

Kenya Water Institute

Internal Memo

FROM: Deputy Director Academic Affairs	TO:
DATE: 11 th August 2020	<ul style="list-style-type: none">• DWE MAY 2017 STUDENTS• CWE MAY 2018 STUDENTS

SUBJECT: SUBMISSION OF ACADEMIC ATTACHEMENT & PROJECT DOCUMENTATION FOR THE PREPARATION OF ASSESMENTS

In preparation for the upcoming **virtual Academic attachment and project assessments**, which will take place between **31st August and 18th September 2020**, you are hereby required to avail the following documentation in hard and/or soft accordingly;

ATTACHMENT ASSESMENT	PROJECT ASSESSMENT
<ul style="list-style-type: none">• Log book (hardcopy)• Attachment report (hardcopy & softcopy)	<ul style="list-style-type: none">• Project report (hardcopy & softcopy)• PowerPoint presentation (softcopy)
<ul style="list-style-type: none">• A confidential report (hardcopy)	

Please note that these should be sent to your respective Campus Principals through **courier service providers** (for the hardcopies) and to kewistudent2020@gmail.com for all the softcopies and copied to the Principal's emails (for Kitui, Chiakariga and Kisumu) and to the Registrar's email for Nairobi Campus.

Ensure that the hardcopy package has your name and admission number on the package you will be sending. Again ensure that you attach in **ONE** email all your softcopies using your **Name, Registration Number and Campus** as the subject of the email for easy retrieval. Please note that all the above should strictly be sent before **28/8/2020** at 0000hrs.

We shall soon be circulating a schedule indicating the specific dates and times which each student shall be required to avail themselves **virtually** for assessment.

Due to the current guidelines from the Ministry of Health, no students will be allowed to submit their documents in person to their respective Campuses. You are however advised to use safe courier means to send your documents to your Campuses.



D.K. Ngetich
Deputy Director Academic Affairs

Director – to see file copy

Cc:

- Principals
- HODs