

KENYA METHODIST UNIVERSITY



The future is here!

**OPEN AND DISTANCE
LEARNING MODE
(ODLM)**

STUDENTS HANDBOOK

i. Introduction

Welcome to KeMU

Open and Distance Learning Mode (ODLM) at KeMU is an alternative mode of instruction which provides learners with an opportunity to access education and training without the benefit of classroom teaching methods. It targets qualified and self motivated learners who are constrained by time, location, age, disability, work and family related roles.

To ensure that the ODLM learners acquire levels of knowledge equivalent to classroom instruction, the distance learners take the same courses and examinations with the regular students at the end of every course.

The main purpose of this Distance Learner's handbook is to provide you with useful information to ensure that your studies by Distance Learning Mode (DLM) progress as smoothly as possible, and that you are aware of the assistance available at the university, as well as your obligations as a distance learner.

We are delighted that you are studying with us and hope that you will both enjoy and benefit from your studies.

We also hope that you will find your programme of learning interesting and challenging, and we wish you every success. **Good Luck!!!**

ii. KeMU Policy Guidelines on ODLM

◆◆ GENERAL INFORMATION

ODLM at KeMU

KeMU is one of the conventional universities that have been transformed to dual mode universities that offer programmes by both the classroom lecture methods and distance teaching and learning methods.

The Open and Distance Learning Mode (ODLM) was introduced at KeMU to open access to KeMU programmes to the learners who lack the opportunity to study as regular classroom learners due to various constraints. (KeMU 2002).

ODLM Mission

To provide access to education and training through quality instruction and learner support services.

Our Motto

Flexible learning.

Our Objectives

1. Expand access to KeMU programmes in tandem with the high demand for higher education and training.
2. Design and develop instructional materials that encourage independent and self-directed learning by ODL mode.
3. Provide constant and quality care, guidance and support to the distance learners from inquiry to completion.

Our Strategies

1. Support and sustain distance teaching and learning in quality, parity and equivalence with the classroom instruction.
2. Promote KeMU ODLM programmes in the region.
3. Collaborate with the world class 'Mega universities' to nurture ODLM as an innovative teaching and learning mode.
4. Integrate ICT to increase efficiency and effectiveness in ODLM service delivery.

2

REGISTRATION AND ORIENTATION

You are expected to enroll and register as an ODLM student at your nearest campus upon admission.

Orientation sessions are organized to familiarize you with KeMU systems on the first trimester week of freshers' registration.

MODE OF STUDY FOR DISTANCE LEARNERS

The KeMU Open and Distance Learning Mode (ODLM) is an alternative mode of study that is designed to enable you pursue higher education and training in the most convenient and less constrained way in regards to time, distance and finances.

We design and develop instructional materials that 'literally' bring the lecturer to your location. The classroom lecturer becomes a tutor who accompanies you as a study guide and a learning facilitator (not the source of instruction).

After registration, you receive instruction in the form of Instructional

Materials which are designed and packaged in different forms of media (print text, CDROMs, or otherwise).

The course tutor (i.e. lecturer) then guides you through the learning process by:

- i) Frequent interaction through physical visits to your study site (campus), telephone calls, SMS, emails, etc.
- ii) Tutor marked assignments and Continuous Assessment Tests with immediate feedback.
- iii) Tutorial sessions which are scheduled at the beginning of the trimester for course introduction, and before examinations for remedial guidance.
- iv) Individual learner support at any other time the learner or tutor may find necessary to meet.
- v) End of course assessment and examination.
- vi) Any other learning activity that the course tutors may require you to carry out.

DURATION OF STUDY

KeMU operates a trimester system in one calendar year. It is therefore possible for you to finish an undergraduate course in 3 calendar years and a diploma course in 1 calendar year. Since ODLM is **FLEXIBLE**, a distance learner is given up to 8 years (i.e. 24 trimesters) to finish a bachelor's degree course.

3



ODLM students attending a residential tutorial session for THEO 111 with Rev. George Antony at Nairobi Campus

COURSE LOADING

The standard load for a distance learner is 3-6 course units per trimester, i.e. 9-18 credit hours.

The undergraduate programmes have the following clusters or groups of courses:

1. Common units, which must be taken by every student.
2. Compulsory units for your course programme
3. Elective units that you choose.
4. A compulsory research project.

◆◆ SPECIAL PROGRAMME REQUIREMENTS

1. **Assignments** that you are expected to write and submit for marking by your course tutor. (It is a mandatory requirement that you always submit your assignments by the due date without fail. You are not allowed to sit for the end of course examination before submitting the assignment)
2. **Tutorials** are organized to assist to meet your course tutor for course guidance and supplementary support before examinations. You are encouraged to attend these sessions which also give you an opportunity and meet your 'classmates' and reduce your isolation.
3. **Practicals**-every distance learner in the practical based courses is required to do their practicals at the approved sites. The assessment reports must be submitted to the particular departments.
4. **Research project**- each distance learner is expected to carry out research according to the provided guidelines.
The project carries 3-6 credit hours depending on its academic contribution and depth.
5. **Seminars**-as an academia you are encouraged to attend professional meetings and seminars, and also make presentations as required.
6. **Internship and practicum**- depending on your course, it is a basic requirement that you get field attachment and practical experience in organizations that offer professional work related to your area of study.(In courses that require you to undertake an assigned attachment , you are awarded 3-6 credit hours).

The **KeMU Academic Handbook** and **Students Code of Conduct Handbook** should provide you with all the relevant information and clarification that you may need.

iii. ODLM Teaching and Learning Procedures

◆◆ TRIMESTER REGISTRATION

Upon registration, you should visit the ODLM office and receive the following items for your studies:



1. The instructional materials / lecture series for the courses you are registered.
2. Assignments for every course that you are registered.
3. Trimester newsletter that provides information on important dates within the trimester such as deadline to submit assignments, seminars and presentations, tutorial and examination schedules.
4. The course tutor's name and contact address.

NB: You should never study alone in isolation. The course tutor is there to guide you through the course. Do NOT ever proceed with your study if the instructional content is not clear. Talk to the tutor for clarity and guidance.

For effective learner-tutor-institution interaction, ensure that you have:

- i) basic computer skills
- ii) an active email address
- iii) a telephone number

◆◆ ASSIGNMENTS

The assignments are important in your studies. They are used to pace up your learning process and encourage you to focus your attention on the learning activities.

They also help you to evaluate your learning strengths and weaknesses through the awarded marks and tutor's comments. They should motivate you to recognize the importance of your academic work as you struggle with other life roles and duties.

Since the assignment marks are part of your final course grade, the submitted answers should be well discussed in detail and elaborate to show that you have read widely to achieve the course objectives.

You are expected to use the format below to prepare and structure your assignment:

1. The first page to have:
 - The university's name
 - Student's name
 - Registration number
 - Course code and course title
 - The assignment question(s)
 - The course tutor's name
 - Submission date

2. Every assignment should be at least 10 paged, unless you are advised otherwise by the course tutor.
3. Every page should be numbered.
4. The last page should have a list of at least 10 References, to show that you read widely (never rely on your study materials only to answer academic questions).
5. The assignment content should be detailed, well typed and neat.

NB: You should always save your typed assignment on soft copy every time you type it for reference.

▶▶ LIBRARY USE

- All KeMU ODLM students are eligible to use the library on identification.
- Library cards are issued once at the beginning of the 1st trimester of registration. This card and the student's identification card should be produced whenever you visit the library(or any other place within the university)
- Library opening hours:

6

Meru Main Campus:

Monday –Friday	8.00a.m to 10.00p.m.
Saturday	8.00a.m. to 5.00p.m.
Sunday	11.00a.m. to 4.00p.m.
Public Holidays	Closed

Nairobi, Nyeri, Nakuru and Mombasa Campuses:

Monday to Friday	8.00a.m. to 9.00p.m.
Saturday	8.00a.m. to 5.00p.m.
Sunday	11.00a.m. to 4.00p.m.

- All Library rules and regulations should be adhered to at all times as stipulated in the Academic Handbook and the KeMU Library policy document.
- The Library provides user education on: Library orientation, practical training on searching, access, retrieval and use of shelved books, e-books, online journals, past papers, and library website, among others. They also provide information literacy to all the learners on areas such as identification of information sources, searching techniques, evaluation of information sources, citation and



referencing, and any other guidance that you may need you as a university student.

- NB: For further guidance, please contact the Library on: 0725-751878 ext.1404-1500 or:
librarykemu@yahoo.com or *digitallibrary@kemu.ac.ke*
Website: *kemulib.blogspot.com*

▶▶ EXAMINATION REGULATIONS

Make reference to the Academic Handbook-Section six (page 16-19) which provides you with all the examination procedures and rules that you should always strive to observe.

You should also get clear guidance from your DEPARTMENT on all the other academic evaluation processes and procedures.

iv. Learner Support Systems

▶▶ ODLM DEPARTMENT

All the KeMU campuses have ODLM offices to provide you with all support services needed. This support is available to remove your isolation from the university, the course tutor and other learners.

Through various forms of media you should receive clear and complete guidance in terms of:

- i) Access to all the course instructional materials for the courses registered for.
- ii) University evaluation methods and procedures.
- iii) Academic calendars and all the trimester important dates
- iv) General guidance on the location of various university facilities
- v) Personal guidance on course choice, organizational skills and effective time management
- vi) Individual counseling to build self confidence and motivation as a distance learner.
- vii) Special needs support to distance learners with special challenges
- viii) Information about learners taking similar course units.
- ix) Distance learner advocacy

KeMU has staff members who are warm and empathetic to all your needs as a distance learner.

7

▶▶ GENERAL GUIDANCE

Some of the reasons why distance learners fail:

- failure to understand and follow the study materials
- competing priorities between work, home and the studies (the study time comes last on the priority order of preference)
- poor study habits and techniques
- poor study environment
- Poor interaction and communication between the learner and the tutor, institution and the other learners.
- Procrastination i.e. the bad habit of postponing

▶▶ STUDY TIPS

- set clear objectives guided by your educational goals
- be smart in time management and discipline yourself
- sacrifice some activities for the sake of your academics
- know your course tutor by name and have frequent contact
- know other learners that you share similar courses with
- live a healthy life and avoid hard drugs
- create a good study environment in your house or office
- remain self motivated and do adaptive decision making to solve problems that interfere with your study progress.

▶▶ CONTACT AND QUERIES

You are free to raise any other concerns by visiting our campuses or contacting the ODLM offices at:

KeMU main Campus - Kaaga Meru - d1m@kemu.ac.ke

KeMU Nairobi Campus - d1mnairobi@kemu.ac.ke and
d1mkemu@yahoo.com

KeMU Nakuru campus - d1mnakuru@kemu.ac.ke

KeMU Mombasa campus - d1mmombasa@kemu.ac.ke

KeMU Nyeri campus - d1mnyeri@kemu.ac.ke

For further queries please contact us on info@kemu.ac.ke or visit our Website on: www.kemu.ac.ke





Meru Campus

Tel: (064) 30301 / 30367 / 31171
Fax: (064) 30162
Mobile: 0724 256162, 0734 310655
Email: info@kemu.ac.ke

Nairobi Campus

Tel: (020) 247 0538
Fax: (020) 248160
Mobile: 0725 751878, 0735 372326
Email: nairobicampus@kemu.ac.ke

Mombasa Campus

Tel: (020) 211 8446, 041 249 5945
Email: info@kemu.ac.ke

Nakuru Campus

Tel: (020) 211 8446, 041 249 5945
Email: info@kemu.ac.ke

Nyeri Campus

Tel: (020) 211 8446, 041 249 5945
Email: info@kemu.ac.ke