

Office of Graduate Studies (OGS)

GRADUATE STUDENTS' HANDBOOK
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Students Center Building, 3rd Floor
<https://sgs.strathmore.edu>



Strathmore University

Office of Graduate Studies

GRADUATE STUDENTS' HANDBOOK

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WORD FROM THE DIRECTOR

Welcome to Strathmore University. Strathmore University is committed to providing high quality graduate education and research. Through providing a stimulating research environment and continuous support for our researchers and students, the resulting outputs and outcomes contribute towards enhancing national, regional and international leadership in research and graduate education.

The purpose of the Office of Graduate Studies (OGS) is to provide University-level administrative oversight to ensure the quality and integrity of all graduate programmes. It has two broad functions: Graduate Studies and Research Services. The Office, located within the Academic and Student Affairs Division, provides services to graduate students by overseeing graduate admissions processes, academic policies, and programme performance, and by advocating for the advancement of graduate studies at Strathmore University.

Work hard and excel but also have fun and enjoy your time with us. We hope that by the time you graduate, you will have gone through a satisfying and challenging educational experience. Good luck with your studies!



Prof. Bernard Shibwabo
Director of Graduate Studies
Strathmore University

PREFACE

The Postgraduate Student Handbook contains most of the policies and procedures regarding Postgraduate Studies at Strathmore University, as established by the Strathmore Statutes and the Board of Graduate Studies.

In addition to this handbook, each student is expected to become familiar with the material pertaining to his or her degree programme, and advice from their respective schools/institutes.

This Handbook begins with an overview of Strathmore University and the Office of Graduate Studies. It introduces the University, presents the SU Coat of Arms, and outlines the vision, mission, and quality objectives of the Graduate School.

Next is a guide for students starting their graduate programmes. It includes key information on orientation, fee structures, and safety regulations to help students settle in smoothly.

Guidelines on attendance, submission of academic work, and the prescribed study period are then provided to support students in managing their academic responsibilities effectively.

The Handbook also addresses common academic challenges, including procedures for applying for academic leave, withdrawing

from the programme, or requesting an extension of study.

Supervision of graduate research is discussed in detail, with explanations of supervisory arrangements, the responsibilities of supervisors, how to address any issues, and the importance of regular communication.

Information for the final year of study is also included. This covers thesis/dissertation submission procedures, criteria for a satisfactory thesis/dissertation, examination arrangements, and the oral defence process.

Policies and guidelines related to student conduct and university expectations are presented, including appropriate use of internet and email, dress code, and the University's stance on harassment and misconduct.

The Handbook concludes with helpful appendices that serve as practical tools for graduate students.

Although we have attempted to include most of the regulations governing graduate academic programmes, many programmes have additional requirements and regulations of their own that students need to be aware of.

The Office of Graduate Studies reserves the right to make changes to this Handbook at any time. It is the student's responsibility to be aware of, and comply with all regulations, policies, procedures, and deadlines.



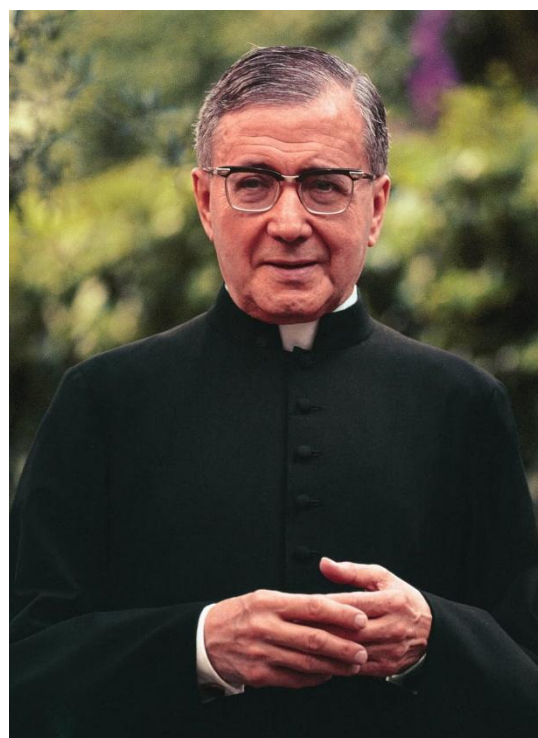
1. Overview of Strathmore

1.1 Introduction

The University is a chartered private Kenyan university owned by the Strathmore Educational Trust, a non-profit making organization.

The aim of the University is to provide an all-round education for its students in an atmosphere of freedom and responsibility. Admission to the University is granted to all deserving students regardless of their background. This is reflected in the University motto - Ut Omnes Unum Sint - That All May Be One.

The University is interested in helping students develop not only their academic potential, but also all other capacities and abilities so that they may become mature and responsible citizens.



Saint Josemaría Escrivá

The spiritual guidance is entrusted to Opus Dei, a Prelature of the Catholic Church. Opus Dei was founded in 1928 by Saint Josemaría Escrivá. He used to






teach the message that everyone can reach sanctity, human and Christian perfection in their ordinary work. In this context, care for detail, work well done, service to others, respect for the dignity of persons, and ethical conduct, are crucial as shown in the day-to-day life of Strathmore.

The University respects the freedom and ideas of individual students. However, in order to maintain academic standards and a high level of discipline and moral values, some regulations have

been formulated, and students are required to comply with these regulations.

Strathmore University aspires to provide high quality and all-round education, which is geared towards forming students of high standards professionally, academically, morally and spiritually in an atmosphere of freedom and responsibility. In doing this, Strathmore University has high standards of admission, tuition and examination administration.

1.2 SU Coat of Arms

	 <p>Strathmore UNIVERSITY</p>
<p>The Coat of Arms is full of meaning:</p>	
	<p>The Lion is the symbol of strength and courage and of the determined fight for excellence and justice. It also represents Kenya, the country Strathmore was founded in, which like many African countries strives boldly to attain all the qualities mentioned above.</p>
	<p>The Rose in full bloom represents love, the source of all good desires and actions, even if at times this means loving sacrifice, as represented by the thorns. The rose has a supernatural meaning too. Love, with capital letters, is the love of God. The rose also has a historical meaning associated with the life of Saint Josemaría Escrivá, founder of Opus Dei, who inspired and encouraged the people who started Strathmore: he once received a divine sign in the form of a carved gilded rose in a very trying moment of his life.</p>
	<p>The Three Hearts represent the three races which, in 1961 when the University started, were segregated in the colonial system of education. The heart represents the person since it is taken as the source of all our actions, and the source of love. The fact that the three hearts all have the same color shows the equality of all people and their aim to love and understand each other. At the beginning, it clearly pointed at the target of racial unity. Today it symbolizes the common aim of parents, teachers, and students in the educational process of Strathmore.</p>
	<p>The Motto “Ut omnes unum sint” is Latin. It is a quotation from a passage of the Gospel, and means “That all may be one”. It expresses our desire to work together towards the same aim, in spite of personal differences or opinion, tastes and backgrounds. The colours in heraldry (the science dealing with coats of arms) have associated meanings as follows: Yellow (Gold) Gold means eternity, perfection. Blue (Azure) Sky blue means high ideals, high aims. Red (Gules) Blood red means sacrifice, love, fortitude.</p>

1.3 OGS Mission, Vision and Quality Objectives



The Office of Graduate Studies coordinates and oversees the running of the masters' & doctoral programmes as well as postdoctoral research activities. The department has the responsibility of implementing policies and procedures that have been approved by the University Council and enforcing any rules and regulations pertaining to graduate studies in the University.

Vision

To be the driver for Strathmore University becoming a leading outcome-driven university providing high-quality graduate education and research.

Mission

To provide a stimulating environment and continuous support that empowers Strathmore University researchers and students to enhance national,

regional and international leadership in research and graduate education in an atmosphere of freedom and responsibility.

Quality Objective

The objective of OGS is to meet the needs of staff and students through quality teaching and research. The department is committed to maintaining open and continuous links with researchers and graduate students; providing quality research training resulting in quality research outputs; enhancing research collaborations; and increasing research funding. The department will achieve its goals through professional delivery of its services by undertaking best practice in management and administration of its functions.

The Department will ensure this by:

1. Admitting high quality graduate students
2. Acquiring and maintaining qualified, competent, highly dedicated and experienced researchers and facilitators.
3. Preparing excellent training materials.
4. Maintaining continuous dialogue and communication with graduate students and researchers;
5. Conducting monitoring and evaluation of activities;
6. Providing for external reviews of publications, theses and dissertations;
7. Receiving regular feedback on customer satisfaction from researchers, students and other stakeholders.

Currently the graduate programmes include:

- Master of Science in Computing and Information Systems (MSc. CIS)
- Master of Science in Information Technology (MSc. IT)
- Master of Science in Statistical Science (MSc SS)
- Master of Science in Mathematical Finance and Risk Analytics (MSc. MFRA)
- Master of Science in Biomathematics
- Master of Applied Philosophy and Ethics (MAPE)
- MSc. Education Management (MEM)
- Master of Laws (LLM)
- Master of Science in Information Systems Security (MSc. ISS)

- Master of Management in Agribusiness (MMA)
- Master in Public Policy and Management (MPPM)
- Master of Science in Development Finance (MDF)
- MBA - Healthcare Management (MBA-HCM)
- MBA for Executives
- Master in Hospitality Business Management (MHBM)
- MSc. Data Science and Analytics (MSC DSA)
- Master of Science in Sustainable Energy Transitions (MSc. SET)
- Master of Arts in Diplomacy, Intelligence and Security (MDIS)
- Masters in Spectrum Management
- Master of Commerce (MCOM)
- Master of Arts in International Relations (MAIR)
- Master of Science in Economics
- PhD in Computer Science (PhD CS)
- Doctor of Laws (LLD)
- PhD in Mathematical Sciences
- PhD in Healthcare Management
- PhD in Business and Management
- PhD in Applied Ethics

2. The Graduate Studies Journey



2.1 Starting Your Graduate Programme

The Office of Graduate Studies plays a central role in overseeing the recruitment, training, supervision, and ongoing support of all graduate students within the university. Our goal is to foster an enriching academic environment that combines rigorous individual research with broader training opportunities across various disciplines. This balance equips graduates with the diverse skills and expertise needed for successful careers in fields such as research, academia, industry, and beyond.

This handbook serves as a guide to help you navigate your graduate studies, offering important advice and key information. It is essential

that you familiarize yourself with this document at the start of your journey, as it will provide valuable insights to support your academic and professional development.

We wish you an engaging and fulfilling experience throughout your studies, and we are here to support you every step of the way.

2.1.1 Orientation

All new graduate students are expected to participate in the University's orientation programme. This session introduces students to key academic processes, university culture, and essential contacts within the Office of Graduate Studies and respective faculties.

2.1.2 Access to University Resources

Upon registration, students receive credentials to access various university systems, including:

- Student ID
- AMS (Academic Management System)
- E-learning platform
- Library system

If you encounter any issues, please reach out to the ICT Support Office.

2.1.3 Registration of Units

Each semester, students must register for their units via the AMS portal before the deadlines indicated in the academic calendar. Failure to register may result in exclusion from attending classes and sitting for examinations.

2.2 Fees

2.2.1 Fees Regulation and Policy

Fees Regulation and Policy

- a) Students should complete paying the full semester fees within the first two weeks of the semester upon registration. The semester fees will be indicated in the re-admission letter issued at the end of each semester.
- b) A penalty of KShs. 3,000 (or as otherwise

communicated) for late fees payment (that is if fees are not paid after the required two weeks into the new semester).

Fees Paid in Cash should be deposited into a Strathmore University Collection Account that was provided to you when receiving your Admission Letter:

Note

1. Upcountry cash payments should be deposited into the Standard Chartered Bank or the Co-operative Bank of Kenya or SBM Bank.
2. Bank deposit slips should be completed in duplicate: the top copy is kept by the bank; the second copy should be kept by the student.
3. **Credit/ Debit Cards:** We also accept payments by Credit/Debit cards – local and international.
4. However, all payments attract a 3% levy on the total amount payable.
5. **No cash fees,** money orders, postal orders, personal cheques, company cheques or upcountry cheques will be accepted in the University.
6. **Bankers' cheques** can be receipted directly by the University Cashier. However, upcountry banker's cheques will be receipted by the University cashier on further payment of KShs 200, being bank charges levied by our bankers.



2.3 Class Attendance

Consistent class attendance is mandatory. Students are expected to attend at least 66% of scheduled sessions per course. Non-compliance may result in disqualification from sitting the final examination.

2.4 End of Semester Examinations

All students must sit end-of-semester examinations in accordance with the University's academic calendar. Ensure timely registration for exams and adherence to assessment regulations.

2.5 Proposal and Thesis/Dissertation Examinations

Graduate students must undergo proposal defense and final thesis/dissertation examinations. Guidelines and timelines are provided by the Office of Graduate Studies. Adherence to submission deadlines is critical for timely graduation.

2.6 Ethical Clearance and NACOSTI Approvals

As part of Strathmore University's commitment to upholding ethical and responsible research practices, all Master's and PhD students are required to obtain



ethical approval from the Strathmore University Institutional Scientific and Ethics Review Committee (SU-ISERC) before commencing any form of data collection, whether involving primary or secondary data. In addition, students collecting primary data must secure a research permit from NACOSTI prior to starting data collection activities.

2.7 Extracurricular Activities

Strathmore University provides a vibrant and diverse range of extracurricular activities to support students' personal growth, physical wellness, leadership development, and social interaction. Participation in these activities is highly encouraged, as they contribute to a well-rounded student experience.

1. Strathmore University Sports and Games

Students have access to professional training and competitions in various sports disciplines, including:

- Basketball
- Football (Men & Women)
- Volleyball
- Rugby
- Athletics

The university also supports elite athletes and competitive teams that participate in national and regional tournaments.

2. Clubs and Societies

Strathmore hosts a wide variety of student-run clubs and associations that cater to academic, professional, and personal interests:

- Strathmore Debate Society
- Drama Society and Film Club
- Strathmore Law Clinic
- Environmental Conservation Club
- Enactus (Entrepreneurial Action Club)
- Toastmasters (Public Speaking and Leadership)
- Christian Union and Islamic Society

Students may also propose and form new clubs aligned with their interests.

3. Community Outreach Programmes

Strathmore emphasizes social responsibility. Through the **Community Service Centre**, students engage in:

- **Mentorship programmes in local schools**
- **Environmental clean-up drives**
- **Health and wellness awareness campaigns**
- **Visits to children's homes and elderly care centers**

Participation in these programmes is recorded and recognized as part of the student's leadership and service record.

4. Cultural Events and Festivals

Cultural Week and other themed events celebrate Kenya's diversity and offer students the opportunity to showcase their heritage through music, dance, cuisine, and fashion.

5. Career Services and Professional Workshops

Although not traditionally classified as extracurricular, Strathmore's **Career Development Services** regularly hosts:

- a) Networking events
- b) Career fairs
- c) Resume clinics
- d) Entrepreneurship forums
- e) Public lectures by industry leaders

2.8 Preparing for Graduation

To be eligible for graduation, students must complete the following:

1. Successfully defended thesis/dissertation, submitted approved corrections, and submitted final bound copies to OGS.
2. Clearance with the School and University Departments: Finance, Library, Admissions, etc.
3. Gown Collection - Scheduled by the Registrar's Office.
4. Attend Rehearsal.
5. Graduation Ceremony - Participation capped by fulfilling all academic and administrative obligations.

2.9 Safety Regulations

Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. The following offenses will be regarded as extremely serious:

- a) Deliberate participation in a riot or general disturbance that threatens the safety of University members, or seriously damages the property.
- b) Intimidation by violence, by a threat of violence, or by property damage, which seeks to interfere with the free expression of ideas, or attempts to punish such free expression.
- c) The possession, storing, or use on campus of weapons that might threaten human life.
- d) Any physical assault committed in the course of any University function or



activity, or on the premises of the University.

- e) Any other act that seriously endangers human life or threatens serious physical or psychological injury.



3. Attendance

3.1 Submission and Completion

All PhD studies in the University shall normally be either: a) by research and thesis or b) by research, thesis and coursework.

(a) The normal duration of study for a PhD degree shall be three (3) years for full-time students and six (6) years for part-time students. The maximum duration shall be four (4) years for full-time students and seven (7) years for part-time students.

(b) All students will normally submit their research proposals during the first year of study. Full time students shall conduct research during their second and third years of study and submit a thesis at the end of their third

year of study. Part- time students shall conduct research during the second to sixth years, and submit their thesis at the end of their sixth year of study.

(c) All research conducted at the University by students and members of staff is subject to the University's research policies as described in the document Research Policy, 2020. All PhD students and their Supervisors are required to know and abide by the relevant guidelines provided in these policies especially as they apply to intellectual property rights; conflict of interest in academic supervision and evaluation; ethics in research and research training.

(d) Upon admission, and throughout the study period, each student will be required to report relevant research findings in a

seminar indicating progress made thus far.

(e) The candidate and supervisor will be expected to submit progress reports to the Office of Graduate Studies every six months for the duration of the programme.

(f) Before graduating, a PhD candidate must submit a thesis in the prescribed format. The thesis should form a distinct contribution to the knowledge of the subject; and should show evidence of originality and of the candidate's



ability to relate the subject matter of the thesis to the existing body of knowledge within the field of study. The candidate will normally be required to defend the thesis in an oral examination.

3.2 Prescribed Period of Study

Doctor of Philosophy (PhD)

- Prescribed period of study: 3 years (full-time) or 6 years (part-time)
- Maximum period for submission: Within 4 years of the start of the degree (7 years for part-time students)

Master's Programmes

- Prescribed period of study: 2 years (part-time) or 4 years (maximum)



4. Issues Arising and Concessions

4.1 Applying Academic Leave

(a) Academic leave means an entire cessation of academic work for a specified period. Periods of interruption do not count towards the timeframe for completion of the degree, and can be considered as a suspension of normal academic requirements.

(b) Academic leave should be used to assist students experiencing severe personal difficulties, by suspending all normal requirements for a designated period. Full-time students should consider that in difficult but less critical circumstances, a change of student status to part-time status might also be an appropriate alternative.

(c) Students on full-time, part-time and continuation status are eligible to interrupt their studies.

(d) Interruption does not imply a termination of registration but marks a period of voluntary suspension of study. For periods of interruption students will remain students of the University and be subject to the normal student regulations. The University requires that Annual Research Student Monitoring reports are completed. However, the student's circumstances will be taken into account, and necessary processes will be handled in an appropriate way.

(e) During a period of interruption, a student is not required to undertake academic study and will not receive supervision. Interrupted students do not have access to library or IT services during the period of their interruption.

(f) The minimum period of interruption is one calendar month. The maximum total period of interruption is two years. Any addition to a period of interruption previously granted

must be made on the basis of a reconsideration of the student's circumstances.

(g) Students who do not re-register after the end of the interruption period, will be deemed to have withdrawn and registration terminated.

(h) Applications for interruptions to study should be made by the student by completing the Application for Academic Leave form found on the Office of Graduate Studies Website. The form should be signed by the Dean of the candidate's School then forwarded to the Director of Graduate Studies for consideration and approval.

(j) On approval by the Director of

4.2 Dropping Out Procedure

(a) Students are permitted to withdraw from their programme of study at any time and for any reason, but are reminded that any fees or fines outstanding must still be paid.

(b) On withdrawing from a programme, registration is terminated, and the student ceases to be a student of the University. Students considering withdrawal from study due to adverse personal circumstances should ensure that they have first considered an Academic leave.

(c) To aid the University in



Graduate Studies, the Office of Graduate Studies should write to the student and a copy of the letter and Academic Leave form should be kept at the Office of Graduate Studies to update the student's record.

understanding the reasons for student withdrawals, and to formally tell the University about the decision to withdraw, students are asked to complete and sign a Change of Registration Status form, available from the Graduate School. The Dean of the School/Institute will sign the form to acknowledge the student's

withdrawal. On acknowledgement and recommendation by the School, the form is then signed by the Director of Graduate Studies and a copy of the withdrawal form



filed in the Office of Graduate Studies to update the student's records. The Office of Graduate Studies should also confirm the decision with the student in writing, either by writing a letter or providing the student with a copy of the signed form.

4.3 Extension of Study

(a) Extensions are an approved increase in the overall duration of the period of study for the research programme. Extensions should be used in cases where a student will exceed the maximum period of study for the degree for which they are registered. Under normal circumstances, a student who has not submitted a thesis by the end of the period of study allowed for that programme will be automatically deemed withdrawn and registration terminated.

(b) An extension to the maximum period of study will only be granted by the Dean of School in very exceptional circumstances. In cases of illness, excessive personal, work or other

commitments, or other difficult circumstances it is expected that the student and School will follow the advice on Interruption of Studies. If they have not done so, it is unlikely that an extension of registration will be permitted.

(c) Students wishing to apply for an extension to the overall duration of the programme may do so by completing the Application for Extension of Studies form, available from the Office of Graduate Studies. The form should be signed by the student's Lead Supervisor and then forwarded to the Dean of School for consideration and



recommendation. An outline of work completed against each chapter heading, and a work-plan and schedule should be enclosed with the form. Reasons should also be given as to why the candidate was unable to complete their studies within the maximum time allowed. Recommendation for extension should not be given without these documents being provided to the Dean of School's satisfaction. A copy of the Application for Extension of Studies form may be found in Appendix H of these guidelines.

(d) On recommendation by the Dean of the School, a copy of the extension form and supporting documentation should be forwarded to the Director of Graduate Studies for consideration and approval. The Office of Graduate Studies will notify the student and School of the outcome.

(e) The student will also be notified of any requisite fees payable upon approval of the extension.

(f) The total period of extension must not exceed eighteen (18) months.



5. Your Supervision

5.1 Supervisory Arrangements

(a) This guide sets out the general requirements of Supervisors, Students and the University in the supervision of postgraduate students. It is supplemented by individual School codes approved by the Academic Boards. The student and supervisor should complete and sign the Proposed Work plan Form in order to clarify their expectations of each other. The student and supervisor should keep in mind the Schedule of Important Timelines in Appendix A of these guidelines to help them develop an appropriate work plan.

(b) The Board of Graduate Studies recognizes that supervision practice necessarily varies between disciplines and therefore this guide cannot set out prescriptive requirements for matters such as the level and nature of contact that should be

maintained between student and supervisor.

(c) Unless otherwise stated, this guide applies to both part-time and full-time postgraduate students.

(d) During the period of supervision from the time of allocation of supervisor until completion of all stages of the examination (including where necessary any resubmission) responsibilities and obligations are as set out below.

5.2 The Role of your Supervisors

The responsibilities of supervisors are to:

(a) Give guidance about the nature of research and the standard expected, the planning of the research programme, relevant literature and sources and research methods.

(b) Guidance about the nature of research will include some of the following:

(i) A clear understanding in general terms of the main aspects of graduate research, the concept of contribution to knowledge, different kinds of research, and the form and structure of the research work.

(ii) In planning the research programme the Supervisor should ensure that the project can be completed fully, including preparation of the research work, within the time available and advise the student accordingly.

(c) Make the student aware of relevant University research policies and regulations, and legal issues, including but not limited to academic integrity, plagiarism, copyright, data protection, health and safety, and any ethical issues that might arise in the course of research.

(d) Assist in the arrangement of necessary administrative steps such as approval of research proposal, research seminars, completion of progress reports, etc.

(e) Maintain contact through regular personal supervision and seminar meetings in accordance with School policy and in the light of any agreement reached with the student. The frequency and nature of these sessions will vary depending on the nature of the research, and the requirements of the discipline. The Supervisor should make provision for the continuance of supervision when he or she is away from the University or takes a period of leave. The Supervisor is responsible for maintaining a

record of all supervision with the student.

(f) Give detailed advice on the necessary completion dates of successive stages of research in order to ensure that the research work is submitted within the time allowed by the regulations.

(g) Hold monthly meetings between the student and supervisor at which progression is discussed and a written note recorded. The records of these monthly meetings remain with the student and supervisor.

(h) Request written work as appropriate and return such work with constructive feedback within an agreed period of time.

(i) Carefully monitor the student's performance relative to the required standard, ensuring that inadequate progress or work below standard is brought to the student's attention. The supervisor should help with developing solutions to problems as they are identified. If inadequate progress or low performance is persistently recorded, the supervisor should communicate to the Student in writing with a copy lodged with the School.

(j) Advise the Student in writing of the option of interrupting their studies by applying for academic leave should illness or other adverse personal circumstances impede progress with their research with a copy lodged with the School. The student should complete the Application for Academic Leave form in the Office of Graduate Studies website prior to taking academic leave.

(k) Keep in contact with the student and respond to reasonable

requests for assistance. The Supervisor should provide guidance on the writing and preparation of the research work, including commenting on the drafts. The Supervisor is not expected, however, to undertake substantial editing or revision of a draft research work. Ultimately, the Student is responsible for his or her work and the Supervisor's responsibility is to give guidance.

(l) Sign off on the submitted research work prior to examination. No research work should be submitted for examination without the signature of the supervisor.

(m) Ensure that the Student is prepared for the oral examination and understands its role in the overall examination process.

(n) Advise the Student subsequently of the implications of any recommendations from the examiners and assist in the preparation of any re-submission.

Please ensure that you maintain regular communication with your supervisors and that they have up-to-date contact details for you, including your current address and your phone number, where applicable.

5.3 Dealing with Problems

Problems may arise in the course of research study between the Student and Supervisor. In such cases it is recommended that:

(a) The matter is discussed with the Dean of School and a solution is sought.

(b) If the problem persists and is hindering the progress of the Student, the Student may formally write to the Director of Graduate Studies requesting change of supervisor and stating the reasons for the change. The Request for Change of Supervisor form in the Office of Graduate Studies website should be completed in this instance.

(c) Any change of supervisor must be approved by the School Graduate Studies Committee.

5.4 Useful University Contacts

- a) Careers - <http://careers.strathmore.edu/> (+254 0703 034 216 / 317/ 175)
- b) International Students Support - studentpass@strathmore.edu ((+254) 703 034463)
- c) Sports - (+254) (0)703-034000/200/300
- d) Student Council - studentcouncil@strathmore.edu
- e) Medical Centre - (+254) (0)703-034000 Or (+254) (0)703-034001

5.5 Important Updates and Communication

The Office of Graduate Studies would like to remind you that it is essential to check your Strathmore University student email account regularly. This email is the primary channel used for official communication from university departments such as the Library,

Finance Office, Registry, and your faculty or School. All messages sent from official university accounts carry the same authority as printed notices, and it is your responsibility to stay informed by checking your inbox consistently.



6. In Your Final Year

6.1 Thesis Submission and Examination Arrangements

(a) All students are required to submit an electronic copy of the research work to the Office of Graduate Studies for assessment. The Office of Graduate Studies will distribute copies of the research work received to the internal and external examiners and other members of the board of examiners. A copy of the research work shall remain in the Office of Graduate Studies.

(b) The research work must be presented in accordance with the Thesis/ Dissertation Presentation Guide for Postgraduate Students given in Appendix B of these guidelines.

(c) The student may be required to give one seminar on the findings contained in the research work to their respective faculty prior to submitting it for examination.

(d) Every examination for postgraduate research shall be conducted by a Board of Examiners and all of whom will have PhDs.

(e) The Board of Examiners will comprise of the following: the External Examiner, the Internal Examiner, and at least one senior member of academic staff.

(f) The senior member of academic staff in the Board of Examiners to be the Chair of the Board.

(g) The Director of Graduate Studies shall be responsible for resolving any conflict of interest in the appointment of examiners.

(h) The Board of Examiners shall have the following responsibilities:

(1) Consider the internal and external examiners' reports on the research work.

(2) Conduct an oral examination for the candidate.

(3) Make a recommendation on whether to pass the research work.

(i) The Supervisor may attend the oral examination of the candidate but shall not participate in the assessment of the candidate.

(j) The Office of Graduate Studies shall provide members of the Board of Examiners with copies of research work and the reports from the internal and external examiners two weeks before the date of oral examination.

(k) The Dean of the School or his/her appointed representative in liaison with the Office of Graduate Studies is responsible for scheduling the oral examination within one month of received the examiners' reports, liaising with the candidate and the Examiners. Students should never arrange their own oral examination or directly contact the Examiners.

(l) Any variation to this practice requires the written approval of the Director of Graduate Studies.

6.2 Submission

Postgraduate students must submit their thesis in fulfillment of degree requirements within the stipulated timelines as outlined by the Office of Graduate Studies. The final thesis must be submitted in both soft copy (PDF format) and hard copy, bound according to the University's thesis formatting guidelines.

Prior to submission, the candidate must obtain clearance from their supervisor(s), confirming that the work meets the expected academic and ethical standards. In addition, students are required to complete the Thesis Submission Form, which must be duly signed by the supervisor, the Head of

Department, and the Dean of the School.

The final submission should include:

- i. A signed declaration by the student confirming originality and adherence to academic integrity standards.
- ii. A plagiarism report (Turnitin or equivalent) with an acceptable similarity index, as determined by the University.
- iii. An abstract of the thesis (usually not exceeding 500 words).
- iv. Proof of payment of all applicable fees.
- v. The thesis must be submitted to the Office of Graduate Studies by the stated deadline in order to be considered for examination in the intended graduation cycle. Late submissions may result in deferment of graduation.

6.3 Criteria for a Satisfactory Thesis

In order to be judged satisfactory, a thesis must fulfill the following criteria:

- i. Is an original work that makes a significant contribution to knowledge or understanding in the field of study.
- ii. Demonstrates adequate knowledge of the subject area and engages critically with relevant scholarly literature.
- iii. Shows the exercise of independent and critical judgment with respect to both

- the candidate's own work and that of other researchers in the same general field.
- iv. Contains material that presents a unified and coherent body of work that could reasonably be achieved through sustained postgraduate study and research, typically over a period of four years for a PhD or as applicable for other postgraduate levels.
 - v. Is satisfactory in its literary presentation, includes full and appropriate referencing, and maintains a logical and coherent structure that clearly communicates the research intentions, context, methodology, and conclusions to a scholarly audience in the
 - a) The viva voce panel will consist of the board of examiners.
 - b) An oral examination is normally required for postgraduate examinations but may on exceptional medical or personal grounds be waived with the express approval of the Director of Graduate Studies.
 - c) An oral examination must be held if:
 - i. An oral examination is judged to be necessary by one or more of the Examiners; or
 - ii. There is substantial disagreement between the Examiners; or
 - iii. The Examiner/s are not inclined to recommend the award of the degree for which the work was submitted; or



- vi. Includes material that is of a publishable standard and could form the basis for academic or professional dissemination.
- iv. The student wishes an oral examination to be held.
 - d) In the case of a re-submission, an oral examination should normally be conducted but may be waived if all Examiners are in agreement that such an examination will not be necessary.
 - e) The examiners may, if they jointly wish, discuss aspects of

6.4 The Oral Examination

the research work with a candidate's supervisor before and after the oral examination.

- f) Oral examinations for postgraduate examinations should be held within four weeks of receipt of all examiners preliminary reports to the Office of Graduate Studies. A Masters defence shall not normally extend beyond one hour. A PhD defence shall not normally extend beyond one hour.



7. Policy Guidelines



7.1 Use and Abuse of the Internet and Email Facilities with the University

a) Use Responsibly: University internet and email services are provided for academic and official purposes. Personal use should be minimal and must not interfere with university operations.

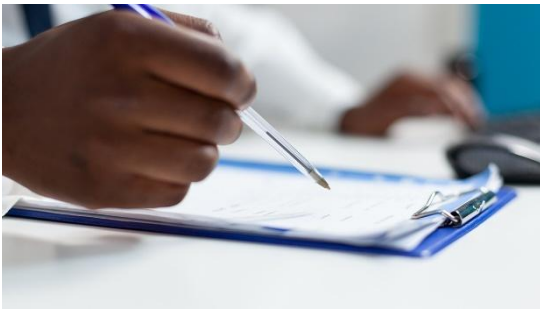
b) Prohibited Activities:

- Sending spam, phishing, or harassing messages.
- Using university systems to threaten, bully, or impersonate others.
- Attempting to bypass security, access unauthorized systems, or distribute malware.

c) Consequences: Abuse of internet or email services can lead to:

- Suspension or termination of ICT access.
- Disciplinary action under the University's code of conduct.
- Possible legal consequences for serious violations.

d) Monitoring: The University may monitor ICT usage to ensure compliance with policies and to protect systems from misuse or security threats.



7.2 Additional University Policies and Guidelines

1. Conduct of Studies for Graduate Students

- a. Registered students must take and pass all core, required, specialisation and other elective courses prescribed in a given programme.
- b. A core course is a course of instruction that is fundamental to the understanding of a subject. A required course is a course of instructions that must be taken by a student to fulfil certain requirements of a programme of study as dictated by the university. Specialisation courses are selected from a group of specialized courses that reflect a given area of concentration.
- c. Taught courses shall be evaluated in terms of course units. Each course unit is equivalent to a specified number of credits. A credit is equivalent to 15 contact hours of lectures, tutorials and practicals or field work.

2. Examination Regulations for Coursework

- (a) Candidates registered in any graduate programme shall be required to take and pass the number

of courses prescribed for that programme. The pass mark shall be 50% in each course, unless explicitly stated otherwise.

(b) Assessment of taught courses shall normally consist of:

A written examination in the form of a 2½ to 3-hour paper, which shall normally constitute 50% of the total marks in each course, unless otherwise stated.

Continuous Assessment based on essays, assignments, term papers, seminar presentations, oral examinations and/or continuous assessment tests (CATs) as may be prescribed by the teaching department. This will normally constitute 50% of the total marks, unless otherwise stated.

(c) A candidate who fails less than 50% of the total number of prescribed courses in a given year shall be eligible to retake the failed examinations. The candidates must register for the retake examinations but is not required to pay for them. A candidate who fails an examination after a retake shall be required to repeat the failed course when next offered.

(d) A candidate who fails 50% or more of the total prescribed courses in any year shall be given the option of repeating all the courses offered in that year or dropping out of the programme altogether. Candidates who repeat courses must register for them afresh and pay the requisite fees.

(e) Candidates who fail to sit an examination owing to verifiable medical or other major reasons shall be eligible to sit special examinations. Special examinations form part of the ordinary examination period in the specific programme.

(f) Each course unit will be graded independently out of a maximum of 100 marks and the pass mark will be 50 percent, unless explicitly stated otherwise. Marks will be translated into letter grades as follows:

Marks (%)	Grade
70 - 100	A
60 - below 70	B
50 - below 60	C
Below 50	Fail

(g) At the end of year academic year, the Registrar (Academic) shall prepare and issue official academic transcripts to registered students who passed all their examinations that year.

After the release of examination results by the Registrar (Academic), a candidate who is not satisfied may appeal for the remarking of an examination within 14 calendar days from the date the results are released.

(i) The letter of appeal shall be addressed to the Registrar (Academic) and copied to the Dean, Office of Graduate Studies. On making the appeal, a candidate will pay a non-refundable fee, whose amount shall be determined by the Academic Council from time to time.

(j) The mark obtained after remarking any paper shall be the official mark. The Registrar (Academic) shall report such a mark to the Academic Council for approval.

3. Examination Regulations for Theses/Dissertations

(a) In assessing postgraduate research work, the examiners are required to look for:

(i) evidence of originality and creativity;

(ii) evidence of the candidate's ability to relate the subject matter of the research work to the existing body of knowledge within the field;

(iii) integration and coherence - logical and rational links between the component parts of the research work

(iv) a satisfactory level of presentation and clarity.

(b) Marks distribution for the research work shall be as follows:

- Research Report: 80% of total marks
- Oral Defence by Candidate: 20% of total marks

The mark for the research report shall be the average of the two marks from the written assessment reports submitted by the internal and external examiner. The Oral Defence mark shall be the average of the marks of all examiners present during the oral defence of the research.

(c) A student must pass both the oral defence and the written research report. The pass mark shall be 50% in each case.

(d) When a student fails the research, a recommendation for resubmission is made. The research report must be resubmitted within six months. Resubmission is permitted on one occasion only.

Note: More detailed guidelines on postgraduate research are found in the *Masters/PhD regulations - available at the Office of Graduate Studies*.

Library Facilities and Services

(a) Library rules must be complied with. Failure to do so may lead to withdrawal of the student's rights to use the Library.

(b) Students who access the library facilities will need their

student ID. Students may be required to show their cards when asked.

(c) After completion of their programme graduates who wish to use the library facilities can access the Library through the Alumni Office.

Opening Hours

Monday to Friday: 7.30am - 9.00pm

Saturday: 8.00am - 7.30pm

Sundays: 1.00pm - 6.00pm

Closed on Public Holidays

7.3 Dress Code



Students are expected to dress and behave in a professional manner, as befits mature young adults. The university encourages you to adopt high standards of personal grooming and to dress in simple, decent, modest and appropriate attire; sloppy and slovenly dress and appearance are unacceptable. This dress code helps maintain an atmosphere conducive to study and work. You are given the liberty to dress according to your preferences, so long as they adhere to the conventions of good grooming. Clothes worn in university should be practical and comfortable, with a bias for a slightly loose fit.

For Women

- No plunging necklines.

- Hemline on skirts must cover the knees.
- Shirts, blouses, and top gear must cover the waist area at all times. All shirts and top wear must have sleeves.
- Fit should be loose.
- Fabric of clothing must not be sheer or flimsy.
- Design must not include foul language and/or graphics.
- Students may wear footwear of choice except rubber and/or bedroom slippers.

For Men

- Shirts must cover the torso at all times.
- Shirts must have sleeves.
- Trousers must reach the ankle.
- Fabric should not be sheer or flimsy.
- Design must not include foul language and/or graphics.
- Fit should be loose.
- Students may wear footwear of choice except slippers and slippers-like sandals.
- Tracksuits are not allowed.

Casual items for men that may not be worn on Saturdays are capped sleeves and sleeveless vests/shirts, flip-flops, slippers, shorts, tracksuits and studs/earrings.

Students dressed in an inappropriate manner will not be allowed to enter the University.

Please note that the above list is not exhaustive. Students and their guests who violate the dress code will be prohibited by the guard(s) on duty from entering the campus. Lectures will also automatically disallow such students inside the classrooms.

Consistent violations will be subject to disciplinary action.

Hair

Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Patterned coloured hair cuts are not allowed.

Hair colours not permitted on campus

- Blond, bronze, shades of yellow red and loud shades of red, platinum silver, copper, strawberry blond, purple, green, orange, white, silver grey, blue, Indigo, all neon colours and orange and blue.
- Highlights that are not of natural hair colour are not permitted: bleach blond and contrasting low-lights are not allowed.

Permitted hair colours

Natural hair colours: black, brown(light and dark) and grey, brown, any hue of natural brown, honey, an even mix of gray hair and dark hair.

The hair colour chart below serves to illustrate the permitted and non-permitted hair colours.

This chart is in four rows and contains 32 colours panes starting from Jet Black to Ultraviolet. The first nine hair colours from the top may be chosen and worn, while the last twenty-two colours are not allowed in the University.

Students wearing an inappropriate hair colour will not be permitted to enter the University.



Adopted from Ombre colour chart

Dress-code rules in relation to certain religious customs and practices

- Strathmore University is very aware of Kenya’s beautiful ethnic, cultural and religious diversity;
- Strathmore University respects, encourages and enhances religious practice in an environment of freedom, diversity and respect for human rights;
- The University is also seriously committed to look after the security of each and every student regardless of his/her religious or ethnic background.
- Strathmore’s spirit of excellence encourages all students to abide by a dressing code that prepares them for a fruitful and successful professional life, with a mark of distinction, as agents of change in social development;
- In agreement with the spirit of openness and diversity Strathmore University respects any dressing style founded on religious beliefs and/or personal preferences as long as such outfit does not contradict the University’s dress code as agreed by every student upon admission.
- Students are discouraged to use cultural, ethnicity or religion to contravene the dress code. In this regard, students are not allowed:
 - a. To dress in scanty clothing proper of certain cultural rituals;
 - b. To wear sandals and open shoes (for men) unless there are proven medical reasons;
 - c. To wear face blinders that prevent identification or make

it difficult since this may jeopardise the security of other students and the University in general;

7.4 Sexual/ Racial Harassment

The University prohibits sexual harassment and assault. The University shall take whatever action may be necessary to prevent, correct, and, if need be, discipline behaviour that violates this policy.

7.5 Misconduct

Misconduct in research is constituted by a failure to comply with the provisions of these ethical guidelines or by a breach of the relevant University statutes and regulations

and, without limiting the generality of the following, includes:

- (a) the fabrication or falsification of data;
- (b) the use of another person's ideas, work or data without appropriate acknowledgement and permission;
- (c) misleading ascription of authorship to a publication;
- (d) exposure of subjects to procedures which could infringe the safety, rights or dignity of those subjects;
- (e) recklessly exposing others to dangers through action or inaction; and
- (f) failure to disclose a conflict of interest.

Disciplinary action against misconduct will follow the regulations provided in the Staff Disciplinary Procedures Handbook or Students Disciplinary Procedures Handbook as the case may be.

Appendix A: Schedule of Important Timeframes



As you plan your postgraduate research studies, please have the following schedule in mind. This schedule is a guide to help you organize your work plan as shown in **Appendix B** of these guidelines. You must, however, discuss the specifics of your individual work plan with your supervisor.

	ACTIVITY	DUE DATE		
		Project	Dissertation	Thesis
1.	Student is allocated a supervisor	Within one month of completing the research methods course	Within one month of completing the research methods course	Within one month of completing the research methods course
2.	Research Proposal Defence	Within 1 month	Within 3 months	Masters: Within 4 months

				PhD: Within 6 months
3.	Submission of research work to Office of Graduate Studies for examination	Within 3 months	Within 3 - 6 months (part time)	<p>Masters: Within 6 months - 1 year (part-time)</p> <p>PhD: Within 2 years (full-time) - 3 year (part-time)</p> <p><u>NB:</u> PhD students are required to submit the Notice of Intent at least 3 months <u>before</u> the submission of the Thesis.</p>
4.	Examination of research work	Within 4 weeks after submission	Within 4 weeks after submission	<p>Masters: Within 4 weeks after submission</p> <p>PhD: Within 3 months after submission.</p>
5.	Oral defence	Not applicable	Within 4 weeks of receipt of examiners' reports	Within 4 weeks of receipt of examiners' reports
6.	Amendments to research work	Within 2 weeks of notification of candidate	Within 4 - 8 weeks of notification of candidate	<p>Masters: Within 4 - 8 weeks of notification of candidate</p> <p>PhD: Within 3 months for Minor amendments, 6 months for Major amendments, 18</p>

			months resubmit.	for
7.	Approval by Office of Graduate Studies of the Candidate to Graduate	Masters: Last Week of May each year (at the latest) PhD: Continuous		
8.	Graduation*	Last Friday of June each year		

*Please note that you must have successfully completed all your coursework, and submitted the Final Certification of Thesis to be eligible to graduate.

Appendix B: Thesis/Dissertation Presentation Guide

The Thesis/Dissertation Presentation Guide can be accessed via either of the following

<https://shorturl.at/MICxc>

Scan me for the link:





Strathmore University

Office of Graduate Studies

That All May Be One

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