



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BP&S GUIDELINES

No.		Requirements to Obtain Services
1.	ADMISSION	<ul style="list-style-type: none"> • At least 2nd upper division and above for MSc applicants in relevant fields • For candidate with 2nd lower division, post working experience of at least 2 (two) years for MSc • For candidate with a Past, post working experience of at least 5 (five) years for MSc. • Bachelors and Master's degree in relevant fields for PhD applicant • Admission letter
2.	REGISTRATION OF STUDENTS	<ul style="list-style-type: none"> • Admission letter • National ID/Passport • Original certificates • Completed medical form • Completed acceptance form • Payment of requisite fees
3.	APPROVAL OF RESEARCH TITLE AND APPOINTMENT OF SUPERVISORS	<ul style="list-style-type: none"> • Approved relevant school minutes indicating the approval of proposal and supervisors • At least 4 (four) copies spiral bound proposals • At least two (2) supervisors, one should be a full time employee of JKUAT
4.	INTENTION OF SUBMISSION	<ul style="list-style-type: none"> • Admission letter • Letter of appointment of Supervisors • Progress reports (3 (three) for MSc and 6 (six) for PhD) • Publication (1 (one) for MSC and 2 (two) for PhD) • Student academic coursework of transcripts
5.	EXAMINATION OF THESIS	<ul style="list-style-type: none"> • Clearance forms • Minutes of the concerned school of the meeting which appointed Board of Examiners members • Six (6) Spiral bound copies of thesis • Forwarding letter from the relevant school





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6.	DEFENSE	<ul style="list-style-type: none">• Reports from Examiners• Confirmed date of defense by the dean of the concerned school• Availability of the candidate and the board of examiners members
7.	CERTIFICATE OF CORRECTIONS	<ul style="list-style-type: none">• Corrected copy of thesis
7.	LETTER OF AWARD	<ul style="list-style-type: none">• Final bound thesis and a soft copy duly completed• Completed Certificate of corrections• Approval of award from the VC through Registrar (AA)
8	GRADUATION	<ul style="list-style-type: none">• BPS board meeting to approve awards• Graduation list approved by DVC,AA

