

# **LYCEUM CAMPUS STUDENT SUPPORT AND WELFARE POLICY**

## **1. Introduction**

Welfare issues in the context of higher education addresses the student's mental, physical, cultural, academic and non- academic needs to improve their overall personality. The main objective is to ensure the wellbeing of the students and they are moulded holistically to being well rounded students preparing them for active participation in society.

Students' wellbeing is defined as psychological, cognitive, social and physical functions and capabilities that students need to live a happy and fulfilled life.

The basic welfare services included in this policy are orientation; medical services; student's associations ;cafeteria and stationery services; sports and recreation; physical security; cultural, religious and worship activities; discipline; personal development; career guidance; counselling and advisory services; sexual harassment; alcohol and drug abuse; and students with special needs.

The Campus environment should be designed in such a way that it fosters both academic and social development activities of students This dual responsibility should be preciously balanced in order to nurture not only educated but disciplined caring,ethical and responsible students during and after studies.

Lyceum Campus is committed in creating such an environment through its governance instruments, this very policy being one of them.

A student wellbeing policy is a set of unique legislation and practices set up by the Lyceum Campus to give key mental and emotional well being support for students. It is used to create a **culture of wellbeing** that prioritises the needs of students in it. The Policy helps students to

get the most out of their educational environment to enable them to fully engage with their studies and perform to their full academic potential and ensure that they can get the support they need if required.

## **2. Purpose of the Policy**

The Policy is a set of unique legislation and practices set up by the Lyceum Campus to make Lyceum Campus's learning and social environment friendly, safe, convenient and one that nurtures responsible, disciplined and well-rounded students creating **a culture of wellbeing**. The Policy helps students to get the most out of their educational environment to enable them to fully engage with their studies and perform to their full academic potential and ensure that they can get the support they need.

## **3. Scope-the policy**

Policy applies to all individuals studying at campus including undergraduate, postgraduate work related learners.

The policy should be read in conjunction with other related.

## **4. Policy issues, Policy statements and strategies**

### **4.1 Orientation of New Students**

#### **4.1.1 Policy Issue**

Orientation programmes is meant to celebrate a new student's arrival and orient them to campus life. They are about to embark on a new adventure in their education career and personal life, During orientation students are provided with opportunities to learn about Campus resources and student support services. A person who becomes a student of Lyceum Campus is expected to abide by the rules and procedures of the Campus in order to ensure that he/she

conducts himself/herself in a manner expected of him/her. A student who does not receive proper orientation is more likely to break rules and this may have a direct or indirect impact on his/her welfare.

#### **4.1.2 Policy Statement**

The campus has arrangements for registration, induction and orientation of new students before they embark on their studies and ensure that these arrangements promote effective integration of new entrants to the student community.

#### **4.1.3 Strategies**

*The Campus shall:*

- a) organize a comprehensive orientation programme;
- b) avail necessary documents to students ( eg. disciplinary rules and procedures, examination regulations, dress code, student welfare policy, student charter etc.); and
- c) avail students with identity cards.

*Students shall:*

- a) fully and actively participate in the orientation programme; and
- b) keep and read lyceum campus's instruments relating to student welfare and other issues.

## **4.2 Health and Medical Facilities**

#### **4.2.1 Policy Issue**

No matter how responsibly students live their lives, sickness will remain an unavoidable circumstance that can strike anyone. The presence and accessibility of medical services must therefore be ensured. Moreover medical services are not only about cure but also more importantly about prevention. The Lyceum Campus attaches great significance on health of students, staff, and the neighbouring community.

#### **4.2.2 Policy Statement**

The Lyceum Campus's Health Centre shall continue to provide medical services to students, staff, and visitors.

#### **4.2.3 Strategies**

*The Campus shall:*

- i. Provide health services (first aid and basic medical supply) with a full time nurse is located at the health centre .to the campus clinic from 8.00 am throughout lunch to 5.00 pm on working days. A dedicated emergency vehicle available for transporting sick students to the nearest hospital;
- ii. Invite medical experts to educate and provide health information to students;
- iii. maintain a friendly working relation with nearby hospitals
- iv. take action against any person who cause any breach of confidentiality;
- v. review medical and health services and its policies;
- vi. keep student's medical information safe and confidential.

*Students shall:*

- i. continually learn about health issues as a preventative measure;
- ii. abide by the procedures of obtaining medical services at Lyceum Campus's Health Center.

#### **4.3 Students' Clubs/Societies/Organisations/Associations**

Student associations and events are dedicated in helping students as leaders and supporting them in their efforts to make positive impact at Lyceum campus. There are many ways for students to get involved on Campus and we are here to serve a connection point for students in finding the opportunity that is right for them.

Lyceum campus helps students to perform their activities by helping them organizing resources through their Clubs or Associations.

#### **4.3.1 Policy Issue**

Students 'organization is an important link between the Campus and students and should also act as a forum for students to undertake issues of mutual interest. It is also a strategic means to prepare people who can be responsible leaders in the society at various levels. For this to be realized, the student organization must operate and function within a system that ensures accountability, transparency and delivery of tangible results. The students' organisation is an important stakeholder in ensuring student welfare.

#### **4.3.2 Policy Statement**

Campus management shall ensure smooth and transparent operation of the Student organizations through provision of the necessary support for preparing the relevant constitutions and enforcing rules pertaining to their functioning.

#### **4.3.3 Strategies**

*The Lyceum Campus shall:*

- i. Ensure students' organization perform its function in accordance with its Constitution, students' disciplinary rules and procedures, Campus Rules and Laws of the country;
- ii. Conduct leadership training to newly elected leaders;
- iii. Allow students to form different clubs, or associations in line with Lyceum Campus's governing instruments.

*Student organization leaders shall:*

- i. Understand all operational policies/rules under their Organization and those of the Campus;
- ii. Lead objectively guided by the rules and policies;

- iii. Avoid conflict of interest at all time;
- iv. Adopt a participatory and inclusive leadership approach;
- v. Manage student organisation's funds appropriately and in line with existing regulations.

*Students shall:*

- i. Observe election rules and procedure;
- ii. Elect competent leaders;
- iii. Hold their leader's accountability through appropriate channels and procedures.

## **4.4 Catering, Stationary, Basic Shopping Services**

### **4.4.1 Policy Issue**

Provision of catering services requires high standards of safety and cleanliness of the environment within which foods are prepared served and consumed. Although Lyceum Campus may not be involved in the preparation of foods but sell food supplied by private vendors.

### **4.4.2 Policy Statement**

Lyceum campus shall allow private vendors to supply catering, stationary and basic shopping services on campus based on clear conditions including safety and cleanliness standards. Lyceum Campus shall take action in case the conditions are breached and where necessary, alarming situations concerning food safety shall be reported to the relevant authorities for further action.

### **4.4.3 Strategies**

*The Campus shall :*

- i. Ensure private vendors have valid licences and health inspection documentation for them to provide catering services in the premises;
- ii. Ensure that private shop operators have valid licences for them to provide stationary services;

- iii. Provide clear health conditions to campus food vendors; and
- iv. Take action against unauthorized sale of food, drinks, other prohibited items on campus.

*Students shall:*

- i. Report any incidents concerning food safety to the Student Welfare Office;
- ii. Abide by the rules set by vendors including payment and cleanliness; and
- iii. Report unauthorized sale of food or drinks or any other prohibited items by the campus to Student Welfare Office.

## **4.5 Sports and Recreational Activities**

Nothing is more wealthier than a healthy body. Sports and games are essential part of an individuals life, contributing to the quality of life. For a student to be well rounded he/she must be physically active, have a social life, and enjoy themselves in a variety of sports and recreational activities. In support of this the sports section has been given the responsibility of providing a broad range of sporting and recreation opportunities and experiences which contribute to the health, well being and personal development.

### **4.5.1 Policy Issue**

Sports and games inculcate the spirit of cooperation, competition and endurance. They are also an opportunity for student interaction and character building. Besides sports and games as a form of recreation contribute to fitness of the body and the mind. It is therefore imperative to create an environment and put in place facilities for students to participate in sports and recreation activities.

### **4.5.2 Policy Statement**

The Lyceum campus recognizes the importance of sports and games in shaping the academic and social lives of students. It will therefore assure the existence of an environment and facilities

which allow students to participate in sports and recreation activities in a manner that does not interfere with academic activities and programmes at the university.

#### **4.5.3 Strategies**

*The Lyceum Campus shall:*

- i. Maintain all sports and recreation activities and install new ones subject to availability of resources;
- ii. Employ qualified games coaches and other staff in guiding and promoting the value of games and sports in the campus learning system;
- iii. Implement sports policy objectively and where necessary update it; and
- iv. Whenever possible support sports activities outside the campus.

*Student organization shall:*

- i. Encourage and coordinate establishment of sports clubs;
- ii. Coordinate various sports activities under their mandate;
- iii. Coordinate the joining of students and members of community in various sports; and
- iv. Form associations through appropriate campus procedures.

*Students shall:*

- i. Willingly participate in sports and games;
- ii. Carefully balance between sports/recreational activities and academic activities;
- iii. Keep recreational and sports facilities safe and clean; and
- iv. Participate in institutional,national,regional,international competitions.

### **4.6 Cultural, Religious and worship activities**

#### **4.6.1 Policy Issue**

From music, dance, theatre, to fine arts the Campus encourages students to actively engage in the countless cultural events whether taking place on or off Campus. Cultural activities play a

vital role in shaping passion and interest of the students apart from their academic activities. Contributing to time management self-exploration, personal growth and improved self esteem. worship and other religious activities are part and parcel of the social lives of students at the campus.

#### **4.6.2 Policy Statement**

Student religious and worship activities must be undertaken in accordance with campus rules and laws of the country. Cultural events should be promoted where staff, students and community part take.

#### **4.6.3 Strategies**

*Lyceum Campus shall:*

- i. Ensure that religious and workshop activities are done in accordance with relevant campus rules policies and rules;
- ii. Ensure that workshop and religious activities do not interfere with established academic timetables; and
- iii. Organize cultural events on Campus and promote participation of students, staff and community.

*Students shall:*

- i. Observe campus rules and national laws in their workshop activities; and
- ii. Seek necessary authorization before opening religious events on campus.

## **4.7 Discipline**

### **4.7.1 Policy Issue**

Discipline is an important factor in ensuring student welfare at the campus. A sound discipline of a student and a sense of self-discipline on the part of students are important components in ensuring of the existence of an environment conducive for students' academic and social pursuits.

Given the diversity of students in terms of culture, belief and thought their daily interaction in academic and social activities may turn chaotic if disciplinary measures are not properly defined and enforced.

### **4.7.2 Policy Statement**

Lyceum Campus shall ensure that all its instruments in student discipline including the Code of Conduct on Student Discipline, Student Charter are strictly and objectively used. It will also encourage students to cultivate a sense of self-discipline.

### **4.7.3 Strategies**

*The Lyceum Campus shall:*

- i. Ensure that student disciplinary rules and procedures are enforced;
- ii. When necessary reviewed to meet emerging disciplinary issues; and
- iii. Other information and guidelines on disciplinary issues during orientation of students.

*Students shall:*

- i. Abide by student disciplinary rules, policies, and other relevant systems; and
- ii. Seek guidance on disciplinary issues from academic advisors or counselling unit of the Campus.

## **4.8 Personal Development**

### **4.8.1 Policy Issue**

A student's academic success and social growth depend not only on the facilities and systems put in place by the Campus but also on his/her personal initiatives towards personal growth.

Without, among others, self responsibility, self-discipline, and hard work a student will hardly benefit from such systems and facilities.

The campus encourages every student to pursue personal development initiatives with a view to becoming a better person in different aspects of life.

### **4.8.2 Policy Statement**

The Campus shall support students-led activities which aim to develop or enhance their personal development skills.

### **4.8.3 Strategies**

*The Campus shall:*

Where necessary provide training on personal development skills.

*Students shall :*

- i. Pursue personal development skills through formal and informal settings;
- ii. Seek guidance from lecturers or any other relevant Campus officers on personal development skills; and
- iii. Through their groups organize inter-and intra-university personal development activities such as debates, writing competitions.

*Academics shall:*

- i. Provide pastoral support to students during seminars and other academic forums;
- ii. Identify students with challenges and provide necessary advice; and
- iii. Embrace a calm temperament in terms of being approachable, and empathetic to student's challenges.

## **4.9 Career Guidance**

### **4.9.1 Policy Issue**

Career guidance is a counselling programme developed to help students choose the right career path based on their educational and professional choice. It is a quantitative and qualitative assessment of the knowledge, skills information and experience to identify their career options available.

It helps students to reflect on their ambitions, interests, qualification and abilities. It helps them to understand the labour market and educational systems and to relate this to what they know about themselves benefitting improved motivation, self esteem and confidence.

### **4.9.2 Policy Statement**

The campus shall provide career guidance to students through various forums and shall encourage and support students in their endeavors to grasp knowledge geared towards career understanding and development.

### **4.9.3 Strategies**

*The Campus shall:*

- i. Provide entrepreneurial training in order to make student innovative;
- ii. Invite great speakers from different organisations;

- iii. Encourage and where necessary support students to undertake study visits in different organisations where they can learn practical aspects of their studies; and
- iv. Provide educational, and occupational information to aid students educational and career planning.

*Students shall:*

- i. Seek guidance from lecturers and academic advisors on career issues; and
- ii. Organize career events through academic clubs and/or academic societies, subject to campus rules.

## **4.10 Counselling and Advisory Services**

### **4.10.1 Policy Issues**

In the course of undertaking academic and social activities students may sometime suffer disruptions to their mental state resulting from a range of factors. If not properly handled such disruptions may lead to more complicated issues.

In this sense students will often need counselling and advice to overcome specific challenges and attain academic excellence.

### **4.10.2 Policy Statement**

The Campus shall ensure the systems for providing counselling and academic advice to students is continually improved in order to meet existing and emerging demands for counselling and academic advice.

### **4.10.3 Strategies**

*The Campus shall:*

- i. Strengthen its counselling unit by ensuring presence of qualified counsellors and other needed resources;
- ii. Allocate academic advisors to all students;
- iii. Assist students with ongoing individual problems that are social , psychological , or emotional through individual or group counselling;
- iv. Assist students with acute emotional distress and promote appropriate referral services; and
- v. Counselling staff shall maintain confidentiality of their clients.

*Students shall:*

- i. Make full use of the guidance and counselling unit;
- ii. Make use of academic advisors and seek academic and general advice whenever they need it; and
- iii. Seek general guidance from the Dean's office.

## **4.11 Sexual harassment**

### **4.11.1 Policy Issue**

Sexual harassment is a common phenomenon in institutions. In most cases people who commit harassment use their positions or authority. If not properly addressed, sexual harassment may have a huge impact on the welfare of students at the Campus because it can negatively interfere with a student's academic as well as social activities.

### **4.11.2 Policy Statement**

The Campus strictly enforces its rules on possibilities and punishments of sexual and other forms of harassment against students in accordance with the Campus/State policy.

### **4.11.3 Strategies**

*The campus shall:*

- i. Strictly enforce provisions on sexual harassment in the student disciplinary rules;
- ii. Strictly enforce provisions on sexual harassment on the code of conduct; and
- iii. Provide counselling to victims of sexual harassment.

*Students shall:*

- i. Report all cases of sexual or other types of harassment to relevant authorities; and
- ii. Avoid all sorts of sexual harassment against fellow students, staff members or any other persons within or outside the Campus.

## **4.12 Alcohol and drug abuse**

### **4.12.1 Policy Issue**

Alcohol or drug abuse is a problem facing not only students. A student affected by the problem is more likely to perform poorly academically, deteriorate in health and mental stability and can result in many other possible negative outcomes. The campus is therefore challenged to ensure that its system of managing student affairs addresses the issue mainly by focusing on preventative measures.

### **4.12.2 Policy Statement**

The campus shall use the existing governance instruments and structures to apply preventative measures to ensure that students do not engage in alcohol and drug abuse.

### **4.12.3 Strategies**

*The Campus shall:*

- i. Provide counselling to students who are already affected by alcohol and drug abuse through its counselling units;

- ii. Whenever possible provide education to students on the effects of alcohol and drug abuse and related matters; and
- iii. Ensure that prohibited alcohol drinks and drugs are not sold on campus.

*Students shall:*

- i. Report cases of alcohol and drug abuse to Deans;
- ii. Avoid alcohol and drug abuse;
- iii. Obtain counselling for those who are already affected;
- iv. Understand and abide by the provisions of the student disciplinary rules and procedure on alcohol and drug abuse; and
- v. Report any sale of prohibited drinks to Deans.

## **4.13 Students with Special Needs**

### **4.13.1 Policy Issue**

In any society there are people who by reason of their physical or any other condition would require some special or privileged treatment in order to live a comfortable and a convenient life. The Campus systems and structures must be set and designed in such a way that reasonably accommodates people with special needs in order to achieve the goal of an inclusive society at all levels.

### **4.13.2 Policy Statement**

The campus shall continuously improve the environment to ensure better access. Such improvements will be made to meet emerging needs of all students that will be identified by the campus as students with special needs.

### **4.13.3 Strategies**

*The campus shall:*

- i. Ensure its buildings, facilities, equipment assistance etc. are accessible, by students with special needs;
- ii. Clearly identify all students with special needs and the nature of their needs; and
- iii. Take action against any person who discriminates or harass students with special needs.

*Students shall:*

- i. Avoid discrimination or any form of harassment against students with special needs; and
- ii. Where necessary and possible provide assistance to students with special needs in their effort to access services or use facilities.

## **4.14 Physical security**

### **4.14.1 Policy Issue**

For students to undertake academic and social activities successfully, their security and security of their properties must be guaranteed. For outbreaks, thefts, presence of unrecognized people on campus, improper use of appliances, negligence, possession of arms, alcohol and drug abuse, are some of the issues that may put security at risk.

Ensuring the security of people and property on campus is therefore a matter that calls for shared responsibility and commitment. While Lyceum Campus is responsible for ensuring presence of security system and equipment all students are supposed to be responsible and to make reasonable use of the existing security architecture for ensuring collective security.

### **4.14.2 Policy Statement**

Lyceum Campus shall continue to improve the security system on Campus with a view to assuring that students pursue their social and academic activities peacefully and freely.

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#### **4.14.3 Strategies**

*The Lyceum Campus shall :*

- i. Engage a reputable security company for purposes of campus security;
- ii. Install appropriate security signs in the premises;
- iii. Install appropriate equipment in the premises;
- iv. Educate students on personal security measures while on campus and outside campus;
- v. Take measures to safeguard all entry points to the campus compound;
- vi. Take necessary action against all those who will act in ways that breach security; and
- vii. Provide emergency numbers to staff and students.

*Students shall:*

- i. Report security issues to relevant authority/officer;
- ii. Act responsibly and reasonably in handling campus properties including electricity systems and appliances;
- iii. Familiarize themselves with the use of security measures and systems in place on campus such as fire extinguishers; and
- iv. Park their transport facilities on designated places.

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