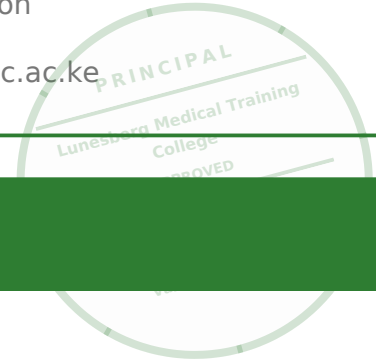


Lunesberg Medical Training College

Student Handbook

Vantage Towers, Ruai Bypass Junction

Tel: +254 720 459 976 | Email: info@lmtc.ac.ke



WELCOME MESSAGE

Dear Student,

Welcome to Lunesberg Medical Training College! We are delighted to have you join our community of learners and future healthcare professionals.

This handbook is designed to help you understand the policies, procedures, and expectations of our college. It serves as a guide to support your academic journey and ensure a successful and enriching experience.

Important: Please read this handbook carefully and keep it for future reference.

TABLE OF CONTENTS

1. Welcome Message	1
2. About the College	2
3. Academic Programs	3
4. Admission and Registration	4
5. Academic Policies	5
6. Student Code of Conduct	6
7. Fees and Financial Information	7
8. Student Services	8
9. Campus Facilities	9
10. Student Welfare and Support	10
11. Important Contacts	11



ABOUT THE COLLEGE

Lunesberg Medical Training College is a leading institution dedicated to training competent, ethical, and compassionate healthcare professionals. We provide quality technical and vocational education designed to equip students with practical skills, professional competence, and industry-relevant knowledge.



Our Mission

To provide quality healthcare education and practical training that empowers learners with the skills, knowledge, and professional values necessary to excel in healthcare practice and serve communities effectively.

Our Vision

To be a centre of excellence in healthcare education, training, research, and innovation, producing competent professionals who positively impact healthcare systems globally.

Core Values

- **Excellence:** Striving for the highest standards in education and service delivery
- **Integrity:** Upholding honesty, transparency, and ethical conduct
- **Professionalism:** Maintaining high professional standards in all endeavors
- **Compassion:** Showing empathy and care for all patients and communities
- **Innovation:** Embracing new ideas and technologies in healthcare

Accountability: Taking responsibility for our actions and commitments

- **Teamwork:** Collaborating effectively to achieve common goals
- **Service to Humanity:** Dedicated to improving lives through healthcare



ACADEMIC PROGRAMS

Our college offers the following programs:

- **Certificate in Health Services Support Level 4 (Caregiving) - 6 Months**
- **Certificate in Health Services Support Level 6 - 12 Months**
- **Certificate in Phlebotomy - 3 Months**
- **Certificate in Community Health - 12 Months**

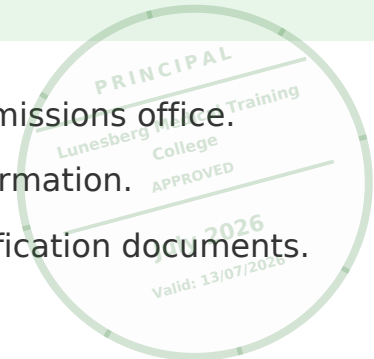
Note: All programs are TVETA accredited and NITA certified.



ADMISSION AND REGISTRATION

Admission Process

1. Obtain an application form online or from the admissions office.
2. Complete the application form with accurate information.
3. Attach copies of academic certificates and identification documents.
4. Submit the application for review.
5. Receive admission letter upon successful application.
6. Pay registration fees as per the fee structure.
7. Report for orientation and commencement of studies.



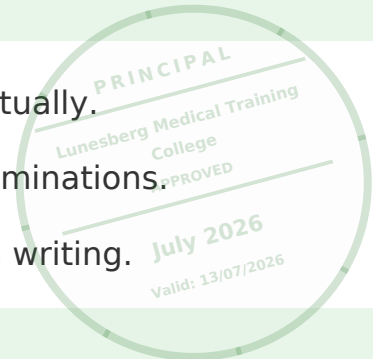
Registration Requirements

- Admission letter
- Identification documents (ID/Passport)
- Academic certificates (certified copies)
- Passport size photographs (2 copies)
- Medical examination report
- Fee payment receipt

ACADEMIC POLICIES

Attendance Policy

- All students are expected to attend all classes punctually.
- Attendance of at least 80% is required to sit for examinations.
- Absence must be reported to the academic office in writing.



Assessment Policy

- Continuous assessment tests (CATs) account for 40% of the final grade.
- Final examinations account for 60% of the final grade.
- Students must pass both CATs and final examinations to pass a unit.

Grading System

- A - Distinction (70% - 100%)
- B - Credit (60% - 69%)
- C - Pass (50% - 59%)
- D - Refer (Below 50%)

STUDENT CODE OF CONDUCT

All students are expected to maintain the highest standards of conduct:

Academic Integrity: No plagiarism, cheating, or academic dishonesty.

Professional Conduct: Maintain professionalism in all interactions with staff, patients, and peers.

Punctuality: Arrive on time for all classes, clinical placements, and examinations.

Attire: Wear the prescribed college uniform and maintain a neat appearance.

Respect: Show respect to all staff, students, patients, and visitors.

Property: Take care of college property and equipment.

Safety: Follow all safety protocols and procedures.

Confidentiality: Maintain patient confidentiality at all times.

Disciplinary Action: Violation of the code of conduct may result in disciplinary action including suspension or expulsion.



FEES AND FINANCIAL INFORMATION

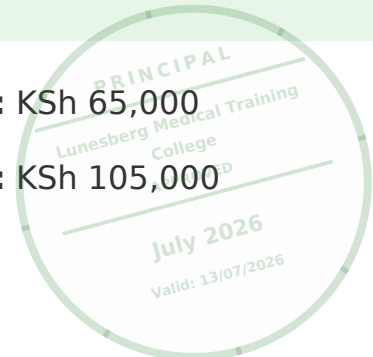
Fee Structure

- **Certificate in Health Services Support Level 4:** KSh 65,000

- **Certificate in Health Services Support Level 6:** KSh 105,000

- **Certificate in Phlebotomy:** KSh 35,000

- **Certificate in Community Health:** KSh 105,000



Payment Terms

- Fees are payable at the beginning of each semester.
- Payment can be made through bank transfer or in person at the accounts office.
- Late payment may result in penalties and restricted access to facilities.

STUDENT SERVICES

Student Portal

Access your student profile, academic records, examination results, timetables, and learning materials through the student portal.

E-Learning Platform

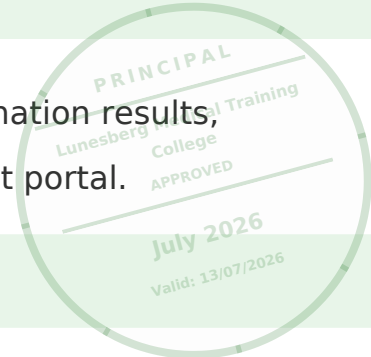
- Access online classes and course materials
- Submit assignments and participate in discussions
- Take online assessments and interact with lecturers

Library Services

- Medical textbooks and reference materials
- Journals, publications, and research materials
- Digital resources and online databases

Career Support

- Internship and attachment placement assistance
- Professional mentorship programs
- Career guidance and counseling



CAMPUS FACILITIES

- **Lecture Theaters:** Modern classrooms with audio-visual equipment.
- **Skills Lab:** Fully equipped practical training laboratory.
- **Library:** Physical and digital learning resources.
- **Computer Lab:** Computers with internet access for research and learning.
- **Sports Facilities:** Recreational and sporting facilities.
- **Cafeteria:** Dining area with affordable meals.



STUDENT WELFARE AND SUPPORT

Guidance and Counseling

Professional counselors are available to support students with personal, academic, and career challenges.

Health Services

Students have access to basic healthcare services and referrals for specialized care.

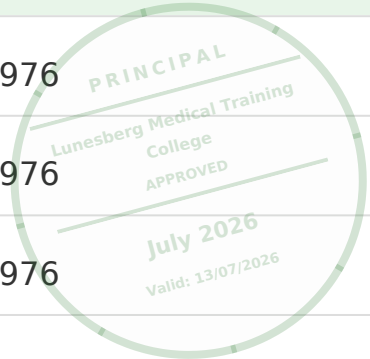
Academic Support

- Tutorial support for students who need additional help
- Study skills workshops
- Peer mentoring programs



IMPORTANT CONTACTS

Department	Contact
Admissions Office	+254 720 459 976
Academic Office	+254 720 459 976
Accounts Office	+254 720 459 976
Library	+254 720 459 976
Student Welfare	+254 720 459 976
Email	info@lmtc.ac.ke



Emergency Contacts:

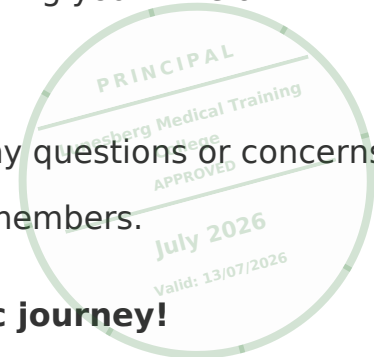
- Security: 0720 459 976
- Health Emergency: 0720 459 976

CONCLUSION

We hope this handbook serves as a valuable guide during your time at Lunesberg Medical Training College.

Remember, our doors are always open. If you have any questions or concerns, please don't hesitate to reach out to any of our staff members.

Wishing you a successful and fulfilling academic journey!



Management Team

Lunesberg Medical Training College