

# MEMO

TO: ALL STUDENTS FoCIM

FROM: HOD Diploma and Projects

DATE: 8<sup>th</sup> November 2021

SUBJECT: PROJECT; FINAL PRESENTATIONS

The final presentations are scheduled for **Wednesday 17<sup>th</sup> November 2021**. All students should ensure that all documents have been presented to supervisors and discussed. The students are expected to have given their supervisors up to date project progress reports and demonstrated your product before the final presentation. Note:

- 1) Presentations will be via Zoom (or other on-line video conferencing platform).
- 2) The students are expected to prepare an oral presentation with accompanying Power-point slides (to be shared) and **demonstrate a working system**.
- 3) The FINAL Document should be submitted to the respective supervisor within two weeks of the final presentation, and not later than **Wednesday 1<sup>st</sup> December 2021**. Any system corrections should also be done within that period. **ALL LATE Final documents will be awarded a zero and the project graded as a FAILED unit**. The failed unit will be repeated when next offered as there are no supplementaries for projects.
- 4) No other presentations will be scheduled.

Thank you for your co-operation in this matter.

Joseph Kuria



cc. Dean FoCIM

cc. HOD Exams