



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

DIRECTOR, BOARD OF POSTGRADUATE STUDIES

INTERNAL MEMO

BOARD OF POSTGRADUATE GUIDELINES:

A. General Information

Jomo Kenyatta University of Agriculture and Technology (JKUAT) Board of Postgraduate Studies (BPS) is responsible for the co-ordination of all Postgraduate Courses, which comprises of postgraduate diplomas, Masters and Doctorial. The board is in charge of admission of students, monitoring students' progress, coordination of thesis examination process and the general welfare of the postgraduate students.

Recently the postgraduate student's population continues to increase due to introduction of programmes, which meets the individual, and labour market needs, which is in line with the university vision "To be a university of global excellence in training, research and innovation for development" BPS ensures that all programmes offered to the students are rigorous and of academic quality through teaching and appropriate research, guidance. Welcome to JKUAT.

1. POSTGRADUATE DIPLOMA (DPG)

This programme is offered by Course work and Project

(i) Eligibility for the Postgraduate Diploma

- A holder of a Bachelor Degree in relevant fields shall be considered for admission

Minimum Duration

- The Postgraduate Diploma shall run for a minimum period of nine (9) months from the date of registration

Expected from Postgraduate Diploma student

The student is expected to fulfil the following conditions before graduation

- To reregister for and complete two (2) semesters course work
- After passing course work with guidance of a supervisor draft a research proposal
- If the proposal is approved by the department, school and Board of Postgraduate studies, the student is required to write a project thesis in one (1) semester

2. MASTER'S PROGRAMMES

- Master's Programme in all Faculties shall be offered; -
 - (i) Either by Course-work, examination and project
 - (ii) or coursework, examination and thesis also involving full-time attendance of lecturers for one (1) academic year and where the entire second academic year of the programme is devoted to the thesis

Eligibility for the Master's Degree.

The following shall be eligible for the Master's degree of JKUAT

- (a) A holder of a Bachelor Degree of the Jomo Kenyatta University of Agriculture and Technology with 2nd Class Honors (Upper Division) in the relevant field or an equivalent qualification
- (b) A holder of a Bachelor Degree with 2nd Class Honors (Lower Division) or an equivalent qualification from other institution recognized by the Senate as of comparable academic
Status /Jomo Kenyatta University of Agriculture and Technology
- (c) A holder of any other relevant qualification from a recognized University

Duration of Master's Degree

- A candidate registered for a Master's degree shall carry out a programme of original study or research over a minimum period of one (1) academic year after the date of registration or after completion of any required course work and examination and shall submit a thesis or project based on the study or research done provided that for part-time candidates the minimum period shall be two (2) academic years
- No candidate for the degree of Masters shall be registered as a full-time student for more than four (4) academic years or as a part-time student for more than five (5) years without submitting a thesis, except by permission of the Senate

Expected from Master's Students

- (a) The student registered for Masters degree by course work and project shall, after completing the course work write a proposal for the project thesis and publish at least one (1) paper in the recognised journal
- (b) The student registered for Master's Degree by course work, research and thesis shall, after completing the course work select a supervisor with whom to write a proposal for the thesis and submit it to the respective faculty/School for consideration after its approval, do research and write a thesis and submit it for examination within one (1) academic year.
- (c) Submit at least three (3) quarterly Progress Reports as the student do research
- (d) Publish at least one (1) research paper in the peer reviewed journal and give at least two (2) seminar presentations at the school/faculty or Department
- (e) Submit to the Director BPS through supervisors, and the respective faculty a three (3) months' notice of intent to submit thesis for examination
- (f) That after fulfilling the above requirements, the student will be required to submit six (6) spiral bound copies of thesis for examination
- (g) After the examination is over, the student will be invited to appear before the Board of Examiners for oral examination/defence.

- (h) The Board of Examiner may recommend that the student do re-submit a thesis and the period of re-submission is divided into three (3) months for minor corrections and six (6) months for major corrections and twelve (12) months for re-submission
- (i) After the completion of the examination process, the candidate will submit to the Director, BPS two (2) copies of the final thesis properly bound and one soft-copy for graduation process.

3. DEGREE OF DOCTOR OF PHILOSOPHY

This programme is offered: -

- (ii) coursework research and thesis or
- (iii) research and thesis only

Eligibility for Admission.

The following shall be eligible to apply for admission for the degree of Doctor of Philosophy in the University

- A holder of a Master's Degree in the relevant discipline from Jomo Kenyatta University of Agriculture and Technology
- A holder of a Master's degree or equivalent academic qualifications from another institution recognized by JKUAT
- A holder of executive degree Programme does not qualify for the Programme

Expected from the student of Doctor of Philosophy

- (a) The student registered for the Degree of Doctor of philosophy by course work, research and thesis shall, after completing the course, write a proposal for the thesis, submit it at the faculty/School for examination and publish at least two (2) papers in the recognised journal

- (b) The student to be registered for PhD by research and thesis only is expected to select a supervisor with whom to write a proposal for the thesis, submit and defend it before the respective faculty/School
- (c) The student can come with already a developed proposal and be assisted to select the supervisors
- (d) After its approval, do research and write a thesis and submit it to the respective Faculty/School for examination
- (e) Submit at least six (6) quarterly Progress Reports as the student do research
- (f) Publish at least two (2) papers in the peer reviewed journal and give at least two (2) seminar presentations at the school/faculty
- (g) Submit to the Director BPS through the respective faculty a three (3) months' notice of intent to submit thesis for examination
- (h) That after fulfilling the above requirements, the student is required to submit six (6) spiral bound copies of thesis for examination
- (i) After the examination is over, the student will be invited to appear before the Board of Examiners for oral examination/ defence.
- (j) The Board of Examiner may recommend that the student do re-submit a thesis and the period of re-submission is divided into four (4) months for minor corrections and eight (8) months for major corrections and twelve (12) months for re-submission
- (k) After the examination process is complete the candidate shall submit two (2) copies of the final thesis properly bound, and one soft-copy to the Director, BPS for graduation process

Duration of registration for the Degree of Doctor of Philosophy

- A candidate registered for the degree of Doctor of Philosophy shall carry out the Programme of original study or research over a minimum period of three (3) academic years after the date of registration or after completion of any required coursework and examination and shall submit a thesis based on the study of research done, provided that for part-time candidates the minimum period shall be five (5) academic years

- (1) No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than five (5) academic years or as a part-time student for more than seven (7) academic years without submitting a thesis, except by permission of the University Senate

MODE OF APPLICATION

Applications should be made on prescribed forms obtainable from JKUAT office of the Director, Board of Postgraduate Studies

OR from the respective Principal/Dean/Director/School/Faculty/Campus upon payment of a non-refundable application fee of Kshs. 1,500/- **Cash** or at **Barclays Bank AC/NO 077-5001216**. The application forms may also be downloaded from the JKUAT website: (www.jkuat.ac.ke).

Original Receipt will be given by Cashier at JKUAT Finance office upon payment of the application fee or upon presenting the bank slip.

DEADLINE

The duly completed three (3) Application Forms, three (3) Passport Photo size, three (3) copies of certificates, three (3) copies of Transcripts, three (3) copies of Receipt should be returned to the Director, Board of Postgraduate Studies, JKUAT, P.O. BOX 62000-00200, NAIROBI, **OR** to the respective campuses NOT later than date provided as the deadline.

For more information, contact the office of the Director, Board of Postgraduate Studies P.O. Box 62000 - 00200, Nairobi. Tel: 254-067-52711/52181-4.

Email: director@bps.jkuat.ac.ke. FAX: 254-067-52164/52030.

PROF. MATHEW KINYANJUI

DIRECTOR, BOARD OF POSTGRADUATE STUDIES

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