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EQUIVALENCE, CREDIT ACCUMULATION AND TRANSFER POLICY

OCTOBER, 2018

REVISED

JANUARY, 2019

FOREWORD

The education sector in Kenya, the Eastern Africa and globally has undergone extensive expansion and integration over the years. Internationalization of education has increased migration of learners. Different countries may ascribe to different systems of syllabi and examinations, but systems must be available for equating cross-border certifications to ease entry into a variety of training levels in different universities. Consequently, there is the need for recognition and transfer of credits earned in various educational institutions, within and across the countries. Therefore, Rongo University has done well to develop standards for recognizing and transferring credits: under the Credit Accumulation and Transfer Standards and within the broader equivalence framework. The framework will ensure quality in training and assurance to relevant institutions on the appropriate standards being maintained.

Signature:

Date:

DR. RACHAEL MASAKE

CHAIRPERSON OF COUNCIL

PREFACE

The mandate of Rongo University is, among other objectives, to provide, under a variety of arrangements, technological, professional, and scientific education and confer or award certificates as appropriate for the level of training. The University has to maintain national and international standards of the training offered for her graduates to meet the market requirements.

The University also gets incoming students from a variety of sources, and therefore needs to standardize and equate the various qualifications described by a variety of examining and certification bodies. This Policy provides guidelines on gauging the qualifications for incoming students and applicants in relation to entry requirements for the various programmes, determining the loading of programmes and suitability of Rongo University graduates for the job market and continued learning environment.

I wish to thank the various officers and committees for producing the equivalence and credit accumulation guidelines and hope that these guidelines will further enhance training for skills and competence development among our students.

Signature:

Date:

PROF. SAMUEL GUDU.

VICE-CHANCELLOR

ABBREVIATIONS AND ACRONYMS

CUE:	Commission for University Education
EACE:	East African Certificate of Advanced Education
KACE:	Kenya Advanced Certificate of Education
KASNEB:	Kenya Accountants and Secretaries National Examination Board
KCE:	Kenya Certificate of Education
KCSE:	Kenya Certificate of Secondary Education
KICD:	Kenya Institute of Curriculum Development
KISM:	Kenya Institute of Supplies Management
KNEC:	Kenya National Examinations Council
SNE:	Special Needs Education

TABLE OF CONTENTS

TABLE OF CONTENTS	v
1.0 BACKGROUND OF THE UNIVERSITY	1
1.1 The Vision	1
1.2 The Mission	1
1.3 Core Values	1
1.4 Mandate of the University	1
2.0 INTRODUCTION	4
2.1 Purpose of the Policy	4
2.2 Scope of the Policy	4
2.3 References.....	4
3.0 THE POLICY.....	5
3.1 Justification for the Policy.....	5
3.2 Objective of the Policy	6
4.0 CERTIFICATE LEVEL EQUIVALENCE	6
5.0 DIPLOMA LEVEL EQUIVALENCE.....	6
6.0 BACHELORS DEGREE EQUIVALENCE	8
6.1 Admission Requirements and Equivalence	8
7.0 CREDIT ACCUMULATION.....	10
9.0 AMENDMENTS/REVIEW	10
Annex 1: Comparison Between KICD and Rongo University Programme	11
Diploma in Special Needs Education	11
Diploma in Education Arts (Secondary)	12
Diploma in Education Science (Secondary).....	13
Diploma in Early Childhood Education	14
Diploma in Agriculture	15
Diploma in Human Resource Management.	16
Diploma in Business Management.....	17

Diploma in Hotel and Restaurant Management.....	18
Diploma in Social Work.....	19
Diploma in Health Records.....	20
10.0 Other Diploma Programmes	21
Diploma in Criminology	21
Diploma in Media and Journalism	21

DEFINITION OF TERMS

For the purpose of this Policy the following shall apply unless otherwise expressly stated:

Academic Programme means a purposeful, planned and structured set of learning content and activities with defined structure, duration, mode of delivery and assessment, which, on completion, leads to conferment of a degree, or award of diploma or certificate.

Academic Policies means formally authorized statements of the principles and actions required to support teaching and learning activities at Rongo University.

Academic Year means a period of study consisting of two semesters or such other session as may be determined by the Senate.

Credit Hour means one (1) lecture hour per week for a minimum of fifteen (15) weeks of teaching.

Diploma means a sub-degree award that is conferred following the satisfactory completion of an academic program of at least one or two years full-time duration

Entry Requirements means the level of qualifications required for an applicant to be considered for admission into a programme of study at the University.

Equivalent Full-Time Student Load (EFTSL) means the measure of a student's registered load defined by number of credit hours in one academic year; which translates to a minimum of between 920 and 1650 lecture hours as may be defined for types of programmes.

Lecture Hour means one (1) hour of lecture or two (2) hours of tutorial or three (3) hours of practical work per week.

Semester means a period of fifteen (15) to sixteen (16) weeks of instruction and examinations.

Unit means course loading translating into one credit hour.

1.0 BACKGROUND OF THE UNIVERSITY

1.1 The Vision

A world class technology-driven University in learning and practice.

1.2 The Mission

To provide quality and innovative higher education through teaching, research and community service.

1.3 Core Values

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility.

1.4 Mandate of the University

The University derives its mandate from the Rongo University Charter of 7th October, 2016, which stipulates the objects and functions of the University as follows:

- a) Provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) advance knowledge and its practical application by research and other means;
- c) disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) promote education in social dynamics, science and technology within the institution and society;
- j) develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) participate in commercial ventures and activities that promote the objectives of the institution;
- q) foster the general welfare of students and staff;
- r) provide equal opportunity for development and further training for staff of the institution;
- s) develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) provide programmes, products, and services in ways that reflect the principles of equity and social justice;

- u) conduct examinations for, and grant such academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;
- v) generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

2.0 INTRODUCTION

2.1 Purpose of the Policy

Rongo University aspires to be a center of academic and research excellence and is dedicated to the promotion of high quality and relevant academic and allied programmes. The purpose of this policy is to standardize the principles for the recognition of Degree, Diploma and Certificate programmes; and the associated certification offered by other institutions for the purpose of admitting applicants with such qualifications into training programmes offered at the University. This Policy will be read together with other University, and regulatory guidelines and standards, with emphasis on “Equation and Recognition of Qualifications Guidelines” of the Commission for University Education, thus:

- i. The qualification must be Accredited and Recognized;
- ii. The qualification must have been obtained from an accredited and recognized University or Institution;
- iii. The holder of the qualification must have met the entry requirements for an academic or technical programme leading to an equivalent qualification in Kenya.

2.2 Scope of the Policy

This Policy applies to all Rongo University Departments, Schools, Committees and Boards in relation to processing academic programmes and applications for admission into learning programmes at the University.

2.3 References

This policy is based on the following references:

- i. Constitution of Kenya, 2010;
- ii. Vision 2030;
- iii. University Act, 2012;
- iv. The Universities Regulations, 2014 (CUE);
- v. Rongo University Charter, 2016;
- vi. Rongo University Statutes, 2017;

- vii. Guidelines for Designing Curriculum for University Academic Programmes, 2014
- viii. Recognition and Equation of Qualification (CUE).

3.0 THE POLICY

3.1 Justification for the Policy

Rongo University is established in Rongo University Charter, 2017; hereinafter the Charter to, among other objectives, advance knowledge and its practical application by research and other means, and for this purpose the University is constrained to open the admission into various categories of learning programmes at the University to all persons accepted as being qualified by the Senate in accordance with the Charter and Statutes, and facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities. Moreover, the University is mandated to generally facilitate the development and provision of appropriate and accessible academic and other programmes; and conduct examinations for, and grant such academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;

The qualifications required to study at various levels of post-secondary education are provided under the “Recognition and Equation Qualification” as provided by the Commission for University Education.

Direct admission based on the Kenya National Examination Council (KNEC) certification is straight forward. However, many of the KNEC graduates tend to register in tertiary institutions, for craft, Certificate or Diploma training, and may eventually apply to the university to study at various levels of learning; ranging from Certificate to Degree levels. Whereas some of the Crafts, Certificate or Diploma certification is carried out by KNEC, there are other certifying bodies in the country; including Kenya Accountants and Secretaries National Examination Board (KASNEB), Kenya Institute of Supplies Management (KISM), Kenya Medical Training College (KMTC) and Senates of various universities, among others. Accreditation of some of these institutions is outside the mandate of CUE. Moreover, the curricula are also developed by various bodies.

Therefore, there is the need to establish criteria for admission of graduates from varied backgrounds into various categories and levels of study at the University in order to facilitate lateral or upward mobility of learners as envisaged in the Charter.

3.2 Objective of the Policy

The objective of the policy is to provide standardized principles for equating full or partial Certificate, Diploma or Degree certification for admission to various levels of programmes at Rongo University.

4.0 CERTIFICATE LEVEL EQUIVALENCE

In order to meet part of its mandate in facilitating continued education and upward academic mobility, Rongo University shall design and run selected Certificate programmes. Admission requirements into Certificate programmes will be Kenya Certificate for Secondary Education mean Grade D, Kenya Certificate of Education Division IV or equivalent, provided that specific programmes may require higher or additional qualifications. Where the equivalent is used, the certifying body must be recognized and accredited with the relevant regulatory body.

The Certificate courses will run for two (2) semesters and be covered in a minimum of 410 credit hours. Programmes in other accredited and recognized institutions that are run for a similar loading shall be recognized by the University Senate as being equivalent to similar Rongo University Certificate programmes.

5.0 DIPLOMA LEVEL EQUIVALENCE

Rongo University shall develop and run Diploma programmes in selected areas of specialization. Admission requirements into Diploma programmes shall be:

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(Minus)/C(plain)/C+(plus) depending on the programme or its Accredited and Recognized equivalent OR
- ii. Accredited, Recognized and Relevant Post-Secondary Certificate, OR
- iii. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and Recognized equivalent, OR

- iv. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, plus an Accredited and Recognized Post-Secondary Certificate, OR
- v. The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with at least one Principal pass and a subsidiary.

The Diploma programmes shall be run in four semesters, or as Senate may approve, provided that they shall cover a minimum of lecture hours as provided hereunder:

	Area of specialization	Lecture Hours
a	Applied Sciences and Agriculture	1650
b	Information Technology	920
c	Computer Science	920
d	Engineering	1650
e	Architecture	1650
f	Health Sciences	1650
g	Pure and Natural Sciences	1250
h	Hotel and Hospitality	1450
i	Arts and Humanities	1050
j	Social Sciences	1050
k	Business Studies	1050

Diploma equivalence from other institutions shall be assessed on the basis of the criteria stated above.

6.0 BACHELORS DEGREE EQUIVALENCE

The University shall develop and run programmes leading to conferment of Bachelors Degrees in various area of specialization. The University will also allow transfer of credit accumulated in another university up to a maximum level, provided that no such credit may be transferred from a non-degree programme.

6.1 Admission Requirements and Equivalence

The general entry requirements for admission into the Bachelors programmes shall be:

- i. Kenya Certificate of Secondary Education (KCSE) with a Mean Grade of C+ and above or its Accredited and Recognized equivalent, OR
- ii. An Accredited and Recognized relevant Diploma from an Accredited and Recognized Institution, OR
- iii. KCSE Mean Grade C (plain) or its Accredited and Recognized equivalent, with an Accredited and Recognized relevant Diploma from an Accredited and Recognized Institution, OR
- iv. KCSE Mean Grade C- or its Accredited and Recognized equivalent, with an Accredited and Recognized relevant Post-Secondary Certificate plus an Accredited and Recognized relevant Diploma from an Accredited and Recognized institution, OR
- v. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and Recognized equivalent, plus an Accredited and Recognized Diploma from an Accredited and Recognized institution, OR
- vi. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, plus an Accredited and Recognized Post-Secondary Certificate and an Accredited and Recognized Diploma from an Accredited and Recognized institution, OR
- vii. The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with two Principal passes and a subsidiary.

All admissions into Bachelors Degree programmes, except from specific cases of credit transfer, shall be into the first year of study, unless Senate otherwise specifies. Specific Bachelors Degrees may have higher or additional admission requirements in addition to those listed above. Bachelors Degree programmes shall be delivered in eight (8) semesters, or as Senate may provide, provided the programme cover a minimum of the following lecture hours as stated:

Area of Specialization	Lecture Hours
a. Applied Sciences	2240
b. Arts and Humanities	1680
c. Medical and Allied Sciences	3960
d. Pure and Natural Sciences	1785
e. Social Sciences	1680

7.0 CREDIT ACCUMULATION

The University shall support transfer of accumulated credit either from another university or among programmes within the University at the same level of study. There shall be no credit transfer between different levels of study. In either case only up to 49% of credit required for the conferment of a degree shall be allowed. Specific Bachelors programmes may make additional provisions for such transfer.

8.0 EFFECTIVE DATE

This Policy shall become effective twenty-one (21) days after signing by the University Council.

9.0 AMENDMENTS/REVIEW

This Policy may be amended from time to time by the University Council as need may arise.

Annex 1: Comparison Between KICD and Rongo University Programme

Diploma in Special Needs Education

	KICD Curriculum	Rongo University Curriculum
Admission Requirements	P1 teaching certificate with minimum of 2 years teaching experience.	<ul style="list-style-type: none"> i. C plain in KCSE ii. P1 certificate iii. KNEC certificate in Early Childhood Education iv. Certificate in Special Needs Education
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	Minimum of 9 courses per term.	Minimum of 9 courses per term.
Contact hours per course	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 12 weeks. (36 hrs per term) ii. Practical courses have more hours. iii. Some courses have 48 hours 	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Practical courses have more hours. iii. Some courses have 75 hours
Duration of the Programme	<p>2 academic years of 3 (three) terms per year.</p> <ul style="list-style-type: none"> i. Students take all subjects in the first two terms (interdisciplinary component) ii. Students specialized in term 3, 4, and 5 iii. Teaching practice in 6th term. 	<p>2½ academic years of 2 semesters per year.</p> <p>3 months teaching practice after the 4th Semester.</p> <p>Teaching practice in the 5th Semester</p> <p>Students take 2 teaching subjects in addition to special areas of SNE and professional areas of education.</p> <p>In the 2nd year every student specializes in two areas of SNE.</p>

Mode of Delivery	Full time.	Full time (5 semesters) School based (6) sessions.
Type of Examination	Summative	Formative/Summative

Diploma in Education Arts (Secondary)

	KICD curriculum	University Curriculum
Admission Requirements	P1 teaching certificate with minimum of 2 years teaching experience.	i. C plain in KCSE ii. C+ plus in 2 teaching subjects
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	Minimum of 9 courses per semester with (3 Units)	Minimum of 9 courses per semester with (3 Units)
Contact hours per course	iii. Minimum of 3 hours per week for 12 weeks. (36 hrs per term) iv. Practical courses have more hours. Some courses have 48 hours	i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Practical courses have more hours. iii. Some courses have 75 hours
Duration of the Programme	2 academic years of 3 (three) terms per year. iv. Students take all subject, in the first two terms (interdisciplinary component) v. Students do specialization in term 3, 4, and 5 Teaching practice in 6th term.	2½ academic years of 2 semesters per year. 3 months teaching practice in the 5 th Semester. Students take 2 teaching subjects in addition to professional areas.

Mode of Delivery	Full time.	Full time – 5 semesters (5th semester for teaching practice) School Based- 8 School Holiday sessions.
Type of Examination	Summative	Formative/ Summative

Diploma in Education Science (Secondary)

	KICD curriculum	University Curriculum
Admission Requirements	P1 teaching certificate with minimum of 2 years teaching experience.	<ul style="list-style-type: none"> i. C plain in KCSE ii. C+ plus in 2 teaching subjects
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	Minimum of 9 courses per semester with (3 Units)	Minimum of 9 courses per semester with (3 Units)
Contact hours per course	<ul style="list-style-type: none"> iii. Minimum of 3 hours per week for 12 weeks. (36 hrs per term) iv. Practical courses have more hours. Some courses have 48 hours 	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Practical courses have more hours. iii. Some courses have 75 hours
Duration of the Programme	<p>2 academic years of 3 (three) terms per year.</p> <ul style="list-style-type: none"> i. Students take all subject in the first two terms (interdisciplinary component) ii. Students do specialization in term 3, 4, and 5 	<p>2½ academic years</p> <p>3 months teaching practice in the 5th Semester Students take 2 teaching subjects in addition to professional areas.</p>

	Teaching practice in 6th term.	
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Early Childhood Education

	KICD curriculum	University Curriculum
Admission Requirements	P1 teaching certificate with minimum of 2 years teaching experience.	<ul style="list-style-type: none"> i. C- minus in KCSE or its equivalent ii. P1 certificate iii. KNEC certificate in Early Childhood Education
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	Minimum of 9 courses per term.	Minimum of 9 courses per semester with (3 Units)
Contact hours per course	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 12 weeks. (36 hrs per term) ii. Practical courses have more hours. Some courses have 48 hours 	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Teaching practice has 6 units iii. 90 units for the whole course. (90*45hrs=4,050)
Duration of the Programme	<p>2 academic years of 3 (three) terms per year.</p> <ul style="list-style-type: none"> i. Students take all subjects in the first two terms (interdisciplinary 	<p>½ academic years of 2 semesters per year</p> <p>3 months teaching practice after the 4th Semester.</p> <p>Teaching practice in the 5th</p>

	<p>component) Students do specialization in term 3, 4, and 5</p> <p>Teaching practice in 6th term.</p>	<p>Semester</p> <p>In the first year students do all subjects.</p> <p>In second year they specialize in the arts or Science subjects.</p>
Mode of Delivery	Full time	<p>Full time- 4 semesters</p> <p>School Based - 6 Sessions</p>
Type of Examination	Summative	Formative/ Summative

Diploma in Agriculture

	KICD curriculum	University Curriculum
Admission Requirements	<p>i. Passed relevant craft course or</p> <p>ii. C- in KCSE or equivalent qualifications</p>	<p>i. C plain in KCSE</p> <p>ii. C plain in 2 sciences, and in either English or Kiswahili</p> <p>iii. Relevant certificate with 2 years working experience</p>
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	<p>i. 11 courses module I with industrial attachment</p> <p>ii. 8 courses module II with industrial attachment</p> <p>iii. 6 courses module III with project writing</p>	10 courses per semester, with industrial attachment (8 weeks)

Contact hours per course	i. Minimum of 3 hours per week for 12 weeks. (36 hrs per term)	i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Some courses have 4 units
Duration of the Programme	i. Two academic years ii. 3 modules of 12 weeks per module.	i. 2 academic years ii. 4 semesters of 15 weeks per semester. iii. Field attachment at the end of year one.
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Human Resource Management.

	KICD curriculum	University Curriculum
Admission Requirements	i. Passed relevant craft Certificates in HRM ii. C- (Minus) KCSE	i. C plain in KCSE ii. C- with relevant craft certificate
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	i. 8 courses module I with industrial attachment ii. 7 courses module II with industrial attachment iii. 7 courses module III with project writing	Minimum of 6 courses per semester
Contact hours per course	i. Minimum of 3 hours per week for 12 weeks. (36 hrs per term)	i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester)

Duration of the Programme	<ul style="list-style-type: none"> i. Two academic years ii. 3 modules of 12 weeks per module. 	<ul style="list-style-type: none"> i. 1 academic year ii. 2 semesters of 15 weeks per semester.
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Business Management

	KICD curriculum	University Curriculum
Admission Requirements	<ul style="list-style-type: none"> i. Passed relevant craft Certificates in Business Management ii. C (Plain) KCSE iii. Equivalent qualifications as determined by Kenya National Examination Council. 	<ul style="list-style-type: none"> i. C- minus in KCSE ii. At least C- in English/Kiswahili languages and D+ plus in Mathematics iii. Relevant certificate with 2 years working experience
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	<ul style="list-style-type: none"> i. 7 courses module I with industrial attachment ii. 8 courses module II with industrial attachment iii. 7 courses module III with project writing 	Minimum of 5 courses per semester
Contact hours per course	Minimum of 3 hours per week for 12 weeks. (36 hrs)	Minimum of 3 hours per week for 15 weeks. (45 hours per

	per module)	semester)
Duration of the Programme	<ul style="list-style-type: none"> i. 2 academic year ii. Three modules with industrial attachment inclusive in module one and two. 	<ul style="list-style-type: none"> i. 2 academic years ii. semesters of 15 weeks per semester.
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Hotel and Restaurant Management.

	KICD curriculum	University Curriculum
Admission Requirements	<ul style="list-style-type: none"> i. Passed relevant Craft course. ii. C (Plain) KCSE 	<ul style="list-style-type: none"> i. C- minus in KCSE ii. Pass in Maths, English/Kiswahili iii. Relevant certificate with 1year working experience
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	<ul style="list-style-type: none"> i. 7 courses module I with industrial attachment ii. 6 courses module II with industrial attachment iii. 5 courses module III with project writing 	Minimum of 6 courses per semester with industrial attachment (3 Units)
Contact hours per course	Minimum of 3 hours per week for 12 weeks. (36 hrs per module)	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester)
Duration of the	<ul style="list-style-type: none"> i. 2 academic years ii. Three modules with 	<ul style="list-style-type: none"> i. 2 ½ academic years ii. 4 semesters of 15 weeks

Programme	industrial attachment inclusive in module one and two.	per semester. iii. Field attachment at the end of year two.
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Social Work

	KICD curriculum	University Curriculum
Admission Requirements	<ul style="list-style-type: none"> i. Passed relevant craft course. ii. C- (Minus) KSCE iii. Equivalent qualifications as determined by KNEC 	<ul style="list-style-type: none"> i. C- minus in KCSE ii. D+ with relevant certificate
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, (KNEC) Act, 2012	University Act, 2012
Number of courses	<ul style="list-style-type: none"> i. 8 courses module I with industrial attachment ii. 8 courses module II with industrial attachment iii. 6 courses module III PART A with project writing iv. 5 courses module III PART B with project writing 	Minimum of 6 courses per semester with industrial attachment
Contact hours per course	Minimum of 3 hours per week for 12 weeks. (36 hrs per module)	<ul style="list-style-type: none"> i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester)
Duration of the Programme	<ul style="list-style-type: none"> i. 2 academic years ii. Three modules with industrial attachment 	<ul style="list-style-type: none"> i. 2 ½ academic years ii. 4 semesters of 15 weeks per semester.

	inclusive in module one and two.	iii. 8 weeks Field attachment at the end of year two
Mode of Delivery	Full time	Full time
Type of Examination	Summative	Formative/ Summative

Diploma in Health Records

	KICD curriculum	University Curriculum
Admission Requirements	i. KCSE C (PLAIN) ii. With C (plain) in Mathematics, and English / Kiswahili iii. D+ in Biology and any one of the following: Physics or Physical Science, Chemistry, Computer Studies.	i. C- minus in KCSE ii. At least C- minus in Eng/Kis, Biology, Chemistry and Maths
Author of the Programme	KICD	Senate
Legal status	KICD Act, 2013	University Act, 2012
Examining body	Kenya National Examinations Council, KNEC Act, 2012	University Act, 2012
Number of courses	i. 10 courses in year 1 semester 1 ii. 10 courses in year 1 semester 2 iii. Practical in year 2 semester 1 iv. 9 courses in year 2 semester 2 v. 8 courses in year 3 semester 1 vi. Research project in year 3 semester 2	Minimum of 8 courses per semester with industrial attachment
Contact hours per course	Minimum of 60 hours per semester	i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Contact hours of 3044.
Duration of the Programme	i. 3 academic years ii. 6 semesters.	i. 3 academic years ii. semesters of 15 weeks per semester. iii. 3 months Field attachment at the end of

		year one and year two.
Mode of Delivery	Full time	Full time
Type of Examination	Formative/ Summative	Formative/ Summative

10.0 Other Diploma Programmes

Diploma programmes which do not have the curriculum from KICD or other regulatory bodies are extensively peer reviewed and closely matched with curriculum elements of KICD. Diploma certificates acquired from other institutions will be equated to Rongo University in the following programmes:

Diploma in Criminology

	University Curriculum
Admission Requirements	i. C- minus in KCSE ii. D+ with relevant certificate
Author of the Programme	Senate
Legal status	University Act, 2012
Examining body	University Act, 2012
Number of courses	Minimum of 6 courses per semester with industrial attachment (3 Units)
Contact hours per course	i. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) ii. Minimum of 74 units and 3,330 hours)
Duration of the Programme	i. 2 academic years ii. 4 semesters of 15 weeks per semester. iii. 8 weeks Field attachment at the end of year two (3 units).
Mode of Delivery	Full time
Type of Examination	Formative/ Summative

Diploma in Media and Journalism

	University Curriculum
Admission Requirements	i. C- minus in KCSE OR ii. Relevant certificate
Author of the Programme	Senate
Legal status	University Act, 2012
Examining body	University Act, 2012
Number of courses	Minimum of 8 courses per semester with industrial attachment (3 Units)

Contact hours per course	iv. Minimum of 3 hours per week for 15 weeks. (45 hours per semester) i. 90 units for the whole course. (90*45hrs=4,050)
Duration of the Programme	i. 2 ½ academic years ii. 4 semesters of 15 weeks per semester. iii. 3 months Field attachment at the end of year two (3 units).
Mode of Delivery	Full time
Type of Examination	Formative/ Summative