a disciplinary proceeding;
- e) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during, and/or after a judicial proceeding;
- f) Failure to comply with one or more sanctions imposed under the code of student conduct;
- g) Influencing or attempting to influence another person to commit an abuse of a college disciplinary system.
- h) Attempting to discourage an individual's proper participation in, or use of, a college disciplinary system.

Riotous behavior.

Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prescribed behavior in the context of a riot includes, but is not limited to:

- a) Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
- b) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard; and
- c) Failing to comply with a directive to disperse by college officials, law enforcement or emergency personnel; and
- d) Intimidating, impeding, hindering or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.

Recording of images without knowledge.

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker and rooms hostels. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

STUDENT POLICIES AND PROCEDURES

POLICY TITLE: ADMISSION POLICY

Standard Policy Statement

The NWH – College upholds the principle that all applicants seeking to enroll are treated fairly and equitably. The college has open, fair and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. The students will be selected on merit based on the published criteria.

Standard Operating Procedure

Applications for admission to The Nairobi Women’s Hospital College as a student shall be done following through either of the following platforms

- Online via e-mail: <https://nwh.co.ke/college/>
- Hand delivery
- Posted via mail (mtc@nwch.co.ke)

Applications forms attached with all supporting documents must be submitted by the date stipulated by the College. However, special consideration may be given on an individual basis. Admission shall only be processed upon submission of all relevant documents. **NB: Admission requirements are course specific.**

POLICY TITLE: CHANGE OF PROGRAM POLICY

Standard Policy Statement: Students, who wish to change their choice of course/ programs may do so if they meet the entry requirements for the desired new program. Students are encouraged to consult their respective class tutors prior to initiating a change of program process.

Standard operating Procedure

- a) a) Pick the *change of program application form* from the admin assistant and fill as guided in the form. This should be done within three weeks of registration/admission.
- b) Take the form to the HOD of your current enrolled program. All course transfers must be approved by the HODs of the current and the desired programs.
- c) In the event that an application for change of program is done after three weeks of admission have lapsed, the student shall be charged full tuition fee for one trimester of the current program.

NB: Change of program form must be filled in four copies.

POLICY TITLE: WITHDRAWAL FROM TRAINING

Standard Policy Statement: Students may withdraw from training if the circumstances are life threatening. Students are encouraged to consult their respective class tutors prior to initiating a withdrawal process.

Standard operating Procedure

- a) The guardian/Payer/Parent of the student notifies the college in writing the intent of the student to withdraw from training.
- b) Pick the *withdrawal from training form* from the admin assistant and fill and clear from all departments as guided in the form.
- c) Take the dully filled the form to the HOD of your current enrolled program. All training withdrawals must be approved by the HOD and the College Principal.
- d) Student identification cards MUST be surrendered to the administrator office at the time of withdrawal and a clearance form completed.
- e) A student who withdraws on medical grounds must obtain a written medical form duly signed by a licensed medical officer from any NWH-UNITS with copies of relevant documents attached which will be handled in confidentiality.
- f) A student seeking to be readmitted shall be considered upon application for admission to the college as a new applicant.

NB: withdrawal from training form must be filled in four copies.

POLICY TITLE: DEFERMENT

Standard Policy Statement: Students may defer or postpone their training in certain circumstances. Students are encouraged to consult their respective class tutors prior to initiating a deferment process.

Standard operating Procedure

- a) Pick the deferment *form* from the admin assistant and fill and clear from all departments as guided in the form.
 - b) Take the dully filled the form to the HOD of your current enrolled program. All deferrals must be approved by the HOD and the College Principal.
 - c) Student identification cards **MUST** be surrendered to the administrator office at the time of withdrawal and a clearance form completed.
 - d) A student who defers on medical grounds must present a medical report duly signed by a licensed medical officer from NWH group with copies of relevant documents attached. This must be handled in confidentiality.
 - e) A student who had deferred and wishes to continue with studies or extend the deferment period must notify the relevant HOD in writing **at-least one month prior to the agreed date of return.**
 - f) Evidence of having resolved the reasons for deferment or extension of deferment must be attached.
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- g) Placement of the student on return to training shall be guided by the HOD.

NB: Deferment form must be filled in four copies.

POLICY TITLE: TRANSFER OUT POLICY

Standard Policy Statement: Students may transfer out in certain circumstances. Students are encouraged to consult their respective class tutors prior to initiating a transfer out process.

Standard operating Procedure

- a) The guardian/Payer/Parent of the student and the student shall notify the college in writing of the intent of the student to transfer from the institution.
 - b) Pick the *transfer out form* from the admin assistant, fill and clear from all departments as guided in the form.
 - c) Take the dully filled the form to the HOD of your current enrolled program. All deferrals must be approved by the HOD and the College Principal.
 - d) Student identification cards MUST be surrendered to the administrator office at the time of withdrawal and a clearance form completed.
 - e) Information on student's academic performance and conduct shall be shared in confidentiality by the HOD to the desired institution upon request from the institution via official channels.
 - f) A student seeking to be readmitted shall be considered upon application for admission to the college as a new applicant.
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NB: Transfer out form must be filled in four copies.

POLICY TITLE: DRESS CODE POLICY

Standard Policy Statement: College uniform identifies an individual as a student in the Nairobi Women's Hospital College and reflects a positive and professional image of the individual and the School. Uniform shall be prescribed by the NWH -College.

The student must dress as follows during all classroom session and official college appointments;

1. Attire

- Female Students shall dress in a stripped lilac purple cotton dress, a short and a long sleeved black sweater with college logo, with black socks/ stockings, black leather shoes.
 - Male Students shall wear a black official trouser and stripped lilac purple short-sleeved shirt, a short sleeved sweater long sleeved black sweater with college logo embroidered on left breast, black socks and black leather shoes. Trousers shall not be tight fitting.
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Note: A black fleece/ sweater with the school name embroidered on left breast may be worn. White/black pull neck may be worn inside the uniform during cold weather.

2. **Name Tag, ID Badge, and Uniform Emblem**

- a) Name tags shall be issued by the college, be worn on the upper right portion of the uniform. Charges will be incurred for replacement of lost name tags. The name tag should be worn at all times in class or in industrial attachment.
- b) A name tag will be issued 2 weeks after admission

3. **Hair and Nails**

- a) Hair must be worn above the collar or tied back securely with a small clip or band. Large hair bows or scarves are not permitted.
- b) Hair colors are not permitted.
- c) Male students must be clean shaven or have a neatly trimmed beard.
- d) Facial stubble is not permitted.
- e) Fingernails should be clean, trimmed with no nail polish. Artificial fingernails or other nail enhancements are not permitted because of documented outbreaks of infection due to gram negative bacteria associated with artificial nails.

4. **Jewelry**

- a) Only one small pin earring in each ear is allowed.
- b) Dangling or loop earrings and bracelets are prohibited
- c) Jewelry must be removed from any other visibly pierced location, including the tongue. Either a watch with a second hand or a digital watch that can track seconds is required.
- d) Tattoos should not be visible.
- e) Strong scented perfumes & lotions and after shaves are prohibited.

- 5. **Gum:** Gum chewing is not allowed during college appointments, class sessions and clinical placements.
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6. **Mobile phones:** Students are not allowed mobile phones in class setting and college appointments.

Standard operating Procedure

- a) All students must wear the standard NWH – College uniform. ***No substitutions or additions are permitted.***
 - b) Students must have uniforms available on the first week of their admission
 - c) Students are expected to exercise proper judgment in choosing clothes that are professional and appropriate. No casual attire (jeans, shorts, sweatshirts, t-shirts, sandals, etc.) is permitted IN ANY WORK SETTING AT ANY TIME.
 - d) The uniform shall be neat and clean at all times.
 - e) Undergarments should not be visible.
 - f) All dresses shall be of a length below the knee, not tight fitting and not exposing the cleavage.
 - g) Staff members of NWH group shall discipline a student who uses a phone or dresses inappropriately during college appointments, class session and clinical placements.
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POLICY TITLE: CLASS ATTENDANCE

Standard Policy Statement: The NWH College is a center of excellence in training; we strive to produce competent graduates who shall administer safe, quality healthcare interventions. Thus coverage of all training curricula content is mandatory.

Standard operating Procedure

- a) **Official Hours:** The school is on session from Monday to Friday, between 0800 hours and 1700 hours. Saturday 8.00 am to 1 .00 p.m.
 - b) **Class timetables** shall be prepared and availed in advance by the class tutors /course coordinators. Students should be in class at the scheduled time and remain in class throughout class time. Breaks shall be given at 10.00 am and at
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1.00 P.m. A student should request for permission from the subject teacher to leave class in case of an emergency.

- c) **Absence/lateness:** students are required to attend 100% of all class sessions. Students arriving within 10 minutes of the scheduled time will be marked late whereas; those arriving after 10 minutes will be marked absent. Three times late shall equal to one absent.
- d) **Registration and Fee clearance:** Students must register and clear due tuition fee by stipulated deadline for their names to appear on the official class list. Any student whose name does not appear on the class list will not be allowed to attend class.

POLICTY TITLE: LEAVE

Standard Policy Statement: Students may interrupt their studies in some circumstances. The college must be aware of the whereabouts of students in session at all times; this is for the safety and welfare of the students.

Standard operating Procedure

- a) Upon approval from class tutor, pick and fill class/clinical absence from the admin assistant.
 - b) Students are required to fill out all the information on the form, including all comments sections relating to reasons for their leave of absence.
 - c) Surrender the class/clinical absence form with the class tutor for approval PRIOR to proceeding.
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- d) On return from off the student should return exit sheet back to the office attached with necessary evidence for clearance.
- e) Students are allowed a maximum of two off days within a block/term. More than two days away from class/clinical shall be treated as an absence, with its consequences abiding.

Note: Notifying instructor or no longer attending classes/ practicum does not complete the process.

POLICY TITLE: EXAMINATION POLICY

Standard Policy Statement

Student Performance Assessment is a vital element in the training of students since they guide both teaching and learning; determining the progression of the student from one level to the next, identifying specific needs of the student and evaluating the suitability of the learner to enter the professional practice.

Internal Examinations: These are examinations set, regulated and managed within the college. Internal examinations will constitute:-

- Continuous Assessment Tests (CAT's)
 - Assignments
 - Final Examinations.
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The final grade shall constitute of CATs, Assignments and end term/block exams per subject. The **Pass Mark** for students and the individual subject grading will be determined by the specific departments.

Examination Results

Each candidate shall receive all records of performance. Results shall be classified as;

- a) **Distinction**
- b) **Credit**
- c) **Pass**
- d) **Fail**

Candidates who score 'a fail' in any paper be **REFERRED/DEMOTED** and will have to pass the failed paper before being issued with a Diploma/Certificate. Final grade results shall be issued in form of a "**STUDENT TRANSCRIPT**".

Supplementary Examinations

- a) A supplementary exam is an examination done if and when a student attains a **Fail** grade in the first attempt of a final examination.
- b) Supplementary examination shall be offered at a period not earlier than two weeks from the release of the main examination results.
- c) A student shall only have one chance to attempt a supplementary exam per paper.
- d) Failure to attain a **pass** grade in a supplementary exam shall automatically demote the student for a period stipulated by departmental guidelines and the academic committee.

Progression

Students who shall attain a **PASS grade in either first attempt or supplementary examination** shall progress to the next level of learning.

Demotion

Students who shall attain a **FAIL grade in the supplementary examination** shall be demoted for a period stipulated by departmental guidelines and the academic committee. The demoted student shall pay full tuition fee during the period of demotion.

Special examinations

- a) Special examinations may be given under the following conditions:
 - Reasons of ill health – **must** be on advice from a medical practitioner and with approval from the class tutor.
 - Reasons of bereavement within the candidate's nuclear family.
- b) The decision to offer special examinations shall be taken following recommendations from the Departmental Academic Committee. Subject to the decision of academic committee special examinations shall be held within the period specified after the final results have been released. A fee shall be charged for the process of special exams.

External Examinations

- a) These are examinations set, regulated and managed by national regulatory bodies. These bodies include but not limited to- Nursing Council of Kenya (NCK), Kenya National Examination (KNEC), Kenya Nutrition & Dietetics Institute (KNDI) and TVETA & CDAC.
- b) All students **MUST** pass the coursework and practical exams to be eligible for the external examinations.
- c) Examination venues/centers and schedules shall be released by the external examiners through your specific departments.

Examination Schedules

- a) Examinations shall be held within the period of 8:00 am to 5.00 pm Monday to Friday (excluding public holidays) and 8:00 am to 12:00noon on Saturdays.
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- b) CAT's for all subjects will be done on a scheduled week for a period of One (1) hour each.
- c) Final examinations for each subject will also be done on a scheduled week for duration of up to 3 hours.
- d) The Timetables for all the exams will be availed to students two (2) weeks prior to the examination.

Examination room entry and attendance

- a) Students must be available to undertake examinations throughout the periods designated for the internal examinations as outlined in the academic calendar and at times specified in unit outlines.
- b) A student must have at least attained 90% class attendance to be eligible for an exam.
- c) A person other than the invigilator or other authorized person may not, except with the permission of the invigilator, enter or remain in an examination room during an examination or during the period of 15 minutes immediately preceding or immediately following an examination session.
- d) A candidate, on entering an examination room, must proceed without delay to the place to which he/she is directed by the invigilator or by notice or other means and will not leave till he/she is through with the examination and have surrendered all the scripts.
- e) **Attendance form:** Candidates shall sign an attendance form in every examination and adhere to the instructions for collection of the form as provided by the invigilator.

Time management during Examinations

- a) **Starting time:** Times listed on the timetable are the times when students are allowed to commence reading or, if there is no provision for reading time, commence the examination.
 - b) **Late arrival:** Candidates who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will
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not be allowed additional time. Candidates who arrive more than 30 minutes after the examination will not be permitted to undertake the examination.

- c) **Early departure from examination rooms:** Except in circumstances to be determined by the invigilator, a candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 10 minutes of an examination. Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) will adhere to instructions provided by the invigilator).
- d) **Conclusion of examination:** At the conclusion of the examination all candidates must remain seated until their papers are collected by the invigilator or until the invigilator has given them permission to leave the examination room.
- e) **Venue of Examinations**
Students shall sit for examinations in the examination room or in the classrooms in which they attend classes for the unit being examined.

Conduct in the Examination Room

Each examination shall have an exam invigilator. Exam Invigilators are responsible for overseeing the undertaking of examinations. A student shall not enter into a debate/argument with the invigilator for any direction given to the candidate.

An invigilator may require any person present in the examination room to:

- i. Provide a school ID card and exam card to confirm his/her identity and eligibility to be in the examination room;
 - ii. Show that the person does not have in his/her possession any unauthorized material;
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- iii. Ask any question relating to that person's behavior while in the examination room;
- iv. Ask a candidate to leave an examination room if the invigilator considers that a candidate's behavior, dress or appearance is such as to disturb or distract any other candidate;
- v. Students shall surrender any material and/or mobile phones which the invigilator considers to be unauthorized; and/or comply with any direction the invigilator deems necessary to ensure the proper and efficient conduct of the examination.

Identification

- a) Candidates must produce their student identification (ID) card on demand at each examination.
- b) It must be displayed prominently on the desk during the examination.
- c) If the student does not have an ID card in their possession, an alternative photographic identification, such as a national ID or passport, may be used.
- d) Failure to provide suitable identification during an examination may result in the person being escorted out of the exam room.

Materials allowed in the exam rooms.

- a. No externally written materials relating to the examination are allowed .Only Specified Nominated materials by subject tutor for the open book examinations shall be permitted in the examination room.
 - b. Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room.
 - c. A candidate using an authorized electronic Calculation device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.
 - d. Mobile phones and Personal electronic devices shall not be brought into or used in an examination room.
 - e. Functional Wall clocks shall be provided in the exam room.
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Illness during Examinations

- a) If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.
- b) If the candidate cannot continue with the examination, the invigilator will note this and report the matter to Course Coordinator. The Subject Tutor and Course Coordinator will determine, in consultation with the Principal, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation.

Examination Room organization

- i. Candidates must be in the examination room at least 15 minutes before the start of an examination. All candidates must face in the same direction, unless they are working on computers, in which case, a candidate must not be able to see the screen of the computer being used by another.
- ii. More than one examination may be held in the same room as long as this does not cause disturbance to any candidate.

Examination Irregularity management guidelines

The NWH C upholds academic integrity and has a zero tolerance to ANY FORM of examination irregularities. Any proven irregularity will result in immediate and appropriate action to stop, correct and prevent its recurrence.

- a. In case of documentary evidence found in the possession of a candidate(s), such evidence shall be confiscated, seized and/or impounded by the Invigilation Officer who must preserve such evidence in its original form for purposes of the disciplinary hearing and/or further action.
 - b. Where a candidate destroys evidence by way of swallowing, tearing or throwing it away or in any other way howsoever, then the evidence of at least **TWO (2)** invigilators will be deemed to be sufficient evidence of an examination malpractice
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- c. In case of oral evidence of examination irregularity or such other personal or impersonal conduct such as unauthorized mutual discussion between candidates in the examination room, unauthorized use of gestures, external (third party) interference with the smooth conduct of the examination and the intentional exposure of answer(s) by a candidate for other candidate(s) to copy, the Invigilation Officer shall carefully record his/her specific observations in a clear statement and forward the same to the relevant class teacher.
- d. In case of unauthorized use of electronic gadgets such as mobile telephony or other physical and communication gadgets during an examination session, The candidate shall be asked to leave the examination room immediately.
- e. In case a candidate(s) is irregularly assisted by an Invigilation Officer, Supervisor, Tutor or other College Staff, the case shall be reported to and dealt with by the college management through the exam officer.

Examination Irregularities

The academic malpractices listed below shall constitute examination irregularity:

- a) Advance access to examination papers.
 - b) Copying or reading from another candidate's script or from any other unauthorized sources e.g. body parts.
 - c) Possessing any unauthorized written materials relevant to the examination in the examination room.
 - d) Passing or receiving relevant verbal, written or electronic communication to or from other candidates or any other source during the examination.
 - e) Returning examination booklets with written answers after the examination.
 - f) Use of unauthorized electronic gadgets in the examination room.
 - g) Plagiarism i.e. using words or ideas of another person as if they were one's own without due acknowledgement in a report or thesis.
 - h) Contravention of acceptable order in an examination room such as unauthorized noise and conversations.
 - i) Abetting/aiding or covering up an examination malpractice.
 - j) Lobbing for undeserved examination grades.
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- k) Forging or using medical reports in order to obtain a deferment of examinations.

Penalties

A candidate found guilty of any examination irregularity shall be subjected to appropriate penalties as shall be determined by the academic disciplinary committee.

- a) A candidate who is caught involved in the above (a,b,c,d,e,f,g,h,j,k) malpractices of the College Examinations Regulations shall be suspended from the College for a period of six months.
- b) On readmission, the student shall be demoted and retake all the subjects registered for during the term when the irregularity was committed.
- c) A candidate who is caught involved in the above (f, h, and j) malpractices of the College Examinations Regulations shall be required to retake the subject(s).
- d) A candidate who commits an examination irregularity shall only qualify for award of a maximum **PASS** grade in the academic transcript.
- e) A final timetable shall be prepared and made available to the student using appropriate means, not less than two weeks prior to the examination period.

POLICY TITLE: STUDENT ACADEMIC INTEGRITY POLICY

POLICY STATEMENT

It is the responsibility of all NWH -College students to ensure that all academic work (formative, summative, certifying, papers, research proposals, examinations- CATS, Final exams, projects, group work assignment etc.) submitted as part of their course work and / or program of study, in whole or in part, meets the College test for academic integrity.

Regulations

1.0 Students

Definition: for the purposes of this Policy, a student shall mean and include any individual admitted to and enrolled at the NWH -College for a course of studies leading to a certified program.

- Students are responsible for being aware of and demonstrating behavior that is honest and ethical in their academic work, including but not limited to:
- Following faculty member's instructions related to referencing sources of information, the proper methods for collaborating on academic work and / or engaging in group work.
- Asking for clarification of the instructions where necessary,
- Ensuring that their academic work is not accessible to or being used by others. This includes protecting and / or denying access to computer files.
- Adhering to the principles of academic integrity when conducting and reporting research,

Academic Dishonesty

It shall be deemed a breach of the NWH- College Student Academic Integrity Policy to:

- Collaborate improperly on academic work.
 - Violate course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental team and made available to students.
 - Submit the same or substantially the same academic work for two or more courses, without prior written approval of the member(s) of faculty.
 - Submit plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
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- Knowingly provide or receive information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
 - Serve as, or enlist the assistance of a substitute for a student in the taking of examinations;
 - Knowingly provide or use assistance in the practicum assessment, or on a course assignment
 - Cheat on examinations, including the use of unauthorized aids during the writing of the examination.
 - Submit false or altered documents.
 - Submit false information or false medical documentation to gain a postponement, advantage or leave from mandatory session(s).
 - Provide a false signature for attendance at any class or assessment procedure or on any document related to attendance or the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.
 - Misrepresent academic credentials from other institutions or to submit false information for the purpose of gaining admission or credits.
 - Misrepresent registration / participation in a conference, seminar, symposium, etc.
 - Submit or present work as one's own that has been purchased or acquired from another source.
 - Receive and / or distribute test or course materials that are in the process of being prepared or have been stored.
 - Alter a grade or use altered course materials to have a course grade changed.
 - Steal, destroy or tamper with another student's work.
 - Forge, alter or fabricate NWH- College documents, including but not limited to transcripts, letters of reference or other official documents. Impersonate another student either in person or electronically for the purpose of academic assessment.
 - Assist another student in the commission of academic misconduct.
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Disciplinary Proceedings: Academic Dishonesty

The following penalties shall be applied independently or in combination for any single violation of the Student Academic Integrity items:-

- A reduction of the mark on the piece(s) of academic work.
- A mark of zero for the piece(s) of academic work.
- A reduction of the overall course grade.
- A failing mark for the course with a transcript notation.
- Cancellation of admission to the College and /or enrollment at the College.
- Suspension.
- Expulsion.
- A recommendation to Academic Council, the Board of Trustees to rescind the student's certificate/diploma/Higher Diploma.
- At the discretion of the faculty/disciplinary committee, any other penalties as may be deemed appropriate for the circumstance shall be administered.

A written notice reporting the academic dishonesty offence and penalty prescribed to the student shall be sent to the student and copied to Head of Department and the NWH-College principal, the student's parents and / or a student's sponsoring agent.

POLICY TITLE: GRADUATION

Policy Statement

A student who completes all college, departmental and course requirements shall be eligible for graduation . Graduation is a college requirement and thus,

MUST be attended by the graduating student; failure to which the student shall be penalized.

Standard Operating Procedure

- a) Pick the *graduation clearance form* from the admin assistant fill and clear from all departments as guided in the form.
- b) Take the dully filled the form to the HOD of your current enrolled program, for approval and addition on the graduation list.
- c) Graduation fee shall be charged as stipulated in the fee structure.
- d) Student identification cards MUST be surrendered to the administrator office at the time of clearance.
- e) Students must confirm their listing for graduation with their HODs.
- f) Graduating gowns shall be issued and must be picked on the rehearsal day. Failure to which, the student shall be struck off the graduating list and shall have to wait for the next graduation of which they'll have to repay the graduation fee.
- g) Graduation gowns must be returned on the date indicated on the form. Failure to which there shall be a penalty.

NB: Graduation form must be filled in four copies.

ALUMNI ASSOCIATION: STUDENT ALUMNI CHAPTER

Upon graduation from NWH College the student automatically becomes an alumnus of the College. There will be a distinct student alumni chapter where the Old NWH – College graduate can be involved and/or informed of events and College accomplishments or activities.

POLICY TITLE: HARASSMENT

STANDARD POLICY STATEMENT

Sexual Harassment is a violation of professional ethics as well as violation of Human rights. NWH – College has a zero tolerance to all forms of harassment. This is to enable NWH – College, as a workplace and as an academic institution, maintains a safe and respectful environment for working and studying.

Any proven harassment will result in immediate and appropriate action to stop the harassment and prevent its recurrence.

Sexual Harassment

Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of employment contingent on the acceptance of unwanted sexual advances, that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties. Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

- a) Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with anybody part or object, by any person upon any person without consent.
 - b) Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object, by any person upon any person without consent.
 - c) Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing an STD or HIV to another student without the knowledge of the student.
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d) Indecent exposure, defined as the exposure of the private or intimate parts of the body, in a lewd manner, in public or in private premises, when the accused may be readily observed.

For the purposes of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity.

Individuals described below cannot give consent. An individual who is

- obviously substantially impaired by any drug or intoxicant;
- purposely compelled by force, threat of force, or deception;
- unaware that the act is being committed
- or whose ability to consent or resist is obviously impaired because of a mental or physical condition;
- coerced by supervisory or disciplinary authority

Harassment Based on Race/ Ethnicity or National Origin

Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, ethnicity or national origin that unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment.

POLICY TITLE: PERSONAL HEALTH MANAGEMENT

Health Requirements must be taken care off in order to participate in training.

- a) All students must have an active personal accident and medical insurance cover on admission to the college.
 - b) Students must avail themselves for the pre-entry medical examination organized by the college; failure to/or absconding medical exam shall be handled as a misconduct and shall be disciplined.
 - c) In case of sickness while at the school premises, the school management shall call an ambulance for evacuation to the hospital, this shall be under the guardian/student's cost. **Any hospital bill shall be catered for by the guardian/student. The school management will not under any circumstance be liable for the costs incurred.**
 - d) Students who cannot report for a class or practicum, during the calendar year, due to illness or an emergency, should notify the concerned faculty or year coordinator prior to the class or practicum. (refer to class absence policy)
 - e) A student who is sick while on practicum day must be seen by a physician. It is the student's responsibility to submit the sick leave certificate to the class coordinator within 24 hours of resumption. This certificate must be from Medical Officer/clinician of the NWH or, if obtained from outside NWH, should be verified by Medical Officer/clinician of NWH group.
 - f) Medical clearance is required for student participation in learning experiences during pregnancy and when returning after delivery.
 - g) Students who have a communicable disease must be cared for by their private physician and must provide evidence the same. If this communicable disease poses a risk to colleagues, visitors, employees, and others, notification will be made to the appropriate agency.
 - h) The student must have medical clearance before returning to class, skills laboratory and clinical setting.
 - i) Students who have a body fluid exposure that results in a potential occupational exposure to a blood borne pathogen (Hepatitis B, C, and Human
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Immune-deficiency Virus), such as a needle stick or other sharps injury, mucous membrane exposure, or exposure to non-intact skin while on duty must be assessed as soon as possible. Incidents must be reported to faculty immediately and a written report must be completed as required by the agency.

- j) Treatment for exposure to a blood-borne pathogen should be initiated quickly (student should not delay). The injured student must be given emergency care at the site of the assignment, and a report must be submitted at that site, and a copy must be provided to the faculty. Information regarding the source (patient) of the exposure and the treatment that the student received is provided to NWH College. Cost of care/treatment is the student's responsibility.

POLICY TITLE: MENTORSHIP

Standard Policy Statement: Mentorship is required to offer the student with support and guidance in the practice area by nurturing and focusing on the

professional development of the mentee. Students need to be nurtured, given support and guided in their lives and professional development in the college

Standard Operating Procedure.

- a) Every student must have a named mentor for each period of learning. Whilst giving direct care in the practice setting at least 70% of a student's time must be spent being supervised (directly or indirectly) by a mentor.
- b) An ongoing achievement record form must be passed from one session to the next to enable judgments to be made on the student's progress.
- c) Mentors will assess competence in practice and confirm that students are capable of safe and effective practice in all areas.
- d) Sign-off mentors must make the assessment of practice in the student's final reports.

POLICY TITLE: LIBRARY USAGE

Policy Statement: The Library is the center for learning materials and it serves as an important teaching agency. The main purpose of these rules is to safe guard the common interest of all users and to enable the library to carry out its functions as

efficiently as possible. All registered NWH - College students are allowed to access library services and resources.

LIBRARY OPENING HOURS

Monday - Friday -8.00am to 5.00pm

Saturday - 8.00am to 1.00pm

Registration

- a) All students are required to register at the library at the beginning of each academic year for process of library cards.
- b) Library users must always have their college identity cards while in the library
- c) Library cards are not transferable. Identification may be required for verification if/when necessary.

Conduct in the library

- a) Silence must be maintained in the library all the time.
 - b) Use of mobile phones in the library is prohibited. Phones should be off or in silent mode. No receiving calls while in the library.
 - c) Eating and Drinking is not allowed in the library.
 - d) Brief cases, large bags and parcels must be deposited at the luggage area and are not allowed inside the library.
 - e) Unauthorized picking of library information material will be treated as theft.
 - f) The library reserves the right to cancel membership of a user on the basis of misconduct.
 - g) Lost or mutilated information material(s) on loan will be replaced with full cost of the current edition of the material(s) plus 50% administrative charges.
 - h) Any user who damages library property will be held responsible for its replacement.
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Borrowing

- a) Borrowed information materials must be handled with care.
- b) Library users must borrow library materials using library cards.
- c) Some information materials are designated for use in the library only
{Reference Books}

Fines and penalties

- a) Any lost book/material must be reported to the librarian immediately. Borrowed material that is not returned on the due date shall attract overdue charges at the rate of Ksh. 50.00 per day.
- b) Lost or mutilated damaged information materials/equipment on loan and any library equipment will be replaced with full cost of the item on current market value plus 50%.

Clearance

All users are required to clear from the library before exiting the NWH - College. All borrowed books should be returned/replaced before the user is finally cleared.

Liability

Users are required to ensure that valuable items (such as money, laptops, phones etc.) are not left in the baggage area. The library will not be held responsible for loss of any property left unattended in the library by users.

Digital Library/Electronic Resources

- a) Booking or reserving PC machines is prohibited.
 - b) Use of social media using library PC is prohibited.
 - c) Use of the internet (including the transmission or receiving of any material) in violation of the copyright law. Including but is not limited to:
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Infringement of copyrighted material, and Transmitting or receiving threatening, obscene material or protected material is prohibited.

- d) Use of internet for any commercial purpose is prohibited.
- e) The internet equipment and software must be used as installed on Library workstations.
- f) Users are not permitted to add, delete, or modify the installed hardware or software, or to change preference settings.
- g) Library computers are strictly for research purposes. Anyone found opening non-educational sites may lose his right to use the digital library.

Disruptions

Users should not interfere with or disrupt network users, services, or equipment.

Disruptions include but are not limited to:

- a) Distribution of unsolicited advertising
 - b) Propagation of computer worms or viruses
 - c) Software piracy
 - d) Violation of copyright law and infringement of copyrighted material
 - e) Using the network to attempt to make unauthorized access to any computer or Computer system or restricted data files.
 - f) Users may not falsely represent themselves as another personA violation of any of the Library rules shall lead to disciplinary action as decided upon by the disciplinary committee.
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POLICY TITLE: STUDENT RECORD FILES

Policy statement: Individualized students records are kept in each students file, to keep track of student's activities and performance. Student files shall be retained in the respective departments for a period of five (5) years following graduation and three (3) years following withdrawal.

Standard operating Procedure

Retrieval of information in the student file shall be requested in writing, at least two (2) weeks in advance to the Head of Department and admin assistant.

- a) **Certification of Academic transcript and Certificates:** Request for certification be done in writing, at least two (2) weeks in advance to the Head of Department and admin assistant copied in the College Principal. Certification shall be done by the college Principal.
- b) **Lost certificate/Diploma/higher Diploma:** Request for replacement must be done in writing, at least two (2) weeks in advance to the Head of Department and admin assistant copied in the College Principal. A police abstract must be provided to initiate the process of replacement. Replacement of Lost certificates/diploma/higher diploma shall be at a cost of ksh.5, 000 /=.

POLICY TITLE: ACCOMMODATION /HOSTEL SERVICES

Policy Statement: NWH C provides an accommodation environment that is safe ,clean and secure to all hostel and college users.

Standard operating Procedure

1. Accommodation slots are available on a first come first basis and on availability. The college will not provide special treatment to any student.
 2. The application form for accommodation dully filled should be submitted to the NWH College Admin office or the matron during office hours.
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3. Admission to the Hostel shall be canceled if incomplete or false information is given.
 4. Students shall be required to vacate the room within 24 hrs on completion of their period of stay.
 5. Students are not allowed to stay in the Hostel during their vacations/holidays/suspension.
 6. The hostel Management will not be responsible for any mishap resulting from negligence of student.
 7. During their stay in the Hostel students shall be under the guidance of the Matron.
 8. Smoking, consumption of alcoholic drinks, or any other drugs on the college compound is strictly prohibited and shall be punished by immediate suspension or expulsion .
 9. No guest or visitor of the student will be permitted to visit rooms. Visitors and guests should be received in the visitor's room or reception area only between 9.00 a.m. to 5.00 p.m.
 10. Every student shall be in his / her hostel by 11:00 P.M. If he / she have to stay out after the said timing owing to any special reason, he / she must alert the matron. Late entry in hostel without prior permission will invite penalty / rustication.
 11. Students will not enter rooms of other students without their permission. Students should not go to other students rooms after 9:00 PM. in the night.
 12. Every case of illness and accident must be reported immediately to the Matron.
 13. No functions or celebrations shall be organized except with the permission of the Matron.
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14. Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the premises without the prior permission of the Matron or the Management.
 15. Posters that tamper with the wall paint should not be put up anywhere, either in rooms or lobbies.
 16. All students shall ensure that they do not damage college building, furniture, electrical or electronic equipment. Any students causing damage to college building or equipment will be surcharged. If it becomes they shall be removed from hostel.
 17. Day scholars are not allowed in the hostel.
 18. Allotment of the room, furniture etc. will be entirely at the discretion of the college matron and no complaint in this regard will be entertained.
 19. Every student shall keep the room allotted to him clean and neat .She/he shall take proper care of the furniture and fixtures handed over to him/her .The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students. NB: There will be a compulsory inspection in the rooms carried out weekly.
 20. All matters relating to differences among students and complaints about the hostel attendant shall be brought to the notice of the Matron, who will take such action as may be necessary.
 21. No police complaint will be lodged by the students before taking prior permission from the Admin office.
 22. Students are expected to switch off the lights in their rooms every time they are not in use.
 23. Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Matron who will arrange for repairs.
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24. Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Matron
 25. Engaging in any form of sexual activity is prohibited within the hostel and college premises.
 26. Permission must be sought and obtained, if night outs are desired during weekdays from matron, one day in advance. During weekends students are asked to sign out and sign in upon return.
 27. Students are allowed to sleep out on weekends. Students can only proceed for a weekend sleep out upon approval by the matron, through the sleep out form/sheet issued by Thursday of the specific week.
 28. Students are not allowed to install ovens, deep fryers, or other electrical appliances for cooking. Refrigerators and microwaves are not allowed. Radios may be used but on minimal volume in a manner that won't disturb the hostel and the college premise users. Iron boxes may be used for good grooming.
 29. Any complaint (indecent behavior/noise) from the fellow students/ staff, neighbors/community will result in severe action.
 30. Observe silence while in the college premises.
 31. The school does not have facility to host expectant mothers in the hostel.
 32. Students should clear out of hostel after completion of their term, failure to which they shall continue being charged hostel fee.
 33. No hawking in the hostel/college premises.
 34. The NWH-College is pro-life. Termination of pregnancy is not allowed. Any form of involvement/assistance shall be severely punished.
 35. **EXIT FROM HOSTEL** -A student who wishes to change their boarding status to day scholar shall notify the matron in writing one month in advance. Such
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requests shall be honored only after the guardian approval. Late submission of such letters will attract payment of a one month's hostel fee.

NB: Any form of indiscipline will lead to disciplinary action as decided upon by the disciplinary committee.

POLICY TITLE: USE OF CAFETERIA

Meals shall be bought at the cafeteria on a pay as you eat basis.

Serving times: Meals shall be served as follows

Breakfast (5.30 Am – 7.00 Am)

Ten O'clock Tea (10.00 Am – 10.30 Am)

Lunch (1.00 Pm – 2.00 Pm)

Four O'clock Tea (4 .00 Pm – 4.30 Pm)

Dinner (7.30 Pm – 8.30 Pm)

No food shall be served outside serving times.

- a) Students are not allowed to carry tea with thermos flasks from the cafeteria.
- b) No cutlery should be carried away from the kitchen or cafeteria.
- c) Any cutlery taken from kitchen shall be returned clean. Any loss, damage of the said item shall be surcharged.
- d) The cafeteria cabinet is out of bounds to all students
- e) Meals shall be consumed in the cafeteria.
- f) Students are not allowed to use the cafeteria computer.
- g) Cafeteria operates on a pay as you eat basis and no credit shall be advanced.

POLICY TITLE: TRANSPORT

NWH C shall provide safe transport to all bus users. Only eligible students shall be allowed to use the bus. The bus driver is responsible for the safe operation of the college bus and the safety and the discipline of the students while in the bus.

At no time shall a student debate, argue or address the bus driver in a disrespectful manner on directions given to the student.

Standard Operating Procedure

1. Students must be at the designate pick up/boarding points at scheduled times (6.00 am & 5.00 p.m at college, while 7.00a.m &6.00 p.m in the clinical area), or guided by the admin assistant. Departure times from college are shall be adhered to strictly. Tardiness shall lead to either being left at the boarding point or miss alighting at their designated destination.
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2. All transport grievances shall be channeled through the transport coordinator/administration assistant.
 3. No student shall deny the other a seat.
 4. Students will be expected to remain seated during the duration of the trip.
 5. Students shall not throw or shoot articles within the bus or out of the bus window, and shall not extend any part of their body, clothing or other article out of the bus window.
 6. Students shall not write upon, disfigure, or destroy any part of the college bus.
 7. Students shall not carry weapons, explosives, unsheathed pointed articles, animals; intoxicating beverages or drugs on the bus (the act will attract disciplinary) consequences.
 8. Students shall not strike matches or use tobacco in any form in the bus.
 9. **STRICTLY only students** in college uniform and with student identity card shall be allowed to board the bus.
 10. No student shall be allowed to purchase anything during the bus trip to/from clinical placement.
 11. Students dropped at the clinical areas will be picked at the same pick up point.
 12. Students caught drunk or having used any form of stimulant e.g **KHAT** shall not be allowed to board the bus. The driver shall report on the incident.
 13. No student shall be allowed to use the bus for a ride/free round trip.
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POLICY TITLE: SUSPENSION POLICY

Standard Policy Statement

Suspension is a forced, temporary leave from the NWH-College for behavioral adjustment purposes from ongoing learning. The Head of a department (or delegated nominee) may suspend a student from the NWH-College for not less than fourteen (14) Calendar days.

Suspension is a disciplinary measure that follows serious personal misconduct and is imposed by the disciplinary committee (see Student Handbook on code of conduct policy).

Standard operating Procedure

- a) These procedures apply to the behavior of students at the college, clinical placement and while away from the college site on college endorsed activities.
- b) Suspension of any student must follow due process which involves a previous written warning to the same student following misconduct as per the code of conduct. This is with an exception if the student willful conduct endangers him/herself, other students, surrounding persons, the faculty and school employees or the property of the school. If such cases arise then the student will be suspended immediately

A Suspended student shall not:

- Attend classes
- Live in student hostel facility
- Use NWH-College facilities, including library and computers
- Participate in student activities
- Attend clinical placements
- Be members of student organizations

Suspension policy

- a) When a student's actions/conduct violates law, NWH –College policies, rules and regulations, the student may be suspended by the Head of department or the College principal.
 - b) A student who is suspended shall not be allowed to attend his/her regular classes or school sponsored activities for a prescribed number of days.
 - c) Prompt notice of a suspension shall be given by telephone to the student's parent if possible. Formal written notification to the student's parent shall be initiated within twenty-four (24) hours of the time the student is informed of the suspension.
 - d) Prior to the suspension, the student shall be given an impartial hearing by the Head of department or the College registrar and shall be informed of the charge(s) against him/her which may result in suspension. If the student denies the charge(s), s/he shall be given an explanation of the evidence, an
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opportunity to present his/her version of the case, and notification of the action taken by the Head of Department or the College registrar.

- e) In cases of extremely disruptive or dangerous behavior, persons or groups involved may be immediately suspended and ejected from the school campus without a prior hearing. In such instances, each student shall be afforded an informal hearing before the Head of Department or the College registrar prior to the expiration of suspension.
- f) The Principal shall determine, in consultation with tutors, when appropriate, whether the student should be given the opportunity to make up school work and course requirements missed while absent due to out-of-school suspension. If this privilege is given, the student shall complete the school work missed and shall do so on his/her own initiative. Failure to make up all written examinations, continuous assessment test and assignments missed during the approved time frame of suspension will result in the student being given the academic grade of "F" for those written assignments. Under no circumstances are tutors required to make special provisions to comply with this procedure.
- g) Upon completion of the make-up work, the student should submit the work to the tutors concerned.
- h) In some circumstances the Head of Department or College registrar may determine that a student should be suspended immediately. This will usually be due, but not limited, to reasons such as the safety of students or Faculty.

Head of Department or College Principal must suspend immediately and consistently with these procedures (including procedural fairness) any student who:

- ***Is physically violent:*** Any student who is physically violent, resulting in injury, or whose violent behavior seriously interferes with the safety and well-being of others such as strikes is to be suspended immediately.
 - **Is in possession of a firearm, prohibited weapon** without reasonable cause
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- **Uses, supplies, or is in possession of, a suspected illegal** substance or supplies a restricted substance/alcohol.

POLICY TITLE: EXPULSION POLICY

Standard Policy Statement

Expulsion -means and is not limited to the permanent deregistration of the student from the NWH college.

Student behavior that interrupts the educational learning environment for other students shall not be tolerated. It is therefore the mandate of NWH-College to ensure that a conducive environment to enhance learning is maintained by fostering the highest level of behavior by the student body. The NWH-College shall take the necessary steps in handling student behavior so that the teaching/learning environment shall not be impaired by disruptive behavior.

REGULATIONS:

1. Violations leading to suspension as stipulated in the suspension policy based upon severity, may also be grounds for actions leading to expulsion. A student may be expelled on any of the following grounds:
 - i. Persistent Willful violation of any NWH-College code of conduct and behavior after a previous suspension;
 - ii. Willful conduct that significantly disrupts the rights of others to an education, or the ability of NWH-College faculty to perform their duties, or School sponsored extracurricular activities
 - iii. Willful conduct that endangers the student or other students, or surrounding persons, including faculty School employees, or property of the School.
 2. The respective Head of Departments and the College principal shall maintain records of discipline problems.
 3. The respective Head of Departments and the college principal shall have the discretion to review the information from the previous records and make a recommendation for expulsion to the disciplinary committee.
 4. A student may be suspended from the school environment for up to fourteen (14) days while the administration is processing an expulsion recommendation to the disciplinary committee.
 5. The student and parent(s) or guardian shall be provided written notice of the School's intent to initiate expulsion proceedings. This written notice shall be served upon the student and his or her parent(s) or guardian personally or by mail, and shall contain a complete statement of the facts; stating the date, time, and place of hearing.
 6. No expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent(s) or guardian
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7. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested by the School, student, parent(s) or guardian.
8. All hearing shall be held at a time and place decided by the NWH-College disciplinary team.
9. The School shall record the hearing proceedings at its expense, and any involved party may obtain a transcript at its own expense.
10. If the student designates a representative other than the parent(s) or guardian, the representative must have a written authorization from the student and the parent(s) or guardian stating reasons of their absence and providing them with access to and/or copies of the student's records.
11. Only the NWH-College disciplinary team shall expel a student from the training.
12. Expulsion of a student from training must be communicated to the relevant authority within thirty (30) days.

STUDENT DISCIPLINARY PROCEDURES

The purpose of this policy is to guide the enforcement of the Student Code of Conduct. Student disciplinary procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct. Student disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the college.

1. Initiation of Charges

1. A disciplinary investigation may be initiated by submitting a written referral to the Head of the Department (HOD). The HOD also may initiate an investigation based on media reports or other reliable information.
2. A written referral must state sufficient facts, including specific names(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the HOD / faculty to decide whether further fact-finding is necessary.

2. Outline of the student disciplinary process

a) Level I: Verbal warning

- In cases of a minor, easily correctable, isolated unprofessional behavior, students are provided with a verbal notification and constructive advice for modifying the behavior(s) to meet professional standards.
- The student is expected to modify the behavior accordingly.
- Verbal notifications can be documented as a brief narrative document and filed in the student's file or can be indicated on the student's evaluation form.
- If the behavior is not modified or if new unprofessional behaviors arise, the course coordinator/ instructor/ faculty/ HOD initiates' action as per Level II, III or IV outlined below.

b) Level II: Written notification

- Students exhibiting a pattern of (one or more than one) minor, correctable unsatisfactory professional and/or personal behaviors, and/or academic performance issues, require the appropriate verbal notification followed by written notification.
 - The student will be required to write a statement. The behaviors/performance(s) cited will be recorded on a warning letter. The instructor, course coordinator, or course team will designate on the letter that this is formal written notification, establish the explicit timeframe, and establish conditions/contract (refer to appendix 2: students learning contract) for Level II disciplinary action.
 - The student and faculty initiating the contract will review and sign the Notice of Disciplinary Procedure letter. The student signature is an acknowledgment
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of receipt of written notification by the student. One original is kept in the student's file. One copy is provided to the student.

- Students receiving formal written notification will be entered into the disciplinary procedure tracking document accessible only to faculty within the respective Department. The student's name will be deleted from the tracking document upon graduation.
- The faculty initiating written notification will inform the course coordinator, other faculty teaching in the relevant course(s), the student's mentor, and the HOD of the reason for and terms of the warning letter. The coordination and monitoring of the student remains with the faculty member who initiated the disciplinary process.
- If the behavior is not modified or if new unprofessional behaviors arise, the course coordinator/ instructor/ faculty/ HOD initiates' action as per level III or IV outlined below.

If the student doesn't comply with the set condition as per the issued warning letter, then that will amount to a suspension or an expulsion depending on the weight of the matter.

c) Level III: suspension (refer to the suspension policy)

d) Level IV: Expulsion (refer to the expulsion policy)

NB: - In cases of gross misconduct the student may be suspended or expelled without a verbal or a written warning. The faculty shall review the circumstances under which the alleged misconduct took place and take the appropriate action as it deems fit.

STUDENT HANDBOOK CONTRACT SIGN UP

I have read and understood the Nairobi Women’s Hospital (NWH) College Student Handbook 2019-2021. I have had an opportunity to discuss its contents and as a student enrolled at the NWHC, I shall adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes.

Print Name:

Student No:

Signature:

Date:

College stamp.