



KMTTC is ISO 9001:2015 Certified

Kenya Medical Training College



GRADUATION POLICY

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the ‘Big Four’. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The Kenya Medical Training College has been in existence since 1927. It is the major training institution mandated by the Government of Kenya to train various cadres of middle level health professionals who constitute over 80% of all health workers countrywide. The College has steadily grown over the years to a unique multidisciplinary complex of constituent campuses spread across the country with its headquarters situated in Nairobi.

Over the years, the College has organized several graduation ceremonies. In this regard, the Policy provides guidelines for coordination of procedures and processes related to graduation. The College has identified in particular a need to improve the preparation and execution of graduation ceremonies.

The purpose of this Policy is to guide and facilitate the graduation activities within the Kenya Medical Training College as stipulated in the KMTC Act Cap. no. 261 of 1990 (as amended). The broader objective is to ensure that planning and execution of all the activities pertaining to graduation is conducted efficiently in the best interest of the graduands. Adherence to this Policy will ensure that all the activities are carried out effectively and clearly meet the College requirements.

The Deputy Director Academics is responsible for ensuring this Policy is implemented to the latter.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

DEFINITION OF TERMS

Award:	Means a diploma or certificate approved by the Board of Directors through the Academic Board which may be conferred or granted by the College.
College:	Means the Kenya Medical Training College.
Conferral:	Means the act of granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.
Diploma/Certificate:	A document awarded by an educational establishment to show that someone has successfully completed a course of study.
Graduand:	Means a person who has fulfilled the requirements for completion of an award course and has had their award conferred in accordance with this Policy.
Graduate:	Means a graduand who has had the specific award conferred on them by the College.
Graduation:	Means the action of receiving or conferring an academic award
Graduation in Absentia:	Means when an award is conferred on a graduand without being present at a graduation ceremony.
Recognition of Graduands from Other Institutions:	Means awards conferred on KMTC Staff from other institutions of higher learning.

1.0 INTRODUCTION

1.1 Purpose of the Policy

The purpose of this Policy is to guide and facilitate the graduation activities within the Kenya Medical Training College as stipulated in the KMTC Act Cap. no. 261 of 1990 (as amended). The broader objective is to ensure that planning and execution of all the activities pertaining to graduation is conducted efficiently in the best interest of the graduands. Adherence to this Policy will ensure that all the activities are carried out effectively and clearly meet the College requirements.

1.2 Policy Statement

This Policy describes the conferral of awards and graduation at the Kenya Medical Training College.

1.3 Policy Scope

This Policy applies to all members of the College including students, staff, office-bearers and members of the College Board of Directors who participate in the graduation ceremonies in their official capacity.

2.0 PRINCIPLES

- i. A student may elect to have their award conferred in person at a graduation ceremony or in absentia.
- ii. A graduation ceremony will be conducted each year at the College Headquarters.
- iii. All reasonable adjustments will be made to allow students or staff with disabilities, or long-term illness, to fully participate in graduation ceremonies.

3.0 CONFERRAL OF AWARD

- i. An award may be conferred after the Dean has certified that a student has fulfilled the conditions prescribed for granting of that Diploma or other award and the approval to proceed to conferral has been ratified by the Academic and Board of Directors.
- ii. The College Academic Board is the approving body for the award of Diploma/Certificates.
- iii. There are two ways that an award may be conferred:
 - a. By attendance at a graduation ceremony; or
 - b. In absentia at a graduation ceremony, and listed in the graduation program
- iv. A student who has been approved for course completion may register to attend one of the designated ceremonies or to graduate in absentia.
- v. Students who do not advise the College of their intention will be graduated in absentia at the graduation ceremony for their course.

4.0 AWARDS TO BE PRESENTED AT GRADUATION CEREMONIES

4.1 Academic awards

All students who satisfy the Academic Board shall be awarded with the respective Certificate, Diploma, Higher Diploma or other College Awards.

4.2 Awards presented under special circumstances

Awards may be presented in the following special circumstances, consistent with the Procedures for Conferral of Awards:

a. Posthumous awards

A posthumous award may be made at a graduation ceremony if a student dies before the ceremony at which they would normally have been presented with their award. The award is usually presented to a member of the family or other appropriate person.

5.0 THE GRADUATION CEREMONY

- i. For each graduation ceremony, there will be standard procedures, protocols and requirements which shall be developed by the Deputy Director Academics.
- ii. For any graduation ceremony, the following College officials must be in attendance:
 - a. Chief guest.
 - b. The Academic Procession will be made up the Board of Directors, staff of the College and the Chief guest.
 - c. Academic Registrar (or nominee).
- iii. All members of the Academic Procession must wear full academic dress.
- iv. The criteria for academic dress that graduands, academic staff and Board of Directors must wear at graduation ceremonies shall be communicated by the Academic Registrar.
- v. Acknowledgement of the Chief guests in the congregation.
- vi. A liturgical element consisting of a prayer and blessings will be standard at each graduation ceremony.
- vii. Presentation of Awards.
- viii. Diploma ans Certificates will be awarded to students who have are qualified and have been listed for graduation. College Medals and other special awards will also be presented as appropriate.
- ix. Graduate Vote of Thanks
A graduate will present a vote of thanks on behalf of all graduates at the end of each graduation ceremony.
- x. Graduation Program
A graduation program will be compiled for every graduation by the Registrar Academics.

6.0 FEES AND CHARGES

- i. Fees and charges will apply to aspects of a graduand's attendance at a graduation ceremony. Fees and charges relating to each graduation ceremonies will be given by the Academic Registrar upon approval by the Board of Directors.
- ii. All fees and charges must be paid in full prior to the graduand participating in the graduation ceremony. No student with fee balance shall appear in the graduation list.
- iii. The hiring of academic dress at the discretion of the Academic Registrar is subject to availability and will incur relevant fees. Such hire arrangements are only available where the hire is for graduates of KMTC.

7.0 RECORD KEEPING

- i. There will be a College register of awards conferred.
- ii. The register will be maintained by the Respective Deans for each graduation period and will be submitted to the Academic Registrar for each year.
- iii. The Register will comprise:
 - a. Details of graduands conferred in the reference period; and
 - b. Details of all award rescissions and revocations.

8.0 RESPONSIBILITIES

- i. The Academic Registrar is responsible for the implementation of this Policy and associated Procedures and management of the College's graduation ceremonies.
- ii. The Academic Registrar's office is responsible for submitting a report on conferrals to Academic Board.
- iii. The Academic Board is responsible for recommending the graduation ceremony dates and determining ceremony venues and the approval shall be given by the Board of Directors.
- iv. The Board of Director shall approve the list of graduands.

9.0 SIGNING OF ACADEMIC CERTIFICATES

In addition to the existing signatories, the Chairperson of the Board of Directors shall sign the graduands Academic Certificates. In the absence of the Board Chair, the Chairperson of the Board's Academic, Training, Standards and Ethics Committee shall sign the graduands Academic Certificates.

10.0 EFFECTIVE DATE

This Policy shall become effective upon approval by the KMTC Board of Directors.

11.0 AMENDMENTS/REVIEW

This Policy will be amended from time to time by the College Academic Council.

ANNEXES

ANNEX I: GRADUATION ACTIVITIES

- i. Establish a Graduation Steering Committee with specific terms of reference
- ii. Establish Graduation Sub- Committees with specific terms of reference
- iii. Schedule activities towards graduation
- iv. Draw a budget for graduation activities
- v. Mobilize resources towards graduation
- vi. Prepare venues for hosting graduation Ceremony
- vii. Implementation, monitoring, evaluation and reporting of scheduled activities

ANNEX II: GRADUATION STEERING COMMITTEE

Membership

- | | | | |
|-------|--|---|-------------|
| i. | Deputy Director (Academics) | - | Chairperson |
| ii. | Corporation Secretary | | |
| iii. | Deputy Director (Finance & Administration) | | |
| iv. | Registrar Academic | - | Secretary |
| v. | Administrative Manager | | |
| vi. | Principal Nairobi Campus | | |
| vii. | Deputy Registrar Examinations | | |
| viii. | Deputy Registrar Admissions | | |
| ix. | Deputy Registrar Student Affairs | | |
| x. | Deans of Faculties | | |
| xi. | Finance Manager | | |
| xii. | Procurement Manager | | |
| xiii. | Information Communication Technology Manager | | |
| xiv. | Corporate Communications Manager | | |
| xv. | Chief Security Officer | | |
| xvi. | Head of Catering Unit | | |
| xvii. | Any other co-opted member | | |

Terms of Reference

- i. To plan and oversee the graduation Ceremony
- ii. To deal with any other matters related to preparation of graduation Ceremony.

Graduation Sub Committee

- i. Catering
- ii. Booklet & Certificate Writing
- iii. Supplies and Gowns
- iv. Ushering, Flowers and Decorations

- v. Seating and Rehearsal
- vi. Security
- vii. Transport
- viii. Site Preparation and Cleaning
- ix. Speech Writing
- x. Entertainment
- xi. Publicity and Invitations
- xii. First Aid
- xiii. Prizes and Awards
- xiv. Any other as may be constituted by the Graduation Steering Committee

ANNEX III: REFERENCES FOR IMPLEMENTATION

- i. KMTC Act. of 1990 (as amended)
- ii. Graduation Policy Implementation Guidelines
- iii. College Statutes
- iv. Examination Policy
- v. Students Rules and Regulations
- vi. Customer Service Charter
- vii. Expansion Policy
- viii. Collaboration Policy
- ix. KMTC Alumni Constitution
- x. Quality Management System Documents
- xi. Curriculum Policy
- xii. Research Policy
- xiii. KMTC Website
- xiv. Print and Electronic Media
- xv. Memos and Circulars

ANNEX IV: REFERENCES FOR MONITORING, EVALUATION AND REPORTING

- i. Kenya's Vision 2030
- ii. Board work plans
- iii. Medium Term Plans
- iv. KMTC Strategic Plan
- v. KMTC Annual Operational Plan
- vi. Risk Management Policy
- vii. Performance Contract
- viii. Academic Calendar
- ix. Individual Work Plans

ANNEX V: COMPOSITION OF ACADEMIC PROCESSION

- i. Chief Guest
- ii. Board of Directors
- iii. Management Team
- iv. Academic Board
- v. Cabinet Secretary for Health
- vi. Principal Secretary for Health
- vii. County Governor
- viii. Academic Staff
- ix. Principals of Other Educational Institutions
- x. Other Invited guests

ANNEX VI: REFERENCES FOR AWARDS

- i. Consolidated Mark Sheets
- ii. Individual Students' Files and Records
- iii. Examination Reports
- iv. Graduation Booklet
- v. Criteria for Outstanding Awards

ANNEX VII: KMTC APPLICATION FOR GRADUATION

INSTRUCTIONS

- i. A student who has not satisfied all the requirements for graduation will not be awarded the corresponding Diploma or Certificate
- ii. A student applying for graduation will be required to confirm that:
 - S/he has passed the Final Qualifying Examination.
 - All pending fees has been cleared as students with fee balance will not be qualified for graduation.
 - S/he has a duly completed College Clearance Form.
- iii. The prescribed Gradation fee should be paid before filing an Application for Graduation Form. Only those students who have filed the form by the stipulated time and issued with the graduation dress will be included in the graduation list.
- iv. The student shall be required to print his/her name in the Application for Graduation Form exactly as it will appear on the certificate and the Graduation Booklet.
- v. The graduate shall be required to return the graduation dress within the prescribed duration and obtain a Graduation Return Form.
- vi. The graduate will be required to produce the Graduation Return Form together with the College Clearance Form for collection of the Academic Certificate.

APPROVAL

Title : Graduation Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



**Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.**

15th May 2019

Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


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