



**THE KENYA UNIVERSITIES AND
COLLEGES CENTRAL PLACEMENT
SERVICE
(KUCCPS)**

PLACEMENT PROCESSING

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1. Preamble

The Kenya Universities and Colleges Central Placement Service (Placement Service) has been established as a Body Corporate under Section 55 of the Universities Act, 2012 with the following functions;

- (a) To co-ordinate the Placement of the Government Sponsored Students to Universities and Colleges.
- (b) Disseminate information on available programmes, their costs, and the areas of study prioritized by the Government.
- (c) Collect and retain data relating to University and College placement.
- (d) Develop career guidance programmes for the benefit of students.
- (e) Advise the Government on matters relating to University and College student placement.

Pursuant to its placement function, the Placement Service Board has developed a placement policy that will guide the placement of students to universities and colleges. Guided by the Placement Policy, this document outlines the Placement Process to be used by the Placement Service. The following activities are described in detail:

1. Online Registration of Institutions
2. Declaration of Capacities by the Registered Institutions
3. Application of Applicants
4. Placement of Applicants

2. Online Registration of Institutions

The Placement Service will register all Universities and Colleges which are eligible for placement of Government sponsored students.

2.1. Registration Process

Institutions that exist in the database will be required to formalize their registration online and provide or update the following information:

- Institution Details:
 - Physical Address of the institution

- Email address of the institution
- Website of the institution where applicable
- Telephone/Mobile Number
- Registering Body/Authority
- Contact Person Details:
 - Names
 - Postal Address of the contact person
 - Email Address of the contact person
 - Telephone Number
 - Mobile Number
- System User:
 - names
 - Email Address

An email will be sent to the system user provided above with an activation link to enable them to log in once they click on it.

For the institutions that do not exist in our database, they will fill in a request form by providing the following information:

- the name of the institution
- the abbreviation of the institution
- the ownership type (public, private)
- the institution type (university, TVET, Medical Training College, national polytechnic, teacher training college, university)
- the charter/registration year
- contact details

This information will be reviewed and validated with the regulatory bodies and a reply will be relayed back to the institution via email and SMS. If accepted, they will follow the normal registration process as above.

2.2. Annual Membership Fee

Institutions will be required to pay an annual KUCCPS membership fee as follows:

	Universities	Colleges
	(Kshs)	(Kshs)
Membership	100,000.00	70,000.00

2.3. Payment Mode

Payment of the membership fee shall be done through the KUCCPS MPESA mobile utility account following the instructions below:

- i. Go to MPESA on your phone
- ii. Select Pay Bill option
- iii. Enter Business number **820200**
- iv. Enter 4 digit institution code assigned by KUCCPS as your account number
- v. Enter the Amount
- vi. Enter your MPESA PIN and Send

2.4. Validation of Institutions

In order to be considered for registration, an institution must fall under any of the following categories:

- a) a university registered by Commission for University Education (CUE) or its predecessors offering bachelors degree programmes
- b) a college registered by Technical and Vocational Education and Training Authority (TVETA) or its predecessors offering diploma programmes approved by the TVETA Certification Council

Therefore, there will be a predetermined list of all universities and colleges approved by either CUE or TVETA or their predecessors and institutions will register themselves against this list.

2.5. Feedback

On successful payment, two SMSs will be sent to the number sending the payment. One from MPESA and another from the KUCCPS system.

Successfully registered institutions will be issued with a KUCCPS membership certificate.

Institutions that have registered may log in and add campuses, users and upload their programme information online to the system.

3. Declaration of Capacities for Registered Institutions

For any programme to be eligible for receiving application and placement of the Government sponsored student it must be approved by the respective regulating agency and be offered exclusively by the eligible University or college. Institutions successfully registered with the Placement Service online will provide their programme information and declare capacities available in their respective institutions for government sponsorship. The Placement Service shall then publicize the declared capacity received.

3.1. Programme Information Requirements

Institutions will be required to provide the following information for each of their programmes within 14 days of registration:

- Programme name
- Delivery mode (fulltime or part time)
- Minimum admission requirements
- KCSE Admission requirement
- Regulatory Body
- Examining Body
- Professional Body
- Programme Costs (Tuition Cost, Other Costs)
- Campus where the programme is offered
- Programme Capacity

3.2. Validation of Programmes

After institutions have submitted their programme information, it will be validated against the regulatory bodies.

3.3. Programme Codes and Abbreviations

Programmes will be assigned program codes and given abbreviations to identify them. The program code will be 7 digits (4 digits for the institution code and 3 digits for the programme).

3.4. Similar Programmes

Grouping of similar programmes shall also be approved by the KUCCPS Board.

3.5. Clustering

Programmes will then be grouped into clusters by KUCCPS.

The Weighted cluster formula will then be used to calculate the weighted cluster points for each applicant for each cluster developed above.

3.6. Minimum Admission Requirement per programme cluster

The KUCCPS Board shall approve the minimum admission requirements for each programme cluster developed.

3.7. Programme Cut-Off Points

Cut-Off points for each programme in universities/colleges shall be determined by KUCCPS based on applicants' choices and their performance in the relevant subject clusters. Previous cut off points where applicable will be provided as a guide to applicants.

4. Application by Applicants

4.1. Applicant Eligibility

For a candidate to be eligible to apply for placement, the following conditions will apply:

- i. A Kenyan Citizen governed by Chapter Three of the Constitution of Kenya and the Kenya Citizenship Act Cap 170.
- ii. Sponsorship will be eligible to the immediate KCSE applicants preceding the selection for placement provided that each cohort of KCSE applicants shall be considered after their results are released.

- iii. The minimum admission requirement to apply for degree programmes will be C+. However, the overall KCSE cut-off point for admission to degree programmes will be determined by the total capacity declared by universities.
- iv. The minimum admission requirement to apply for a diploma will be C-.

The Placement Service will consider the KCSE Examination result of 2013 as the immediate applicants for placement.

4.2. Applicant Choices

- i. Applicants with an overall grade of C+ and above will be allowed to make a maximum of 8 choices of both degree and diploma programmes
- ii. Applicants with an overall grade of C- and above but below C+, will be allowed to make a maximum of 6 choices from diploma programmes.
- iii. Choices 1(a), 1(b) and 1(c) must be similar programmes while Choices 2, 3, 4 5 and 6 can be any other programmes for both degree and diploma programmes.

4.3. Information Dissemination

The following information will be disseminated to applicants through the website:

- i. Available programmes
- ii. Programme requirements in form of subject clusters
- iii. Similar programmes
- iv. Previous programmes cut off points if applicable
- v. Applicants computed weighted cluster points
- vi. The formula for determining the weighted cluster points
- vii. List of current counties
- viii. List of postal codes
- ix. Application manual

4.4. Programme Cut-Off Points

The actual cut-off points for degree and diploma programmes in Universities and Colleges will be determined by the available capacities of the degree and diploma courses respectively.

4.5. Application Process Support

Support shall be provided in the following two ways:

- i. Online support via email, SMS and telephone
- ii. Field support centers in selected member institutions

4.6. Affirmative Action Admission Criteria

4.6.1. Overall Gender Affirmative

- i. Lowering by up to 2 points on the overall cut-off point for degree programmes for female applicants.
- ii. Lowering the specific programme cut-off points by up to 2 points subject to attaining of a representation of a third for either gender and not exceeding the declared capacity of the programme by more than 10%.

4.6.2. Minority and Marginalized Groups Affirmative

The minority and marginalized groups are as contained in the Commission for Revenue Allocation (CRA) policy for identifying marginalized areas

- i. Lowering by up to 5 points on overall cut-off points for degree programmes.
- ii. Lowering the specific programme cut-off points by up to 2 points subject to attaining 10% representation.

4.6.3. Applicants with Disabilities

An application form to be completed by applicants with disabilities will be provided as a download on the KUCCPS website (<http://kuccps.uonbi.ac.ke>) and must be certified by:

- i. the head of the school
- ii. a registered medical practitioner
- iii. the National Council for Persons With Disabilities (NCPWD)

These application forms will be considered by the KUCCPS Board. The affirmative action will be by:

- i. placing all degree applicants with overall grade of C+ and above and have visual or hearing impairment subject to meeting the minimum admission requirements for their degree choices.

- ii. lowering by 3 points below the overall cut-off point for degree programmes for applicants with physical impairment subject to meeting the minimum admission requirements for their degree choices.

4.7. Mode of Communication

Emails, SMS and the website will be used to provide feedback to applicants

4.8. Application Fee

The application fee is Kshs. 500 per candidate at school level and Kshs 1000 at first revision. However, a candidate who did not apply in school will pay Kshs. 1500 during First Revision. Payment will be done via the KUCCPS MPESA utility account. Reversals will be done if the amount is paid to an invalid index number.

4.9. Second Revision

A fee of Kshs 1000 will be charged for second revision. Only applicants that were not placed after first revision will be allowed to apply during second revision.

4.10. Application Reports

The following reports will be required:

- i. Application Summary Report - A report of applicants by county
- ii. List of programmes per institution and the applicants that have applied

5. Placement of Applicants

5.1. Apportionment of Applicants

- i. The number of applicants to be placed in a given programme shall be done by merit and according to the candidate's preferred choices.
- ii. Only applicants who meet the minimum admission requirements for the programme applied for shall be considered for placement.
- iii. Applicants who meet the requirements but do not apply or are not placed in any of their preferred choices after second revision will be offered placement in any unfilled programmes.
- iv. Affirmative action criteria will be applied at the end of the placement process.

- v. The KUCCPS Board will give final approval of the placement of applicants after the end of the process.

5.2. Communication to Applicants

- i. Dates for the revision of choices will be announced through the mainstream media and the website.
- ii. Successful applicants will be notified via SMS and through the website.
- iii. Unsuccessful applicants will be informed through the website upon enquiry.

5.3. Placement Reports

The reports required include:

- i. Consolidated admitted applicants list per programmes admitted and per institution showing applicants choice no and cluster point, affirmative admission
- ii. Address list – For each programme, applicants placed and their contacts
- iii. Institution placement list – list of placed applicants per programme
- iv. School list – List of applicants Placed per KCSE centre
- v. Placement summary – list of programmes per institution, applicants applied and those placed