



UNIVERSITY OF NAIROBI
FACULTY OF BUSINESS AND MANAGEMENT SCIENCES
INTERNAL MEMO

From: Dean,
Faculty of Business & Management Sciences

Date: November 19, 2025

To: All Masters Students in MBA, MSc's & MAPPM

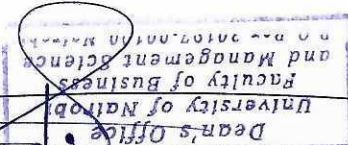
**IMPORTANT NOTICE ON PROJECT SUPERVISION, PROJECT SUBMISSION AND
ELIGIBILITY TO GRADUATE**

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This is to notify all students in the aforementioned programmes of the Senate-approved guidelines and timelines governing graduation.

1. All Master's students intending to graduate in the 74th Graduation Ceremony must fulfil Statute XXV, Clause 1. They should also comply with the proposal and project submission/defense guidelines as outlined in the Faculty of Business and Management Sciences guidelines for Master's Research Project submission and examination.
2. Refer to earlier circular from Associate Dean, GBS&R which guided that for one to graduate in December, 2025 graduation the proposal presentation should have been done by October 31, 2025.
3. **ALL** students who had completed their proposals before September 30, 2025 and would like to graduate, should ensure that their projects are presented and processed before November 28, 2025.
4. Please be reminded that the following requirements relating to the final research project defense and examination **must** be strictly observed.

Students are advised to ensure timely compliance to avoid ineligibility for the upcoming graduation.



Prof. Kennedy O. Ogollah

Dean,

Faculty of Business & Management Sciences

Copy to: Vice Chancellor
Deputy Vice Chancellor, Academic Affairs
Academic Registrar
Director, Corporate Affairs
Associate Dean, GBS&R
Chairs of Department
Masters Programme Coordinator

UNIVERSITY OF MICHIGAN
FACULTY OF BUSINESS AND MANAGEMENT
MEMORANDUM

DATE: 10/10/77

TO: Dean, Faculty of Business and Management

FROM: [Name]

SUBJECT: [Subject]

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UNIVERSITY OF NAIROBI

PROCEDURE FOR ADMINISTRATION OF EXAMINATION RESULTS

1. INTRODUCTION

This procedure, aligned to the provisions of the Statutes, Guidelines and Current Practice for Administration of Examination Results is designed to enhance Efficiency, Effectiveness and Accountability in Management of Examination Results.

1.1. BACKGROUND

- 1.1.1. The University Academic Processes, under the control of Senate, have been aligned to Faculties and Departments. Departmental and Faculty committees are mandated to process academic activities and submit to Senate for approval. Consequently, the Management of Examination Results shall be aligned to Faculties and Departments.
- 1.1.2. Subsequently, the consolidated mark sheets for continuing students; and the Graduating class, together with Summary Statistics, Pass and Fail lists, and minutes of Examiners Committee meetings shall bear the identity of the Department and Faculty; and as such, should be signed by Chairpersons of Departments and Deans of Faculties.

1.2. RATIONALE

There is need to provide consistency and uniformity in the administration of examination results, to ensure effectiveness and accountability

1.3. REGULATORY FRAMEWORKS

- a) Universities Act, 2012 (35;1c)
- b) University Charter, 2013 [19;3 e-g]
- c) Commission for University Education Standards and Guideline [2014 PROG/STD/14]
- d) University of Nairobi Statutes, 2013 [XXV; XXVIII; XXX]
- e) University of Nairobi Examinations Regulations
- f) University of Nairobi Examinations Policy, 2017

1.4. SCOPE AND APPLICATION

The procedure shall be applicable to all Departments and Faculties; and for all Programmes and Candidates.

GUIDELINES FOR MASTER'S RESEARCH PROJECT SUBMISSION AND EXAMINATION

University of Nairobi – Faculty of Business and Management Sciences
Applicable Programs: MBA, MBR, MSc, MA

1.0 INTRODUCTION

The Master's Research Project is an independent study that integrates theoretical knowledge with practical application. It is a mandatory requirement for graduation, equivalent to **four (4) taught units** (University of Nairobi [UoN], 2021, p. 8).

2.0 PHASE I: PROPOSAL DEVELOPMENT

Duration: 1 Semester (Approx. 15 Weeks)

Timeline: Typically undertaken during the *Research Methods* course or the semester preceding Project Registration.

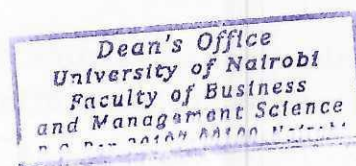
2.1 Requirements

- **Concept Identification:** The student must identify a researchable concept in a current area and match it with a focused context to test theoretical concepts (UoN, 2012, p. 1).
- **Methodology Model:** The proposal must contain a robust methodology chapter covering:
 - Research Design
 - Study Population
 - Sampling Strategy
 - Data Collection Instruments
 - Data Analysis Plan (UoN, 2012, p. 1).
- **Supervision:** In compliance with Commission for University Education (CUE) standards, students must be supervised by qualified academic staff with doctoral qualifications (CUE, 2014, Third Schedule).

2.2 Presentation & Approval

The proposal is presented before a Departmental Board. Approval is required before proceeding to data collection.

3.0 PHASE II: REGISTRATION



Duration: Weeks 1–3 of the Project Semester

Status: Mandatory Administrative Step

Upon approval of the proposal, the student must register for the project unit.

3.1 Fee Requirements

- **MBA Program:** The project is equivalent to 4 taught units.
 - **Tuition: KSh 30,000.00 per unit** (UoN, 2021, Appendix VI, p. 157).
 - **Examination Fee: KSh 1,000.00 per unit** (UoN, 2021, Appendix VI, p. 157).
- **MBR Program:** A consolidated **Project Fee of KSh 50,000.00** is charged (UoN, 2022, Appendix VI, p. 12).

4.0 PHASE III: DATA COLLECTION, ANALYSIS & SUBMISSION

Duration: 1 Semester (15 Weeks)

Timeline: Immediately following Proposal Approval and Registration.

4.1 The "One Semester" Rule

The MBA Curriculum explicitly states: "**The project is designed to be completed within a semester timeframe**" (UoN, 2021, Sec. 9, p. 8). This period includes obtaining the NACOSTI permit, field data collection, analysis, and report writing.

4.2 Data Requirements

- Students must utilize **strictly both primary and secondary data** (UoN, 2012, p. 1).
- Data collection instruments (e.g., questionnaires with Likert scales) must be developed and appended.

4.3 Submission Deadlines and Penalties

- **Deadline:** The final Project Report must be submitted to the Department by the end of the registered semester.
- **Extension:** Failure to submit within the semester attracts an **Extension Fee** (e.g., **KSh 3,000.00** for registration period extension), as outlined in the MBR fee structure (UoN, 2022, Appendix VI, p. 12).

5.0 PHASE IV: EXAMINATION AND ORAL DEFENSE

Duration: 2–3 Months (Processing & Defense)

5.1 Notice of Intent to Submit

In accordance with **UoN Statutes (Statute XXII)** regarding Higher Degrees, candidates are required to give a **Three-Month Notice of Intent to Submit** the project/thesis to allow the

Senate to appoint the Board of Examiners.

5.2 Examination Board Composition

- **Internal Examiners:** The Project Report shall be examined by **two internal examiners** (UoN, 2021, Sec. 7.3, p. 7).
- **External Examiner:** To meet national quality standards, the Master's project must be examined by at least two examiners, "**one of whom must be external**" to the University (CUE, 2014, Third Schedule, p. 48).

5.3 Grading

- The Project is graded out of 100%.
- **Pass Mark: 50%** (UoN, 2021, Sec. 6, p. 6).

6.0 PHASE V: FINAL CORRECTIONS & SUBMISSION

Duration: 1 Month (Minor) to 3 Months (Major)

After the oral defense, the Board of Examiners issues a verdict regarding the status of the document.

6.1 Correction Timelines

- **Minor Corrections:** Typically allowed **30 Days (1 Month)**.
- **Major Corrections:** Typically allowed **90 Days (3 Months)**.

6.2 Associated Fees

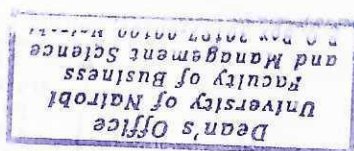
- **Correction Period Fee: KSh 1,000.00** (UoN, 2022, Appendix VI, p. 12).
- **Revision Fee:** Applicable if substantial reworking is required.

6.3 Final Binding

The final document is bound (typically in Blue Hardcover for Master's) and submitted to the Graduate School upon certification by supervisors. Graduation is contingent upon passing the Research Project (UoN, 2021, Sec. 8, p. 8).

SUMMARY TIMELINE MATRIX

Stage	Activity	Duration/Deadline	Authority Reference
1	Proposal Development	1 Semester (Pre-requisite)	MSc Assignment (2012, p. 1)
2	Registration	Weeks 1–3 of Sem	MBA Curric. (2021, App VI)
3	Project Execution	15 Weeks (1 Semester)	MBA Curric. (2021, p. 8)



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4	Notice of Intent	3 Months prior to sub	UoN Statutes
5	Examination Process	~60 Days	CUE Standards (2014, p. 48)
6	Correction/Revision	1–3 Months	MBR Curric. (2022, p. 12)

REFERENCES

- Commission for University Education. (2014). *Universities Standards and Guidelines*. Nairobi: CUE.
- University of Nairobi. (2012). *MSc Finance Assignment Sept – Dec 2012*. School of Business, Department of Finance & Accounting.
- University of Nairobi. (2013). *University of Nairobi Statutes*. Nairobi: University of Nairobi.
- University of Nairobi. (2021). *MBA Curriculum 2021: Regulations and Syllabus for the Degree of Master of Business Administration*. School of Business.
- University of Nairobi. (2022). *Final MBR Curriculum: Regulations and Syllabus for the Degree of Master of Business Research*. Faculty of Business and Management Sciences.

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