



UNIVERSITY OF NAIROBI

SCHOOL OF BUSINESS

REGULATIONS AND SYLLABUS FOR THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)

1. Introduction

The Master of Business Administration (MBA) programme of the University of Nairobi seeks to equip participants with skills, techniques and understanding required for successful managerial careers in the public and private sectors of the economy. Participants will be drawn from the Eastern African region and beyond. The programme caters for participants who have undergone prior business training as well as those whose professional backgrounds are in other disciplines outside business. The programme specifically aims to:

- a) provide a rigorous and critical grounding in key generic areas of management;
- b) enhance self-confidence and the ability to evaluate practical business experience from an academic, practical, and a critical perspective;
- c) develop awareness of the changing local and international business environment;
- d) provide specialized knowledge of the chosen area; and
- e) instill a professional and problem-solving attitude in the practice of management.

2. Admission Requirements (Full-time and part-time)

- a) The common regulations for the masters degree in the University of Nairobi shall be applicable.
- b) The following shall be admissible:
 - i. A holder of at least an upper second degree or equivalent in non- classified degrees.
 - ii. A holder of lower second class or pass degree with at least two and three years of work experience respectively and/or having relevant professional qualifications.
 - iii. Holders of professional qualifications who will have passed qualifying examinations.

3. Course Duration and Structure

- a) The programme may be covered in up to fifteen (15) semesters over a period of five (5) years and will involve coursework, examinations and a project.

- b) A candidate shall be allowed to take a maximum of six (6) course units and a minimum of two (2) course units per semester..
- c) There will be eleven (11) core courses which will be taken by all candidates.
- d) In addition to the core course units, candidates will be required to take four (4) specialization course units, and three (3) electives. Electives must be chosen from any area of study.
- e) Course units can only be taken after the necessary prerequisites have been successfully completed.

- f) After completing all the taught course units (11 core, 4 specialization course units, and 3 elective course units), candidates will carry out research and produce a project paper. Once the project has started, it must be completed within the semester.
- g) The taught course units constitute Part I of the programme while the research project constitutes Part II.
- h) Each semester course unit will be taught for a period of forty five (45) contact hours.
- i) Applicants who have completed equivalent Masters course units at other Senate recognized universities may, with the approval of the Senate, be allowed to transfer credits up to nine (9) core course units into their program. Students desiring to receive credit for any prior course units done will need to make a formal request, which includes:
 - a list of the UON core course units for which the student is interested in getting credit;
 - official transcripts, indicating courses that may be equivalent and;
 - description and syllabus/outlines for the courses previously taken and passed.

In addition, there may be an exemption examination. All those seeking to transfer credits will be required to pay an appropriate fee.

4. Courses Offered

4.1 Core Courses (Compulsory for all Specializations)

Code	Title	Pre-requisite	Hours
DHR 501	Human Resource Management	DSM 501	45
DSM 501	Management Practice		45
DAC 501	Financial Accounting		45
DAC 503	Management Accounting	DAC 501	45
DFI 501	Financial Management	DAC 501	45
DOM 501	Quantitative Analysis		45
DOM 502	Research Methods		45
DIS 501	Introduction to Information Systems		45
DMA 501	Marketing Management		45
DIB 501	Managerial Economics		45
DSM 601	Strategic Management	DSM 501	45

4.2 Specialization and General Electives

4.2.1 Accounting

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DAC 505	Principles of Auditing	DAC 501	45
DAC 601	Advanced Financial Accounting	DAC 501	45
DAC 603	Advanced Management Accounting	DAC 503	45
DAC 606	Advanced Accounting Seminar	DAC 601	45

(b) General Electives

Code	Title	Prerequisites	Hours
DAC 502	Public Sector Accounting	DAC 501	45
DAC 504	Taxation	DAC 501	45
DAC 602	International Accounting		
DAC 604	Advanced Taxation	DAC 504	45
DAC 605	Advanced Auditing	DAC 505	45

4.2.2 Finance

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DFI 503	Financial Institutions and Markets	DFI 501	45
DFI 505	Financial Economics	DFI 501	45
DFI 601	Corporate Finance	DFI 501	45
DFI 605	Financial Seminar	DFI 601	45

(b) General Electives

Code	Title	Prerequisites	Hours
DFI 502	Capital Budgeting	DFI 501	45
DFI 504	Monetary Management	DFI 501	45
DFI 602	Investment and Portfolio Management	DFI 501	45
DFI 603	Management of Financial Institutions	DFI 501	45
DFI 604	International Financial Management	DFI 501	45

4.2.3 Human Resources Management

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DHR 502	Procurement of Human Resources	DHR 501	45
DHR 503	Human Resource Development	DHR 501	45
DHR 602	Employment Relations	DHR 501	45
DHR 604	Human Resources Seminar	DHR 501	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DHR 601	Compensation	DHR 501	45
DHR 603	Public Relations	DHR 501	45

4.2.4 Insurance

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DIN 501	Risks and Insurance	DOM 501	45
DIN 502	Legal Aspects of Insurance	DIN 501	45
DIN 605	Insurance Seminar	DIN 501	45
DIN 503	Personal Insurance	DIN 501	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DIN 504	Individual Life Assurance	DIN 501	45
DIN 601	Group Insurance	DIN 501	45
DIN 602	Pension Schemes	DIN 501	45

4.2.4 International Business Management

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DIB 601	Managing Across Cultures	DSM 501	45
DIB 504	International Business	DSM 501	45
DSM 602	Global Strategic Management	DSM 601	45
DIB 605	International Business Seminar	DIB 504	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DIB 503	International Business Environment	DIB 504	45
DIB 505	International Economics and Trade	DIB 504	45
DIB 603	Global Marketing Strategy	DIB 504	45
DIB 602	International Financial Markets	DIB 504	45
DIB 604	International Managerial Finance	DIB 504	45

4.2.5 Management Information Systems

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DIS 502	Information Systems Analysis and Design	DIS 501	45
DIS 503	Information Systems Management	DIS 501	45
DIS 601	Management Information Systems	DIS 501	45
DIS 605	Management Information Systems Seminar	DIS 602	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DIS 504	Database Systems	DIS 501	45
DIS 602	Decision Support and Expert Systems	DIS 501	45
DIS 603	Distributed Systems	DIS 501	45

4.2.6 Marketing

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DMA 503	Consumer Behaviour	DMA 501	45
DMA 602	Marketing Communications	DMA 501	45
DMA 604	Marketing Research & Information Systems	DMA 501	45
DMA 606	Marketing Seminar	DMA 501	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DMA 502	Strategic Marketing	DMA 501	45
DMA 504	Sales Management	DMA 501	45
DMA 505	Social Marketing	DMA 501	45
DMA 506	Marketing of Services	DMA 501	45
DMA 507	Distribution Channels Management	DMA 501	45
DMA 601	International Marketing	DMA 501	45
DMA 605	Industrial Marketing	DMA 501	45

4.2.7 Operations Management

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DOM 503	Operations Research	DOM 501	45
DOM 506	Production & Operations Management	DOM 501	45
DOM 606	Operations Management Seminar	DOM 501	45
DOM 602	Project Management	DOM 501	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DOM 505	Multivariate Statistics	DOM 501	45
DOM 601	Simulation and Heuristics	DOM 503	45
DOM 602	Project Management	DOM 502	45
DOM 604	Total Quality Management		45
DOM 504	Forecasting	DOM 501	45

4.2.8 Strategic Management

(a) Specialization Electives:

Code	Title	Prerequisites	Hours
DSM 602	Global Strategic Management	DSM 601	45
DSM 608	Advanced Strategic Management	DSM 601	45
DSM 610	Management of Strategic Change	DSM 601	45
DSM 611	Strategic Management Seminar	DSM 601	45

(b) General Electives:

Code	Title	Prerequisites	Hours
DSM 504	Leadership and Organizational Behaviour	DSM 601	45
DSM 508	Entrepreneurship	DSM 601	45
DSM 603	Tools/Techniques of Strategic Management	DSM 601	45
DSM 606	Management of Small Business	DSM 601	45
DSM 612	Business and Society	DSM 601	45
DSM 506	Organizational Development & Change	DSM 601	45

5. Examination Regulations

5.1 Part I: Taught Courses

- a) In each semester, candidates will be required to take a minimum of two (2) and a maximum of six (6) examination papers inclusive of resits.
- b) All candidates shall be required to take and pass a total of eighteen (18) examination papers before being allowed to proceed to do a Research Project.
- c) Each course shall be examined through a two-hour written examination paper at the end of each semester.
- d) The final written examination shall account for fifty percent (50%) of the marks in each course, while continuous assessment shall account for the remaining fifty percent (50%).
- e) The passmark for each course shall be fifty percent (50%).
- f) Candidates who fail to satisfy the examiners in any course unit may on the recommendation of the Faculty Board of Examiners and approval by Senate be allowed to take up to two resit examinations.
- g) A pass obtained in the resit examinations shall be recorded as 50% in the candidate's academic record.
- h) A candidate who fails to satisfy the examiners in the second resit examination shall be subject to the following on recommendation of the Faculty Board of Examiners and approval by Senate:-
 - (i) Discontinued if the failed course is a core course, or
 - (ii) Allowed to change to another specialization option if the failed course is a specialization course, or
 - (iii) Allowed to take another elective if the failed course is an elective course.Conditions (ii) and (iii) shall only apply provided the stipulated maximum period of 15 semesters is not exceeded, otherwise the candidate shall be discontinued.

5.2 Part II: Research Project

- a) Candidates shall be required to submit supervised research project for examination at least three weeks before end of semester in which it is to be examined.
- b) For purposes of examination regulations, the Research Project shall be considered to be equivalent to six (6) courses.
- c) The passmark for the Research Project shall be fifty percent (50%)
- d) A candidate who fails in the research project may on the recommendation of the Faculty Board or Examiners and approval by Senate, be allowed to re-submit the project for examination, up to two times within the stipulated period of 15 semesters.

- e) A pass obtained in the re-submission of a research project shall be recorded as 50% in the candidate's academic record.
- f) Candidates who fail to satisfy the examiners in the second re-submission of the research project or fails to complete their study within the stipulated period of 15 semesters shall on recommendation of the Faculty Board of Examiners and approval by senate be discontinued. A candidate shall not be allowed to work on a research project for more than two semesters. All re-submissions must be done within the two semesters.

6. Award of Degree

The name of the degree to be awarded shall be Master of Business Administration

7. Maintenance of Student Status

If a student has to interrupt his/her study for a semester, one has to inform the Director Board of Postgraduate Studies in writing, at least two(2)months, prior to the beginning of the semester in which he/she wish to resume studies. One has to maintain student status by paying a non-refundable annual registration fee if they are going to stay for a period of more than a semester.