



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**

**SCHOOL OF HUMAN RESOURCE DEVELOPMENT**

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION PROGRAMME**

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## **1. INTRODUCTION**

The Government of Kenya has identified, in various for a, the roles that key stakeholders play in the national, regional and international scene. The education sector and more specifically institutions of higher learning have a critical role in supplying the economy with the required and necessary human capital at all levels of the economy and value creation of corporate organizations in line tandem with global dynamics that continue to evolve.

As globalization and regional integration continue to advance, there has and continue to be need for organizational transformation and re-engineering. Competition for scarce resources including intellectual and human capital and the need to remain competitive are common realities in the corporate world. Hence the adequate and relevant skills and

knowledge of business administration in the changing world is imperative for a dynamic economy. As a stakeholder in national and sustainable development, JKUAT endeavours to develop a Doctor of Philosophy in business administration to enhance capacity for business administration and growth at the highest level in a globalised environment.

## **2. THE JKUAT VISION**

The JKUAT vision is to be “A global class institution of excellence for development”. In this vision, JKUAT envisages herself to be second to no other university in terms of the quality of her students, alumni, staff and services.

## **3. THE JKUAT MISSION**

The JKUAT is to “To produce leaders in training, research and innovation in the field of agriculture, engineering, technology, health sciences, other applied sciences and enterprise development to suit the needs of a dynamic world.” In pursuit of this mission, the university will produce leaders in training, research and innovation.

## **4. THE JKUAT PHILOSOPHY**

The success of JKUAT depends on visionary leadership, innovation and teamwork and shall Endeavour to attract, develop, motivate and retain a multi-skilled workforce and nurture a consultative working environment.

## **5. OBJECTIVES**

In line with the JKUAT vision, mission, and philosophy, the Doctor of Philosophy degree programme in Business Administration has the following objectives:

- 5.1. To provide advanced academic training in business administration in order to enlarge academic knowledge in business administration, research and analytical skills.
- 5.2. To provide opportunities for interaction with academicians, researchers, and the business sector, nationally and internationally.
- 5.3. To build capacity for direct participation in business administration

## **6. TARGET GROUPS**

The Doctor of Philosophy degree programme Business Administration targets master’s degree holders in business administration or other relevant business disciplines including:

- 6.1. Academicians who wish to further their education.
- 6.2. Researchers who wish to upgrade their research and analytical skills.
- 6.3. Business administration consultants.

- 6.4. Business professionals who wish to develop their business administration talents.

## **7. GENERAL REGULATIONS**

- 7.1. The University regulations for JKUAT Doctorate Degrees shall apply.
- 7.2. No candidate shall be registered for the Degree of Doctor of Philosophy in Business Administration without satisfying the minimum SHRD requirements.

## **8. ENTRY REQUIREMENTS**

A candidate must satisfy any of the following minimum requirements:

- 8.1. Be a holder of Masters Degree in Business Administration from JKUAT or its equivalent from a recognized institution/University.  
OR
- 8.2. Be a holder of a Masters Degree in a relevant discipline in any one business administration Option from JKUAT or its equivalent from a recognized institution/university. Holders of executive degree programmes do not qualify.

## **9. PROGRAMME DURATION AND STRUCTURE**

- 9.1. The Doctor of Philosophy in Business Administration degree program shall be offered in three academic years. A candidate must complete the doctorate degree within a minimum of three years or a maximum of seven years. The first academic year will comprise NINE (9) course units, while the second and third academic years will comprise the thesis. A candidate will be deemed to have passed the first academic year after successful completion of all the units offered in that year. In order to proceed with thesis, a candidate must have passed all units offered in the first academic year. The period for Thesis shall consist of 36 months (minimum duration) and 48 months (full time students) and 72 months (part time students).
- 9.2. Courses shall be offered in terms of units. One unit is defined as a series of 45 contact 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.
- 9.3. To qualify for the award of the degree, a student must pass all the nine (9) course units offered and the thesis.
- 9.4. 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.

- 9.5. Unless exempted, a student shall be required to take all nine (9) core course units offered in the first year.

## **10. REGISTRATION**

- 10.1. Students shall be required to register within the first three weeks of the semester
- 10.2. No registration of students shall be allowed after the third week of the semester unless approved by the university.

## **11. ORDINARY EXAMINATIONS**

- 11.1. The examinations shall be moderated and approved by the University.
- 11.2. Examinations shall be conducted either at the University or at an Approved Centre and in both cases shall be supervised by the University.
- 11.3. All units shall be examined during the semester in which they are taken. Such examinations shall be named ordinary University Examinations.
- 11.4. Examinations shall consist of Continuous Assessments and ordinary University Examinations.
- 11.5. 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.
- 11.6. 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.
- 11.7. The Ordinary University Examinations shall consist of written tests covering each unit completed. The time allowed shall be 3 hours per unit.
- 11.8. Each unit shall be graded out of 100 marks and the pass mark shall be 50%.  
The award of marks
- 11.9. 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) |
- 11.10. 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.

## **12. PROGRESSION**

Unless exempted, a candidate must pass all course units offered in the first academic year in order to proceed with the thesis component.

### **13. SUPPLEMENTARY EXAMINATIONS**

- 13.1. A candidate who fails in any unit in an Ordinary University examination shall be required to sit for supplementary examination(s) in the failed unit(s).
- 13.2. A candidate who fails up to a maximum of three (3) units in any academic year shall be allowed to sit supplementary exams.
- 13.3. Supplementary examinations shall be offered at the end of the academic year after ordinary University examinations have been processed by the Senate.
- 13.4. The maximum marks in supplementary examinations shall be 50% and shall not include continuous assessment marks.

### **14. SPECIAL EXAMINATIONS**

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 School 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.

### **15. REPEAT**

- 15.1. A candidate who fails four (4) course units in the first academic year shall repeat that year.
- 15.2. A candidate who fails in any supplementary examination shall repeat the failed course units.
- 15.3. A candidate who fails supplementary examination in a repeated unit shall repeat the failed unit.

### **16. DISCONTINUATION**

- 16.1. A candidate who fails more than four (4) units in the first academic year shall be discontinued from the programme.
- 16.2. No candidate shall be allowed to repeat any year more than once.
- 16.3. A candidate who fails a supplementary examination in a repeated unit shall be discontinued.

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

- 17.1. 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.
- 17.2. 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.
- 17.3. 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.

## **18. DEREGISTRATION**

- 18.1. 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.
- 18.2. A candidate who without valid cause fails to avail oneself for one or more supplementary examinations shall be deregistered forthwith.

## **19. 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.

## **20. AWARD OF DEGREE**

Except where exempted, to be considered for the award of the Degree a candidate must have taken and passed in the nine (9) course units, and the thesis.

## **21. 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 Post Graduate Regulations.

## **22. SUPERVISION OF THESIS**

- 22.1. 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. Each candidate will be guided by a main supervisor and at least one another.
- 22.2. 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 at the beginning of the 4<sup>th</sup> semester. The candidate can only commence research after the approval of the proposal.
- 22.3. Candidates shall be required to consult with their supervisors 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.
- 22.4. 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:-
  - 22.4.1. Maintain constant and effective contact with candidates assigned to him/her.
  - 22.4.2. Submit an academic report on the progress of each candidate at the end of each month.

- 22.4.3. Certify at the end of each month that the candidate has received supervision.
- 22.4.4. Inform the Director of SHRD if the candidate is unlikely to attain the required standard for the award of a PhD degree.
- 22.4.5. It shall be the duty of the candidate to complete their research projects on time.
- 22.4.6. All dissertation reports should be submitted three months before the end of the third academic year.
- 22.4.7. A candidate who fails to submit a dissertation report within the stipulated time shall be deemed to have failed.
- 22.4.8. For every dissertation report 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 Dissertation Report is our own original work and has not been submitted to any other university for award of a degree". Every thesis report shall bear the signatures of ALL the supervisors and the candidate. The rubric shall read "This Dissertation Report has been submitted for examination with our approval as University supervisors."
- 22.4.9. An internal examiner will first mark the dissertation before being forwarded to an external examiner for External examination.
- 22.4.10. A candidate who fails the dissertation report may be allowed a maximum of three months to revise and re-submit. No candidate will be allowed to re-submit the dissertation report more than once.
- 22.4.11. Resubmitted dissertation report is equivalent to a supplementary.
- 22.4.12. A dissertation 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 Doctorate degree of the Jomo Kenyatta University of Agriculture and Technology".