



KENYA METHODIST UNIVERSITY

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Ph.D in Business Administration and Management KeMU School of Business and Economics

Application No: _____

APPLICATION FEE: KSH 5,000

APPLICATION FOR ADMISSION TO Ph.D IN BUSINESS ADMINISTRATION AND MANAGEMENT

Dean

KeMU School of Business and Economics

Kenya Methodist University- Nairobi Campus, KeMU Hub, Koinange Street

P.O Box 45240-00100 | Tel: 254- 020-2248172, 247987 | Fax: 254-020- 248160

Email: info@kemu.ac.ke

Admissions to the Ph.D program

To be admitted to the KeMU Ph.D, applicants are required to submit a clear hand-written statement of goals and objectives showing their specific area(s) of intended doctoral-level research work along with the other credentials. Such statement is expected to be sufficiently specific to enable the department and the Board of Postgraduate Studies make an accurate assessment of the students' academic, research intentions and capabilities. Among other things, such a statement will assist in future advising and guiding the student. The successful KeMU Ph.D applicant must present documentary evidence (including successful completion of the first two degrees) to show that he/she can and will successfully undertake rigorous doctoral work. The successful applicant to the doctoral degree will need to:

- 1) Obtain application forms from either the University Admissions Office or the board of Postgraduate offices. Applicants must pay the prescribed application fees.
- 2) Submit the completed application forms to the Board of Postgraduate Studies.
- 3) The applicant must have both the bachelor's and master's degrees. A master's thesis may serve as evidence of research aptitude.
- 4) A 3.0 GPA (on a 4.0 scale) in all previous work.
- 5) Applications should be accompanied by
 - a. Official transcripts for both bachelor's and master's degrees
 - b. Three letters of recommendation attesting to the applicant's academic preparedness and ability to successfully undertake doctoral studies are required. At least two of those letters must be from the applicant's graduate past instructors.
- 6) The applicant should make arrangements for the official transcripts to be submitted to the University directly from previous academic institution(s).
- 7) All applicants must demonstrate proficiency in quantitative skills as demonstrated by previous courses taken or research undertaken.

Attach a copy of National ID/ Passport.

'The future is here'

Laborare est Orare

SECTION A: PERSONAL PARTICULARS

1. Applicant's Name(Surname)_____
- Middle Name _____ First Name_____
2. Gender(Male/Female)_____
3. Date of birth_____
4. Marital Status(Single/Married/Widowed/Divorced)_____
5. Religion_____ Denomination_____
6. Nationality_____
7. National ID / Passport No:_____
8. Contact Address_____
9. Cell-phone_____ E-mail_____
10. Permanent / Home Address if different from one above_____
11. How do you plan to finance your studies(tick appropriately)

Self sponsored

Scholarship

12. Give name and address of sponsor or source scholarship(where applicable):

SECTION B: PROGRAMME PARTICULARS

13. Area of concentration applied for (tick appropriately)
- i) Accounting ii) Banking & Finance
- iii) Entrepreneurship and small business management iv) Human Resource Management
- v) Marketing vi) Strategic Management

14. State your research interests & objectives. (Be specific and avoid generalization)

SECTION C: EDUCATION BACKGROUND

15. Previous University Education

Institution	Country	Degree Awarded	Day/Month/Year/ Awarded	Field of Study

16. State Award(s) received.

Award	Date Awarded	Awarding Institution

SECTION D: EMPLOYMENT/ WORK EXPERIENCE (attach a copy of the curriculum vitae)

17. Give a brief history of working experience

Dates	Name/Address of Institution	Position	Description of Duties

b) How long have you worked for the current employer or in your current occupation? _____

c) Are your studies recommended and supported by your employer or it is a purely personal endeavor. Explain Briefly _____

d) Summarize any research experience & list publications.

e) Summarize any membership in professional or learned societies.

SECTION E: DECLARATION

I certify that the information given on this form is correct to the best of my knowledge and belief.

Signature of the applicant _____ Date _____

SECTION F: REFEREES

At least one referee must have taught the applicant at University level.

a) Name of Referee: _____

Designation _____

Valid Contact Address _____

Cell phone _____

Email _____

b) Name of Referee: _____

Designation: _____

Valid Contact Address _____

Cell phone _____

Email _____

c) Name of Referee: _____

Designation _____

Valid Contact Address _____

Cell phone _____

Email _____

SECTION G: FOR OFFICIAL USE ONLY

Recommendation of the Ph.D Coordinator

Accepted

Deferred

Ph.D Coordinator Signature _____ Date _____

Recommendation of the Board of Postgraduate Studies

Accepted

Deferred

Dean's Signature _____ Date _____