

# **JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

## ***SCHOOL OF HUMAN RESOURCE DEVELOPMENT***

### **MASTER OF SCIENCE IN PROJECT MANAGEMENT**

#### **1. INTRODUCTION**

Vision 2030 is anchored within three pillars which include Economic, Social and Political. The realization of Vision 2030 is been realized through Medium Term plans (2008-2012) which are translated into sectoral programs and projects.

Projects have always played an important role in the development and introduction of new products and technology, and are increasingly becoming the dominant means by which many countries, institutions and companies execute their strategy and operations. Project management has evolved into a skill set required for Managers in all areas of Business, Industry Government and education.

#### **2. TARGET GROUPS**

The target group for the programme is as follows: - Project Managers and Members of Project teams, Project coordinators, Senior project Analysts, Donor Coordination officers, Development Consultants, programme Managers, company executives and students aspiring to work as Project Management Professionals.

#### **3. GENERAL OBJECTIVES**

The program is designed to provide the student with knowledge and practical experience in planning, organizing, and managing projects in ways that stimulate human creativity and productivity. The student will learn that projects are the vehicles to introduce change into complex systems and that managing that process requires business, technical and people skills.

##### **3.1 SPECIFIC OBJECTIVES**

**At the end of this program the student will be able:**

- (i) To demonstrate the understanding of the systems principles, theories practices that guide project management..
- (ii)
- (iii) To describe the methods, procedures and systems for defining, planning, scheduling, controlling and organizing project activities.
- (iv) To describe the organizational, managerial, financial and human behavioral issues relevant to project management.
- (v) To design, implement and evaluate development projects.
- (vi) To undertake research in project management issues.

#### **4. GENERAL REGULATIONS**

- 4.1. The University regulations shall apply.
- 4.2. No candidate shall be registered for the Masters Degree without satisfying the minimum University requirements.

#### **5. ENTRY REQUIREMENTS**

- 5.1. A candidate must satisfy any of the following minimum requirements:
- 5.2. Either
- 5.3. Be a holder of a bachelor's degree with at least Upper Second Class honors in any discipline or its equivalent from an institution recognized by the University Senate.  
  
or
- 5.4. Be a holder of a Bachelors degree with Lower Second Class honours in any discipline provided the candidate can show proven evidence of research ability or three (3) years relevant experience in a relevant field.  
  
Or
- 5.5. Be a holder of a bachelor's degree at pass level in any discipline from a recognized University and have proven research ability, relevant work experience of five (5) years and their academic work show that they are well qualified to undertake postgraduate studies by passing qualifying examinations.

#### **6. PROGRAM DURATION AND STRUCTURE**

- 6.1. The Masters degree program shall be offered in two academic years. The first academic year will comprise twelve (12) required course units plus Industrial Attachment while the second academic year will comprise six (6) required course units and research project/thesis course 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 including Industrial Attachment. 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 Industrial attachment for eight (8) weeks and research project.
- 6.2. Courses shall be offered in terms of units. One unit being defined as a series of 42 one-hour lectures. 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.
- 6.3. The programme will run for four (4) semesters. The period of the Industrial Attachment will be part of the programme duration which is eight (8) weeks.
  - 6.4. To qualify for the award of the degree, a candidate must pass all the twenty-three (23) course units offered including Industrial Attachment.
  - 6.5. 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 two (2) continuous semesters and the leave duration will be part of the programme duration. A candidate on leave must renew his/her registration at the beginning of every semester.
  - 6.6. Unless exempted, a student shall be required to take all the course units offered in both stages.
  - 6.7. Each registered candidate shall undertake an Industrial Attachment at the end of the first academic year. The Industrial Attachment will take a duration of eight (8) weeks. The attachment is equivalent to ONE unit and is subject to the general regulations for practical training and industrial attachment at the Institute for Human Resources Development and the approved centre.

## **7. REGISTRATION**

- 7.1. Candidates shall be required to register within the first four weeks of the semester
- 7.2. No registration of candidates shall be allowed after the fourth week of the semester unless approved by the university.

## **8. ORDINARY EXAMINATIONS**

- 8.1. The examinations shall be moderated and approved by the University.
- 8.2. Examinations shall be conducted either at the University or at an Approved Centre and in both cases shall be supervised by the University.
- 8.3. All units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University Examinations.
- 8.4. Examinations shall consist of Continuous Assessments and Ordinary University Examinations.
- 8.5. 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.

- 8.6. A candidate who has not completed two thirds of the Continuous Assessments 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.
- 8.7. The Ordinary University Examinations shall consist of written tests covering each unit completed. The time allowed shall be 3 hours per unit.
- 8.8. 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)

- 8.9. Subject to the provisions of 11.0, a candidate who absentees 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.
- 8.10. Industrial 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 industrial attachment. A candidate is allowed to repeat industrial attachment only once.

## **9. PROGRESSION**

- 9.1. 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.

## **10. SUPPLEMENTARY EXAMINATIONS**

- 10.1. A candidate who fails upto a maximum of two units in any academic year shall be allowed to sit supplementary exams.
- 10.2. Supplementary examinations shall be offered at the end of the academic year after Ordinary University Examinations have been processed by the Senate.

- 10.3. The maximum marks in supplementary examinations shall be 50% and shall not include continuous assessment marks.

## **11. SPECIAL EXAMINATION**

- 11.1. If for some good cause a candidate is unable to sit for one or more course unit examination(s), he/she may, on the recommendation of the Institute for Human Resources Development, and with the approval of the University Senate, be permitted to take special examinations. Special examinations shall normally be marked out of 100% including continuous assessment.

## **12. DISCONTINUATION**

- 12.1. A candidate who fails three (3) or more units any academic year shall be discontinued from the program.
- 12.2. A candidate who fails in any supplementary examination shall be discontinued

## **13. APPEAL FOR RE-ASSESSMENT**

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

## **14. DEREGISTRATION**

- 14.1. 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.
- 14.2. A candidate who without valid cause fails to avail oneself for one or more supplementary examinations shall be deregistered forthwith.

## **15. 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.

## **16. AWARD OF DEGREE**

Except where exempted, to be considered for the award of the Degree a candidate must have taken and passed in the required course units, research project/thesis and the Industrial Attachment.

## **17. OTHER REGULATIONS**

Notwithstanding any of the regulations above, registration of a candidate in the Institute 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 Regulations.

## **18. SUPERVISION OF PROJECT**

18.1. 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.

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

18.3. 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.

18.4. 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:-

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

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

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

18.4.4. Inform the Director of SHRD if the candidate is unlikely to attain the required standard for the award of a master's degree.

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

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

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

- 18.5.3. 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).”
- 18.5.4. An internal examiner will first mark the research project before being forwarded to an external examiner for External examination.
- 18.6. 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.
- 18.7. Resubmitted research project report is equivalent to a supplementary. 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”.