

Students Handbook



Strathmore
UNIVERSITY

Student Centre

Strathmore UNIVERSITY
Student Centre
5th Floor
4th Floor
3rd Floor

5th Floor

- Accountancy
- Business Administration
- Business Law
- Business Management
- Business Systems
- Finance
- Human Resources
- Information Systems
- International Business
- Marketing
- Operations Management
- Project Management
- Quality Management
- Supply Chain Management
- Transportation Management

4th Floor

- Business Administration
- Business Law
- Business Management
- Business Systems
- Finance
- Human Resources
- Information Systems
- International Business
- Marketing
- Operations Management
- Project Management
- Quality Management
- Supply Chain Management
- Transportation Management

3rd Floor

- Business Administration
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- Finance
- Human Resources
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- International Business
- Marketing
- Operations Management
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- Quality Management
- Supply Chain Management
- Transportation Management



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MISSION STATEMENT

To provide all-round quality education in an atmosphere of freedom and responsibility excellence in teaching, research and scholarship, ethical and social development and service to society



VISION STATEMENT

To be a leading entrepreneurial university, positively impacting society by doing excellent work.



OUR VALUES

SELF

SELF relates to the individual's relationship with oneself. Strathmore University's values must begin with SELF.

Each staff member and student must strive to support the mission of the University, which is summarised as SELF (Service to Society; Excellence; Lifelong learning and Freedom and Responsibility).



SERVICE TO SOCIETY

We develop programmes that make a direct contribution to the betterment of society and inspire our students to do the same.



EXCELLENCE

We strive for work excellence and the highest quality output, and the joy of always giving good service.



LIFELONG LEARNING

We develop programs and adapt teaching methods that equip learners with skills and tools for innovation and adaptability.



FREEDOM AND RESPONSIBILITY

We respect the freedom of the individual person, with the acknowledgement that with freedom comes responsibility for one's actions.

SPEC

SPEC relates to the individual relationships with others.

Each staff member and student must strive to espouse values that cultivate healthy relationships with others, summarised as SPEC (Subsidiarity, Personalised Attention, Ethical Practice and Collegiality).



SUBSIDIARITY

We seek to provide solutions at the most immediate level to a need.



PERSONALISED ATTENTION

We seek to provide an environment where students and other stakeholders can receive individual and customized service support.



ETHICAL PRACTICE

We honour the beliefs, morals and values of the academic profession and help others to do the same.



COLLEGIALITY

We respect one another's commitment to a common purpose and work together to meet the needs of our clients.

AIMS OF STRATHMORE UNIVERSITY

The University is owned by the Strathmore Educational Trust, a non-profit making organisation.

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 their other capacities and abilities so that they may become mature and responsible citizens.

The University respects the freedom and ideas of individual

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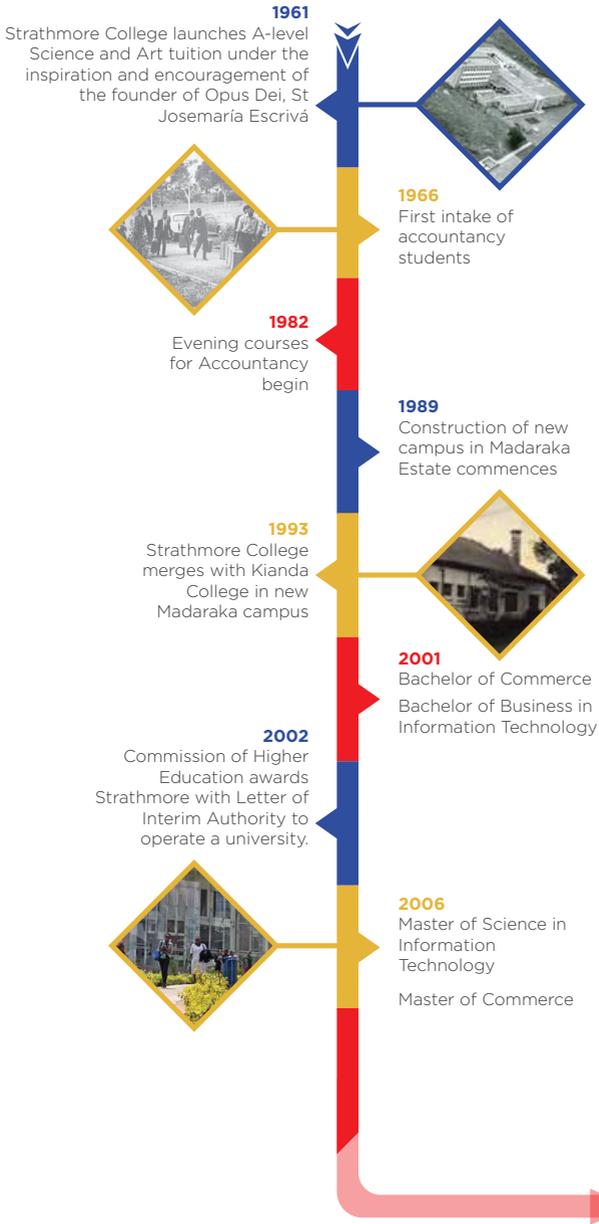
students. However, in order to maintain academic standards and a high level of discipline and moral values, some regulations have been formulated and students are required to comply with these regulations.

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.



HISTORY OF THE UNIVERSITY



2017
 Master of Science in Development Finance
 Master of Science in Management
 in Agribusiness
 Doctor of Philosophy in Business
 Management



2015
 Master of Science in Information
 Systems Security
 Master of Science in Statistical Science
 Master of Science in Bio-mathematics
 Master of Science in Mathematical Finance

2012
 Bachelor of Law
 Master of Science in Mobile
 Telecommunications and Innovation
 Master of Administration in Healthcare
 Management

2010
 Bachelor of Business Science in
 Financial Economics
 Bachelor of Business Science in
 Actuarial Science
 Bachelor of Business Science in Finance
 Master of Applied Philosophy and Ethics



2007
 Master in Science in
 Computer-Based
 Information Systems

2018
 School of Management and Commerce
 merges with the Business School to form
 the Strathmore University Business School

2016
 Bachelor of Arts in Communication
 Bachelor of Arts in Development Studies
 and Philosophy
 Bachelor of Arts in International Studies
 Master of Laws

2013
 Master of Public Policy and Management



2011
 Bachelor of Science in Informatics
 Bachelor of Science in Telecommunications
 Master of Science in Educational
 Management

2008
 Bachelor of Science in Tourism Management
 Bachelor of Science in Hospitality
 Management
 Bachelor of Science in Leadership and
 Management

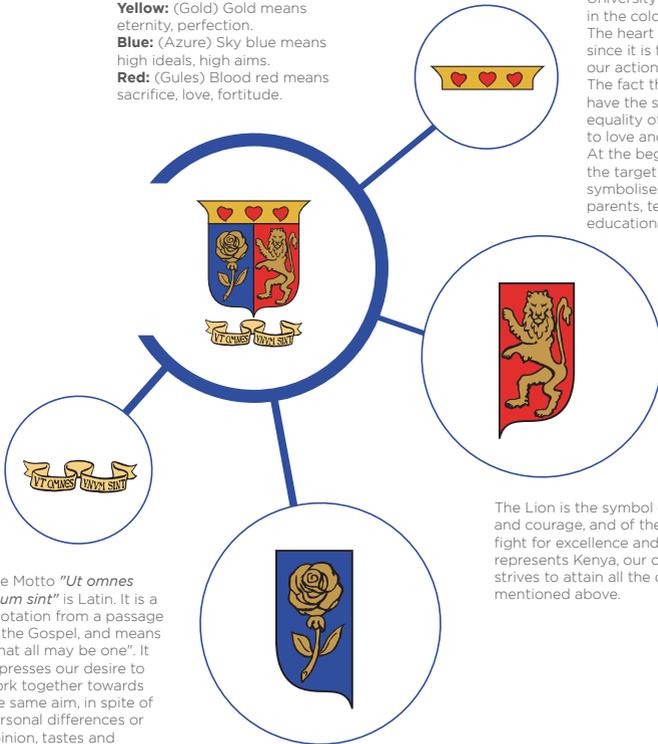
STRATHMORE UNIVERSITY

COAT OF ARMS

Yellow: (Gold) Gold means eternity, perfection.
Blue: (Azure) Sky blue means high ideals, high aims.
Red: (Gules) Blood red means sacrifice, love, fortitude.

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 colour 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 symbolises the common aim of parents, teachers and students in the educational process of Strathmore.

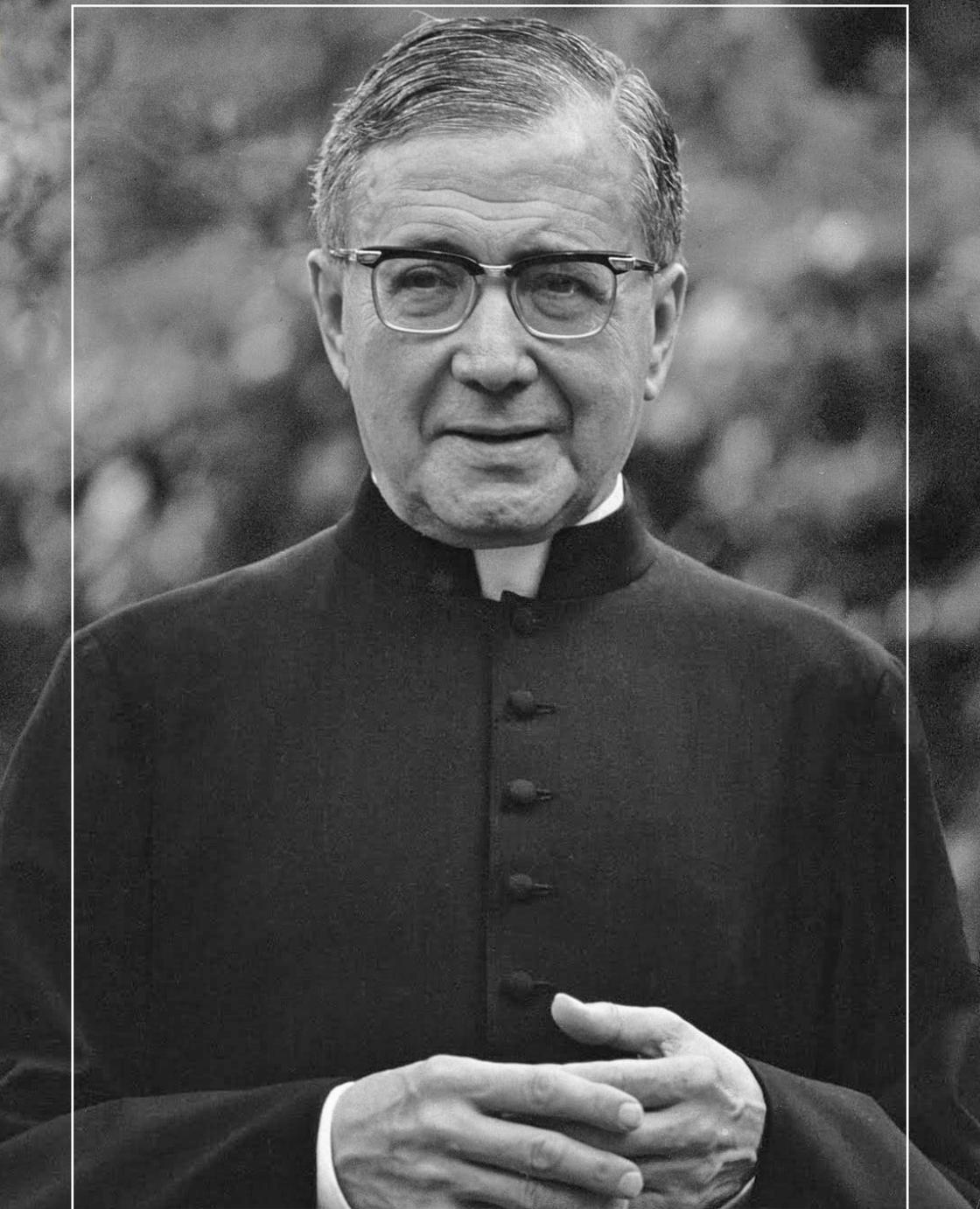
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The Motto "*Ut omnes unum sint*" is Latin. It is a quotation from a passage of the Gospel, and means "That all may be one". It expresses our desire to work together towards the same aim, in spite of personal differences or opinion, tastes and backgrounds. The colours in heraldry (the science dealing with coats of arms) have associated meanings as follows:

The Lion is the symbol of strength and courage, and of the determined fight for excellence and justice. It also represents Kenya, our country, which strives to attain all the qualities mentioned above.

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 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.



Saint Josemaría Escrivá

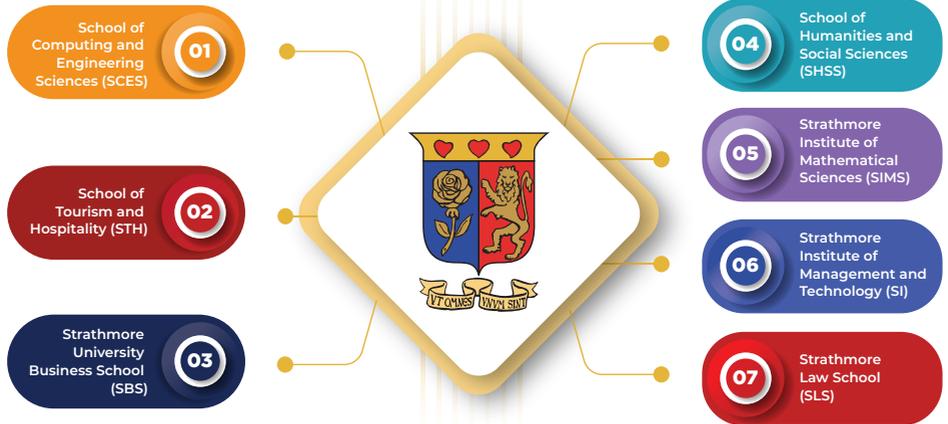
ACADEMIC MATTERS

Strathmore University is a centre of excellence admitting only those students who pass a rigorous entrance interview. Each student is thereafter provided with an academic mentor to help him/her make the best use of his/her abilities and of the facilities offered, managing study time etc.

Apart from looking after the academic needs of its students, Strathmore also caters for their spiritual and moral needs by including in the curriculum for full-time students a compulsory Professional Ethics course.



ACADEMIC DEPARTMENTS



Strathmore
Business
School

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Strathmore Business School strives to be the leading business school that offers superior quality and affordable academic and professional training to build enterprise and entrepreneurs; to promote business growth regionally, nationally and internationally.

More can be found at <https://sbs.strathmore.edu/>

Programmes offered

Diploma in Business Management

- Bachelor of Commerce
- Bachelor of Science in Supply Chain and Operations Management
- Bachelor of Financial Services
- Master of Commerce
- Chartered Institute of Marketing Program
- Professional Development Programmes

Partnerships

- Collaboration with Sauder Business School: Launch of a social entrepreneurship program to mentor aspiring entrepreneurs.
- Collaboration with University of British Columbia: To strengthen the relationship between the two institutions whilst encouraging cooperation in the areas of research and other scholarly activities.

School of
Computing
Engineering
Sciences
(SCES)



Who we are

Our mission is to be a leading teaching, training and research department, offering superior quality and affordable academic, professional training, and research in information and communication technology (ICT), promoting entrepreneurship and business growth nationally and internationally.

More can be found at <http://fit.strathmore.edu/>

Partnerships

The Faculty of Information Technology has partnered with companies in the ICT industry so as to further transform the students' experience and offer world class training aligned with the

requirements of the industry. Some partners include:

- IBM
- Microsoft
- Cisco
- VISA
- Direct Pay Online.

Programmes Offered

Degree Courses

- Bachelor of Business Information Technology
- Bachelor of Science in Informatics and Computer Science
- Bachelor of Science Telecommunication

Masters Courses

- Master of Science in Computing and Information Systems (MSc CIS)
- Master of Science in Information Technology (MSc.IT)
- Master of Science in Information Systems Security (Msc ISS)
- Master of Science in Data Science and Analytics (MSc DSA)
- Master of Science in Sustainable Energy Transitions (MSc. SET)

Certificate Courses

- Cisco Certified Network Associate (CCNA)
- International Computer Driving License (ICDL)
- Certificate in Computer Applications (CCA)

School of
Humanities &
Social Sciences
(SHSS)



Who we are

The mission of the School of Humanities and Social Sciences is to complement the different university programmes by providing humanistic education for an all-round education of the students.

More can be found at <http://shss.strathmore.edu/>

The Strathmore Writing Centre (SWC)

The Strathmore Writing Centre was set up to help students cope with the different communication demands of university education.

- SWC runs a 3 week course on Communication and Life Skills for Form 4 leavers
- The Centre has started part-time foreign language courses, specifically French and Spanish, targeting Strathmore students, staff and outsiders.

Programmes Offered

- Bachelor of Arts in Communication (Journalism and Public
- Relations / Journalism and Development Communication)
- Bachelor of Arts in Development Studies and Philosophy

- Bachelor of Arts in International Studies
- Master of Applied Philosophy and Ethics (MAPE)
- Master in Educational Practice for Academics (MEPA)
- Master of Science in Educational Management (MSc.EM)
- Teachers Enhancement Programmes (TEP)

Strathmore
Institute of
Mathematical
Sciences



Who we are

Strathmore Institute of Mathematical Sciences (SIMS) provides an excellent platform that enhances programmes that are structured to serve the University, Kenya and the rest of Africa better. The Institute provides both undergraduate and post-graduate programmes in mathematical sciences and seeks to be a Centre of Excellence in applied mathematical research as well as provide high quality training to students and professionals in the fields of Actuarial Science, Mathematical Finance, Applied Economics, Applied Statistics and Applied Mathematics and as such contribute to the development of new generation of mathematical researchers.

More can be found at <https://sims.strathmore.edu/>

Partnerships:

Some of the partnerships cultivated in the last academic year are:

- University of South Carolina Upstate
- Makerere University
- University of KwaZulu-Natal
- Stellenbosch University
- University of Pretoria
- The Actuarial Society of Kenya
- Burbidge Capital
- Kenya Bankers Association
- Retirement Benefits Authority
- Abacus Limited

Programmes Offered

- Bachelor of Business Science in Actuarial Science
- Bachelor of Business Science in Finance
- Bachelor of Business Science in Financial Economics
- Master of Science in Mathematical Finance
- Master of Science in Biomathematics
- Master of Science in Statistical Sciences

**School of
Tourism and
Hospitality**



Who we are

Our mission is to provide requisite knowledge and skills in hospitality and tourism; and produce professionals of global standards in service, operations management, research and technology.

More can be found at <http://sth.strathmore.edu/>

Partnerships

The school has partnered with key industry players to enhance student learning through internships:

- InterContinental Hotel Nairobi
- Radisson Blue
- Kempinski Villa Rosa
- Crowne Plaza
- African Fund for Endangered Wildlife (AFEW)
- Ecotourism Kenya
- Kenya Tourism Federation

STH has also partnered with academic institutions for students' exchange programmes:

- University College of Northern Denmark
- Saxion University of Applied Sciences, Netherlands

Programmes Offered

- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management
- Executive Education in Hospitality

**Strathmore
Law Schools**



Who we are

Strathmore Law School's mission is to achieve legal excellence through providing a supportive learning environment that inspires innovative and critical thinking, promoting ground-breaking research, actively pursuing justice, and nurturing virtuous and entrepreneurial leaders.

More can be found at <http://www.law.strathmore.edu/>

Partnerships

- The University has partnered with Cornell University in New York, USA to offer exchange programmes to Strathmore students, through a competitive selection process.
- Students have worked with world class law firms and organizations during their legal practice attachment. This gives experience that will help them to apply the skills and knowledge that they have acquired in school. Such organizations include Holland and Knight, Anjarwalla and Khana, the Office of the United Nations High Commissioner for Human Rights and Centum.

Moot Court Competitions

Law students participate in moot court competitions both on the local and international level which aims at instilling public speaking and critical thinking skills and competencies. By emerging winners in many moot court competitions, the University has gained worldwide recognition.

Students' Experiences

Annual academic trips to European countries are used to enhance and compliment the students' Public International Law unit understanding. The students have an opportunity to visit and interact with institutions such as International Criminal Court (ICC), International Criminal Court of the former Yugoslavia (ICTY), Leiden University, International Court of Justice (ICJ), Nuremberg Palace of Justice, and University of Cologne.

Programmes Offered

- Bachelor of Laws
- Master of Laws
- Executive Legal Education courses

**Strathmore
Institute of
Management &
Technology**



Strathmore Institute of Management and Technology has been constituted to provide quality vocational education, technological and professional training to students. The mandate includes but is not limited to professional courses in accountancy, information technology, management, entrepreneurial skills, enhancing teaching and management skills, and other emerging areas of interest in technical and vocational education and training. Strathmore Institute is the professional training arm of Strathmore University.

More can be found at <https://si.strathmore.edu/>

Strathmore Institute of Management and Technology offers courses in:

Professional Courses

- Association of Chartered Certified Accountants (ACCA)
- Certified Public Accountant (CPA)
- Certified Information Systems Auditor (CISA)
- Certified Financial Analyst (CFA)
- Certified Information Security Manager (CISM)
- Certified Investment and Financial Analysts (CIFA)
- Certified Human Resources Professional (CHRP)
- Chartered Institute of Marketing (CIM)

Diploma Courses

- Diploma in Business Management and Technology (DBIT)
- Diploma in Business Management (DBM)
- Diploma in Journalism and New Media (DJNM)
- Diploma in International Relations (DIR)
- Diploma in Entrepreneurship (DE)
- Diploma in Procurement (DPR)

Teacher Enhancement Programme (TEP)

Strathmore Institute of Management and Technology runs TEP as a corporate social responsibility activity for the university. This course is meant to empower head teachers with the necessary managerial and professional skills required for better management of limited resources at their disposal. It also equips head teachers with adequate skills to create conducive teaching and learning environment in their respective schools.

Transfer of Students

The transfer of students can occur in the following ways:

1. From the degree programmes to professional courses
2. From the professional courses to degree programmes.
3. From one faculty within the degree programme to another.
4. From one professional course to another within the university.
5. From one programme to another within the same school (e.g. CPA to ACCA; or from
6. Fulltime course to Evening course and vice versa)

a) **Deadline for transfer**

- i. The deadline for inter-Faculty/ School transfer is within the first two weeks after the semester has started.
- ii. For professional courses, if one is transferring within the same programme e.g. Full-time course to the Evening Course, the transfer is possible up to the 2nd week. After the 2nd week, the fees' table will be used to assess the top-up amounts and the school asked to advise on the appropriateness of the transfer.

b) **Transfer of credits**

- i. Applies for degree students and to relevant courses.
- ii. Separate rules may apply.

Fees

Intra/inter faculties/schools transfers:

- Professional Course students wishing to transfer from one school to the other will be allowed to do so within two weeks of the first semester at NO charge so long as there is a vacancy.
- Degree Courses-Free inter faculties transfers will be allowed within the first two weeks. Students must involve their parents/guardians in order for the transfer to be formalized.

Fees charges for transfers:

- Students transferring courses from 0-2 weeks will not be charged.
- Students terminating their studies (dropouts) to be charged as follows: -

No of Charge of fees payable in (%)
Weeks

Weeks	%
0 - 1	10
2 - 3	15
4	35
5	50
6	70
7	100 i.e. no refund

Academic Leave

An academic leave is requested by students who wish to withdraw from the current semester, or who do not wish to attend future semesters. For students with multiple degree or professional programmes, academic leaves of absence are only granted for individual programmes.

Students should review all possible ramifications of taking an academic leave. Students are encouraged to check with all other appropriate University offices (e.g. Financial Aid Office, Dean of Students etc) to determine how taking an academic leave impacts their status with these offices. Students on academic leave are not registered and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official University requirements during the leave period.

Applying for Academic Leave

- a. A student can apply to take academic leave during their period of study of up to one year for on-going medical or personal reasons. Personal reasons include, but are not limited to, financial reasons.
- b. If a student wishes to apply for academic leave, they must make an application to the School Dean for approval. The application must include a description of the circumstances, together with any directly relevant evidence.
- c. The cumulative period of academic leave that may be granted

during an entire study period is one year.

- d. Following a period of academic leave, a student should normally start their studies at the beginning of the equivalent semester in which the academic leave commenced. A student may re-commence their study at a different point if this is considered the most appropriate timing for them to re-join the Programme. This will be decided on a case-by-case basis and the rationale for the timing will be documented.
- e. Where the teaching for one or more Modules has been completed at the point of taking leave, a student may apply to complete the assessments for that Module during the period of interruption. This will normally only be permitted where the nature of the student's circumstances leading to the academic leave would not affect their performance in the assessments. Where the student is permitted to sit assessments during the leave period, they must attempt all the assessments for Modules for which teaching has been completed.
- f. Where a student has retake examinations outstanding at the start of the academic leave, they may apply to attempt those retake examinations during the academic leave. Where the student is permitted to sit retakes during the academic leave, they must attempt all retake examinations that are outstanding.

- g. If, following a student's taking academic leave, the University has made changes to that student's Programme and/or the availability of particular Modules, the University will ensure that students who have taken academic leave are fully informed of the changes and the implications for their studies prior to their return to the Programme.
- h. A student who has had a break in his/her Programme and returns to the University to complete the Programme will be governed by the Regulations and any statutory and legal requirements in force at the time of re-entry to the University.

Student Status While on Academic Leave

Academic Status

Students on an approved academic leave retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an 'Incomplete' grade was reported in a prior semester.

Degree programmes and candidacy must be valid in the term of re-enrollment. Leaves do not delay candidacy or master's program expiration dates. Failure to return as scheduled or to secure an extension of a prior leave will result in cancelation of registration privileges

International Students

Study Passes for International students will not be renewed during the academic leave period. Renewal shall be done upon resumption of studies.

Financial Aid

Students on Financial Aid of any kind should notify the Financial Aid Office of their intent to leave the University if they are receiving any type of aid, particularly to protect eligibility for certain programmes and funds while on leave.

Loans

Students must notify all lenders of their intent to go on academic leave and request exit information before leaving the University. Students are cautioned to consider carefully the effect of leaves on their loan status; lenders may count the leave period as part of the total grace period.

NOTE

Should a student miss classes for more than 30 days, he/she shall be considered to be on an Academic Leave and the student will be liable for any consequences that will arise from such an action.

Scholarships, Loan Scheme and Rebates

Scholarship

Our ideal is that no deserving student should fail to get a place in the University owing to lack of financial means; the University has, therefore, over the years sought the assistance of private and public institutions, as well as individuals, to contribute to the bursary scheme. As a consequence, the University runs a scholarship and bursary scheme for needy students. A sizeable proportion of students have been able to benefit from it.

Some Scholarships are available every year through the generous help of past students and other benefactors. These are awarded to academically deserving and financially needy students.

For more information on scholarships please visit the Financial Aid office or email financialaid@strathmore.edu

Loan Scheme

Strathmore-Student Loan Scheme

Strathmore University offers student-loans to the financially disadvantaged students to pursue degree studies at the University. The full-tuition student loans offered have enabled low-income talented students to study at Strathmore stress-free.

For more information please contact us through; financialaid@strathmore.edu

Fee Rebates

Family Fee Rebate

1) General Conditions

Where two (or more) brothers/sisters of the same parents are studying as full-time students on the Degree programme at the same time, tuition fees benefits will be granted as follows:

- i. Second brother /sister 10% of the tuition fees
- ii. Third brother/sister 20% of the tuition fees
- iii. Additional brothers/sisters 25% of the tuition fees

NB: in case of twin brothers/sisters, the one performing better gets the benefit.

Documentary evidence (Birth Certificate) of the students' relationship must also be provided on application

The benefit begins a year after admission in order to observe performance, attendance and conduct

2) Academic Requirements

To qualify for fees benefits, a student must be studying full-time and have a good academic record, that is, maintain an academic average of B or above, and not have failed or been required to repeat any course during the previous academic year. If there are two children admitted at the same time, the child performing better gets the benefit. For those admitted at different times, the performance of the student who was admitted earlier is considered.

3) Good Conduct

To qualify for fees benefits, a student must also be of good conduct and not have had any disciplinary problems or faults recorded at any time during their period of study at the University.

4) Cessation of Fees Benefits

As soon as one of the brothers/sisters ceases to be a student of the University, the other brothers/sisters studying on the Degree Programme will continue to enjoy tuition fees benefits, according to the scale shown above, provided that at least two brothers/sisters are still enrolled as full-time students. If, after one of the brothers/sisters withdraws, only one brother/sister remains registered as a full-time student, he/she will no longer qualify for tuition fees benefits.

In addition to this, to continue enjoying the benefit, conditions 2) and 3) above must be maintained. One needs to apply for the Family rebate, collect the applications at your faculty manager or the financial aid office.

Dean's List Fee Rebate

The fee rebate (discount) is in recognition of academic excellence in the degree programmes. It is awarded to the top three students in a class in an academic year. The three students are awarded as follows:

- a. 10% fee rebate for the top student.
- b. 5% fee rebate for the second best student.
- c. 5% fee rebate for the third best student.

The rebate (discount) is not given in cash.

The above students to collect their award letters from their faculty managers at the beginning of the next academic year.

Rules and Regulations Governing Student Conduct & Discipline

Jurisdiction and Role of the Academic Council

The Academic Council has the right to interpret and the authority to apply these Rules and Regulations and others that may appear in approved university documents governing the conduct and Discipline of the Students. **The Council also has the right to make new Rules and Regulations, and to amend the existing Rules and Regulations in this booklet and in other approved university documents, governing the conduct and discipline of all students of Strathmore University.** Any changes made by the Academic Council regarding rules and regulations governing student conduct are subject to the confirmation of the University Management Board and be binding to all students with immediate effect and forthwith.

Key Resources for Rules and Regulations

- Strathmore University Statutes
- Strathmore University regulations
- Strathmore University policies
- Student Handbook
- Faculty Specific regulations
- Administrative departments regulations

Definition of a Student

For the purposes of these Rules and Regulations, a student is any person who has registered, and is currently undertaking a course of study, whether full-time or part-time, in Strathmore University.

Application and Scope of the Rules and Regulations

These Rules and Regulations are binding on all registered students of Strathmore University from the time that they register as students until such time as they discontinue, or are discontinued from, their studies and are deregistered, or until they have graduated and been awarded the degree, diploma, certificate or other qualification for which they have been studying. Registered students are expected to abide by these Rules and Regulations at all times, when in academic session as well as during holidays, both on and off campus.

This Policy also applies to the off-campus conduct of students and registered student organizations in direct connection with:

1. A professional practice assignment;
2. Academic course requirements, such as internships, field trips, or student teaching;
3. Any activity supporting pursuit of a degree, such as research at another institution;
4. Any activity sponsored, conducted, or authorized by the University or by registered student organizations;
5. Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes disruption or serious harm to the health or safety of members of the University community; or

6. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

Enforcement of the Rules and Regulations

University Student Disciplinary Committee, Departmental Boards, Faculty Boards, either directly or through their Executive Committees, have the duty and responsibility of ensuring that the Rules and Regulations are followed and enforced at their respective levels. Major disciplinary decisions, such as expulsion or suspension for one year or more, made by the University Student Disciplinary Committee require confirmation of the Academic Council.

Students who fail to adhere to these rules and regulations will be issued with a Warning Letter, suspended or expelled according to the gravity of the matter. If the behaviour of the student does not improve thereafter having been warned previously, or if the matter is very serious, he/she may be expelled.

Student Disciplinary Policy and Public Law

Students continue to be subject to county and national laws while at the University and violations of those laws may also constitute violations of this Policy. In such instances, the University may proceed with disciplinary action under this policy whether or not civil or criminal proceedings have been instituted against the

student and may impose sanctions for violations of the policy independent of any criminal or civil penalties that may be ordered. Any proceedings initiated through the University's Student Disciplinary Policy will not be abandoned or withdrawn solely on the grounds that the criminal or civil charges have been dismissed or reduced, nor will the disciplinary proceedings be delayed pending the outcome of the criminal/civil charges.

Student Disciplinary Policy and Student Organizations

Violations of university policies and rules related to student organisations may also constitute violations under the Student Disciplinary Policy. The complaints related to conduct at student organizations may be reviewed in accordance with this policy.

Full Cooperation with all Student Disciplinary Procedures:

Throughout the student disciplinary process, students have the responsibility to cooperate fully in the disciplinary process and to present only truthful information. Any student found to have willfully presented false or misleading information or to have withheld information may be subject to further disciplinary action.

General Behaviour, Conduct and Discipline

Preamble

Strathmore University operates in accordance with Christian principles of faith and morality. These principles inspire and guide all the activities of the University and its relationships with students, employees, parents, clients, partners, collaborators, and the community at large, on and off campus. All students are expected to support, respect and comply with these principles.

The University's educational policy fosters the following core values: freedom and responsibility, respect for the dignity of others, respect for other peoples' opinion, mutual trust and honesty, sincerity, sense of justice and concern for the well-being of others, mutual understanding and forgiveness, openness to fraternal correction and constructive suggestions for improvement, spirit of hard work or industriousness, spirit of service towards others, among other human virtues.

The University appreciates that its standards of conduct may at times exceed those the society expects of its citizens; however, we do not intend to shape the behaviour of students by means of this code. It is hoped that this code will provide Strathmore University students with a way of self-monitoring of their personal development while pursuing their academic and professional aspirations at the University.

CLASSIFICATION OF OFFENCES

Non- Academic Offences

Violation of the rules below constitutes a Non- Academic offence:

1. All students are required to carry their University Pass whenever they come to the University and should show it to the Guard at the entrance and to any member of Staff who may ask to see it.
2. Students who wish to absent themselves from class must get permission from the Head of Department. In case of urgency, such permission may be obtained from the subject lecturer concerned, who will in turn inform the Head of Department.
3. A student who is absent from class for more than a specified number of lectures without a valid reason may be issued with a warning letter by the Head of Department or may be excluded from the final exam in that subject, according to the regulations of each Faculty.
4. A student found attending a course for which he/she is not enrolled will be discontinued from any other courses for which he/she is enrolled and will not be allowed to enroll for any further courses in the University.
5. Punctuality is needed for the smooth running of the University. Students are expected to be present and seated in the classroom before a lecture

begins. If a student arrives late for a lecture, the lecturer has discretion to decide whether to allow him/her into the classroom. Students who persistently arrive late for their lectures will be issued with a warning letter by the Head of Department.

6. Respect for each other's property should always be upheld; thus it is an offence to steal, damage and destroy property, be it of the University or belonging to fellow students. Possession of stolen property is a punishable offence.
7. No student shall, on University property, individually or with a group, and in connection with a demonstration, including a rally:

- *Knowingly use words which threaten violence or bodily harm to any group or individual in a situation where there is clear and imminent danger of such violence or bodily harm, and whether or not the group or individual thus threatened knows of such threatening words; or*
- *Knowingly use words in a situation of clear and imminent danger, which incite others to behaviour, which violates any article of this Section.*

8. All mobile phones and beepers should be switched off when entering the classroom/library and chapel. No calls should be made or received in these places.

9. Students should not enter or leave the lecture room without permission from the Lecturer.

10. Silence should be observed in the lecture rooms, even in the Lecturer's absence, so that students who wish to study can do so.

11. Students should avoid making noise outside the lecture rooms while lectures are in progress as this disturbs those attending the lectures.

12. Students should not smoke either in the lecture room or outside the lecture rooms while classes are in progress.

13. Bins are provided in the classrooms for the disposal of papers, pencil shavings etc. Bins are provided in the garden and corridors for the disposal of other litter, such as cigarette butts and food waste.

14. While attending lectures students should be attentive and should not read novels, newspapers or other magazines.

15. Students are asked not to write on the desks or otherwise damage them.

16. Furniture or equipment should not be moved from one room to another without the permission of the respective Faculty Manager.

17. Students may have their lunch in the Cafeteria area or on the lawns, and not in classrooms, corridors, and car park or at the University main entrance.

18. While lectures are in progress students should not be seated in their cars in the car park.
19. To help maintain a business-like and serious study atmosphere, external physical displays of affection and familiarity between men and women (holding hands, arms around shoulders or waist, tight hugging, excessive touching or grabbing and holding, etc.) are inappropriate and unnecessary. Such behaviour does not occur in professional offices nor is it suitable or proper on and around the University campus where friendship should always be respectful and dignified.
20. Any offence described in Kenyan laws and Nairobi City bylaws which occurs in the University context and is not specifically described by another article in this Code is to be considered an offence under this Code, but only if it can reasonably be said to adversely affect the functioning of the University.
21. Firearms are not allowed into the University nor at any Strathmore University sponsored events.

THE UNIVERSITY 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.

Jeans and other casual wear may be worn on Saturdays except tight jeans, tracksuits, shorts, Spandex or Lycra shorts, sleeveless tops and 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 slipper-like sandals.
- Tracksuits are not allowed
- No dreadlocks

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

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 colored 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 colors and shades of pink, purple, green, orange and blue.
- Highlights that are not of natural hair color are not permitted: bleach blond and contrasting low-lights are not allowed.

Permitted hair colors:

Natural hair colors: 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.



Adapted from Ombre hair color chart

This chart is in four rows and contains 32 colour panes starting from Jet Black to Ultra violet. The first ten hair colours from the top may be chosen and worn, the second ten colors are discouraged while the last twelve colors may not be worn around the university.

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

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

- A. Strathmore University is very aware of Kenya's beautiful ethnic, cultural and religious diversity;
- B. Strathmore University respects, encourages and enhances religious practice in an environment of freedom, diversity and respect for human rights;
- C. The University is also seriously committed to look after the security of each and every student regardless of his/her religious or ethnic background.
- D. 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;
- E. 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.

- F. Students are discouraged to use culture, ethnicity or religion to contravene the dress code. In this regard, students are not allowed:
 7. To dress in scanty clothing proper of certain cultural rituals;
 8. To wear sandals and open shoes (for men) unless there are proven medical reasons;
 9. 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;

Academic Offences

The integrity of University academic life and of the degrees the University confers is dependent upon the honesty and soundness of the lecturer- student learning relationship and, of the evaluation process. Conduct by any member of the University community that adversely affects this relationship or this process must, therefore, be considered a serious offence.

Preamble

Every student shall abide by the specific regulations, which govern the programme of study, in which she/he is enrolled.

1. No student shall:
 - In the course of an examination obtain or attempt to obtain information from another student or unauthorized source

or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material.

- Represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity
 - Submit in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or programme of study in the University or elsewhere.
 - Submit in any course or programme of study any academic writing, essay, thesis, research report, project or assignment containing a statement of fact known by the student to be false or a reference to a source which reference or source has been fabricated.
2. No student shall, with intent to deceive, represent the work of another person as his or her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or programme of study or represent as his or her own an entire essay or work of another,

whether the material so represented constitutes a part or the entirety of the work submitted.

3. Without authority from legally approved persons, no students shall reproduce through commercial piracy, counterfeiting, copying, home taping etc of any copyrighted work.
4. It shall be an offence to knowingly procure, distribute, or receive any confidential academic material such as pending examinations or laboratory results from any source without prior and express consent of the instructor.
5. It shall be an offence to knowingly misrepresent material facts to another for the purpose of gaining admission to the University or obtaining academic advantage or credit

The above list is not exhaustive and therefore all other Rules and Regulations governing student conduct in and class and during examinations as specified in the University Statutes and other approved sources shall apply.

Student attendance policy

Preamble

Strathmore University recognises that student success is promoted by regular attendance and participation in class. It is the sole responsibility of the student to ensure that they fulfil the attendance requirements for classes they are enrolled for. This policy applies to all modes of course delivery.

This policy has been developed as part of the University's overall Student Attendance & Engagement Strategy which aims to provide a supportive learning environment of which student attendance is one aspect of overall engagement.

The University needs to be able to monitor the attendance of students at timetabled teaching sessions for the following reasons:

- a. To aid the retention of students by allowing early identification of those students at risk and allow timely interventions to be made in terms of academic and personal support.
- b. To comply with the requirements of the various Scholarship providers who require attendance confirmation returns to be made on a regular basis for those students who are in receipt of financial support.
- c. To meet the demand placed on the University to report absences to employers, Professional Statutory Bodies, or other sponsors where they are funding/co-funding course fees.

- d. To comply with the security laws of the Kenya Government that requires us to monitor the attendance accurately.

Key Principles:

- Students are active participants in their learning experiences and must take responsibility for achieving their potential through successful completion of each stage of their studies.
- Monitoring attendance can provide an indication of student commitment, motivation and any difficulties which need to be addressed.
- Regular attendance and academic achievement are closely linked. Students who regularly attend classes are more likely to enjoy a rewarding experience in which core skills and abilities, such as team-working, are developed.
- Attendance is a key component in student retention, progression and achievement.
- Developing employability attributes - e.g. workplace skills and professional ethos

Faculties and Schools will ensure that effective mechanisms are in place to both identify students considered to be at risk and offer appropriate support and guidance.

Student Responsibilities:

Students are responsible for:

1. Regular and punctual attendance of all timetabled learning/teaching sessions associated with their programme of study and ensuring they have their attendance recorded.
2. Notifying their School/Faculty Course Administrator/Faculty Manager in advance (e.g. in person or email) that they expect to be absent from timetabled classes.
3. Notifying their School/Faculty Course Administrator/Faculty Manager in respect of any unplanned or unforeseen absences from classes as soon as practically possible
4. For absences lasting more than 5 days, submit a proof of the reasons e.g. a medical certificate to their School/Faculty Office or any other authentic proof.
5. Ensuring that they check their AMS (Academic Management System) account on a regular basis to keep track of their attendance.

Academic Staff Responsibilities:

Academic Staff are responsible for:

- Reminding students of the importance of attendance at learning and teaching sessions.
- Taking a manual note of attendance and keying in student attendance electronically into the AMS.

- Identifying students who frequently absent themselves from lectures to their School/Faculty to allow timely interventions to be made in terms of academic and personal support.

Course Administrators/ Faculty Managers Responsibilities:

Course Administrators/ Faculty Managers are responsible for ensuring that:

- Regular reviews are undertaken of attendance/absence data and 'non-attending' students are identified to allow timely interventions to be made in terms of academic and personal support.
- Appropriate systems are in place at the Faculty/School level for students to provide notification of planned absences or report any unexpected absences.
- Data is reviewed for patterns of student non-attendance and where appropriate referring students to their Mentor for discussions on reasons for pattern.
- In the case of the absence of a member of teaching staff, students are informed at the earliest opportunity of the alternative arrangements for the class.

Student Fraud:

- Students must only record themselves as present at a learning/teaching session. Where students are identified as having fraudulently recorded the attendance of another student in their absence, then

both parties will be held liable at the faculty disciplinary committee.

- Students are reminded that it is forbidden and also punishable to ask lecturers to alter their attendance record when they have unauthorised absences.

Authorised Absences:

- An absence is classified as authorised when a student has been away from lectures for a legitimate reason and the Faculty/School has received notification from the student/parent or guardian. Only faculties/schools can make an absence authorised.
- The maximum authorised absences will not be more than 33% of the total number of class meetings (not including the final examination period) for the specific course or courses in which the student currently is enrolled.

The University's list of authorised absences for all students includes the following:

1. Late registration for a unit. (unauthorised late registration will not be considered)
2. Attendance of significant events involving the immediate family (e.g., funerals, weddings.)
3. Participation in special academic events (e.g., conferences, field trips, project competitions, interviews)
4. Participation in official university business (e.g., student representatives attending meetings related to the university)

5. Documented serious illness or disability (see below how to document).

Submission of Documentary Evidence:

- Documentary evidence is required for any significant absence. Documentary evidence should be submitted in person or sent via email to the Course Administrator/Faculty Manager.
- It is the responsibility of the student to go to the Faculty/School and request for the absence from lecturers form and attach all original documentation and submit it to the Course Administrator/Faculty Manager.
- Suitable types of medical documentation include:
 1. A medical certificate
 2. A medical report from an authorised doctor.
 3. A note from a hospital.

Absence due to Mental Health Concerns.

- The University Clinic will use clinical judgment as to whether there is a legitimate need for the student to miss class for reasons related to mental health. If in the judgment of the University Psychologist, the student should be out of class due to a mental health condition, the psychologist will issue a written release of information from the student.
- With a signed release, the psychologist may then contact the

Dean of Students, who may contact faculty accordingly.

- Should a student be visiting an external mental health hospital and would like to be excused from class or an examination, he/she will **MUST** provide the University Clinic with proof of treatment, thereafter the university clinic will verify the same before issuing a confirmation and sick leave note to the faculty/school.
- If the duration of the absence due to serious medical illness or mental health concern undermines the student's ability to complete the academic work required, the appropriate Course Administrator/ Faculty Manger will encourage the student to pursue a Medical Leave of Absence – see policy on Academic Leave.
- It is an offence against honesty for a mentally healthy student to purport to have been mentally unwell sometime in the past so as to get an unauthorised absenteeism validated as authentic. Students caught attempting to cheat in this manner shall be disciplined.

A student who is absent for more than 33% of class lectures and assessments without a valid reason will be excluded from the final examination in that subject.

STUDENT DISCIPLINARY PROCEDURES

Preamble

Strathmore University operates in accordance with Christian principles of faith and morality. These principles inspire and guide all the activities of the University and its relationships with students, employees, parents, clients, partners, collaborators, and the community at large, on and off campus. All students are expected to support, respect and comply with these principles.

The mission of the University can only be accomplished if every member of the University strives for personal and academic integrity. This disciplinary procedure aims to promote conducive and pleasant environment for quality teaching and learning, maintain good student relations within the University, encourage students to achieve and maintain the appropriate standards of human conduct that the University expects of all its members.

Every student must take responsibility for his conduct and must bear the responsibility for his misconduct whether this misconduct takes place in a group or as a member of a group. The goal of this procedure is to ensure fair and orderly proceeding on matters of possible student wrong doing. The University does not intend to shape the behavior of students by means of this code.

The University student disciplinary proceeding is distinct and differs from the proceeding of a court of

Law. The students facing a disciplinary procedure do not abdicate their civil rights and remain free to exercise and claim those rights through the society's judicial institutions. However, the University is a private entity committed to a mission that imposes additional and special obligations, and at the same time grants privileges to its members.

Student misconduct therefore may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. Under those circumstances, the University's disciplinary system normally will proceed independently notwithstanding the pendency of external processes. Furthermore, University disciplinary committees are not bound by external findings, adjudications or processes, and thus they make independent judgments about the extent to which (if at all) to consider such matters.

The University's disciplinary procedures therefore should not be confused with the processes of law: the University's regulations are applied to incidents that are not "cases," the bodies that hear and dispose of incidents are not "courts," individuals who may accompany a student in the course of a disciplinary proceeding are not "counsel" advocating on behalf of the student and scrutinizing procedures for compliance with "rules of evidence," and requests for review of disciplinary decisions are not "appeals." As a leading illustration of the sense of this statement, it should be understood that the relation of collegiality and trust that binds all members

of the University community entails an obligation of truthfulness and candor on the part of everyone who participates in a disciplinary proceeding. An accused student, the accuser, and others must appear before a disciplinary committee if summoned and participate in a manner that helps the committee reach a complete and fair understanding of the facts of the incident at issue.

1.1 Disciplinary Officers

- (a) The members of staff of the University listed below constitute the Disciplinary Officers. With respect to matters coming within this Code, such Disciplinary Officers have only the powers, duties, and obligations expressly conferred upon them in this Section or in any other Section of the Code, as well as any powers reasonably incident thereto:
 - i. The Vice-Chancellor
 - ii. The Deputy Vice-Chancellor (Academic and Student Affairs)
 - iii. The Principals of Colleges
 - iv. Dean of Students
 - v. The Deans of the various Faculties, Schools and Institutes
 - vi. The University Librarian
 - vii. Head of Academic Departments/Units
 - viii. The Catering Manager
 - ix. Games and Sports Officer
 - x. Faculty Managers and Faculty Administrators

- (b) Any Disciplinary Officer listed above may expressly deputize one or more members of his staff to be the Disciplinary Officer acting on his behalf. The name of the deputy shall be communicated in writing to the Dean of Students and such notice shall include the terms of deputization.
- (c) In exceptional circumstances when the Disciplinary Officer has reasonable grounds to suppose that there is a high degree of physical danger in the student's presence on campus that cannot be alleviated or remedied by normal means, the Disciplinary Officer may exclude the student from campus for as long as reasonably required by the nature of the danger. However, within a reasonable period of time, the Disciplinary Officer must obtain the approval of the Student Disciplinary (SD) Committee. If the exclusion is approved, the Dean of Students shall advise the excluded student of his right to a hearing and shall arrange for a hearing at the student's request within ten working days from the approval.
- (d) Every member of the teaching staff who is in the process of giving instruction shall have like powers of exclusion on like grounds with respect to students under his instruction, except that such exclusion from the place of instruction shall not exceed the remainder of the class period.
- (e) The chief or senior invigilator at an examination shall have like powers of exclusion over any student undergoing the examination when the chief or senior invigilator has reasonable grounds to believe that the student is breaking, has broken, or is attempting to break a University or Faculty examination regulation. Such exclusion from the place of examination and its vicinity shall not exceed the remainder of the examination.
- (f) The Librarian shall have like powers of exclusion on the same grounds over students using the library.
- (g) Any action taken in virtue of sub-articles immediately above c, d, e, f, shall be forthwith reported to the Dean of Students.

The designated Disciplinary Officers of Faculties, Schools, Institutes and Centers, have hearing powers as prescribed in the Strathmore University Statutes.

Appearance at and Participation in all Proceedings

If a student, having been provided with written notice, fails to appear at a hearing or meeting as described in this policy and fails to produce an explanation acceptable to the responsible committee/hearing officers prior to the hearing/meeting, the hearing committee/hearing officers may conduct the hearing/meeting and impose sanctions in the student's absence.

Alternatively, the hearing committee/hearing officers may place the

student on indefinite suspension or probation without hearing the evidence for the failure to appear. In such cases, the student must submit to the responsible committee/hearing officers a written explanation for his/her failure to appear.

The responsible committee/hearing officers will consider the explanation and decide whether or not to reconvene the hearing/meeting, and whether or not to leave the suspension or probation in place pending the hearing. If the hearing is reconvened, it shall be considered the original hearing and shall not affect the right of appeal. Further sanctions may be imposed upon a student for refusing to appear or cooperate in that hearing.

Compliance with and Successful

Completion of all Sanctions:

A student is responsible for compliance with and successful completion of all disciplinary sanctions imposed. Failure to do so may result in further disciplinary action. The person/responsible committee charged with monitoring the student's compliance with any sanction reserves the right to develop substitute sanctions when the student does not meet the conditions outlined in the sanction(s) previously imposed.

Tampering with the Conduct Process

Students should not take any adverse action against the complainant and/or the witnesses or

threaten or intimidate the complainant and/or witnesses as a result of their participation in any student conduct proceedings. If a student is found to have taken any adverse action against a complainant or witness, he/she may be subject to further disciplinary action.

HEARING

Hearing Guidelines – Conduct hearings are non-adversarial, fact-finding proceedings. It is the responsibility of the hearing committee/hearing officers to ask all relevant questions, to determine the admissibility and relevance of all materials, to render decisions based on the materials, and to impose sanctions where appropriate.

Objectives of the Hearing- Requisite levels of due process and fairness will be provided to all participants during these procedures. The hearing shall have the following objectives:

1. Inform the student of the charges;
2. Give the accused student an opportunity to respond to the charges;
3. Determine the facts of the case;
4. Determine if any violations of the Student Disciplinary Policy were committed.
5. Determine the disciplinary actions to be imposed based upon the facts, as determined at the hearing

APPEALS

Appeals are not re-hearings and will not be granted based on a student's or complainant's disagreement with the outcome. Appeals will be granted on substantive grounds as will be determined by the appellate office. For student who appeared before the University Student Disciplinary Committee, the student concerned or the complainant may appeal to the Vice-Chancellor the decision of the Disciplinary Committee as it pertains to the substantiation of the charge, the disposition chosen, or both. The Vice-Chancellor may at his/her discretion appoint an Appeals Committee consisting of three members of Academic Staff to hear the appeal.

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A student wishing to appeal must notify the Dean of Students of the intention to do so within 14 days of receiving official notice of the Disciplinary Committee's decision. The notice of appeal must be accompanied by a concise written statement that identifies precisely the grounds upon which the appeal is based.

No suspension, dismissal or expulsion ordered by Disciplinary Committee shall take effect until the appeal is decided. However, if the appeal is denied, dismissal or expulsion is retroactive to the date of the original decision, and the

suspension shall take effect from the date of the Appeal Committee's decision. If the Appeal Committee upholds the decision of the Disciplinary Committee the matter shall be closed and such decision shall be considered final.

SOME PUNISHABLE NON-ACADEMIC OFFENCES AND PENALTIES

SOME PUNISHABLE OFFENCES AND PENALTIES

No.	Offence	Penalty
1	<p>Disruption</p> <p>(a) No student shall, by action, threat, or otherwise, knowingly obstruct University activities. University activities include but are not limited to, lectures, research, meetings, interviews, public events, ceremonies.</p> <p>(b) Disruption which occurs during the teaching of a class or course or the conduct of research may be treated as an academic offence under the provisions of Article 3.5.</p>	<p><i>Minimum suspension for two weeks and a warning letter. The penalty may be severe depending on the gravity of the offence.</i></p>
2	<p>Unauthorized Entry and/or Presence</p> <p>(a) No student shall, contrary to express instructions or with intent to damage, destroy or steal University property or without just cause knowingly enter or remain in any University building, facility, room, or office. Facilities include but are not limited to the following: parking lots, sports fields and campus areas.</p>	<p><i>Minimum suspension for two weeks and a warning letter. The penalty may be severe depending on the gravity of the offence. No matter the suspension length the student shall be required to pay for the damage caused in full.</i></p>

SOME PUNISHABLE OFFENCES AND PENALTIES

No.	Offence	Penalty
3	<p>Theft, Fraud, Damage and Destruction of Property</p> <p>(a) No student shall knowingly take, destroy or otherwise damage University property, nor shall any student knowingly take, destroy or otherwise damage any property not his or her own on University property.</p> <p>(b) No student, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University, nor deface any statues or similar property of the University.</p> <p>(c) No student shall defraud the university either directly or indirectly or through false documents or otherwise.</p>	<p><i>Suspension for one year, pay for/ return the damaged property and warning letter. The penalty may be more severe depending on the gravity of the offence.</i></p>
4	<p>Physical Abuses, Harassment and Dangerous Activity</p> <p>No student shall on property owned or occupied by the University, or in a University context:</p> <p>(a) Assault another person, including sexual assault, threaten any other person with bodily harm or damage to such person's property or knowingly, and without just cause, cause any other person to fear bodily harm or fear damage to his or her property; or</p>	<p><i>Suspension for one semester and a warning letter. The accused student shall be required to pay for the damages or harm caused in full.</i></p>

No.	Offence	Penalty
	(b) Knowingly create a condition, which unnecessarily endangers or threatens the health, safety or wellbeing of other persons or threatens the damage or destruction of property.	<i>Suspension for two weeks at minimum or a maximum suspension of a year or expulsion depending on how serious the situation is and a warning letter. The accused student shall be required to pay for the damages or harm caused in full</i>
	(c) Sexually harass another member of the University community.	<i>Suspension from the university or expulsion depending on how serious the situation is and a warning letter. The accused student shall be required to pay for the harm caused in full.</i>
	(d) Engage in racial or ethnic harassment of another member of the University community.	<i>Suspension and a warning letter.</i>
	(e) Distribute, dispense, possess or use controlled substances such as drugs or alcohol on campus, or as part of any University activity.	<i>Expulsion.</i>
	(f) Possess or use or store weapons that might threaten the life of another member of the University community.	<i>Expulsion.</i>
	(g) Possess pornographic material or be found surfing immoral websites or any other kind of material that is offensive to the dignity of other members of the University.	<i>Suspension for one semester and a warning letter or expulsion depending on how serious the situation is and a warning letter.</i>
	(h) Smoking tobacco is prohibited in lecture halls, classrooms, corridors and enclosed rooms	<i>Suspension for two weeks and a warning letter.</i>

SOME PUNISHABLE OFFENCES AND PENALTIES

No.	Offence	Penalty
5	<p>Possession of Stolen Property</p> <p>No student, knowing the property to have been stolen, shall possess University property or possess on University premises any property stolen from any other member of the University community.</p>	<p><i>Suspension for one academic year, return the stolen property and a warning letter.</i></p>
6	<p>Unauthorized or Fraudulent Use of University Facilities, Equipment or Services</p> <p>(a) No student shall knowingly use any University facility, equipment or service contrary to express instruction or without just cause.</p> <p>(b) No student shall knowingly defraud or abuse the trust of any University office, facility, or service.</p> <p>(c) No student knowingly shall falsely accuse another member of the University community with an offence under this code or knowingly misrepresent material facts for the purpose of damaging the reputation of a member of the community.</p>	<p><i>Suspension from university and a warning letter. Depending on the severity of the fraud the accused may be expelled from the university.</i></p>

SOME PUNISHABLE OFFENCES AND PENALTIES

No.	Offence	Penalty
7	<p>Misuse of University Supplies or Documents, Forgery</p> <p>No student shall forge or, without authority, knowingly alter, use, receive, or possess University supplies or documents. University supplies and documents include, but are not limited to, equipment, keys, records, certificates, testimonials, stationery and files.</p>	<p><i>Suspension for one academic year and a warning letter or expulsion depending on the severity of the situation and a warning letter.</i></p>
8	<p>Information offenses</p> <p>No student shall defame any member of the university or society (through the publication or utterance of statements that lower that person in the estimation of right-thinking members of society or which makes them shun or avoid that person). Such offences may be in the following formats:</p> <p>(a) Statements in published or printed format such as book, newspaper, website, magazine (libel).</p> <p>(b) Statements uttered verbally (slander)</p> <p>No student shall present to a university officer a forged document either in hard copy or electronically, examples of such documents are and not limited to: secondary school-leaving certificate, other institutions academic certificates, national government documents etc.</p>	<p><i>Suspension for one academic year and a warning letter. The accused may be expelled depending on the severity of the situation</i></p>

SOME PUNISHABLE OFFENCES AND PENALTIES

No.	Offence	Penalty
9	<p>Demonstrations</p> <p>No student shall, on University property or outside, individually or with a group and in connection with a demonstration, including a rally:</p> <p>(a) Knowingly use words which threaten violence or bodily harm to any group or individual in a situation where there is clear and imminent danger of such violence or bodily harm, and whether or not the group or individual thus threatened knows of such threatening words; or</p> <p>(b) Knowingly use words in a situation of clear and imminent danger, which incite others to behaviour, which violates any article of this Section.</p>	<p><i>Suspension for one academic year and a warning letter. The persons involved may be expelled from university depending on the degree of danger involved.</i></p>
10	<p>Class attendance and punctuality</p> <p>It shall be an offence for a student:</p> <p>(a) To attend a course for which he/she has not enrolled and/or paid requisite fees, unless the faculty has issued express permission to the student to do so.</p> <p>(b) When absent from class to arrange for another student to sign the attendance register on his/her behalf .</p> <p>(c) To miss classes without permission.</p>	<p><i>Warning letter and pay a fine of Ksh 10,000/=.</i></p> <p><i>The lecturer may decide to handle the matter in class or pass it on to the faculty dean for determination.</i></p>
11	<p>Commission of offences more than once.</p> <p>If a student commits an offence more than once where in the first instance a warning letter was issued.</p>	<p><i>Expulsion from the University</i></p>

SOME PUNISHABLE ACADEMIC OFFENCES AND PENALTIES

Offence	Penalty
1. Possession of unauthorized material e.g. pencil pouches, bags, bulky clothing such as shawls where information can be hidden, etc. brought by the candidate himself/herself or by other person(s) to the examination venue.	<i>Cancellation of the candidate's examination in the unit concerned. Candidate repeats the entire unit. A written warning will be issued.</i>
2.0 Possession of unauthorized material that can be used to retain content for the examination e.g. any form of subject notes, mobile phones, smart watches, tablets etc. brought by the candidate himself/herself or by other person(s) to the examination venue.	<i>Cancellation of the candidate's examination results in the unit(s) concerned. Suspension from the university for one academic year and repeat the entire unit on re-admission. A written warning will be issued too.</i>
2.1 Copying from unauthorized material carried by the candidate himself/herself or other person(s) to the examination venue.	
2.2 Picking any neighbour's possessions such as papers, electronic gadgets, etc., from the floor or desk.	
3. Circulating unauthorized written material to other candidates during an examination	<i>Cancellation of the candidate's examination results in the unit(s) concerned. Expulsion from the University of the parties involved.</i>

Offence	Penalty
4. Communicating orally with other candidates during the examination.	<i>Cancellation of examination results of the unit(s) in which the offence was committed. Candidate to retake such unit(s).</i>
5. Non-compliance with invigilator's instructions during the examination.	<i>A warning letter. Should the disobedience be against a serious matter, the stronger penalty shall be meted.</i>
6. Copying from other candidates' examination work in the examination.	<i>Cancellation of the examination results in the unit for the candidate(s) involved. Retake the unit. Suspend candidate(s) involved from the University for one academic year. Proceed to the subsequent year of study on readmission. PROVIDED THAT the other candidate will only be penalised if it is proved that the copying was made possible because of his or her consent, collusion, or reasonable knowledge.</i>
7. Possession of used or unused examination answer book(s) in the examination venue other than the material issued by the invigilator.	<i>Cancellation of the candidate's examination results in the units concerned. Suspension from the University for one academic year and repeat the unit on re-admission. A written warning.</i>
8. Returning of examination answer books with written answers after the time allowed and specified by the invigilator	<i>Cancellation of the candidate's examination results of the unit concerned. Retake the paper.</i>
9. Willful disruption of University examinations.	<i>Cancellation of the candidates results in the unit concerned. Expulsion from the University for those involved.</i>

Offence	Penalty
10. Impersonating another candidate.	<i>Expulsion from the University for the candidates involved in the conspiracy.</i>
11. Presenting oneself for an examination in a unit he/she has not duly registered.	<i>Cancellation of the candidate's results in that unit(s). A written warning.</i>
12. Commission of examination offences more than once.	<i>Cancellation of the candidate's results. Expulsion from the University for those involved.</i>
13. Using the registration number or name of another candidate	<i>Cancellation of the candidate's examination results of the unit concerned and the candidate repeats the entire unit(s).</i>
14. Leaving the examination room with unused examination answer booklets.	<i>Cancellation of the candidate's examination results in the units concerned. Suspension from the University for one academic year and repeat the unit on re-admission. A written warning.</i>
15. Leaving the examination room with one's examination answer booklets i.e. failing to submit one's answer scripts after one has done the examination.	<i>Cancellation of the candidate's examination results in the units concerned. Suspension from the University for one academic year and repeat the unit on re-admission. A written warning.</i>

- 1. The above two lists are in no way exhaustive.**
- 2. In cases of grave breach of discipline, the matter shall be referred to the Students Disciplinary committee.**
- 3. Students are required to familiarize themselves with University disciplinary and grievances procedures.**

STUDENT GRIEVANCE PROCEDURE

All SU students are expected to be guided by the University's educational policy which fosters corporate-family values in their relationships with fellow students and staff in order to

1. Contribute towards the promotion of a bright and cheerful corporate-family atmosphere in the University;
2. Promote a conducive and pleasant environment for quality teaching and learning; and
3. Maintain good relations and mutual understanding among fellow students and among students and staff, within the University.

- In complaints of sexual harassment. The procedure for sexual harassment complaints has been outlined in the Sexual Harassment Policy which is available on the intranet;
- In disclosure of information. The procedure for disclosure of information has been outlined in the Policy and Procedures on Disclosure which is available on the intranet.

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The Student Grievance Procedure is aimed at providing a fair hearing to any student in the event of such a student being aggrieved, as is bound to happen in a family with such diverse membership as SU. Students should therefore lodge their grievances with the Dean of Students.

This grievance procedure shall not be used: -

- To seek a review of examination grades;
- To seek a review of decisions made through the student disciplinary process;

UNIVERSITY EXAMINATION REGULATIONS

Examination regulations for CPA and ACCA and other external examinations

All students are required to do all assignments and sit all tests during the course prior to sitting for external examinations.

Examination regulations and procedures for University degree and diploma courses.

1. Eligibility to sit Final Examinations

In order to be eligible to sit a final (end of semester) University examination in a course unit, a candidate must:

- a) Be a registered student in the Faculty in which the course unit is being examined.
- b) Have attended two-thirds of the classes
- c) Cleared fees in full 7 days to the start of the examinations.

2. Continuous Assessment Tests (CATs)

- a) If a student misses a CAT or quiz, he or she must notify the faculty in writing and attach evidence e.g.
 - In case of a doctor's appointment/visit, the student should provide a sick sheet from the doctor
 - In matters related to attending the various clubs and sports activities recognized by the University, the student

should seek clearance from the Dean of students prior to attending the activity.

- b) If the above procedure is not followed, it will be assumed that the student has failed the CAT or the quiz in question and hence forfeit the marks.
- c) There are special answer sheet to be used in CATs and students should not carry books, papers and other personal belongings to the exam venue. The answer sheets should be used strictly for this purpose and any unused sheet should be returned to the examinations office. Students should not walk out with unused answer sheets at the end of the CAT.

3. Examinations Timetable

Students shall be informed of the examination timetable no less than two weeks before the examinations are scheduled to begin. All students should produce their examination card and university ID as they enter the examination venue.

4. Retake Examinations

There will be no period set for the retake examinations; instead, candidates will sit their examinations when the unit(s) in question is (are) offered.

- a) A candidate who fails in any unit in an ordinary University examination in any given year shall be allowed to apply for retake examination(s) in the failed unit(s) provided that the

total number of such units shall be less than 50% of units sat. Such candidate shall apply for retake examination(s) within a period of not more than 14 days inclusive of Saturday and Sunday after the candidate has been notified of the result.

- b) A candidate for retake examination(s) shall be required to register and pay the prescribed fee for the retake examination(s) after being notified of the success of his/her application but not later than one month before the date of the retake examination.
- c) The maximum marks in a retake examination shall be 40% for undergraduate courses and 50% for diploma and master's courses and the total score shall not include continuous assessment.
- d) A candidate who fails in any retake examination(s) shall repeat the failed unit(s).
- e) A candidate who fails the repeated unit(s) shall unconditionally qualify to apply for retake examination in the failed unit(s). The candidate shall respectively register and pay the prescribed fee for retake examination(s) before sitting for the examination(s).

5. Special retake Examination

A candidate who for serious reasons such as medical or compassionate grounds cannot sit a given retake examination when offered shall retake the unit when next offered. The rules governing retake exami-

nations apply.

6. Special Ordinary Examination

Special Ordinary Examinations shall normally be offered on medical grounds and compassionate grounds only. Candidates shall apply to the Registrar (Academic) for special ordinary examination before the date of the examination. Such candidates will retake the exam at a suitable time when the unit(s) is (are) next offered and earn full marks.

Medical Grounds

- a) A candidate who is prevented by illness from attending an examination, or a candidate who believes that illness has significantly affected his or her preparation for or performance at an examination, may apply for a special ordinary examination on medical grounds.
- b) The candidate's medical or dental practitioner recognised by the University will provide the University with a medical/dental assessment indicating:
 - i) Period of impairment affecting examination preparation within the semester;
 - ii) Impairment at the time of the examination, which may be described as nil, minor, severe or unfit.

It is imperative that:

- a) All necessary medical evidence is obtained from the relevant authority and that any additional information is included so that as much documentation as possible is lodged at the same time.

- b) The medical evidence must relate to a visit to the practitioner no later than the day of the examination or assessment. Note that medical report (s) will not be acknowledged retrospectively.
- c) Only the original medical report certified by the practitioner, or a certified copy, is/will be acceptable.

A candidate who fails in any special ordinary examinations shall retake the examination in the failed unit(s) when the unit is next offered.

Compassionate Grounds

A candidate who is prevented by circumstances beyond his or her control from attending an ordinary examination may apply for a special ordinary examination on compassionate grounds. A candidate who fails in any special ordinary examination shall retake the examination in the failed unit(s) when next offered

Candidates should note the following:

- a) Each application for a special ordinary examination on medical or compassionate grounds is considered on its merits and making an application does not guarantee that a special ordinary examination will be granted.
- b) Given that such special ordinary examinations are not automatically offered, candidates are encouraged to sit the ordinary University examination.

- c) Candidates do not apply for a special ordinary examination on the unit(s) failed or performed poorly.

7. Repeat

- a) A candidate who repeats more than a sixth of the units in any stage shall not qualify for the award of a degree with honours on completion of the programme.
- b) A candidate who fails to attain the pass mark in more than 50% of units sat in any year shall be required to repeat the failed unit(s) and cannot register for any additional units.
- c) No candidate shall be permitted to repeat any unit more than once on academic grounds.

8. Discontinuation

A candidate who repeats and fails more than half the number of units in any year of study shall be discontinued from the programme by Registrar (Academic Affairs).

9. Appeal for Reassessment

A candidate who is not satisfied with the grade which he/she has been awarded in any unit may appeal to the Registrar (Academic Affairs) for a re-marking of the written examination paper in that unit on payment of the appropriate fee, which the Academic Council shall determine from time to time. The grade and mark recommended by the examiner(s) after remarking shall be the final grade and mark awarded to the candidate for the

unit. No appeal for re-marking of any unit shall be entertained in cases where the appeal has been submitted later than 14 working days inclusive of Saturday and Sunday after the candidate has been notified of the result.

10. Community-based and Industrial Attachment

All undergraduate students must successfully complete their community-based attachment, in order for them to graduate.

N.B Students will be provided with written "Guidelines for candidates" clearly explaining what is expected of each student.

11. Sudden Disruption of Examinations

The following procedure will be followed in case of sudden disruption of examinations due to power outage or threat to physical safety and security.

Power Outage

If there is a power failure, candidates should remain seated, stop writing and wait for further instructions from the invigilators.

Candidates will continue with the examination, if power failure lasts less than 10 minutes. The examination time will be extended by the length of the power failure.

If the power failure lasts more than 10 minutes, the invigilators will collect the examination scripts and terminate the examination. The students will remain seated as the examination scripts are collected after which they will leave the venue with their personal belongings.

The invigilators will account for the examination booklets within 24 hours if the power outage also affects Examinations Services; otherwise the booklets should be accounted for as soon as the examination ends.

Threat to Safety

If there is any threat to physical safety and security, such as an explosion or fire etc, the examination will be terminated and all candidates and invigilators will be required to vacate the examination venue.

Candidates will take their personal belongings and leave all examination materials on their desk. The invigilators will collect the examination materials as soon as an appropriate authority has declared the venue safe.

The invigilators will account for the examination booklets as soon as possible.

In the case of both power outage and threat to safety, if the disruption occurs after three-quarters of the examination period has lapsed, the internal examiner will mark the students' scripts and award marks appropriately; otherwise the examination will be rescheduled. The internal examiner will write a report to the Dean explaining how the marking and grading was done.

Communication

The invigilators should write a report to the Examinations Manager and the Dean explaining the disruption and the outcome. This should be done within 24 hours.

In the event that an examination disruption leads to re-scheduling of the examination, the students will get information regarding the re-scheduling through the Registrar's Office.

GRADUATION POLICY GUIDELINES

Conditions of Entry to Graduation

1. Graduation is open only to registered students of the University who have fulfilled both the academic and fee requirements of their programme and who have been approved for the appropriate award by the Academic Council (thereafter referred to as Graduands).
2. In order to become a graduate of the University, Graduands must apply for Graduation by completing the graduation application form which is issued by the Schools/Faculties and pay the appropriate fee as set by the University. A Graduand will not be deemed to be a Graduate of the University until they have applied for and completed the process of graduation at the University Graduation and Awards Ceremony, either in person or in absentia.
3. Potential Graduands are required to apply for Graduation

within the specified registration period by utilizing University Graduation Procedures as determined by the University and notified to potential Graduands through official notice boards throughout the University, the University website and Students' Handbook.

4. Potential Graduands will be registered for Graduation in the name that is recorded on the Students' University Record at the time the award decision was made by the Academic Council. The Certificate will bear the registered name of the Graduand, and shall not be changed once the period for confirmation of records stated hereunder has lapsed.
5. Potential graduands should **confirm their Students' University records** and **clear all fees balances** at least one month to the graduation, failure to which no appeals will be accepted.
6. Appeals: Regulations regarding appeals against awards are as follows:
 - a) Once a Graduand has graduated from the University, he/she is deemed to have accepted the award as approved by the Academic Council and to have become a Graduate of the University. Academic appeals from Graduates against marks, types of degrees or awards approved by the Academic Council will not be considered by the University.

- b) Any appeals against an award approved by the Academic Council must be done in writing to the Vice Chancellor not less than 14 days before the graduation ceremony. No appeals will be accepted outside this period.
- c) Graduands who lodge an academic appeal have the following options:
- i) Attend the graduation ceremony as planned while the appeal is being considered;
 - ii) Defer graduation until the next set of ceremonies by which time the result of the appeal will be known;
 - iii) Graduate in absentia and await the outcome of their appeal.
- d) Graduands who wish to take up option (i) will be included in the graduation listings with the award they are appealing against. They will not be given their award certificate after the ceremony but will receive a letter of completion. Once the appeal has been heard and a decision made the certificate will be issued in accordance with the decision of the appeal.
- e) Graduands who wish to take up option (ii) will be invited to attend the next graduation ceremony once the decision of their appeal has been reached. The certificate will be presented to them after the ceremony.
- f) Graduands who wish to take up option (iii) will be included in the graduation lists and their certificate will be awarded once a decision has been made. The graduate will not be invited to attend another ceremony.
- g) Graduands who appeal against the decision of an Academic council which states that they are not eligible for an award will not be included in the Graduation Lists.

UNIVERSITY LIBRARY

The University Library is available for silent study and research to all registered members.

Opening hours:

- Monday to Friday: 7.30 am to 9 pm
- Saturday: 8.00 am to 7.30 pm
- Sundays from 1.00pm to 6.00pm
- Remains closed on Public Holidays.

About the library

Three libraries:

- Main Library
- Anjawalla and Khan Library
- Business School Library

The information collection

The library collection consists of:

- a) Core texts (Textbooks)
- b) Reference Collection (Biographies, bibliographies, dictionaries, encyclopedias, prospectuses, catalogues, annual reports etc)
- c) Spiritual collection
- d) Leisure reading (novels)
- e) Special collections (Government publications, UN publications,
- f) Journals
- i) Hard copies (Daily Nation, East African Standard, East African, Weekly Telegraph, Economist, Harvard Business Review etc)
- ii) Electronic databases with thousands of e-journals
- g) Theses
- h) Audio-visual collections.

Services offered

- a) Reading space
- b) Borrowing and lending (long loans and short loans)
- c) Special collections
- d) Electronic journals
- e) Audio-visual collection
- f) Reservation
- g) Information Service (reference desk, intranet library folder, & library notice boards)
- h) Searching (OPAC -Online Public Access Catalogue, CD-ROM & Internet)
- i) Printing and photocopying services

LIBRARY ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

This can be found at <http://sagana/> or <http://yala/library>

LIBRARY RULES AND REGULATIONS

Library rules and regulations should be followed to enable fair access and use of library facilities by all users. Failure to do so will result in the withdrawal of library rights, suspension of library rights, or suspension from the university.

- 1) Students will be issued with a library card at the Admissions office. If the card is lost, PLEASE REPORT IMMEDIATELY. A replacement will be available at a fee.
- 2) Library items should not be taken out without proper authorization. Theft or attempted theft of Library items, equipment, furniture or furnishings is proscribed.
- 3) All communication gadgets including call phones, pagers, radios, beepers etc should be switched off before entering the library. No call should be made or received in the library.
- 4) All bags, brief cases, overcoats, etc should be left at the baggage store at the library entrance.
- 5) The library is a place for silent, private study. Consultations, discussions, group study etc should not be held in the library. The university provides many other areas on campus for this.

- 6) Smoking and sleeping are not allowed in the library.
- 7) Food and drinks should not be taken to the library.
- 8) Books shall not be marked in any way e.g by underlining, writing, ticking etc.
- 9) Respect the borrowing guidelines for various categories of books.
- 10) Reference books and items in the special collections should not be taken out of the library.
- 11) Defacing, mutilating or damaging Library items, facilities equipment, furniture or furnishing or willfully altering or destroying identification marks relating to the ownership or location of Library items, equipment, furniture or furnishings is not allowed.
- 12) Users may not obtain or use a Library card under false pretences.
- 13) Use or possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization is not allowed.

NB:

- Users are encouraged to be vigilant and to report other library users that are breaking library rules to any library staff member.
- Report any items in short supply such as books to the staff at the issue desk.
- Communication to users is through email, and notice boards, continuous user education, and point of service areas.

SOME PUNISHABLE LIBRARY OFFENCES AND PENALTIES

	Offence	Fine/Penalty for students
1	Theft or attempted theft of Library items, equipment, furniture or furnishings	1) Twice the replacement cost of item, 2) Administrative fee of Kshs. 500, 3) Suspension from the library for a maximum period of one academic year
2	Defacing, mutilating or damaging Library items, facilities equipment, furniture or furnishing or wilfully altering or destroying identification marks relating to the ownership or location of Library items, equipment, furniture or furnishings	1) Replacement cost of item, 2) Administrative fee of Kshs. 500, 3) Suspension from the library for a maximum period of one semester
3	Obtaining or using a Library card under false pretences	Suspension from the Library for a maximum period of one academic year.
4	Violating a suspension that is in effect	Suspension from the Library for a maximum period of one academic year on top of the current suspension.
5	Smoking, eating or drinking in Library buildings (including stairwells and decks), sleeping in the library	Suspension from the Library for a maximum period of 1 semester.
6	Use of computers in a manner contravening University Regulations	Suspension from the Library for a maximum period of 1 semester.

7	Rudeness to library staff, including university security	The case will be heard by the university librarian/deputy, who will determine whether it should proceed and be heard at the student disciplinary committee.
8	Use of communication devices including cell phones, pagers, beepers radios, walkie talkies, etc)	Suspension from the Library for a maximum period of 1 semester.
9	Noise making, discussions, consultations in the reading areas, staircases and cloak rooms	Suspension from the Library for a maximum period of 1 semester.
10	Contravention of intellectual property stipulations of the University such as photocopying limits	Suspension from the Library for a maximum period of 1 semester.
11	Bringing unauthorized items such as overcoats, big bags, campus bags, briefcases, etc	Suspension from the Library for a maximum period of 1 month.
12	Behavior which adversely impacts on other individuals' use or access to Library facilities and resources	Suspension from the Library for a maximum period of 1 semester.
13	Possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization.	The item will be confiscated, awaiting consultations with the concerned library.

- 1. The above list and table is in no way exhaustive.**
- 2. In cases of grave breach of discipline, the matter shall be referred to the Students Disciplinary committee.**
- 3. Students are required to familiarize themselves with University disciplinary and grievances procedures.**

COMPUTER LABS

Care should be taken in the use of computer equipment and any breakage or problem should be reported immediately to the Lecturer or lab assistant. There should be no eating, drinking or smoking in the Labs

1. Computer Games should not be played in the Labs, either during lectures or at any other time. Listening to music is not allowed.
2. When leaving the Lab, the computers and printers should be switched off and the room should be left in order.

Internet Regulations

- The Internet is an educational tool available to all students and should be used to facilitate learning.
 - The University provides a filtered Internet access; non-educational sites might be inaccessible. After repeated attempts at accessing a blocked site, a user might be logged out from the service.
 - Internet access is logged - To access the Internet, one needs to log in using his/her account name and password, which will be provided once s/he has enrolled for a course in the university.
 - A facility exists to inform the Network Administrator when a certain site might be blocked by mistake.
 - Access to sites with immoral content and other inappropriate non-educational sites is prohibited.
- * Please note that the University has a limited bandwidth available. Some types of applications use a lot of bandwidth and this will badly affect the quality of the connection of other users.*

Hence:

- a) Users should not access sites or applications that take up large amounts of bandwidth, such as streaming radio, TV or video.
- b) Downloading of large documents or files is seriously discouraged. If you need to download large documents/files, please inform the Network Administrator who can schedule it for you over periods when the service is not in use.
- c) Please save downloaded files on flash disks rather than leave them on the hard disk of the PC you are using.
- d) Students should not give their account details to anybody else; otherwise they will forfeit their Internet access.

All students are welcome to use the University Chapel. It should be kept in mind that the Chapel is a place of prayer and should be used for that purpose, respecting the holiness of the place and the recollection of others. You are requested to observe silence in the area near the chapel.

**HOLY FAMILY
SHRINE**
A place of prayer
for our families

Strathmore University



CHAPLAINCY

The University Chaplain and his Assistant run the activities of the Chaplaincy, which include:

- **Daily Mass:** at 07:30 a.m. and 12.30pm in the University Chapel, Monday to Friday and 10:30 am on Saturdays in the University Chapel.
- **Confessions:** A detailed Confessions timetable is posted on the Chaplaincy noticeboard.
- **Benediction** and Exposition of the Blessed Sacrament at 1:45 pm on Thursdays
- **Chaplain Talk** from 1:15 p.m. to 1:45 p.m. for men on Wednesdays and for women on Mondays from 1.15pm to 1.45pm
- Benediction and **Adoration of the Blessed Sacrament** from 1:00 p.m. to 1:45 p.m. on the first Friday of each month.

Students can visit the chaplaincy website for discussions and information about their faith: (<http://athi/chaplaincy>)

This site has been developed to enable students in the University to have access to information about their Christian faith.

Details of other Chaplaincy activities are posted on the Chaplaincy notice board. The Chaplain and his Assistant are

available in their offices for consultation. An appointment may be made with either of them directly.

Some books for prayer and spiritual reading are available for use in the Chapel from the cupboard at the entrance of the chapel upon deposit of an ID. These books may be used only in the chapel and should not be taken out of the Chapel.

The rooms in the Chapel basement may be used only with the permission of the Chaplain.

Any suggestions regarding Chaplaincy activities are welcome but should first be discussed with the Chaplain.

Ethics and Theology

Moral religious training is an essential part of the all-round education provided by Strathmore. Should any student not want to attend Theology lectures on grounds of conscience, he/she should inform the Chaplain. The Chaplain will arrange for the student to do a research paper on a specific topic instead. This topic will be mutually agreed on and the Chaplain will make sure that he/she spends as much time in his/her religious training as attending the Theology lectures would require.

STUDENT
AFFAIRS





Strathmore University views student life beyond the classroom as a means of fostering intellectual, spiritual, moral and social growth. Community service, student government, student organizations, cultural activities and athletics all provide students with opportunities to develop their talents and abilities, as they prepare to assume positions of leadership within their communities and the world.

Our institution underscores the holistic development of students. In the face of the complexities and challenges of a technologically-driven, global society, the University prepares you in the various aspects of academic life.

Be ready then, to learn from the diversity of people and ideas around you. Our faculty members will immerse you in innovative and pioneering research undertakings. Your peers will engage you in various creative, athletic, and other non-academic endeavors. Members of communities outside the campus will open your eyes to the realities and challenges in our society. Through our international academic linkages and various industry partnerships, you will be exposed to the latest developments in your respective fields.

Student Affairs is organized into a number of integrated but specific sections

Career Services, Foreign Students Advising, Sports section, Student Club Activities Section, Mentoring and Counseling Section, Health Care Section and Community Outreach Section.

CAREER DEVELOPMENT SERVICES

The careers office is here to help you develop your career, make those all-important decisions about life during and after your stay at Strathmore, and support you every step of the way – whatever your career aim.

We serve as a liaison between you; the student and the employers and help you define your career goals as well as equip you with the skills and information necessary for a successful employment search. We also plan several events and workshops which are geared towards helping you get a job or start your own enterprise.

Our services are opened to

- Our current students
- Our Alumni (regardless of how long ago you were a Strathmore University Student)

Where to find us: The Careers Development Services office is situated in the Student Centre, 3rd floor, East Wing. Open to serve you from 9.00am to 5.00pm Monday to Friday.

The Careers Development Office seeks to complement the academic mission of the University by educating and empowering you to take ownership of your professional development as a lifelong learner and to function successfully in a global society. Furthermore, we also provide programmes and services that create opportunities for employers, students, lecturers, and staff to engage in mutually beneficial partnerships that meet

the needs of an evolving workforce. Additionally, we want all of our students to graduate with the six basic career competencies listed below:

- Communication Skills
- Critical Thinking Skills
- Interpersonal Skills
- Leadership Skills
- Self Management Skills
- Technical skills

You might be wondering how exactly we as the Careers Development Services assist students? We:-

- I. Evaluate students Curriculum Vitae (CVs) and help them identify areas that need amendments to market themselves better to potential employers.
- II. Connect students who are looking for an internship or employment opportunity with industry. The Careers Dev. Office receives CVs from students and alumni for its database which are forwarded to potential employers based on the job requirements. You can leave your CVs between **9.00 a.m. and 12.30 p.m., Monday to Friday**. One is required to have been in Strathmore University for at least 6 months to be eligible to bring in 2 copies of their CV and 1 passport photo to the Careers Development Office.
- III. Facilitate mock job interviews for students to practice their interview skills.
- IV. Organize the annual Career Fair which is held on the 1st Friday of February with over 50 compa-

nies participating and 1000 plus students attending. The fair is an opportunity for the students to meet with industry players in a forum where they can interact freely and find out more about companies they might like to work for.

- V. Organize Faculty Career days, where a specific organization or Career field takes center stage and the students interested in that particular field can learn more.
- VI. Organize workshops and talks on life skills like Networking, personal branding, Financial Literacy, communication skills etc.
- VII. Offer information on recommended reading, psychometric tests as well as job openings is posted on the Careers Development Services notice board, Facebook page and tweeter.

Visit our webpage; <http://careers.strathmore.edu/>

Facebook: Strathmore University Career Development Services

STUDENT MENTORING SERVICES

Personal meetings are an integral part of the education system of the University. All full-time course students have a personal adviser who will call the student regularly for a personal and confidential meeting. Should a student wish to see his/her Mentor at any time, he/she should feel free to do so.

The purpose of these meetings is to help guide each student in his/her academic work, helping the student make the best use of his/her abilities and of the facilities offered, managing study time etc.

Students should feel free to bring up any matter, which concerns them, in the meeting, even if the matter is not strictly academic. All matters discussed in the meetings are confidential. If his/her Mentor has not called a student for a long time, he/she may report the matter to the Head of the Student Mentoring System.

International Students

You are very welcome to Kenya and particularly to Strathmore University.

All international students need a Student's Pass to study in Kenya; this document is granted by the Ministry of Immigration of Kenya in Nairobi. **Therefore, upon arrival at Strathmore at the beginning of your course, please get in touch with the International Students Office at the Dean of Students Department for assistance on how to get a Student's pass.**

Student's Pass

This is a document issued to person(s) seeking to enter and remain in the Kenya for the purpose of receiving education or training at an educational or training establishment within the country by which he/she has been accepted as a student/pupil.

You need to provide us with the following documents for us to assist you in your application:

- Two passport size photos
- Copy of passport both bio data page
- Copy of Kenya entry visa page
- Copy of academic transcripts/certificates presented when joining Strathmore.
- Commitment letter from parent/guardian addressed to:
*The Director of Immigrations
P.O. Box 30191-00100
Nairobi.*
- Copy of parents/guardians' ID or passport.
- For self-sponsored students a certified copy of your Bank Statements is required.
- Cover letter from Strathmore. For internship passes, A cover letter from the company offering the training is required.
- Police clearance certificate/certificate of good conduct from country of origin.

The Student Pass application process takes a while, so it is important the application is made

immediately you accept the Strathmore University admission offer. For us to initiate the application for you, send us via email (studentpass@strathmore.edu) or post the above nine (9) documents. Then, upon arrival in Kenya we will take you for a face-to-face interview with the Immigration officers to finalise the application process. Delaying your Student Pass application could result in you being deported from Kenya. Should you have any queries please contact us on studentpass@strathmore.edu

Karibu Kenya! and looking forward to sharing the Strathmore experience with you.

Extension of Visa

All international students need to note that they need a Kenyan Visa to travel to Kenya for studies, therefore if the Visa expires before the pupil's pass is processed, the student is required to renew the visa at the Immigration Department.

CO-CURRICULAR ACTIVITIES

Student Activities and the Student Council

There is a representative students' organization, known as the Student Council, whose purpose is to promote the academic, cultural, religious, social and sporting welfare of the students of Strathmore University. The Council consists of student representatives, to be chosen at open and free elections according to guidelines established by the Dean of Students. The activities of the Student Council

will be supervised by the Dean of Students, with whom the members of the Council meet periodically.

In order to ensure that students are adequately represented at all levels, in addition to the students who form part of the Strathmore Student Council, there are two student representatives (one male and one female) for each class, who regularly meet with their Head of Department, or, where appropriate, the representatives of various classes with the Dean of their Faculty, in order to discuss their concerns and suggestions.

Clubs

The University offers a variety of co-curricular activities aimed at providing the student with an



opportunity for personal development and the opportunity to socialise. We boast an array of clubs that serve different interests from Performing arts, Languages, Human Resource to Entrepreneurship and so on. *Below is a list of some of the Clubs in SU*

Leadership, Public Speaking

- **AIESEC** – For those seeking to develop leadership skills and manage projects.

- **Debate Club** - ideal to help you develop your presentation and communication skills as well as learn how to think and solve problems logically.
- **KMUN** - For those interested in diplomacy.
- **SHREC** - Our HR club gives you an opportunity to interact with HR practitioners and learn teamwork.

For the Arts and most things creative

- **DRAMSOC** - For students interested in drama and play production
- **The Band** - If you have always wanted to be in a band, here is your chance!
- **SUMG** - The Strathmore media club, where creativity and journalism skills are nurtured
- **Strathmore Chorale** - For those interested in nurturing their singing talent
- **The Culture & Heritage Club** - For those who appreciate and wish to practice contemporary art

Business, Finance and Entrepreneurship

- **SASS** - A club for the Actuarial student
- **SBC** - Our business club that will help the entrepreneur in you to thrive
- **ENACTUS** - Encourages students to embrace entrepreneurship
- **SMS** - For students who want to hone their marketing skills and knowledge
- **SUFFESA** - The club for the Finance and Financial Economic students

Languages

- **Deutsch club, les francophones de strathmore and japanese club** - for those studying or interested in the German, French and Japanese cultures and languages respectively.
- **EL CLUB!** - For students who want to learn more about the Spanish culture
- **Chinese Club** - For students who want to learn more about Chinese culture.

Hospitality and IT

- **HATSS** - A club that caters for the Hospitality and Tourism Students interest in their industry
- **SUITSA** - A club for students who wish to hone as well as share their IT skills and knowledge with others

Want to know more? Visit the Club and Societies Office, 3rd Floor, Student Centre.

Sports



Strathmore is well known for its trophy-winning sports teams, which include the Archery team, Blades (men's basketball team), Swords (Ladies basketball team), Gladiators (Men's Hockey team), Scorpions (Women's Hockey team), Strathmore F.C (Men's football team), and Strathmore Leos (Men's Rugby team), the handball team, Karate team and others.

The sports teams and clubs provide an opportunity for each student to discover and develop their talents in sports, acting or leadership skills. Each club has a mandate and the members of the club ensure that it achieves its objective and continues to remain vibrant and attract new members. It is a great opportunity to know yourself and improve on your strengths.

Relating with others, learning how to solve conflicts in a civilized manner, learning to respect other points of view are all things that one has to experience for themselves, and the clubs provide that opportunity.

Want to know more? Visit the Sports Services Office, 3rd Floor, Student Centre.

Dress during sports

Students participating in sports are expected to be appropriately dressed: boots or sneakers, shorts or track suits, t-shirts, bikers.

General behaviour during sports

1. Students are expected to behave in a respectful manner while on training and on official sports trips, whether as players

or spectators.

2. During a match any complaints should be channeled to the referee/umpire through the team captain.
3. No drugs, alcohol or any other form of intoxicants should be consumed before, at or after matches or during training.
4. Students are expected to avoid instances of abusive shouting, offensive language, stone throwing, physical confrontation, disrespectful arguing, either with the referee/umpire, fellow players or opponents, at all times during sports events whether as players or spectators.
5. Any suggestions related to sports should be made to the Dean of Students, through the sports administrator, the coaches, the student sports representatives or the captains.

GENERAL INFORMATION

SECURITY

Security officers are assigned to various parts of the University. However, security is the responsibility of all members of the University community; we therefore ask you to co-operate with the security team at all times to ensure a safer campus.

The University requires its students and staff to wear their Strathmore University ID at all times while in the University. The ID policy enables Strathmore to enforce better campus security, which is a pressing need because the University remains open to guests, and its student population

is growing considerably.

The officers have to be alert at their posts; please do not request them to do other things for you (e.g. leaving your belongings with them).

Should you witness any issue that threatens University safety and security please report it to any University security officer or staff near by.

HEALTH SERVICES

Strathmore University Medical Centre

The Strathmore University Medical center is located on Strathmore University's Keri Campus. We strive to fulfill one of the university's mandates of "service to society" by providing excellent and quality healthcare to all patients.

The practice offers diverse medical care for patients. Our services include Primary care, mental wellness clinic, dental care, gynecology clinic, Physiotherapy, diabetes and hypertension clinic, ENT services, laboratory services, pharmacy, pediatric and maternal wellness clinic, vaccinations/travel medicine center, imaging and ultrasound. Our services are open to all students, staff and the general public.

Students can access the clinic services using their medical cover which is as follows:

- 10,000 per academic year for full time students pursuing an undergraduate degree.
- 3,500 per academic year for students pursuing a diploma/ evening students. Students are expected to copay 250 per visit

- 1,500 per academic year for students pursuing CPA/ACCA. Students are expected to copay 250 per visit

Students can also send their bill to their school fees, pay in cash/ mpesa and supplementary medical insurance covers that the staff and the general public can also use. The medical insurance covers accepted include Sedgwick, Jubilee, UAP, Heritage, GA Insurance and Sanlam.

We are open every weekday from 7:30 am to 7:30 pm and on Saturday from 8:30 am-2:30 pm.

Mental health

We have a team of experienced counselors who have the expertise to manage stress, anxiety, depression, addictions, how to handle peer pressure and social media influence, post-traumatic stress and carry out group and family therapy to both our students and patients.

The mental health protocol is accessible on the university intranet portal.

Our mental health specialists can be reached on call through +254 724 255 169

UNIVERSITY BUSES

- a) Bus transport to town is for evening students and they are required to queue for the bus and behave in an orderly manner. Any instructions given by the Bus Conductor should be followed.
- b) On each bus, four seats are reserved for Lecturers. Should any Lecturer be standing,

students should offer him/her a seat.

- c) Standing passengers should not crowd near the door.
- d) A student who does not follow these rules may be prevented from using the University transport facilities for the remainder of the semester.

GOOD MANNERS

- After using the toilet, make sure it is left clean and tidy. The person using it after you will be most grateful.
- When making field trips or any kind of educational outings, be attentive, courteous and friendly to lecturers, drivers and all persons you come in contact with. Students are expected to behave in a respectful manner during the trips!-Students are asked not to bring any alcohol with them on trips.
- Respect the order of queues.
- Give way and hold doors for others.
- Always stand and walk on the left side of corridors and stairways.
- If a visitor appears to be lost, offer him/her your assistance.
- Offer a helping hand to University Staff whenever it is needed.
- Greet and address people politely.
- At the end of each class, make sure that chalkboards are properly erased, open windows and doors to ventilate the room, align desks and chairs properly,

and see to it that the room is free of litter.

- When students wish to ask a question they should raise their hand and ask their question in turn as the Lecturer requests.

IMPORTANT THINGS WORTH NOTING

- Mail for students is left in the mail-box at the main entrance. Students expecting to receive mail through the University should check it regularly. Mail, which is not collected, will be returned to sender after a reasonable period of time.
- There is a Suggestions Box at the main entrance. All suggestions should be signed and the person's name given in full. Unsigned suggestions will not be considered.
- A First Aid Box containing basic drugs for urgent needs is kept in every department of the University.

BOOKSHOP

The bookshop offers a variety of stationery items, books etc. for sale and students can purchase them from the bookshop. Photocopy services are provided at the Bookshop.

CAFETERIAS

- Pate Cafeteria
- Strathmore Cafeteria (Student Centre ground floor)
- Food court (Student Centre first floor)

Monday to Friday: 7:30 am to 7:00 p.m.

Saturday: 8:00 am to 2:00 p.m.

Payment slip should be given to the attendant who will supply the items paid for.

Order and courtesy should be practiced in the Cafeteria; queuing should be orderly, used cups, plates etc should be returned to the counter, litter placed in the bins provided, chairs left straight etc.

If any student behaves in a disorderly manner in the Cafeteria, he/she may be barred from using it.

Any breakages to utensils in the Cafeteria will be charged accordingly.

Any suggestions or complaints related to the Cafeteria can be made to the Cafeteria Managers.

LOST PROPERTY

While every effort will be made to keep safe any item found, students are reminded that the University cannot take responsibility for any item lost or misplaced in the University.

Students should take care of their

belongings and not leave them unattended or lying around in the University.

Any item found in the University should be left at the Help Desk. If someone has lost anything in the University, he/she should enquire at the Help Desk. The Dean of Students will dispose of unclaimed items at the end of each semester.

NOTICE BOARDS

Notice boards are placed in the main foyer and in each School. Students should check the boards for announcements concerning lectures, changes of timetable, activities etc.

If someone wishes to post a notice on a notice board, the Director of the School or Department should be consulted, for departmental notice-boards and the Dean of Students, if the notice is to be put on other boards.

Students are asked not to disfigure the notices in any way.

60 THINGS TO DO AT STRATHMORE UNIVERSITY BEFORE YOU GRADUATE

1. Learn a new language.
2. Give your parent or guardian a tour of the university.
3. Trick someone on April 1st.
4. Order a menu you don't understand.
5. Send a text and then regret.
6. Confuse MSB 14 for LT4 and do the long walk.
7. Try out for a university sports team.
8. Play for Kenya in any sport.
9. Win an election.
10. Score 25 out of 30 in a CAT only to find out that you are the lowest.
11. Hi-five your Dean and then pretend it was by mistake.
12. Get a headache in class.
13. Buy ice cream to celebrate.
14. Join a student club.
15. Befriend a person who consistently scores more than you.
16. Complain about the weather.
17. Wear flip-flops in the rain.
18. Regret sitting in the front row.
19. Forget the password of your assignment.
20. Get to use your Strathmore email account.
21. Get to know your mentor.
22. Take on your number one fear and conquer it.
23. Ask him/her to tell you his/her life story.
24. Write an article for the university website.
25. Appear in the university social media sites.
26. Boost your GPA.
27. Eat the same menu for 5 straight days.
28. Bet and win a free lunch.
29. Attend a guest lecture.
30. Donate something to a worthy course.

31. Lose all your friends and try to find new ones.
32. Admit when you don't know something.
33. Read a book that has nothing to do with your course work.
34. Represent your class at Sports Day.
35. Give your time for charity either under CBA or COP.
36. Discover you are attending the wrong class after half an hour.
37. Sit in the library from when it opens till closure.
38. Watch your classmates play for the University at a league game.
39. Know the names of half of your classmates.
40. Know the name of your Faculty Dean.
41. Attend a career fair.
42. Meet with a Careers Services staff and discuss you future career plans.
43. Attend a networking session organised by a club/society.
44. Prepare your CV.
45. Successfully stop a bad habit.
46. Go through a week without complaining.
47. Every semester make sure you know all your lecturers by name.
48. Keep fit.
49. Eat at Pate café.
50. Say or do 10 positive things per day.
51. Do someone a big favour.
52. Have a hair-do you don't like for friendship sake.
53. Contribute an idea at group discussion.
54. Remember to say " Thank you"
55. Know how to cook at least one simple meal.
56. Board the university bus for the ride.
57. Enter a lift and ask where it's going.
58. Know how the name Strathmore came about.
59. Know the history of Strathmore University.
60. Find a job.



Strathmore UNIVERSITY

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