

KENYA WATER INSTITUTE

INTERNAL MEMO

FROM: Director	TO: All Students
REF: KEWI/ORG/1/15 VOL XX/	
DATE: 20 th January, 2020	

SUBJECT: TEACHING TIMETABLE SEMESTER I, 2021

Kenya Water Institute wishes to notify all students regarding learning in all their respective Campuses as follows;

- a) The teaching timetable for semester I, 2021 was officially published on 18th January, 2021 to enable commencement of classes.
- b) The timetable incorporates both the online and face-to-face classes which are the new components of the blended mode of learning. Classes will be taught from 7.00am to 7.00pm from Mondays to Fridays. All classes are encouraged to interact with the timetable and have a discussion on the timings under the chairmanship of class representatives and present memoranda to the timetabling coordinator (Mr. Oduor) for consideration
- c) The assessment under the blended mode of learning will comprise of;
 - Online assessment
 - Self practice
 - Face-to-face
 - Field work/group discussion/presentations
- d) As a quality enhancement strategy, all field work and discussion fora will take place on Saturdays and Sundays only. Each class will have an additional three hours for a discussion forum with lecturers or themselves in the time table and report on proceedings should be submitted online.
- e) All students have been registered for cheaper bundles with Kenet. The bundles will be available for buying by **22nd January, 2021**. In addition, the Institute has several wifi hotspots in each campus for students use. The computers in the computer laboratories and libraries across campuses can

also be used by students. The internet bundle speed has been enhanced from 15mbps to 50mbps to enhance learning. All students are guided to use the internet for educational purpose only.

- f) Students with difficulties in joining online classes are encouraged to consult their individual course trainers or ICT staff for assistance.
- g) All students are required to attend classes. Class attendance registers will be taken automatically for online classes while manual registers will be available for face-to-face classes. Students who will not meet the 75% class attendance requirement will not be allowed to sit for final examinations.

A handwritten signature in blue ink, appearing to read 'P. O. Hayombe', enclosed within a circular scribble.

Prof. Patrick O. Hayombe, PhD
DIRECTOR/CEO