

GENERAL REGULATIONS

The University and the Institute of Human Resources Development (IHRD) regulations shall apply.

No student shall be registered for the Certificate in Purchasing and Supplies Management without satisfying the minimum University requirements.

PROGRAMME DURATION AND COURSE STRUCTURE

Full-time: On full-time basis, the course takes duration of three months running between Monday to Friday.

Part-time: The part-time programme has been designed to accommodate the need for training and knowledge acquisition while undertaking full employment. On part-time basis, the course takes six months running between 4.00 p.m. to 6.00 p.m. or 5.00 p.m. to 7.00 p.m., Monday to Friday and 9.00 a.m. to 4.00 p.m. on Saturdays.

Admission

Admission into the certificate course is done in the months of January, April and July each year for full-time and part-time students.

Application forms are available from the Director's office upon payment of a non-refundable fee of Ksh. 500/- only payable to Jomo Kenyatta University of Agriculture and Technology.

EXAMINATIONS

ORDINARY EXAMINATIONS

- Examinations shall be done at the end of the certificate course.
- The examinations shall be moderated and approved by the University.
- To pass the certificate course, a candidate shall be required to pass examinations in all the units.
- Examinations shall consist of written examination, practical examination and continuous assessment. The continuous assessment shall contribute 40% of the total marks while the

written examinations shall contribute 60%.

- The pass mark for each unit shall be 40%

The marks shall be translated into letter grades as follows:-

UNIT GRADING

The examination results shall be represented by letter grades as follows:

- A: 70% and above
- B: 60% - below 70%
- C: 50% - below 60%
- D: 40% - below 50%
- E: Below 40% (Fail)

Subject to the provisions of IHRD BBOM-12 a student who absents himself/herself from a University Examination for any unit shall be deemed to have failed in the unit, with a total mark of zero.

Attachments shall be assessed and graded on PASS and FAIL basis.

RELEASE OF RESULTS

Notwithstanding any of the regulations above, registration of a student in the Institute of Human Resources Development, release of results and awarding of the degree shall be subject to the student fulfilling all university and approved centre regulations concerning payment of fees and other monies due.

CLASSIFICATION

The certificate shall be classified according to the following grading:

- Distinction 70% and above
- Credit 56% to below 70%
- Pass 40% to below 56%
- Fail Below 40%

AWARDS

1. A candidate who successfully completes all the prescribed units in the certificate course shall be awarded "Certificate in Purchasing and Supplies Management" by Jomo Kenyatta University of Agriculture and Technology.
2. A candidate who repeats the certificate course shall be awarded a certificate with a Pass.

CPSM COURSE STRUCTURE

Unit Code	Unit Name	Course Hours
CED 0101:	Principles of Purchasing and Supplies Management.	35
CED 0102:	Practice and Techniques of Purchasing.	35
CED 0103:	Policy and Organization of Supply.	35
CED 0104:	Elements of Commerce.	35
CED 0105:	Foundation Accounting.	35
CED 0106:	Elements of Costing.	35
CED 0107:	Starting and Managing Small Business	35