

GOALS AND OBJECTIVES OF THE PROGRAMME

The broad goals of this program are to:

Equip the student with a knowledge of key generic and specific areas of management;

Enhance self-confidence and the ability of the student to evaluate practical business experience from an academic, practical, and critical perspective;

Develop awareness in the student of the changing local and international business environment;

Instill a professional and problem-solving attitude in the practice of management;

Provide a learner-centered learning community that is grounded in practice-based theories.

GENERAL REGULATIONS

The University regulations shall apply.

No candidate shall be registered for the MBA Degree without satisfying the minimum University requirements.

PROGRAMME DURATION AND STRUCTURE

The Master of Business Administration degree will consist of coursework examination, Industrial Attachment and Research Project

The MBA degree programme shall be offered in two academic years. The first academic year will comprise a minimum of twelve (12) course units while the second academic year will comprise four (4) units from any of the specialized areas and two (2) optional course units plus Attachment. The research project is equivalent to five (5) units.

A candidate will be deemed to have passed an academic year after successful completion of all the units offered in that year. In order to proceed to the second academic year, a candidate must have passed all the units offered in the first academic year.



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Courses shall be offered in terms of units. One unit being defined as a series of 45 hours. For this purpose a one-hour lecture is equivalent to a two-hour tutorial or a three-hour practical period, or an equivalent amount of other assigned study or practical experience or any combination of these that may be approved by the School for Human Resource Development.

The programme will run for four (4) semesters. The period of the Attachment will be part of the programme duration which is eight (8) weeks which will take place at the end of the third semester.

To qualify for the award of the degree, a candidate must pass all the required course units including Attachment and research project.

A candidate wishing to temporarily suspend his/her studies must apply for academic leave. The academic leave becomes official only after endorsement by the University Senate. The academic leave cannot extend beyond one academic year and the leave duration will be part of the programme duration.

Unless exempted, a student shall be required to take all the course units required in both academic years.

REGISTRATION

Candidates shall be required to register within the first three weeks of the semester

No registration of candidates shall be allowed after the third week of the semester unless approved by the university.

ORDINARY EXAMINATIONS

The examinations shall be moderated and approved by the University.

Examinations shall be conducted either at the University or at an Approved Centre and in both cases shall be supervised by the University.



All units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University Examinations.

Examinations shall consist of Continuous Assessments and Ordinary University Examinations.

Continuous Assessments shall normally comprise written tests and assignments. Continuous assessments shall contribute 40% of the total marks and written Ordinary University Examinations shall contribute 60% of the total marks. Where a unit consists solely of practical work, it shall be assessed out of 100% by Continuous Assessment.

A candidate who has not completed two thirds of the coursework for any unit shall have his/her Ordinary University Examination results nullified and shall be deemed to have failed in the unit with a total mark of zero.

The Ordinary University Examinations shall consist of written examinations covering each unit completed. The time allowed shall be 3 hours per unit.

Each unit shall be graded out of 100 marks and the pass mark shall be 50%.

The marks shall be translated into grades as follows:

70% and above	A
60% and below 70%	B
50% and below 60%	C
Below 50%	D (Fail)

A candidate who absents himself/herself from an Ordinary University Examination for any unit shall be deemed to have failed in the unit with a total mark of zero.

Attachment shall be assessed and graded on a PASS and FAIL basis. A candidate who fails to satisfy the requirements of the Board of SHRD Examiners shall be required to repeat the attachment. A candidate is allowed to repeat attachment only once.

PROGRESSION



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Unless exempted, a candidate must pass all the course units offered in the first academic year in order to register for course units offered in the second academic year.

REPEAT

A candidate who fails four (4) course units in an academic year shall repeat that year.

A candidate who fails in any supplementary examination shall repeat the failed course unit. Such a candidate will be deemed to have repeated the year.



DISCONTINUATION

A candidate who **fails more than five (5) units in any academic year** shall be discontinued from the programme.

A candidate who fails in any unit after four attempts shall be discontinued.

A candidate who fails after repeating the project once shall be discontinued.

APPEAL FOR RE-ASSESSMENT

A candidate who is not satisfied with the grade, which he/she has been awarded in any unit, may appeal to the Registrar (Academic) for a re-marking of the written examination paper in that unit on payment of the appropriate fee, which the University Senate shall determine from time to time.

The grade and mark recommended by the examiner(s) after remarking shall be the final grade and mark awarded to the candidate for the unit.

No appeal for re-marking of any unit shall be entertained in cases where the appeal has been submitted later than one month after the candidate has been notified of the result.

DEREGISTRATION

A candidate who qualifies to register for any semester but fails to register by the end of the fourth week of the semester shall be assumed to have deserted the degree course and shall be deregistered forthwith.

A candidate who without valid cause fails to avail oneself for any supplementary examinations shall be deregistered forthwith.

EXAMINATION IRREGULARITIES

A candidate who is found guilty of any irregularities during any continuous assessment or University examination shall be subjected to the appropriate penalties as detailed in the University Examination Regulations.



OTHER REGULATIONS

Notwithstanding any of the regulations above, registration of a candidate in the School for Human Resources Development and the release of examination results and the awarding of the degree shall be subject to the candidate fulfilling all the University postgraduate Regulations.

SUBMISSION OF DISSERTATION AND THESIS

A candidate registered in accordance with the above regulations shall be required to pursue the programme of study under instruction and supervision by academic staff appointed in that capacity by the Senate on the recommendation of SHRD.

Each candidate shall be required to submit a research proposal to the School for Human Resource Development for discussion and approval by the School Board of Examiners. The candidate can only commence fieldwork after the approval of the proposal.

Candidates shall be required to consult with their supervisors at least once a week and to submit a written progress report on a monthly basis to the Director of SHRD through the supervisor(s) with a copy to the Board of Postgraduate Studies.

It shall be the responsibility of the supervisor(s) to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular, a supervisor shall be required to:-

Maintain constant and effective contact with candidates assigned to him/her.

Submit an academic report on the progress of each candidate at the end of each month.

Certify at the end of each month that the candidate has received supervision.

Inform the Dean of SHRD if the candidate is unlikely to attain the required standard for the award of a Master's Degree.

It shall be the duty of the candidate to complete their research projects on time.

All research project reports should be submitted on the last day of the second semester of the second year.



A candidate who fails to submit a research project within the stipulated time shall be deemed to have failed.

For every research project submitted for examination, four (4) copies (2 in hard-binding and 2 in spiral-binding) will be required, and must include declaration by the candidate confirming that the research project has not been submitted for a degree in any other institution, and that the contents of the research project are the original work of the candidate. The rubric shall read: “The Research Project Report is my own original work and has not been submitted to any other university for award of a degree”. Every research project shall bear the signatures of the supervisor(s) and candidate. The rubric shall read “This Research Project Report has been submitted for examination with my approval as University supervisor(s).”

An internal examiner will first mark the research project before being forwarded to SHRD Board of Postgraduate Studies for oral defense.

After defense the project will be forwarded to an external examiner for external examination.

A candidate who fails the research project report may be allowed a maximum of three months to revise and re-submit the research project report. No candidate will be allowed to re-submit the research project report more than once.

A research project report accepted by the university and subsequently published in part or in whole and in whatever form, shall bear the inscription, “... *work forming part of the requirements for the Master’s Degree of the Jomo Kenyatta University of Agriculture and Technology.*”

AWARD OF POSTGRADUATE DIPLOMA

At the end of Year I, a student who will have completed and passed all the units can exit with a postgraduate diploma, provided they undertake and pass attachment for eight (8) weeks and project (2 units).

AWARD OF DEGREE

Except where exempted, to be considered for the award of the Degree, a candidate must have taken and passed in all the required units including the Attachment and Project.



MASTER OF BUSINESS ADMINISTRATION**COURSE STRUCTURE****FIRST YEAR**

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3101	Contemporary Management	45
HCBA 3102	Statistics for Business	45
HCBA 3103	Financial Accounting	45
HCBA 3104	Marketing Management	45
HCBA 3105	Management Information Systems	45

Semester Two

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3107	Management Accounting	45
HCBA 3108	Financial Management	45
HCBA 3109	Human Resource Management	45
HCBA 3110	Strategic Management	45
HCBA 3111	Innovation and Change Management	45

SECOND YEAR**Semester One (Options)****Accounting Option**

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA3201	Financial Reporting	45



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HCBA3202	Tax Accounting	45
HCBA3203	Auditing and Forensic Accounting	45
HCBA3204	Accounting Seminar	45
HCBA3201	Financial Reporting	45

Finance Option

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3205	Investment and Portfolio Management	45
HCBA 3206	Financial Markets and Intermediation	45
HCBA 3207	Corporate Finance	45
HCBA 3208	Finance Seminar	45

Marketing

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3209	Global Marketing	45
HCBA 3210	Marketing Communication	45
HCBA 3211	Service Marketing	45
HCBA 3212	Marketing Seminar	45

Strategic Management

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3213	Global Strategic Management	45
HCBA 3214	Corporate Strategy and System Dynamics	45
HCBA 3215	Negotiation Skills	45
HCBA 3216	Strategic Management Seminar	45



Human Resource Management

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3217	Employee Relations	45
HCBA 3218	Compensation and Performance Management	45
HCBA 3219	Procurement and Development of Human Resource	45
HCBA 3220	Human Resource Management Seminar	45

Elective Units

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3221	International Business Management	45
HCBA 3222	Multinational Finance	45
HCBA 3223	Banking Theory Practice	45
HCBA 3224	Organizational Behaviour	45

SECOND YEAR

Semester Two

UNIT CODE	UNIT TITLE	CONTACT HOURS
HCBA 3225	Industrial Attachment	45
HCBA 3226	Research Project	(5 units)

Total number of hours - 1080



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