# BOARD OF POSTGRADUATE STUDIES

# GRADUATE HANDBOOK

# BOARD OF POSTGRADUATE STUDIES  CONTACTS

**THE TEAM:**
**DIRECTOR.**
Dr. Jackson Ndolo
jndolo@kcau.ac.ke

**Manager Faculty Administration, BOARD OF POSTGRADUATE STUDIES.**
Ms. Fridah Gakii
fridah@kcau.ac.ke

**Coordinator, Research.**
Mr. Nicholas Ambani
n.asoyong@kcau.ac.ke

**DIRECT LINE:**
0208070408/9

**PHYSICAL LOCATION:**
TPC Block, 1st Floor.
KCA University, Main Campus.
Ruaraka, Nairobi, Kenya

# WELCOME MESSAGE FROM THE VICE CHANCELLOR

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Prof. Isiah I.C Wakindiki

VICE CHANCELLOR AND CEO

# MESSAGE FROM THE DIRECTOR
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Dr. Jackson Ndolo

DIRECTOR, BOARD OF POSTGRADUATE STUDIES

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# ABOUT THE UNIVERSITY

### Strategic Location, Beacon of Knowledge

Located in Ruaraka along the Nairobi-Thika highway and just 15 minutes from the city center, KCA University is squarely poised to contribute to the vast Nairobi metropolis and other areas of the country where our campuses are located. We are unrelenting in our push to become a beacon of knowledge that will impact the East African region and beyond. Our innovative Programs are carefully engineered to exhaustively meet the educational needs of our students.

### Innovative Programs, Renowned Brand

As a renowned institution offering unique and well structured programs, KCA University has built a strong reputation as a Business, Technology and Arts University. Our well-respected brand is our most valuable asset. It embodies all that we stand for, conveys the beliefs and the principles upon which we operate, and serves as our introduction in any forum.

### Driving Change

The University takes pride in producing world-class Graduates, charging them with power to fulfill their potential and the ability to change the world. We seek to provide students with the best possible experience of University life, promoting their education through excellent teaching, superb facilities, and a wealth of extra-curricular activities. Our aim is to perpetuate holistic development of our students and we have several strategies through which we achieve this goal.

### Providing a Firm Foundation

The University provides students with a firm foundation for career development and advancement. We provide more than University education: we go that extra mile and provide support platforms and resources which make the institution a launch pad of choice for budding entrepreneurs regionally.

# TIMELINE OF KCA UNIVERSITY

KCA University was established by the Institute of Certified Public Accountants of Kenya in 1989 as the Kenya College of Accountancy. Below is a timeline showing the major milestones of the institution from inception to present day.

**1989**: The Institute of Certified Public Accountants of Kenya (ICPAK) sets up the Kenya College of Accountancy (KCA) in May. The college is founded after a study by Chart Foulks Lynch CIPFA services of the UK in 1987/88 reveals that the Kenyan Economy requires four hundred qualified Accountants every year against an output of less than one hundred qualified Accountants from Training Institutions.

**1997**: The dream of becoming a university is discussed and agreed to in a strategic planning retreat.

**2000**: Collaboration agreements with the Jomo Kenyatta University of Agriculture and Technology (JKUAT) and the University of South Africa (UNISA) on offering their degree programs are signed. In the same year, the institution applies to the Commission for Higher Education (CHE) for authorization to offer its own degree programs and it undergoes the first CHE inspection.

**2002**: The institution establishes Satellite Colleges in Kisumu and Githunguri as part of a strategy of taking Business Education to rural areas. Enrollment increases to over 10,000 students yearly.

**2007**: KCA University is established as a private University vide gazette notice No. 6895 as a successor to the institution hitherto known as the Kenya College of Accountancy. On 26th July the same year, it starts to offer certificate, diploma, and degree programs at both undergraduate and graduate levels.

**2013**: The University is chartered by President Mwai Kibaki on 1st March.

**2013:** KCA University launched the Data Analytics and Visualization lab(D-hub) in collaboration with the Ministry of Information and Communication.

**2013:** KCA University launched the Data Security Lab to offer training in data security management.

**2013:** KCA University launched distance learning programs.

**As at 2015**, we offer Undergraduate and Graduate Degree Courses through the *School of Business & Public Management, the School of Technology,* and *the* School of Education. We also offer

various Certificate, Diploma, and Professional Certification Programs through *the School of Professional Programs* . Through our Division of Research, Innovation and Outreach  we offer Business Incubation, Startup Management and Mentorship services to Budding Entrepreneurs.

**2016:** KCA University receives first cohort of 405 state funded undergraduate students.

   KCA University is ranked top private university through a study on "Graduate Employability" carried out by the British Council.

   KCA University is recognized by Kenya Revenue Authority as a Distinguished Tax Payer under the University Tax Society.

**2018:** KCA University receives over 4500 freshmen.

**2019:** KCA University marks 30 years of excellence.

## ACADEMIC CALENDAR

a) Our Academic Year begins in September each year and ends in August, the subsequent year.

b) The Academic Year consists of three trimesters with each trimester consisting of fifteen (15) weeks.

c) The first trimester begins in September and ends in December. The second trimester begins in January and ends in April. The third trimester begins in May and ends in August.

d) The Graduation Ceremony is usually held at a time and place as may be decided by the University Senate.

# PART ONE

# GENERAL INFORMATION

# THE BOARD OF POSTGRADUATE STUDIES

The BOARD OF POSTGRADUATE STUDIES is the arm of the University mandated with the task of coordinating Graduate Programs offered by other Schools and Faculties in the University. The unit is additionally tasked with the onus of coordinating all postgraduate students research activities at the University.

## 1.1 Graduate Studies

Graduate Study at KCA University is delivered through carefully designed Programs leading to discipline mastery and deep understanding of related areas. Because of the nature of Graduate work, a more than average investment and initiative in learning, inquiry, research, and scholarship is usually required on the part of students. Coordination of Graduate Programs offered by the School of Business , the School of Technology, and the School of Education forms a core part of our duty.

## 1.2 Graduate Research

Research is a key function of any progressive institution of higher learning. Through research, knowledge is created and solutions are discovered. The BOARD OF POSTGRADUATE STUDIES has the mandate to manage all post graduate students research activities at the University; This entails administration of students' theses, dissertations & projects, as well as administration & management of research and scholarship in the University. The unit provides and organizes the University's research events, e.g., research conferences, symposium, colloquia, and research meetings.

## 1.2.1 Dissertations, Theses and Projects

The BOARD OF POSTGRADUATE STUDIES plays a key role in Graduate Students' research progression. At the end of their program, Graduate students are required to write a dissertation/thesis/project report, under the guidance and supervision of senior faculty. The purpose of this task is to train students in practical skills of conducting research and scholarship. We work with students right from the time they submit their chosen research topics up to the time they submit hardcover bound copies of their final dissertation reports, after successful oral examination (Defense) of their research work.

## 1.2.2 University Journals

The BOARD OF POSTGRADUATE STUDIES is tasked with establishment and management of University journals. Currently we have two peer-reviewed journal, the KCA Journal of Business Management (check http://www.kcajournals.com), and International Journal of Interdisciplinary Research in Social Sciences Journal of Research and Social Science (https://www.kcaijirss.com/index.php/home).

**KCA Journal of Business Management -** The KCA Journal of Business Management (KJBM) is a refereed, peer-reviewed academic journal published by KCA University. The Journal receives submissions from authors who include current students, staff, Faculty, and scholars from other institutions all over the world.

KJBM is committed to advancing research, scholarship, and development of theory & practice in the various disciplines of business, and it aims to provide an avenue for publication of research and scholarly work across a full range of business disciplines that include; Accounting, Entrepreneurship, Corporate governance, Financial management, Human resources management, Business research methods, Operations management, Public sector management, International business management, Marketing, Organizational behavior, and E- Commerce.

The journal is currently published online biannually and all articles submitted by authors are subjected to the peer review process.

**The International Journal of Interdisciplinary Research in Social Science (IJIRSS)** is a KCA University publication. The journal is published online on a quarterly frequency. The aim of IJIRSS is to become a recognized top-tier journal, acclaimed for disseminating new knowledge in its areas of focus.

# ADMISSION, REGISTRATION AND ENROLLMENT

This part provides information on how prospective students can gain admission to Graduate programs at KCA University. The section also outlines the registration procedures for new and existing students and offers guidelines on other enrollment-related issues.

## 2.1 Admission

Admission to each Graduate Program is granted subject to fulfillment of specified minimum requirements set out by the program host School. The school publish the minimum admission requirements for each of their Graduate Programs. Admission to Graduate degree Programs at KCA University is available in the three intakes; January, May, and September.

Application forms to our Graduate Programs are available at the office of the Registrar in the main campus and our satellite campuses. Application forms can also be accessed online, alongside application procedures, at  https://www.kca.ac.ke/download/#

## 2.2 Registration & Fee payment

Each School provides guidelines to students enrolled in their graduate programs on the units they should register for at the beginning of every trimester. As such, any unit related-queries should be directed to the respective School. Students may register for units with prerequisites only if the prerequisite units have been passed. Students may register for units either physically or online through the students' portal.

After acceptance to a Graduate Program, new students register for the first year, first trimester units within the  Schools hosting the programs. Continuing students are requested to register for their units using the online registration portal. After registration, students are normally issued with (or can generate online) a pro-forma invoice which provides a breakdown of the billing for the current trimester. Thereafter, students can register on the Moodle e learning platform.

Fees for every trimester are usually due on registration. However, the University allows students to make their payments in 3 installments, viz: 50% of the billed amount by the end of the first month of the trimester, 30% of the billed amount by the end of the second month of the trimester, and 20% of the billed amount by the end of the third month of the trimester. Students are only allowed to sit for exams after they have cleared their fee balance or have clearance from the Head of Finance. Access to University premises/services is via a biometric check-in system/Moodle e learning platform which automatically disallows access to students who have overdue fee arrears.

## 2.3 Degree Time limit

Each post Graduate program has specified time limits, i.e., the minimum and maximum number of years that a student can take to complete their course of study. These limits are usually specified by the respective Schools  for each program. Students are requested to check the time limits of their programs and adhere to them.

## 2.4 Deferral/ Academic leave

If a student faces adverse circumstances, before completing their program, and they require some time off from normal enrollment to attend to these circumstances, they may apply for academic leave. A student who wishes to apply for academic leave should fill an academic leave application form from the office of the University Registrar and have it signed by the Dean of the respective school or the coordinator of the graduate program from the respective school and a copy sent to the BOARD OF POSTGRADUATE STUDIES.

## 2.4.1 Resumption from Academic Leave

On resumption from an academic leave, the student should apply to the BOARD OF POSTGRADUATE STUDIES for re-admission. Such application should be made prior to the commencement of the trimester in which the student intends to resume their studies.

# ASSESSMENT AND ACADEMIC PROGRESSION

Assessment is a crucial part of the academic journey. It evaluates student's academic standing in every trimester and is an indicator of their grasp of the content covered over the course of the trimester. Assessment provides useful information for making crucial decisions by both the students and the university. This part contains information pertinent to the trimester assessment of students' academic progression toward their eventual goal of the award of their respective degrees.

## 3.1 Degree requirements

The requirements for the award of the various Graduate degrees vary slightly from degree to degree. However, requirements for all graduate degrees can be broadly classified under the categories below:

### 3.1.1 Continuous Assessment

Under this category are all credit-earning assessments which are administered by each unit lecturer and are submitted to him by students during the normal course of the trimester. Course Work includes, but is not limited to, Continuous Assessment Tests, Class Presentations, Term Papers, Take Away Assignments, etc.

### 3.1.2 Final Exams

University exams are normally administered at the end of each trimester. Such exams can either be Special Exams or Supplementary Exams. Special exams are offered to students who were unable to sit the main exam due to unexpected adverse circumstances while supplementary exams are administered to students who scored below the pass mark in the main exam to give them a second chance at passing the unit. Unless under very special and extraordinary circumstances, students can

only sit for special and supplementary exams when the unit they missed or failed exam is next offered. It is important to note that missing or failing an exam may cause a delay in degree completion time.

### 3.1.3 Research (Dissertation/Project/Thesis)

A major element of all Graduate Programs is that students are expected to undertake independent research. Students are allowed to choose a research topic in their area of specialization and submit it to their respective schools' coordinators of graduate programs for approval and supervisor allocation. Research is usually carried out under the guidance of a supervisor - usually a Ph. D holder — who provides crucial input and guidance at all phases of the project.

### The Graduate Research process follows the steps below:

1. Students submit their preferred research topics to their respective Schools, through the respective coordinators of graduate programs for approval.

2. For PhDs, the student is required to submit a research concept paper. The concept is shared with the graduate Faculty who select the ones they can supervise. However, students are allowed to approach graduate faculty and request them to supervise them. If they agree, the student or the faculty member notifies the coordinator.

3. If the topic is approved, the student is allocated a supervisor. If it's not approved, they are requested to submit a new topic.

4. Students, under the guidance of their supervisors, develop a research proposal and submit it to their respective Schools for oral and written examination. Proposals should be written in future tense to indicate intention to carry out research if they get the authorization of the Defense Committee.

5. If the student passes the proposal stage, they are allowed to go and collect data. If a student needs any documentation to introduce them as bona-fide KCA University students to prospective data source entities, they can request the BOARD OF POSTGRADUATE STUDIES to issue them with a Letter of Introduction.

6. After data collection, the student is expected to complete writing the thesis/dissertation.

6.7. Once a student completes writing the dissertation/thesis, they get clearance from their supervisors and submit the dissertation/thesis to the BOARD OF POSTGRADUATE STUDIES for written and oral examination.

7.8.Once a dissertation/thesis is submitted, the DIRECTOR, BOARD OF POSTGRADUATE STUDIES on advice from the respective Dean of School appoints a defense panel for oral examination and at least two examiners for written examination.

9.  When the dissertation/thesis written examination reports are received by the DIRECTOR, BOARD OF POSTGRADUATE STUDIES, the Dean of the specific School is notified and an oral defense date set. The Graduate School then informs the student of the oral defense date.

# UNIVERSITY EXAMINATIONS AND REGULATIONS

This section outlines the key regulations governing the administration of examinations at the University. It also contains information on common behaviors which constitute Academic and/or Examination misconduct, explaining the penalty for each.

## 4.1 Requirements for Earning Credit in a Unit

In order to be credited with the scores for a unit, a candidate must have:
a. Been enrolled in accordance with the university and faculty/school enrolment regulations.
b. Attended classes and other courses of instruction to the satisfaction of the Senate.
c. Completed to the satisfaction of the examiners and the Senate such oral, practical, written or other tests or assignments as have been prescribed for completion.
d. Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by the senate.

## 4.2 Breach of Examination Regulations

Candidates who breach examination regulations will be referred to the Disciplinary Committee of the Senate for disciplinary action. This may lead to:
a. Disqualification of the candidate in that particular examination. A candidate so disqualified stays out of the University for one trimester before applying for readmission.
b. Expulsion of the candidate from the University.

In respect to any examination no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination.

## 4.3 Exam offenses: Disciplinary Proceedings for Students

Any complaint that a candidate has committed an examination offence shall be referred to the Senate disciplinary committee, which has delegated power to deal with all matters relating to examinations irregularities. An examination offence includes any breach of any rules relating to examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts in connection with an examination or continuous assessment work.

The Senate Disciplinary Committee shall hear and determine any complaint on examinations irregularities. The candidate concerned shall be notified in writing by the Registrar (Academic Affairs) of the subject matter of the irregularities and the time and place of disciplinary hearing. He or she shall be invited to submit his/her written answer to the complaint and may attend the disciplinary hearing.

A candidate may appeal to the Vice-chancellor against any decision of the senate or it's Disciplinary Committee by writing to the Vice-chancellor within fourteen (14) days of being notified of the verdict of the Examinations Disciplinary Committee of the Senate. A candidate so appealing shall be entitled to make submission in writing and may, with the consent of the Vice-chancellor, appear when the appeal is determined. The Vice-chancellor may dismiss or allow the appeal or vary the penalty but shall not impose any penalty which the senate or its disciplinary committee could not have imposed. The decision of the Vice-chancellor shall be final. All enquiries and reports relating to university examinations shall be directed to the Registrar (Academic Affairs).

## 4.4 Some Punishable Offenses and Penalties (Exam Misconduct and Academic Misconduct Schedules)

This part contains two schedules: The Exam Misconduct Schedule and The Academic Misconduct Schedule. They contain probable actions which constitute exam and academic misconduct and the penalties meted out for each form of misconduct. Students are asked to familiarize themselves with the schedules and take specific note of the following conditions:

a. The schedules are not exhaustive, and the University will not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this handbook.

b. Candidates will be deemed to have registered for University examinations upon registering for units in the Department(s)/ Faculty.  Such registration will be construed to mean readiness to comply with all examination and academic regulations in force at the time of registration.

c. The interpretation of all regulations, and the offenses and penalties thereof, will rest with the Senate.

d. The University will have the right to amend or vary its regulations without prior consultation with students. Such amendments/variations will however be brought to the students' attention before the sitting of the examinations in which the amendments/variations will be in force.

## EXAMPLES OF ACADEMIC MISCONDUCT

| | Examination or Class Test Misconduct | | Penalty to Candidate |
|---|---|---|---|
| 1 | Taking information (including notes in any format, books, electronically stored data or illegitimately annotated copies of dictionaries, set texts, annotations made on or concealed on parts of a student's body, etc.) into the examination. | a) | Cancellation of their examination results in the unit. |
| | | b) | Withholding of registration for the unit in the subsequent trimester. |
| | | c) | Repeat of the unit, with full payment. |
| 2 | Copying from unauthorized material carried by the candidate himself/herself or any other person(s) to the examination venue. | a) | Cancellation of their examination results in the unit. |
| | | b) | Suspension from the University for One Trimester. |
| | | c) | Repeat of the unit upon resumption, with full payment. |
| 3 | Circulation of unauthorized written material to other candidates during an examination. | a) | Cancellation of their examination results in the unit. |
| | | b) | Suspension from the University for One Academic Year (three trimesters). |

| | | |
|---|---|---|
| | | c) Repeat of the unit upon resumption, with full payment. |
| 4 | Taking communications equipment into the examination. | A written warning. |
| 5 | Communicating orally with other candidates during the examination. | a) Cancellation of their examination results in the unit. |
| | | b) Withholding of registration for the unit in the subsequent trimester. |
| | | c) Repeat of the unit, with full payment. |
| 6 | Copying from other candidates' examination work in the examination. | a) Cancellation of their examination results in the unit. |
| | | b) Suspension from the University for One Trimester. |
| | | c) Repeat of the unit upon resumption, with full payment. |
| 7 | Use of prohibited equipment, software, or materials during the examination. | a) Cancellation of their examination results in the unit. |
| | | b) Suspension from the University for One Trimester. |
| | | c) Repeat of the unit upon resumption, with full payment. |
| 8 | Impersonation or attempted impersonation of a candidate. | Expulsion from the University for the candidates involved in the conspiracy. |
| 9 | Unauthorized and undeclared acquisition of examination questions prior to an examination, | Discontinuation of Studies – expulsion from the University with |

| | | |
|---|---|---|
| | whether or not that examination is to be sat by the student concerned. | no certificate, diploma or degree awarded |
| 10 | Possession of used or unused examination answer-book(s) in the examination venue during examination other than the material issued by the invigilator. | a) Cancellation of their examination results in the unit.<br><br>b) Suspension from the University for One Academic Year (three trimesters).<br><br>c) Repeat of the unit upon resumption, with full payment. |
| 11 | Returning of examination answer-books with written answers after the time allowed and specified by invigilator. | a) Cancellation of the candidate's examination results of the unit concerned.<br><br>b) Resit the unit and have it marked as a supplementary paper. |
| 12 | Willful disruption of University examinations. | a) Cancellation of their examination results in the unit.<br><br>b) Suspension from the University for One Academic Year (three trimesters).<br><br>c) Repeat of the unit upon resumption, with full payment. |
| 13 | Presenting oneself for an examination in a unit he/her has not duly registered. | a) Cancellation of the candidate's results in that unit(s).<br>b) A written warning. |
| 14 | Commission of examination offenses more than once. | Discontinuation of Studies – expulsion from the University with no certificate, diploma or degree awarded. |

| 15 | Any unauthorized absence of a candidate from the examination room during the period of an examination; | a) | Cancellation of the candidate's examination results of the unit concerned. |
| | | b) | Re-sit the unit and be marked as a supplementary paper. |

**I  Plagiarism**

| Plagiarism is the act of taking another's ideas and representing them as one's own. This may involve the use, without proper acknowledgement, of published or Unpublished work, of work done partly or wholly by another person, or of work obtained from an essay bank or a website. Plagiarism includes not just the actual copying of text verbatim (which may also be a breach of copyright) or close paraphrasing of text, but also the unacknowledged presentation of ideas garnered from other sources as if they were original to the author. | a) | Cancellation of the candidate examination (project/ thesis) results in the unit concerned. |
| | b) | Repeat the examination (project/ thesis) in which the offence was committed during the following trimester with full fee payment. |
| | c) | A written warning. |

**2  Falsification**

| Falsification is the fabrication or alteration of data – for example, by changing data in order to confirm a hypothesis not supported by the actual data, or the invention or fabrication of the results of an experiment, which are then reported as genuine measurements. | a) | Cancellation of their examination results in the unit. |
| | b) | Suspension from the University for One Trimester. |
| | c) | Repeat the examination (Project/ thesis) in which the offence was committed during the following trimester with full fee payment. |

**3  False Citation**

| False citation is the deceitful citing of a source when the source does not contain actually the information attributed to it. | a) | Cancellation of the candidate examination (project/ thesis) results in the unit concerned. |
| | b) | Repeat the examination (project/ thesis) in which the offence was committed during the following trimester. with full fee payment. |

c)   A written warning.

4   **Multiple Submission**
Multiple submission is the act of submitting for assessment a piece of coursework already (or simultaneously) submitted in another course, whether for academic credit or formative assessment. This practice is also known as auto plagiarism.

a)   Cancellation of their examination results in the units concern.

b)   A written warning.

5   **Aiding/ Abetting Misconduct**
Aiding and abetting any form of involvement in another person's academic misconduct is in itself considered to be academic misconduct. This may involve, for example, collusion with another person during an examination; assisting other student(s) in practicing academic misconduct relating to an examination or class test, writing an essay for a student, etc.
Giving material to another student that could be submitted for assessment will count as aiding and abetting Misconduct, as will the offer to provide material whether or not it is accepted by another student (for example, advertising an essay-writing service).

a)   Cancellation of their examination results in the unit.

b)   Suspension from the University for One Academic Year (three trimesters).

c)   Repeat of the unit upon resumption, with full payment.

(Students proven to have aided or abetted any form of academic misconduct are subject to the same procedures and penalties as the student who would benefit from the offence.)

6   **Theft**
The theft and presentation of another student's work

a)   Cancellation of their examination results in the unit.

b)   Suspension from the University for One Academic Year (three trimesters).

c)   Repeat of the unit upon resumption, with full payment.

# QUALITY ASSURANCE

Quality assurance is a critical element of our Institution's operations. At KCA University, Quality Assurance is a collaborative and integrated function which requires the input of both the University and its students in ensuring excellence in service delivery. We outline the roles that students are expected to play and the roles that the university plays in order to ensure that the high quality of standards which the Institution has established in all its functional areas are maintained.  In the discussion of the University's responsibilities, we first outline generic roles that the University plays and then we explore its roles concerning some specific, salient aspects of the execution of its mandate.

## 5.1 Students' Responsibility in Quality Assurance

To contribute to the maintenance and enhancement of quality of their own learning and that of their peers, students have the responsibility to:

(a)     Attend lectures within the first week of each trimester and thereafter attend to all lectures promptly and regularly.

(b)     Prepare themselves for teaching sessions well in advance.

(c)     Develop a culture of spending enough time on self-directed learning.

(d)     Hand in assignments on time and attend all continuous assessment tests and examination as scheduled.

(e)     Make use of the services offered within the University to receive guidance from academic staff and feedback on their work.

(f)     Complete staff and program evaluation questionnaires thoughtfully and with fairness and participate in other surveys and consultations with a view to improving the quality of Programs.

(g)     Make use of the available channels and representation through the Student Union to raise issues related to improvement of Programs and their learning experiences.

## 5.2 The University's Generic Responsibilities in Quality Assurance

The University Management shall:

(a)     Provide the necessary support to ensure and enhance the quality of its academic programs.

(b)     Create an enabling environment including provision of appropriate tools to its members of staff to enable them achieve, improve, and sustain the set academic quality standards.

(c)     Support and facilitate professional development of its staff.

(d)      Adhere to ethical standards and best practice in conducting its core missions of teaching, research, and community service.

(e)     Work with students, alumni, industry and other stakeholders and external quality assurance agencies to continuously monitor the effectiveness of its Quality Assurance procedures.

(f)      Actively seek the opinion of recent Graduates regarding the relevance of courses undertaken to their jobs or courses of further study, their views of the University, its programs, and suggestions for improvement.

(g)      Invest in the development of the skills of staff through facilitation of training and continuous professional development programs.

### 5.3 The University's Specific Responsibilities in Quality Assurance with respect to:

### 5.3.1 Infrastructure and Learning Resources

The University shall:

(a)      Ensure that adequate, relevant, and proportional Infrastructure and Learning resources are availed to ensure a quality learning experience. These resources include; lecture rooms, computer laboratories, libraries, offices, and teaching aids.

(b)      Plan appropriately and in advance with respect to provision of infrastructure and learning resources.

### 5.3.2 Students

The University shall:

(a)      Admit only qualified students to its programs.

(b)      Ensure sustainable student numbers.

(c)      Encourage and promote gender balance and diversity in all its programs.

(d)      Encourage and facilitate student exchange, regionally and internationally.

(e)      Monitor student retention and address any arising issues in all its programs.

(f)      Ensure that students complete their studies on time.

(g)      Ensure that students receive the necessary support services including; advice, counseling, medical, and accessibility to facilities by physically challenged students.

### 5.3.3 Programs and Curricula

The University shall:

(a)      Develop guidelines and procedures for development, approval, monitoring, and review of programs taking into account the guidelines of quality assurance regulatory agencies.

(b)      Ensure that all programs meet the University regulations and those of quality assurance regulatory agencies.

(c)      Ensure that all new programs undergo rigorous internal and external evaluation to ensure that they are at par with similar programs offered nationally, regionally, and internationally.

(d)    Prepare an annual review report of each program to ensure that all programs remain current and valid in the light of developing knowledge in the discipline and practice in its application. The reports must incorporate an action plan in response to learner feedback and to external reviewer's reports.

(e)    Operate on a definite academic calendar to ensure quality delivery of its programs.

(f)    Validate the availability of human resources, physical resources, and necessary facilities before enrollment in all new programs.

(g)    Facilitate accreditation and affiliation of programs to relevant professional bodies where applicable.

(h)    Ensure that its programs attract and satisfy its target market and that their learning outcomes meet the requirements of industry and other stakeholders.

### 5.3.4 Teaching, Learning and Assessment

The University shall:

a)    Ensure that teaching, assessment, and examinations are conducted professionally and in accordance with University Examinations regulations.

b)    Ensure that all draft examination papers are subjected to both internal and external moderation.

### 5.3.5 Information and Communication Technology (ICT)

The University shall establish and maintain state of the art ICT infrastructure to support effective teaching, research, communication, and other University operations that affect the quality of its academic programs and services.

### 5.3.6 Research, Community Outreach, Conferences, Seminars and Exhibitions.

The University shall encourage and facilitate its staff and students to participate in research, community outreach programs, conferences, workshops, seminars and exhibitions.

### 5.3.7 Stakeholders

The University shall endeavor to involve all stakeholders, including alumni, professional bodies and industry in the development, running and evaluation of its academic programs.

# SUPPORT SERVICES

KCA University is keen on facilitating students' academic and personal welfare to the utmost. We have provided several support services mainly for the utility and benefit of our students. Elucidated below are the major student support services:

### 6.1 Martin Odour- Otieno Library

The University has a commitment to ensure that a conducive and vibrant learning environment is created for students and staff. This commitment is exemplified, in first hand, to anyone who utilizes the KCA University library; which is a state-of-the-art learning and research centre for the entire University community. Here, knowledge is created, stored, retrieved, and shared. The library's collection is rich in scope, covering almost all spheres of knowledge, and the staff are qualified and professional personnel who endeavor to meet the users' requirements. Below are some of the services that the library offers to its users:

**6.1.1: Reference & Information Services -** The library provides general information services to all customers. A reference librarian is stationed at each floor to assist customers. The reference and information services include:

a) Help in determining where to look for information, reference works, or databases that might best meet a user's needs.
b) Help with using electronic catalogue, databases, and journals.
c) Help with making loan requests.

**6.1.2: Circulation Services -** All registered students and staff may borrow library materials subject to the lending regulations indicated in the library's circulation policy. Those students wishing to borrow and use books outside the library must have paid the refundable caution fee. For returns, a book chute is provided at the right side, next to the library entrance, for after-hours book drop.

### 6.2: Health Clinic

The Institution has a health clinic situated at the main campus. This facility provides basic healthcare to all staff and currently enrolled KCA University students. The clinic is staffed by competent medical staff and it currently offers only outpatient medical services.

### 6.3 Office of Student Affairs

The Office of student affairs acts as the liaison of University administration to the student body. Activities aimed at maintaining and enhancing the welfare of students are administered from this office. Through this office, students are also able to articulate suggestions which would make their experience at KCA University better.

### 6.4 Internet Services

The University has a campus wide Wi-Fi network which provides high speed wireless internet access to students and staff. In addition, there is a sufficient number of computer labs in all our campuses. Students wishing to use the Wi-Fi network on their laptops should have them configured at the ICT Services Office.

### 6.5 Catering

There are two cafeterias at the main campus which serve lunch and mid-morning tea.

### 6.6 Education Financing

All students enrolled at KCA University for degree Programs are eligible to apply for Higher Education Loans Board (HELB) loans. For further information please check the HELB website: www.helb.co.ke

# PART TWO

# GRADUATE PROGRAMS OFFERED AT KCA UNIVERSITY

### 7.1 School of Business & Public Management

## 7.1.1 Master of Business Administration

The MBA program promises to develop in students a much deeper understanding of current business and management issues. It gives them a new range of managerial skills and techniques. Beyond just learning the language and jargon of modern business and management, students are empowered with a sound understanding of the fundamentals of business administration. Depending on options chosen, students can increase their specialist knowledge in areas as diverse as Human Resources Management, Marketing and Procurement & Supplies Management.

### Minimum Admission Requirements:
a) The standard entry requirement for the MBA program is first or second class Honors degree from an accredited Kenyan University.
b) Applications from candidates holding other qualifications will be considered on their merits and in relation to the nature and scope of academic work covered.

### Duration:
The taught component of the MBA program is covered in three trimesters of fourteen weeks each. The fourth and fifth trimesters are for the Dissertation, which is based on a practical problem/situation. There are fifteen taught units (five in every trimester), and each is covered in 48 Hrs with a weight of 3 credit points (i.e. each 16 hrs = 1 credit point).

### Specialization:
Four areas of specialization are available for this program:

a) Masters of Business Administration: Human Resource Management
b) Masters of Business Administration: Marketing
c) Masters of Business Administration: Procurement and Supplies Management

### Program Start Dates:
January, May & September

### 7.1.2 Master of Business Administration (Corporate Management)

The MBA (Corporate Management) program focuses on practicing managers with at least three years experience, at managerial level, aspiring to manage and lead business in the Global arena. Participants acquire knowledge and skills to successfully run a business in a practical, experiential and learning environment. Lectures, seminars, case studies, reports, presentations, and guest speaker sessions form part of the delivery process. This program ensures that students acquire an in-depth knowledge of all the functional areas of the business.

**Minimum Admission Requirements:**
a) A relevant working experience of at least three years in a managerial position.
b) A bachelor's degree (or its equivalent qualification) from a recognized institution with at least lower second class honors.

**Special Admission Condition:**
Applicants with the first degree of PASS class, with a minimum working experience of ten years, may be admitted subject to passing the aptitude test of the University.

**Duration:**
The taught component of MBA Corporate Management program is covered in three trimesters of fourteen weeks each. The fourth trimester is for the Dissertation which is based on a practical problem/situation. There are fifteen taught units (five in every trimester), each to be covered in 48 Hrs with a weight of 3 credit points (i.e. each 16 hrs = 1 credit point).

**Specialization:**
This program leads to the award of Masters of Business Administration in Corporate Management degree.

**Program Start Dates:**
January, May & September

### 7.1.3 Master of Science (Commerce)

The Master of Science in Finance & Investment, Finance & Economics, Finance & Accounting, and Economics & Investment courses are designed to produce graduates equipped to function at the Corporate and Technical management level with a strong inclination to career growth. The curriculum has a strong emphasis on the research dissertation, thus building the critical problem solving skills needed by emerging experts and the corporate leaders of modern economy.

**Minimum Admission Requirements:**

a) A bachelor's degree with at least upper second class honors in a Business/Economics related field from a recognized University, OR
b) A bachelor's degree with at least lower second class in a Business/Economics related field from a recognized University and relevant working experience of at least two years.

**Special Admission Condition:**

Applicants with a bachelor's degree of PASS class in a Business related field, with a minimum working experience of at least five years, are admissible subject to passing an aptitude test.

**Duration:**

The taught component of the MSc Commerce program is covered in three trimesters of fourteen weeks each. The fourth and fifth trimesters are for the Dissertation, which is based on a practical problem/situation. The research dissertation is very intensive. Each student is expected to dedicate at least 25 hours per week for a minimum of 26 weeks under structured and unstructured guidance by their research dissertation supervisors.

At the end of the program, students in collaboration with the supervisors are expected to publish a paper based on the students' research dissertation. Students are expected to cover 15 taught units for the entire program. Each unit takes 5 (3 lecture hours and 2 hours tutorials) hours per week for 13 weeks i.e. 65 hours per unit per trimester.

**Specializations:**

There are four possible specializations under the Master of Science in Commerce program as outlined below:

a) Master of Science (Commerce): Finance and Economics
b) Master of Science (Commerce): Finance and Accounting
c) Master of Science (Commerce): Finance and Investment
d) Master of Science (Commerce): Economics and Investment

**Program Start Dates:** January, May & September

### 7.1.4 MASTER OF SCIENCE KNOWLEDGE MANAGEMENT AND INNOVATION

### Course Overview

Take advantage of intellectual capital and knowledge assets for organizational success. In this programme, you will learn to build the capacity of the organization for survival and profitability by developing, organizing, retaining and utilizing human and knowledge resources. A multi-disciplinary approach will be applied in the delivery of this programme, with the main focus being in management, technology and innovation.

### Who Can Join

This masters programme is suitable for professionals in all disciplines who seek to effectively manage organizational knowledge within their specialized field in order to drive strategic innovation and collaboration.

### Entry Qualifications

Bachelor's degree in any discipline with required work experience OR any other equivalent qualification approved by the university Senate.
For actual subject and work experience requirements please contact the enrollment office.
Duration: 2 years (6 trimesters)

### 7.1.5 MASTER OF SCIENCE IN DEVELOPMENT FINANCE

### Course Overview

This programme will equip you with the expertise to turn ideas into financially sound, long-term development solutions that improve lives, uplift communities and place Africa on the global stage. You will gain skills to manage development finance, as well as design, implement, and evaluate development programs that support sustainability of the development.

### Who Can Join

Professionals working or aspiring to work in micro-finance service institutions; international organizations such as the UN and international financial institutions such as the World Bank Group or the African Development Bank; central bank or financial regulator; NGOs and private sector organizations. It is also recommended for those involved in policy formulation and implementation, or those interested in pursuing a career in development finance.

### Entry Qualifications

Bachelor's degree in Economics, Commerce, Accounting, or Finance (with good quantitative background) or a non-finance related discipline with at least 3 years' experience in finance related work **Duration: 2 years (five trimesters)**

## 7.1.6 DOCTOR OF PHILOSOPHY IN BUSINESS MANAGEMENT
### Course Overview
In line with the University's philosophy of nurturing learners' unique abilities, the program aims to develop the power of critical inquiry, logical thought, creative imagination, and independent judgment. Allowing each student to build on his or her past academic and vocational experience in a relevant and meaningful fashion. The program incorporates rigorous coursework and research culminating in doctoral thesis. The program encompasses a variety of formal and informal interactions with faculty and aims to enable students develop competencies in the theory, practice, and research methodology essential to the advancement of knowledge in management. The students are expected to apply this knowledge in responding to contemporary issues of the broad management field. The program's knowledge dissemination approach is meant to nurture curiosity, heuristic exploration of new knowledge, and critical thinking. In this regard the program learning philosophy encourages discourse that leads to meaningful insights of financial knowledge and pose thoughtful questions that reinforce or challenge ideas. The students will, therefore, be expected to deconstruct and critic literature, present concept paper during departmental seminars, participate in training workshops, prepare papers for publication peer refereed journals, and develop hands-on data analysis experience using advanced statistical techniques, as well as qualitative data analysis methods. Students will be required to participate in professional development workshops and conferences organized internally by the Department of Business Administration and Management, as well as local and international ones.

### Who Can Join
To be eligible for admission into this program an applicant must meet the following requirements:
Attach a copy of current curriculum vitae and certified copies of certificates
Be a holder of a master's degree in strategic management, human resource management, marketing, corporate management, public management, business Management, or public management from a recognized institution; or
Be a holder of a master's degree in a business-related discipline
Any other qualifications equivalent to a) and b) above, but subject to approval by the Senate and meeting the minimum requirements set by the Commission for University Education (CUE).
Submit a concept paper which briefly outline their research interest. This should include a brief background and articulating of issues of interest within the topic and why it is important, and

demonstration of basic understanding of the conceptual issues involved. Based on this the applicant will be considered for admission.

## Duration & Structure Of The Programme

To be considered for the award of the degree of Doctor of Philosophy in Business Management, a student will be required to do 9 units over a period of not less than three semesters or equivalent offered in one and half (1.5) calendar years, publish at least two papers in a reputable peer refereed journal, write a doctoral thesis that meets quality and quantity requirements as set out in the guidelines for doctoral thesis within one and half (1.5) years after completing coursework. The minimum duration for completing program is three calendar years and a maximum of six calendar years. An extension of maximum one (1) year, beyond the maximum 6 years may be granted if, with a cogent reason, a student applies for such an extension. The extension is granted by the Dean of Faculty, with consultation with the Chair of Department.

## Mode of Delivery of The Programme

This program incorporates both coursework and research. Coursework requires face-to-face with student-lecturer interaction, and both are required have physical presence in the assigned classrooms for teaching and learning to take place. Where situation does not allow such interaction, then web conferencing facilities shall be used to facilitate remote engagement between the lecturer and students. Course work will be covered through the following approaches.

- Lectures and seminars,
- Group discussions and presentations,
- Guest speakers

The mode of delivery includes face-to-face and online engagement through Moodle Learning Management system. The latter will be used in delivery and submission of assignments, as well as access to learning and reference materials. The language of instruction will be English. To this effect, the applicants must demonstrate proficiency in English and applicants from non-English speaking countries will be required to show evidence of having sat for, and passed, TOEFL or IETLS exams or any other qualification which will be approved by the University senate for English Proficiency.

## Program Start Dates:

January, May and September

## 7.1.6 DOCTOR OF PHILOSOPHY IN FINANCE PROGRAM

## Course Overview

This program is designed to equip learners with skills to identify, analyse and solve problems in the finance discipline primarily using techniques of original academic research. The programme

incorporates rigorous coursework and research culminating in the production of a doctoral thesis. The program encompasses a variety of formal and informal interactions with faculty and aims to enable students develop competencies in the theory, practice, and research methodology essential to the advancement of the finance discipline. Students are expected to apply this knowledge in responding to financial policy and financial challenges in diverse practice settings. The program's knowledge dissemination approach is meant to nurture curiosity, a heuristic exploration of new knowledge, and critical thinking. In this regard the program learning philosophy encourages discourse that leads to meaningful insights of financial knowledge and pose thoughtful questions that reinforce or challenge ideas. The students will, therefore, be expected to critique literature, present concept papers during departmental seminars, participate in training workshops, prepare papers for publication in peer refereed journals, and develop hands-on data analysis experience using advanced statistical techniques. Students will further be required to participate in professional development workshops and conferences organized internally by the Department of Economics, Finance and Accounting as well as local and international ones.

## Who Can Join

To be eligible for admission into this programme an applicant must meet the following requirements:
Be a holder of a master's degree in Finance from a recognized institution; or
Be a holder of a master's degree in Economics, Accounting or related discipline
Any other qualifications equivalent to a) and b) above, but subject to approval by the Senate and meeting the minimum requirements set by the Commission for University Education (CUE).

## Duration & Structure Of The Programme

The minimum duration for completing the PhD (Finance) program is three calendar years while the maximum is six calendar years.

## Mode of Delivery of The Programme

This program incorporates both coursework and research. Coursework requires face-to-face student-lecturer interaction, and both are required have physical presence in the assigned classrooms for teaching and learning to take place. In. the course work component of the program, students will cover eight core courses and 2 elective courses for a total of ten courses. The courses will be covered through the following approaches:
- Lectures and seminars
- Group discussions and presentations
- Analysis of Case studies
- Presentations by Guest speakers

The mode of delivery includes face-to-face and online engagement through the institutional Learning Management system. The latter will be used in delivery and submission of assignments, as well as access to learning.

**Program Start Dates:**

January, May and September

## 7.2 School of Technology

## 7.2.1 Master of Science (Information Systems Management)

The Master of Science (Information Systems Management) program is designed for professionals with strong technological and analytical managerial skills who aim to grow a career management of Information Systems within the organizational context.

The MSc in Information Systems Management curriculum has a strong emphasis on the Masters Dissertation projects that bring together the conceptual modeling knowledge, problem solving and independent critical thinking skills needed by information Systems management professionals.

Graduates of the Information Systems Management program will be equipped with both the professional knowledge and skills appropriate to their chosen field, and with the personal and intellectual qualities necessary for successful career development. Although they will initially work in team environments, it is expected that they will quickly progress to positions of strategic responsibility. It is further expected that, during their careers, they will make a significant contribution to the development of the Kenya's and the regional ICT sector as it evolves. Meanwhile, graduates whose interests lie in research will have acquired the appropriate research skills and academic knowledge to undertake research to MPhil and PhD level.

### Graduate Profile:

The Master of Science (Information Systems Management) trains both specialist and non-specialist graduates in the technological, analytical and managerial skills required for the development of the hybrid manager technologist: - a senior manager whose understanding of technology underpins a career in the management of information

Successful candidates of this course may enter positions in a variety of areas, meanwhile, Graduates whose interests is in further studies will have acquired the appropriate research skills and academic knowledge to undertake the PhD in related fields.

### Expected Learning Outcomes:

At the end of the course, students will have the necessary knowledge and skills to be able to:

a. Identify the information systems and associated information technologies necessary for meeting current and emerging business needs.
b. Use appropriate tools and methods to initiate, investigate, analyze and specify business process needs for information systems.
c. Appreciate the software development issues within the business context, and, where appropriate, use modeling and database concepts to implement business solutions.
d. Communicate formally & informally and competently articulate complex information in academic and/or senior management scenarios.

e. Understand the practical aspects of managing IS/IT in a corporate environment.
f. Undertake in-depth, independent work in information Systems management and contribute; both to the debate on the evolution of the emerging discipline and to the integration of the disparate areas and technologies involved.
g. Show originality, intellectual curiosity, and endeavor by demonstrating the ability to complete a personal dissertation project

## Minimum Admission Requirements:

Applicants applying for the MSc Information Management will be expected to meet the following admissions requirements:

a. At least a lower second class degree in science, technology, business, or social science;
   OR
b. an honors degree or equivalent qualifications which together with further study and/or experience which are judged to be equivalent to the above;
   OR
c. Any other equivalent qualifications approved by the University Senate and recognized by the Commission for Higher Education as equivalent.

In addition, applicants must have good writing skills and good interactive & social skills.

Graduates from a computer Science or Information Systems background will not normally be eligible, unless they can demonstrate that their previous studies have little overlap with the course. Further, applicants may be asked to write an aptitude test before they are accepted to the program.

## Duration and Structure:

The M.Sc. in Information Systems Management program comprises six (6) trimesters offered in two (2) calendar years. Each trimester is equivalent to fifteen (15) weeks of study and each calendar year shall consist of three (3) trimesters. The program is organized into four (4) taught trimesters and two (2) trimesters for research dissertation.

- The Master of Science in Information Systems Management shall be offered by course work, examination and research project.
- The project shall be equivalent to four units.

- The duration for the Degree of Master of Science in Information Systems Management shall not be less than TWO (2) calendar years and not more than FOUR (4) calendar years.

**Program Start Dates:**

January, May & September

## 7.2.3 Master of Science (Data Analytics)

**Course Overview**

Gain the skills to empower organizations through big data analytics. Governments, big and small businesses, and organizations such as hospitals and schools are constantly collecting and storing data. However, they face the challenge of harnessing all this data to create knowledge that will underpin a healthier, safer, more productive world. This programme focuses on technologies and techniques that will allow you to manage vast amounts of information and transform it into actionable knowledge.

**Who Can Join**

This masters programme is suitable for both specialist and non-specialist graduates who would like to transform business decision making and planning by harnessing the latest technology and techniques associated with extracting valuable information from large data sets.

**Entry Qualifications**

Bachelor's degree with a significant mathematical component with required work experience OR any other equivalent qualification approved by the university Senate. For actual subject and work experience requirements please contact the enrollment office.

Duration:  2years ( Five trimesters )

**Program Start Dates:**

January, May & September

## 7.2.4 DOCTOR OF PHILOSOPHY IN INFORMATION SYSTEMS

### Course Overview

The Doctor of Philosophy in Information Systems degree programme aims to produce research scientists who are practitioners mainly engaged in generating knowledge through research and teaching. The programme is designed to enable PhD candidates become proficient in research, innovation with substantial authority, autonomy, scholarly and professional integrity and sustained commitment to the generation of new ideas or processes at the forefront of Information Systems discipline. Candidates will become independent researchers and develop an in-depth knowledge of a specific area of concentration, as well as problem solving and analytical skills that will enable them make significant innovative contributions in terms of knowledge generation to the Information Systems field in the global economy.

### Who Can Join

The Doctor of Philosophy in Information Systems degree programme is suitable for IT professional and business managers that have completed Master's degree in IT related field from an accredited university.

### Duration

Three (3) academic Years

### Mode of Delivery of the Programmes

The course units will be delivered by Coursework, Examination and thesis through the following approaches:
- Lectures,
- Discussion-based workshops,
- Demonstrations and laboratory experiments,
- Independent research,
- Case studies
- Guest Speakers

### Program Start Dates:

January, May and September

## 7.3 Faculty of Education & Arts

## 7.3.1 Master of Education

The KCA University Master of Education program is a practical oriented degree program aimed at preparing students for careers in the Educational sector; such as University Teaching, Institutional Administration, Program Management, Supervision of Schools, Educational Planning, Economics of Education, Research and Consultancy Work.

The program culminates in specialization in any of four essential areas: Curriculum Development, Education Administration, Education Planning and Economics of Education. The Teaching and Curriculum of the Program is nuanced by its vision of critical thinking, democracy, diversity, life–long learning, nurturance, and scholarship. It fully reflects the standards of the Commission of University Education (CUE) and other stakeholders of interest.

We prepare our students to apply the theoretical knowledge and analytical skills acquired in identifying, critically defining, analyzing, and generating possible solutions to issues in Education.

**Program Learning Outcomes:**

By the end of the program, the learner should be able to:

a. Describe the major issues and current trends in curriculum/ administration/planning/economical issues in education.
b. Disseminate acquired knowledge and skills on Education.
c. Apply the acquired knowledge, skills, and attitudes to influence educational policy.
d. Contribute positively to the larger issues of educational policy and practice.
e. Locate and access knowledge of relevant theory and practice.
f. Apply knowledge to the solution of significant problems.
g. Plan and execute successful independent projects to build and/or apply knowledge.

**Minimum Admission Requirements:**

Applicants are expected to have the following minimum entry qualifications:

a. A bachelor's degree in education with at least upper second class from a recognized University
   OR
b. A bachelor's degree in education with at least lower second class from a recognized University and a relevant working experience of at least three years.
   OR
c. Any other qualification approved by the University Senate.

**Special Admission Condition:**

a.  Applicants with the first degree of PASS class, with a minimum working experience of ten years in the education sector, may be admitted subject to passing the aptitude test of the University.
b.  For those with a PASS, one must have pursued a Postgraduate Diploma Program of duration not less than one year before joining a Masters Program.

### Duration:

a.  The minimum number of units for the program is 13 units which is equivalent to 897 lecture hours.
b.  The duration is two (2) academic years except when there is credit transfer.
c.  The minimum duration equals two years and the maximum is five years. A student who does not complete the course in five years will be de registered.

### Specialization:

Four areas of specialization are available for this program:

a.  Master of Education: Education Administration
b.  Master of Education: Curriculum Development
c.  Master of Education: Education Planning
d.  Master of Education: Economics of Education

### Program Start Dates:

January, May and September

## 7.3.2: Master of Education (Leadership and Management)

The KCA University Master of Education Leadership and Management is a pioneering and a uniquely designed course. It is designed to address leadership and management skills gap in institutions. KCA University programs inculcate high standards of Education and the students it enrolls are of the highest caliber. These are matched by the University's reputation in Business & Information Technology teaching and Research Excellence. The course will be unique as it integrates modern management practices, in institutional context.

### Program Learning Outcomes:

At the end of this program students will be able to:

a.  Comprehend leadership models and theories and apply them to professional practice in institutions.
b.  Have a thorough grounding of institutional practices as a field of study.
c.  Understand organizational, management, leadership and supervision theories and issues.

d. Understand the group dynamics of professional organizations and utilize leadership skills to set and achieve organizational goals.
e. Competently manage in a dynamic, technology driven economic environment.
f. Examine issues that relate to achieving business excellence, valuing human and cultural diversity, effecting change, using technology, and demonstrating social responsibility.
g. Demonstrate managerial competencies associated with managing employees, facilitating groups and communicating effectively.

### Minimum Admission Requirements:
Applicants are expected to have the following minimum entry qualifications:
a. A bachelor's degree with at least upper second class honors from a recognized University
b. A bachelor's degree with at least lower second class honors from a recognized University and a relevant working experience of at least three years in a managerial position.

### Special Admission Condition:
a. Applicants with the first degree of PASS class, with a minimum working experience of ten years, may be admitted subject to passing the aptitude test administered by the University.
b. For those with a PASS, one must have pursued a Postgraduate Diploma Program for duration not less than one year before joining the Master's Program.

### Duration:
The minimum duration equals two years and the maximum is five years.

### Program Start Dates:
January, May and September

## 7.3.3 MASTER OF EDUCATIONAL ADMINISTRATION, CURRICULUM AND POLICY STUDIES

### Course Overview
The Masters of Educational Administration, Curriculum and Policy Studies course is a two year course offered in KCAU. The course purposes to impart specialized educational skills in their graduates so as to transform the Educational landscape. We intend to produce high level researchers in the fields of Curriculum Development, Administration, Planning and Economics.

### Who Can Join
This programme is suitable for holders of a Bachelors degree in any field who are interested in working as researchers or practitioners in the diverse roles within the education field.

### Entry Qualifications

Bachelor's degree in any field with required work experience OR any other equivalent qualification approved by the university Senate.
For actual subject and work experience requirements please contact the enrollment office.
Duration: 2 years (6 trimesters)

## 7.3.4 MASTER OF ARTS COUNSELLING PSYCHOLOGY

### Course Overview

Our Masters in Arts in Counselling Psychology develops students' capabilities and dispositions to work as engaged professional counsellors in our communities. The KCAU Masters in Arts in Counselling Psychology graduate will provide personal and career counselling services to individuals and groups. They will also provide psycho-educational services to adults and children in diverse settings, including primary and secondary schools, university and college counselling centres, community based organizations, correctional facilities, hospitals, mental health clinics and private practice.

### Who Can Join

This programme is suitable for holders of a Bachelors degree in any field who are interested in working as researchers or practitioners in the diverse roles within the counselling field as described above.

### Entry Qualifications

Bachelor's degree in any field with required work experience OR any other equivalent qualification approved by the university Senate.
For actual subject and work experience requirements please contact the enrollment office.

Duration: 2 years (6 trimesters)

## 7.3.5: Post Graduate Diploma in Education

The post Graduate Diploma in Education provides broad training background for general Graduates who wish to take teaching as a profession. Students acquire the professional qualifications and expertise necessary to successfully carry out the responsibilities of teachers and/or managers in the Education Sector.

**Program Learning Outcomes:**

By the end of this programme one should be able to:

a. Effectively communicate and pass knowledge in a learning environment.
b. Prepare lesson plans, schemes of work, teaching notes and learning aids.
c. Improvise other resources that promote learning.

**Minimum Admission Requirements:**

Applicants to this program are expected to have the following minimum entry qualifications:

a) A bachelor's degree from a recognized University.
b) Subject combination of any of the following: Computer studies, Information Communication Technology, Mathematics, Business Studies, and Physics.

**Program Duration:**

12 Months

**Modes of Study:**

Students may study under the full-time, part-time (evening), weekend, distance learning, and School based (holidays) or any other specified modes. Request for change of mode of study shall be submitted to and processed by the program department for approval by the Registrar before registration.