



# AMBOSELI INSTITUTE OF HOSPITALITY AND TECHNOLOGY

**STUDENT HANDBOOK**  
**2022 – 2023**

# **TABLE OF CONTENTS**

## **1. MESSAGES:**

- a. MESSAGE FROM THE ACADEMICS DIRECTOR**
- b. MESSAGE FROM THE MANAGER**

## **2. MISSION**

## **3. VISION**

## **4. HISTORICAL BACKGROUND**

## **5. OBJECTIVES OF THE COLLEGE**

## **6. ADMISSIONS:**

- a. ENTRY REQUIREMENTS**
- b. APPLICATION PROCEDURE**
- c. REGISTRATION**
- d. FEE STRUCTURE**

## **7. GENERAL INFORMATION**

- a. TECHNOLOGY**
  - i. MOODLE**
  - ii. FEDENA**
  - iii. VIRTUAL CLASSES**
- b. COLLEGE SAFETY**
  - i. FIRE SAFETY AND EVACUATION PROTOCOLS**
  - ii. FIRE EXTINGUISHERS**
- c. PHOTOCOPYING**
- d. LOST AND FOUND**
- e. STUDENTS ID AND GATE PASS**
- f. DRINKING, SMOKING AND TOBACCO ON CAMPUS**
- g. CONSENT FORMS**

## **8. ACADEMIC INFORMATION**

- a. MISSION**
- b. VISION**
- c. EDUCATIONAL PHILOSOPHY**
- d. ADMISSIONS AND APPLICATION PROCEDURES**
- e. EDUCATION PHILOSOPHY**
- f. PROGRAMS OFFERED**
  - i. BTEC**
  - ii. ICM**

- iii. CITY & GUILDS
- iv. KPSGA
- v. ABMA
- g. CORE VALUES
- h. ACADEMIC CALENDAR
- i. ACADEMIC COMPLAINTS
- j. ACADEMIC POLICIES
  - i. EXAM POLICIES
  - ii. ASSIGNMENT AND EVALUATION POLICIES
  - iii. TRIPS AND EXCURSIONS POLICIES
  - iv. ATTACHMENT POLICIES
- k. CHANGES TO PERSONAL INFORMATION
- l. ATTENDANCE AND EARLY WARNING NOTICES
- m. CLASS SCHEDULE
- n. FINAL EXAM SCHEDULE
- o. GRADES
- p. GRADUATION REQUIREMENTS
- q. PAYMENT AND REGISTRATION
- r. BOARDING
- s. TRANSCRIPTS
- t. WITHDRAWAL FROM CLASSES

## **9. STUDENT SERVICES**

- a. ATTACHMENT
- b. FOOD SERVICES
- c. CLUBS AND EXTRA CURRICULAR ACTIVITIES
- d. ONLINE COURSES
- e. COMPUTER LABS
- f. STUDENTS LEARNING CENTRE
- g. OUTREACH AND STUDENTS' AFFAIRS
- h. HEALTH INSURANCE
- i. WELLNESS CENTRE
  - i. NURSING STATION
  - ii. COUNSELLING OFFICE

## **10. STUDENT LIFE**

- a. STUDENT COUNCIL
  - i. ELIGIBILITY AND SELECTION
- b. EXTRA CURRICULAR ACTIVITIES
- c. HOW TO CREATE A STUDENT ORGANIZATION

## **11. POLICIES AND REGULATIONS**

- a. STUDENTS' RIGHTS AND RESPONSIBILITIES
- b. CODE OF CONDUCT
- c. DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

- d. **USE OF DRUGS AND ALCOHOL ON COLLEGE PROPERTY**
- e. **CAMPUS VISITORS**

## **12. NONDISCRIMINATION STATEMENT**

## **13. CAMPUS MAP AND DIRECTORY**

## **MESSAGE FROM THE ACADEMICS AND OPERATIONS DIRECTOR**

“Education must not only teach work, it must teach life.” I believe that to build a positive society, one must start by building the minds and hearts of those in it. We are all blessed with differences that make us stronger and better people. This is why I feel privileged to be a part of this great institution; truly, it is the home of quality and excellence.

At AIHT, we have been providing quality education since our founding in 1996. For 25 years, we have provided these services to Hospitality, Tourism, Business and IT competent technocrats who pride themselves in social sensitivity and excellence in both the local and international arena. To us, our clients are family; your needs and wants are ours; so too are your joys and successes.

We not only want you to leave here as a worker ready for the market, but a person whose self drive, self esteem and self-actualization can only be matched by their experiences and growth experienced during their time with us. We believe that by giving you a space to collaborate and make mistakes, we encourage you to embrace their individuality. This journey, however, also involves instilling our core values and morals so you may be men and women of virtue.

In this handbook, we hope to have addressed most – if no all – avenues of the student day-day life and questions they may have. Once again, welcome to AIHT.

## **MESSAGE FROM THE MANAGER**

Welcome to Amboseli Institute of Hospitality and Technology.

We are delighted for you to join us. AIHT is a center of quality and excellence, and this is brought about by hard work and passion evident in our students. We were founded on a strong foundation of commitment and quality and built a strong brand over a period of over 22 years and alumni of over 7000 students. We have Four Operational Schools offering a variety of Courses in Hospitality, Tourism, ICT and Fashion.

This handbook provides you with a range of information and advice for both your academic and social life here at AIHT. Hopefully, this handbook will answer any queries you might have or point you out to the right direction of support.

On behalf of the Academic Team and the staff we hope you will have an easy transition and continue to enjoy our years of pride and courses that are dynamic, interactive, and flexible in regard to the changing market to settle in the various job markets.

## **MISSION**

Our mission is to equip students with quality practical skills in a professional and a supportive learning environment.

## **VISION**

Our Vision is to be the Preferred Hospitality and Tourism Training Institution in the East African region.

## **HISTORICAL BACKGROUND**

Amboseli Institute is a Private Hospitality, Tourism, ICT and Fashion Tertiary Institute that is accredited by the Kenyan Ministry of Education. The Institute was founded in 1996 on a strong foundation of commitment and quality. The Institute has built a strong brand for over 22 years and boost an alumni of over 7,000 students many of who serve in various capacities in leading organizations within the country and all over the world. Many others are self-employed.

## **OBJECTIVES OF THE COLLEGE**

### ***Job Creation;***

- Amboseli Institute is an equal opportunity employer.
- We spur economic growth at our level by creating employment for Kenyans from diverse cultures, gender and backgrounds.
- We continue to offer academic programmes that prepare trainees for the vocational skills sector as a way of being self-employed.
- The Institute will continue to train entrepreneurial skills that impress our students and Alumni on the need to be self-reliant and self-employed to support the National Vision 2030 Goals.

### ***Providing Innovative training/ Education;***

- Our training is all inclusive and it is geared towards imparting skills and innovative thinking.
- We facilitate upgrading of skills for our staff and also for people working in the industry in line with the current market trends which are relevant to both the private and public sector.

### ***Technological Advancement;***

- AIHT embraces new technological methods of operating which help to improve productivity.

### ***Corporate Social Responsibility;***

- AIHT supports needy students at high school level
- AIHT maintains an in-house programme that identifies the very needy students to whom we give school fees waiver.

- AIHT maintains a work study programme for a few needy students.
- AIHT encourages partnerships and seeks collaborations with willing organizations in this noble endeavour e.g. The Hilton Hotel.

### ***Cultural Cohesion;***

- AIHT embraces cultural diversity.
- AIHT maintains admission of students from all background.
- Every student is to be treated equally in service provisions regardless of their cultural background.
- To enhance cultural cohesion we hold cultural events every year at the institute as a way of teaching our students to tolerate and appreciate each other's culture.

### ***Linkages;***

- We strive to maintain a relationship management office for establishing useful linkages towards empowering our students through industrial attachments.
- We continue to seek memoranda's of understandings with new and established Hotels as well as organizations that provide internship and employment for our students.
- We will continue to look for ways and means of fully optimizing these linkages for the benefits of the institute.

## ADMISSIONS

A student is admitted into a program when he or she meets entry requirements into the program and level. Admissions are done every first week of each term and are conducted under guidance of the Academic Team. Admissions requirements and specific dates are stipulated in the acceptance and requirements forms of each course respectively.

### GENERAL MINIMUM ENTRY REQUIREMENTS

- a) Diploma: For a management course Mean grade C-(minus) in the Kenya Certificate of Secondary Education (KCSE). For other Diplomas D+(plus) in the Kenya Certificate of Secondary Education.
- b) Certificate: For a management course Mean grade D+ (plus) in the Kenya Certificate of Secondary Education (KCSE). For other Certificates D(plain) in the Kenya Certificate of Secondary Education.
- c) Artisan/Short Courses: Mean grade D-(minus) and below in the Kenya Certificate of Secondary Education (KCSE) or any other qualifications.

### APPLICATION PROCEDURE

- i. All applicants must submit their request to the Admissions team either electronically (website, Facebook or email) or in hardcopy by bringing their original result slip for verification. The electronic application form is available on the college website ([www.amboseliinstitute.com](http://www.amboseliinstitute.com)) the application shall be processed upon qualifying for a certain level. Upon successful application the applicant will be issued with an acceptance form, list of requirements and a medical form to be filled by a doctor after being examined.
- ii. The applicant is responsible for the authenticity of any documents submitted for the purpose of securing admission. Should such documents be proved at any time to be fraudulent, admission will be nullified and /or certificates issued on the basis of such documents shall be withdrawn and cancelled.

### REGISTRATION

Registration of students is done at the beginning of the first term. A new student is registered into a program after:

- a) He/She is admitted into that program and level.
- b) He /She is required to have the official letters of offer together with the original copies of certificates and testimonials at the time of registration.
- c) A continuing student is readmitted upon clearance with the school for the previous level and three months after completion of the previous level and payment.

#### Registration Number

Registration Number of a student will have the following form:

**ABC/CDE<sub>x</sub>/FGHI/JK** where:



- ABC are the capital letters identifying the course for example. Hospitality management is HM
- CDE are the capital letters identifying the levels either Diploma, Certificate or Artisan for example Diploma is DIP
- X Represents the period or intake admitted. For Example January Intake is 1
- FGHI represents the admission number
- JK represents the year of admission.

## **1.8 FEE STRUCTURE**

The college charges competitive fees in an effort to make its education of quality and affordable. The tuition fee is determined on the basis of School or Department of the college and mode of study.

Other fees cover the cost management and development of the college such as registration, Identification card, repair and maintenance, t-shirt, student Insurance fee, student activities and marketing familiarization.

The college reserves the right to review the fees as and when it deems necessary.

# GENERAL INFORMATION

## 1. TECHNOLOGY

As a school, we rely on the use of computer systems to compliment the learning and administrative processes making it easier for our tutors and trainees to hold each other accountable.

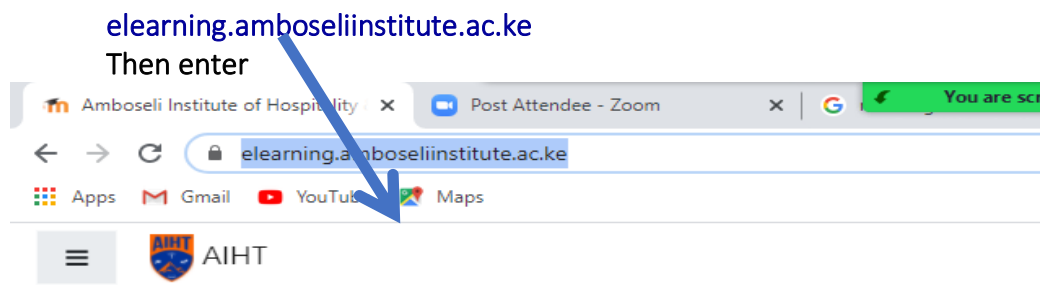
We have two systems;

- a) Moodle
- b) FEDENA School Management System
- c) Virtual Classes

Below is a breakdown on how to use the systems and their functions.

### a) MOODLE

- I. On a computer, open by clicking the browser, e.g., Chrome, Mozilla, etc. and in the address bar type (where you have HTTPS...);



- II. If you are Logging in for the first time, use your credentials, for instance;

**User name: 8564**  
**Password: Stud3nt\_123**

- III. You will be required to change the password by
  - **Entering the current password, i.e., Stud3nt\_123**
  - **Entering the new password, e.g., Lauren@8766**

**NB:** Your password must meet the required security criteria. I.e. you must combine at least one capital letter, small letters, a digit, and one alphanumeric character e.g. #, @ dot etc.

- IV. Confirm whether you have the correct units you are doing. If you don't find the unit/s you are doing after **the first two weeks of the term**, consult your unit tutor or your Head of Department.

- V. When you open the unit, you can scroll down to check for resources or any activity posted.

**NB:** *You must have provided a valid email to the admission office.*

*: You will be able to use the system once the System Admin (Mr. Phillip) has keyed in your details in the system.*

*: When you enter the wrong password three times, your account blocks.*

## b) FEDENA SCHOOL MANAGEMENT SYSTEM

Fedena is a multipurpose school management system which aids in automating the school's daily operations. Fedena is an all-in-one ERP software to manage schools and colleges.

Fedena automate everyday operations, helps in generating insightful reports, and also offer dedicated Mobile App.

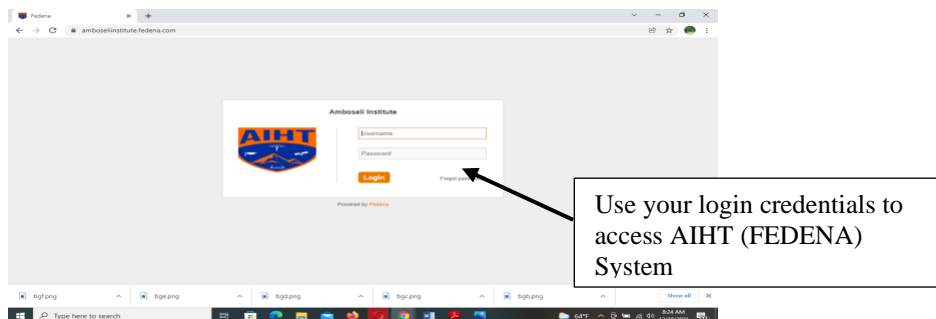
It is a cloud-based school enterprise resource planning (ERP) software that offers schools and colleges a single platform from which to manage all the processes of an institution.

Benefits of Fedena:

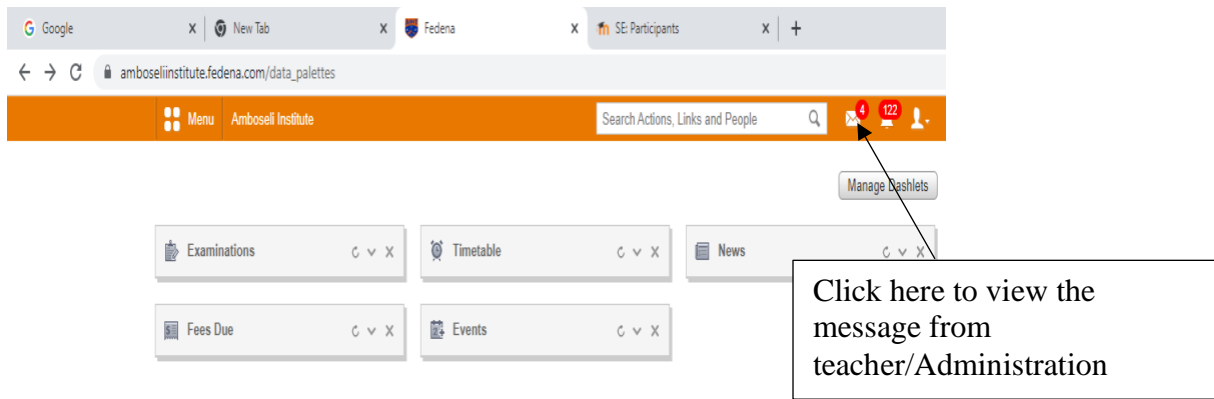
- I. Apart from web application Fedena comes with Mobile App using which institute can manage all features at their finger-tips. It can be used by students, parents & teachers.
- II. It provides an inbuilt messaging system, enabling users to communicate effectively with administration staff, teachers, students and parents.

## FEDENA (AIHT) SYSTEM INTERFACE GUIDE

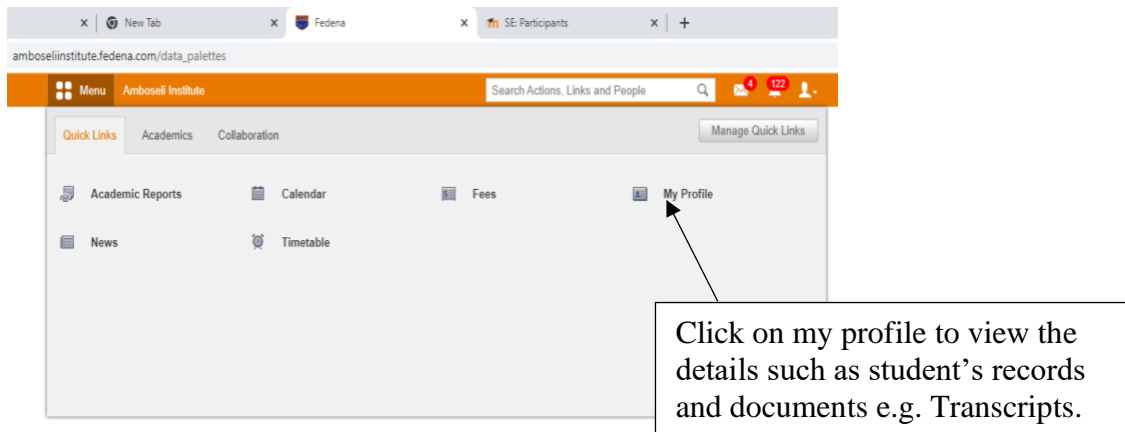
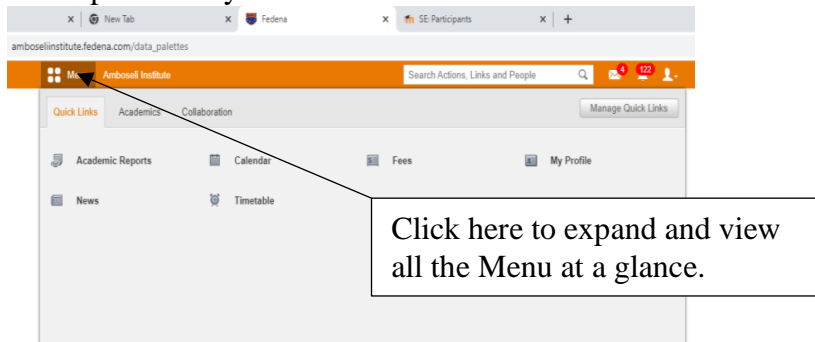
- I. To log in, type on the address bar, [amboseliinstitute.fedena.com](http://amboseliinstitute.fedena.com)
- II. Then if you are logging in for the first time,  
enter your username eg 8756  
and password which is your admission number then123 eg 8756123
- III. You will be prompted to change the password. Enter your new password and then click update.



- IV. Check for any new notification or message.



V. Explore the system to view more features.

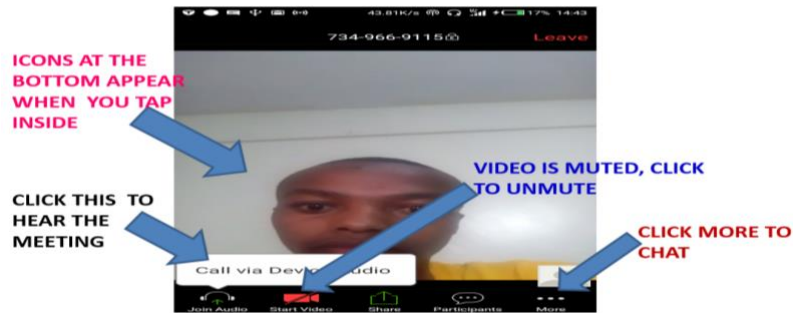


**c) VIRTUAL CLASSES**

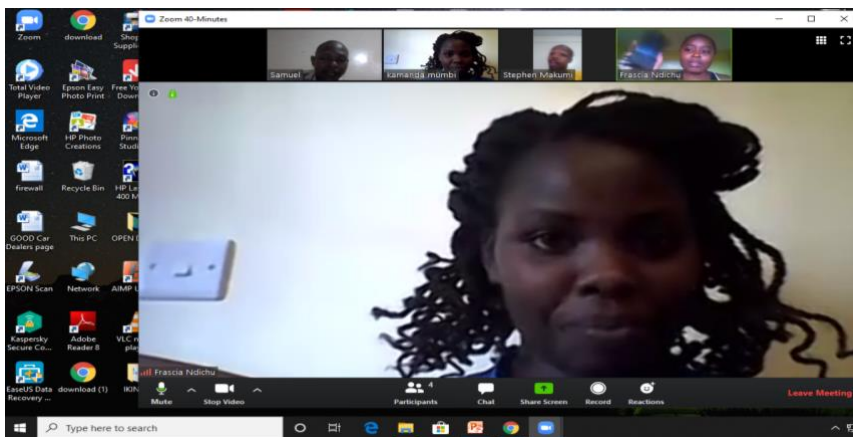
Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later. The images below gives an insight of a zoom interface;

## UNDERSTANDING ZOOM INTERFACE

### ZOOM INTERFACE USING A PHONE



### ZOOM INTERFACE USING A LAPTOP



Zoom has become one of the leading video conferencing software apps. A Zoom Meeting refers to a video conferencing meeting that's hosted using Zoom. You can join these meetings via a webcam or phone.

Meanwhile, a Zoom Room is the physical hardware setup that lets companies schedule and launch Zoom Meetings from their conference rooms.

The following link will guide you through, in getting started and interacting with Zoom Application. <https://biz30.timedoctor.com/how-to-use-zoom/>

To sign up for zoom App account, you can use the following link; <https://zoom.us/>

## 2. COLLEGE SAFETY

The college security team provides continuous security to the community here. They provide 24-hour security, working with shifts. They may be reached through the numbers provided at the entrance. Officers can instantly communicate with the fire department, emergency medical services and local police when needed.

Do not leave personal luggage (wallets, bags, books etc.) unattended.

### **a. ASSAULT**

In case of assault, report to the guard on duty as soon as possible. Try to remember as much about the person as possible. Important characteristics include; sex, hair color, hair length, texture, height and body size; clothing; scars and other noticeable marks i.e., tattoos or piercings; mode of travel and color.

The security team will immediately liaise with the nearest police station for quick action.

### **b. FIRE SAFETY AND EVACUATION PROTOCOLS**

The following are methods to prepare in the case of a fire;

- a) Learn where the exits are now.
- b) Participate in fire drills.
- c) In case of a fire, smoke, or irritating fumes;
  - i. Don't hesitate – sound the alarm,
  - ii. Leave the building;
    - a. Crawl if there is smoke,
    - b. Take the nearest stairs to you.
  - iii. If you are disabled;
    - a. Plan ahead
    - b. Know who will help you in advance,
    - c. Learn multiple exits from the building.
- d) Run towards the football field or main gate.

### **c. FIRE EXTINGUISHERS**

Only use extinguishers if you are trained and knowledgeable in their use. Fire extinguishers are only effective for very small fires. If an extinguisher does not put out the fire, leave immediately and call for help.

## **3. PHOTOCOPYING**

Opposite the reception is the photocopy agent. Photocopies are available at a fee for all students.

## **4. LOST AND FOUND**

All lost items can be returned or claimed within 30 days at the front office desk. After 30 days, the items are donated to local charities. The front office desk is operational Monday to Friday, from 7:30 Am to 5:00 Pm, and 8:00 am – 12:30 Pm on Saturdays.

## **5. STUDENTS ID AND GATE PASS**

All students must obtain and carry a college issued photo ID card. The college also expects all trainees to have a college issued gate pass. The college expects all students to provide both

their college ID card and student gate pass every day prior to entry and upon request by a staff member.

New students may obtain their student ID card at the front office desk and gate pass from the Accounts office, second floor, after registration in their first quarter. A paid tuition receipt and the previous issued gate pass must be presented prior to the issue of the new one at the Accounts Office. Working hours at the Accounts office are Monday to Friday, 8:00 am to 3:30 pm.

Your gate pass and photo ID card will allow you access to exam rooms, kitchen among other sections in the campus.

Students who lose their ID card and/ or gate pass are liable to paying for a new one. Entry into the compound will be barred should you lack both.

## **6. SMOKING AND TOBACCO ON CAMPUS**

Amboseli Institute of Hospitality and Technology is a smoke/ tobacco – free college and workplace. The purpose of this policy is to create a safe, clean, and healthy student and working environment.

Use of e-cigarettes and vaping devices shall not be permitted in any enclosed place or outdoors on all Amboseli premises, including parking lots, fields and areas adjacent to the school entrance.

## **7. CONSENT FORMS**

Every student is asked to sign a consent form during admission to allow the school to use their images as part of the marketing strategies, such as, school-related publications, various school-related social media platforms and printed or electronic media associated with the institute. Where necessary, a student's first name may be used to identify them.

It is worth noting that neither the student nor their family/ guardians will be compensated for any such use.

## **8. DRESS CODE**

We at Amboseli Institute of Hospitality and Technology believe in self-expression. That said, students are all expected to always dress appropriately, bearing each department's dress-code guidelines. Hospitality and Tourism students are expected to attend practicals in their specified uniforms, inclusive of hair, shoes and jewelry recommendations.

Furthermore, all students are required to own a school t-shirt, which should be worn every Tuesday. Students' entry to the college premises may be barred on the stated day should one not come as expected. Students with practicals on Tuesdays are exempted from this.

# ACADEMIC INFORMATION

## 1. EDUCATION PHILOSOPHY

At its core, we believe higher education is about going beyond content mastery. We work hard to create a learning environment that fosters critical thinking and problem solving. All students, to become engaged members of society, need to understand not only the facts presented in books and lectures, but the questions they need to ask based on information learnt. We expect students to become self-directed learners, engaging their natural curiosity about the material presented and taking that curiosity to the next level. We see ourselves and our work in the classroom as the lever for further exploration.

To accomplish this, we present information in the most compelling way possible, - often through interactive teaching aids and exceptional learning opportunities. We bring in the real-world examples in the form of professionals from the field of study. At the beginning of each semester, we explain that we expect students to take an active role in learning, asking questions and going beyond the material presented in class. We give bonus points for class participation as stated in the Academics Policy section found below.

In addition to keeping track of students' participation, we also assess content mastery through the traditional examinations. However, we also try to insert essay questions that assess students' ability to think beyond the information they are given. We expect them to take an active role in learning, and we judge their final project(s) with that in mind.

We also request feedback from students about presentation of material and the assignments set by course tutors using anonymous forms. We regularly stress our commitment to continual improvement and encourage our students to give feedback that is true and detailed.

## 2. PROGRAMS OFFERED

At AIHT, we have a range of programs offered. The diversity of our programs is one of our core strengths. Below is a short breakdown on these programs.

### a. BRITISH AND TECHNOLOGY EDUCATIONAL COUNCIL (BTEC)

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognized and benchmarked.

Pearson is the world's leading learning company, with 35,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the center of everything we do, because wherever learning flourishes, so do people.

#### Why BTEC?

- i. Structured learner-oriented programs.
- ii. Diverse pool of prospective pathways – fragmented entry levels.
- iii. 21<sup>st</sup> Century inspired teaching and learning.
- iv. International recognition of qualifications by employers.
- v. Value of candidates in the global hospitality and tourism economies.



- vi. Extensive curriculum quality assurance and support.
- vii. Progression into higher levels of Hospitality qualifications.
- viii. Internationally acclaimed curriculum in Hospitality; developed by the industry professionals, who also double as standards verifiers.
- ix. Consistent progression for all students, including artisan level recognized in the KNEC curriculum.
- x. Possible progression in different centers of learning; increasing the versatility of the qualifications to be disseminated anywhere in the world.

With BTEC comes the added advantage of transferable skills. They include (but not limited to);

- i. *Cognitive and problem-solving skills* – using critical thinking, approaching non-routine problems, applying expert and creative solutions, using systems and technology
- ii. *Interpersonal skills* – communicating, working collaboratively, negotiating, and influencing, self-presentation
- iii. *Intrapersonal skills* – self-management, adaptability and resilience, self-monitoring, and development.

#### **b. INSTITUTE FOR COMMERCIAL MANAGEMENT (ICM)**

ICM has a Global reach with a representation of 132 countries and a total of 235 centres around the world. This means that the learners are guaranteed that their ICM certificate is recognized on a global scale.

It also provides a wide range of professional qualifications in business, management and other related vocational areas. Their programmes are designed to address and respond to the training needs as well as the personal development of Learners, whether entering or continuing to work within the wide and varied commercial sector.

This program exhibits best practice in responding to the academic and vocational needs of Learners by regular liaison and structured feedback mechanisms, thereby ensuring that they stay in touch with the needs of Centres and Learners.

They strive to implement rigor in the award of credit, inclusive in assessment and examination, accuracy and efficiency in the certification of all the Learners undertaking their vocational education programmes.

#### **c. ASSOCIATION OF BUSINESS MANAGERS AND ADMINISTRATORS (ABMA)**

ABMA Education is an Awarding Organisation based in the UK that offers Professional and Regulated qualifications across the world. Using our extensive knowledge and leading industry and employment experts, we provide qualification content that bridges the gap between education and employment.

ABMA works with an Ofqual recognised Awarding Body that is also recognised by various authorities and institutions worldwide. We provide the latest professional and regulated content to your learners, with unbelievable resources, at no cost to you.

## **Why ABMA?**

ABMA Education is different, we take a more proactive approach to learning. As an Awarding Organisation we are not only concerned with the quality of education delivered, we are also passionate about how our learners develop key employment skills. That's why we have spent so much time developing our own teaching materials with employment experts to promote key skills through our learning considered so integral by so many in industry. We believe that real significant learning takes place through encouragement and shared knowledge not just through qualification content delivered by lecturers. Our qualifications encourage peer to peer learning, debate and activities that offer learners the opportunity to get below the surface of subject knowledge and develop their own thoughts and expertise.

## **Working With Us**

### ***Qualifications that promote achievement***

We believe that education is something that every person is entitled to and we strive to make our qualifications as accessible as possible. We have a dedicated team responsible for ensuring you are well placed to help your learners access quality education.

### ***Dedicated staff to help you and your learners***

Working with ABMA Education is not like working with other bodies. We are proud of our relationships and champion contact between centres and us. You will form strong relationships with our staff who are dedicated to seeing your centre make a real difference to learners with our qualifications.

## **d. KENYA PROFESSIONAL SAFARI GUIDES ASSOCIATION (KPSGA)**

The Kenya Professional Safari Guides Association is an independent non-profit making body created for the certification of Safari Driver Guides, Lodge Naturalists and other individuals within the Tourism Sector. The KPSGA's aim is to provide an effective, inexpensive and voluntary certification process giving awards of Bronze, Silver and Gold standards through an examination process.

Those who qualify to sit the test are Professional Safari Guides, Lodge Naturalists, Safari Driver-guides and others in the Tourism Safari Industry.

Eligibility requirement to sit for the KPSGA exams:

1. Bronze: Candidates need not have experience in the field, but should be in the tourism industry or should have proof of some tourism related qualification.
2. Silver: Guides must have three (3) additional years in the field, as current KPSGA members at Bronze-Level.
3. Gold: Guides must have an additional three (3) years in the field, as current KPSGA members at Silver-Level.

## e. CITY & GUILDS (C&G)

We are a global leader in skills development, providing services to training providers, employers, and trainees across a variety of sectors to meet the needs of today's workplace.

### Who We Work With

As one of our international customers, you will benefit from selected products and services aimed at helping you achieve your skills development goals. Find out more about how we work with:

- i. Centres
- ii. Governments
- iii. Employers

### What City and Guilds offers learners

Over 2 million learners gain a City & Guilds qualification each year and vocational courses are highly rated by employers. We offer range of Technical qualifications and provide both on-programme support and End-point assessment for apprenticeship occupational stands.

Our portfolio of qualifications has been developed in conjunction with industry experts who have helped shape their continuing development, making them highly valued by employers throughout the UK and beyond.

### Why Choose City & Guilds?

- i. **Relevant to industry** – we know that qualifications truly meet the needs of employers as they've supported the design and development of all our Technical Qualifications.
- ii. **Unparalleled end-to-end support** – from curriculum planning through to on-boarding and delivery.
- iii. **Quality is important to us** – ensuring that learners come out with a qualification which is rigorous and enables progression is of paramount importance.
- iv. **Our track record of quality** – helping organisations and individuals to develop their skills for over 140 years.

### Delivering Our Qualifications

Our online [Centre Support Document Library](#) contains in-depth information, policies and guidelines for running City & Guilds qualifications. If you need advice and support to do

with qualification funding, 24+ loans or general funding guidance, take a look at our [Funding](#) section on our website. We also have everything you need to create a study programme in our [Centre Development](#) section. Our extensive [Exams and Administration](#) section houses information on examinations, Walled Garden, certification and pricing and charges.

### **What Does City & Guilds Do Internationally?**

City & Guilds transforms the lives of people in more than 80 countries, by helping to build businesses and economies. Tapping into potential to help people develop the skills they need to get their first job, progress on to higher levels, and become globally mobile.

City & Guilds has been a trusted advisor in many countries since the 1900s and sets the global standard for skills and learning. Today, we have a presence in more than 80 countries and work in close partnership with clients to develop high quality products and services, that will help solve local skills shortages and create the workforce of tomorrow.

### **3. CORE VALUES**

- a) Professionalism
- b) Pursuit of Excellence
- c) Integrity
- d) Accountability
- e) Loyalty
- f) Respect

### **4. ACADEMIC CALENDAR**

An academic year shall refer to any period of twelve (12) consecutive months representing a particular stage of study in any training program. During the twelve-month period, the management releases different academic calendars for each quarter, tailored against the main academic calendar released at the end of each academic year (December).

### **5. ACADEMIC COMPLAINTS**

Academic complaints are normally handled at department level. Questions about grades and performance in class should first be discussed with the course unit instructor, before approaching the Head of department.

Complaints not resolved in the manner are directed to the Head of Academics who will attempt to resolve the matter. Appeals for grades and performance will first be heard by the Head of Department and/ or the Head of Academics.

### **6. ACADEMIC POLICIES**

Students whose cumulative GPA and course completion rates meet are considered to be in good academic standing. Those who fail to meet these criteria are placed in one of other categories, depending on the current quarter's grades and their status at the end of the previous quarter. These categories are as follows;

- a) **Academic Warning** – a student is issued with a warning letter that is filed in their admission’s file.
- b) **Academic Restriction** – a student is placed under probation, i.e., missing classes, not completing assignments and any other minor infringement into their restriction will lead to **Academic Dismissal**.
- c) **Academic Dismissal** – a student is temporarily/ permanently excluded as per the Dean of School’s prerogative.

**Class Attendance: Minimum 80% required**

**Cheating – The exam is cancelled, and a zero (0) score awarded**

**Non submission of assignments – Course Not Complete (CNC)**

**Late submission – 7 day’s late – Max 50%; from 8th day – CNC**

Students should note the following are key policies as outlined in the Academic Policy and College rules and regulations

1. **Academic dishonesty** – Any intentional giving or use of external assistance during an examination without the express permission of the faculty member giving the examination.
2. **Replication**: Submission of another person’s work.
3. **Plagiarism**: Any passing off of another's ideas, words, or work as one's own.
4. **Previously Submitted Work**: Presenting work prepared for and submitted to another course.
5. **Class Attendance**: Students are expected to attend 80% of their classes/lessons at any given quarter. All excused absences must be accompanied by proper documentation within ONE WEEK of the trainee's return from his or her absence. If documentation is not provided within one week, the absence will count as unexcused.

Students will be graded according to the following matrix;

<b>Marks Scored (%)</b>	<b>Remarks</b>
80 to 100	Distinction
70 to 79	Upper Credit
60 to 69	Lower Credit
50 to 59	Pass
0 to 49	Fail

## **COURSE TRANSFER**

If a student wishes to transfer from the course they have been admitted into another, they must apply within the first month of admission to the Academics committee through the Head of Department.

The admissions office will then readmit the student into the course they so wish to join (without any extra fees charged) unless the fee for the new course differs.

## **CREDIT TRANSFER**

These matters will be handled on a case-to-case depending on the need. The student must be interviewed first by the relevant head in the school they are joining.

A student who has successfully completed a particular course in a relevant field from a recognized institution of higher learning and wishes to join AIHT in the same field will be given credit transfers by the Academics Committee.

It must be noted that certain cases will be required to upgrade/ bridge in some units.

## **COURSE PROGRESSION**

A student who wishes to progress to the next level after successful completion of one level must attain the require grade of credit and above and meet all the required conditions set by the Academics Committee. The student must have a break of three months to transit and to clear with all relevant schools.

### **a. EXAMINATION BODIES**

Amboseli Institute partners with the following examination bodies:

#### **i. ICM (INSTITUTE OF COMMERCIAL MANAGEMENT)**

ICM examines our students under the following courses:

- Diploma in Hospitality Management (DHM)
- Certificate in Hospitality Management (CHM)
- Diploma in Front Office Operations (DFO)
- Certificate in Front Office Operations (CFO)
- Diploma in Tour Guiding and Administration (DTGA)
- Diploma in Tourism and Business Studies (DTBS)
- Certificate in Tour and Travel Management (CTTM)
- Certificate in Tour and Driver Guide (CTDG)

ICM offers its examinations in 4 annual sittings; March, June, September and December.

#### **ii. CITY AND GUILDS**

City and Guilds offer us two annual sittings; June and November. It examines our learners under the following courses:

- Diploma in Food Production
- Certificate in Food Production
- Diploma in Pastry and Bakery
- Diploma in Food and Beverage Service

### iii. **BTEC (BUSINESS AND TECHNOLOGY EDUCATION COUNCIL)**

BTEC is a qualification offered by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognized and benchmarked.

BTEC learning is heavily student centered and it offers all learners a chance to acquire problem solving skills, interpersonal skills as well as intrapersonal skills. With its global recognition, our learners have a chance to enter the global market and thrive with the skills acquired under BTEC.

### b. **EXAMINATION POLICIES**

A trainee must sit for both the CAT(s) and the end quarter/level/course examination. A trainee who only sits for CATS but misses the end of quarter/level/course examination or vice versa will be deemed not to have completed the course work, and hence will get a Course Not Completed (CNC) as the overall result. This verdict shall also relate to attachments not done/completed, research work not submitted and attachment reports not handed-in.

The Examinations Office has the mandate to manage examination records, be the custodian of all students' examination records, ensure security of the examinations, ensure accuracy of examination records of current and former students and to practice integrity.

All students will sit for exams at the end of each quarter. The exams will fall into four categories;

- i. **End of Quarter examinations** – these are to be administered at the end of each quarter for any training program where applicable.
- ii. **End of Course examinations** – these are to be administered at the end of the stage of the course duration for any particular training program.
- iii. **Continuous Assessment Tests (CATS)** – these are administered during the quarter. Each student will be required to sit for all scheduled CATS during the quarter. A student who intentionally misses a CAT will be awarded a CNC in that CAT.
- iv. **External examinations** – these will be administered at the successful completion of any particular training program with the relevant affiliated examination bodies.

### **SUPPLEMENTARY EXAMINATIONS**

- i. A student referred in 30% units will be allowed to sit for a maximum of two (2) supplementary examinations per unit.
- ii. A supplementary exam will be marked out of 100% and this mark will in itself stand for the overall total. This means that the marks scored in a supplementary exam will not be combined with the coursework marks for that academic period/ year. However, the ceiling for the score in a unit in supplementary examinations is 50%, equivalent to a pass.
- iii. The supplementary examination will be offered as per the examination schedules of the relevant examination bodies.

- iv. For the second supplementary examination, any student sitting the paper will be required to pay the amounts set for the same by the Finance Office.
- v. A student who fails in the second supplementary examination will not be allowed to proceed to the next level. However, such a student will be allowed to repeat the level upon successful application in writing for readmission, addressed to the principal of Dean of Academics. This will be subject to availability of a vacancy.

## **SPECIAL EXAMINATIONS**

A student who fails to sit for an end of quarter, level or end of course examination at the scheduled time due to genuine reasons, will be required to apply in writing to the Dean of Academics through the Examinations Office.

The Dean will evaluate the situation and communicate his/ her recommendation to the Examinations Office in respect of the applicant. Only then may the student be allowed to sit for the examinations in the missed units.

Such an examination, if allowed in case of end level and end of course examinations, will be scheduled at the same time as the first supplementary examination for that unit and level.

Special examinations will be marked out of 100% and subsequently converted to 70% and treated like an ordinary end of quarter, level or course examination for those students taking it as a special examination.

Similarly, a trainee who fails to sit for a Continuous Assessment Test at the scheduled time, will be required to report to the subject tutor in writing if there are genuine reasons. The tutor will then evaluate the request and decide in consultation with the head of section and Dean of Academics.

## **EXAMINATION REMARKING**

A student who disputes the marks awarded in an internal examination and wishes to appeal for remarking, will be allowed to do so by applying in writing to the Dean of Academics. Such a student will be required to pay a non-refundable remarking fee of KSH 500 per unit.

The payment must be made before remarking is undertaken.

## **EXAMINATION CONDUCT**

Cheating in examinations is an attempt to access some relevant but unauthorized material with the aim of assisting in passing an examination. It is a serious offense to involve oneself in an act of cheating in an examination, whether internal or external.

The following shall constitute acts of cheating in the examination room;

- i. An attempt to look at or exchange the work with another candidate in the examination room.
- ii. Being in possession of any legible writings of any relevant material on any part of the body or dressing, on furniture or on any part of the room while in the examination room.



- iii. Answering questions on another material which is not the one issued by the invigilator.
- iv. Being in possession of any unauthorized written material in the examination room.
- v. Failure to submit the answer script at the end of the examination session.
- vi. Any attempt by anybody, whether student or otherwise, who is not a Bonafede member of the class, to sit for an examination for that class will be treated as impersonation.
- vii. Being in possession of a mobile phone or any electronic data storage devices while in the examination room.
- viii. Any evidence of having prior knowledge of the examination content before the official scheduled time of the examination.
- ix. Any attempt by a candidate to continue writing after the invigilator has declared the examination time is over or a stop-writing order.
- x. Any form of communication, verbal, non-verbal, electronic or otherwise, with another candidate on the examination room with any other unauthorized person within or without the examination room while the examination is in progress.
- xi. Any other action which the Academics committee deems to constitute any act of cheating in an examination.

### **PENALTIES FOR CHEATING IN EXAMINATIONS**

A student who is caught cheating will have penalties meted out as follows;

- i. In a CAT, a student will be awarded a 0% score in that CAT only. However, the student will be treated as having sat for the CAT.
- ii. In the end of the quarter examinations, a student will be awarded a 0% score in that unit and a warning letter from the Academics Committee copied to that student's file.
- iii. In the end of level and course examination, a candidate will have his/ her own result in the unit cancelled. Consequently, such a candidate will be required to re-apply in writing to the principal or Dean of Academics to be allowed to re-sit the unit.
- iv. A student who fraudulently acquires or gets access to the examination content before the scheduled examination time, will be excluded from the rest of the examination or may be discontinued from the course altogether after appearing before a disciplinary committee.

### **EXAMINATION ADMINISTRATION**

The following are a students' guiding examination regulations;

- i. There shall be no time compensated for lateness whatsoever.
- ii. No candidate will be allowed to temporarily leave the examination room when the examination is still in progress.
- iii. A student is expected to sit for all units for his/ her course/ program. Any student who for any reason refuses to sit for an examination or CAT, project or assignment will be awarded a 0% mark in that unit/ project.
- iv. A candidate who completes the examination before the scheduled completion time and leaves the examination room after submitting his/ her answering script, will not be allowed back into the examination room.

- v. A candidate must be in the examination room at least ten (10) minutes before the scheduled commencement of their examination.
- vi. Any candidate leaving the examination room must not carry any examination material out of the examination room.
- vii. No candidate will be allowed into the examination room fifteen (15) minutes after commencement of their examination. During the first fifteen (15) minutes, candidates may be allowed in at the discretion of the invigilator. In such a case, the invigilator will be required to capture this information in a written report.

## **CERTIFICATION**

This refers to Students receiving certificate of completion of the AIHT training Programme as well as for the external examinations.

Once a student has successfully done external assessments (whether projects, portfolios, online or written examinations), the examination body prepares the Certificates and send them to AIHT. A student/graduate should therefore receive their certificate(s) from the Examinations office.

In all cases, certificates are only prepared for those who have passed all units in all their Level of Assessment. If a student has a fail, this is communicated by the examinations office and registrations for a re-sit (as appropriate) are facilitated.

The AIHT Certificate is only given to those Students who have completed both internal trainings and satisfied the Academic Committee inclusive of having passed external examinations, as well as has cleared with all AIHT schools.

Such students receive their final transcript from the examinations office and their Certificate and Recommendation Letters from The Principal's Office.

A student may only receive certification once the following conditions are met;

- i. All AIHT students must sit all prescribed external and internal examinations.
- ii. After every examination series, the results shall be compiled and accurately recorded to be kept in safe custody ready for release.
- iii. All continuing students will be issued with their internal examinations transcripts. All transcripts for continuing students will be signed by the Academic Registrar/ Dean of Academics/ Principal and the Head of Department. The Dean of Academics/ Academic Registrar will keep a copy of the same and a copy will be held at the examinations office.
- iv. Once the external examination certificates are received. The Examinations Officer (external exams) will record all the certificates received and file the hard and soft copy of the received certificates.
- v. The external examinations coordinator will forward the certificates together with a copy of the record of the certificates received duly signed by him/ herself and the Academic Registrar/ Dean of Academics/ Principal and handed to the Administration assistant for safe custody. The Administration Officer will verify and sign and receive the same for safe keeping.
- vi. Final examinations transcripts and certificates will be prepared after every final examination series and the process will be as stipulated in clause V.

- vii. All final transcripts and final certificates will be signed by the Academics Registrar/ Dean of Academics/ Principal and the Academics Director.
- viii. The external examinations coordinator will send notifications to all students who sat the final examinations in that series notifying them to pick their certificates once they are prepared.
- ix. The students will be allowed a one-year window period to collect their final certificates with two reminders in between after which they will be required to pay a storage fee as shall be advised by the Finance Office.
- x. All certificates will be stored in a safe in the Main Office.
- xi. The final certificates will be accompanied by the final transcripts. No student will be issued with an internal certificate and transcript without an external certificate and vice versa.
- xii. Before being issued with the final certificates and transcripts, the student will require to fully clear with the institute and present the clearance form to certificate issuing officers.

### **c. ASSIGNMENT AND EVALUATION POLICIES**

Course tutors have the liberty to set and define parameters for assignments as per the course work guidelines. Each quarter, a student shall have two evaluations and one final exam, or three evaluations. The above is broken down as;

• <i>Attendance</i>	<b>20%</b>
• <i>Class participation</i>	<b>10%</b>
• <i>Evaluation one (individual)</i>	<b>20%</b>
• <i>Evaluation two (individual/ group)</i>	<b>20%</b>
• <i>Evaluation three/ Final exam</i>	<b>30%</b>
	<b>TOTAL = 100%</b>

Any trainee who fails in any of the set evaluations will receive a **Course Not Complete** designation. This will automatically mean the need for re-sits and supplementary exams or as specified by the course tutor. In some instances, a student will be required to redo the entire quarter's coursework.

### **d. TRIPS AND EXCURSIONS POLICIES**

All Amboseli Institute of Hospitality and Technology are required to go for;

- i. One trip
- ii. One excursion
- iii. One value-addition excursion

The following are each department's guidelines for trips and excursions;

#### **i. Hospitality Department**

##### **a) ARTISAN STUDENTS – NINE MONTHS**

All artisan students are required to undertake one excursion to be eligible for graduation. This should be done by the end of quarter two.

**b) CERTIFICATE STUDENTS – ONE YEAR**

All certificate students to undertake one excursion and one trip. The excursion should be done in quarter two and the trip in quarter three.

**c) DIPLOMA STUDENTS AND CHM – ONE AND HALF YEAR**

All Diploma students to undertake one excursion, one trip and one value addition trip. The excursion should be done in quarter two, trip in quarter three and value addition in quarter four.

**d) MANAGEMENT STUDENTS – TWO AND A HALF YEARS**

They are to undertake one trip, one excursion and two value addition trips. The excursion should be in quarter two, trip in quarter three, first value addition in quarter four and the second value addition in quarter eight.

**ii. Tourism Department**

**a) CERTIFICATE STUDENTS – ONE YEAR**

All tourism certificate students are required to undertake one excursion and one trip. The excursion should be in quarter two and the trip in quarter three.

**b) DIPLOMA STUDENTS – ONE AND HALF YEAR**

The students should undertake one excursion, one trip and bush craft survival training. The excursion is done in quarter two, the trip in quarter three and the bush craft training by quarter five.

**c) MANAGEMENT STUDENTS – TWO AND A HALF YEARS**

The students should undertake one excursion, two trips and bush craft survival training. The excursion is done in quarter two, the first trip in quarter three, bush craft training by quarter five and the second trip by quarter quarter.

**iii. Fashion Department**

During your stay here, artisan trainees are expected to attend at least one trip and one excursion. Certificate and Diploma trainees are expected to attend at least one trip, one excursion and one value addition excursion.

**iv. IT and Business Department**

All students in the departments should undertake one excursion to be eligible for graduation.

**e. ATTACHMENT POLICIES**

At Amboseli Institute of Hospitality and Technology, we believe that teaching should be followed up with field practice as per the course guidelines. As such, all our students – except

Artisan – are required to undergo a three-month attachment period in organizations picked by the Careers Office and where the student will benefit the most.

The trainee shall be assessed by the institute's assessor and the immediate supervisor.

The objectives of attachment are;

- i. To apply skills acquired during training at the institute.
- ii. To expose students to the reality of the Hospitality industry.
- iii. To learn contemporary skills from the industry.
- iv. To appreciate the significance of the hospitality industry in East Africa.
- v. To learn teamwork.
- vi. To learn to appreciate our diverse cultures and way of life.

Industrial attachment is important for students;

- i. To learn and enhance technical skills.
- ii. To put into practice the already learnt skills.
- iii. To learn time and financial management.
- iv. To sell one's skills.
- v. Time to make life choices and to be away from home.

We pay a lot of mind to our students' presentability and professionalism in and out of school. The following are thus the standards students are expected to adhere to;

#### **a) Grooming and Personal Hygiene**

When proceeding out for attachment, a student is expected to;

- i. Be well groomed and smartly dressed at all times;
- ii. To wear name tags for easy identification;
- iii. Have well laundered and pressed uniforms at all times;
- iv. Maintain good personal hygiene.
- v. Wear simple and discreet jewelry and accessories.
- vi. Trim the nails ( no nail Polish) and have a simple conservative hair style.

#### **b) Conduct**

A student's conduct should;

- i. Be pleasant, cordial and friendly to guests and staff members.
- ii. Maintain eye contact and acknowledge guests and staff through a smile.
- iii. Have clear knowledge of the place of attachment their mission, vision and the corporate values that the organization stands for as well as the services and facilities available.

- iv. Prioritize guests needs before anything else and when attending to a guest, they should always try to be of assistance to the guest if this is not possible promptly ask another person who may be of assistance to take over.
- v. Be a proactive person who offers solutions without excuses or impossibilities.
- vi. Be attentive and calm especially while handling guest complaints, should empathize with the guest and take immediate action while sincerely apologizing to the guest for any inconveniences caused and then precisely describe the next course of action and follow up immediately.
- vii. Display a high sense of integrity in dealings with guests, colleagues and co-workers.

#### **i. Work Conduct**

- a) Always use the staff gate (if any) for entering and leaving the premises at all times.
- b) In the case you do not report to work due to ill health, make every effort to report to the Head of Department or Human Resource Department and this must be followed by a letter from an Approved Medical practitioner within 24 hours.
- c) Do not absent yourself from duty without valid reason or notification. Otherwise appropriate disciplinary measures will be taken for absenteeism.
- d) Do not report to duty late without a justifiable cause.
- e) Note that all employees within the work set up (that includes our trainee) are subject to spot checks from time to time when management deems so and so our trainee will exercise HONESTY at all times.
- f) Never use hotel or office phones for your personal calls.
- g) You will take food at the prescribed time and place (depending on your place of work).
- h) Do not idle or sleep during working hours.
- i) You should never unjustly refuse work entrusted to you by your supervisors or act negligently. If sent away due to this kind of an offense, the institute will not intervene on your behalf or be held accountable as this amounts to Gross misconduct .
- j) You will Not be allowed to enter guests rooms without authorization unless your duty demands so.
- k) You will not eat food or drink beverages left over by a guest or reserved for guests or use any of the guests facilities including washrooms.
- l) You are not allowed to obtain credit facilities using the organization's name without the management's consent.
- m) You are not allowed to solicit for tips from guests or any other people.

#### **ii. Personal Conduct**

- a) Treat both guests and colleagues politely and with courtesy.
- b) Do not engage in quarrels, fights or use abusive language. This is Gross misconduct.
- c) Talking loudly is strictly forbidden at the work place.

- d) Neither intoxicants, hallucinogenic drugs or smoking should be used while on duty or any other time.
- e) No visitors are allowed at your place of work (special messages should be channeled to the Human Resource office or supervisor).
- f) Take care of your belongings, lock them away while on duty. No one will accept responsibility for your damage or loss.
- g) Do not smoke while on duty.

### **iii. General Conduct**

- a) In case you are out of your work station, ensure to report to the college in advance to avoid any inconveniences.
- b) Ensure that your log book and your notes are up-dated. Collect as much information about your place of work as this will assist you in writing your project. A guideline from the Careers and Attachment Office will be provided.
- c) Make sure to follow the health and safety regulations as required, note that you are subject to medical check-ups by the management from time to time.
- d) If you come across any lost or misplaced property within the hotel, hand it over to the security or duty manager as per the lost and found policy.
- e) Make an effort to be familiar with fire, health and safety procedures.
- f) Any suspicious activity or person must be reported to the chief security officers.

### **c) Visitors and Calls**

- i. Our trainee is advised to inform their guardians, friends and relatives that they should NOT visit him/ her at the workplace.
- ii. Visitors will only be allowed after work or when the shift is over.
- iii. When picking a telephone call, do not keep the caller on hold for more than 15 seconds at a time.
- iv. Do not use your cell phone during working hours kindly put it on silent you will return calls and messages at your convenient time.
- v. Handle all calls with a pleasant and calm voice.
- vi. Do not interrupt when a guest is speaking, listen to the entire request/order along with special requests where relevant.
- vii. Repeat the entire request/order for clarification where relevant.
- viii. Disconnect the phone only after the guest has done so.
- ix. All phones will be picked within a maximum of 4 rings.

### **d) Core Values**

The following are our core values that should guide our students;

- i. Honesty – speak the truth always, all your actions should be truthful.
- ii. Loyalty – Appreciate and speak good of your place of work and your institute. This includes its Management and other staff members.
- iii. Teamwork – Strive to be part of the team. Positively strive to ensure the objectives of the organization in which you work are achieved.
- iv. Integrity – Uphold your personal values align them with our institutional values.
- v. Consistency
- vi. Communication – Endeavor to use the correct channels of communication and speak clearly and precisely.
- vii. Passion – Do your work to the best of your ability – passionately.

Upon completion of internship every student is required to write a formal Internship Report which serves multiple purposes:

- i. Help the student develop written communication skills.
- ii. Serve as an archival record of the internship experience.
- iii. Give the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned.
- iv. Have the student to reflect on the initial goals of the internship and how they were (or were not) achieved during the internship.

A template of the attachment report is provided to every student prior to attachment.

## **7. CHANGES TO PERSONAL INFORMATION**

Every student is responsible for keeping the college informed of changes to name, address, phone numbers and email address as soon as they occur. Changes may be submitted at the front office desk.

## **8. ATTENDANCE, ABSENTEEISM AND EARLY WARNING NOTICES**

The school days are Monday through Friday from 7:30 Am to 5:00 pm, and 8:00 am to 12:00 pm on Saturdays.

Regular attendance is required for successful completion of course work. Punctuality is a character trait that we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress. Consistent tardiness is also harmful to a student's character development.

The following are some attendance rules and regulations as stipulated in the institute's Academic Policy;

- i. Students are expected to be seated at least five minutes before the start of a class. The course tutor reserves the right to admit a student to their class should they come in later than the start period.
- ii. Students are expected to attend 80% of their classes/ lessons at any given quarter. This shall carry a 20% mark on your final unit's grade, in each unit.



- iii. All excused absences must be accompanied by proper documentation within ONE WEEK of the trainee's return from his or her absence. If documentation is not provided within one week, the absence will count as unexcused.
- iv. A student who fails to attend lectures for three consecutive sessions without official authorization will be suspended for the remaining part of the quarter.
- v. A student who also attends lectures irregularly will be suspended. The reinstatement of such a student will be at the discretion of the academics committee.
- vi. A student who fails to attend classes will be considered absent for the day.
- vii. Students who fail to attend classes as a result of sickness are required to provide evidence of the same from a recognized doctor.
- viii. A student who gives ones' gate pass/ school ID to another student will result in exclusion from the college.
- ix. Mobile phones should remain silent during lectures and practical sessions.
- x. Students should always read information displayed on various notice boards. Writing on noticeboards is prohibited.
- xi. All official assemblies called by the institute's administration are *compulsory* for all students.

If one is absent from class, it is their responsibility to get the assignment(s) from the respective tutor. Each day an assignment is not turned in will result in points deduction, subject to the intensity of the work given.

Faculty may raise the alarm early upon notice of a student's poor attendance and/ or academic progress. The notice will be forwarded to the Head of Academics and the Head of Department. Should a student receive more than two notices, they will be deferred for the remaining quarter and will be required to start their course work once they resume.

The college offers support to assist students in achieving their academic and personal goals. See the Careers Officer for more information.

## **9. CLASS SCHEDULE**

Amboseli Institute of Hospitality and Technology has four quarters a year, each constituting three months. Each coming quarter's calendar and activities are provided at least a month prior to closing the current quarter. Each department's timetable is shared on every student's Moodle platform prior to the start of each quarter. The school calendar, events and activities schedule are also shared prior to the start of the coming quarter.

## **10. FINAL EXAM SCHEDULE**

Each quarter's exam schedule comes out at least a month prior to the start of the exams, and a month before end of school quarter.

## **11. GRADES**

Grades may be viewed/ downloaded online via the FEDENA platform as soon as they are compiled by the Examinations Office. Usually, this process takes two months after the examination period. Moodle also allows for tutors to compile grades for their course units.

Any student who wishes to question their grades should contact the instructor of the course within 30 days of the grades being released. Any appeals after 30 days will not be considered.

## **12. GRADUATION REQUIREMENTS**

Students are eligible to graduate upon successful completion of all courses listed in their curricula. All students who have finished their course work are expected to clear with all departments prior to being registered for graduation.

We endeavour to celebrate together with our graduates of their successful completion and skills training achievements at least once a year. AIHT therefore plans and organizes for this grandeur event.

Students who have completed both internal trainings and satisfied the Academic Committee inclusive of having passed external examinations are bona fide participants of the graduation ceremony.

- i. Only students who have met all the prescribed course requirements and procedures shall be graduated.
- ii. The graduation ceremony will be held once a year at a date that shall be set by the institute and communicated to all graduands by the Academics Office/ Principal.
- iii. A graduation fee is payable to the school before the graduation date. The amounts shall be set annually by the Finance Office and the same communicated to all graduands in good time.
- iv. The students will be required to have cleared from all the departments at the institute before graduation and present the clearance form to the Academics Office.

Kindly see Academics Policy above for more guidelines.

Kindly see appendices for more **Graduation fees and graduation procedures**

## **13. PAYMENT AND REGISTRATION**

Amboseli Institute of Hospitality and Technology offers a convenient and affordable alternative payment instalments. This plan is provided to every student and/ or guardian upon enquiry at the front office/ marketing desk.

All students whose fees have been paid, in full or the first instalment, are expected to report to school within the first three weeks of opening. Anyone who reports after, is automatically deferred to the next quarter, their fee also catering for the same.

## **14. BOARDING**

We currently only offer boarding facilities for our female trainees. Inquiries for space, cost and any other boarding matters are handled by the Accounts Office.

The code of conduct for all hall of residence users are outlined below in the 'Student Life' section.

## **15. TRANSCRIPTS**

Official transcripts are provided for by the Examinations Office and/ or the examining bodies currently partnered with the school. The transcripts may be viewed/ downloaded online via the FEDENA platform as soon as they are compiled by the Examinations Office. Usually, this process takes two months after the examination period.

For more assistance on transcripts and grades, see the Examinations Officer.

## **16. WITHDRAWAL FROM CLASSES**

A student may be forced to withdraw from a course under the following conditions (but not limited to):

- Indiscipline
- Lack of School Fees
- Sickness
- Pregnancy

Students who wish to defer or drop from classes must officially withdraw to avoid a failing grade. They can do this by writing a deferment letter addressed to the Head of Department and/ or Dean of Academics.

A trainee who drops from class during the quarter will be required to start on the course materials being taught in the following quarter.

## STUDENT SERVICES

The following are some of the services offered to Amboseli Institute trainees. We at Amboseli believe a happy trainee is a productive trainee.

### 1. FOOD SERVICES

The kitchen serves food to those who have paid for boarding services. A boarder is thus entitled to breakfast, lunch and dinner at the specified meal hours outlined below.

*BREAKFAST: 6:30 am – 7:00 am*

*LUNCH: 1:00 pm – 1:30 pm*

*DINNER: 6:00 pm – 6:30 pm*

All boarders are asked to observe the outlines times. Meals will not be served outside the stated times unless under special circumstances such as trainees coming back from an excursion, leaving early for a trip or excursion among a few others.

Meals are to be taken from the Main Hall on ground floor.

### 2. CLUBS AND EXTRA CURRICULAR ACTIVITIES

Here at AIHT, we endeavor to make sure our students enjoy their time here outside of class. We thus encourage all our students to join a club or school group geared towards their growth. In class, for instance, we create projects based on their course curricular, that involves more than one department. This is a way to;

- i. Streamline our practical classes,
- ii. Bring a bit of fun into class.
- iii. Encourage collaboration with every department at AIHT, among other benefits.

Student affairs – events and other indoor and outdoor activities – all fall under the Outreach and Student Affairs office, which creates and manages the events by bringing in the entire student and staff body.

Find a directory on more school activities in the *Student Life, section 2*.

### 3. ONLINE COURSES

While we will not be doing online/ virtual classes all the time, we may need to have a hybrid system depending on the need. We thus encourage our students to own a laptop or have access to a computer or laptop outside of school.

Find more information on the use of the Zoom application on *the General Information section 1, part (c)*.

#### **4. COMPUTER LABS**

All computer labs are considered Quiet Zones. Students are required to follow the rules set by the Head of ICT whenever using those facilities. Users will be held accountable as per the aforementioned guidelines. These guidelines are found below.

Attending virtual classes in the labs is not permitted because it may cause disruption to other students who may have an ongoing physical class as well as those who are attending to their assignments.

1. Students are prohibited to enter the computer lab unless authorized by the tutor or the lab technician.
2. Always scan your disk before using them in the lab.
3. No eating or drinking in the lab.
4. Internet use is a privilege. Do not visit obscene sites. Internet facility is strictly for education purpose.
5. Playing games or music of any kind, unless authorized by your instructor is prohibited.
6. Before leaving the computer lab clean your work area, put your scrap papers in the recycling box, and push the chairs back under the tables. The lab should be kept clean and tidy at all times.
7. Do not remove, load any software into the computer or use pirated software. It is illegal and prohibited.
8. Do not change the settings or passwords in the computer.
9. Save all your personal work in the external storage device and not in the computer.
10. Do not abuse the hardware. If you encounter a problem with the hardware or software, tell your instructor. Do not attempt to repair or tamper with any lab equipments.
11. Do not install software, move; unplug cables or any computer component.
12. Bags and laptops are not allowed into the lab.

***NB: Failure to adhere to the above will lead/ result in loss of user privileges and other appropriate actions will be taken.***

#### **5. STUDENT RESOURCE CENTER**

Our resource center on 1<sup>st</sup> floor, is an extension of the computer laboratories on 3<sup>rd</sup> floor. Students who have research and other school-related assignments can use this center should the computer labs be in use.

All students should note that the computer lab rules apply to the resource center.

#### **6. OUTREACH AND STUDENTS' AFFAIRS**

To support learning outside the classroom as well as within, the Outreach and Students' Affairs Office provides a wide variety of offerings — student governance, leadership development and campus activities to serve the needs and interests of the College community. The the Outreach and Students' Affairs Office serves as the focal point for these

activities and is the point of contact for registering a campus organization and receiving help with all types of activity programming projects or special needs.

The the Outreach and Students' Affairs Office is the distribution center for College activities. Services and information provided include lost and found, information on campus activities, and student clubs. The office is open Monday through Thursday, 9:00 a.m.–3:00 p.m. and Friday, 10:00 a.m.–3:00 p.m. Contact the Outreach and Students' Affairs Office via email at [studentsaffairs@amboseliinstitute.ac.ke](mailto:studentsaffairs@amboseliinstitute.ac.ke).

## **7. HEALTH INSURANCE**

This is a group personal accident cover for the students. All students pays for the cover upon registration at a cost of Kshs 4,000 per student and goes for a period of one year where renewal is done. This cover is normally used when the student proceeds out for internship. The current service provider is MUA Insurance Kenya limited. The insuring body may however change at the discretion of management.

## **8. WELLNESS CENTER**

### **a. NURSING STATION**

We have a nursing station on the first floor, at the end of the stores' corridor. In the case of serious illness, the school matron (who is also a registered nurse) takes the student(s) to St. Mulumba Hospital where treatment is done. At the same time, the school administration passes this information to the student's parent/ guardian.

### **b. COUNSELLING OFFICE**

As a benefit to students, counselors are available to help you with personal and interpersonal problems that may be impacting a student's success in College. Short-term counseling is available to help students adapt to college life and to overcome challenges over the course of their college career.

Long term counseling needs are usually referred to off-campus services and at the recommendation of the college counselor.

## **STUDENT LIFE**

### **1. STUDENT COUNCIL**

Believing there is more to college than academics, the Outreach and Students' Affairs Office, provides support and advising to every student organization to promote participation, leadership and personal growth that complement the academic experience. We support the successful fulfilment of student goals and promote student success through our support for leadership programs, college-wide events and activities, entertainment, cultural and social activities, and college-wide committees.

Involvement in a student organization helps students meet new friends, join individuals with similar views, and promotes and celebrates common interests, while building interpersonal skills. Students who participate in student organizations receive opportunities that enrich their college experiences through development of core competencies that include effective communication, intellectual growth, self-awareness, and collaboration with others.

Participation in student organizations and leadership programs helps students to become more engaged and integrated into campus life and gain more from their college experience. Student governance provides opportunities for student involvement in the administrative, legislative, and judicial processes of the college. Students have the opportunity to write articles of interest, poems and short stories, and submit pictures of artwork and photography in *The School magazine*, under the newly constituted Journalism club.

The Student Council is thus an organization conducted by students and supervised by adults, in this case, The Outreach and Students' Affairs Office. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the school wide community.

#### **a. ELIGIBILITY AND SELECTION**

Any registered student in the college is eligible for office in the Student Council. Students make their voice heard by holding elections, first in class, in the and finally as the elected group of students by the student body. In the last step, the elected members then sit and elect The Executive Council, which consists of the following positions;

- i. Patron
- ii. Chairperson
- iii. Vice-chairperson
- iv. Secretary
- v. Treasurer
- vi. Historian
- vii. School editor
- viii. Events Coordinator
- ix. Hostel representative
- x. Clubs Chairperson

Other roles in the student council are;

- i. Clubs and Societies representatives.
- ii. Class representatives.
- iii. Hostel representatives (if more than one).

These roles are elected positions, whose elections take place either quarterly or bi-quarterly depending on the members' stay at the school. A member who has less than three months left to clear from school will have to hold elections in that position for a replacement. They will continue serving until their three months are up. They will train the incoming in those three months.

## **b. DUTIES AND RESPONSIBILITIES**

The exact duties and responsibilities of officers will vary according to the offices that they hold. Some include (but not limited to);

### **A. PATRON**

- Is the link between the students and the staff body.
- Attends all council meetings.
- Contribute to the discussions of council.
- Solicit views from the staff groups to share with council.
- May participate on any committees established by council.
- Communicate information back to their staff groups.
- Assists council with annual goal setting and the establishment of operating norms.
- Support, promote and communicate council's activities.



## **B. CHAIRPERSON**

- Represent the student body at school events and other meetings.
- Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces.
- Supervise the functioning of the elected student body officers.
- Develop the agenda for and preside over the meetings of Student Council.
- Hold regular meetings with the patron.

## **C. VICE-CHAIRPERSON**

- Represent the student body in school events and other meetings as requested by the president.
- Coordinate the work of committees.
- Preside over Student Council meetings in the absence of the president.

## **D. SECRETARY**

- Maintain the student body files.
- Prepare agendas for meetings.
- Take and distribute minutes of meetings.
- Represent the student body in functions and other meetings as requested by the president.
- Type material for student body officers and committee chairpersons as needed.
- Sign all minutes of meetings

## **E. TREASURER**

- Coordinate the preparation of the annual budget.
- Present the proposed budget to Student Council for adoption.
- Maintain financial records of the student body.
- Prepare financial reports for meetings of Student Council.
- Assist the bookkeeper with sales as necessary.
- Coordinate fund raising projects for the student body.
- Sign all purchase orders.

## **F. HISTORIAN**

- Gather materials in preparation for the Student Council Scrapbook.
- Be responsible for the completion of the scrapbook.
- Maintain a file of materials about activities of the school.
- Make sure pictures are taken of all activities.
- Coordinate work on other historical presentations (i.e., slide shows, video).

## **G. SCHOOL EDITOR**

- Write, edit, and submit stories about the Council to the school paper and local media.
- Organize publicity for Student Council meetings and events.

## **H. EVENTS COORDINATOR**

- Sit in the council meetings as a member.
- Serve as a Role Model among his/her peers.
- Communicate to the students' body on all school related events.
- Represent the school on all invited events by other institutions.
- Organize school events with the guiding of the council patron.
- Keep any records in this office.

## **I. HOSTEL REPRESENTATIVES**

- Sit in the council meetings as a member.
- Serve as a Role Model among his/her peers.
- Hold monthly meetings with all the hostel members including the matron and share the minutes with the council.
- Be the communication link between the hostel members and the dean of students.
- Keep any records in this office.
- Be the communication link between the hostel members and the council patron

## **J. CLUBS CHAIRPERSON**

- Manage all clubs and societies activities.
- Sit in the council meetings as a member.
- Serve as a Role Model among his/her peers.
- Communicate to the students' body on all the club's events.
- Organize school events with the guiding of the council patron, the club patrons and the club representatives.
- Represent the school on all invited events by other institutions.
- Keep any records in this office.

## **K. CLUBS AND SOCIETES REPRESENTATIVES**

- Manage all clubs and societies activities.
- Sit in the council meetings as a member.
- Serve as a Role Model among his/her peers.
- Communicate to the students' body on all the club's events.
- Organize school events with the guiding of the council patron, the clubs chairperson and the club representatives.
- Represent the school on all invited events by other institutions.
- Keep any records in this office.

## **L. CLASS REPRESENTATIVES**

- In charge of class communication.
- Run all the class Meetings.
- Communicate With Administration through class tutors.
- Serve as a Role Model among his/her peers.
- Facilitate and Encourage Student Involvement in all school-related activities.
- Sit in the council meetings as a member.
- Keep all class meetings records, sharing a copy with the class tutor.

Other roles not specified include (but not limited to);

- Communicate ideas from the student body to the Council.
- Report to the class the results of Council action.
- Serve on or chair committees.
- Volunteer as needed.

## **2. EXTRA CURRICULAR ACTIVITIES**

All student organizations/ clubs and societies at Amboseli Institute of Hospitality and Technology are completely organized and run by students, for students, with advice from a faculty. They all support the co-curricular and social needs of the student body and provide a venue of expression for other students.

There are several clubs at AIHT. They are;

### ***a) The Amboseli Nature Club and Associates***

**Patrons: Mr Francis Maina**

#### **About the Club**

Amboseli Nature & Associates is a dedicated nature club whose aim is to create awareness among the students, faculty and staff about nature and related issues. The nature club is a convergence of nature lovers, from various departments to promote, monitor as well as

operate the environmental and sustainable activities in the society, starting from the institution with the novel objectives of facilitating the skill development for environmental protection, promoting environmental awareness among all sections of society, in addition to spreading environmental education among students. Through the support of members and other well-wishers, the club also supports various social-related activities, including providing support to the underprivileged members of the society.

### **Objectives**

- To sensitize, motivate and educate students and staff about environment conservation Encouraging efforts to protect and conserve biodiversity in vicinage.
- To create awareness among society about environment and related issues.
- Executing small scale projects within the institution.
- Contributing in environment awareness and conservation drives in collaboration with other regional nature clubs and institutes.
- To collectively support various social-related activities, including providing support to the underprivileged.

### **Membership**

Membership to the club is open to all students and staff, although compulsory membership is to all School of Tourism students. A registration fee of Ksh.100 is charged for new members, with part of the fee being utilized to purchase the WCK cards for members.

### **Activities**

In order to achieve the objectives, club members engage in diverse activities, including:

- Clean ups to show the importance of clean and healthy environment
- Tree planting programmes for greening as well as restoration of degraded areas
- Engaging in social-related activities, such as conducting visits to children's homes.
- Participating in outreach programs: This is a unique programme which involves carrying out visits to schools on quarterly basis to enhance conservation knowledge through lectures, and dissemination of informative environmental materials.
- Quarterly excursions that are organized by students under the guidance of the club patron.
- Organized ecological walks to natural areas.

### ***b) The Fashion and Modelling Club***

**Patron; Md Miriam Mburugu & Mr Alex Kibe (assistant)**

### **About Us**

Students join this club since they're thinking about a having a hobby outside of what they normally do, or only desire to share their passion for fashion with other people. The club attracts people by planning a number of activities.

## **Our Mission**

Bring together a group of people who share the same passion and ambition towards fashion while expanding creativity.

## **Our Vision**

A self-sustainable active club bringing a cultural and unique perspective to Amboseli.

## **Membership and activities**

A way club has several options to select from. Project ideas include;

- coat drives,
- collecting used clothing for disaster relief,
- raising money for supporting a charitable organisation.

Obviously, service projects don't have to be associated with the style industry. Recycling, health walks and food drives will also be options. The club members can engage the student body by supporting school occasions. This might entail;

- attending college sports occasions,
- school events and plays,
- planning exhibitions,
- sketching classes,
- making jewelry,
- DIY projects,
- fashion shows,
- cultural activities,
- partnering with the fashion department and outside stakeholders among many others.

Members should demonstrate a trait of fashion love, be it in styling, modelling, make up and beauty among others.

The club will be meeting every Wednesday from 4:00 pm – 6:00 pm. It however has an open-door policy for its members to attend their classes, at the discretion of the course tutor. A member would be required to notify the tutor in advance that they would like to attend.

Currently comprising of a few members, the Fashion and Modelling Club is open to all AIHT students and staff who have an interest in not only exploring a hobby in fashion, but also those interested in learning and acquiring a range of fashion skills and techniques through frequent and regular participation in the institution's balanced programme of meetings and activities.

A registration fee of Ksh. 200 is charged for new members to support the club's activities.

### ***c) CHRISTIAN UNION (CU)***

**Patron; Mr Kabogo**

#### **About Us**

Amboseli Institute has a platform for your holistic growth as a Christian  
We are non-denominational organization of Christian students.

We engage in evangelism, open air crusades and outreach missions and ministries as a fulfillment of the great commission the main purpose of them all being able to reach as many believers as possible. As the Christian Organization we are able to form healthy relationships entailing discipleship, mentorship, and academic assistance.

#### **Our Vision**

Develop Christian students who are well equipped to have Godly impact in a dynamic society.

#### **Our Mission**

To enhance spiritual values through training, teaching and practice the Word of God.

#### **Activities**

- Fellowship
- And Church evangelism with AHIT T-Shirt
- Inter fellowship with neighboring Institution

#### **Expectations**

- Team building activities
- Hiking
- Weekend challenge
- Music Extravaganza

### ***d) YOUNG CHRISTIAN STUDENTS (YSC)***

**Patron; Mr Francis Mburu**

#### **ABOUT US**

The Young Christian student (YCS) is a catholic student movement by students for students in Christ within the institution focusing on faith formation, leadership skills and evangelization.

The movement emphasizes on spiritual growth of self and others within the institution.

## **Mission**

To empower young people spiritually by recognizing that they are the experts of their own reality and the best placed people to be means of transformation in their own lives.

## **Vision**

To develop a Christian society where young people make a difference and are the difference.

### ***e) AMBO BAKERS***

**Patron; Md. Mary Nyawira**

## **ABOUT THE CLUB**

The Ambo Bakers Club is an academic club in Amboseli Institute of Hospitality and Technology. The club aims to bring together students, members of staff and faculty with a passion for baking. This group is for individuals in the institution to learn, grow and share their baking experiences. It is committed to changing the lives of these persons through developing an entrepreneurial spirit in our bakers.

## **Our Core Values**

- Integrity
- Honest
- Pursuit for excellence
- Respect for others

## **Anticipated club activities**

The club will offer an array of intellectual and practical programs for the members. The activities will range from:

- Lectures to private conversations for members.
- Visits to hotels and related stakeholders to gain insight in professional baking.
- Hold bake sale to promote and make money for the club. Various baked goods prepared by club members will be sold, and the money raised will go to future activities held by the club.
- Participate in cake festivals
- Baking competitions

## **Requirements for membership**

New members will register with the club's patron by completing a club membership registration form. The club shall consist of officials to include:

- Patron
- Chairperson
- Vice-chairperson
- Treasurer
- Secretary

Elections will be done on a yearly basis.

## **Ambo Bakers Club Meetings**

Members shall meet twice a month (Thursdays from 5pm to 6 pm ) to examine and map the club activities.

## ***f) FOOTBALL CLUB***

### **Patron; Mr. Arnold Opande**

The AIHT football club was started as a way for students to express themselves outside of class; being able to wind down and have a bit of fun. The aim, besides building a long-lasting team with positive working ethos, we also believe in showing students the other side of the game, using The Four Corner model. This simply states;

- i. Technical – Football skills ‘on the ball’; control, passing, dribbling, shooting etc.
- ii. Psychological – Mental attributes; decision making, enjoyment, spatial awareness etc.
- iii. Physical – Movement within the game; sprinting, turning, jumping, acceleration, agility etc.
- iv. Social – Interactions with other participants; communication, teamwork, friendship etc.

The above model allows for the team to see and consider the impacts which their coaching has on the players they work with. We not only want our players to be good on the ball and physically able, but to use it as a platform to relieve stress, be able to quickly make decisions, make friends and retrospect on actions taken and why.



## **Our Mission**

Provide a positive, competitive youth soccer experience for members and emphasise longterm development of physical, emotional and social skills.

## **Our Vision**

To be an all-inclusive club of tomorrow's stars.

## **Club Objectives**

To provide the training needed to every member so that he or she may excel in sports while offering an exceptional training environment that fosters continued success as student athletes.

## **Membership and activities**

The team patron and student chairperson normally conduct recruitment during the first three weeks of any quarter for all new students to have a chance to register and partake in their activities.

We charge a registration fee of Ksh 100/= per member to allow the facilitation of external activities such as planning tournaments, transport and food needs of the team.

The club's activities include (but are not limited to);

- i. Organizing internal matches and tournaments,
- ii. Organizing tournaments with other schools and organizations,
- iii.

Currently comprising of 15 members, the Football Club is open to all AIHT students and staff.

## ***g) RUGBY CLUB***

### **Patron; Mr George Ojwang'**

The Amboseli Rugby Club is a sports club for both the playing and non-playing members with an interest in the rugby sport. The club aims at encouraging not only active participation in the sports, but also promote fitness, and wellbeing, hence fostering increased overall community spirit through the sport.

## **Club Objectives**

- Increase students/members' knowledge and understanding of rugby and learn to prioritize participation for current and future lifestyles.
- gain and refine a range of rugby skills and techniques through frequent and regular participation in a balanced programme of Rugby training and fixtures.

- Develop a community conscience in addition contributing to whole school life through participating in the extra-curricular rugby programme.
- Realize members full potential in rugby and have access to a clear pathway which supports them towards this potential.
- Develop a community conscience and contribute to whole school life through participating in the extra-curricular rugby programme;
- realize students/members' their potential in rugby and have access to a clear pathway which supports them towards this potential.

### **Club Activities**

- Weekly training sessions (Every Wednesdays and Thursdays at 5.00pm)
- Organized friendly rugby tournaments

### **Membership (How to Sign for the Club)**

Currently comprising of 14 members, the Amboseli Rugby Club is open to all students and staff who have an interest in not only playing rugby, but also those interested in learning and acquiring a range of rugby skills and techniques through frequent and regular participation in the institution's balanced programme of rugby training as well as fixtures.

### **Amboseli Rugby Club Meetings**

Members meet every Wednesdays and Thursdays from 5 pm to undertake trainings.

## **3. HOW TO CREATE A STUDENT ORGANIZATION**

If there is not a current student organization focused on a particular interest, students are invited to create a new organization. To do so, at least four enrolled students must be willing to serve as the leadership team for the new group. Their mission must also support the needs of the AIHT student body. Students should consult with staff and other concerned parties when proposing a new organization.

The process for creating a student organization is as follows;

1. Name of the organization.
2. Details of the students in the organization i.e., Student name, Student ID, Phone number and email.
3. Details of the Patron/Tutor i.e., Tutor Name, Phone Number, Email and Department.
4. Details of the student leaders and their roles.
5. Objectives of the organization.
6. Rules & regulations of the organization.
7. Submission of documents to the management.
8. Vetting and Approval.

The role of the management in the process is to vet and check whether the objectives, rules & regulations align with the AIHT student body vision and overall vision of the institution. The management will then approve if all the standards have been met, if not it will decline. In such a scenario, it will recommend the changes that will need to be done and the organization leaders will resubmit application.

## **POLICIES AND REGULATIONS**

### **1. STUDENTS' RIGHTS AND RESPONSIBILITIES**

It is the policy of the institution that the students enrolled shall have the following rights and responsibilities:

The rights are, but not limited to;

- i. Of free inquiry, expression, assembly, and advocacy;
- ii. To form and join organizations for legal purposes; Individually and through representative organizations, to express views on issues of institutional policy and on matters of interest to the student body;
- iii. To a student press free of censorship;
- iv. To participate in the evaluation of faculty performance;
- v. To due process of disciplinary proceedings;
- vi. To fair and unbiased academic evaluations based upon defined criteria, appropriate to the course, of which the instructor has advised them in writing at the beginning of the course, and to the review of academic evaluations;
- vii. To receive competent instructions, relevant to the subject matter, and at times and places assigned for their course;
- viii. To be protected against improper disclosure of information about their views, beliefs, academic evaluations, political associations, and educational records;
- ix. To enjoy a college experience free from all forms of discrimination.

The students' responsibilities are, but not limited to;

- i. To meet the established requirements of the course in which they are enrolled;
- ii. To exercise their rights of free inquiry, expression, assembly, and advocacy in a manner which will not interfere with the rights of others or with college operations;
- iii. To exercise their rights of free inquiry, expression, assembly and advocacy in the classroom in a manner which is relevant to the subject matter of the instructional program and is subject to the right of the instructor to maintain order;
- iv. To meet the obligations of responsible journalism in the student press;
- v. To comply with college policies, procedures and regulations applicable to students and student conduct.

### **2. CODE OF CONDUCT**

Amboseli Institute of Hospitality and Technology recognizes the rights of students as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular and co-curricular climate.

Students in Amboseli have the responsibility to act in such a way as not to interfere with the rights of others with the same educational opportunity. By accepting the right to participate in school programs on and/ or off campus property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

All school personnel are charged with the responsibility to enforce proper discipline. A variety of techniques and methods are employed to enforce these rules. Efforts are designed to change negative behavior and to enable students to learn respect, responsibility, self-discipline, and a positive learning attitude.

Below highlights what may constitute as breaking the Code of Conduct;

**a. OFFENCES**

The following are some of the deemed as offences against the set school policies, but not limited to;

**i. THEFT AND VANDALISM**

Theft is the act of taking or acquiring the property of others without their consent including personal or school property or someone's property he /she will be disciplined and may be reported to law enforcement officials. The institute is not responsible for personal property.

Theft of food items, ingredients or equipment's during practical is prohibited. Restitution will be charged to the appropriate student(s) and may warrant College disciplinary action.

Theft, negligent, intentional, or accidental damage to personal or College property is prohibited, as is possession of stolen property. Fine will be charged to the appropriate student(s) and may warrant College disciplinary action. In the event that damage occurs in the hostels or in a common space for which no one assumes responsibility, fine may be divided equally among all residents of the hostels. This money is payable immediately.

**ii. BREAKAGES AND LOSS OF EQUIPMENT DURING PRACTICALS**

It is the responsibility of the student (s) to take care of all the equipment's used during practical's ,in case of breakages or loss of equipment's ,the student (s) will be charged and he

or she will not be allowed in the next class of practical's without full settlement or payment of that amount fined.

### **iii. RECORDS AND FORGERY**

Forgery, alteration, duplication, misappropriation or misuse of any college document, record, electronic device, unauthorized grade changes and forged signatures on official college document is prohibited. This may lead to automatic exclusion of the student from the college. It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College. Falsification of a College document, forms, is considered by the College to be an extremely serious offense and is subject to disciplinary action. This may lead to automatic exclusion of the student from the college.

### **iv. INSUBORDINATION**

Insubordination is the noncompliance of directions of reasonable requests made by a School Authority, including intentional interference with a teacher's conducting of the class or failure to identify yourself to school personnel when requested to.

### **v. MISUSE OF INTERNET**

Students are expected to comply with school rules regarding use of technology and internet services. Using technology to access, view, poses or transmit offensive or slanders material is not acceptable.

### **vi. PROFANITY**

Use of profane/obscene language, gesture is not acceptable.

### **vii. PUBLIC DISPLAY OF AFFECTION (PDA)**

Public Display of Affection is not permitted. Students demonstrating affection between each other is personal and not meant for the public display. This includes: touching, petting or any other contact that be considered sexual in nature.

### **viii. CRIMINAL ACTS**

Any criminal act taken or related to the school will be reported to law enforcement officials as well as disciplinary by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

## **ix. DISRUPTION**

Engaging in any conduct which causes or which creates a reasonable like hood that it will cause a substantial disruption of any school function or activity is prohibited. This includes conduct that interferes or creates a reasonable like hood that it will interfere with the health safety or wellbeing of the right of the other students.

## **x. INCITING**

Students will be disciplined if they by words, acts or deeds directly incite others to commit violence or disruption of the atmosphere or order and discipline necessary for effective learning.

### **b. STAFFROOM AND FACULTY FACILITIES**

- a. These are absolutely out of bound for all students and exclusively for staff use.
- b. Students however may visit the staffroom at the invitation of the tutor concerned in which case the concerned tutor must be present.

### **c. PERSONAL HYGIENE AND GROOMING**

- ii. All students are required to be smartly dressed while in the college premises.
- iii. Avoid wearing: crop tops, bare back tops, mini skirt/dresses, see through tops/skirts/trousers, shorts, spaghetti tops, sagging jeans/trousers and vests. Scanty dressing is prohibited in the college premises.
- iv. All drawings and tattoos should be covered up and piercing for men is not allowed.
- v. All students are reminded that no caps/hats, sun glasses are allowed into the college premises.
- vi. Sandals, bathroom slippers are not allowed within the college at any given time.

### **d. TEXTBOOKS**

- i. All students must purchase language dictionaries within the first month of joining of the college.

- ii. The college has some textbooks which the student may borrow through the course tutor.
- iii. We assist our students to register with the Kenya National Library – Thika Branch hence they have access to more textbooks.

**e. EXAMINATIONS CONDUCT**

- i. Periodical continuous assessment tests (CAT) /projects/group work will be given to students in the middle of the quarter. Such tests and tasks are compulsory and will contribute towards the overall pass mark at the end of the course.
- ii. At the end of every quarter all continuing students will sit for quarterly examinations.
- iii. College final exams are given to students before the external final certification. Students must sit for and pass all units in their course before they qualify for a College certificate.
- iv. Any student failing the college final exam as in 5.3 above will be allowed to sit for supplementary examinations for the subjects failed only, should the student fail again, the student must pay Kshs 2,000 for every paper failed and repeat the examination with the next group of final.
- v. No student who fails to sit for the college examinations will sit for the external examinations.
- vi. No student who has failed his/ her college exam will be allowed to sit for the external examinations. No student will be allowed to book his/her external exams elsewhere other than Amboseli Institute. Anyone who does so will not be issued with college certificates.
- vii. Students wishing to re-sit external papers will pay an extra Kshs 1,000/= for each re-sitting in addition to the external examination fees.
- viii. External examinations are **mandatory** for all students. No student will be issued with college certificates before he/she has sat for and passed the external exams.
- ix. The students who do not sit for examinations due to fees arrears are required to apply for a special examination after a payment of Kshs 1,000.



**f. PREGNANCY IN COLLEGE**

- i. Pregnant students will take a break from the institute and continue with studies after delivery. A pregnant student will not be allowed to proceed for attachment.
- ii. Any male student who impregnates a female student may be suspended unless he owns up and takes responsibility of raising the child.

**g. INDICENT BEHAVIOR**

- i. Amboseli Institute students will carry themselves with dignity and respect in and out of the Institution.
- ii. Prostitution, stripping and such indecent behaviors will lead to automatic exclusion.

**h. CONDUCT IN THE HALL OF RESIDENCE (BOARDING)**

The following constitute the rules to be followed while using the residence halls;

- i. All residents must be in their halls of residence by 8.00 PM, unless one has permission to be out. Spot checks will be carried out regularly. In case one is to be out you must sign out to the person concerned.
- ii. All residents must vacate their rooms by 8:00 Am in the morning with their requirements for the whole day. Hostel remains closed during the day until 4: 00PM.
- iii. Each resident is responsible for his/her property.
- iv. Friends and relatives are not allowed in the halls of residence under any circumstance. The same applies to non-residents.
- v. Female students are not allowed in the men's hostels at any time and vice versa.
- vi. Theft or Vandalism of other students' property will lead to expulsion from the hostel.
- vii. Sleeping in the halls of residence on the pretext of sickness will not be tolerated, unless one has an authorized doctor's letter.
- viii. Any problem, personal or communal should be channeled properly to the person concerned.
- ix. No moving from one room to another. One must stick to the room allocated to him/her on admission.
- x. Smoking or drinking of alcohol in the halls of residence is strictly prohibited. Doing so will lead to automatic expulsion from the hostels.

- xi. Any damage caused within the hostels premises is the responsibility of all residents.
- xii. Unnecessary noise making should be avoided at all times.
- xiii. Lights must be switched off when not in use and water taps must also be tightly closed when not in use.
- xiv. Rooms must be always be kept neat and tidy at all times. Beds should always be straightened while towels, underclothes and other wet garments should not be hanged in the rooms.
- xv. All students are required to carry light blue bed-cover for uniformity in the hostel.
- xvi. Halls of residents must be swept daily and thoroughly washed. Residents must adhere to the duty roster.
- xvii. All clothes and garments should not be washed in the rooms. Thus the toilets and bathrooms must always be kept clean and dry at all times.
- xviii. All students and residents are advised to use toilets and bathrooms properly for their own hygiene.
- xix. There should be no hanging of clothes in the bathroom or in the rooms at any time.
- xx. Hostel caretaker/matron are representatives of the administration. Their decisions should be respected.
- xxi. There is always an assigned Tutor in charge of hostels. Any issues should be communicated to them as soon as in necessary.
- xxii. Bathroom slippers, pajamas and nightdresses should be restricted to the halls of residence.
- xxiii. Hostel fees must be paid in full on admission and on every 1<sup>st</sup> day of a new term.
- xxiv. Once the hostel fees is paid is not refundable or transferable to either tuition or any other account.
- xxv. Anybody moving out of the hostel in-between a term should not expect a refund of his/her fees.
- xxvi. Banging of doors and windows is strictly prohibited.
- xxvii. No writing is allowed on the doors, walls or on beds. The occupants of the room will be held responsible should this happen.

***Not adhering to the above rules will lead to your automatic dismissal from our halls of residence.***

### **3. USE OF DRUGS AND ALCOHOL ON COLLEGE PROPERTY**

Let it be known that Amboseli Institute of Hospitality and Technology is a drug-free zone. As a school, we do not condone the use and/ or possession of drug substances within the school premises. We also do not wish to be associated with known drug users.

We as an institution however do reserve the right to have alcoholic beverages in the school premises as part of our learning. In that respect, the use of alcoholic beverages can be a

positive element when included within program elements of the institution. However, its use should be considered as a secondary activity supplementing the primary educational goals of the co-curricular programs.

The college recognizes the legitimate concerns of those students and stakeholders who pay fees but do not support the use of alcoholic beverages. Therefore, no student activities not supervised by the staff members may use alcoholic beverages. In addition, any alcoholic beverage required for a practical or teaching session, will be requested, and picked from the store by the course tutor. In addition, no student will be allowed into the institute while intoxicated.

Any student proven to be using or abusing any form of drugs including cigarettes, marijuana, cocaine, heroin or any other will automatically be excluded from the institute. Use of the aforementioned drugs while in the institute's premises will also lead to automatic exclusion.

#### **4. CAMPUS VISITORS**

The college hosts a variety of educational and community service activities throughout the year and welcomes all individuals who come to participate in college-sponsored activities and/ or other scheduled events.

All visitors are subject to ALL college policies and procedures governing access to, and use of, campus facilities, as well as rules regarding conduct at college-sponsored programs and events. All college personnel have the responsibility of informing the college administration or security of any apparent infractions of the college policies, procedures, or rules regarding such participation and conduct.

Only registered students may attend scheduled classes. Instructors should not permit other individuals, including children, relatives, or friends of enrolled students to remain during class sessions unless authorized by the right offices/ persons.

#### **NONDISCRIMINATION STATEMENT**

*Amboseli Institute of Hospitality and Technology is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.*

*Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property.*