Kenyatta University

INSTITUTIONAL BASED PROGRAMMES (IBP)

STUDENT INFORMATION HANDBOOK

2014 - 2015
FOREWORD

Welcome to Kenyatta University. Congratulations on your decision to study at Kenyatta University under the Institutional Based Programmes mode of delivery. Majority of you are already in your respective careers and this mode of delivery means that you do not have to quit work in order to study. This mode of delivery is one of the ways Kenyatta University is increasing access to higher education.

Kenyatta University’s Institutional Based Programmes mode is on the cutting edge of teaching and learning practices. It combines face to face learning with online learning. We have engaged the latest educational technology to ensure quality education and at the same time meet the demands of our students. These are the factors that contribute to the high quality of the qualifications you will obtain with us.

Our IBP students come to us from different countries, counties and from varied walks of life. Whatever your background, we are committed to teaching, scholarly and professional excellence. I urge you to make maximum use of our facilities, resources and support services to ensure you achieve your academic goals. Hone your skills and attitudes to be on the cutting edge in the workspace.

This IBP Information Handbook contains vital information that will enable you understand clearly the administration of your programme and other useful matters that will affect you as an IBP student of Kenyatta University. It contains information that is unique to the Institutional Based programmes as well as relevant University policies and regulations. The information in the Handbook will empower you to play your expected role as a responsible student and to settle down to serious study in the shortest time possible.

I wish you a fruitful and productive life as a student of Kenyatta University.

PROFESSOR OLIVE M. MUGENDA, Ph.D, EBS.
VICE-CHANCELLOR
KENYATTA UNIVERSITY
Our Vision
To be dynamic, inclusive and competitive centre of excellence in teaching, learning, research and service to humanity.

Our Mission
To provide quality education and training, promote scholarship and innovation for sustainable individual and societal development.

Our Identity
A community of scholars committed to the generation and dissemination of knowledge and cultivation of creativity for the welfare of society.

Our Philosophy
Sensitivity and responsiveness to societal needs and the right of every person to knowledge.

Core Values
Truth, Moral Integrity, Excellence, Democracy, Creativity, Corporate Governance, Self-Reliance, Institutional Culture of hard work, Innovation, Competitiveness, Quality & Relevance, Academic Freedom, Equal Opportunity, Respect for diversity & Professionalism
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1.0 GENERAL INFORMATION

1.1 History Perspective

In 1965 the British Government handed over the Military Barracks of Kahawa Templer to Mzee Jomo Kenyatta, the first President of Kenya. In time, the President asked the government to establish an institution of higher learning on the site where the barracks stood. Thus Kenyatta University College (KUC) came into existence from its predecessor, Kenyatta College which consisted of an Advanced level science stream and a Teacher’s College. It is situated about 20 km from Nairobi city along the Nairobi-Thika highway and sitting on about 1000 acres, Kenyatta University, Kenya’s second oldest public University, is a premier institution of higher learning in this region.

From 1972 the University College (KU) operated under the tutelage of University of Nairobi until 1985 when it was granted a full public university status. This University has grown tremendously in terms of programmes and student enrolment from a college of two thousand students and three faculties in 1985 to an institution of more than 70,000 students distributed over 15 Schools and several campuses.

The Satellite Campuses include: Mombasa Campus, Parklands Campus in Nairobi, City Campus (right in the centre of Nairobi town), Kitui Campus, Ruiru Campus, Nakuru Campus, Kericho Campus, Nyeri and Embu Campuses. A new offshore campus, Arusha Campus in Tanzania is in the offing. The presence of Kenyatta University throughout the republic is assured through the distribution of its Open Learning Centres in major County towns including Nairobi, Embu, Nakuru, Kisumu, Kakamega, Mombasa, Garissa and Nyeri.

Among the old Schools include: Business, Pure and Applied Sciences, Humanities and Social Sciences, Education and Graduate School, Agriculture and Enterprise Development, Visual and Performing Arts, Law, Economics, Applied Human Sciences, Hospitality and Tourism, Environmental Studies. The University has numerous working relationships with many development partners, research organizations and universities locally and globally. The newly established schools are; Digital School of Virtual and Open Learning, Medicine and Public Health.

Upto the year 2002, the President of the Republic of Kenya was the Chancellor
of all Public Universities. In 2003, the government effected a major shift in policy whereby each University has its own Chancellor appointed by the State.

1.2 Administrative Hierarchy of Kenyatta University
The overall head of Kenyatta University is the chancellor who confers degrees and grants diplomas and certificates and other awards of the University, in addition to their functions.

The Council is the governing body of the University mandated by the State to among other things, provide policy guidelines, employ personnel and allocate funds for facilities and services.

The Vice-Chancellor is the principal executive assistant for the Chancellor. The Vice-Chancellor is also the administrative and academic head of the University and the chairperson of the Senate, which is the supreme body responsible for all academic content and standards of the university.

The Senate comprises of: Vice- Chancellor, Deputy-Vice Chancellors, Principals of Colleges, Registrars, Directors of Campuses, Deans of Schools, Director of Students, Chief Librarian, Chairpersons of Departments, Full professors and two Student Representatives. The day to day running of the University is guided by Senate, Management Board, Senate Committees, Directorates, School and Departmental Boards and other Units.

2.0 INFORMATION ON STUDENT WELFARE ON CAMPUS

2.1 Who is a KU Student?
• A KU student is one who has a letter of admission and is duly enrolled for studies at Kenyatta University.
• A *bona fide* student for a particular semester is one who has paid the fees and is registered online for the units offered in that semester.
• Only *bona fide* students are entitled to services offered by the University in a particular semester.

2.2 Communication and the Flow of Information in Kenyatta University
• A major medium of passing information on KU Campuses is the notice boards. These are located in various strategic positions on the campuses.
It is imperative that students should develop the habit of reading notices.

- Notices are released by authorized officers of the University on matters pertaining to their specific mandate.
- Kenyatta University operates a radio station, the KU 99.9 FM, which draws 90% of its facilitators from the student body. This medium has become critical in passing information, entertaining and educating the University Community and residents in its environs. KU 99.9 FM provides opportunities for students to study and enhance their experience in journalism.
- The Kenyatta University website, www.ku.ac.ke, is a very important source of information flow. All students are expected to visit it frequently.
- Every student has been assigned an e-mail address for individual as well as official communication. It is crucial that one checks their e-mail regularly.
- Note that abuse or misuse of internet and social media (Facebook and Twitter, among others) is prohibited by State Law and University policies.

### 2.3 Student Governance: The Kenyatta University Students Association (KUSA)

- Kenyatta University Management always involves the students in the governance of the University. This is done through the student leaders. The organ of student leadership is Kenyatta University Students Association (KUSA). KUSA consists of two major organs: the Student Governing Council (Executive) and the Student Congress (Legislative). It is the mouthpiece of the student community, voicing the views of the students and organising various student activities. The leaders sit in all key decision-making organs of the University including the Senate and Council.
- The IBP Constituency is represented by four (4) persons. The Chairman of the IBP students is elected by all members, and sits on the KUSA Executive Committee. The Postgraduate IBP students elect one of their own to represent them in Congress. The Undergraduate IBP students are represented in Congress by a male (elected by male students) and a female (elected by female students).
- Elections are held annually.
- IBP Congress persons liaise closely with the various University organs in presenting student views.
- They organize KUSA sponsored and other activities when in session.
2.5 The KU Chaplaincy
Kenyatta University places a high premium on the spiritual welfare of its students. In line with this, it provides chaplains for the four major different religious persuasions. These are: Chaplain for Catholic students and Community; Chaplain for Protestant students; Chaplain for Community (non-student); Chaplain for Seventh Day Adventist students; and the Imam for the Muslim students and Community. The Chaplaincy offices are located on the first floor of the BSSC.

Students are encouraged to visit their Chaplains frequently for religious and other counselling matters. The Chaplains have the responsibility of preparing key worship services and displaying the schedules or programmes for the same.

The University Chapel is situated at the junction of Kahawa and Mali Roads. It is currently mainly used for Protestant Community and other small categories of fellowships. For the Moslems, there is a newly constructed mosque next to the KU Arboretum. The SDA Church is virtually completed. The Catholic community of KU holds its mass at the Christ the Teacher Chapel. The Protestant/Christian Union worship services are held at the Science Zone 39. The IBP Congress Persons are expected to liaise with the different Chaplaincies on matters concerning their constituents.

2.6 The Kenyatta University Health Services
- Because of the short duration of the IBP students on campus, the University does not provide health care for these students or charge fees for them.
- It is believed that most of the students already belong to different insurance covers or other health care arrangements.
- However, IBP students may opt to use the KU health services on payment of a consultation fee.

2.7 Accommodation Services
- Accommodation is available to IBP students in the University hostels at a fee. However, this is optional.
- Student wishing to be given accommodation services are expected to apply according to the University Accommodation regulations. These regulations are mandatory.

2.8 Catering Services
- There are three major kitchens and a number of other eateries distributed
across the Campus where food may be purchased.

- These serving areas are operated by the Directorate of Catering Services.

### 2.9 Disability Services

In further recognition of the population with special needs, the University has constituted a board for disability services. Among other things, and in liaison with other offices, the Kenyatta University Disability Services Board (KUDSB) is mandated to address the following:

- Coordinating and facilitating comprehensive quality services to students and staff with disability.
- Sensitizing the University Community on matters affecting persons with disabilities.
- Combating all forms of discrimination/harassment against person with disabilities.
- Provision of braille services for visually impaired students at the Braille Unit of the Directorate of Students Affairs.
- Provision of ‘Maruti’ vans for ease of movement of students with disability on the campus.

### 2.10 General Rules and Regulations Governing Student Conduct and Student Disciplinary Procedures

- Kenyatta University students are expected to display exemplary conduct and to uphold the good name and image of the University. To this end the students are called upon to observe proper discipline in all areas of life – whether within or without campus, whether in the hostels, fields, classrooms or examination rooms.
- The Vice-Chancellor is mandated by the University Act to ensure proper student conduct and cultivation of best practices on behalf of the Council. This is done within the frame of rules and regulations governing the conduct of the students. These are drawn from the Kenyatta University Act, 1985 and the statutes of the University of 2013. They are also contained in the **Joining Instructions Form KU2** which every joining student is expected to read carefully and confirm by appending their signature as indication of commitment to abide by them during their stay at the University.

**Note:** Details of these rules and regulations and the disciplinary procedures are found in the Student Handbook.
3.0 CENTRE FOR INSTITUTIONAL BASED PROGRAMMES (CIBP)

Kenyatta University established the Centre for Continuing Education in 1998 which was later renamed directorate of Self Sponsored Programmes to cater for the growing demand for higher education by serving teachers. In April 2008, the University decided to de-establish the Directorate of Self-Sponsored Programmes (SSP) and create a new and reformed Centre called Centre for Institutional Based Programmes (CIBP) to address the changing needs of students in the institutional mode. While the defunct SSP mainly dealt only with school-based students, the CIBP serves students of diverse backgrounds studying in various University programmes. This change arises from the decision by the University to open many programmes to the institutional mode. The Centre for Institutional Based Programmes was established by the University in April 2008 to serve as a liaison office.

3.1 Vision

To become a leading centre of excellence in the coordination and management of Institutional Based Programmes in the region and beyond.

3.2 Mission

To offer quality services aimed at facilitating the operation and growth of programmes offered under the Institutional Based mode.

3.3 Institutional Based Mode

Various modes of study have been put in place to cater for varying needs of different individuals. These modes include full-time and distance learning. The target group for IBP is those who may not fit into the full-time programmes due to time factor, among other reasons. Institutional based programmes are mainly run during school holidays (April, August and December), evenings and weekends. The advantage of studying under the IBP mode is that it offers flexibility and enables the students to maximize on school holiday sessions.

3.3.1 Integration of e-Learning with Face to Face Learning in the IBP Programme

To enable students to maximize their time when off sessions, the University has integrated face to face teaching with e-Learning. Students are expected to take at least one compulsory e-Learning unit. To enable students to accelerate their studies we allow the students to take a maximum of two extra e-Learning units.
which are paid for separately.

_The students taking advantage of these extra e-Learning units can graduate in three years saving one year. E-Learning units are taught through the University moodle platform during the school term session._

### 3.4 Functions of CIBP

The major functions of the IBP centre include:-

- Marketing and promotion of IBP programmes.
- Handling enquires on admission of Institutional based programmes
- Referring and directing students to relevant offices/officers for action.
- Coordinating students so that their problems are resolved without delay.
- Following up with Deans of schools, Chairmen and the Deputy Vice-Chancellor to ensure Institutional based students issues are addresses promptly.
- Coordinating all the e-Learning units across all the departments for IBP students.

### 3.5 Regulations for IBP Students

**Registration Status**

At the beginning of each session a student shall be registered as a student of Institutional-Based Programmes. Registration for units to be taken in each session will be done at the respective schools.

**Session**

A session is defined as the duration of during which registration; teaching / learning and examination take place. The session dates will be predetermined by the DVC Academic and approved by Senate.

**Units allowed per Session**

A student will be expected to take a specified maximum number of units but can opt for lower number. A student may take up extra units through the e-learning mode with permission from the chairman of the relevant department. The student will be required to pay and register for the extra unit(s).

**Duration of the Programme**

All students will be expected to complete their studies at the stipulated maximum time. Upon arrival at the University, the new students will be given full information on the course/unit requirements for their chosen
programmes by the relevant schools.

**Change of Mode of Study**

Students are allowed to change to another Mode of Study on approval by the Registrar (Academic). However, change of Mode of Study is allowed in the first two years of study for Undergraduate students and first year of study for Postgraduate students.

**Examination Regulations**

- All courses shall be examined at the end of the next session following the one in which they were taken.
- Students are not allowed to sit for examination in another Mode of Study.
- Each unit shall be marked out of 100%.
- Examination shall consist of Continuous Assessment Test (CAT), which shall contribute 30% and end of session examination, which shall contribute 70%.
- Practical oriented units in computer studies will be assessed as follows: - practical 30%, CAT 10%, final exams 60% (at least 15/30 must be attained in the practical to pass).
- The pass mark for Certificate, Diploma and Bachelor programmes shall be 40% and for postgraduate programmes 50%.
- Only those students who are duly registered by the University shall be allowed to do examinations.
- Failure to do a CAT without providing an acceptable reason shall lead to a fail in the unit.
- A take away assignment requiring a lengthy investigation and write-up shall constitute CAT 1 and a sit-in CAT shall constitute CAT 2. The take away assignment will be done at your institution prior to reporting for the next session and must be handed in at the beginning of the session to your respective lecturers. Those taking courses through e-learning mode will do a sit-in CAT during the next session.
- The marks shall be translated into literal grades as follows:
  - A=70 and above
  - B=60-69
  - C=50-59
  - D=40-49
  - E=0-39

**Result Slips and Transcripts**

- Students will be given result slips after the end of each session.
• Provisional results will be released by the deans of schools after School Board of Examiners meeting, pending approval by Senate.
• A transcript will be issued free of charge by the registrar (Academic) at the end of the degree programme.
• Transcripts will only be issued on the written request by the students.
• Additional transcripts will be issued at a fee of Kshs. 200/=. A transcript may be issued to a student before completion of the programme on application and at a fee of Kshs. 200/=. 
• Transcripts may on request, be issued before graduation at a fee of Kshs. 200/=.. Only letter grades for units will appear on transcripts

Letter of Completion
A letter of completion will be issued, on request, by the registrar (Academic) before graduation to those students who have completed their programmes and have met their entire financial obligation to the University.

Academic Warning
A student who fails in more than half the number of units taken in any one session shall be given an Academic Warning (AW).

Withdrawal from a Course/Unit
• A student can withdraw from a course without any penalty within the first week of the session.
• The student must withdraw officially by completing” withdrawal forms “from the Registrar (Academic) and the Dean of school.
• Failure to withdraw officially will lead to a grade of “E” at the end of the course.
• In cases where a unit graded “E” is a prerequisite to another unit, the unit must be taken and passed before a student is allowed to register for the unit for which it is prerequisite.
• A student can similarly withdraw from the Department within the first week and by signing official withdrawal forms.
• All withdrawals will be communicated to relevant offices.
• A student who withdrawals illegally will be considered to have failed and will be required to retake the unit(s).

Discontinuation
A student who fails in all units taken in one session will be discontinued.

Re-taking Units
A student who fails up to half the number of units taken in any one session will be allowed to re-take the failed units when next offered. However if the failed units are prerequisites for other advanced courses, they must be passed before the student enrolls in the advanced courses/units.  
No student will be allowed to retake passed units.  
Failed units when retaken will be graded as those of normal examination units.  
No student will be allowed to retake a course/unit more than twice.

**Examination Irregularity**

A student who is involved in any examination irregularity shall be suspended immediately by the Registrar (Academic) upon receipt of an incident report pending appearance before the Students’ Disciplinary Committee.

The following shall constitute examination irregularity:-

a) Passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.

b) Unauthorized possession of used or an used examination answer booklets(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one used during that particular examination.

c) Possession/having any unauthorized written, graphic or recorded material or otherwise, in the examination room.

d) Copying and/or referring to other candidate’s answer booklets, of any other source e.g. parts of the body, clothing etc.

e) Possession of notes recorded on paper, parts of the body or clothing.

f) Possession and/or use of a mobile, ipods, electronic notebook or any unauthorized electronic gadget(s) or source inside the examination room.

g) Returning examination answer booklets with written answers after the examination.

h) Plagiarism, i.e. falsely accessing another persons’ work and appending one’s name and signature claiming to be one’s own. This includes and is not limited to copying other candidate(s), published material.

i) Disrupting the conduct of examinations

j) Destroying evidence pertaining to examination irregularity.

k) Failure to write one’s registration number or deliberately writing the wrong registration number on the answer booklet.
I) Presenting oneself for an examination in a unit one is not registered for.

m) Claiming for marks in a unit one knows he/she did not register for/or sit for the examination.

n) Writing on the examination question paper.

o) Reading from other candidate’s answers scripts or question papers.

p) Permitting any other candidate to read or copy from one’s examination scripts.

q) Impersonation of other candidates or being impersonated during examination.

r) Deliberate failure or refusal to hand in the examination script at the end of examination.

s) Assaulting and/or threatening an invigilator in the course of his/her duty.

t) involvement in and/or influencing tampering with examination data

3.6 Degree Classification (Bachelors)

A student may be allowed to graduate with one failed core or required unit after a second retake and the marks obtained during this second retake included in the degree classification.

A candidate who qualifies for the award of the degree shall be placed in the following classes:-

- First class
- Second class (Upper)
- Second class (Lower)
- Pass

The first class and second class (upper) degree are awarded with Honours. The final classification of the degree will be based on all the required and core units taken during the degree programme. The total number of units required for degree classification may vary from one school to another.

The final score will be based on cumulative average score to arrive at the following final classification.

- 70% and above       - First class Honours
- 60%-69%               - Upper Second Class Honours
- 50%-59%               - Lower Second class
- 40%-49%               - Pass
- 0-39%                  - Fail
3.7 Masters Programme

- Programmes for masters degrees are by course work, examination, research and thesis/project. The pass mark in all post-graduate courses is 50%.
- Candidates are required to pass first year examinations in all courses for which they are registered before they can proceed to second year. In case of a failed unit, they are required to take a supplementary examination in the unit.
- At the end of the second year examination shall consist of an assessment of a thesis/project submitted by the candidate. The candidate will also be required to attend an oral examination (where a thesis is submitted).
- In the second year a student will have at least two research supervisors, and regular consultation with them is required.
- At least three months before the thesis is to be presented, a candidate shall give notice in writing to the dean, Graduate School, submitting at the same time the proposed title of the thesis and an abstract outlining the general scope of the work.

3.8 PHD

Acceptance for the Ph.D degree by research and thesis in any topic will depend upon the availability of specialist staff for supervision. Students may be required to attend courses. As the application for registration must be accompanied by a research proposal, intending applicants are advised to consult the chairman of the Department several months before they wish to apply. A candidate registered for the Doctor of Philosophy degree is examined at the end of the period of research by assessment of a thesis. The candidate is also required to attend an oral examination. At least three months before the thesis is to be presented, a candidate shall give notice in writing to the University Registrar, submitting at the same time the proposed title of the thesis and an abstract outlining the general scope of the work. Only students who have fulfilled all the requirements of a given programme shall graduate. A student who intends to graduate should apply to Registrar (Academic). There are two graduation ceremonies per year in June/July and in December.
4.0 ACADEMIC PROGRAMMES.

The academic programmes offered to Institutional based students are the same as those offered to students in the regular programmes. The details concerning the admission criteria and course contents are available at the respective schools. These programmes include Certificate, Diploma, Bachelor and Postgraduate studies. The programmes are offered by various academic departments, under the different modes of study, are spread within the following sixteen (16) schools:

1. School of Education
2. School of Humanities and Social Sciences
3. School of Pure and Applied Sciences
4. School of Business
5. School of Environmental Studies
6. School of Medicine
7. School of Public Health
8. School of Applied Human Sciences
9. School of Economics
10. School of Agriculture and Enterprise Development
11. School of Engineering and Technology
12. School of Law
13. School of Visual and Performing Arts
14. School of Hospitality and Tourism
15. Digital School of Virtual and Open Learning
16. Graduate School

By providing students with a wide variety of marketable programmes, we prepare them for lifelong learning, leadership and careers in a changing multicultural world. The University will continue to expand its programmes and to adopt varied modes of delivery, as it strives to be a world-class university.

Many of you will be starting one of life’s most exciting adventures as you embark on the road towards a Diploma, Bachelors or Master’s degree. You are advised to select those electives that will add value to your overall programme of choice. It is important for all students to note that the collegiate experience gained while studying at Kenyatta University is just as important as your academic and career pursuits.
## 5.0 SCHOOL OF EDUCATION PROGRAMMES

**THE CURRENTLY APPROVED SUBJECT COMBINATION FOR KENYAN SECONDARY SCHOOL CURRICULUM**

<table>
<thead>
<tr>
<th>S/No.</th>
<th>SCIENCE</th>
<th>S/No.</th>
<th>LANGUAGES</th>
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<tr>
<td>1.</td>
<td>Chemistry/Biology</td>
<td>1.</td>
<td>English/Literature</td>
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<tr>
<td>2.</td>
<td>Chemistry/Physics</td>
<td>2.</td>
<td>Kiswahili/CRE</td>
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<td>3.</td>
<td>Agriculture/Biology</td>
<td>3.</td>
<td>Kiswahili/History</td>
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<td>5.</td>
<td>Agriculture/Geography</td>
<td>5.</td>
<td>French/Geography</td>
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<td>10.</td>
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<td>German/History</td>
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<tr>
<th>S/No.</th>
<th>MATHEMATICS</th>
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<tr>
<td>1.</td>
<td>Mathematics/Chemistry</td>
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<td>2.</td>
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<td>3.</td>
<td>Mathematics/Physics</td>
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<td>Mathematics/Business Studies</td>
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<th>S/No.</th>
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<td>1.</td>
<td>Metal Work/Mathematics</td>
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<td>2.</td>
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<td>3.</td>
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<td>Woodwork/Physics</td>
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<td>Electricity/Mathematics</td>
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<td>Electricity/Physics</td>
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<td>7.</td>
<td>Fine Arts/History</td>
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<td>8.</td>
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<td>Art &amp; Design/History</td>
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<td>Art &amp; Design/Geography</td>
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<td>11.</td>
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<td>12.</td>
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<td>11.</td>
<td>Special Needs/PE</td>
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<td>12.</td>
<td>Music/PE</td>
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</table>

**Special needs Education students**

To select from the choices above but offered in the departments

**Library and Information Sciences students**

To select from the above but offered in the departments
NB.
- Training of Secondary school teachers should be guided at any one time by the existing syllabus and the course guidelines as provided by the Kenya Institute of Education.
- Further guidance can be sought from the Quality Assurance arm of the Ministry of Education.

5.1 Undergraduate Programmes

Bachelor of Education (Arts)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in two subjects of career choice OR Mean grade of C (Plain) at KCSE or Division III at KCE or equivalent or one (1) Principal and one (1) Subsidiary at KACE and be holders of P1, S1, or Diploma in Education from a recognized Institution with at least two (2) years teaching experience after training.
OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions

Bachelor of Education (Science)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in two subjects of choice and C (plain) or equivalent in Mathematics OR Mean grade of C (Plain) at KCSE or Div. III at KCE or equivalent with P1 Certificate or Diploma in Science Education or KACE with two (2) principals and one (1) subsidiary with at least two (2) years teaching experience. In addition, applicants must have obtained Grade C (plain) or equivalent in Mathematics at KCSE.
OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Education (Special Education)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) in one of the following subjects, English/Kiswahili, Maths/Biology and any Arts subjects OR Mean grade of C (Plain) at KCSE or Division III at KCE or equivalent or one (1) Principal and one (1) Subsidiary at KACE and be holders of P1, S1, or Diploma in Special Education from a recognized Institution with at least two (2) years teaching experience after training.
OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Education (Early Childhood Education)
Mean grade of C+ (plus) at KCSE or equivalent OR Mean grade of C (plain) at KCSE
or equivalent with ECE Diploma from a recognized institution or P1 certificate and two (2) years relevant experience.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**a) Bachelor of Education (Library Science)**

**b) Bachelor of Library and Information Science**

Mean grade of C+ (Plus) at KCSE or equivalent OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in Library Science and/or information Science or Archives Administration.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Education (Primary Teacher Education)**

Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in two subjects of career choice **OR** Mean grade of C (Plain) at KCSE or Division III at KCE or equivalent or one (1) Principal and one (1) Subsidiary at KACE and be holders of P1, S1, or Diploma in Education from a recognized Institution with at least two (2) years teaching experience after training.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Education (Physical Education)**

Mean grade of C+ (Plus) at KCSE or equivalent **OR** mean grade C (plain) with a Diploma in Education or related field of study from a recognized institution.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Science (Records Management & Information Technology)**

Mean grade of C+ (Plus) at KCSE **OR** Mean grade of C (Plain) at KCSE or equivalent with a Diploma in Library Science or Records and Archives Management.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**5.2 Diploma Programmes**

**Diploma in Early Childhood Care and Education.**

Mean grade of C (Plain) at KCSE Or Division III at KCE **OR** Mean grade of C-(Minus) with either a P1 certificate or an Early Childhood Studies certificate from a recognized Institution.
Diploma in Primary Teacher Education
Mean grade of C (Plain) at KCSE or Division III at KCE OR Mean grade of C- (Minus) with a P1 certificate from a recognized Institution.

Diploma in Guidance and Counseling.
Mean grade of C (plain) at KCSE/Div. III OR a mean grade of C- (minus) or equivalent with certificate in the relevant area.

Diploma in Early Childhood Development
Mean grade of C (plain) at KCSE or mean grade D+ (plus) with at least one year Early Childhood Teaching experience.

Diploma in School Management
Mean grade of C (plain) at KCSE OR equivalent or C- (minus) at KCSE or equivalent with P1 certificate or a certificate in a related area.

Diploma in Teaching of the 3R’s (Reading, Writing & Arithmetic)
Mean grade of C (plain) at KCSE or Division III at KCE or at least one principal and one subsidiary in KACE or equivalent or mean grade C- (minus) at KCSE or equivalent with ECD or P1 certificate and two years post-training teaching experience. Applicant with at least grade ((plain) or credit 6 in English, Biology, Chemistry and Mathematics at KCSE and KCE will have an added advantage. Applicant enrolling in this programme must teach in pre-unit or lower primary classes for the duration of study period.

5.3 Certificate Programmes

Certificate in Early Childhood Education
Mean grade of C- (Minus) at KCSE or Mean Grade D+ (Plus) with at least one year Early Childhood Teaching experience.

Certificate of Enhancement of Subject Content
- The Teachers Service Commission will only employ teachers who are qualified and able to teach two subjects within the existing school curriculum.
- The proposed course for enhancement of content for second teaching subject was found to be adequate and relevant.
- This is to inform graduate teachers who upgrade the content of their second teaching subject will be considered for employment by the Commission. However, they will be required to have taken a total of eight (8) units from the following recommended units in either, Geography, Mathematics, Chemistry or Physics:
Geography
• AGE 100: An Introduction to Statistics, cartography and Map Analysis.
• AGE 102: Physical Geography 1
• AGE 200: Geography of East Africa
• AGE 300: Air Photo Interpretation and Field Course
• AGE 303: Geography of Development
• AGE 400: Remote Sensing and resource Management/AGE 401: Environmental Conservation
• AGE 402: Surveying

Mathematics
• SMA 102: Basic Mathematics
• SMA 103: Analytical Geometry
• SMA 104: Calculus 1
• SMA 160: Probability and Statistics I
• SMA 200: Calculus II
• SMA 202: Linear Algebra I
• SMA 230: Vector Analysis I
• SMA 305: Complex Analysis I
• SMA 335: Ordinary Differential Equation I
• SMA 432: Partial Differential Equations I

Chemistry
• SCH 100: Fundamentals of Inorganic Chemistry
• SCH 101: Introduction to Physical Chemistry
• SCH 102: Organic Chemistry
• SCH 200: Atomic Structure and Chemical Bonding
• SCH 300: Comparative Study of S and P block elements
• SCH 400: Comparative Study of Transition Elements
• SCH 401: Electrochemistry

Physics
• SPH 100: Mechanics I
• SPH 101: Electricity and Magnetism I
• SPH 102: Waves and optics
• SPH 212: Modern Physics
• SPH 203: Structure and Property of Matter
• SPH 303: Practical Physics I
• SPH 401: Electrodynamics
5.4 Postgraduate Programmes

Areas of Specialization

Department of Educational Foundations
Master of Education in:
- Philosophy of Education
- History of Education
- Sociology of Education and Policy Studies
- Comparative and International Studies
- Higher Education
Main, Kericho, Nakuru, Embu Campus

Minimum Entry Requirements
Bachelor of Education Degree with at least Second Class Honours (Lower Division) or its equivalent from Kenyatta University or any recognized Institution.

Department of Educational Foundations
Master of Education in Health Education
Main, Kericho, Nakuru, Embu Campus

Minimum Entry Requirements
Bachelor of Education, Bachelor of Nursing, Bachelor of Medicine, Bachelor of Surgery (MB.ChB), Bachelor of Science (Nursing and Public Health) OR any other Science or Social Science Degree from a recognized University with at least Second Class (Lower Division).

Department of Educational Foundations
Postgraduate Diploma in Social Science Research
Main, Kericho, Nakuru and Embu Campus

Minimum Entry Requirements
Bachelor of Education Degree in a related field with at least Second Class Honours (Lower Division) or its equivalent from Kenyatta University or any recognized Institution

Department of Educational Foundations
Doctor of Philosophy (Ph.D) in above areas
Main Campus

Minimum Entry Requirements
Masters Degree in relevant area of study from Kenyatta University or any other recognized Institution.

Department of Educational Management, Policy and Curriculum Studies
Master of Education in:
- Educational Administration
- Educational Planning
- Economic of Education
- Curriculum Development

Main, Nakuru, Embu, Kitui, Kericho and Mombasa Campus

Minimum Entry Requirements
Bachelor of Education Degree with at least Second Class Honours (Lower Division) or equivalent from Kenyatta University or any recognized Institution.

Department of Educational Management, Policy and Curriculum Studies
Master in Education: Educational Research Evaluation and Assessment

Main, Kericho, Nakuru and Embu Campus

Minimum Entry Requirements
Bachelor of Education Degree in related field, with at least Second Class Honours (Lower Division) or equivalent from Kenyatta University or any recognized Institution. OR be a Graduate with Postgraduate Diploma in Education obtained at Credit II and above

Department of Educational Management, Policy and Curriculum Studies
Post-graduate Diploma in Educational Leadership and Management.

Main Campus

Minimum Entry Requirements
Bachelor of Education Degree or its equivalent from Kenyatta University or any other recognized Institution or Bachelor of Art/Science degree with a Post Graduate Diploma in Education. In addition, the applicant must have served in a teaching position or any other relevant position for at least two years.

Bachelor of Education Degree in related field, with at least Second Class Honours
(Lower Division) or equivalent from Kenyatta University or any recognized Institution. OR be a Graduate with Postgraduate Diploma in Education obtained at Credit II and above

**Department of Special Needs Education**
Master of Education in Special Needs Education
**Main, Kericho, Nakuru and Embu Campus**

**Minimum Entry Requirements**
Bachelor of Education Degree in related field, with at least Second Class Honours (Lower Division) or equivalent from Kenyatta University or any recognized Institution

**Department of Early Childhood Studies**
Master of Education in Early Childhood Studies
**Main, Mombasa, Nyeri, Kericho, Nakuru and Embu Campus**

**Minimum Entry Requirements**
Bachelor of Education Degree in a related field with at least Second Class Honours (Lower Division) OR equivalent from Kenyatta University or any recognized Institution.

**Department of Educational Psychology**
Master of Education in:
- Educational Psychology
- Guidance and Counseling

**Main Campus**

**Minimum Entry Requirements**
Bachelor of Education Degree with at least Second Class Honours (Lower Division) or its equivalent from Kenyatta University or any recognized Institution.

**Department of Library and Information Science**
- Master of Library and Information Science
- Master of Science in Records and Archives Management

**Main Campus**

**Minimum Entry Requirements**
Bachelor’s Degree in a related field with at least Second Class Honours (Lower Division) or equivalent from Kenyatta University or any recognized Institution

**Department of Educational Communication and Technology**
- Master of Education in
- Educational Technology
- Mathematics Education
- Science Education
- Social Studies Education
- Creative Arts Education
- Language Education

**Main Campus**

**Minimum Entry Requirements**
Bachelor of Education Degree with at least Second Class Honours (Lower Division) or equivalent from Kenyatta University or any recognized Institution.

**Department of Special Needs Education**
Postgraduate Diploma in Psycho-educational Assessment *(One Year Course)*

**Main Campus**

**Minimum Entry Requirements**
Bachelor of Education or Master of Education (Special Needs Education or Guidance and Counseling), Bachelor of Arts or Master of Arts (Counseling Psychology, Clinical Psychology or Sociology) or Bachelor of Science (Nursing, Medicine, Physiotherapy, Occupational therapy) or its equivalent from Kenyatta University or any other recognized Institution.

**Department of Early Childhood Studies**
Postgraduate Diploma in Early Childhood Studies

**Main, Kericho, Mombasa, Nyeri,Kitui, Nakuru and Embu Campus**

**Minimum Entry Requirements**
Bachelor’s Degree or its equivalent from Kenyatta University or any other recognized Institution.

**Department of Educational Management Policy and Curriculum Studies**
PhD in:
- Educational Administration
- Educational Planning and Economic of Education
- Curriculum Studies

**Main Campus**

**Minimum Entry Requirements**
Master Degree in relevant area of study from Kenyatta University OR any recognized Institution.
Department of Early Childhood Studies
Doctor of Philosophy (Ph.D) in Early Childhood Studies
Main Campus

Minimum Entry Requirements
Masters Degree in Early Childhood Studies from Kenyatta University or any other accredited University OR a Masters Degree in a related area with three or more years of experience in Early Childhood Services.

6.0 SCHOOL OF BUSINESS

6.1 Undergraduate Programme

Bachelor of Commerce
i. Mean grade of C+ (plus) or equivalent with at least C (plain) in Mathematics and English.
ii. OR Kenya Advanced Certificate of Education (A’ Level) with two (2) principals and one (1) subsidiary with a credit pass in Mathematics and English at Kenya Certificate of Education (‘O’ Level) or Degree from a recognized university.
iii. OR Mean grade C (Plain) at KCSE with C (Plain) in Mathematics and English with a Diploma in a relevant field from a recognized institution with at least C (Plain) in both Mathematics and English.
iv. OR Mean grade C (Plain) at KCSE with C (Plain) in Mathematics and English with CPA/CPS Part II or equivalent.
OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

6.2 Diploma Programmes

Diploma in Project Management
Mean grade of KCSE C (plain) or its equivalent OR KCE Division III or its equivalent OR a holder of KACE with One Principal and One Subsidiary OR a holder of KCSE C- (minus) with a relevant certificate from a recognized institution.

Diploma in Monitoring and Evaluation
Mean grade of KCSE C (plain) or its equivalent OR KCE Division III or its equivalent OR a holder of KACE with one Principal and One Subsidiary OR a holder of KCSE C- (minus) with a relevant certificate from a recognized institution.

6.3 Certificate programmes

Certificate in Project Management
Mean grade of KCSE C- (minus) or its equivalent OR KCE Division III or its
IBP Student Information Handbook

equivalent.

**Certificate in Monitoring and Evaluation**
Mean grade of KCSE C- (minus) or its equivalent OR KCE Division III or its equivalent.

6.4 Postgraduate Programmes
**Department of Business Administration**
Master of Business Administration
with areas of Specialization as:
Human Resource Management, Entrepreneurship, Marketing, Finance, Strategic Management,
Management Information Systems, Project Management.
Main, Kericho, Nakuru, Kitui, Embu and Mombasa Campus

**Minimum Entry Requirements**
Bachelor's Degree with at least Second Class Honours (Lower Division) OR its equivalent from Kenyatta University or any other recognized Institution.

7.0 SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
7.1 Undergraduate Programmes

**Bachelor of Arts:**
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in three subjects chosen from English, Kiswahili, History and Government, Geography, Mathematics, Christian Religious Education, Islamic Religious Education, Art and Design, Drawing and Design, French, German, Music, Social Education and Ethics, Hindu Religious Education.

**Bachelor of Arts in Gender and Development**
Mean grade of C+ (plus) at KCSE or equivalent or Division II at Kenya Certificate of Education (KCE) with three years relevant work experience OR Kenya Advanced Certificate of Education (K.A.C.E.) with two (2) Principals and one (1) subsidiary OR a degree or diploma from a recognized institution. OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor in Public Policy and Administration (BPPA)**
Mean grade of C+ (plus) at KCSE or equivalent with at least grade C (Plain) in English and C- (Minus) in Mathematics.
OR Mean grade C (Plain) at KCSE with C- (Minus) in Mathematics and C (Plain) English with a Diploma (passed with credit) in a relevant field from a recognized institution.

OR Kenya Advanced Certificate of Education (A’ Level) with two (2) principal passes and a credit pass in Mathematics at Kenya Certificate of Education (‘O’ Level).

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

7.2 Certificate Programme

Certificate course in African Languages
i. KCSE aggregate grades D with at least five (5) years work Experience.
ii. KCSE aggregate grade D+ or equivalent qualification
iii. KJSE certificate with a minimum of 10 years work experience
iv. Holder of a D+ KCSE certificate or its equivalent

KCSE certificate aggregate grade D from marginalized areas

Certificate in:
• African studies
• African Environment
• African philosophy
• African philosophy
• Culture and Business in Africa
• Sign Language
• Gender and sexuality in Africa
• Popular culture in Africa
• Music and arts as therapy in Africa
• Adjudication and performing Arts

KCSE aggregate grade C- (Minus) or its equivalent

Short Course in:
• African philosophy
• Culture and Business in Africa
• Sign Language
• Gender and Sexuality in Africa
• Popular Culture in Africa
• Music and Arts as therapy in Africa
• Adjudication and performing Arts
KCSE aggregate grade C- (Minus) or its equivalent

7.3 Postgraduate Programmes

Department of History, Archaeology & Political Studies:
Master of Arts in:
• History
• Political Science
• Peace and Conflict Management
• Diplomacy & International Relations
• Archaeology

For those wishing to undertake M.A in Diplomacy and International Relations Studies, undergraduate training in History is mandatory

Nakuru, Kericho and Main Campus

Minimum Entry Requirements
Bachelor of Arts or Bachelor of Education (Arts) Degree of at least Second Class Honours (Lower Division) or its equivalent in related disciplines from a recognized University.

Department of Philosophy and Religious Studies
Master of Arts in Philosophy

Main Campus

Minimum Entry Requirements
Bachelor of Arts or Bachelor of Education (Arts) Degree of at least Second Class Honours (Lower Division) from a recognized University.

Department of Philosophy and Religious Studies
Master of Arts in Religious Studies (Christianity, Islam, African Religious studies)

Nakuru, Kericho and Main Campus

Minimum Entry Requirements
Bachelor of Arts or Bachelor of Education (Arts), Bachelor of Divinity or Bachelor of Theology or equivalent with at least Second Class Honours (Lower Division) from a recognized University. Average mark – ‘B’ in Religious studies, Theology, Divinity or Philosophy.

Department of English and Linguistics
Master of Arts in English and Linguistics

Nakuru, Kericho, Kitui and Main Campus
Minimum Entry Requirements
Bachelor of Arts or Bachelor of Education (Arts) Degree of at least Second Class Honours (Lower division) or its equivalent (with an average mean score of 60% in the area applied for) from a recognized University.

Department of Foreign Languages
Masters in Teaching of French as a Foreign Language (MTFFL)
Nakuru, Kericho and Main Campus
Minimum Entry Requirements
Bachelor of Education Degree in French with at least Second Class Honours (Lower Division) from a recognized University.

Department of Literature
Master of Arts in Literature
Nakuru, Kericho and Main Campus
Minimum Entry Requirements
Bachelor of Arts OR Bachelor of Education (Arts) Degree of at least Second Class Honours (Lower Division) OR its equivalent in related disciplines from a recognized University.

Department of Geography
Master of Science in
• Agricultural Geography
• Biogeography
• Climatology
• Economic Geography
• Geomorphology
• Geography of Marketing
• Hydrology and Water Resources.
• Population Geography
• Settlement Geography
• Economic Geography
• Urban and Regional Planning
Nakuru, Kericho and Main Campus
Minimum Entry Requirements
Bachelor of Arts or Bachelor of Education (Arts) Degree of at least Second Class Honours (Lower Division) or equivalent in related disciplines from a recognized
University.

**Department of Gender and Development Studies**
Master of Arts in Gender & Development Studies
*Nakuru, Kitui, Kericho and Main Campus*

**Minimum Entry Requirements**
Bachelor’s Degree with at least Second Class Honours (Lower Division) OR equivalent in related Discipline from Kenyatta University or any other recognized University.

**Department of Psychology**
Master of Arts in Counseling Psychology
*Main Campus*

**Minimum Entry Requirements**
Bachelor’s Degree with at least Second Class Honours (Lower Division) from Kenyatta University or any other recognized University OR a Postgraduate Diploma in Counseling or Education or equivalent with at least a Credit Level Pass.

**Department of Kiswahili and African Languages**
Master of Arts in Kiswahili
*Kericho, Nakuru, Kitui and Main Campus*

**Minimum Entry Requirements**
Bachelor of Arts OR Bachelor of Education (Arts) with at least Second Class Honours (Lower Division) OR equivalent in relevant disciplines from a recognized University with an average grade of ‘B’ in Kiswahili Studies.

**8.0 SCHOOL OF ENGINEERING AND TECHNOLOGY**

**8.1 Undergraduate Programmes**

**Bachelor of Science (Computer Science)**
Mean grade of C+ (plus) at KCSE or equivalent with at least B+ (Plus) or equivalent in Mathematics and Physics and C+ (plus) in English OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in relevant field of study from a recognized institution. In addition, Diploma applicants must have obtained grade C+ (Plus) or equivalent in Mathematics and Physics at KCSE or equivalent.
9.0 SCHOOL OF VISUAL AND PERFORMING ARTS
9.1 Undergraduate Programmes

Bachelor of Arts (Fine Art)
Mean grade of C+ (plus) at KCSE or equivalent. In addition, an applicant will present portfolio of art works to the department of Fine Art OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in the relevant field of study from a recognized institution OR Mean grade of C (Plain) at KCSE or equivalent with a P1 certificate and proven experience in Fine Art.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Arts (Theatre Arts and Film Technology)
Mean grade of C+ (plus) at KCSE or equivalent with proven participation in Theatre Arts or Film or Mass Communication OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in Education and proven Theatre Arts experience or Diploma in Theatre Arts or Film Technology.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Arts (Film Technology)
Mean grade of C+ (plus) at KCSE or equivalent with proven participation in Theatre Arts or Film or Mass Communication OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in Education and proven Theatre Arts experience or Diploma in Film Technology.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Arts (Theatre Arts)
Mean grade of C+ (plus) at KCSE or equivalent with proven participation in Theatre Arts or Film or Mass Communication OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma in Education and proven Theatre Arts experience or Diploma in Theatre Arts.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Arts (Music)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in Music OR Mean grade of C (plain) or equivalent with ABRSM grade 6 theory
and grade 5 practical or Diploma in Music or Diploma in Education with Music or 
P1 certificate with at least ABRSM Theory of Music grade 5.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at 
Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Music**

Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent 
in Music OR Mean grade of C (plain) or equivalent with ABRSM grade 6 theory 
and grade 5 practical or Diploma in Music or Diploma in Education with Music or 
P1 certificate with at least ABRSM Theory of Music grade 5.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at 
Kenyatta University or any other recognized/accredited Institutions.

### 9.2 Diploma Programmes

**Diploma in Theatre Arts and Film Technology**

Mean grade of C (Plain) at KCSE or equivalent with proven participation in 
Theatre Arts or Film or Mass Communication or Certificate in Theatre Arts or 
Film or Mass Communication or P1 certificate with a minimum of Division III and 
proven participation in Theatre Arts.

**Diploma in Music**

Mean grade of C (Plain) at KCSE or equivalent with at least C+ (Plus) in Music or 
Credit pass in Music at Certificate level of Kenyatta University or ABRSM grade 5 
theory and grade 4 practical’s.

**Diploma in Fine Art**

Mean grade of C (Plain) at KCSE or equivalent with any of the following: 
Certificate in Art and Design from a recognized institution or Portfolio of art 
works presented to the department of Fine Art.

### 9.3 Certificate Programmes

**Certificate in Theatre Arts and Film Technology**

Mean grade of C- (Minus) at KCSE or equivalent with proven participation in 
Theatre Arts or Film or Mass Communication.

**Certificate in Music**

Mean grade of C- (Minus) at KCSE or equivalent with proven participation in 
Music.
9.4 Postgraduates Programmes

- Master of Arts in Theatre Arts
- Master of Arts in Film Technology
- Master of Arts in Theatre Arts and Film Technology

Main Campus

Minimum Entry Requirements
Bachelor’s Degree of at least Lower Second Class Honours in a relevant field from a recognized University, with proof of interest and participation in Film OR Theatre Arts. A Postgraduate Diploma in Arts obtained at Credit II and above may be considered.

Department of Music and Dance

- Master of Musical Arts (Performance)
- Master of Music Education

Master of Arts in:
- African Music and Ethnomusicology
- Musicology

Main Campus

Minimum Entry Requirements
Bachelor of Music, Bachelor of Arts (Music) or Bachelor of Education (Arts) Degree of at least Second Class (Lower Division) or equivalent in related disciplines from a recognized University.

Department of Fine Art and Design

Master of Arts in Fine Arts

Main Campus

Minimum Entry Requirements
Bachelor of Arts / Education in Fine Art with at least Second Class Honours (Lower Division) or equivalent in related disciplines, from a Kenyatta University.

10.0 SCHOOL OF APPLIED HUMAN SCIENCES

10.1 Undergraduate Programmes

Bachelor of Science (Fashion Design and Marketing)
Mean grade of C+ (Plus) at KCSE or equivalent with at least C+ (Plus) in Art and Design or Home Science or any one science subject OR Mean grade of C (Plain) at KCSE or equivalent with a Diploma of at least credit pass in Fashion Design or
Clothing from a recognized institution.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Science (Community Resource Management)**

Mean grade of C+ (Plus) at KCSE or equivalent with at least C+ (Plus) in two subjects chosen from the following categories:

**Alternative A**
- Biology or Agriculture
- Geography or Home Science

**Alternative B:**
- Business Studies or Commerce or Accounting or any other Art – based subjects

**OR** Mean grade of C (Plain) at KCSE or equivalent with a Diploma of at least credit pass in Community Development or Extension-related work from a recognized institution.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Science (Foods, Nutrition and Dietetics)**

Mean grade of C+ (Plus) at KCSE or equivalent and at least C+ (plus) in two (2) subjects chosen from the following categories:

**Alternative A :**
- Biology
- Chemistry
- Home Science

**Alternative B:**
- Home Science
- Biological Sciences
- Agriculture or Geography
- Physical Science

In addition, the applicant must have obtained grade C (plain) in Mathematics.

**OR** Mean grade C (plain) at KCSE or equivalent with a Diploma in Community Nutrition or related field from a recognized institution with at least two (2) years working experience.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.
a) Bachelor of Science (Sports Science)  
b) Bachelor of Science (Leisure & Recreation Management)  
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in at least two of the following subjects: Biology/Biological Science, Mathematics, Geography, Physics/Physical Science and Chemistry.  
OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.  

10.2 Diploma Programmes  
Diploma in Sports Administration and Management  
Mean grade of C (plain) at KCSE or Division II at K.C.E or its equivalent or hold a P1/S1 Teachers Certificate or a credit 1 and above in Kenyatta University Certificate course for personnel involved in coaching or posses a National, or Continental Confederation or International Federation coaching certificate or any other coaching license from a reputable institution of higher learning.  

Diploma in Nutrition and Health  
Mean grade of C (Plain) at KCSE or equivalent. In addition, applicants must have obtained grade C (plain) in two subjects chosen from the following categories:  

Alternative A:  
- Biology  
- Home Science  
- Chemistry  
- Agriculture  

Alternative B:  
- Home Science  
- Biological Sciences  
- Geography  
- Agriculture  
- Physical Science  

OR Mean grade C- (minus) at KCSE with a certificate in a field related to Nutrition from a recognized institution and two (2) years of relevant experience.  

Certificate in Sports Administration and Management  
Mean grade of C- (Minus) at the Kenya Certificate of Secondary Education (KCSE) or Division III at KCE or equivalent.  

10.3 Postgraduates Programmes  
Master of Science in Community Resource Management.  
Main Campus
Minimum Entry Requirements
Holders of either Lower Second Class Honours degree in Community Resource Management, Family & Consumer Sciences, Home Economics OR any other related field of study.

Department of Physical and Health Education
Master of Science (Physical and Health Education)
Main Campus
Minimum Entry Requirements
Bachelor Degree in Physical Education or Bachelor of Science in Leisure & Recreation with at least Second Class Honours (Lower Division) from Kenyatta University or any recognized Institution.
Postgraduate Diploma in Physical Education from accredited Institutions will be considered.

Department of Physical and Health Education
Doctor of Philosophy (Ph.D) in Physical and Health Education
Main Campus
Minimum Entry Requirements
Masters Degree in Physical and Health Education from a recognized University.

Department of Recreation Management & Exercise Science
Master of Science (Recreation and Sports Management)
Master of Science (Exercise and Sports Science)
Main Campus
Minimum Entry Requirements
Bachelor’s Degree with at least Second Class Honours (Lower Division) OR its equivalent in Exercise and Sports Science Physical Education, Leisure and Recreation Management or related fields such as Nutrition, Medicine, Nursing and Special Education. OR Holders of a relevant Postgraduate Diploma in Sports/Recreation Administration and Management, Sports Science or Physical Education from Kenyatta University or any recognized Institution will be considered.

Department of Exercise, Recreation & Sports Science
Post-graduate Diploma in Sports Administration
Main Campus
Minimum Entry Requirements
Bachelor’s Degree OR its equivalent from Kenyatta University OR any other recognized University.

Department of Foods, Nutrition and Dietetics
Master of Science (Foods, Nutrition & Dietetics)
Main Campus
Minimum Entry Requirements
Bachelor of Science in Foods, Nutrition & Dietetics, Community Nutrition, Clinical Nutrition and Dietetics with at least Second Class Honours (Lower Division), Bachelor of Education Degree with a major in Foods, Nutrition and Dietetics and two years work experience in the field of Nutrition. Holder of Post Graduate Diploma in Nutrition from a recognized Institution.

Department of Foods, Nutrition and Dietetics
Doctor of Philosophy Ph.D (Foods, Nutrition & Dietetics)
Main Campus
Minimum Entry Requirements
Master of Science Degree in Foods Nutrition and Dietetics from a recognized Institution.

Department of Foods Nutrition & Dietetics
Postgraduate Diploma in Nutrition
Main Campus
Minimum Entry Requirements
Bachelor’s Degree in Health, Agriculture, Biological Sciences, Foods & Nutrition and related sciences, Bachelor of Education in Home Economics.

Department of Fashion and Design and Marketing
Master of Science in Fashion Design
Main Campus
Minimum Entry Requirements
Bachelor of Science with at least Second Class Honours (Lower Division) in Textile Science and Design, Textiles, Clothing or Fine Art, with a bias in Textiles or its equivalent in relevant discipline from a recognized University. Bachelor of Education (Home Economics or Home Science).

Department of Fashion and Design and Marketing
Doctor of Philosophy (Ph.D) in Fashion Design and Marketing
Main Campus

Minimum Entry Requirements

11.0 SCHOOL OF PUBLIC HEALTH

11.1 Undergraduate Programmes

Bachelor of Science (Health Records and Information Management)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) in English/ Kiswahili, Biology/Biological Sciences and Mathematics OR Mean grade C (plain) at KCSE or Division III at KCE or equivalent with Diploma in Health Records and Information Technology from a recognized institution. Those with Diploma must have at least 2 years relevant post qualification experience.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Science (Environmental Health)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) in the following subjects: Mathematics/Physics, Chemistry/Physical Sciences, Biology/ Biological Sciences, English / Kiswahili OR a Diploma with at least a credit from a recognized institution in the following areas: Environmental Health; Environmental Studies; Water and Civil Engineering; Pharmacy; Nursing; Clinical Medicine; Biomedical Laboratory Technology; Biomedical Sciences; Public Health; Community Health; Public Health and Nursing, Nutrition and other Related Courses. In addition the candidate should have obtained a C (plain) at KCSE OR Division III at KCE.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

11.2 Postgraduate Programmes

Master in Public Health

Areas of Specialization
Department of Public Health
Epidemiology and disease control, Health service management and economics,
Occupational Health and industrial safety, Family Health and Nutrition, Biomedical Statistics, Health Education and Promotion, Biotechnology and Bioethics.

**Admission Requirements**
Candidates wishing to apply for Master pr Public Health must be holders of a first degree in any of the following fields Medicine, Veterinary Medicine, Nursing, Pharmacy, and Dentistry.

OR holders of a at least a second class honours degree or second class lower division with at least two years post qualification experience in the following fields: Environmental Health, Community Health, Nutrition.

OR holders of a first degree with a postgraduate Diploma in Public Health of Kenyatta University or any other recognized institution with at least two years relevant post qualification experience.

**Department of Environmental Health**
**M.P.H (Reproductive Health Track)**

**Main Campus**

**Minimum Entry Requirements**
A holder of Bachelor degree in Medicine, Veterinary Medicine, Nursing, Nutrition and Dietetics, Pharmacy, Dentistry or Bachelors Degree with at least Lower Second Honours in a health related field: Environmental Health, Population Health and Community Health among others.

**Department of Environmental Health**
**Master of Science in Environmental Health**

**Main Campus**

**Minimum Entry Requirements**
Bachelor of Environmental Studies with at least Second Class Honours (Lower Division) from Kenyatta University or any other recognized University **OR** Bachelor of Arts or Science / Education with at least Second Class Honours (Lower Division) or equivalent and studied any of the following subjects up to degree level; Environmental Education, Geography, Botany / Zoology, Chemistry, Technology, Agriculture, Engineering, Public Health.

**Department of Health Management & Informatics**
**Master of Science in:**
- Master of Health Management
- Master of Health Information Management
Main Campus

Minimum Entry Requirements
Bachelor’s Degree in Medicine, Veterinary Medicine, Nursing, Pharmacy, Dentistry or Second Class Honours (Lower Division) in Environmental Health, Community Health, Nutrition, Psychology, Information Science, Economics, Business Administration, Commerce, Community Development, Public Administration, Law and Human Resource Management.

12.0 SCHOOL OF MEDICINE

Upgrading from Diploma in Nursing to Bachelor of Science (Nursing and Public Health)
Application must have:
• Must be Kenya Registered Community Health Nurse (KRCHN)/Registered Nurse Midwife (KRN/M) from a recognized nurse training institution.
• Must be registered/licensed as a Nurse by Nursing Council of Kenya.
• Mean grade of at least C (plain) at KCSE Division II at KCE.
Have at least 2 years working experience post registration.

13.0 SCHOOL OF AGRICULTURE & ENTERPRISE DEVELOPMENT

13.1 Undergraduate Programmes

Bachelor of Science (Agribusiness Management & Trade)
Mean grade of C+ (Plus) at KCSE or equivalent with at least C+ in Mathematics and in any two (2) subjects chosen from the following subjects; Biology, Chemistry, Agriculture or Geography and Economics or Business Studies.

OR Mean grade C (plain) at KCSE or equivalent with a Diploma of at least Credit pass in a subject related to Agriculture, Business Studies, Accounting, and Economics, Agribusiness or any other related discipline from a recognized institution.

OR Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

Bachelor of Science (Agriculture)
Mean Grade C+ (Plus) at KCSE or equivalent with C+ (plus) in any three (3) of the following: Biology, Chemistry, Agriculture or Geography, Mathematics, or Physics, Physical Sciences or Mean Grade C (plain) at KCSE or equivalent with a Diploma of at least credit pass in a subject related to Agriculture, Environmental
Studies, Applied Biology or any other related discipline from a recognized University.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**Bachelor of Science Crop Improvement & Protection**
Mean Grade C+ (Plus) at KCSE or equivalent with C+ (plus) in any three (3) of the following: Biology, Chemistry, Agriculture or Geography, Mathematics, or Physics, Physical Sciences or Mean Grade C (plain) at KCSE or equivalent with a Diploma of at least credit pass in a subject related to Agriculture, Environmental Studies, Applied Biology or any other related discipline from a recognized University.

**OR** Mean grade of C- at KCSE and progressed from certificate to Diploma at Kenyatta University or any other recognized/accredited Institutions.

**13.2 Post graduate Programmes**

**Department of Agricultural Resource Management**

M.Sc. Integrated Soil Fertility Management

**Main Campus**

**Minimum Entry Requirements**
Holders of a B.Sc. Degree with at least Lower Second Class Honours in Agriculture, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Agricultural Engineering, Range Management, Environmental Science, Agricultural Education or any equivalent qualification from Kenyatta University or other recognized Institutions.

**Department of Agricultural Resource Management**

Master of Science in Animal Nutrition and Management

**Main Campus**

**Minimum Entry Requirements**
Bachelor of Science of at least Second Class Honours (Lower Division) or equivalent from a recognized Institution in Animal Production and Health Management, Veterinary Medicine, Agriculture, Agricultural Resource Management, Dryland Agriculture, Range Management.

**Department of Agricultural Resource Management**

Master of Science in Dryland Agriculture and Enterprise Development.
Main Campus

Minimum Entry Requirements
Bachelor of Science with at least Second Class Honours (Lower Division) degree in Agriculture, Agricultural Resource Management, Dryland Agriculture, Animal Production and Health Management, Agricultural Engineering, Range Management, Horticulture, Environmental Science, Agricultural Education, Agricultural Economics or its equivalent from Kenyatta University or other Institutions recognized by Kenyatta University Senate.

Department of Agricultural Resource Management
M.Sc. Land and Water Management

Main Campus

Minimum Entry Requirements
Holders of a B.Sc. degree with at least Lower Second Class Honours in Agriculture, Agricultural Resource Management, Dry land Agriculture and Enterprise Development, Agricultural Engineering, Range Management, Horticulture, Environmental Science, Agricultural Education OR any other related discipline from Kenyatta University OR other recognized Institutions.

Department of Agricultural Science and Technology
Master of Science in:
• Plant Breeding
• Agronomy
• Seed Technology & Trade
Master of Science in Crop Protection (Entomology Option or Pathology Option)

Main Campus

Minimum Entry Requirements
Holders of a Bachelors Degree with at least Second Class Honours in Agriculture OR any other related areas from recognized Institutions.

Department of Agricultural Science and Technology
Doctor of Philosophy (Ph.D) in area of choice in Agricultural Science and Technology.

Main Campus

Minimum Entry Requirements
Master of Science Degree in any Agriculture related fields from a recognized Institution.

**Department of Agribusiness Management and Trade**

M.Sc. in Agricultural Economics
- Agricultural Trade and Policy Option.
- Agriculture and Rural Development Option
- Environment and Natural Resource Management.
- Agribusiness Management Option

**Main Campus**

**Minimum Entry Requirements**

Holders of at least Second Class Honours (Lower Division) Degree or equivalent in Agriculture, Horticulture, Range Management, Agribusiness or any other equivalent qualification from a recognized Institution.

**Department of Agribusiness Management and Trade**

M.Sc. in Agribusiness Management

**Main Campus**

**Minimum Entry Requirements**

Holders of at least Second Class Honours (Lower Division) Degree or equivalent in Agriculture, Horticulture, Range Management, Agribusiness, Agricultural Resource Management or any other equivalent qualification from a recognized Institution.

**Department of Agribusiness Management and Trade**

Ph.D in Area of Choice in Agricultural Economics

**Main Campus**

**Minimum Entry Requirements**

Holders of M.Sc Degree in any of the following areas: Agricultural Economics, Agribusiness MBA (with a bias towards Agriculture OR Agribusiness) or any other equivalent qualification from a recognized Institution.

**Department of Agribusiness Management and Trade.**

Ph.D in area of choice in Agribusiness Management

**Main Campus**

**Minimum Entry Requirements**

Holders of M.Sc Degree in any of the following areas: Agricultural Economics,
Agribusiness, MBA (with a bias towards Agriculture OR Agribusiness) or any other equivalent qualification from a recognized Institution.

**Department of Medical Laboratory Science**  
Master of Science in Infectious Diseases.  
**Main Campus**  
**Minimum Entry Requirements**  
Bachelor of Science in Medical Laboratory Science with at least Second Class Honours (Lower Division) from Kenyatta University or any other recognized Institution in Biological Sciences, Pharmacy, Food Science and Environmental Health.

### 14.0 SCHOOL OF PURE AND APPLIED SCIENCES

#### 14.1 Undergraduate Programmes

**Bachelor of Science**  
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in any three subjects chosen from Mathematics, Physics, Chemistry, Biology and Geography and at least grade C (plain) in Mathematics OR mean grade C (Plain) at KCSE with a Diploma of at least a credit pass in relevant field of study from a recognized institution OR KACE with two (2) principals and one (1) subsidiary in relevant subjects.

#### 14.2 Postgraduate Programmes

**Department of Chemistry**  
Master of Science in:  
- Chemistry  
- Applied Analytical Chemistry  
**Main Campus**  
**Minimum Entry Requirements**  
Bachelor of Science OR Bachelor of Education (Science) Degree with at least Second Class Honours (Lower Division) or equivalent from a recognized University and studied Chemistry as a major or regular subject and obtained at least an average grade ‘C’ in Chemistry units.

**Physics Department**  
Master of Science (Physics) in the following area of specialization:  
- Material Science
• Environmental Physics
• Theoretical Atomic Collision Physics
• Geophysics

Master of Science in Electronic & Instrumentation

Main Campus

Minimum Entry Requirements
Bachelor of Science OR Bachelor of Education (Science) Degree with at least Second Class Honours (Lower Division) OR equivalent from a recognized University and studied Physics as a major subject with Mathematics. A candidate, who has taken Physics as a regular subject with Mathematics, may be admitted provided he/she takes remedial courses as recommended by the Department.

Department of Plant Sciences
Master of Science in:
• Plant Physiology and Biochemistry
• Developmental Botany
• Genetics
• Plant Ecology
• Plant Taxonomy
• Ethnobotany

Main Campus

Minimum Entry Requirements
Bachelor of Science OR Bachelor of Education (Science) with at least Second Class Honours (Lower Division) OR equivalent in a related discipline from a recognized University.

Department of Microbiology
Master of Science in Microbiology

Main Campus

Minimum Entry Requirements
Bachelor of Science or Bachelor of Education (Science) with at least Second Class Honours (Lower Division) OR equivalent with Biology as the main subject from a recognized University.

Department of Zoological Sciences
Master of Science in:
• Applied Medical Entomology
• Animal Physiology
• Developmental Biology
• Immunology
• Applied Medical Parasitology
• Vertebrate Pest Studies
• Agricultural Entomology
• Aquatic Ecology
• Animal Ecology
• Fisheries Science

Main Campus

Minimum Entry Requirements
Bachelor of Science or Bachelor of Education (Science) Degree in related disciplines with at least Second Class Honours (Lower Division) OR equivalent from a recognized University.

Department of Biochemistry and Biotechnology
Master of Science in:
• Biotechnology
• Biochemistry
• Medical Biochemistry

Main Campus

Minimum Entry Requirements
Bachelor of Science or Bachelor of Education (Science) Degree in related disciplines with at least Second Class Honours (Lower Division) OR equivalent from a recognized University.

Department of Mathematics
Master of Science in:
• Pure Mathematics
• Applied Mathematics
• Mathematics

Main, Kitui and Nakuru Campus

Minimum Entry Requirements
Bachelors Degree with at least Second Class Honours (Lower Division) OR equivalent from a recognized University. In addition, one must be a MAJOR in Mathematics and with an average of “C” (55%) in the area applied namely: Statistics, Applied Mathematics and Biostatistics.
Department of Statistics & Actuarial Sciences
Master of Science in:
• Statistics
• Biostatistics
• Social Statistics
Main, Kitui and Nakuru Campus
Minimum Entry Requirements
Bachelors Degree with at least Second Class Honours (Lower Division) OR equivalent from a recognized University. In addition, one must be a MAJOR in Mathematics and with an average of “C” (55%) in the area applied namely: Statistics, Applied Mathematics and Biostatistics. Those applying for Social Statistics MUST at least be REGULAR in Mathematics with a strong background in STATISTICS.

15.0 SCHOOL OF ENVIRONMENTAL STUDIES
15.1 Postgraduate Programme
Department of Environmental Sciences
Master of Environmental Science
Main Campus
Minimum Entry Requirements
A holder of Second Class Honours (Lower Division) OR their equivalent in Environmental Science, Environmental Education, Geography, Geology, Meteorology, Physical Sciences, Biological Sciences, Technology, Agriculture or Engineering.

Department of Environmental Sciences
Master of Environmental Studies (Agro forestry and Rural Development)
Main Campus
Minimum Entry Requirements
A holder of First Class Honors OR Second Class (Lower Division) Degrees or their equivalent in Environmental Studies, Forestry, Agriculture, Biological Sciences and Social Sciences from a recognized University.

Department of Environmental Education
Master of Science in Environmental Education
Main Campus

Minimum Entry Requirements
Bachelor of Education Science, Bachelor of Education Arts, Bachelor of Environmental Studies, Bachelor Science Environmental Education Degree of at least Second Class Honours (Lower Division) from a recognized University.

Department of Environmental Education
Master of Environmental Studies (Climate Change & Sustainability)
Main Campus

Minimum Entry Requirements
Bachelor Degree of at least Second Class Honours (Lower Division) OR Equivalent in Environmental Education, Education, Environmental Studies, Forestry, Agriculture, Biophysical Sciences and Social Sciences from a recognized University.

Department of Environmental Studies and Community Development
Master of Science in Environmental Studies (Community Development)
Main Campus

Minimum Entry Requirements
Bachelor’s Degree of at least Second Class Honours (Lower Division) in Environmental Studies and related disciplines such as Geography, Natural Resources Management, Wildlife and Tourism Management, Agriculture & Agriculture Engineering, Urban & Regional Planning, Biological and Physical Sciences, Developmental Studies, and Economics from Kenyatta University or any other recognized University.

16.0 SCHOOL OF HOSPITALITY AND TOURISM

16.1 Undergraduate Programmes

Bachelor of Science (Hospitality & Tourism Management)
Mean grade of C+ (plus) at KCSE or equivalent with at least C+ (plus) or equivalent in any three (3) of the following subjects: English/Kiswahili/Foreign Languages, Biology/Biological Sciences, Chemistry, Physics/Physical Sciences, Mathematics Home Science OR mean grade of C (plain) at KCSE or equivalent with a diploma in Hospitality Management from a recognized institution and two (2) years work experience in a related field.

Bachelor of Philosophy in Hospitality and Tourism Management.
Mean grade C (plain) at KCSE or equivalent with a Diploma in the related field from a recognized institution with a minimum of five (5) years work experience in the Tourism and Hospitality Industry.

16.2 Diploma programmes

Diploma in Hospitality Management
IATA/UFTAA Foundation Course Diploma
Travel and Tourism Consultant Diploma a IATA
Diploma in managing the travel business AITA

Candidates must satisfy the minimum entry requirements of Kenyatta University for Diploma courses.
Candidate must have a minimum of C in KCSE and passed with a minimum grade of C in each: Biology/biological Sciences
Geography/History
Business Education/Computers
English/Foreign Language

OR mean grade of C- (minus) at KCSE with a certificate in a field related to tourism from a recognized Institution and two (2) years of relevant experience.

17.0 DURATION AND PATTERN OF MASTER’S DEGREE COURSES
(i) The Master’s Degree Courses shall extend over a minimum period of eighteen (18) months.
(ii) The courses will be offered by Coursework, Examination and Thesis (or Project where stated)

18.0 DURATION AND PATTERN OF POSTGRADUATE DIPLOMA COURSES
The Postgraduate Diploma courses shall extend over a minimum period of one (1) academic year, and will be offered by Coursework and Examination.

19.0 DURATION AND PATTERN OF DOCTOR OF PHILOSOPHY DEGREE COURSES
(i) The Doctor of Philosophy Degree (Ph.D) courses shall extend over a minimum period of three (3) academic years.
(ii) The courses will be offered by Thesis (unless stated otherwise)
20.0 CREDIT WAIVER
Prospective students for Bachelors degrees who are holders of Diplomas from recognized colleges may qualify for credit waiver. They must apply for such waiver through the respective departments by writing a letter of request to the Academic Registrar although their Heads of Department and attaching their college transcripts. In most cases, grades below C+ are NOT transferable and the verdict of the subject department on the matter of credit waiver is FINAL.

21.0 APROVED FEES STRUCTURE - 2013/2014

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<th>PROGRAMME</th>
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<th>1st Sem</th>
<th>2nd Sem</th>
<th>3rd Sem</th>
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This money should be deposited into any one of the following accounts:
For international students, please use the following banking details:

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<th>BANK NAME</th>
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<th>ACCOUNT NAME</th>
<th>BRANCH</th>
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**NOTE:**

(i) A fine for late payment of fees is kshs 500 per day for a maximum of 3 days after fee payment deadline

(ii) All cash payments are paid through the listed banks

(iii) Any direct payment to the University will be by Bankers Cheque only.
22.0 MODE OF APPLICATION

a) Application forms can be obtained from Kenyatta University New Administration Block Room 1 or at any of the satellite campuses on payment of a non-refundable fee of Kshs. 2,000/=. The forms can also be downloaded from the University website: www.ku.ac.ke

b) Duly completed forms should be returned to the registrar (Academic) Kenyatta University. Copies of relevant certificates and application form fee receipt Must be attached to the application forms.

Registrar (Academic)
Kenyatta University
P.O. Box 43844
NAIROBI, KENYA
00100 GPO
Tel:- 254 - 020 - 8710901 – 19
Email: - Registrar–acad@ku.ac.ku
Website:www.ku.ac.ke

Please indicate your names, Programme preferred; District Address and Postal Code & Telephone.

Further information may be obtained from the:
Director:
Institutional Based Programmes
CISCO:- 020-870-4528
Kenyatta University
P.O. Box 43844-00100 GPO
Email: director-ibp@ku.ac.ke
Website:www.ku.ac.ke
NAIROBI, KENYA
Note: - Online Application forms are available at the University Website: www.ku.ac.ke
ENQUIRIES

For further information please contact the relevant offices as indicated below:

(a) Academic programmes, application, admission, semester-off, registration, missing marks etc.

Registrar (Academic) Tel nos:
Admissions-pg@ku.ac.ke - Tel No. 020-8703223
Admissions-ssp@ku.ac.ke - Tel No. 020-8703216

(b) Fees payment, statements, balances etc
Head, Student Finance Tel no: 020-870-3126 or 020-870-3123

(c) General welfare
Director, Student Affairs
Tel No. 020-870-4470

(d) Accommodation Services
Director, Accommodation Services
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