Lunesberg Medical Training College

EST 2026 Nairobi

STUDENT HANDBOOK



LUNESBERG MEDICAL TRAINING COLLEGE (LMTC)

"Empowering Competent, Compassionate and Ethical Healthcare Professionals"

EXCELLENCE
We strive for the best.

COMPASSION
We care for every individual.

RESPECT
We value every individual.

TEAMWORK
We achieve more together.

VISIT US
Skyline Mall-Medlink
Langata Road .1st Floor
suite 1

P.O BOX 00100 - G.P.O
Nairobi

0720 459 976

FOLLOW US > Lunesberg Medical Training College | Lunesberg Medical Training College | Lunesberg Medical Training College

A comprehensive **Student Handbook** for **Lunesberg Medical Training College (LMTC)** should serve as a guide to students on academic, professional, and institutional expectations.

Table of Contents

1. Welcome Message from the Principal
2. About Lunesberg Medical Training College
3. Vision, Mission and Core Values
4. Institutional Philosophy
5. Governance and Management Structure
6. Academic Programmes
7. Admission Requirements
8. Registration and Enrollment Procedures
9. Student Orientation
10. Student Rights and Responsibilities
11. Student Code of Conduct
12. Professional Ethics for Healthcare Students
13. Class Attendance Policy
14. Academic Regulations
15. Continuous Assessment and Examinations
16. Clinical Placement and Industrial Attachment
17. Dress Code and Student Identification
18. Student Leadership and Governance
19. Student Support Services
20. Library Services
21. ICT and E-Learning Policy
22. Health and Safety Guidelines
23. Infection Prevention and Control
24. Counseling and Wellness Services
25. Gender Equality and Anti-Harassment Policy
26. Drug and Substance Abuse Policy
27. Disciplinary Procedures
28. Fees and Financial Obligations
29. Scholarships and Financial Aid
30. Communication Channels
31. Complaints and Grievance Handling Procedure
32. Student Clubs and Co-curricular Activities
33. Graduation Requirements
34. Alumni Association
35. Emergency Contacts
36. Student Declaration and Commitment Form

Appendices

- Academic Calendar

- College Organizational Structure
- Campus Map
- Clinical Placement Rules
- Examination Rules
- Student Disciplinary Process
- Student Declaration Form
- Emergency Contacts

This handbook should clearly explain:

- The college's expectations of every student.
- Academic policies and examination regulations.
- Professional behavior expected in healthcare settings.
- Student welfare services and support mechanisms.
- Safety, infection prevention, and emergency procedures.
- Rights, responsibilities, and disciplinary processes.
- Clinical attachment guidelines and ethical conduct.

CHAPTER ONE

INTRODUCTION

1.1 Welcome Message from the Principal

Dear Student,

It is my pleasure to welcome you to **Lunesberg Medical Training College (LMTC)**. Congratulations on choosing to pursue your healthcare career with us. You have joined an institution committed to developing competent, ethical, compassionate, and innovative healthcare professionals who will positively impact society.

Healthcare education requires discipline, commitment, integrity, professionalism, and continuous learning. During your time at LMTC, you will acquire not only academic knowledge but also practical clinical skills, leadership abilities, and professional values that are essential in today's healthcare environment.

This Student Handbook has been prepared to guide you throughout your academic journey. It outlines the College's academic regulations, policies, student rights and responsibilities, code of conduct, examination procedures, clinical placement requirements, and available student support services. Every student is expected to read, understand, and comply with the provisions contained in this handbook.

I encourage you to actively participate in academic activities, embrace teamwork, respect diversity, and uphold the highest ethical standards expected of healthcare professionals.

On behalf of the College Council, Management, Faculty, and Staff, I warmly welcome you to the LMTC family and wish you success in your studies and future professional career.

Principal
Lunesberg Medical Training College

1.2 About Lunesberg Medical Training College

Lunesberg Medical Training College (LMTC) is a professional health sciences institution dedicated to providing quality education and practical training that prepares competent healthcare professionals to serve communities locally, nationally, and internationally.

The College offers competency-based training that combines classroom instruction, laboratory practice, simulation-based learning, research, community outreach, and supervised clinical experience. Our training programs are designed to equip graduates with the knowledge, practical skills, ethical values, and professional attitudes required in the healthcare sector.

The College collaborates with government hospitals, county health facilities, mission hospitals, and private healthcare institutions to provide students with quality clinical exposure.

LMTC is committed to continuous quality improvement, innovation, research, and community service while complying with the requirements of the Ministry of Education, TVET regulators, and relevant professional bodies.

1.3 Vision

To be a centre of excellence in medical and healthcare training through quality education, innovation, research, and community service.

1.4 Mission

To produce competent, ethical, compassionate, and innovative healthcare professionals through quality training, research, practical experience, and lifelong learning.

1.5 Core Values

The College is guided by the following core values:

- Integrity
- Professionalism
- Excellence
- Compassion
- Accountability
- Respect
- Innovation
- Teamwork
- Diversity and Inclusion
- Lifelong Learning

1.6 College Motto

"Excellence in Healthcare Education."

1.7 Institutional Philosophy

LMTC believes that quality healthcare begins with quality education. Every learner should be equipped with scientific knowledge, clinical competence, ethical values, critical thinking skills, and compassion to provide safe, patient-centred healthcare services.

The College promotes student-centred learning, evidence-based practice, innovation, professionalism, and community engagement.

1.8 Objectives of the Student Handbook

This handbook aims to:

- Provide students with essential information about the College.
- Explain academic policies and regulations.
- Outline students' rights and responsibilities.
- Promote professional conduct and ethical behaviour.
- Guide students on examinations, assessments, and clinical training.
- Explain available student support services.
- Promote a safe, inclusive, and conducive learning environment.

- Provide procedures for resolving complaints and grievances.
- Foster accountability and mutual respect among students, staff, and stakeholders.

1.9 Scope of the Handbook

This handbook applies to all students enrolled at Lunesberg Medical Training College, regardless of programme, mode of study, or campus. Every student is responsible for understanding and complying with the policies, regulations, and procedures contained herein.

1.10 Student Commitment

By accepting admission into Lunesberg Medical Training College, every student agrees to:

- Abide by all College rules and regulations.
- Uphold professionalism and ethical conduct.
- Respect fellow students, staff, patients, and members of the public.
- Protect College property and resources.
- Maintain academic honesty.
- Observe confidentiality during clinical practice.
- Promote the reputation and values of the College.
- Participate actively in learning and community service.

Failure to comply with College regulations may result in disciplinary action in accordance with the College Disciplinary Policy.

1.11 Revision of the Handbook

This handbook shall be reviewed periodically to ensure compliance with national laws, regulatory requirements, educational best practices, and institutional policies. Students will be informed of any amendments through official College communication channels.

CHAPTER TWO

ADMISSION, REGISTRATION AND ENROLMENT

2.1 Introduction

This chapter outlines the policies and procedures governing admission, registration, enrolment, deferment, transfer, withdrawal, and maintenance of student records at Lunesberg Medical Training College (LMTC). All students are required to comply with these procedures to ensure smooth academic progression.

2.2 Admission Policy

Admission to LMTC is open to qualified applicants who meet the minimum entry requirements prescribed by the Ministry of Education, TVET regulations, and any relevant professional or regulatory bodies.

Admission shall be guided by the principles of:

- Merit and fairness.
- Equal opportunity and non-discrimination.
- Transparency and accountability.
- Compliance with national education policies.
- Inclusivity for qualified persons with disabilities.

Admission is granted without discrimination based on race, ethnicity, religion, gender, disability, marital status, political affiliation, or socio-economic background.

2.3 Entry Requirements

Applicants must satisfy the minimum entry requirements for the programme they wish to pursue.

General requirements include:

- A valid Kenya Certificate of Secondary Education (KCSE) or an equivalent qualification recognized by the Kenya National Qualifications Authority (KNQA).
- Meeting the specific subject requirements for the selected programme.
- Submission of certified academic certificates and transcripts where applicable.
- A copy of a National ID Card, Passport, or Birth Certificate.
- Recent passport-size photographs.
- Any additional documentation required by the College or regulatory authorities.

International applicants shall provide evidence that their academic qualifications have been recognized by the relevant authorities in Kenya.

2.4 Application Procedure

Prospective students shall:

- Complete the official LMTC application form.
- Attach all required supporting documents.
- Pay the prescribed application fee where applicable.
- Submit the application before the stated deadline.

Applications may be submitted physically at the Admissions Office or through the College's approved online admission platform.

2.5 Admission Decision

Applications are evaluated by the Admissions Committee. Successful applicants receive an official admission letter indicating:

- Programme of study.
- Reporting date.
- Fee structure.
- Registration requirements.
- Orientation schedule.
- Any additional instructions.

Admission is confirmed only after the applicant fulfills all admission conditions.

2.6 Acceptance of Admission

An admitted student shall confirm acceptance by:

- Signing and returning the admission acceptance form.
- Paying the required registration or tuition deposit, where applicable.
- Reporting on the official reporting date.

Failure to report within the specified period without prior communication may result in forfeiture of the admission offer.

2.7 Registration

Every student must register at the beginning of each semester or academic year.

Registration includes:

- Verification of academic documents.
- Payment of the required fees or approved payment arrangements.
- Issuance or renewal of the student identification card.
- Course registration.
- Allocation of class groups where applicable.

Only duly registered students shall be permitted to attend classes, practical sessions, clinical placements, and examinations.

2.8 Course Registration

Students shall register for all prescribed units before the commencement of classes.

Course registration must:

- Be completed within the official registration period.
- Be approved by the Academic Registrar or designated officer.
- Reflect the student's approved programme of study.

Late registration may attract administrative penalties unless exempted by the College.

2.9 Student Identification Card

Every registered student shall receive a College Identification Card.

The ID card:

- Remains the property of LMTC.
- Must be carried at all times while on campus or during official College activities.
- Must be presented upon request by authorized staff.
- Shall not be transferred, altered, or misused.

Loss of an ID card must be reported immediately, and a replacement may be issued upon payment of the prescribed fee.

2.10 Orientation Programme

All new students shall participate in a mandatory orientation programme.

The programme introduces students to:

- College governance and administration.
- Academic regulations.
- Examination procedures.
- Student support services.
- Clinical training expectations.
- Library and ICT services.
- Safety and emergency procedures.
- Professional conduct and ethics.
- Campus rules and regulations.

Attendance at orientation is compulsory.

2.11 Deferment of Studies

A student who is unable to continue with studies due to valid reasons such as illness, financial hardship, maternity, or other exceptional circumstances may apply for deferment.

Applications must:

- Be made in writing.
- Include supporting evidence where applicable.
- Receive approval from the Academic Registrar or Principal.

The duration and conditions of deferment shall be communicated in writing.

2.12 Withdrawal from the College

A student wishing to withdraw shall:

- Submit a written withdrawal request.
- Obtain clearance from all relevant departments.
- Return all College property.
- Settle any outstanding financial obligations.

Refunds, where applicable, shall be processed in accordance with the College Fees Policy.

2.13 Transfer of Students

Requests for transfer into or out of LMTC shall be considered subject to:

- Availability of vacancies.
- Compatibility of academic programmes.
- Approval by the Academic Registrar.
- Compliance with regulatory requirements.

Supporting academic transcripts and relevant documents must accompany transfer applications.

2.14 Student Records

The College shall maintain accurate and confidential student records, including:

- Admission documents.
- Academic records.
- Examination results.
- Clinical placement records.
- Financial records.
- Disciplinary records.
- Graduation records.

Access to student records shall be governed by the College's Data Protection Policy and applicable laws.

2.15 Change of Personal Information

Students are responsible for notifying the College promptly of any changes to:

- Name.
- Postal or physical address.
- Telephone number.
- Email address.
- Next of kin or emergency contact details.

Official supporting documents shall be provided where necessary.

2.16 Readmission

A student who has withdrawn or deferred studies may apply for readmission subject to:

- Availability of space.
- Compliance with current academic regulations.
- Settlement of any outstanding obligations.
- Approval by the Academic Registrar.

2.17 Student Responsibilities During Registration

Every student shall:

- Register within the stipulated timelines.
- Provide accurate and truthful information.
- Pay fees as required.
- Keep copies of all registration documents.
- Update personal records when necessary.
- Familiarize themselves with College regulations and policies.

Failure to register within the prescribed period may result in suspension of academic privileges until registration requirements are fulfilled.

2.18 Interpretation

The Academic Registrar shall oversee the implementation of this chapter and provide guidance on any matters relating to admission, registration, enrolment, deferment, transfer, withdrawal, and student records. Any issues not expressly covered shall be determined by the College Management in accordance with applicable laws and institutional policies.

CHAPTER THREE

ACADEMIC REGULATIONS AND STUDENT PROGRESSION

3.1 Introduction

This chapter outlines the academic regulations governing teaching, learning, assessment, progression, and graduation at Lunesberg Medical Training College (LMTC). These regulations are intended to promote academic excellence, fairness, professionalism, and integrity.

3.2 Academic Calendar

The College shall publish an academic calendar before the commencement of every academic year. The calendar shall indicate:

- Reporting and registration dates.
- Orientation programme.
- Commencement and end of classes.
- Continuous assessment periods.
- Examination dates.
- Clinical placement schedules.
- Semester breaks.
- Public holidays.
- Graduation ceremonies.

Students are expected to familiarize themselves with the academic calendar and comply with all published timelines.

3.3 Programme Duration

The duration of each programme shall be determined by the approved curriculum and relevant regulatory authorities.

Students are expected to complete their programmes within the prescribed period unless granted an approved extension by the College.

3.4 Mode of Study

LMTC may offer programmes through one or more of the following modes:

- Full-time learning.
- Part-time learning.
- Weekend classes.
- Distance or online learning (where approved).
- Blended learning.

The College reserves the right to determine the appropriate mode of delivery for each programme.

3.5 Class Attendance

Regular attendance is compulsory.

Students shall:

- Attend all lectures, tutorials, practical sessions, laboratory classes, simulations, seminars, and clinical placements.
- Sign attendance registers where required.
- Arrive on time for all learning activities.
- Notify the College in advance whenever possible if unable to attend.

A student must attain at least **80% class attendance** in each course unit to qualify for examinations, unless otherwise specified by the curriculum or regulatory body.

Persistent absenteeism may result in:

- Written warning.
- Denial of examination eligibility.
- Requirement to repeat the affected course.
- Disciplinary action.

3.6 Punctuality

Students are expected to report on time for:

- Classes.
- Practical sessions.
- Clinical placements.
- Examinations.
- Official College functions.

Repeated lateness may attract disciplinary action.

3.7 Learning Resources

Students shall make effective use of available learning resources including:

- Library services.
- Skills laboratories.
- Simulation laboratories.
- Computer laboratories.
- E-learning platforms.

- Clinical training facilities.

Students are responsible for proper use and care of College resources.

3.8 Continuous Assessment

Student performance shall be evaluated through continuous assessment.

Assessment methods may include:

- Written assignments.
- Practical assessments.
- Laboratory reports.
- Oral presentations.
- Quizzes.
- Projects.
- Case studies.
- Clinical evaluations.
- Group discussions.
- Research assignments.

Continuous Assessment Tests (CATs) shall contribute to the final course grade according to the approved curriculum.

3.9 End-of-Semester Examinations

Students shall sit end-of-semester examinations in accordance with the approved examination timetable.

Only students who:

- Have completed registration,
- Paid the required fees or have an approved payment arrangement,
- Met attendance requirements, and
- Fulfilled academic obligations,

shall be permitted to sit examinations.

3.10 Examination Rules

Students shall:

- Carry their student identification card and examination card.
- Arrive at least 30 minutes before the examination begins.
- Follow instructions issued by invigilators.
- Remain silent during examinations.
- Submit all examination materials before leaving the examination room.

Students shall not:

- Cheat or assist others in cheating.
- Possess unauthorized materials.
- Use mobile phones, smart watches, or electronic communication devices.
- Impersonate another candidate.
- Copy another student's work.
- Disturb other candidates.

Any examination irregularity shall attract disciplinary action.

3.11 Academic Integrity

LMTC promotes honesty in all academic work.

Academic misconduct includes:

- Plagiarism.
- Examination cheating.
- Collusion.
- Fabrication of data.
- Falsification of records.
- Impersonation.
- Unauthorized collaboration.

Students found guilty may face penalties including:

- Award of zero marks.
- Cancellation of examination results.
- Suspension.
- Expulsion.
- Any other sanction approved by the Academic Board.

3.12 Grading System

Student performance shall be graded according to the approved institutional grading system.

A typical grading scale may be:

Marks (%)	Grade	Interpretation
70–100	A	Excellent
60–69	B	Very Good
50–59	C	Good
40–49	D	Pass (where applicable)
Below 40	E	Fail

The College may revise the grading system to comply with regulatory requirements.

3.13 Supplementary Examinations

Students who fail eligible course units may be allowed to sit supplementary examinations subject to College regulations.

Supplementary examinations:

- Shall be conducted at scheduled times.
- May attract prescribed examination fees.
- Shall only be available where permitted by programme regulations.

Failure in a supplementary examination may require the student to repeat the course.

3.14 Special Examinations

A student who misses an examination due to documented illness, bereavement, or another approved reason may apply for a special examination.

Applications must:

- Be submitted in writing within the stipulated period.
- Include supporting evidence.
- Receive approval from the Academic Registrar.

3.15 Repeating a Course

A student may be required to repeat a course if they:

- Fail after supplementary examination.
- Fail to meet attendance requirements.
- Miss compulsory assessments without approval.
- Do not satisfy progression requirements.

3.16 Academic Progression

Students shall progress to the next level upon successful completion of the required courses and assessments.

Progression shall be determined by:

- Continuous assessment results.
- End-of-semester examination performance.
- Clinical competency assessments.
- Fulfilment of programme requirements.

3.17 Clinical Competency

Healthcare students must demonstrate competence in:

- Clinical skills.
- Professional ethics.
- Patient communication.
- Infection prevention and control.
- Record keeping.
- Teamwork.
- Patient safety.

Failure to demonstrate clinical competence may delay progression.

3.18 Research and Projects

Where applicable, students shall complete research projects, case studies, or community health assignments as part of programme requirements.

All research shall comply with ethical standards and College guidelines.

3.19 Graduation Requirements

To qualify for graduation, a student must:

- Successfully complete all prescribed courses.
- Pass all examinations.
- Complete all clinical placement requirements.
- Meet attendance requirements.
- Clear all financial obligations.
- Return all College property.
- Obtain clearance from relevant departments.

Graduation shall be approved by the Academic Board.

3.20 Academic Appeals

A student who is dissatisfied with an academic decision may appeal.

Appeals shall:

- Be submitted in writing.
- State clear grounds for appeal.
- Be lodged within the prescribed timelines.
- Be considered by the Academic Appeals Committee.

The decision of the Committee shall be communicated in writing.

3.21 Academic Advising

The College shall provide academic advisors to assist students with:

- Course planning.
- Academic challenges.
- Career guidance.
- Study skills.
- Progress monitoring.
- Referrals for additional support where necessary.

Students are encouraged to seek guidance early whenever they experience academic difficulties.

3.22 Interpretation

The Academic Registrar shall be responsible for implementing these academic regulations. Any matter not expressly provided for in this handbook shall be determined by the Academic Board in accordance with College policies and applicable laws.

CHAPTER FOUR

STUDENT RIGHTS, RESPONSIBILITIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS

4.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to fostering a safe, respectful, inclusive, and professional learning environment. Every student is expected to uphold the highest standards of conduct both on and off campus and during clinical training. As future healthcare professionals, students must demonstrate integrity, accountability, compassion, and respect in all their interactions.

4.2 Student Rights

Every student has the right to:

- Receive quality education and training.
- Be treated with dignity, fairness, and respect.
- Learn in a safe, secure, and inclusive environment.
- Access College facilities and services in accordance with College policies.
- Receive accurate information regarding academic programmes and assessments.
- Freedom from discrimination, harassment, bullying, and victimization.
- Express opinions respectfully through appropriate College channels.
- Participate in student leadership and co-curricular activities.
- Confidential handling of personal information in accordance with applicable data protection laws.
- Appeal academic or disciplinary decisions through established procedures.
- Access guidance, counselling, and other student support services.

The exercise of these rights shall not infringe upon the rights of others or disrupt the operations of the College.

4.3 Student Responsibilities

Every student is responsible for:

- Observing all College rules, regulations, and policies.
- Maintaining honesty and integrity in academic and personal conduct.
- Attending classes, practical sessions, clinical placements, and examinations regularly.
- Respecting lecturers, staff, patients, fellow students, and visitors.
- Protecting College property and learning resources.
- Maintaining cleanliness and environmental conservation.
- Paying tuition fees and other approved charges on time.
- Wearing the prescribed uniform and student identification card where required.
- Maintaining professional behaviour at all times.
- Reporting hazards, accidents, misconduct, or unethical practices.
- Safeguarding the reputation of the College.

4.4 Professional Conduct

Healthcare students shall conduct themselves professionally both within and outside the College.

Students shall:

- Demonstrate courtesy and respect.
- Maintain honesty and accountability.
- Observe confidentiality regarding patient information.
- Respect cultural, religious, and social diversity.
- Maintain professional boundaries with patients and colleagues.
- Follow lawful instructions issued by College staff and clinical supervisors.
- Practice ethical decision-making in all learning and clinical environments.

4.5 Professional Ethics

Students are expected to uphold the ethical principles of healthcare practice, including:

- Respect for human dignity.
- Compassionate care.
- Patient safety.
- Confidentiality.
- Integrity.
- Accountability.
- Justice and fairness.
- Respect for patient autonomy.
- Non-maleficence (do no harm).
- Beneficence (act in the patient's best interests).

Students must comply with the ethical requirements of their respective professional regulatory bodies.

4.6 Respect for Diversity and Inclusion

LMTC values diversity and promotes equal opportunity.

Students shall:

- Respect differences in culture, ethnicity, language, religion, gender, age, disability, and background.
- Promote peaceful coexistence.
- Avoid discriminatory behaviour.
- Support an inclusive learning environment.

Discrimination in any form is prohibited.

4.7 Dress Code

Students shall maintain a neat, clean, and professional appearance.

Requirements include:

- Wearing the approved College uniform during classes, practical sessions, and clinical placements where applicable.
- Displaying the College identification card at all times on campus and during official activities.
- Maintaining good personal hygiene.
- Wearing appropriate closed shoes during laboratory and clinical work.
- Keeping hair neat and appropriately secured where necessary.
- Avoiding clothing or accessories that compromise safety or professionalism.

Clinical placement dress requirements shall be strictly observed.

4.8 Behaviour on Campus

Students shall:

- Respect College property.
- Use College facilities responsibly.
- Maintain cleanliness.
- Observe quietness in classrooms, libraries, laboratories, and other designated study areas.
- Follow safety instructions.
- Cooperate with security personnel and College staff.

Students shall not:

- Engage in violence or intimidation.
- Damage or vandalize College property.
- Use abusive or offensive language.
- Participate in theft or fraud.
- Gamble on College premises.
- Possess dangerous weapons.
- Engage in disruptive behaviour.

4.9 Behaviour During Clinical Placement

Students on clinical placement shall:

- Report on time.
- Follow hospital policies and procedures.
- Respect patients' dignity and privacy.
- Maintain patient confidentiality.
- Follow infection prevention and control measures.
- Work under supervision.
- Maintain professional communication.
- Keep accurate clinical records.
- Wear appropriate clinical attire and protective equipment.

Students shall not perform procedures beyond their level of competence without supervision.

4.10 Academic Integrity

Students shall complete all academic work honestly.

The following are prohibited:

- Plagiarism.
- Cheating during examinations.
- Fabrication or falsification of data.
- Unauthorized collaboration.
- Impersonation.
- Forgery of academic documents.

Violations shall attract disciplinary sanctions.

4.11 Use of Information and Communication Technology (ICT)

Students shall use College ICT facilities responsibly.

They shall:

- Use College internet services for educational purposes.
- Protect passwords and user accounts.
- Respect copyright and intellectual property rights.
- Avoid unauthorized access to computer systems.
- Refrain from cyberbullying, hacking, or sharing harmful software.

Improper use of ICT resources may result in disciplinary action.

4.12 Social Media Conduct

Students are expected to use social media responsibly.

Students shall not:

- Share confidential patient information.
- Publish false or defamatory statements.
- Harass or bully others online.
- Damage the reputation of the College.
- Post inappropriate content while representing LMTC.

Students are encouraged to maintain professionalism in all online interactions.

4.13 Respect for College Property

Students shall safeguard all College property, including:

- Buildings.
- Furniture.
- Laboratory equipment.
- Library materials.
- Computers.
- Clinical equipment.
- Learning resources.

Any loss or damage resulting from negligence or intentional misconduct shall be recoverable from the responsible student.

4.14 Prohibited Conduct

The following conduct is strictly prohibited:

- Examination malpractice.
- Sexual harassment.
- Bullying and intimidation.
- Fighting or physical assault.
- Theft or vandalism.
- Possession or use of illegal drugs.
- Alcohol abuse on campus.
- Smoking in prohibited areas.
- Possession of weapons.
- Bribery or corruption.
- Forgery of College documents.
- Incitement to violence.
- Any criminal activity.

Such conduct may result in disciplinary action, suspension, expulsion, or referral to law enforcement authorities.

4.15 Student Leadership

Student leaders shall:

- Represent students responsibly.
- Promote dialogue between students and management.
- Encourage peaceful conflict resolution.
- Uphold College values.
- Lead by example.

Student leadership shall operate in accordance with the College Constitution and relevant policies.

4.16 Reporting Misconduct

Students are encouraged to report:

- Academic dishonesty.
- Harassment.
- Discrimination.

- Safety concerns.
- Corruption.
- Abuse of authority.
- Criminal activities.

Reports shall be handled confidentially, and no student shall be victimized for making a report in good faith.

4.17 Consequences of Misconduct

Violation of College rules may result in one or more of the following:

- Verbal warning.
- Written warning.
- Community service within the College.
- Restitution for damaged property.
- Suspension from specific activities.
- Suspension from the College.
- Expulsion.
- Referral to relevant authorities where criminal conduct is involved.

Disciplinary action shall be conducted fairly and in accordance with the College Disciplinary Policy.

4.18 Interpretation

The Principal, Dean of Students, and Disciplinary Committee shall oversee the implementation of this chapter. Matters not expressly provided for shall be addressed in accordance with College policies, applicable laws, and the principles of natural justice.

CHAPTER FIVE

STUDENT SUPPORT SERVICES AND CAMPUS LIFE

5.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a supportive, safe, and inclusive learning environment that promotes students' academic success, personal development, health, and well-being. The College offers a range of support services to help students thrive both academically and socially.

5.2 Dean of Students Office

The Dean of Students is responsible for coordinating student welfare and support services. The office serves as the primary link between students and the College Management.

Services provided include:

- Student welfare and advocacy.
- Academic and personal guidance.
- Coordination of student activities.
- Leadership development.
- Conflict resolution.
- Referrals to counselling and health services.
- Support for vulnerable and disadvantaged students.

Students are encouraged to seek assistance from the Dean of Students whenever they experience academic, social, financial, or personal challenges.

5.3 Guidance and Counselling Services

The College provides confidential guidance and counselling services to support students in achieving their educational and personal goals.

Counselling services include:

- Academic counselling.
- Career guidance.
- Personal and social counselling.
- Stress and time management.
- Conflict resolution.
- Substance abuse prevention.
- Emotional wellness support.
- Crisis intervention.

Students may access these services voluntarily or through referral by lecturers, clinical supervisors, or the Dean of Students.

5.4 Student Health Services

The College is committed to promoting the health and well-being of students.

Students are encouraged to:

- Seek prompt medical attention when ill.
- Participate in preventive health programmes.
- Maintain good personal hygiene.
- Comply with public health guidelines.
- Report communicable diseases where required.

Where the College does not operate its own health facility, students may be referred to approved public or private healthcare providers.

5.5 Students Living with Disabilities

LMTC is committed to providing equal educational opportunities to students living with disabilities.

Reasonable support may include:

- Accessible learning facilities.
- Academic accommodations where appropriate.
- Assistive learning technologies.
- Accessible information and communication.
- Individualized support services.

Students requiring accommodations should inform the College in a timely manner to facilitate appropriate support.

5.6 Library Services

The College Library supports teaching, learning, research, and lifelong learning.

Library services include:

- Printed textbooks and reference materials.
- Electronic books and journals.
- Digital learning resources.
- Internet access for academic purposes.
- Study and discussion spaces.
- Information literacy training.

Students shall:

- Present valid student identification when required.
- Borrow materials in accordance with library regulations.
- Return borrowed materials by the due date.
- Handle library resources responsibly.

- Observe silence within designated study areas.

Loss or damage of library materials may attract replacement costs or other penalties.

5.7 Information and Communication Technology (ICT) Services

The College provides ICT resources to support academic and administrative activities.

Available services may include:

- Computer laboratories.
- Wireless internet access.
- Student email services.
- Learning Management System (LMS).
- Online learning resources.
- Technical support.

Students are expected to use ICT resources responsibly and in accordance with the College ICT Policy.

5.8 Skills and Simulation Laboratories

Practical learning is an essential component of healthcare education.

Students shall:

- Attend all scheduled practical sessions.
- Handle equipment carefully.
- Follow laboratory safety procedures.
- Wear appropriate personal protective equipment (PPE).
- Report damaged equipment or accidents immediately.
- Clean workstations after use.

Unauthorized use of laboratory facilities is prohibited.

5.9 Clinical Placement Support

The College coordinates clinical placements in approved healthcare facilities to provide practical experience.

Students will receive:

- Placement schedules.
- Clinical logbooks.
- Supervision by qualified clinical instructors.
- Performance assessments.
- Feedback on clinical competencies.

Students are expected to comply with the policies of both the College and the host healthcare facility.

5.10 Career Development Services

LMTC supports students in preparing for successful careers in the healthcare sector.

Career development activities may include:

- Career guidance sessions.
- Professional development workshops.
- Curriculum vitae (CV) writing.
- Interview preparation.
- Entrepreneurship training.
- Job placement information.
- Alumni networking opportunities.

Students are encouraged to participate actively in these programmes.

5.11 Student Leadership

The College recognizes student leadership as an important component of holistic development.

Student leaders shall:

- Represent student interests responsibly.
- Promote unity and professionalism.
- Encourage dialogue between students and management.
- Organize student activities.
- Uphold the values and regulations of the College.

Student elections shall be conducted fairly, transparently, and in accordance with the Student Leadership Constitution.

5.12 Clubs, Associations, and Co-curricular Activities

Students are encouraged to participate in approved clubs and co-curricular activities that promote personal growth and teamwork.

These may include:

- Health awareness clubs.
- Community outreach programmes.
- Research clubs.
- Environmental conservation initiatives.
- Debate and public speaking clubs.
- Innovation and entrepreneurship clubs.
- Cultural associations.

All student organizations must be registered and approved by the College.

5.13 Sports and Recreation

The College encourages participation in sports and recreational activities to promote physical fitness and mental well-being.

Available activities may include:

- Football.
- Volleyball.
- Basketball.
- Athletics.
- Indoor games.
- Fitness and wellness programmes.

Students shall demonstrate sportsmanship, discipline, and respect during all sporting activities.

5.14 Spiritual Welfare

LMTC respects the religious freedom of all students.

Students are free to participate in lawful religious activities that:

- Promote peace and mutual respect.
- Do not interfere with academic programmes.
- Do not discriminate against or harass others.

The College may provide space for worship and spiritual reflection where feasible.

5.15 Accommodation

Where the College provides or facilitates accommodation, students shall:

- Observe hostel rules and regulations.
- Respect roommates and neighbours.
- Maintain cleanliness.
- Protect hostel property.
- Observe safety and security requirements.

Students living off-campus are expected to conduct themselves in a manner that upholds the reputation of the College.

5.16 Financial Aid and Scholarships

Subject to availability, the College may offer or facilitate access to:

- Scholarships.
- Bursaries.
- Fee payment plans.
- External sponsorship opportunities.

Eligibility shall be determined in accordance with established College policies and donor requirements.

5.17 Communication with Students

Official College communication shall be made through approved channels, including:

- Notice boards.
- Student email accounts.
- The College website.
- Learning Management System.
- Official social media platforms.
- SMS or other approved communication systems.

Students are responsible for checking these communication channels regularly.

5.18 Student Feedback and Complaints

LMTC encourages students to provide constructive feedback to improve services.

Students may submit:

- Suggestions.
- Complaints.
- Compliments.
- Appeals.

Feedback may be submitted through the Dean of Students, departmental offices, suggestion boxes, official email, or other approved channels. All complaints shall be handled confidentially, fairly, and promptly.

5.19 Student Responsibilities

To benefit fully from support services, students are expected to:

- Seek assistance when needed.
- Respect College staff and fellow students.
- Use College facilities responsibly.
- Participate actively in College programmes.
- Maintain professionalism at all times.
- Protect College property.

5.20 Interpretation

The Dean of Students shall oversee the coordination and implementation of student support services under this chapter. The College Management reserves the right to review or modify these services in line with institutional priorities, available resources, and applicable legal and regulatory requirements.

CHAPTER SIX

CLINICAL TRAINING, INDUSTRIAL ATTACHMENT AND PROFESSIONAL PRACTICE

6.1 Introduction

Clinical training and industrial attachment are integral components of healthcare education at Lunesberg Medical Training College (LMTC). They provide students with opportunities to apply

theoretical knowledge, develop practical skills, demonstrate professional competence, and gain experience in real healthcare settings under qualified supervision.

All students shall successfully complete the required clinical and industrial attachment hours prescribed by their respective programmes before they are eligible for graduation.

6.2 Objectives of Clinical Training

The objectives of clinical training are to:

- Integrate theory with practical experience.
- Develop clinical competence and confidence.
- Promote patient-centred care.
- Strengthen communication and interpersonal skills.
- Develop professional ethics and accountability.
- Foster teamwork and multidisciplinary collaboration.
- Promote critical thinking and problem-solving.
- Prepare students for professional registration and employment.

6.3 Clinical Placement Sites

Clinical placements shall be conducted only in healthcare facilities approved by the College and relevant regulatory authorities.

These may include:

- National referral hospitals.
- County referral hospitals.
- Sub-county hospitals.
- Health centres.
- Mission hospitals.
- Private hospitals.
- Specialized healthcare institutions.
- Community health facilities.
- Research institutions and laboratories.

The College reserves the right to assign students to appropriate placement sites.

6.4 Student Responsibilities During Clinical Placement

Students shall:

- Report to the assigned facility on time.
- Wear the prescribed clinical uniform and student identification card.
- Maintain high standards of personal hygiene.
- Observe professional ethics and etiquette.
- Respect patients, relatives, staff, and fellow students.
- Carry and maintain their clinical logbook.
- Participate actively in patient care under supervision.
- Complete assigned clinical competencies.
- Maintain accurate records of procedures performed.
- Follow all instructions issued by clinical supervisors.

6.5 Clinical Supervision

Students shall work under the supervision of qualified clinical instructors, preceptors, lecturers, or healthcare professionals.

Clinical supervisors shall:

- Guide students during clinical practice.
- Demonstrate clinical procedures.
- Monitor student performance.
- Assess clinical competencies.
- Provide constructive feedback.
- Ensure patient safety.

Students shall not undertake procedures beyond their level of competence without appropriate supervision.

6.6 Professional Conduct During Clinical Placement

Students are expected to:

- Demonstrate honesty and integrity.
- Maintain patient confidentiality.
- Treat all patients with dignity, compassion, and respect.
- Communicate professionally.
- Observe punctuality and reliability.
- Maintain professional appearance.
- Respect institutional policies.
- Demonstrate teamwork and accountability.

Unprofessional behaviour may result in disciplinary action or removal from the clinical placement.

6.7 Patient Confidentiality

Students shall protect the privacy and confidentiality of patient information.

Students shall not:

- Disclose patient information without authorization.
- Share patient photographs or videos without informed consent and institutional approval.
- Discuss patient information in public places or on social media.
- Remove confidential records from healthcare facilities.

Confidentiality obligations continue even after completion of clinical placement.

6.8 Infection Prevention and Control

Students shall comply with all infection prevention and control measures, including:

- Proper hand hygiene.
- Appropriate use of personal protective equipment (PPE).
- Safe handling and disposal of sharps.
- Waste segregation and disposal.
- Environmental cleaning and disinfection.
- Respiratory hygiene and cough etiquette.
- Standard and transmission-based precautions.

Students shall immediately report occupational exposures such as needle-stick injuries or contact with infectious materials to their clinical supervisor.

6.9 Occupational Health and Safety

To promote a safe learning environment, students shall:

- Follow all occupational health and safety procedures.
- Use equipment correctly.
- Report unsafe conditions immediately.
- Participate in emergency preparedness activities.
- Wear appropriate protective clothing.
- Avoid unnecessary exposure to hazards.

Students are encouraged to ensure they have the required medical examinations and immunizations recommended for healthcare trainees before commencing clinical placement.

6.10 Clinical Logbook

Every student shall maintain an official clinical logbook.

The logbook shall record:

- Clinical attendance.
- Procedures observed.
- Procedures performed.
- Skills acquired.
- Supervisor comments.
- Competency assessments.
- Student reflections where applicable.

The logbook shall be presented for assessment as required and forms part of the student's academic record.

6.11 Assessment of Clinical Competence

Clinical competence shall be assessed using various methods, including:

- Direct observation of procedures.
- Objective Structured Clinical Examinations (OSCEs), where applicable.
- Clinical logbook evaluations.
- Case presentations.
- Practical demonstrations.
- Supervisor reports.
- Professional behaviour assessments.
- Reflective learning activities.

Students must attain the minimum required competency standards to progress academically.

6.12 Industrial Attachment

Where required by the curriculum, students shall undertake industrial attachment in approved institutions.

Industrial attachment aims to:

- Enhance practical skills.
- Expose students to workplace environments.

- Improve employability.
- Strengthen professional networks.
- Reinforce ethical and professional conduct.

Students shall comply with both College regulations and the policies of the host institution.

6.13 Attendance During Clinical Placement

Attendance during clinical placement is mandatory.

Students shall:

- Report according to the approved duty roster.
- Notify supervisors promptly in case of illness or emergencies.
- Make up for missed clinical hours where required.

Persistent absenteeism without valid reasons may result in failure of the clinical placement.

6.14 Professional Communication

Students shall communicate respectfully with:

- Patients.
- Families and caregivers.
- Clinical instructors.
- Hospital staff.
- Fellow students.
- Members of the public.

Professional communication includes active listening, empathy, confidentiality, and clear documentation.

6.15 Ethical Practice

Students shall uphold ethical principles by:

- Respecting patient autonomy.
- Promoting beneficence.
- Avoiding harm (non-maleficence).
- Ensuring fairness and equity.
- Maintaining honesty and integrity.

- Reporting unethical practices through appropriate channels.

6.16 Prohibited Conduct During Clinical Placement

The following actions are strictly prohibited:

- Practising without supervision where supervision is required.
- Falsifying clinical records or logbooks.
- Theft of patient or hospital property.
- Abuse, neglect, or discrimination against patients.
- Substance abuse while on duty.
- Sexual harassment or exploitation.
- Physical or verbal abuse.
- Accepting unauthorized gifts or payments from patients.
- Sharing confidential patient information.
- Absenteeism without authorization.

Any violation may result in disciplinary action by the College and/or the host institution.

6.17 Clinical Placement Insurance

Students participating in clinical placements or industrial attachments shall comply with the College's insurance requirements. Where applicable, the College shall facilitate appropriate insurance coverage for students during approved training activities.

Students are responsible for reporting accidents or injuries immediately and following the prescribed reporting procedures.

6.18 Completion of Clinical Training

Before completing clinical training, every student shall:

- Complete all required clinical hours.
- Demonstrate the required competencies.
- Submit a duly completed clinical logbook.
- Obtain satisfactory evaluations from supervisors.
- Clear with the host institution and the College.

Failure to meet these requirements may delay progression or graduation.

6.19 Interpretation

The Clinical Coordinator, Heads of Department, and Academic Registrar shall oversee the implementation of this chapter. Any issues not specifically addressed shall be determined in accordance with College policies, applicable laws, and the requirements of relevant regulatory and professional bodies.

CHAPTER SEVEN

STUDENT DISCIPLINE, COMPLAINTS, GRIEVANCES AND APPEALS

7.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to maintaining a safe, orderly, respectful, and professional learning environment. This chapter provides the framework for student discipline, complaint management, grievance resolution, and appeals. The College shall ensure that all disciplinary processes are conducted fairly, impartially, confidentially, and in accordance with the principles of natural justice.

7.2 Objectives

The objectives of this chapter are to:

- Promote discipline and professionalism among students.
- Protect the rights of students, staff, patients, and visitors.
- Ensure fair and consistent handling of misconduct.
- Provide clear procedures for resolving complaints and grievances.
- Safeguard the reputation and integrity of the College.
- Encourage peaceful resolution of disputes.

7.3 Guiding Principles

All disciplinary and grievance processes shall be guided by the following principles:

- Fairness and impartiality.
- Respect for human dignity.
- Confidentiality.
- Accountability.
- Transparency.
- Timeliness.
- Equity and non-discrimination.
- The right to be heard before a decision is made.

7.4 Student Misconduct

Student misconduct includes, but is not limited to:

Academic Misconduct

- Examination cheating.
- Plagiarism.
- Forgery of academic documents.
- Impersonation during examinations.
- Falsification of research or clinical records.
- Unauthorized collaboration.

General Misconduct

- Insubordination.
- Theft or attempted theft.
- Vandalism or destruction of College property.
- Fighting or physical assault.
- Bullying, intimidation, or harassment.
- Possession of offensive weapons.
- Alcohol or drug abuse on College premises.
- Smoking in prohibited areas.
- Disorderly or disruptive behaviour.
- Unauthorized entry into restricted areas.
- Misuse of College property or resources.

Professional Misconduct

- Breach of patient confidentiality.
- Negligence during clinical practice.
- Abandonment of assigned duties during clinical placement.
- Abuse of patients or colleagues.
- Failure to follow infection prevention and control procedures.
- Conduct that brings the College or profession into disrepute.

7.5 Reporting Misconduct

Any student, staff member, clinical supervisor, or member of the public may report alleged misconduct.

Reports should be submitted to:

- The Dean of Students.
- Head of Department.

- Clinical Coordinator.
- Academic Registrar.
- Principal.
- Any other designated College officer.

Anonymous reports may be considered where sufficient supporting information is available.

7.6 Preliminary Investigation

Upon receiving a complaint, the College shall:

- Record the complaint.
- Conduct a preliminary assessment.
- Gather relevant information and evidence.
- Interview relevant persons where necessary.
- Determine whether the matter should proceed to a disciplinary hearing.

7.7 Suspension Pending Investigation

Where necessary to protect students, staff, patients, or College property, the Principal may place a student on temporary suspension pending investigation.

Such suspension shall not be interpreted as a finding of guilt.

7.8 Disciplinary Committee

The College shall establish a Student Disciplinary Committee to hear disciplinary cases.

The Committee may include:

- Principal or representative.
- Dean of Students.
- Academic Registrar.
- Head of Department.
- Clinical Coordinator (where applicable).
- Student Affairs representative.
- Any other officer appointed by the Principal.

The Committee shall operate impartially and maintain confidentiality.

7.9 Rights of a Student During Disciplinary Proceedings

A student appearing before the Disciplinary Committee has the right to:

- Receive written notice of the allegations.
- Be informed of the evidence supporting the allegations.
- Respond to the allegations.
- Present evidence and witnesses.
- Be accompanied by another student or a person permitted by the College, where applicable.
- Receive a fair hearing.
- Receive a written decision and reasons for the decision.
- Appeal against the decision.

7.10 Possible Disciplinary Sanctions

Depending on the nature and seriousness of the offence, the College may impose one or more of the following sanctions:

- Verbal warning.
- Written warning.
- Counselling.
- Community service within the College.
- Restitution for damaged or lost property.
- Withdrawal of specific privileges.
- Suspension from classes or clinical placement.
- Suspension from the College for a specified period.
- Repetition of a course or clinical placement.
- Cancellation of examination results where applicable.
- Expulsion from the College.
- Referral to relevant law enforcement agencies where criminal conduct is involved.

7.11 Complaints Management

Students have the right to submit complaints concerning:

- Academic services.
- Administrative services.
- Student welfare.
- Clinical training.
- Discrimination or harassment.
- Safety concerns.
- Quality of services.
- Facilities and infrastructure.

Complaints should be factual, respectful, and submitted through the prescribed channels.

7.12 Grievance Resolution Procedure

The College encourages grievances to be resolved at the lowest appropriate level.

The grievance process shall generally follow these steps:

1. Attempt informal resolution with the concerned office or staff member.
2. Submit a written grievance to the Head of Department or Dean of Students if unresolved.
3. Review and investigation by the relevant office.
4. Communication of the outcome to the student.
5. Escalation to the Principal if the student remains dissatisfied.

The College shall endeavour to resolve grievances promptly.

7.13 Appeals

A student dissatisfied with an academic or disciplinary decision may lodge an appeal.

The appeal shall:

- Be submitted in writing.
- Clearly state the grounds of appeal.
- Include any supporting evidence.
- Be lodged within the period specified by the College after the decision is communicated.

The Appeals Committee shall review the appeal and communicate its decision in writing. The decision of the Appeals Committee shall be final within the College's internal processes.

7.14 Protection Against Victimization

No student shall be intimidated, harassed, or victimized for:

- Reporting misconduct in good faith.
- Submitting a complaint or grievance.
- Participating as a witness in an investigation.
- Exercising the right of appeal.

Any act of retaliation shall itself constitute misconduct and may result in disciplinary action.

7.15 Record Keeping

The College shall maintain confidential records of:

- Complaints.
- Investigations.
- Disciplinary hearings.
- Decisions.
- Appeals.
- Corrective actions taken.

Such records shall be managed in accordance with the College's Data Protection Policy and applicable laws.

7.16 Student Responsibilities

Every student shall:

- Cooperate with investigations.
- Provide truthful information.
- Respect disciplinary decisions while exercising the right of appeal.
- Comply with sanctions imposed by the College.
- Maintain respectful conduct throughout disciplinary and grievance processes.

7.17 Interpretation

The Principal shall have overall responsibility for the implementation of this chapter, supported by the Dean of Students, Academic Registrar, and Student Disciplinary Committee. Any matter not expressly covered shall be handled in accordance with the College's policies, applicable laws of Kenya, and the principles of fairness, natural justice, and due process.

CHAPTER EIGHT

SAFETY, SECURITY, HEALTH AND EMERGENCY PREPAREDNESS

8.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a safe, healthy, and secure environment for students, staff, visitors, and other stakeholders. Every member of the College community shares responsibility for maintaining safety, preventing accidents, protecting College property, and responding appropriately to emergencies.

Students are required to comply with all safety, health, and security regulations while on campus, during clinical placements, industrial attachments, field activities, and any other College-approved programmes.

8.2 Objectives

The objectives of this chapter are to:

- Promote a culture of safety and security.
- Prevent accidents, injuries, and occupational illnesses.
- Ensure preparedness for emergencies and disasters.
- Protect students, staff, patients, and visitors.
- Promote environmental responsibility.
- Comply with relevant occupational safety and public health laws.

8.3 Student Responsibilities

Every student shall:

- Observe all College safety regulations.
- Report unsafe conditions immediately.
- Follow emergency instructions issued by authorized personnel.
- Protect College property.
- Use equipment safely and only for its intended purpose.
- Participate in safety training and emergency drills.
- Wear appropriate personal protective equipment (PPE) where required.
- Report accidents, injuries, or security incidents without delay.

8.4 Campus Security

The College shall maintain appropriate security measures to safeguard persons and property.

Students are expected to:

- Carry their College identification card at all times.
- Cooperate with security personnel.
- Report suspicious persons or activities.
- Respect access control procedures.
- Avoid unauthorized access to restricted areas.
- Secure their personal belongings.

The College shall not be liable for loss of personal property resulting from negligence or failure to observe security precautions.

8.5 Occupational Health and Safety

Students shall comply with occupational health and safety requirements while using:

- Classrooms.
- Laboratories.
- Skills laboratories.
- Clinical facilities.
- Workshops.
- Offices.
- College transport where applicable.

Students shall:

- Use equipment according to instructions.
- Avoid horseplay in laboratories and clinical areas.
- Report faulty equipment immediately.
- Follow safety signage and instructions.
- Keep work areas clean and organized.

8.6 Fire Safety

To reduce the risk of fire, students shall:

- Familiarize themselves with fire exits and assembly points.
- Observe all fire safety instructions.
- Avoid blocking emergency exits.
- Not tamper with fire extinguishers or alarm systems.

- Switch off electrical equipment when not in use where appropriate.
- Report fire hazards immediately.

In the event of a fire:

1. Raise the alarm immediately.
2. Evacuate calmly using the nearest safe exit.
3. Do not use lifts during evacuation.
4. Assemble at the designated assembly point.
5. Follow instructions from emergency personnel.
6. Do not re-enter buildings until authorized.

8.7 Medical Emergencies

In the event of illness or injury:

- Notify the nearest lecturer, clinical supervisor, security officer, or College official immediately.
- Seek prompt medical attention.
- Cooperate with emergency responders.
- Inform the College of any medical conditions that may require special assistance, where appropriate.

Emergency contact information shall be displayed prominently across the campus.

8.8 Infection Prevention and Control

Students shall observe infection prevention and control measures at all times, especially during laboratory work and clinical placements.

These include:

- Proper hand hygiene.
- Appropriate use of PPE.
- Safe handling and disposal of sharps.
- Waste segregation according to established procedures.
- Respiratory hygiene.
- Environmental cleaning and disinfection.
- Compliance with standard and transmission-based precautions.

Students exposed to blood, body fluids, or other infectious materials shall immediately report the incident and follow the prescribed post-exposure procedures.

8.9 Environmental Health and Sanitation

Students are expected to contribute to a clean and healthy campus by:

- Properly disposing of waste.
- Keeping classrooms and common areas clean.
- Conserving water and electricity.
- Avoiding littering.
- Supporting recycling and environmental conservation initiatives where available.

Good sanitation practices help prevent disease and create a conducive learning environment.

8.10 Disaster Preparedness

The College shall maintain an Emergency Preparedness and Response Plan to address incidents such as:

- Fire outbreaks.
- Medical emergencies.
- Floods.
- Earthquakes.
- Structural failures.
- Disease outbreaks.
- Security threats.
- Other emergencies.

Students shall participate in emergency drills and comply with emergency procedures.

8.11 Laboratory Safety

Students using laboratories shall:

- Attend laboratory safety orientation.
- Wear appropriate PPE.
- Handle chemicals and equipment carefully.
- Avoid eating or drinking in laboratories.
- Label specimens correctly.
- Report spills, accidents, or equipment failures immediately.
- Dispose of laboratory waste appropriately.

Unauthorized experiments are strictly prohibited.

8.12 Safe Use of Equipment

Students shall:

- Use equipment only after receiving appropriate instruction.
- Inspect equipment before use.
- Report damaged equipment immediately.
- Avoid unauthorized repairs.
- Return equipment after use.

Deliberate misuse of equipment may result in disciplinary action and liability for repair or replacement costs.

8.13 Personal Safety

Students are encouraged to:

- Remain vigilant at all times.
- Avoid isolated or poorly lit areas when possible.
- Protect personal belongings.
- Avoid carrying large amounts of cash.
- Report threats, harassment, or suspicious behaviour.
- Save important emergency contact numbers.

8.14 Substance Abuse

The possession, use, manufacture, distribution, or sale of illegal drugs and the misuse of alcohol on College premises or during College activities are strictly prohibited.

Students affected by substance abuse are encouraged to seek confidential counselling and support through the College.

8.15 Reporting Accidents and Incidents

All accidents, injuries, near misses, and security incidents shall be reported immediately to:

- The Lecturer or Clinical Supervisor.
- Dean of Students.
- Security Office.
- Occupational Safety Officer, where applicable.
- Principal or designated officer.

The College shall investigate reported incidents and implement appropriate corrective and preventive measures.

8.16 Insurance

Students are encouraged to maintain appropriate medical and personal accident insurance where required by College policy or programme regulations.

Where the College provides insurance arrangements for approved activities such as clinical placements or industrial attachments, students shall comply with the applicable requirements and reporting procedures.

8.17 Business Continuity

In the event of emergencies or circumstances that disrupt normal College operations, LMTC may implement alternative learning arrangements, revised academic schedules, or other continuity measures to minimize disruption while safeguarding the health and safety of students and staff.

Students shall comply with official instructions issued during such situations.

8.18 Interpretation

The implementation of this chapter shall be overseen by the Principal, Safety and Health Committee, Dean of Students, Heads of Department, and other designated College officers. The College shall periodically review its safety and emergency preparedness measures to ensure compliance with legal requirements and best practices in health professions education.

CHAPTER EIGHT

SAFETY, SECURITY, HEALTH AND EMERGENCY PREPAREDNESS

8.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a safe, healthy, and secure environment for students, staff, visitors, and other stakeholders. Every

member of the College community shares responsibility for maintaining safety, preventing accidents, protecting College property, and responding appropriately to emergencies.

Students are required to comply with all safety, health, and security regulations while on campus, during clinical placements, industrial attachments, field activities, and any other College-approved programmes.

8.2 Objectives

The objectives of this chapter are to:

- Promote a culture of safety and security.
- Prevent accidents, injuries, and occupational illnesses.
- Ensure preparedness for emergencies and disasters.
- Protect students, staff, patients, and visitors.
- Promote environmental responsibility.
- Comply with relevant occupational safety and public health laws.

8.3 Student Responsibilities

Every student shall:

- Observe all College safety regulations.
- Report unsafe conditions immediately.
- Follow emergency instructions issued by authorized personnel.
- Protect College property.
- Use equipment safely and only for its intended purpose.
- Participate in safety training and emergency drills.
- Wear appropriate personal protective equipment (PPE) where required.
- Report accidents, injuries, or security incidents without delay.

8.4 Campus Security

The College shall maintain appropriate security measures to safeguard persons and property.

Students are expected to:

- Carry their College identification card at all times.
- Cooperate with security personnel.
- Report suspicious persons or activities.
- Respect access control procedures.

- Avoid unauthorized access to restricted areas.
- Secure their personal belongings.

The College shall not be liable for loss of personal property resulting from negligence or failure to observe security precautions.

8.5 Occupational Health and Safety

Students shall comply with occupational health and safety requirements while using:

- Classrooms.
- Laboratories.
- Skills laboratories.
- Clinical facilities.
- Workshops.
- Offices.
- College transport where applicable.

Students shall:

- Use equipment according to instructions.
- Avoid horseplay in laboratories and clinical areas.
- Report faulty equipment immediately.
- Follow safety signage and instructions.
- Keep work areas clean and organized.

8.6 Fire Safety

To reduce the risk of fire, students shall:

- Familiarize themselves with fire exits and assembly points.
- Observe all fire safety instructions.
- Avoid blocking emergency exits.
- Not tamper with fire extinguishers or alarm systems.
- Switch off electrical equipment when not in use where appropriate.
- Report fire hazards immediately.

In the event of a fire:

1. Raise the alarm immediately.
2. Evacuate calmly using the nearest safe exit.
3. Do not use lifts during evacuation.
4. Assemble at the designated assembly point.
5. Follow instructions from emergency personnel.
6. Do not re-enter buildings until authorized.

8.7 Medical Emergencies

In the event of illness or injury:

- Notify the nearest lecturer, clinical supervisor, security officer, or College official immediately.
- Seek prompt medical attention.
- Cooperate with emergency responders.
- Inform the College of any medical conditions that may require special assistance, where appropriate.

Emergency contact information shall be displayed prominently across the campus.

8.8 Infection Prevention and Control

Students shall observe infection prevention and control measures at all times, especially during laboratory work and clinical placements.

These include:

- Proper hand hygiene.
- Appropriate use of PPE.
- Safe handling and disposal of sharps.
- Waste segregation according to established procedures.
- Respiratory hygiene.
- Environmental cleaning and disinfection.
- Compliance with standard and transmission-based precautions.

Students exposed to blood, body fluids, or other infectious materials shall immediately report the incident and follow the prescribed post-exposure procedures.

8.9 Environmental Health and Sanitation

Students are expected to contribute to a clean and healthy campus by:

- Properly disposing of waste.
- Keeping classrooms and common areas clean.
- Conserving water and electricity.
- Avoiding littering.
- Supporting recycling and environmental conservation initiatives where available.

Good sanitation practices help prevent disease and create a conducive learning environment.

8.10 Disaster Preparedness

The College shall maintain an Emergency Preparedness and Response Plan to address incidents such as:

- Fire outbreaks.
- Medical emergencies.
- Floods.
- Earthquakes.
- Structural failures.
- Disease outbreaks.
- Security threats.
- Other emergencies.

Students shall participate in emergency drills and comply with emergency procedures.

8.11 Laboratory Safety

Students using laboratories shall:

- Attend laboratory safety orientation.
- Wear appropriate PPE.
- Handle chemicals and equipment carefully.
- Avoid eating or drinking in laboratories.
- Label specimens correctly.
- Report spills, accidents, or equipment failures immediately.
- Dispose of laboratory waste appropriately.

Unauthorized experiments are strictly prohibited.

8.12 Safe Use of Equipment

Students shall:

- Use equipment only after receiving appropriate instruction.
- Inspect equipment before use.
- Report damaged equipment immediately.
- Avoid unauthorized repairs.
- Return equipment after use.

Deliberate misuse of equipment may result in disciplinary action and liability for repair or replacement costs.

8.13 Personal Safety

Students are encouraged to:

- Remain vigilant at all times.
- Avoid isolated or poorly lit areas when possible.
- Protect personal belongings.
- Avoid carrying large amounts of cash.
- Report threats, harassment, or suspicious behaviour.
- Save important emergency contact numbers.

8.14 Substance Abuse

The possession, use, manufacture, distribution, or sale of illegal drugs and the misuse of alcohol on College premises or during College activities are strictly prohibited.

Students affected by substance abuse are encouraged to seek confidential counselling and support through the College.

8.15 Reporting Accidents and Incidents

All accidents, injuries, near misses, and security incidents shall be reported immediately to:

- The Lecturer or Clinical Supervisor.
- Dean of Students.
- Security Office.
- Occupational Safety Officer, where applicable.
- Principal or designated officer.

The College shall investigate reported incidents and implement appropriate corrective and preventive measures.

8.16 Insurance

Students are encouraged to maintain appropriate medical and personal accident insurance where required by College policy or programme regulations.

Where the College provides insurance arrangements for approved activities such as clinical placements or industrial attachments, students shall comply with the applicable requirements and reporting procedures.

8.17 Business Continuity

In the event of emergencies or circumstances that disrupt normal College operations, LMTC may implement alternative learning arrangements, revised academic schedules, or other continuity measures to minimize disruption while safeguarding the health and safety of students and staff.

Students shall comply with official instructions issued during such situations.

8.18 Interpretation

The implementation of this chapter shall be overseen by the Principal, Safety and Health Committee, Dean of Students, Heads of Department, and other designated College officers. The College shall periodically review its safety and emergency preparedness measures to ensure compliance with legal requirements and best practices in health professions education.

CHAPTER NINE

FEES, FINANCIAL OBLIGATIONS AND SCHOLARSHIP SUPPORT

9.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to ensuring transparency, accountability, and fairness in the management of student fees and financial matters. Every student is responsible for meeting their financial obligations to facilitate uninterrupted learning and access to College services.

This chapter outlines the policies governing tuition fees, payment procedures, refunds, scholarships, bursaries, and financial responsibilities.

9.2 Fee Structure

The College shall publish an approved fee structure for every academic programme.

The fee structure shall clearly indicate applicable charges, which may include:

- Tuition fees.
- Registration fees.
- Examination fees.
- Library fees.
- Laboratory and practical training fees.
- Clinical placement or attachment fees.
- Student activity fees.
- Graduation fees.
- Identity card fees.
- Caution money (where applicable).
- Other approved charges.

The College reserves the right to review fees from time to time in accordance with applicable laws and institutional policies. Students shall be notified of any approved changes before implementation.

9.3 Payment of Fees

Students shall pay fees through the payment methods approved by the College.

Payments shall:

- Be made within the prescribed timelines.
- Be supported by official receipts or other proof of payment.
- Be made only to authorized College accounts or payment platforms.

The College does not accept responsibility for payments made through unauthorized channels.

9.4 Fee Payment Schedule

Unless otherwise approved by the College, students are expected to:

- Pay the required registration deposit before reporting.
- Settle fees according to the approved payment schedule for each semester or academic year.
- Clear any outstanding balances before sitting examinations or proceeding to the next semester, unless an approved payment arrangement exists.

Students experiencing genuine financial difficulties are encouraged to consult the Finance Office early for guidance.

9.5 Financial Clearance

Students shall obtain financial clearance before accessing certain College services, including:

- Sitting examinations, where required by College policy.
- Clinical placement where financial clearance is a prerequisite.
- Registration for a new semester.
- Graduation.
- Issuance of academic transcripts and certificates.
- Transfer or withdrawal from the College.

9.6 Refund of Fees

Refunds may be considered under exceptional circumstances and in accordance with the College's Refund Policy.

Refund requests shall:

- Be made in writing.
- State the reason for the request.
- Include supporting documentation where applicable.

Approved refunds may be subject to administrative charges and deductions for services already provided.

9.7 Scholarships

The College may offer scholarships to deserving students subject to the availability of funds.

Scholarships may be awarded based on:

- Academic excellence.
- Financial need.
- Special talent or leadership.
- Sponsorship by development partners or donors.
- Other criteria established by the College or sponsoring organizations.

Recipients shall comply with all scholarship conditions.

9.8 Bursaries and External Sponsorship

Students are encouraged to apply for financial assistance from:

- National Government programmes.
- County Government bursaries.
- Constituency development programmes, where applicable.
- Corporate organizations.
- Faith-based organizations.
- Non-governmental organizations.
- Foundations and charitable institutions.

The College may provide guidance on available funding opportunities but cannot guarantee sponsorship.

9.9 Student Financial Responsibilities

Every student shall:

- Pay fees within the prescribed timelines.
- Keep copies of payment receipts.
- Verify their fee statements regularly.
- Promptly report any payment discrepancies.
- Protect official receipts from loss or misuse.
- Avoid presenting forged payment documents.

Submission of fraudulent payment documents shall constitute serious misconduct and may result in disciplinary action.

9.10 Outstanding Fee Balances

Students with outstanding fee balances may be subject to measures such as:

- Restriction from registration for subsequent semesters.
- Withholding of examination results where permitted by College policy.
- Delay in issuance of academic documents.
- Restriction from graduation until financial obligations are met.

The College shall apply such measures fairly and in accordance with applicable policies.

9.11 Student Employment Opportunities

Subject to College policy and operational needs, eligible students may participate in approved work-study or temporary student employment programmes.

Participation in such programmes shall:

- Not interfere with academic responsibilities.
- Be governed by applicable College guidelines.
- Not create an employer-employee relationship beyond the approved arrangement.

9.12 Financial Accountability

The College is committed to prudent financial management and shall ensure that:

- Student payments are receipted promptly.
- Financial records are maintained accurately.
- Financial information is treated confidentially.
- Internal controls are implemented to safeguard College resources.
- Financial transactions comply with applicable laws and institutional policies.

9.13 Financial Advice and Support

Students experiencing financial challenges are encouraged to seek advice from the Finance Office or the Dean of Students.

Support may include:

- Guidance on payment plans.
- Information on scholarships and bursaries.
- Referral to available financial assistance programmes.
- Counselling on financial planning and budgeting.

Seeking assistance early may help prevent disruption of studies.

9.14 Graduation Financial Clearance

Before graduation, every student shall:

- Settle all outstanding tuition and other approved charges.
- Clear with the Finance Office.
- Return any College property where applicable.
- Obtain all required departmental clearances.

Failure to complete financial clearance may delay graduation or the release of academic documents.

9.15 Interpretation

The Finance Office shall be responsible for implementing this chapter in collaboration with the Principal, Academic Registrar, and Dean of Students. Any matters not expressly covered shall be determined in accordance with the College's Finance Policy, applicable laws, and institutional regulations.

CHAPTER TEN

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT), E-LEARNING AND LIBRARY SERVICES

10.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes Information and Communication Technology (ICT) as an essential component of modern teaching, learning, research, communication, and institutional management. The College provides ICT and library resources to enhance academic excellence and promote digital literacy among students.

This chapter outlines the policies governing the use of ICT facilities, e-learning platforms, internet services, library resources, and the protection of digital information.

10.2 Objectives

The objectives of this chapter are to:

- Promote effective use of ICT in teaching and learning.
- Provide equitable access to digital learning resources.
- Protect the security and integrity of College information systems.
- Encourage ethical and responsible use of technology.
- Support research and lifelong learning.
- Promote digital innovation and information literacy.

10.3 ICT Services

The College may provide the following ICT services:

- Computer laboratories.

- Wireless internet (Wi-Fi).
- Student email accounts.
- Learning Management System (LMS).
- Online student portal.
- Digital library resources.
- Audio-visual learning facilities.
- Printing and scanning services, where available.
- ICT technical support.

Availability of services may vary depending on institutional resources.

10.4 Student Responsibilities

Students shall:

- Use ICT facilities responsibly and for lawful purposes.
- Protect usernames and passwords.
- Log out of shared computers after use.
- Respect the privacy of other users.
- Report technical faults immediately.
- Comply with College ICT policies and procedures.
- Use digital resources primarily for academic purposes.

Students are personally responsible for all activities performed using their user accounts.

10.5 Acceptable Use of ICT Resources

Students may use College ICT resources for:

- Academic research.
- Accessing online learning materials.
- Completing assignments and projects.
- Communication related to College activities.
- Professional development.
- Accessing electronic journals and e-books.

Use of ICT resources shall not interfere with the rights of other users or the normal operation of College systems.

10.6 Prohibited Use of ICT Resources

Students shall not:

- Access unauthorized computer systems or networks.
- Engage in hacking or cyber-attacks.
- Install unauthorized software.
- Download or distribute malicious software.
- Access or distribute illegal, offensive, or inappropriate content.
- Use College systems for commercial activities without authorization.
- Share passwords or user accounts.
- Violate copyright or intellectual property rights.
- Interfere with network security or system performance.
- Use ICT facilities to bully, harass, or threaten others.

Violation of these provisions may result in disciplinary action and, where applicable, legal proceedings.

10.7 E-Learning

LMTC supports blended and online learning through approved digital platforms.

Students participating in e-learning shall:

- Attend scheduled virtual classes.
- Participate actively in online discussions.
- Submit assignments within prescribed deadlines.
- Maintain professionalism during online sessions.
- Observe academic integrity in online assessments.
- Ensure reliable access to the required learning tools whenever possible.

The College may record online sessions for educational and quality assurance purposes in accordance with applicable policies.

10.8 Online Assessments

Online examinations and assessments shall be conducted in accordance with the College Examination Policy.

Students shall:

- Follow examination instructions.
- Complete assessments independently unless group work is authorized.

- Avoid unauthorized assistance or use of prohibited materials.
- Ensure the security of their login credentials.

Academic misconduct during online assessments shall be treated in the same manner as misconduct during physical examinations.

10.9 Student Email

The College may issue official email accounts to students for academic and administrative communication.

Students are expected to:

- Check their email regularly.
- Maintain professional communication.
- Protect account credentials.
- Report suspicious emails or phishing attempts.

Official College communication sent to a student's registered email address shall be deemed to have been delivered.

10.10 Library Services

The College Library supports teaching, learning, research, and professional development by providing access to quality information resources.

Library services may include:

- Printed books.
- Reference materials.
- Electronic books.
- Academic journals.
- Newspapers and magazines.
- Digital databases.
- Research support services.
- Study spaces.
- Information literacy training.

10.11 Library Membership

Every registered student is entitled to use library services.

Students shall:

- Present a valid student identification card when requested.
- Observe library regulations.
- Respect other library users.
- Maintain silence in designated study areas.

Library privileges may be suspended in cases of misuse.

10.12 Borrowing Library Materials

Students borrowing library materials shall:

- Follow established borrowing procedures.
- Return borrowed materials on or before the due date.
- Handle books and other resources with care.
- Report damaged materials immediately.

Late returns may attract penalties as determined by the College.

10.13 Care of Library Resources

Students shall not:

- Deface or write in library materials.
- Remove library materials without authorization.
- Damage furniture or equipment.
- Disrupt other library users.

Students shall be responsible for replacing lost or damaged materials or meeting the applicable replacement costs.

10.14 Copyright and Intellectual Property

Students shall respect copyright and intellectual property laws.

Students shall not:

- Copy or distribute copyrighted materials without authorization.
- Submit another person's work as their own.
- Reproduce digital resources contrary to licensing agreements.

Proper acknowledgment of sources shall be made in all academic work.

10.15 Data Protection and Privacy

The College shall safeguard student information in accordance with applicable data protection laws and institutional policies.

Students shall:

- Respect the privacy of others.
- Protect confidential information.
- Use personal data only for authorized purposes.
- Report suspected data breaches promptly.

Unauthorized access to or disclosure of confidential information is prohibited.

10.16 Technical Support

Students experiencing ICT-related challenges may seek assistance from the ICT Office.

Support may include:

- Account access assistance.
- Learning platform support.
- Password reset services.
- Basic software support.
- Guidance on accessing digital learning resources.

The College will endeavour to provide timely technical assistance during official working hours.

10.17 ICT Security

To maintain secure information systems, students shall:

- Use strong passwords.
- Avoid sharing login credentials.
- Report suspicious system activity.
- Keep personal devices protected against malware.
- Avoid connecting unauthorized devices to College systems where prohibited.

Failure to comply with ICT security requirements may result in suspension of ICT privileges or other disciplinary measures.

10.18 Interpretation

The ICT Department, Library Services, Academic Registrar, and Principal shall oversee the implementation of this chapter. Matters not expressly provided for shall be addressed in accordance with the College ICT Policy, Library Policy, Data Protection Policy, and other applicable institutional regulations.

CHAPTER ELEVEN

STUDENT LEADERSHIP, CO-CURRICULAR ACTIVITIES, COMMUNITY ENGAGEMENT AND ALUMNI RELATIONS

11.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that student development extends beyond academic achievement. Participation in leadership, co-curricular activities, community engagement, and alumni programmes enhances personal growth, professional competence, teamwork, and social responsibility. The College encourages every student to participate in activities that contribute positively to their holistic development.

11.2 Objectives

The objectives of this chapter are to:

- Promote responsible student leadership.
- Encourage active participation in co-curricular activities.
- Foster teamwork, innovation, and creativity.
- Strengthen community engagement and social responsibility.
- Develop leadership and communication skills.
- Build lasting relationships between the College and its graduates.

11.3 Student Representative Council (SRC)

The Student Representative Council (SRC) is the official body representing the interests of students.

The SRC shall:

- Represent students in matters affecting their welfare.
- Promote communication between students and College Management.
- Encourage responsible student participation in College affairs.
- Promote unity, inclusivity, and professionalism.
- Organize approved student activities and events.
- Support the implementation of College policies.

The SRC shall operate in accordance with its constitution and College regulations.

11.4 Student Leadership Elections

Student leaders shall be elected through a transparent, fair, and democratic process.

Candidates shall:

- Be registered students in good academic standing.
- Demonstrate good conduct and integrity.
- Meet eligibility requirements prescribed by the College.

Campaigns shall:

- Be peaceful and respectful.
- Avoid hate speech, intimidation, bribery, or violence.
- Comply with election guidelines issued by the College.

The College reserves the right to nullify elections conducted contrary to approved procedures.

11.5 Responsibilities of Student Leaders

Student leaders shall:

- Serve all students fairly and without discrimination.
- Uphold the College's values and regulations.
- Maintain confidentiality where required.
- Promote dialogue and peaceful conflict resolution.
- Act with honesty, accountability, and professionalism.
- Consult students before presenting major concerns to Management.
- Encourage student participation in College programmes.

Leadership is a position of service, and student leaders are expected to lead by example.

11.6 Student Clubs and Societies

The College encourages students to join approved clubs and societies that support academic, professional, social, cultural, and personal development.

Examples include:

- Medical and Health Sciences Club.
- Research and Innovation Club.
- Environmental Conservation Club.
- Community Health Outreach Club.
- Debate and Public Speaking Club.
- Entrepreneurship Club.
- ICT and Digital Innovation Club.
- Cultural and Creative Arts Club.

All clubs must be registered and approved by the College.

11.7 Formation of Student Clubs

Students wishing to establish a new club shall:

- Submit a written application to the Dean of Students.
- Present a constitution outlining the club's objectives and governance.
- Identify a patron from among the College staff.
- Demonstrate that the club's activities align with the College's mission and values.

The College reserves the right to approve, suspend, or dissolve any club that fails to comply with its regulations.

11.8 Co-curricular Activities

Students are encouraged to participate in activities that complement classroom learning, including:

- Sports and games.
- Health awareness campaigns.
- Scientific exhibitions.
- Academic conferences.
- Talent shows.
- Cultural festivals.
- Leadership seminars.
- Innovation competitions.
- Community service programmes.

Participation should not interfere with academic responsibilities.

11.9 Sports and Recreation

LMTC promotes physical fitness and mental well-being through sports and recreational activities.

Students are encouraged to participate in:

- Football.
- Volleyball.
- Basketball.
- Athletics.
- Indoor games.
- Fitness and wellness programmes.
- Recreational activities approved by the College.

Participants shall observe discipline, respect officials and opponents, and uphold the reputation of the College.

11.10 Community Engagement

Community service is an important component of healthcare education.

Students may participate in:

- Medical outreach programmes.
- Health education campaigns.
- Blood donation drives.
- Environmental conservation initiatives.
- Public health awareness activities.
- Community clean-up exercises.
- Volunteer healthcare services under appropriate supervision.

Students shall conduct themselves professionally during all community engagement activities.

11.11 Volunteerism

The College encourages volunteerism as a means of developing compassion, leadership, and civic responsibility.

Students participating in volunteer activities shall:

- Observe College policies.
- Respect community members.
- Maintain professionalism.
- Work within their level of competence.
- Report activities through the appropriate College office where required.

11.12 Leadership Development

The College shall provide opportunities for students to develop leadership skills through:

- Leadership training workshops.
- Mentorship programmes.
- Public speaking forums.
- Team-building activities.
- Professional ethics seminars.
- Career development sessions.

Students are encouraged to take advantage of these opportunities.

11.13 Recognition of Student Achievement

The College may recognize outstanding student achievement in areas such as:

- Academic excellence.
- Leadership.
- Community service.
- Innovation and research.
- Sports.
- Cultural activities.
- Professional conduct.

Recognition may include certificates, awards, commendations, or other forms approved by the College.

11.14 Alumni Relations

Graduates of LMTC become members of the College Alumni Network.

The Alumni Network aims to:

- Promote lifelong engagement with the College.

- Support mentorship of current students.
- Facilitate professional networking.
- Encourage continuing professional development.
- Support fundraising and institutional development.
- Promote collaboration among graduates.

Graduates are encouraged to keep the College informed of their professional achievements and contact information.

11.15 Communication Between Students and Management

The College promotes open and respectful communication.

Students may communicate with Management through:

- The Student Representative Council.
- The Dean of Students.
- Scheduled consultative meetings.
- Official correspondence.
- Suggestion boxes.
- Approved digital communication platforms.

Constructive feedback is encouraged to support continuous improvement.

11.16 Student Responsibilities

Every student participating in leadership or co-curricular activities shall:

- Maintain good academic standing.
- Observe College regulations.
- Respect diversity and inclusion.
- Promote teamwork.
- Protect College property.
- Conduct themselves professionally both on and off campus.

Failure to comply with College regulations may result in suspension of participation privileges or other disciplinary measures.

11.17 Interpretation

The Dean of Students shall oversee the implementation of this chapter in collaboration with the Student Representative Council, Heads of Department, and College

Management. Any matters not expressly provided for shall be determined in accordance with the College's policies and applicable laws.

CHAPTER TWELVE

GRADUATION, CERTIFICATION, STUDENT RECORDS AND GENERAL PROVISIONS

12.1 Introduction

This chapter outlines the requirements and procedures governing graduation, certification, issuance of academic documents, management of student records, and other general provisions applicable to all students of Lunesberg Medical Training College (LMTC). It also sets out the responsibilities of students before completion of their studies and graduation.

12.2 Graduation Requirements

A student shall qualify for graduation upon fulfilling all academic and administrative requirements prescribed by the College and relevant regulatory authorities.

To be eligible for graduation, a student must:

- Successfully complete all prescribed courses and units.
- Attain the required pass marks in all examinations and assessments.
- Successfully complete all practical training, laboratory sessions, clinical placements, and industrial attachments.
- Submit all required assignments, projects, logbooks, and reports.
- Meet the minimum attendance requirements.
- Complete all competency assessments where applicable.
- Obtain clearance from all relevant College departments.
- Settle all outstanding financial obligations.
- Return all College property, including library materials and equipment.

The Academic Board shall approve the list of students eligible for graduation.

12.3 Graduation Ceremony

The College shall organize graduation ceremonies at dates approved by the College Management.

Graduating students shall:

- Register for graduation within the prescribed period.
- Pay the approved graduation fee.
- Attend rehearsals where required.
- Wear the prescribed academic attire during the ceremony.
- Observe all graduation protocols and instructions.

Only students who have been officially approved by the Academic Board shall participate in the graduation ceremony.

12.4 Award of Certificates

Upon successful completion of a programme, the College shall award the appropriate certificate, diploma, higher diploma, or other qualification in accordance with the approved curriculum and applicable regulations.

Certificates shall indicate:

- Student's full name.
- Programme completed.
- Date of award.
- Name of the College.
- Signatures of authorized College officials.
- Official College seal.

The College reserves the right to withhold certificates until all graduation requirements have been satisfied.

12.5 Academic Transcripts

Students may request official academic transcripts after completing the prescribed application process.

Transcripts shall include:

- Courses completed.
- Grades obtained.
- Academic standing.
- Date of completion.
- Other relevant academic information.

Transcripts shall only be issued after financial and administrative clearance.

12.6 Replacement of Certificates

The College shall not ordinarily issue duplicate certificates.

Where a certificate is lost, destroyed, or damaged, the College may issue a replacement document or certified statement of results in accordance with its Certificate Replacement Policy.

Applicants may be required to provide:

- A written application.
- A police abstract for lost certificates.
- A sworn affidavit where applicable.
- Proof of identity.
- Payment of the prescribed replacement fee.

12.7 Student Records

The College shall maintain accurate, complete, and secure student records throughout the student's period of study and for the period required by law.

Student records may include:

- Admission records.
- Academic transcripts.
- Examination results.
- Clinical placement records.
- Attendance records.
- Financial records.
- Disciplinary records.
- Graduation records.
- Correspondence relating to the student.

12.8 Confidentiality of Student Records

Student records shall be treated as confidential and shall only be accessed by authorized persons in accordance with applicable laws and College policies.

The College may disclose student information where:

- Required by law.
- Authorized by the student.
- Required by regulatory bodies.
- Necessary for academic administration.
- Necessary to protect public health or safety.

12.9 Clearance Procedure

Before graduation, transfer, or withdrawal, students shall obtain clearance from relevant departments, including:

- Academic Department.
- Library.
- Finance Office.
- ICT Department.
- Clinical Coordination Office (where applicable).
- Dean of Students.
- Registry.

Clearance confirms that all institutional obligations have been fulfilled.

12.10 Continuing Professional Development

The College encourages graduates to pursue lifelong learning through:

- Continuing Professional Development (CPD) programmes.
- Professional certification courses.
- Research and innovation.
- Conferences and seminars.
- Professional association membership.
- Advanced academic qualifications.

Graduates are encouraged to maintain competence throughout their professional careers.

12.11 Alumni Membership

Upon graduation, students automatically become members of the Lunesberg Medical Training College Alumni Association.

Members are encouraged to:

- Participate in alumni activities.
- Support mentorship programmes.
- Promote the College.
- Share employment opportunities.
- Contribute to institutional growth and development.

12.12 Amendments to the Student Handbook

The College reserves the right to amend, revise, or update this Student Handbook from time to time to reflect:

- Changes in legislation.
- Regulatory requirements.
- Institutional policies.
- Academic developments.
- Best practices in higher education.

Students shall be notified of significant amendments through official communication channels.

12.13 Compliance with College Policies

Students are expected to comply with all College policies, procedures, regulations, and directives issued by the College from time to time.

Failure to comply may result in disciplinary or administrative action in accordance with applicable College regulations.

12.14 Limitation of the Handbook

This Student Handbook provides general guidance on College policies and procedures. It should be read together with:

- Academic Policies.
- Examination Policy.
- Clinical Training Policy.
- Student Disciplinary Policy.
- ICT Policy.
- Library Policy.
- Occupational Safety and Health Policy.
- Data Protection Policy.
- Other applicable College policies and procedures.

Where there is a conflict between this handbook and applicable law or regulatory requirements, the law or regulatory requirement shall prevail.

12.15 Student Declaration

Every student shall acknowledge receipt of this Student Handbook and undertake to:

- Read and understand its contents.
- Comply with all College rules and regulations.
- Maintain high standards of academic integrity and professional conduct.
- Respect the rights of others.
- Safeguard College property.
- Uphold the values and reputation of Lunesberg Medical Training College.

Failure to comply with the provisions of this handbook may result in disciplinary or administrative action.

12.16 Contact Information

For enquiries regarding academic, administrative, or student welfare matters, students should contact the appropriate College office during official working hours.

Key offices include:

- Office of the Principal
- Academic Registrar
- Dean of Students
- Finance Office
- Admissions Office
- Clinical Coordination Office
- ICT Department
- Library
- Quality Assurance Office

Official contact details shall be published on the College website, prospectus, and official communication platforms.

12.17 Conclusion

Lunesberg Medical Training College is committed to producing competent, ethical, compassionate, and innovative healthcare professionals. Every student is expected to uphold the College's values of excellence, integrity, professionalism, accountability, respect, and service throughout their academic journey and future career.

By working together in a spirit of mutual respect and shared responsibility, students, staff, and stakeholders contribute to a vibrant learning community dedicated to improving healthcare and serving society.

CHAPTER THIRTEEN

APPENDICES, FORMS AND STUDENT UNDERTAKINGS

13.1 Introduction

This chapter contains the appendices, forms, declarations, and reference information that support the implementation of this Student Handbook. Students are encouraged to familiarize themselves with these documents and complete the required forms during admission, registration, clinical placement, and graduation.

APPENDIX I: STUDENT DECLARATION FORM

I, _____

Admission Number: _____

Programme: _____

National ID/Passport No.: _____

hereby declare that:

1. I have received a copy of the Lunesberg Medical Training College Student Handbook.
2. I have read and understood the contents of the Handbook.
3. I agree to comply with all College policies, rules, regulations, and procedures.
4. I understand that failure to comply with the Handbook may result in disciplinary action.
5. I undertake to uphold professionalism, integrity, honesty, and ethical conduct throughout my studies.

Student Signature: _____

Date: _____

Admissions Officer: _____

Signature: _____

College Stamp

APPENDIX II: STUDENT CODE OF CONDUCT PLEDGE

As a student of Lunesberg Medical Training College, I pledge that I shall:

- Respect the dignity of every person.
- Maintain honesty and academic integrity.
- Observe patient confidentiality.
- Respect lecturers, staff, patients, and fellow students.
- Protect College property.
- Promote peace and unity.
- Observe all safety regulations.
- Uphold the reputation of the College.
- Demonstrate professionalism both on and off campus.

Student Signature: _____

Date: _____

APPENDIX III: CLINICAL CONFIDENTIALITY AGREEMENT

I acknowledge that during my clinical placement I may have access to confidential patient information.

I undertake to:

- Maintain patient confidentiality.
- Protect patient records.
- Refrain from sharing patient information without authorization.
- Avoid posting patient information or photographs on social media.
- Comply with all hospital confidentiality requirements.

I understand that breach of confidentiality may result in disciplinary action and legal consequences.

Student Signature: _____

Clinical Coordinator: _____

Date: _____

APPENDIX IV: EMERGENCY CONTACT INFORMATION

Every student shall provide the following emergency contact details.

Student Name: _____

Admission Number: _____

Emergency Contact Name: _____

Relationship: _____

Telephone Number: _____

Alternative Contact: _____

Medical Conditions (if any): _____

All information shall be treated confidentially.

APPENDIX V: STUDENT CLEARANCE FORM

Department	Signature	Date
Academic Department	_____	_____
Finance Office	_____	_____
Library	_____	_____
ICT Department	_____	_____
Clinical Office	_____	_____
Dean of Students	_____	_____
Registry	_____	_____

Principal's Approval: _____

APPENDIX VI: STUDENT COMPLAINT FORM

Date: _____

Student Name: _____

Admission Number: _____

Programme: _____

Nature of Complaint:

_____

_____

Action Requested:

_____

Student Signature: _____

Official Receiving Complaint:

_____

_____

APPENDIX VII: STUDENT LEAVE APPLICATION FORM

Reason for Leave:

□ Medical

□ Bereavement

□ Personal

□ Official College Activity

□ Other

Duration Requested:

From _____ To _____

Supporting Documents Attached:

Yes □

No □

Recommendation:

Head of Department: _____

Dean of Students: _____

Approval:

Academic Registrar: _____

APPENDIX VIII: CAMPUS SAFETY RULES

Every student shall:

- Carry a valid student identification card.
- Report accidents immediately.
- Participate in fire drills.
- Observe laboratory safety procedures.
- Wear personal protective equipment where required.
- Report suspicious persons or activities.
- Keep emergency exits clear.
- Follow all emergency instructions issued by authorized personnel.

APPENDIX IX: ACADEMIC HONESTY DECLARATION

I certify that all assignments, research reports, projects, and examinations submitted by me shall be my own original work except where proper acknowledgment has been made.

I understand that plagiarism, cheating, falsification of data, or any other form of academic misconduct constitutes a serious disciplinary offence.

Student Signature: _____

Date: _____

APPENDIX X: COLLEGE CONTACT DIRECTORY

Students may contact the following offices during official working hours:

- Office of the Principal
- Academic Registrar
- Admissions Office
- Finance Office
- Dean of Students
- Clinical Coordination Office
- Quality Assurance Office
- ICT Department
- Library Services
- Examination Office
- Human Resource Office
- Security Office

Official telephone numbers, email addresses, and physical office locations shall be published separately and updated periodically by the College.

13.2 Handbook Review

This Student Handbook shall be reviewed at least once every five (5) years, or earlier if required by changes in legislation, regulatory requirements, academic policies, or institutional priorities.

13.3 Effective Date

This Student Handbook shall take effect on the date of approval by the College Governing Council and shall remain in force until amended or replaced.

13.4 Approval

This Student Handbook has been approved by the Governing Council of Lunesberg Medical Training College.

Approved by:

Chairperson, Governing Council: _____

Principal: _____

Date: _____

College Seal

CHAPTER FOURTEEN

FREQUENTLY ASKED QUESTIONS (FAQs) AND STUDENT GUIDE

14.1 Introduction

This chapter provides answers to common questions raised by students regarding academic programmes, registration, examinations, clinical training, student welfare, fees, and graduation. It is intended to help students quickly access important information and understand College procedures.

14.2 Admissions

Q1: How do I apply for admission?

Applications may be submitted through the College Admissions Office or any other approved application platform. Applicants must complete the prescribed application form and submit all required documents before the application deadline.

Q2: What documents are required during admission?

Applicants are required to provide:

- Academic certificates and result slips where applicable.
- National Identification Card, Passport, or Birth Certificate.
- Passport-size photographs.
- Admission acceptance form.
- Any other documents required for the specific programme.

14.3 Registration

Q3: When should I register?

Registration is conducted at the beginning of every semester or academic year according to the official academic calendar.

Q4: What happens if I fail to register on time?

Late registration may attract administrative penalties, and prolonged failure to register may affect class attendance, examinations, and progression.

14.4 Fees

Q5: How do I pay my fees?

Fees should only be paid through approved College payment channels. Students should retain all official receipts as proof of payment.

Q6: Can I pay fees in instalments?

The College may allow approved payment plans subject to its Fees Policy. Students should consult the Finance Office before the payment deadline if they require such arrangements.

14.5 Academic Matters

Q7: What is the minimum attendance required?

Students are generally expected to achieve at least 80% attendance in lectures, practical sessions, and clinical placements, unless programme-specific requirements provide otherwise.

Q8: What happens if I miss classes?

Students should notify the relevant lecturer or Head of Department and provide supporting documentation where appropriate. Missed learning activities may need to be made up in accordance with College policy.

Q9: What should I do if I miss an examination?

A student who misses an examination due to illness, bereavement, or another valid reason should immediately notify the Academic Registrar and submit supporting documents for consideration.

14.6 Clinical Placement

Q10: Is clinical placement compulsory?

Yes. Clinical placement is a mandatory requirement for all applicable healthcare programmes.

Q11: Can I choose my own hospital?

Clinical placements are coordinated and approved by the College. Students may only attend placement sites approved by LMTC.

Q12: Must I wear a clinical uniform?

Yes. Students must wear the prescribed clinical uniform, identification card, and appropriate personal protective equipment (PPE) during clinical practice.

14.7 Student Conduct

Q13: What behaviour is expected of students?

Students are expected to demonstrate professionalism, honesty, respect, integrity, punctuality, accountability, and ethical conduct at all times.

Q14: Is bullying or harassment allowed?

No. Bullying, harassment, discrimination, intimidation, and any form of violence are strictly prohibited.

14.8 Library and ICT Services

Q15: Can I borrow library books?

Yes. Registered students may borrow library materials in accordance with the Library Policy.

Q16: Can I use the College internet for personal purposes?

College internet services are primarily intended for academic, research, and official College activities. Limited personal use should not interfere with academic work or violate College policies.

14.9 Student Support

Q17: Where can I seek counselling?

Students may obtain confidential counselling through the Dean of Students or the College Guidance and Counselling Office.

Q18: Who should I contact if I have an academic problem?

Students should first consult the relevant lecturer, academic advisor, or Head of Department. If the issue remains unresolved, they may contact the Academic Registrar.

14.10 Safety and Emergencies

Q19: What should I do during a fire emergency?

Students should:

- Raise the alarm.
- Evacuate calmly through the nearest safe exit.
- Proceed to the designated assembly point.
- Follow instructions from emergency personnel.
- Avoid re-entering buildings until authorized.

Q20: What should I do if I am injured during clinical placement?

Immediately report the incident to your clinical supervisor and notify the Clinical Coordination Office. Follow the prescribed reporting and medical evaluation procedures.

14.11 Graduation

Q21: What are the requirements for graduation?

Students must:

- Complete all academic requirements.
- Pass all examinations.
- Complete all clinical and practical training.
- Obtain departmental clearance.
- Settle all outstanding financial obligations.

Q22: When will I receive my certificate?

Certificates are issued after Senate or Academic Board approval, successful completion of graduation requirements, and official processing by the College.

14.12 Student Checklist

Every student should ensure that they:

- Read and understand the Student Handbook.
- Register on time every semester.
- Attend all classes and clinical placements.
- Pay fees according to the approved schedule.
- Maintain professional conduct.
- Wear the prescribed uniform and student ID.
- Observe examination regulations.
- Protect College property.
- Use ICT resources responsibly.
- Seek assistance whenever necessary.

14.13 Important College Contacts

Students may contact the following offices for assistance:

Office	Responsibility
Principal	Overall leadership and administration
Academic Registrar	Academic records, examinations, registration
Admissions Office	Admission and enrolment
Finance Office	Fees and financial matters
Dean of Students	Student welfare and counselling
Clinical Coordination Office	Clinical placement and industrial attachment
Library	Learning resources
ICT Department	Technology support
Quality Assurance Office	Academic quality and continuous improvement
Security Office	Safety and security matters

14.14 Final Message to Students

Your success at Lunesberg Medical Training College depends on your commitment to learning, discipline, professionalism, and integrity. Take advantage of the opportunities available, respect your colleagues and lecturers, uphold ethical standards, and strive for excellence in all that you do.

As future healthcare professionals, remember that every patient deserves competent, compassionate, and respectful care. Let your actions reflect the values of the College and contribute positively to society.

We wish you a successful, fulfilling, and rewarding academic journey at Lunesberg Medical Training College.

CHAPTER FIFTEEN

STUDENT FORMS, TEMPLATES AND STANDARD OPERATING PROCEDURES (SOPs)

15.1 Introduction

This chapter provides standard forms and procedures that students will use throughout their academic journey at Lunesberg Medical Training College (LMTC). The forms are intended to ensure consistency, accountability, transparency, and efficient service delivery.

15.2 Admission Acceptance Form

Student Name: _____

Admission Number: _____

Programme: _____

Reporting Date: _____

I hereby accept the offer of admission to Lunesberg Medical Training College and undertake to comply with all College rules, regulations, policies, and the Student Handbook.

Student Signature: _____

Date: _____

Admissions Officer: _____

15.3 Semester Registration Form

Student Name: _____

Admission Number: _____

Programme: _____

Academic Year: _____

Semester: _____

Units Registered:

1. _____
2. _____
3. _____
4. _____
5. _____

Student Signature: _____

Academic Advisor: _____

Academic Registrar: _____

15.4 Class Attendance Register

Date Course Unit Lecturer Student Signature

Attendance registers shall be maintained by the lecturer and retained by the Academic Department.

15.5 Clinical Placement Attendance Form

Student Name: _____

Clinical Facility: _____

Department: _____

Placement Period:

From _____ To _____

Date Time In Time Out Supervisor Signature

15.6 Clinical Competency Assessment Form

Student Name: _____

Programme: _____

Clinical Area: _____

Supervisor: _____

Competency	Rating	Remarks
Communication Skills		
Professionalism		
Patient Care		
Infection Prevention		
Record Keeping		
Teamwork		

Overall Rating:

□ Excellent

□ Good

□ Satisfactory

□ Needs Improvement

Supervisor Signature: _____

15.7 Student Leave Application Procedure

Step 1

Complete the Leave Application Form.

Step 2

Attach supporting documents where applicable.

Step 3

Submit the application to the Head of Department.

Step 4

Obtain approval from the Academic Registrar or authorized officer.

Step 5

Resume studies on the approved reporting date.

15.8 Examination Incident Report Form

Date: _____

Course Unit: _____

Student Name: _____

Admission Number: _____

Description of Incident:

Invigilator:

Signature:

15.9 Lost Student Identification Card Application

Student Name: _____

Admission Number: _____

Reason for Replacement:

□ Lost

□ Damaged

□ Change of Name

Supporting Documents Attached:

□ Police Abstract (where applicable)

□ Passport Photograph

Student Signature:

15.10 Student Exit Clearance Procedure

Before leaving the College permanently, every student shall obtain clearance from:

- Academic Department
- Finance Office
- Library
- ICT Department
- Clinical Office
- Dean of Students
- Registry

A clearance certificate shall be issued upon completion.

15.11 Standard Procedure for Reporting Student Complaints

Step 1: Attempt informal resolution.

Step 2: Submit a written complaint.

Step 3: Complaint acknowledgement.

Step 4: Investigation.

Step 5: Communication of findings.

Step 6: Appeal where necessary.

15.12 Procedure for Requesting Academic Documents

Students requesting transcripts, recommendation letters, completion letters, or other academic documents shall:

1. Complete the prescribed application form.
2. Pay the applicable processing fee where required.
3. Obtain financial clearance.
4. Submit the application to the Academic Registrar.
5. Collect the document within the notified processing period.

15.13 Student Code of Professional Conduct Checklist

Every student shall ensure that they:

☐ Attend classes regularly.

☐ Observe punctuality.

☐ Wear the prescribed uniform.

☐ Carry the student identification card.

☐ Respect patients and maintain confidentiality.

☐ Follow infection prevention guidelines.

☐ Demonstrate honesty in examinations.

☐ Respect College property.

☐ Maintain professionalism on campus and during clinical placement.

15.14 Student Exit Survey

Students completing their programme are encouraged to provide feedback on:

- Quality of teaching.
- Clinical training.
- Library services.
- ICT services.
- Student welfare.
- Learning environment.
- Facilities.
- Overall satisfaction.
- Suggestions for improvement.

The information collected shall be used for institutional quality improvement.

15.15 Service Delivery Standards

LMTC is committed to providing efficient services within reasonable timelines.

Indicative service standards include:

Service	Target Processing Time
Admission decision	Within 14 working days of a complete application
Student registration	Same day, where requirements are met
Student ID issuance	Within 7 working days
Transcript processing	Within 14 working days after approval

Service	Target Processing Time
Completion letter	Within 5 working days
Complaint acknowledgement	Within 2 working days
Complaint resolution	Normally within 14 working days, depending on complexity
Clearance certificate	Within 7 working days after full clearance

The College shall continually review these standards to improve efficiency and service quality.

15.16 Conclusion

The forms and procedures contained in this chapter are designed to support efficient administration and quality service delivery. Students are encouraged to complete all required documentation accurately and to seek assistance from the relevant College offices whenever clarification is needed. Compliance with these procedures contributes to a smooth and successful academic experience at Lunesberg Medical Training College.

CHAPTER SIXTEEN

STUDENT WELFARE, HEALTH, WELLNESS AND INCLUSION

16.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to promoting the physical, mental, emotional, social, and spiritual well-being of all students. The College recognizes that student welfare is essential for academic success, personal development, and professional growth. This chapter outlines the services, responsibilities, and procedures that support a healthy, safe, and inclusive learning environment.

16.2 Objectives

The objectives of this chapter are to:

- Promote the health and well-being of students.
- Support students facing academic, personal, or social challenges.
- Foster an inclusive and respectful College community.
- Encourage healthy lifestyles and preventive healthcare.
- Promote mental health awareness and resilience.

- Ensure equal access to College services.

16.3 Student Welfare Services

The College shall provide or facilitate access to student welfare services, including:

- Academic guidance and support.
- Personal counselling.
- Career guidance.
- Health education.
- Referral to healthcare providers where necessary.
- Financial guidance and referral for bursaries or scholarships.
- Disability support services.
- Spiritual support through recognized faith groups.
- Emergency assistance in exceptional circumstances, subject to College policies.

16.4 Student Health and Medical Care

Students are encouraged to maintain good health throughout their studies.

Students shall:

- Seek medical attention promptly when ill.
- Inform the College of any medical condition requiring special accommodation, where appropriate.
- Follow medical advice and prescribed treatment.
- Observe public health measures during disease outbreaks.
- Maintain good personal hygiene.

The College may collaborate with approved healthcare facilities to provide medical services or referrals.

16.5 Mental Health and Wellness

LMTC recognizes the importance of mental health in academic success and professional development.

Students are encouraged to:

- Seek counselling when experiencing emotional or psychological challenges.
- Practice healthy stress management techniques.
- Maintain a balanced lifestyle.
- Support fellow students respectfully and encourage them to seek appropriate help when needed.

- Participate in wellness programmes organized by the College.

All counselling sessions shall be treated confidentially within the limits of applicable laws and professional responsibilities.

16.6 Guidance and Counselling

The Guidance and Counselling Office provides confidential services to assist students with:

- Academic challenges.
- Career planning.
- Relationship and interpersonal issues.
- Financial stress.
- Grief and bereavement.
- Conflict resolution.
- Personal development.
- Adjustment to College life.

Students may access counselling through self-referral or referral by College staff.

16.7 Students with Disabilities

LMTC is committed to creating an inclusive learning environment.

The College shall, where reasonably practicable:

- Provide accessible learning facilities.
- Make reasonable academic accommodations.
- Promote non-discrimination.
- Encourage equal participation in academic and co-curricular activities.
- Protect students from discrimination and harassment.

Students requiring accommodation should communicate their needs to the relevant College office as early as possible.

16.8 Gender Equality and Inclusion

The College promotes equality, dignity, and respect for all members of the College community.

Students shall:

- Treat one another fairly.
- Avoid discrimination.
- Respect diversity.
- Promote inclusion in academic and social activities.

Any form of discrimination or exclusion is prohibited.

16.9 Prevention of Harassment

The College maintains zero tolerance for:

- Sexual harassment.
- Bullying.
- Cyberbullying.
- Intimidation.
- Victimization.
- Stalking.
- Any form of abuse.

Students who experience or witness harassment should report the matter through the established reporting channels. Complaints shall be handled promptly, fairly, and confidentially.

16.10 Drug and Substance Abuse Prevention

Students shall not:

- Possess or use illegal drugs.
- Misuse alcohol or other substances on College premises or during College activities.
- Attend classes, laboratories, or clinical placements while impaired by alcohol or drugs.

The College shall promote awareness programmes on substance abuse prevention and may refer affected students for counselling or appropriate support.

16.11 Nutrition and Healthy Living

Students are encouraged to:

- Eat balanced meals.
- Stay physically active.
- Maintain adequate hydration.
- Get sufficient rest.

- Practice good personal hygiene.
- Avoid behaviours that may adversely affect their health.

The College may organize health promotion campaigns and wellness activities throughout the academic year.

16.12 Spiritual Support

LMTC respects the freedom of religion and belief.

Students may participate in recognized religious activities provided that such activities:

- Are conducted peacefully.
- Do not disrupt academic programmes.
- Respect the rights and beliefs of others.
- Comply with College policies.

16.13 Student Accommodation

Where the College provides or facilitates accommodation, students shall:

- Observe hostel regulations.
- Maintain cleanliness.
- Respect roommates and neighbours.
- Protect hostel property.
- Comply with safety and security requirements.

Students living off-campus are expected to conduct themselves responsibly and in a manner that upholds the reputation of the College.

16.14 Health Emergencies

In the event of a medical emergency, students shall:

- Notify the nearest lecturer, clinical supervisor, security officer, or College official.
- Seek immediate medical assistance.
- Follow emergency response procedures.
- Cooperate with healthcare personnel.

The College shall maintain emergency contact procedures to facilitate timely assistance.

16.15 Student Responsibilities

Every student shall:

- Take responsibility for their health and well-being.
- Respect the rights and dignity of others.
- Seek assistance when facing difficulties.
- Participate in health and wellness programmes where possible.
- Comply with College health and safety policies.
- Report concerns affecting student welfare through the appropriate channels.

16.16 Continuous Improvement

The College shall periodically review its student welfare programmes through:

- Student satisfaction surveys.
- Feedback from student leaders.
- Counselling service reports.
- Quality assurance reviews.
- Stakeholder consultations.

Recommendations from these reviews shall inform continuous improvement of student welfare services.

16.17 Interpretation

The implementation of this chapter shall be coordinated by the Dean of Students in collaboration with the Guidance and Counselling Office, Academic Registrar, Quality Assurance Office, and College Management. Matters not expressly covered shall be addressed in accordance with applicable College policies and the laws of Kenya.

CHAPTER SEVENTEEN

QUALITY ASSURANCE, CONTINUOUS IMPROVEMENT AND STUDENT FEEDBACK

17.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to maintaining high standards of academic excellence, professional training, and institutional effectiveness. The College embraces a culture of continuous quality improvement through regular monitoring, evaluation, stakeholder engagement, and evidence-based decision-making.

Students play a critical role in quality assurance by providing constructive feedback, participating in evaluations, and complying with established academic and professional standards.

17.2 Objectives

The objectives of this chapter are to:

- Promote a culture of quality in teaching, learning, and service delivery.
- Ensure continuous improvement of academic programmes.
- Encourage student participation in quality assurance activities.
- Monitor compliance with institutional policies and regulatory requirements.
- Enhance student satisfaction and learning outcomes.
- Strengthen accountability and transparency.

17.3 Quality Assurance Framework

The College shall implement a Quality Assurance Framework that focuses on:

- Academic programme quality.
- Curriculum implementation.
- Teaching and learning effectiveness.
- Student assessment.
- Clinical education.
- Research and innovation.
- Student support services.
- Infrastructure and learning resources.
- Governance and administration.
- Stakeholder satisfaction.

The framework shall align with national regulatory requirements and institutional strategic objectives.

17.4 Student Participation in Quality Assurance

Students are encouraged to contribute to quality improvement by:

- Completing course evaluation questionnaires.
- Participating in student satisfaction surveys.
- Attending consultative meetings.
- Providing constructive suggestions.
- Reporting concerns regarding academic or support services.
- Participating in quality assurance committees where appropriate.

Student feedback shall be considered in institutional planning and decision-making.

17.5 Course Evaluation

At the end of each course or semester, students may evaluate:

- Teaching effectiveness.
- Course organization.
- Learning materials.
- Assessment methods.
- Practical and clinical training.
- Availability of learning resources.
- Lecturer preparedness.
- Student support.

Course evaluations shall be conducted confidentially and used solely for quality improvement.

17.6 Student Satisfaction Surveys

The College may periodically conduct surveys covering:

- Academic services.
- Clinical placements.
- Library services.
- ICT services.
- Student welfare.
- Administrative services.
- Campus facilities.
- Safety and security.
- Overall student experience.

Survey findings shall inform institutional improvements.

17.7 Feedback Mechanisms

Students may provide feedback through:

- Suggestion boxes.
- Official email addresses.
- Student Representative Council (SRC).
- Consultative forums.
- Departmental meetings.

- Online feedback platforms.
- Quality Assurance Office.

All feedback shall be reviewed and addressed appropriately.

17.8 Monitoring Academic Quality

The College shall monitor academic quality through:

- Internal academic audits.
- Classroom observations.
- Curriculum reviews.
- Moderation of examinations.
- Review of student performance.
- Clinical supervision reports.
- External examiner reports where applicable.
- Regulatory inspections.

17.9 Continuous Improvement

LMTC is committed to continuous improvement by:

- Reviewing policies and procedures regularly.
- Updating curricula to reflect current healthcare practices.
- Investing in modern teaching and learning technologies.
- Strengthening clinical partnerships.
- Enhancing staff development.
- Improving student support services.
- Responding to stakeholder feedback.

Continuous improvement shall be based on measurable outcomes and evidence.

17.10 Quality Assurance Committee

The College shall maintain a Quality Assurance Committee responsible for:

- Coordinating quality assurance activities.
- Monitoring compliance with institutional standards.
- Reviewing quality performance indicators.
- Recommending corrective and preventive actions.
- Promoting continuous improvement initiatives.
- Preparing quality assurance reports.

The Committee shall work closely with academic departments and administrative units.

17.11 Student Responsibilities

Students shall contribute to quality assurance by:

- Attending classes regularly.
- Participating actively in learning.
- Providing honest and constructive feedback.
- Respecting College policies.
- Reporting concerns through appropriate channels.
- Upholding academic integrity.
- Protecting College resources.

17.12 Performance Indicators

The College may monitor performance using indicators such as:

- Student enrolment and retention rates.
- Graduation rates.
- Examination performance.
- Clinical competency outcomes.
- Student satisfaction levels.
- Graduate employability.
- Employer satisfaction.
- Compliance with accreditation standards.
- Timeliness of service delivery.

These indicators shall support strategic planning and institutional improvement.

17.13 Complaints and Corrective Action

Quality-related complaints shall be:

- Recorded.
- Investigated.
- Resolved promptly.
- Documented.
- Reviewed to identify root causes.
- Used to implement corrective and preventive actions.

Students shall be informed of the outcome where appropriate.

17.14 External Quality Assurance

The College shall cooperate with external quality assurance and accreditation processes conducted by relevant government agencies, regulatory bodies, and professional organizations.

Students may be required to participate in inspections, interviews, surveys, or accreditation activities.

17.15 Confidentiality

Information collected during evaluations, surveys, audits, and quality assurance activities shall be handled confidentially and used solely for institutional improvement, in accordance with applicable laws and College policies.

17.16 Review of the Student Handbook

The Student Handbook shall be reviewed periodically to ensure that it remains relevant, accurate, and aligned with:

- National legislation.
- Regulatory requirements.
- Institutional policies.
- Best practices in higher education.
- Student needs.

Students and other stakeholders may be invited to provide input during the review process.

17.17 Interpretation

The Quality Assurance Office shall coordinate the implementation of this chapter in collaboration with the Principal, Academic Registrar, Dean of Students, Heads of Department, and the Quality Assurance Committee. Matters not specifically addressed shall be resolved in accordance with the College's Quality Assurance Policy and applicable laws.

CHAPTER EIGHTEEN

RESEARCH, INNOVATION, ENTREPRENEURSHIP AND COMMUNITY SERVICE

18.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes research, innovation, entrepreneurship, and community service as essential components of healthcare education. These activities strengthen critical thinking, problem-solving, leadership, and professional competence while contributing to improved healthcare services and community well-being.

The College encourages all students to participate in research, innovation, and community outreach activities within their level of training and under appropriate supervision.

18.2 Objectives

The objectives of this chapter are to:

- Promote a culture of research and innovation.
- Develop students' critical thinking and problem-solving skills.
- Encourage evidence-based healthcare practice.
- Promote entrepreneurship in the health sector.
- Strengthen community engagement and social responsibility.
- Foster collaboration with healthcare institutions and community partners.

18.3 Student Research

Students may participate in research activities as part of their academic programmes or extracurricular initiatives.

Research activities may include:

- Individual research projects.
- Group research assignments.
- Community health surveys.
- Clinical case studies.
- Public health research.
- Quality improvement projects.
- Health systems research.

All research shall be conducted under the supervision of qualified academic staff.

18.4 Research Ethics

Students shall uphold the highest ethical standards in all research activities.

Students shall:

- Obtain the necessary approvals before conducting research.
- Respect the rights, dignity, and privacy of research participants.
- Obtain informed consent where applicable.
- Maintain confidentiality of research data.
- Report findings honestly and accurately.
- Avoid fabrication, falsification, or plagiarism.

Research involving human participants shall comply with applicable ethical and regulatory requirements.

18.5 Innovation

The College encourages students to develop innovative ideas that improve healthcare delivery, education, and community health.

Areas of innovation may include:

- Medical technologies.
- Digital health solutions.
- Health education materials.
- Healthcare service improvement.
- Laboratory innovations.
- Public health interventions.
- Environmental health solutions.

Students may present innovative ideas during exhibitions, competitions, or College innovation forums.

18.6 Entrepreneurship

LMTC promotes entrepreneurial skills to prepare graduates for self-employment and leadership in the healthcare sector.

Students are encouraged to develop knowledge and skills in:

- Business planning.

- Financial management.
- Marketing.
- Healthcare enterprise development.
- Leadership and management.
- Customer service.
- Innovation and commercialization.

The College may organize entrepreneurship training, mentorship programmes, and business forums.

18.7 Community Service

Community service is an integral part of healthcare training.

Students may participate in:

- Medical outreach programmes.
- Health education campaigns.
- Disease prevention initiatives.
- Immunization support activities.
- Community screening programmes.
- Blood donation drives.
- Environmental conservation activities.
- School health programmes.
- Public health awareness campaigns.

Students shall conduct themselves professionally and respectfully while serving communities.

18.8 Partnerships and Collaboration

The College may collaborate with:

- Government ministries and agencies.
- County governments.
- Hospitals and health facilities.
- Research institutions.
- Universities.
- Professional associations.
- Non-governmental organizations.
- Faith-based organizations.
- Development partners.

Such partnerships provide opportunities for student learning, research, innovation, and community engagement.

18.9 Intellectual Property

Innovations, inventions, and research outputs developed by students may be protected in accordance with the College's Intellectual Property Policy and applicable laws.

Students shall:

- Respect intellectual property rights.
- Acknowledge contributions from collaborators.
- Avoid unauthorized use of another person's work.
- Disclose innovations developed through College-supported programmes where required.

Ownership and commercialization arrangements shall be governed by applicable College policies and agreements.

18.10 Publication and Presentation

Students are encouraged to present or publish research findings through:

- Student scientific conferences.
- Academic seminars.
- Research symposiums.
- Professional meetings.
- Peer-reviewed journals, where appropriate.

Any publication representing the College shall receive the necessary institutional approval before release.

18.11 Recognition and Awards

The College may recognize outstanding achievements in:

- Research excellence.
- Innovation.
- Community service.
- Entrepreneurship.
- Scientific presentations.
- Public health initiatives.

Recognition may include certificates, awards, scholarships, grants, or other incentives approved by the College.

18.12 Student Responsibilities

Students participating in research, innovation, entrepreneurship, and community service shall:

- Demonstrate professionalism and ethical conduct.
- Comply with College policies and applicable laws.
- Respect community values and cultural diversity.
- Maintain confidentiality where required.
- Protect College property and equipment.
- Submit reports within prescribed timelines.
- Work within their level of competence and under appropriate supervision.

18.13 Monitoring and Evaluation

The College shall monitor research and community engagement activities through:

- Progress reports.
- Project supervision.
- Field visits.
- Research presentations.
- Evaluation meetings.
- Student feedback.
- Community feedback.

Lessons learned shall be used to improve future programmes and strengthen institutional impact.

18.14 Sustainability

LMTC shall promote sustainable research and community engagement initiatives by:

- Encouraging responsible use of resources.
- Promoting environmentally friendly practices.
- Supporting projects with long-term community benefits.
- Strengthening partnerships with stakeholders.
- Building student capacity for sustainable healthcare solutions.

18.15 Interpretation

The implementation of this chapter shall be coordinated by the Research and Innovation Committee, Academic Departments, Community Outreach Office, and College

Management. Matters not expressly covered shall be addressed in accordance with the College's Research Policy, Intellectual Property Policy, and other applicable institutional regulations.

CHAPTER NINETEEN

INTERNATIONAL STUDENTS, PARTNERSHIPS AND GLOBAL ENGAGEMENT

19.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes the value of internationalization in higher education and is committed to fostering global partnerships, intercultural learning, and international collaboration. The College welcomes students from different countries and seeks to prepare graduates who can work effectively in diverse healthcare settings.

This chapter outlines the policies and guidelines applicable to international students, international collaborations, and global engagement initiatives.

19.2 Objectives

The objectives of this chapter are to:

- Promote cultural diversity and inclusion.
- Support international students throughout their academic journey.
- Encourage global collaboration in education and healthcare.
- Promote international research and academic exchange.
- Strengthen intercultural understanding.
- Enhance the global competitiveness of graduates.

19.3 Admission of International Students

International applicants shall satisfy the admission requirements established by the College and the relevant regulatory authorities.

Applicants may be required to submit:

- Certified academic certificates and transcripts.
- Valid passport or other travel documents.
- Student visa or permit where applicable.
- Proof of English language proficiency where required.
- Medical reports or vaccination records where applicable.
- Passport-size photographs.

- Any additional documents requested by the College.

Admission shall be subject to verification of qualifications and compliance with immigration and education regulations.

19.4 Immigration Compliance

International students are responsible for ensuring that they:

- Obtain and maintain valid immigration documents.
- Comply with the immigration laws of the host country.
- Renew visas or permits before expiry.
- Inform the College of any changes affecting their immigration status.

Failure to comply with immigration requirements may affect a student's enrolment.

19.5 Orientation for International Students

The College shall provide orientation programmes to assist international students in understanding:

- College rules and regulations.
- Academic expectations.
- Healthcare training requirements.
- Local laws and customs.
- Safety and security procedures.
- Student support services.
- Cultural adaptation.

19.6 Student Support Services

International students shall have access to student support services similar to those available to local students, including:

- Academic advising.
- Counselling services.
- Career guidance.
- Library services.
- ICT support.
- Health and wellness services.
- Student welfare programmes.

Additional support may be provided where reasonably practicable to facilitate successful integration.

19.7 Equality and Non-Discrimination

The College is committed to ensuring that all students, regardless of nationality, race, ethnicity, language, religion, disability, or cultural background, are treated fairly and with dignity.

Discrimination, harassment, or victimization based on nationality or any other protected characteristic is strictly prohibited.

19.8 International Academic Partnerships

LMTC may establish partnerships with:

- Universities.
- Medical training institutions.
- Hospitals.
- Research organizations.
- Professional bodies.
- International development partners.

Such collaborations may support:

- Student exchange programmes.
- Staff exchange programmes.
- Joint research.
- Clinical training.
- Academic conferences.
- Capacity-building initiatives.

Participation in partnership programmes shall be subject to applicable eligibility criteria.

19.9 Student Exchange Programmes

Where available, students may participate in local or international exchange programmes approved by the College.

Participants shall:

- Meet academic eligibility requirements.

- Observe the regulations of both institutions.
- Maintain satisfactory academic performance.
- Submit required reports upon completion of the programme.

Credits earned through approved exchange programmes may be recognized in accordance with College policies.

19.10 International Research Collaboration

Students may participate in collaborative research projects with international institutions under the guidance of the College.

Such collaborations shall comply with:

- Research ethics requirements.
- Institutional agreements.
- Data protection requirements.
- Intellectual property regulations.
- Applicable national and international laws.

19.11 Cultural Diversity

The College values cultural diversity and encourages students to:

- Respect different cultures and traditions.
- Promote intercultural dialogue.
- Participate in cultural exchange activities.
- Foster mutual understanding and inclusion.
- Avoid discrimination and prejudice.

Cultural diversity enriches the learning environment and prepares students for global healthcare practice.

19.12 International Conferences and Competitions

Students may represent the College in:

- Scientific conferences.
- Research symposiums.
- Skills competitions.
- Innovation exhibitions.
- Leadership forums.
- Community health initiatives.

Students representing the College shall maintain high standards of professionalism and conduct.

19.13 Global Health

The College encourages awareness of global health issues, including:

- Disease prevention and control.
- Universal health coverage.
- Emerging and re-emerging diseases.
- Climate change and health.
- Maternal and child health.
- Non-communicable diseases.
- Public health emergencies.

Students are encouraged to develop competencies necessary for addressing healthcare challenges at local, national, and international levels.

19.14 Student Responsibilities

All students participating in international programmes shall:

- Respect the laws of the host country.
- Observe College regulations.
- Demonstrate professionalism.
- Respect cultural differences.
- Maintain academic integrity.
- Protect the reputation of the College.
- Submit required reports and documentation.

Failure to comply with programme requirements may result in withdrawal from the programme.

19.15 Monitoring and Evaluation

The College shall periodically evaluate international programmes through:

- Student feedback.
- Partner institution feedback.
- Academic performance reports.
- Programme reviews.
- Quality assurance assessments.

The findings shall inform continuous improvement of international engagement activities.

19.16 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Academic Registrar, International Programmes Office (where established), and relevant academic departments. Matters not expressly covered shall be addressed in accordance with the College's international partnership agreements, applicable institutional policies, and the laws of Kenya.

CHAPTER TWENTY

IMPLEMENTATION, MONITORING, REVIEW AND GENERAL PROVISIONS

20.1 Introduction

This chapter provides the framework for the implementation, monitoring, evaluation, and review of the Lunesberg Medical Training College (LMTC) Student Handbook. It outlines the responsibilities of students, staff, and College Management in ensuring effective implementation of the policies and procedures contained in this Handbook.

The Student Handbook serves as an official guide for promoting academic excellence, professionalism, ethical conduct, and responsible citizenship among all students.

20.2 Purpose

The purpose of this chapter is to:

- Ensure effective implementation of the Student Handbook.
- Promote compliance with College policies and procedures.
- Establish mechanisms for monitoring and continuous improvement.
- Define the responsibilities of stakeholders.
- Ensure consistency in the application of College regulations.
- Promote accountability, transparency, and fairness.

20.3 Scope

This Handbook applies to:

- All full-time students.

- Part-time students.
- Distance and blended learning students.
- International students.
- Students on clinical placement and industrial attachment.
- Student leaders.
- Student clubs and associations while undertaking College-approved activities.

All students are required to comply with the provisions of this Handbook from the date of admission until completion, withdrawal, suspension, or discontinuation of their studies.

20.4 Roles and Responsibilities

The Governing Council

The Governing Council shall:

- Approve the Student Handbook and subsequent amendments.
- Provide policy oversight.
- Support effective governance and accountability.

The Principal

The Principal shall:

- Ensure implementation of the Handbook.
- Provide strategic leadership.
- Allocate resources for effective implementation.
- Promote compliance with College policies.

Academic Registrar

The Academic Registrar shall:

- Coordinate academic administration.
- Maintain academic records.
- Supervise registration and examinations.
- Implement academic regulations.

Dean of Students

The Dean of Students shall:

- Coordinate student welfare services.
- Support student leadership.

- Manage student discipline.
- Promote student engagement and well-being.

Heads of Department

Heads of Department shall:

- Supervise academic programmes.
- Monitor student performance.
- Support curriculum implementation.
- Address departmental student concerns.

Lecturers

Lecturers shall:

- Deliver quality teaching and learning.
- Assess students fairly.
- Mentor students.
- Promote professionalism and ethical conduct.

Students

Students shall:

- Comply with this Handbook.
- Participate actively in learning.
- Respect College policies.
- Protect College property.
- Demonstrate professionalism.
- Maintain academic integrity.

20.5 Communication of the Handbook

The College shall make the Student Handbook available through appropriate channels, including:

- Printed copies.
- Student orientation programmes.
- The College website.
- Student portal.
- Digital copies.
- Academic departments.

Students are responsible for familiarizing themselves with its contents.

20.6 Monitoring Implementation

The implementation of this Handbook shall be monitored through:

- Academic audits.
- Student feedback.
- Internal quality assurance reviews.
- Departmental reports.
- Student disciplinary records.
- Examination reports.
- Clinical supervision reports.
- Annual institutional reviews.

Monitoring findings shall guide improvements in policy implementation.

20.7 Performance Indicators

Implementation may be assessed using indicators such as:

- Student enrolment and retention.
- Class attendance.
- Examination pass rates.
- Graduation rates.
- Student satisfaction.
- Clinical competency achievement.
- Number of disciplinary cases.
- Timeliness of service delivery.
- Graduate employment outcomes.
- Stakeholder satisfaction.

20.8 Review of the Handbook

The Student Handbook shall be reviewed:

- At least once every five (5) years.
- Whenever significant legislative or regulatory changes occur.
- Following major institutional changes.
- Where improvements are recommended through quality assurance processes.

Students and other stakeholders may be consulted during the review process.

20.9 Amendments

The College reserves the right to amend, revise, interpret, or update this Handbook to reflect:

- Changes in legislation.
- Regulatory requirements.
- Institutional priorities.
- Best practices in medical education.
- Technological developments.

All approved amendments shall be communicated through official College channels.

20.10 Conflict with Other Policies

This Handbook shall be read together with other College policies, including:

- Academic Policy.
- Examination Policy.
- Clinical Training Policy.
- Student Discipline Policy.
- Quality Assurance Policy.
- ICT Policy.
- Data Protection Policy.
- Occupational Safety and Health Policy.
- Research Policy.
- Finance Policy.
- Human Resource Policy.
- Gender and Inclusion Policy.

Where inconsistencies arise, the applicable law, regulatory requirement, or approved College policy shall prevail.

20.11 Compliance

Failure to comply with the provisions of this Handbook may result in:

- Academic sanctions.
- Administrative action.
- Disciplinary proceedings.
- Suspension.
- Expulsion.
- Other lawful corrective measures determined by the College.

The College shall ensure that disciplinary processes are conducted fairly and in accordance with the principles of natural justice.

20.12 Severability

If any provision of this Handbook is found to be invalid, unlawful, or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20.13 Disclaimer

The Student Handbook is intended to provide guidance on College policies, procedures, and student responsibilities. It does not replace applicable laws, regulatory requirements, or official decisions of the Governing Council.

The College reserves the right to interpret the provisions of this Handbook in good faith and in accordance with applicable laws and institutional policies.

20.14 Effective Date

This Student Handbook shall become effective upon approval by the Governing Council of Lunesberg Medical Training College and shall remain in force until amended or replaced.

20.15 Approval

This Student Handbook has been approved by the Governing Council of Lunesberg Medical Training College.

Approved by:

Chairperson, Governing Council: _____

Principal: _____

Academic Registrar: _____

Date of Approval: _____

Official College Seal

20.16 Concluding Statement

Lunesberg Medical Training College is dedicated to producing competent, ethical, compassionate, and innovative healthcare professionals who are committed to excellence in service.

Students are encouraged to uphold the College's core values of **Integrity, Professionalism, Excellence, Respect, Accountability, Innovation, Teamwork, and Compassion** throughout their academic journey and professional careers.

By embracing these values, students contribute to a vibrant learning community and to the advancement of quality healthcare locally, nationally, and globally.

CHAPTER TWENTY-ONE

GLOSSARY OF TERMS, ABBREVIATIONS AND REFERENCES

21.1 Introduction

This chapter provides definitions of key terms, abbreviations, and references used throughout the Lunesberg Medical Training College (LMTC) Student Handbook. It is intended to help students understand institutional terminology and ensure consistent interpretation of College policies and procedures.

PART I: GLOSSARY OF TERMS

Academic Board

The principal academic decision-making body responsible for academic standards, curriculum oversight, examinations, and approval of student progression and graduation.

Academic Year

The official period during which academic programmes are conducted, consisting of semesters or terms as approved by the College.

Admission

The formal acceptance of an applicant into a programme of study after meeting the prescribed entry requirements.

Assessment

The process of evaluating a student's knowledge, skills, competencies, and attitudes through examinations, assignments, practical work, projects, presentations, and clinical assessments.

Clinical Placement

A supervised practical learning experience in an approved healthcare facility where students apply theoretical knowledge in real healthcare settings.

Competency

The demonstrated knowledge, skills, professional behaviour, and attitudes required to perform healthcare duties safely and effectively.

Continuous Assessment Test (CAT)

Assessments conducted during the semester that contribute to the final course grade.

Credit Transfer

The recognition of academic credits earned from another recognized institution, subject to the College's Credit Transfer Policy.

Curriculum

The approved programme of study outlining learning outcomes, course units, teaching methods, assessments, and graduation requirements.

Dean of Students

The College officer responsible for student welfare, discipline, counselling, leadership, and co-curricular activities.

Deferral

Temporary postponement of studies approved by the College under prescribed conditions.

Examination

A formal assessment conducted to evaluate student achievement at the end of a course, semester, or programme.

Industrial Attachment

A structured period of supervised practical experience undertaken in an approved institution or organization to enhance professional competence.

Learning Management System (LMS)

The College's online platform used for teaching, learning, communication, assignments, and assessments.

Personal Protective Equipment (PPE)

Protective clothing or equipment used to minimize exposure to hazards in laboratories and healthcare settings.

Plagiarism

Presenting another person's ideas, words, or work as one's own without proper acknowledgement.

Student Representative Council (SRC)

The elected student leadership body representing the interests and welfare of students.

PART II: ABBREVIATIONS

Abbreviation	Meaning
LMTC	Lunesberg Medical Training College
CAT	Continuous Assessment Test
GPA	Grade Point Average
ICT	Information and Communication Technology
LMS	Learning Management System
PPE	Personal Protective Equipment

Abbreviation	Meaning
SRC	Student Representative Council
CPD	Continuing Professional Development
QA	Quality Assurance
SOP	Standard Operating Procedure
IPC	Infection Prevention and Control
HR	Human Resource
ID	Identification
HOD	Head of Department

PART III: RELEVANT LEGISLATION AND REGULATORY FRAMEWORK

The implementation of this Student Handbook shall be guided by applicable laws and regulations, including but not limited to:

- The Constitution of Kenya, 2010.
- The Universities Act (where applicable).
- The Technical and Vocational Education and Training (TVET) Act, 2013.
- The Data Protection Act, 2019.
- The Occupational Safety and Health Act (OSHA), 2007.
- The Public Health Act.
- The Employment Act, 2007 (where applicable).
- The Persons with Disabilities Act.
- Applicable regulations issued by TVET regulatory authorities.
- Any other relevant legislation governing education and healthcare training in Kenya.

Students and staff are expected to comply with these laws and any amendments made from time to time.

PART IV: RELATED COLLEGE POLICIES

This Student Handbook should be read together with the following institutional documents:

- Academic Policy.

- Examination Policy.
- Admission Policy.
- Clinical Training Policy.
- Industrial Attachment Policy.
- Quality Assurance Policy.
- Student Disciplinary Policy.
- Occupational Safety and Health Policy.
- Infection Prevention and Control Policy.
- Data Protection and Privacy Policy.
- Finance Policy.
- ICT Policy.
- Library Policy.
- Research Policy.
- Gender Equality and Inclusion Policy.
- Risk Management Policy.
- Environmental Sustainability Policy.
- Student Welfare Policy.

PART V: ETHICAL VALUES OF LMTC

Every student shall uphold the following institutional values:

- Integrity.
- Professionalism.
- Excellence.
- Accountability.
- Respect.
- Compassion.
- Innovation.
- Teamwork.
- Equity.
- Confidentiality.
- Lifelong Learning.
- Service to Humanity.

These values shall guide students in their academic, professional, and personal conduct.

PART VI: STUDENT COMMITMENT STATEMENT

As a student of Lunesberg Medical Training College, I commit to:

- Pursuing academic excellence.
- Upholding honesty and integrity.

- Respecting patients, staff, and fellow students.
- Maintaining professional conduct.
- Protecting confidential information.
- Promoting teamwork and collaboration.
- Complying with College policies.
- Serving the community with compassion.
- Upholding the reputation of the College.

I acknowledge that I have read and understood the Student Handbook and accept my responsibility to comply with its provisions.

Student Name: _____

Admission Number: _____

Signature: _____

Date: _____

21.2 Handbook Distribution

A copy of this Student Handbook shall be:

- Issued to every newly admitted student.
- Made available electronically through the College website or student portal.
- Kept in the Library for reference.
- Reviewed during student orientation programmes.

Students are responsible for ensuring they remain familiar with its contents throughout their period of study.

21.3 Conclusion

The Student Handbook represents the College's commitment to excellence in healthcare education, ethical practice, and student success. Every student is expected to uphold the principles contained in this Handbook and contribute positively to the College community.

By adhering to these guidelines, students will develop into competent, compassionate, and responsible healthcare professionals capable of meeting national and global healthcare needs.

CHAPTER TWENTY-TWO

DIGITAL LEARNING, ARTIFICIAL INTELLIGENCE (AI), SOCIAL MEDIA AND RESPONSIBLE TECHNOLOGY USE

22.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that digital technologies, including Artificial Intelligence (AI), have become essential tools in healthcare education, research, communication, and professional practice. This chapter provides guidance on the responsible, ethical, and lawful use of digital technologies while safeguarding academic integrity, patient confidentiality, and the reputation of the College.

22.2 Objectives

The objectives of this chapter are to:

- Promote responsible use of digital technologies.
- Encourage ethical use of Artificial Intelligence in learning.
- Protect academic integrity.
- Safeguard patient confidentiality and personal data.
- Promote digital professionalism.
- Prevent cybercrime and misuse of technology.

22.3 Digital Learning

Students are encouraged to use digital technologies to enhance learning through:

- Learning Management Systems (LMS).
- Online libraries and journals.
- Educational videos and simulations.
- Virtual laboratories.
- Webinars and online conferences.
- Digital collaboration tools.
- Electronic medical learning resources.

Students shall ensure that digital resources are used primarily for educational purposes.

22.4 Responsible Use of Artificial Intelligence (AI)

Artificial Intelligence tools may be used to support learning, provided they are used responsibly and ethically.

Appropriate uses include:

- Understanding complex concepts.
- Brainstorming ideas.
- Language improvement.
- Research support.
- Revision and study planning.
- Data organization where permitted.

Students remain responsible for the accuracy, originality, and quality of all work submitted for assessment.

22.5 Prohibited Use of Artificial Intelligence

Students shall not use AI tools to:

- Complete examinations unless expressly authorized.
- Submit AI-generated work as their own without appropriate acknowledgment where required.
- Fabricate research data or clinical records.
- Generate fraudulent academic documents.
- Produce misleading or false information.
- Circumvent academic assessment requirements.
- Engage in plagiarism or academic dishonesty.

Misuse of AI may constitute academic misconduct and attract disciplinary action.

22.6 Academic Integrity in the Digital Environment

Students shall:

- Submit original work.
- Properly acknowledge all sources.
- Comply with examination regulations.
- Avoid unauthorized collaboration.
- Maintain honesty in online assessments.
- Respect intellectual property rights.

The College may use plagiarism detection software and other academic integrity tools where appropriate.

22.7 Social Media Use

Students are expected to use social media responsibly.

Students shall:

- Maintain professionalism online.
- Respect patients' privacy and confidentiality.
- Avoid posting confidential College information.
- Avoid sharing examination materials without authorization.
- Communicate respectfully.
- Protect the reputation of the College.

Students should remember that online conduct may reflect on their professional character.

22.8 Patient Confidentiality on Digital Platforms

Students shall never:

- Post patient photographs without proper authorization.
- Share patient names or identifiable information.
- Publish confidential hospital records.
- Record patients without authorization.
- Discuss confidential clinical cases on public platforms.

Breaches of confidentiality may result in disciplinary action and legal consequences.

22.9 Cybersecurity

Students shall protect College information systems by:

- Using strong passwords.
- Keeping login credentials confidential.
- Logging out of shared devices.
- Reporting suspicious emails or cyber incidents.
- Avoiding unauthorized software installations.
- Protecting personal devices from malware.

Students shall cooperate with the ICT Department in maintaining secure digital systems.

22.10 Digital Communication

Official communication between the College and students may be conducted through:

- Official College email.
- Student portal.
- Learning Management System.
- Approved messaging platforms.
- Official notices.

Students are responsible for checking these communication channels regularly.

22.11 Online Meetings and Virtual Classes

During virtual learning sessions, students shall:

- Attend classes punctually.
- Use respectful language.
- Participate actively.
- Minimize distractions.
- Follow lecturer instructions.
- Dress appropriately where video participation is required.
- Maintain professional conduct throughout the session.

22.12 Intellectual Property

Students shall respect copyright and intellectual property by:

- Properly citing academic sources.
- Respecting software licensing agreements.
- Avoiding unauthorized copying of educational materials.
- Protecting original innovations developed by themselves or others.

Unauthorized reproduction or distribution of copyrighted materials is prohibited.

22.13 Digital Record Management

Students shall:

- Protect electronic academic records.
- Safeguard passwords and access credentials.
- Report suspected data breaches immediately.
- Store academic work securely.
- Back up important academic documents regularly.

22.14 Digital Citizenship

LMTC encourages every student to become a responsible digital citizen by:

- Using technology ethically.
- Respecting others online.
- Promoting truthful and respectful communication.
- Avoiding cyberbullying and online harassment.
- Verifying information before sharing it.
- Using digital platforms to promote learning and professional growth.

22.15 Monitoring and Compliance

The College reserves the right to monitor the use of its ICT infrastructure, networks, and digital platforms for purposes of:

- Network security.
- Academic integrity.
- Protection of institutional resources.
- Compliance with College policies.
- Prevention of cybercrime.

Monitoring shall be conducted in accordance with applicable laws and the College's Data Protection Policy.

22.16 Violations

Violations of this chapter may result in:

- Warning.
- Suspension of ICT privileges.
- Academic penalties.
- Disciplinary proceedings.
- Suspension or expulsion.
- Referral to relevant authorities where criminal offences are suspected.

22.17 Continuous Awareness

The College shall periodically organize training and awareness programmes on:

- Artificial Intelligence in education.
- Cybersecurity.
- Digital professionalism.
- Data privacy.
- Responsible social media use.
- Emerging digital technologies in healthcare.

Students are encouraged to participate actively in these programmes.

22.18 Interpretation

The implementation of this chapter shall be coordinated by the ICT Department, Academic Registrar, Quality Assurance Office, Dean of Students, and College Management. Matters not specifically addressed shall be handled in accordance with the College's ICT Policy, Academic Integrity Policy, Data Protection Policy, and applicable laws of Kenya.

CHAPTER TWENTY-THREE

ETHICS, PROFESSIONALISM AND PROFESSIONAL CONDUCT

23.1 Introduction

Healthcare professionals are entrusted with the responsibility of protecting life, promoting health, preventing disease, and providing compassionate care. Lunesberg Medical Training College (LMTC) is committed to producing graduates who demonstrate the highest standards of ethics, professionalism, accountability, and integrity.

This chapter outlines the ethical and professional standards expected of all students both within and outside the College.

23.2 Objectives

The objectives of this chapter are to:

- Promote ethical behaviour and professional integrity.

- Prepare students for professional practice.
- Foster respect for patients' rights and dignity.
- Promote accountability and responsible decision-making.
- Strengthen public confidence in healthcare professionals.
- Encourage lifelong ethical practice.

23.3 Core Professional Values

Every student shall uphold the following values:

- Integrity.
- Honesty.
- Compassion.
- Respect.
- Professionalism.
- Accountability.
- Excellence.
- Teamwork.
- Confidentiality.
- Fairness.
- Courtesy.
- Service to humanity.

These values shall guide all academic, clinical, and community engagements.

23.4 Professional Behaviour

Students shall:

- Demonstrate respect towards patients, lecturers, staff, fellow students, and visitors.
- Be punctual for classes, clinical placements, and College activities.
- Dress appropriately in accordance with the College Dress Code.
- Wear the prescribed student identification card while on campus and during clinical placements.
- Communicate politely and professionally.
- Accept responsibility for their actions.

Students are ambassadors of the College and shall conduct themselves in a manner that enhances the reputation of the institution.

23.5 Ethical Principles

Students shall observe the following ethical principles:

Respect for Persons

Treat every individual with dignity, courtesy, and respect regardless of age, gender, religion, ethnicity, disability, nationality, or social status.

Beneficence

Act in ways that promote the well-being of patients and communities.

Non-Maleficence

Avoid actions that may cause unnecessary harm to patients or others.

Justice

Treat all persons fairly without discrimination or favoritism.

Confidentiality

Protect confidential information obtained during academic or clinical activities.

Professional Accountability

Accept responsibility for professional decisions and actions.

23.6 Patient Rights

Students shall respect every patient's right to:

- Privacy.
- Confidentiality.
- Respect and dignity.
- Informed consent.
- Safe and quality healthcare.
- Non-discrimination.
- Access to appropriate information regarding their care.

Students shall always work under the supervision of authorized healthcare professionals during clinical practice.

23.7 Professional Appearance

Students shall maintain a professional appearance by:

- Wearing clean and appropriate uniforms where required.
- Maintaining personal hygiene.
- Wearing closed shoes during clinical practice.
- Keeping hair neat and appropriate for healthcare settings.
- Maintaining short, clean fingernails where required for infection prevention.
- Avoiding attire or accessories that compromise safety or professionalism.

23.8 Professional Communication

Students shall:

- Communicate respectfully.
- Listen actively.
- Maintain confidentiality.
- Use appropriate professional language.
- Avoid abusive, offensive, or discriminatory language.
- Report concerns through the appropriate channels.

Professional communication applies to face-to-face, written, electronic, and social media interactions.

23.9 Ethical Use of Information

Students shall:

- Protect confidential patient information.
- Use College information responsibly.
- Respect intellectual property rights.
- Cite information sources appropriately.
- Avoid falsification of records.
- Report any suspected misuse of information.

23.10 Conflict of Interest

Students shall avoid situations where personal interests may improperly influence academic or professional responsibilities.

Any actual or perceived conflict of interest should be disclosed to the relevant College authority.

23.11 Gifts and Hospitality

Students shall not:

- Request gifts from patients.
- Accept gifts or benefits that may compromise professional judgment.
- Offer gifts intended to obtain unfair academic or professional advantage.

Modest tokens of appreciation may only be accepted where permitted by College policy and applicable professional standards.

23.12 Professional Boundaries

Students shall maintain appropriate professional boundaries with:

- Patients.
- Clinical supervisors.
- Lecturers.
- Fellow students.
- Members of the public encountered during College activities.

Professional relationships shall always prioritize respect, safety, and ethical conduct.

23.13 Ethical Decision-Making

Where students encounter ethical dilemmas, they should:

- Seek guidance from lecturers or clinical supervisors.
- Consider applicable laws, policies, and professional standards.
- Respect patient rights.
- Document concerns appropriately where required.
- Report serious ethical concerns promptly.

23.14 Reporting Unethical Conduct

Students have a responsibility to report suspected unethical conduct, including:

- Fraud.
- Academic dishonesty.
- Abuse or neglect of patients.
- Breach of confidentiality.

- Harassment.
- Corruption.
- Unsafe clinical practices.

Reports shall be made through established College reporting mechanisms and handled confidentially.

23.15 Professional Development

Students are encouraged to continuously develop professionally through:

- Continuing education.
- Research.
- Clinical practice.
- Community service.
- Leadership opportunities.
- Professional seminars and workshops.
- Membership in relevant professional associations where appropriate.

23.16 Consequences of Unprofessional Conduct

Failure to comply with the ethical and professional standards outlined in this chapter may result in:

- Counselling.
- Written warning.
- Academic sanctions.
- Suspension from clinical placement.
- Disciplinary action.
- Suspension or expulsion from the College.
- Referral to relevant regulatory or law enforcement authorities where appropriate.

23.17 Commitment to Ethical Practice

Every student is expected to sign a Professional Conduct Declaration acknowledging their commitment to:

- Uphold ethical standards.
- Maintain professionalism.
- Respect patient rights.
- Protect confidential information.
- Comply with College policies.
- Serve society with honesty, compassion, and integrity.

23.18 Interpretation

The implementation of this chapter shall be overseen by the Principal, Academic Registrar, Dean of Students, Heads of Department, Clinical Coordinators, and the Quality Assurance Office. Matters not expressly covered shall be addressed in accordance with the College's Code of Conduct, relevant professional regulatory requirements, and the laws of Kenya.

CHAPTER TWENTY-FOUR

CLINICAL TRAINING, INDUSTRIAL ATTACHMENT AND PROFESSIONAL PRACTICE

24.1 Introduction

Clinical training and industrial attachment are essential components of healthcare education at Lunesberg Medical Training College (LMTC). These experiences enable students to apply theoretical knowledge, develop practical competencies, demonstrate professionalism, and prepare for safe and ethical healthcare practice.

This chapter outlines the policies, procedures, responsibilities, and expectations governing clinical placements and industrial attachments.

24.2 Objectives

The objectives of this chapter are to:

- Integrate theoretical knowledge with practical skills.
- Develop competent and ethical healthcare professionals.
- Promote patient safety and quality care.
- Strengthen collaboration between the College and training institutions.
- Foster professional behaviour and accountability.
- Ensure compliance with regulatory and professional standards.

24.3 Clinical Training Requirements

Students shall participate in clinical training as prescribed in their programme curriculum.

Before reporting for clinical placement, students shall:

- Be officially registered for the semester.

- Meet the minimum attendance requirements.
- Complete prerequisite theoretical units.
- Obtain financial and academic clearance where required.
- Attend the clinical orientation programme.
- Possess a valid student identification card.
- Wear the prescribed clinical uniform.

Failure to meet these requirements may result in postponement of clinical placement.

24.4 Clinical Placement Sites

Clinical placements shall only be undertaken in hospitals, health centres, clinics, laboratories, community health facilities, or other institutions approved by the College.

The College shall allocate students to placement sites based on:

- Programme requirements.
- Availability of training opportunities.
- Learning objectives.
- Capacity of the training institution.

Students shall not change their allocated placement site without prior written approval from the College.

24.5 Clinical Orientation

Before commencing clinical practice, students shall receive orientation covering:

- Learning objectives.
- Hospital policies and procedures.
- Infection prevention and control.
- Occupational safety and health.
- Patient rights and confidentiality.
- Professional ethics.
- Emergency procedures.
- Documentation and reporting.

24.6 Student Responsibilities During Clinical Training

Students shall:

- Report to the assigned clinical area on time.

- Wear the prescribed uniform, identification card, and personal protective equipment (PPE).
- Respect patients, staff, and fellow students.
- Maintain patient confidentiality.
- Perform only procedures within their level of competence and under appropriate supervision.
- Follow instructions from clinical supervisors.
- Complete clinical logbooks accurately.
- Observe infection prevention and control measures.
- Report accidents, injuries, or incidents immediately.
- Maintain professionalism at all times.

24.7 Clinical Supervision

Students shall be supervised by qualified clinical instructors, preceptors, or healthcare professionals designated by the College or the training institution.

Clinical supervisors shall:

- Guide students during practical learning.
- Assess clinical competencies.
- Provide constructive feedback.
- Ensure patient safety.
- Verify completion of clinical logbooks and assessments.

24.8 Clinical Attendance

Students are required to maintain full attendance during clinical placement unless officially excused.

Absence from clinical placement shall:

- Be reported immediately to the Clinical Coordinator and the placement supervisor.
- Be supported by valid documentation where applicable.
- Be made up in accordance with College requirements.

Unexplained absence may attract disciplinary action and require repetition of the placement.

24.9 Clinical Logbooks

Every student shall maintain an official clinical logbook documenting:

- Clinical procedures performed.
- Skills acquired.

- Patient encounters where appropriate.
- Competencies achieved.
- Supervisor comments and signatures.
- Attendance records.

Completed logbooks shall be submitted for assessment within the prescribed timelines.

24.10 Industrial Attachment

Where applicable, students shall complete industrial attachment in approved institutions.

The objectives of industrial attachment include:

- Exposure to workplace practices.
- Development of professional competence.
- Application of classroom knowledge.
- Enhancement of communication and teamwork skills.
- Familiarization with healthcare systems and organizational culture.

Students shall comply with both College and host institution policies during attachment.

24.11 Assessment of Clinical Training

Clinical performance shall be assessed through:

- Direct observation.
- Practical demonstrations.
- Competency assessments.
- Clinical logbooks.
- Supervisor evaluations.
- Oral presentations.
- Case studies.
- Reflective learning reports.

Students must achieve the minimum competency standards prescribed by the College.

24.12 Professional Conduct During Clinical Practice

Students shall:

- Uphold the highest standards of ethics and professionalism.

- Maintain patient dignity and privacy.
- Obtain appropriate supervision before performing procedures.
- Avoid accepting gifts or favours that may compromise professional judgement.
- Use respectful and appropriate language.
- Demonstrate teamwork and accountability.

Any misconduct during clinical practice may result in disciplinary action.

24.13 Health and Safety

Students shall comply with all occupational health and safety requirements, including:

- Hand hygiene.
- Safe disposal of medical waste.
- Use of PPE.
- Safe handling of sharps.
- Reporting of needle-stick injuries and other occupational exposures.
- Compliance with infection prevention and control protocols.

Students shall not report to clinical placement when suffering from communicable conditions that may endanger patients or colleagues, except where cleared in accordance with applicable health guidance.

24.14 Insurance

Students participating in clinical placement or industrial attachment shall comply with College requirements regarding medical and personal accident insurance where applicable.

The College shall provide guidance on insurance arrangements required for clinical training.

24.15 Evaluation of Clinical Sites

The College shall periodically evaluate clinical placement sites based on:

- Availability of learning opportunities.
- Adequacy of supervision.
- Patient safety.
- Learning environment.
- Student feedback.
- Compliance with regulatory requirements.

Only approved institutions that meet the required standards shall continue to serve as training sites.

24.16 Responsibilities of the College

The College shall:

- Identify and approve suitable clinical training sites.
- Coordinate student placements.
- Monitor student progress.
- Provide clinical logbooks and assessment tools.
- Support students during placement.
- Collaborate with healthcare institutions to improve clinical training.

24.17 Responsibilities of Clinical Training Institutions

Clinical training institutions shall:

- Provide an appropriate learning environment.
- Assign qualified supervisors.
- Facilitate student learning opportunities.
- Support competency development.
- Report concerns regarding student conduct or performance to the College.

24.18 Interpretation

The implementation of this chapter shall be coordinated by the Clinical Coordination Office, Heads of Department, Academic Registrar, and the Principal in collaboration with affiliated hospitals and training institutions. Matters not expressly covered shall be addressed in accordance with the College's Clinical Training Policy, Industrial Attachment Policy, and applicable professional and regulatory requirements.

CHAPTER TWENTY-FIVE

APPENDICES, FORMS AND STUDENT DECLARATIONS

25.1 Introduction

This chapter contains the appendices, standard forms, declarations, and reference documents that support the implementation of the Student Handbook. These forms may be updated periodically by the College to align with institutional policies and regulatory requirements.

APPENDIX I: STUDENT DECLARATION FORM

I, _____ (Full Name),

Admission Number _____,

Programme _____,

hereby declare that:

- I have received a copy of the Lunesberg Medical Training College Student Handbook.
- I have read and understood its contents.
- I agree to comply with all College policies, rules, and regulations.
- I understand that failure to comply may result in disciplinary action.
- I will uphold the values of integrity, professionalism, respect, accountability, compassion, excellence, teamwork, and ethical conduct throughout my studies.

Student Signature: _____

Date: _____

Witness (Admissions Officer): _____

APPENDIX II: STUDENT CODE OF CONDUCT PLEDGE

As a student of Lunesberg Medical Training College, I pledge to:

- Respect the Constitution and the laws of Kenya.
- Respect the rights and dignity of every individual.
- Maintain honesty and academic integrity.
- Protect patient confidentiality.
- Demonstrate professionalism at all times.
- Respect College property.
- Promote peaceful coexistence.
- Maintain discipline.
- Serve society with compassion and excellence.

Student Signature: _____

Date: _____

APPENDIX III: CLINICAL CONFIDENTIALITY AGREEMENT

I understand that during clinical training I may have access to confidential patient information.

I therefore undertake to:

- Maintain confidentiality at all times.
- Not disclose patient information to unauthorized persons.
- Use patient information only for approved educational purposes.
- Protect patient records.
- Comply with all applicable confidentiality requirements.

I understand that breach of confidentiality may result in disciplinary action and legal consequences.

Student Signature: _____

Clinical Coordinator: _____

Date: _____

APPENDIX IV: PROFESSIONAL ETHICS COMMITMENT

I commit to:

- Uphold honesty and integrity.
- Respect patients and colleagues.
- Maintain professional competence.
- Observe ethical standards.
- Protect confidential information.
- Avoid discrimination.
- Promote patient safety.
- Report unethical conduct through appropriate channels.

Student Signature: _____

Date: _____

APPENDIX V: ICT ACCEPTABLE USE AGREEMENT

I agree to:

- Use College ICT resources responsibly.
- Protect my passwords.
- Respect copyright laws.
- Avoid unauthorized access to College systems.
- Use College internet primarily for academic purposes.
- Report cybersecurity incidents promptly.

Student Signature: _____

ICT Officer: _____

APPENDIX VI: EMERGENCY CONTACT FORM

Student Name: _____

Admission Number: _____

Programme: _____

Emergency Contact Person:

Name: _____

Relationship: _____

Telephone: _____

Alternative Contact: _____

Medical Information (Optional):

Student Signature: _____

APPENDIX VII: STUDENT EXIT CLEARANCE CHECKLIST

Department	Signature Date
Academic Department	
Library	

Department	Signature Date
Finance Office	
ICT Department	
Clinical Office	
Dean of Students	
Registry	

Final Clearance Approved By:

Academic Registrar

Signature _____

APPENDIX VIII: INCIDENT REPORT FORM

Date: _____

Location: _____

Student Name: _____

Admission Number: _____

Description of Incident:

Action Taken:

Reported By:

Signature: _____

APPENDIX IX: STUDENT FEEDBACK FORM

Students are encouraged to evaluate College services by rating the following areas:

Area	Excellent	Good	Fair	Poor
Teaching	☐	☐	☐	☐
Clinical Training	☐	☐	☐	☐
Library	☐	☐	☐	☐
ICT Services	☐	☐	☐	☐
Student Welfare	☐	☐	☐	☐
Administration	☐	☐	☐	☐
Facilities	☐	☐	☐	☐

Suggestions for Improvement:

_____

_____

_____

APPENDIX X: IMPORTANT CONTACTS

Office	Responsibility
Principal	Institutional leadership
Academic Registrar	Academic affairs
Admissions Office	Admissions and registration
Finance Office	Fees and finance
Dean of Students	Student welfare
Clinical Coordination Office	Clinical placements
Library	Learning resources

Office	Responsibility
ICT Department	Technical support
Quality Assurance Office	Quality management
Security Office	Safety and emergencies

Students should obtain the current telephone numbers and email addresses for these offices from the College website, notice boards, or administration.

APPENDIX XI: ACKNOWLEDGEMENT

The College acknowledges the contribution of the Governing Council, Management, Academic Staff, Administrative Staff, Students, Clinical Partners, Regulatory Authorities, and other stakeholders in the development and continuous improvement of this Student Handbook.

APPENDIX XII: FINAL MESSAGE TO STUDENTS

Welcome to Lunesberg Medical Training College.

Your journey toward becoming a competent healthcare professional begins with commitment, discipline, integrity, and compassion. The College is dedicated to providing a supportive learning environment that nurtures academic excellence, ethical practice, innovation, and leadership.

Take every opportunity to learn, ask questions, develop your skills, and serve others with professionalism and respect. Uphold the values of the College in all your academic and personal endeavors.

We wish you success in your studies and every achievement in your future healthcare career.

"Excellence in Healthcare Education, Compassion in Service, Integrity in Practice."

END OF STUDENT HANDBOOK

CHAPTER TWENTY-SIX

ALUMNI RELATIONS, CAREER DEVELOPMENT AND GRADUATE EMPLOYABILITY

26.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to supporting students beyond graduation by fostering lifelong relationships with its alumni and equipping graduates with the knowledge, skills, and professional networks necessary for successful careers. The College recognizes that graduate employability is a key measure of institutional success and continuously seeks to prepare students for the dynamic healthcare sector.

26.2 Objectives

The objectives of this chapter are to:

- Promote career readiness and employability.
- Maintain strong relationships between the College and its graduates.
- Support lifelong learning and professional development.
- Facilitate networking and mentorship opportunities.
- Encourage entrepreneurship and innovation in healthcare.
- Strengthen collaboration with employers and industry partners.

26.3 Career Development Services

The College shall provide career development services that may include:

- Career guidance and counselling.
- Curriculum vitae (CV) and résumé writing workshops.
- Job interview preparation.
- Professional communication and workplace etiquette training.
- Career fairs and employer engagement forums.
- Employment information and job vacancy notices.
- Entrepreneurship training.
- Graduate mentorship programmes.

Students are encouraged to participate actively in these programmes to enhance their employability.

26.4 Employability Skills

LMTC aims to develop graduates who possess:

Professional Skills

- Clinical competence.
- Ethical decision-making.
- Patient-centred care.
- Professional accountability.
- Leadership abilities.

Transferable Skills

- Effective communication.
- Critical thinking.
- Problem-solving.
- Teamwork.
- Time management.
- Digital literacy.
- Adaptability and resilience.

Personal Attributes

- Integrity.
- Compassion.
- Respect.
- Initiative.
- Continuous learning.

26.5 Alumni Association

The College shall encourage graduates to become members of the LMTC Alumni Association.

The objectives of the Alumni Association include:

- Promoting lifelong engagement with the College.
- Supporting mentorship programmes.
- Contributing to institutional development.
- Networking among graduates.
- Supporting current students through career guidance and scholarships.
- Participating in College events and community outreach.

The Alumni Association shall operate in accordance with its approved constitution or governing guidelines.

26.6 Graduate Tracer Studies

The College shall periodically conduct graduate tracer studies to:

- Assess graduate employment outcomes.
- Evaluate employer satisfaction.
- Identify labour market trends.
- Improve academic programmes.
- Strengthen industry partnerships.

Graduates are encouraged to participate in tracer studies by providing accurate and up-to-date employment information.

26.7 Professional Registration

Graduates shall comply with the requirements of the relevant professional regulatory bodies before practising where registration or licensing is required.

The College shall provide guidance on:

- Professional registration procedures.
- Licensing requirements.
- Internship opportunities where applicable.
- Continuing Professional Development (CPD).

Graduates are responsible for meeting all statutory and professional obligations.

26.8 Continuing Professional Development (CPD)

LMTC encourages graduates to engage in lifelong learning through:

- Short courses.
- Workshops and seminars.
- Professional conferences.
- Online learning programmes.
- Research activities.
- Advanced academic qualifications.

Continuous professional development enhances competence and supports career progression.

26.9 Industry Partnerships

The College shall strengthen partnerships with:

- Public hospitals.
- Private hospitals.
- County governments.
- National government agencies.
- Non-governmental organizations.
- Faith-based health institutions.
- International partners.
- Pharmaceutical companies.
- Research institutions.

These partnerships support clinical training, internships, employment opportunities, research, and innovation.

26.10 Student Entrepreneurship

Students interested in self-employment are encouraged to develop entrepreneurial skills in areas such as:

- Healthcare consultancy.
- Community health services.
- Medical supplies and equipment.
- Health promotion initiatives.
- Digital health solutions.
- Home-based healthcare services, where permitted by law.
- Health education and training.

The College may facilitate entrepreneurship mentorship and business development programmes.

26.11 Graduate Responsibilities

Graduates are encouraged to:

- Uphold the reputation of LMTC.
- Practice ethically and professionally.
- Comply with professional regulations.
- Mentor current students where possible.
- Participate in alumni activities.
- Support community health initiatives.
- Update the College on career achievements and professional milestones.

26.12 Employer Engagement

The College shall maintain communication with employers to:

- Obtain feedback on graduate performance.
- Identify emerging workforce needs.
- Improve curriculum relevance.
- Develop internship and employment opportunities.
- Promote collaborative research and innovation.

Employer feedback shall inform continuous quality improvement.

26.13 Recognition of Outstanding Alumni

The College may recognize alumni who demonstrate exceptional achievements in:

- Healthcare practice.
- Leadership.
- Research and innovation.
- Entrepreneurship.
- Community service.
- Public service.
- Academic excellence.

Recognition may include awards, certificates, honorary acknowledgements, or invitations to serve as mentors or guest speakers.

26.14 Monitoring and Evaluation

The implementation of career development and alumni programmes shall be monitored through:

- Graduate employment statistics.
- Alumni participation rates.
- Employer satisfaction surveys.
- Student feedback.
- Career programme evaluations.
- Partnership outcomes.

The findings shall guide continuous improvement of career services.

26.15 Interpretation

The implementation of this chapter shall be coordinated by the Career Services Office, Alumni Relations Office (where established), Academic Registrar, Quality Assurance Office, and College Management. Matters not expressly covered shall be addressed in accordance with applicable College policies and the laws of Kenya.

26.16 Conclusion

Lunesberg Medical Training College remains committed to producing competent, ethical, innovative, and globally competitive healthcare professionals. Through strong alumni engagement, career development programmes, and strategic partnerships, the College aims to ensure that every graduate is well prepared to contribute meaningfully to the healthcare sector and society.

Graduation marks the beginning of a lifelong relationship with LMTC. Alumni are encouraged to remain active ambassadors of the College by upholding its values of **Integrity, Professionalism, Excellence, Compassion, Accountability, Innovation, Respect, and Service to Humanity**.

CHAPTER TWENTY-EIGHT

CONCLUSION, STUDENT OATH, COMMITMENT TO EXCELLENCE AND HANDBOOK ACKNOWLEDGEMENT

28.1 Introduction

This final chapter concludes the Lunesberg Medical Training College (LMTC) Student Handbook. It summarizes the expectations of the College, reaffirms the shared commitment to academic excellence and ethical conduct, and provides the official Student Oath and Handbook Acknowledgement to be completed by every student upon admission.

The Student Handbook serves as a lifelong guide to professional conduct, responsible citizenship, and excellence in healthcare education.

28.2 Commitment to Excellence

Lunesberg Medical Training College is dedicated to producing graduates who are:

- Academically competent.
- Professionally accountable.

- Ethically responsible.
- Compassionate in patient care.
- Innovative and adaptable.
- Respectful of diversity.
- Committed to lifelong learning.
- Leaders in healthcare and community service.

Every student is expected to uphold these principles throughout their studies and professional career.

28.3 Student Oath

Lunesberg Medical Training College Student Oath

I, _____,

having been admitted as a student of Lunesberg Medical Training College, solemnly pledge that I shall:

- Uphold the Constitution and the laws of Kenya.
- Respect the vision, mission, core values, and regulations of the College.
- Pursue knowledge with honesty, diligence, and integrity.
- Treat every patient with dignity, compassion, and respect.
- Protect confidential information entrusted to me.
- Demonstrate professionalism in all my academic and clinical responsibilities.
- Respect lecturers, staff, fellow students, patients, and members of the public.
- Maintain the highest ethical standards.
- Promote teamwork, accountability, and excellence.
- Protect the environment and support sustainable healthcare practices.
- Serve humanity with compassion and dedication.
- Continuously improve my knowledge and professional competence.
- Uphold the reputation of Lunesberg Medical Training College at all times.

I make this pledge freely and solemnly, fully aware of the responsibilities entrusted to me as a future healthcare professional.

Student Signature: _____

Date: _____

Witness: _____

28.4 Student Commitment to Professional Practice

Every student shall commit to:

- Continuous learning.
- Ethical leadership.
- Compassionate patient care.
- Evidence-based practice.
- Respect for human rights.
- Professional accountability.
- Compliance with applicable laws and regulations.
- Promotion of patient safety.
- Respect for cultural diversity.
- Service to the community.

28.5 Institutional Commitment

Lunesberg Medical Training College commits to providing:

- High-quality healthcare education.
- Competent and qualified trainers.
- Safe learning environments.
- Modern teaching and learning resources.
- Effective student support services.
- Fair and transparent academic processes.
- Continuous quality improvement.
- Partnerships that enhance student learning.
- Equal opportunities for all students.

The College shall continually strive to meet national and international standards in healthcare education.

28.6 Student Handbook Acknowledgement

I acknowledge that I have:

- Received the Lunesberg Medical Training College Student Handbook.
- Read and understood its contents.
- Been given an opportunity to seek clarification where necessary.
- Agreed to comply with all College rules, regulations, policies, and procedures.
- Understood that failure to comply may result in disciplinary action.

Student Name: _____

Admission Number: _____

Programme: _____

Signature: _____

Date: _____

Admissions Officer: _____

Official Stamp: _____

28.7 Commitment by Parents/Guardians (Optional)

Where applicable, parents or guardians are encouraged to support students in complying with College policies and maintaining discipline throughout their studies.

Parent/Guardian Name: _____

Relationship: _____

Telephone: _____

Signature: _____

Date: _____

28.8 Declaration by College Management

The Management of Lunesberg Medical Training College declares its commitment to implementing this Student Handbook fairly, consistently, and in accordance with the laws of Kenya, the College Charter, and applicable regulatory requirements.

The College shall continuously review and improve this Handbook to meet emerging educational, technological, and healthcare needs.

Signed on behalf of the College:

Principal: _____

Academic Registrar: _____

Dean of Students: _____

Chairperson, Governing Council: _____

Date: _____

28.9 Official College Motto

"Knowledge, Compassion and Excellence in Healthcare."

28.10 Final Inspirational Message

Your admission to Lunesberg Medical Training College marks the beginning of an exciting journey toward becoming a trusted healthcare professional. Every lecture attended, every clinical skill acquired, every patient treated with dignity, and every ethical decision made contributes to your growth and the health of the communities you will serve.

The College encourages you to remain curious, disciplined, resilient, and compassionate. Embrace challenges as opportunities to learn, seek guidance whenever necessary, and strive to make a positive impact in every setting where you serve.

Remember that true success in healthcare is measured not only by knowledge and technical skills but also by integrity, empathy, professionalism, and a genuine commitment to improving the lives of others.

May your time at Lunesberg Medical Training College be filled with meaningful learning, lasting friendships, personal growth, and outstanding achievements.

Congratulations on joining the LMTC family, and we wish you every success in your academic journey and future professional career.

28.11 Endorsement

This Student Handbook has been approved by the Governing Council of Lunesberg Medical Training College and shall remain in force until revised or replaced by an officially approved edition.

END OF STUDENT HANDBOOK

"Preparing Competent, Compassionate and Ethical Healthcare Professionals for the Future."

CHAPTER TWENTY-NINE

RESOURCE DIRECTORY, EMERGENCY INFORMATION AND QUICK REFERENCE GUIDE

29.1 Introduction

This chapter provides students with a quick reference guide to important College offices, emergency procedures, essential contacts, and frequently used services. Students are encouraged to keep this information readily available throughout their period of study.

29.2 College Offices

Office	Key Responsibilities
Office of the Principal	Overall leadership and administration
Academic Registrar	Admissions, registration, examinations and academic records
Finance Office	Fees, receipts, refunds and financial enquiries
Dean of Students	Student welfare, counselling and discipline
Heads of Department	Academic guidance and departmental matters
Clinical Coordination Office	Clinical placements and industrial attachment
Library	Learning resources and reference services
ICT Department	Student portal, internet access and technical support
Quality Assurance Office	Quality improvement and student feedback
Human Resource Office	Staff-related matters
Procurement Office	Institutional procurement enquiries
Security Office	Campus safety and emergency response

29.3 Emergency Contacts

In case of an emergency, students should immediately contact:

- College Security Office

- Dean of Students
- Clinical Coordinator (during attachment)
- Nearest Lecturer or Head of Department
- Emergency Medical Services
- National Police Service
- County Fire and Rescue Services

Students should ensure that the College always has their current emergency contact details.

29.4 Emergency Procedures

Fire Emergency

- Raise the alarm immediately.
- Call the Security Office.
- Switch off electrical equipment if safe to do so.
- Use the nearest emergency exit.
- Do not use lifts during evacuation.
- Assemble at the designated assembly point.
- Await further instructions.

Medical Emergency

- Notify the nearest member of staff.
- Contact the College clinic or nearest health facility.
- Administer first aid only if trained.
- Record and report the incident.

Security Incident

- Report suspicious persons or activities immediately.
- Follow instructions issued by security personnel.
- Avoid confrontation where personal safety is at risk.

29.5 Student Service Timelines

Service	Target Timeline
Admission response	Within 14 working days
Student registration	Same day where requirements are met
Student ID issuance	Within 7 working days

Service	Target Timeline
Examination results	As per the Academic Calendar
Academic transcript	Within 14 working days after approval
Completion letter	Within 5 working days
Complaint acknowledgement	Within 2 working days
Complaint resolution	Normally within 14 working days

29.6 Student Checklist

Every student should ensure that they:

☐ Register every semester.

☐ Pay fees on time.

☐ Attend lectures and clinical placements.

☐ Wear the prescribed uniform.

☐ Carry a valid student identification card.

☐ Complete assignments and assessments on time.

☐ Maintain professional conduct.

☐ Observe infection prevention and control measures.

☐ Respect College property.

☐ Read College notices and official communications regularly.

☐ Participate in student feedback activities.

29.7 Student Rights at a Glance

Students have the right to:

- Quality education.
- Fair assessment.
- Equal treatment.
- Confidentiality of personal information.
- Safe learning environments.
- Academic guidance.
- Student representation.
- Access to College facilities.
- Freedom from discrimination and harassment.
- Fair disciplinary procedures.

29.8 Student Responsibilities at a Glance

Students are responsible for:

- Maintaining discipline.
- Upholding academic integrity.
- Respecting staff, patients and fellow students.
- Protecting College property.
- Following College policies.
- Participating in learning activities.
- Reporting safety concerns.
- Demonstrating professionalism during clinical practice.

29.9 Personal Emergency Information

Students are encouraged to maintain the following information with the College:

Student Name: _____

Admission Number: _____

Programme: _____

Blood Group (Optional): _____

Known Allergies (Optional): _____

Emergency Contact Name: _____

Relationship: _____

Telephone: _____

Alternative Contact: _____

29.10 Closing Message

Lunesberg Medical Training College is committed to providing a safe, supportive, and academically enriching environment for all students. Every student shares the responsibility of maintaining high standards of professionalism, integrity, and respect.

By working together, we create a learning community that prepares competent healthcare professionals capable of delivering quality healthcare services locally, nationally, and internationally.

We wish you success in your academic journey and future career.

Lunesberg Medical Training College

CHAPTER THIRTY

STUDENT LIFE, LEADERSHIP DEVELOPMENT AND CAMPUS CULTURE

30.1 Introduction

Lunesberg Medical Training College (LMTC) believes that education extends beyond the classroom. Student life, leadership development, and participation in co-curricular activities are essential in nurturing well-rounded healthcare professionals. The College encourages students to actively engage in campus life while maintaining academic excellence and professional conduct.

30.2 Objectives

The objectives of this chapter are to:

- Promote holistic student development.
- Encourage responsible student leadership.
- Foster teamwork and collaboration.
- Support personal growth and well-being.
- Promote active participation in co-curricular activities.
- Build a vibrant, inclusive, and respectful campus community.

30.3 Student Leadership

The College recognizes student leadership as an important avenue for developing responsibility, accountability, and service.

Student leaders shall:

- Represent the interests of students responsibly.
- Promote dialogue between students and College Management.
- Uphold College values and regulations.
- Encourage peaceful conflict resolution.
- Promote unity and inclusivity.
- Serve as role models for ethical conduct.

Student leaders are expected to perform their duties impartially and with integrity.

30.4 Student Representative Council (SRC)

The Student Representative Council (SRC) shall:

- Represent students in consultative meetings with College Management.
- Promote student welfare and academic interests.
- Organize student forums and activities.
- Receive and communicate student concerns.
- Support quality improvement initiatives.
- Encourage responsible participation in College governance.

The SRC shall operate in accordance with its constitution and College policies.

30.5 Student Clubs and Associations

Students are encouraged to join or establish approved clubs and associations that contribute to academic, professional, cultural, social, or recreational development.

Examples include:

- Health and Medical Club.
- Research and Innovation Club.
- Environmental Club.
- Community Outreach Club.
- ICT and Digital Health Club.
- Debate and Public Speaking Club.
- Sports Club.
- Music, Drama and Creative Arts Club.

- Entrepreneurship Club.
- Faith-based Fellowship Groups.

All clubs shall be registered with the College and operate under approved guidelines.

30.6 Sports and Recreation

The College encourages participation in sports and recreational activities to promote physical fitness, teamwork, and mental well-being.

Activities may include:

- Football.
- Volleyball.
- Basketball.
- Athletics.
- Netball.
- Indoor games.
- Aerobics and fitness programmes.
- Recreational walks and wellness activities.

Students shall use sports facilities responsibly and observe safety guidelines.

30.7 Community Engagement

Students are encouraged to participate in community service activities such as:

- Medical outreach programmes.
- Health education campaigns.
- Blood donation drives.
- Environmental conservation projects.
- Charity initiatives.
- Public health awareness campaigns.
- Community clean-up exercises.

Participation in community engagement helps strengthen leadership, empathy, and social responsibility.

30.8 Cultural Diversity

LMTC values diversity and promotes mutual respect among students from different cultural, ethnic, religious, and social backgrounds.

Students shall:

- Respect cultural differences.
- Promote peaceful coexistence.
- Avoid discrimination and prejudice.
- Celebrate diversity through approved cultural events and activities.

30.9 Student Mentorship

The College shall promote mentorship programmes to support students academically and professionally.

Mentorship may involve:

- Faculty mentors.
- Alumni mentors.
- Clinical preceptors.
- Industry professionals.
- Senior student peer mentors.

Mentorship aims to enhance academic performance, professional development, and career planning.

30.10 Student Wellness Activities

To promote holistic well-being, the College may organize:

- Mental health awareness programmes.
- Stress management workshops.
- Life skills training.
- Financial literacy sessions.
- Career development seminars.
- Leadership training.
- Team-building activities.
- Health and wellness campaigns.

Students are encouraged to participate actively in these programmes.

30.11 Campus Culture

Every member of the College community is expected to contribute to a positive campus culture characterized by:

- Respect.
- Courtesy.
- Integrity.
- Accountability.
- Inclusivity.
- Professionalism.
- Collaboration.
- Service.

Students shall avoid behaviours that undermine harmony, safety, or the reputation of the College.

30.12 Recognition of Student Achievement

The College may recognize outstanding student achievements in:

- Academic excellence.
- Leadership.
- Community service.
- Research and innovation.
- Sports.
- Creative arts.
- Professional conduct.
- Environmental conservation.

Recognition may include certificates, awards, scholarships, commendation letters, or other incentives approved by the College.

30.13 Student Responsibilities

Every student shall:

- Participate responsibly in College activities.
- Respect fellow students and staff.
- Protect College facilities and equipment.
- Observe College rules and regulations.
- Balance academic work with co-curricular activities.
- Promote peace and unity.
- Demonstrate leadership through positive actions.

30.14 Monitoring and Evaluation

The College shall periodically review student life programmes through:

- Student satisfaction surveys.
- Participation records.
- Feedback from student leaders.
- Reports from club patrons.
- Quality assurance reviews.

Recommendations shall be used to strengthen student development programmes.

30.15 Interpretation

The implementation of this chapter shall be coordinated by the Dean of Students, Student Representative Council (SRC), Heads of Department, Quality Assurance Office, and College Management. Matters not expressly covered shall be addressed in accordance with the College's Student Affairs Policy, Co-curricular Activities Policy, and other applicable institutional regulations.

30.16 Conclusion

Lunesberg Medical Training College believes that true success is achieved through a balance of academic excellence, professional competence, leadership, and service to society. Students are encouraged to take full advantage of opportunities for learning, leadership, innovation, and community engagement.

By embracing the College's values and actively participating in campus life, students will graduate not only as competent healthcare professionals but also as responsible citizens and future leaders capable of making meaningful contributions to the healthcare sector and society.

CHAPTER THIRTY-ONE

QUALITY ASSURANCE, CONTINUOUS IMPROVEMENT AND STUDENT PARTICIPATION

31.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to maintaining the highest standards of quality in teaching, learning, research, clinical training, student support services, and institutional management. The College embraces a culture of continuous improvement to ensure that its programmes remain relevant, effective, and responsive to the needs of students, employers, regulatory authorities, and society.

Students are key stakeholders in the quality assurance process and are encouraged to actively participate in improving the quality of education and services offered by the College.

31.2 Objectives

The objectives of this chapter are to:

- Promote a culture of quality and excellence.
- Encourage continuous improvement in all College activities.
- Involve students in quality assurance processes.
- Enhance accountability and transparency.
- Improve student satisfaction and learning outcomes.
- Ensure compliance with regulatory and accreditation requirements.

31.3 Quality Assurance Principles

The College shall uphold the following quality assurance principles:

- Student-centered learning.
- Academic excellence.
- Integrity and accountability.
- Continuous improvement.
- Evidence-based decision-making.
- Stakeholder participation.
- Transparency and fairness.
- Compliance with legal and regulatory requirements.

31.4 Student Participation in Quality Assurance

Students are encouraged to contribute to quality improvement by:

- Completing course and lecturer evaluations.
- Participating in student satisfaction surveys.
- Providing constructive feedback on College services.
- Attending consultative meetings.
- Reporting concerns regarding academic or support services.
- Participating in quality assurance committees where applicable.

Students shall provide honest, respectful, and evidence-based feedback.

31.5 Course and Lecturer Evaluation

The College shall periodically evaluate:

- Teaching effectiveness.
- Course content and delivery.
- Learning resources.
- Assessment methods.
- Student support services.
- Clinical training experiences.

Evaluation results shall be used to improve teaching quality and programme delivery while maintaining confidentiality.

31.6 Academic Programme Review

Academic programmes shall be reviewed periodically to ensure they:

- Meet national and professional standards.
- Address current healthcare needs.
- Incorporate advances in science and technology.
- Remain relevant to labour market demands.
- Support graduate employability.

Students and other stakeholders may be consulted during programme reviews.

31.7 Internal Quality Audits

The College shall conduct regular internal quality audits covering:

- Academic programmes.
- Examination processes.
- Clinical training.
- Student support services.
- Library and ICT services.
- Administrative functions.
- Infrastructure and facilities.
- Compliance with College policies.

Audit findings shall inform corrective and preventive actions.

31.8 External Quality Assurance

The College shall cooperate with relevant accreditation, regulatory, and quality assurance bodies during external reviews, inspections, and accreditation processes.

Students may be invited to participate in interviews or provide feedback during such evaluations.

31.9 Handling Student Feedback

The College shall:

- Receive feedback through established channels.
- Review concerns objectively.
- Respond within reasonable timelines.
- Protect students from retaliation for raising genuine concerns.
- Use feedback to improve institutional performance.

Students are encouraged to raise concerns respectfully and in good faith.

31.10 Innovation and Best Practices

The College encourages students to contribute ideas that improve:

- Teaching and learning.
- Clinical practice.
- Student welfare.
- Digital learning.
- Environmental sustainability.
- Community engagement.
- Administrative efficiency.

Innovative ideas may be recognized and, where feasible, implemented.

31.11 Performance Monitoring

The College shall monitor quality using indicators such as:

- Student enrolment and retention.
- Examination performance.
- Graduation rates.
- Clinical competency achievement.

- Student satisfaction.
- Graduate employment outcomes.
- Employer feedback.
- Compliance with accreditation standards.

31.12 Continuous Improvement

Quality improvement shall be achieved through:

- Regular policy reviews.
- Staff development and training.
- Curriculum enhancement.
- Upgrading teaching and learning resources.
- Strengthening partnerships with healthcare institutions.
- Adoption of appropriate educational technologies.
- Monitoring corrective actions arising from audits and evaluations.

31.13 Student Responsibilities

Students shall:

- Participate honestly in quality assurance activities.
- Respect institutional review processes.
- Provide constructive recommendations.
- Report concerns through official channels.
- Support a culture of excellence and accountability.

31.14 Confidentiality

Information collected through evaluations, surveys, and quality assurance activities shall be handled confidentially and used solely for institutional improvement, in accordance with the College's Data Protection Policy and applicable laws.

31.15 Interpretation

The implementation of this chapter shall be coordinated by the Quality Assurance Office, Academic Registrar, Dean of Students, Heads of Department, and College Management. Matters not expressly covered shall be addressed in accordance with the College's Quality Assurance Policy, Strategic Plan, and relevant laws and regulations.

31.16 Conclusion

Quality is a shared responsibility. Every student, lecturer, administrator, and stakeholder plays an important role in maintaining and enhancing the standards of Lunesberg Medical Training College.

Through active participation, openness to feedback, innovation, and continuous improvement, LMTC will continue to provide high-quality healthcare education and produce competent, ethical, and compassionate professionals who positively impact the health of communities in Kenya and beyond.

CHAPTER THIRTY-TWO

GRADUATION, CERTIFICATION, TRANSCRIPTS AND ACADEMIC CREDENTIALS

32.1 Introduction

Graduation marks the successful completion of a student's academic programme and signifies readiness to enter professional practice or pursue further education. Lunesberg Medical Training College (LMTC) is committed to ensuring that the award of academic qualifications is conducted with integrity, fairness, and in accordance with applicable regulatory requirements.

This chapter outlines the requirements and procedures relating to graduation, certification, academic transcripts, and the issuance of academic credentials.

32.2 Objectives

The objectives of this chapter are to:

- Establish clear graduation requirements.
- Ensure transparency in the award of academic qualifications.
- Provide guidance on certification and academic records.
- Safeguard the integrity of College credentials.
- Inform students of their responsibilities before graduation.

32.3 Eligibility for Graduation

A student shall be eligible for graduation upon fulfilling all of the following requirements:

- Successful completion of all prescribed courses and clinical training.
- Achievement of the minimum pass mark and competency requirements.

- Completion of all industrial attachment requirements, where applicable.
- Settlement of all outstanding financial obligations to the College.
- Return of all College property, including library materials and equipment.
- Clearance from all relevant College departments.
- Approval by the Academic Board and Governing Council, where applicable.

Meeting the minimum academic requirements does not automatically guarantee graduation until all institutional requirements have been met.

32.4 Graduation Clearance

Prior to graduation, every student shall obtain clearance from the following offices:

- Academic Department.
- Finance Office.
- Library.
- Clinical Coordination Office.
- ICT Department.
- Dean of Students.
- Registry.
- Any other office designated by the College.

A Graduation Clearance Form shall be completed and submitted before the prescribed deadline.

32.5 Graduation Ceremony

The College shall organize graduation ceremonies at dates approved by the Governing Council.

Graduands are expected to:

- Register for the ceremony within the prescribed period.
- Wear the approved academic attire.
- Observe the graduation ceremony protocol.
- Conduct themselves with dignity and professionalism.
- Return hired academic gowns within the stipulated timeframe.

Participation in the ceremony is encouraged but is not a condition for the award of a qualification.

32.6 Certificates and Diplomas

The College shall issue certificates, diplomas, or other approved awards to eligible graduates after successful completion of all graduation requirements.

Academic certificates shall include:

- Student's full name.
- Programme completed.
- Award obtained.
- Date of award.
- Official signatures.
- College seal.
- Certificate serial number or other security features.

Certificates remain the property of the graduate but shall not be altered or tampered with.

32.7 Academic Transcripts

Students and graduates may apply for official academic transcripts.

Transcripts shall normally contain:

- Programme details.
- Courses undertaken.
- Grades obtained.
- Academic status.
- Date of completion.
- Official authentication.

The College shall issue transcripts within the timelines specified in its service charter, subject to fulfillment of applicable requirements.

32.8 Replacement of Academic Credentials

A replacement certificate or transcript may be issued under exceptional circumstances, such as:

- Loss.
- Theft.
- Damage.
- Change of legal name supported by official documentation.

Applicants may be required to:

- Submit a written application.
- Provide supporting evidence.
- Complete the prescribed forms.
- Pay the applicable replacement fee.

The College reserves the right to verify all requests before issuing replacement documents.

32.9 Verification of Academic Credentials

The College may verify academic credentials upon request by employers, professional regulatory bodies, educational institutions, or other authorized organizations, subject to applicable laws and institutional procedures.

Verification requests shall be handled confidentially.

32.10 Revocation or Withdrawal of Awards

The College reserves the right to revoke or withdraw an academic award if it is established that it was obtained through:

- Fraud.
- Academic misconduct.
- Forgery.
- Falsification of records.
- Misrepresentation.
- Any other unlawful means.

Such action shall only be taken following due process and in accordance with College policies.

32.11 Alumni Registration

Upon graduation, graduates are encouraged to register with the LMTC Alumni Association to facilitate:

- Professional networking.
- Career development.
- Continuing professional education.
- Mentorship opportunities.
- Participation in College activities.

32.12 Graduate Responsibilities

Graduates shall:

- Uphold the reputation of LMTC.
- Maintain ethical and professional conduct.
- Comply with applicable professional registration requirements.
- Participate in lifelong learning and Continuing Professional Development (CPD).
- Update the College on changes to their contact information where appropriate.

32.13 Record Management

The College shall maintain secure academic records in accordance with its Records Management Policy and Data Protection Policy.

Academic records shall be retained for the period prescribed by applicable laws and institutional requirements.

32.14 Appeals

A student who is dissatisfied with a decision relating to graduation, certification, or academic records may submit an appeal in accordance with the College's Academic Appeals Procedure.

Appeals shall be made within the prescribed timelines and supported by relevant evidence.

32.15 Interpretation

The implementation of this chapter shall be coordinated by the Academic Registrar, Examinations Office, Registry, Quality Assurance Office, and the Principal. Matters not expressly covered shall be addressed in accordance with the College Academic Policy, Examination Policy, and applicable laws of Kenya.

32.16 Conclusion

Graduation is the culmination of dedication, perseverance, and academic achievement. Lunesberg Medical Training College congratulates every graduate for successfully completing their programme and encourages them to uphold the highest standards of professionalism, ethics, and lifelong learning.

As ambassadors of the College, graduates are expected to contribute positively to the healthcare sector, uphold the values of **Integrity, Excellence, Compassion, Accountability, Innovation, Respect, and Service**, and make meaningful contributions to the well-being of individuals and communities wherever they serve.

CHAPTER THIRTY-THREE

RESEARCH, INNOVATION, ENTREPRENEURSHIP AND COMMUNITY ENGAGEMENT

33.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes research, innovation, entrepreneurship, and community engagement as essential pillars of quality healthcare education. These activities enhance critical thinking, problem-solving, creativity, and professional development while contributing to improved health outcomes and sustainable development.

Students are encouraged to participate in research, innovation, and community service throughout their academic journey.

33.2 Objectives

The objectives of this chapter are to:

- Promote a culture of research and innovation.
- Encourage evidence-based healthcare practice.
- Foster entrepreneurship and self-employment.
- Strengthen partnerships with communities and healthcare institutions.
- Develop leadership and problem-solving skills.
- Enhance social responsibility.

33.3 Student Research

Students may undertake research projects as part of their academic programmes or extracurricular activities.

Research projects shall:

- Address relevant healthcare or community issues.
- Follow approved research methodologies.
- Comply with ethical standards.
- Be supervised by qualified academic staff.
- Be completed within the prescribed timelines.

Students shall maintain honesty and accuracy throughout the research process.

33.4 Research Ethics

All student research involving human participants, health information, or sensitive data shall comply with applicable ethical and legal requirements.

Students shall:

- Obtain the necessary approvals before commencing research.
- Respect participants' rights and dignity.
- Obtain informed consent where required.
- Maintain confidentiality and privacy.
- Avoid fabrication, falsification, or plagiarism.
- Report findings honestly and accurately.

Failure to comply with research ethics may result in disciplinary action.

33.5 Innovation

The College encourages students to develop innovative ideas that improve:

- Healthcare delivery.
- Patient safety.
- Disease prevention.
- Medical education.
- Digital health.
- Laboratory services.
- Community health programmes.
- Healthcare management.

Students may showcase innovations during exhibitions, competitions, or academic conferences organized by the College or partner institutions.

33.6 Entrepreneurship

LMTC promotes entrepreneurship as a viable career pathway.

Students are encouraged to develop business ideas in areas such as:

- Healthcare consultancy.
- Medical training services.

- Health promotion programmes.
- Medical supplies and equipment.
- Community health enterprises.
- Digital health technologies.
- Health-related social enterprises.

The College may organize entrepreneurship training, mentorship, and business development workshops.

33.7 Community Engagement

Students are encouraged to participate in community engagement activities, including:

- Medical outreach programmes.
- Health education campaigns.
- Disease prevention initiatives.
- Community health assessments.
- Blood donation drives.
- Environmental conservation activities.
- Public health awareness campaigns.
- Volunteer programmes.

Community engagement shall be conducted professionally and in collaboration with approved partners.

33.8 Partnerships

The College may collaborate with:

- Government ministries and agencies.
- County governments.
- Public and private healthcare facilities.
- Professional associations.
- Universities and research institutions.
- Non-governmental organizations.
- International development partners.
- Community-based organizations.

These partnerships support student learning, research, innovation, and community service.

33.9 Intellectual Property

Students shall respect intellectual property rights.

Innovations, inventions, publications, software, educational materials, and research outputs developed within the College may be managed in accordance with the College's Intellectual Property Policy.

Students shall appropriately acknowledge the contributions of supervisors, collaborators, and funding organizations.

33.10 Publication and Dissemination

Students are encouraged to share research findings through:

- Scientific conferences.
- Student research forums.
- Academic journals.
- College publications.
- Community dissemination meetings.
- Digital platforms approved by the College.

Publication shall comply with ethical, legal, and institutional requirements.

33.11 Funding Opportunities

Where resources permit, the College may facilitate access to:

- Research grants.
- Innovation competitions.
- Scholarships.
- Community project funding.
- Entrepreneurship incubation programmes.

Availability of funding shall be subject to institutional priorities and applicable eligibility criteria.

33.12 Monitoring and Evaluation

Research, innovation, entrepreneurship, and community engagement activities shall be monitored through:

- Progress reports.
- Supervisor evaluations.
- Research presentations.
- Community feedback.
- Innovation exhibitions.
- Quality assurance reviews.

Findings shall be used to strengthen institutional programmes and student learning experiences.

33.13 Student Responsibilities

Students participating in research and innovation activities shall:

- Comply with College policies.
- Observe research ethics.
- Respect confidentiality.
- Protect intellectual property.
- Maintain accurate records.
- Use College resources responsibly.
- Submit required reports within prescribed timelines.

33.14 Interpretation

The implementation of this chapter shall be coordinated by the Research and Innovation Office (where established), Academic Registrar, Heads of Department, Quality Assurance Office, and the Principal. Matters not expressly covered shall be addressed in accordance with the College Research Policy, Intellectual Property Policy, and applicable laws and regulations of Kenya.

33.15 Conclusion

Lunesberg Medical Training College believes that research, innovation, entrepreneurship, and community engagement are essential in developing competent, creative, and socially responsible healthcare professionals.

Students are encouraged to embrace curiosity, innovation, collaboration, and lifelong learning while using their knowledge and skills to improve the health and well-being of individuals, families, and communities.

Through these initiatives, LMTC seeks to nurture graduates who are not only skilled practitioners but also innovators, leaders, researchers, and agents of positive change in Kenya and beyond.

CHAPTER THIRTY-FOUR

STUDENT SUPPORT SERVICES, INCLUSION AND SUCCESS

34.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a supportive, inclusive, and student-centred learning environment that promotes academic success, personal development, health, safety, and overall well-being. The College recognizes that students have diverse backgrounds, abilities, and needs, and is dedicated to ensuring that every learner has an equal opportunity to succeed.

34.2 Objectives

The objectives of this chapter are to:

- Promote student success and retention.
- Provide accessible and responsive student support services.
- Foster an inclusive and respectful learning environment.
- Enhance students' physical, emotional, social, and academic well-being.
- Support students with diverse learning needs.
- Encourage personal responsibility and resilience.

34.3 Academic Support Services

The College shall provide academic support through:

- Academic advising and mentoring.
- Orientation programmes for new students.
- Study skills and time management workshops.
- Remedial and tutorial sessions where necessary.
- Academic counselling.
- Access to learning resources and the library.
- Digital learning platforms and ICT support.

Students are encouraged to seek assistance early whenever they experience academic difficulties.

34.4 Student Counselling and Wellness

The College shall provide counselling services to support students experiencing academic, personal, social, or emotional challenges.

Counselling services may include:

- Personal counselling.
- Academic counselling.
- Career counselling.
- Stress and anxiety management.
- Conflict resolution.
- Peer support programmes.
- Referral to specialized services where appropriate.

Information shared during counselling shall be treated confidentially, subject to legal and safety obligations.

34.5 Health Services

The College shall facilitate access to appropriate health services either directly or through approved healthcare providers.

Health services may include:

- Basic medical consultation.
- First aid.
- Health education.
- Preventive health programmes.
- Referral services.
- Health screening campaigns.

Students are encouraged to maintain healthy lifestyles and seek medical attention promptly when necessary.

34.6 Support for Students with Disabilities

LMTC is committed to promoting equal opportunities for students with disabilities.

Where reasonably practicable, the College shall:

- Provide accessible learning environments.
- Make reasonable academic accommodations.
- Facilitate access to learning materials in appropriate formats.

- Promote non-discrimination and inclusion.
- Encourage participation in all College activities.

Students requiring accommodations are encouraged to disclose their needs to the relevant office to enable appropriate support.

34.7 Gender Equality and Inclusion

The College promotes gender equality, equity, and inclusion.

Students shall:

- Treat all persons with dignity and respect.
- Avoid discrimination based on gender, disability, age, religion, ethnicity, nationality, or other protected characteristics.
- Support an inclusive learning environment.
- Report incidents of discrimination or harassment through established procedures.

34.8 Financial Support

Subject to availability and eligibility criteria, the College may provide or facilitate access to:

- Scholarships.
- Bursaries.
- Tuition payment plans.
- Emergency financial assistance.
- Information on external funding opportunities.

Students are responsible for providing accurate information when applying for financial assistance.

34.9 Student Mentorship

The College shall encourage mentorship programmes involving:

- Academic staff.
- Clinical instructors.
- Alumni.
- Industry professionals.
- Peer mentors.

Mentorship aims to promote academic success, professional growth, leadership development, and career planning.

34.10 Student Engagement

Students are encouraged to participate actively in:

- Student leadership.
- Clubs and associations.
- Sports and recreation.
- Community outreach programmes.
- Research and innovation activities.
- Professional seminars and conferences.

Active participation contributes to holistic personal and professional development.

34.11 Grievance and Complaint Support

Students who experience academic or administrative challenges may seek assistance through established grievance and complaint resolution mechanisms.

The College shall ensure that:

- Complaints are handled fairly and confidentially.
- Students are protected from retaliation for raising genuine concerns.
- Complaints are resolved within reasonable timelines.
- Appeals are handled in accordance with College procedures.

34.12 Student Responsibilities

Students are expected to:

- Take responsibility for their learning.
- Attend classes and clinical placements regularly.
- Utilize available support services.
- Respect College staff and fellow students.
- Maintain professionalism.
- Seek help promptly when challenges arise.
- Comply with College policies and procedures.

34.13 Monitoring and Evaluation

The effectiveness of student support services shall be reviewed through:

- Student satisfaction surveys.
- Retention and completion rates.
- Counselling service utilization.
- Feedback from students and staff.
- Academic performance trends.
- Quality assurance reviews.

The results shall inform continuous improvement of student services.

34.14 Confidentiality

Personal information obtained while providing student support services shall be managed confidentially and in accordance with the College's Data Protection Policy and applicable laws.

Access to confidential information shall be limited to authorized personnel with legitimate institutional responsibilities.

34.15 Interpretation

The implementation of this chapter shall be coordinated by the Dean of Students, Academic Registrar, Counselling Services, Quality Assurance Office, Heads of Department, and College Management. Matters not expressly covered shall be addressed in accordance with the College's Student Welfare Policy, Gender and Inclusion Policy, Data Protection Policy, and other applicable institutional policies.

34.16 Conclusion

Lunesberg Medical Training College is dedicated to ensuring that every student has the opportunity to achieve academic excellence, personal growth, and professional success.

By providing comprehensive student support services, promoting inclusion, and fostering a caring learning environment, the College seeks to empower students to become competent, ethical, compassionate, and resilient healthcare professionals who will make meaningful contributions to society.

Students are encouraged to make full use of the support services available and to work collaboratively with the College community in building a culture of respect, excellence, and lifelong learning.

CHAPTER THIRTY-FIVE

STUDENT HANDBOOK REVIEW, AMENDMENT AND VERSION CONTROL

35.1 Introduction

The Lunesberg Medical Training College (LMTC) Student Handbook is a living document designed to provide students with current information on academic regulations, student services, institutional policies, and standards of conduct. To ensure its continued relevance and effectiveness, the Handbook shall be reviewed and updated periodically.

This chapter establishes the framework for the review, amendment, approval, publication, and version control of the Student Handbook.

35.2 Objectives

The objectives of this chapter are to:

- Ensure the Student Handbook remains current and relevant.
- Promote continuous improvement of institutional policies.
- Align the Handbook with changes in legislation and regulatory requirements.
- Strengthen stakeholder participation in policy review.
- Ensure proper document control and version management.

35.3 Scope

This chapter applies to:

- All students.
- Academic staff.
- Administrative staff.
- College Management.
- The Governing Council.
- Student Representative Council (SRC).
- External stakeholders consulted during the review process.

35.4 Guiding Principles

The review and management of the Student Handbook shall be guided by the following principles:

- Transparency.
- Accountability.
- Accuracy.
- Inclusiveness.
- Continuous improvement.
- Regulatory compliance.
- Quality assurance.
- Student-centred decision-making.

35.5 Review Cycle

The Student Handbook shall normally be reviewed:

- Every five (5) years.
- Whenever significant changes occur in applicable laws or regulations.
- Following institutional restructuring.
- After accreditation or quality assurance recommendations.
- When new academic programmes are introduced.
- Where emerging issues require policy revision.

35.6 Stakeholder Participation

The College may consult the following stakeholders during the review process:

- Students.
- Student Representative Council (SRC).
- Academic staff.
- Administrative staff.
- Clinical partners.
- Employers.
- Professional regulatory bodies.
- Alumni.
- Government agencies.
- Community representatives.

Feedback from stakeholders shall be considered in revising the Handbook.

35.7 Amendment Procedures

Proposed amendments may originate from:

- The Governing Council.
- College Management.
- Academic Board.
- Quality Assurance Office.
- Student Representative Council.
- Heads of Department.
- Regulatory authorities.
- Internal or external audit recommendations.

All proposed amendments shall be documented, reviewed, and approved through the appropriate governance structures before implementation.

35.8 Approval Process

The revised Student Handbook shall be approved by the Governing Council following recommendations from the Academic Board and College Management.

No amendment shall take effect until formally approved by the authorized governing body.

35.9 Publication and Communication

Following approval, the College shall communicate revisions through appropriate channels, including:

- Student orientation programmes.
- Official College website.
- Student portal.
- Official email communication.
- Notice boards.
- Academic departments.

Students are responsible for familiarizing themselves with the latest version of the Handbook.

35.10 Version Control

The College shall maintain a version control system that includes:

- Document title.
- Version number.
- Date of approval.
- Effective date.
- Summary of amendments.
- Approving authority.
- Review date.
- Document owner.

Only the latest approved version shall be regarded as the official Student Handbook.

35.11 Document Control Register

The College shall maintain a document control register containing:

Document Information	Details
Document Title	Student Handbook
Institution	Lunesberg Medical Training College
Document Owner	Dean of Students
Custodian	Academic Registrar
Approval Authority	Governing Council
Version Number	_____
Effective Date	_____
Review Date	_____
Status	Approved

35.12 Archiving

Previous editions of the Student Handbook shall be archived for institutional reference and audit purposes.

Archived versions shall be clearly marked as **"Superseded"** to avoid unintended use.

35.13 Interpretation

Questions regarding the interpretation of this Handbook shall be referred to the Dean of Students or the Academic Registrar.

Where interpretation requires a policy decision, the matter shall be referred to the Principal or the Governing Council, as appropriate.

35.14 Saving Clause

Nothing in this Student Handbook shall limit or replace the provisions of:

- The Constitution of Kenya.
- Applicable national legislation.
- Regulations issued by competent authorities.
- Decisions lawfully made by the Governing Council.
- Other approved College policies.

Where any provision of this Handbook conflicts with applicable law, the law shall prevail.

35.15 Final Declaration

The Lunesberg Medical Training College Student Handbook represents the College's commitment to excellence in healthcare education, professionalism, integrity, accountability, and student success.

Every student is expected to read, understand, and comply with the provisions of this Handbook throughout their period of study.

The College will continue to review and improve the Handbook to ensure that it remains responsive to changing educational, professional, technological, and societal needs.

35.16 Approval Page

Document Title: Student Handbook

Institution: Lunesberg Medical Training College

Prepared by: Student Affairs Department

Reviewed by: Academic Board

Approved by: Governing Council

Version: _____

Effective Date: _____

Next Review Date: _____

Chairperson, Governing Council

Name: _____

Signature: _____

Date: _____

Principal

Name: _____

Signature: _____

Date: _____

Academic Registrar

Name: _____

Signature: _____

Date: _____

35.17 Closing Statement

This Handbook reflects the values, standards, and aspirations of Lunesberg Medical Training College. It is intended to guide students throughout their academic journey and to prepare them for competent, ethical, and compassionate service in the healthcare profession.

Together, let us uphold the College motto:

"Knowledge, Integrity and Compassion for Better Healthcare."

END OF STUDENT HANDBOOK

CHAPTER THIRTY-SIX

STUDENT CHARTER AND SERVICE DELIVERY STANDARDS

36.1 Introduction

The Student Charter outlines the commitments of Lunesberg Medical Training College (LMTC) to its students and defines the standards of service that students can expect from the College. It also sets out the responsibilities of students in creating a respectful, safe, and productive learning environment.

This Charter promotes accountability, transparency, professionalism, and continuous improvement in service delivery.

36.2 Purpose

The Student Charter aims to:

- Define the relationship between the College and its students.
- Promote quality service delivery.
- Enhance accountability and transparency.
- Protect students' rights.
- Encourage responsible student conduct.
- Establish measurable service standards.

36.3 Our Commitment to Students

LMTC is committed to:

- Providing quality education that meets national and international standards.
- Maintaining a safe, secure, and inclusive learning environment.
- Treating all students with fairness, dignity, and respect.
- Delivering services professionally, efficiently, and courteously.
- Promoting innovation, research, and lifelong learning.
- Protecting student information and privacy.
- Providing timely communication on academic and administrative matters.
- Continuously improving institutional services through student feedback.

36.4 Student Rights

Every student has the right to:

- Receive quality teaching and learning.
- Be treated with dignity and respect.
- Learn in a safe and healthy environment.
- Access College facilities and services in accordance with College policies.
- Participate in student leadership and governance.
- Receive fair and impartial academic assessment.
- Access information relating to their academic progress.
- Submit complaints or appeals without fear of retaliation.
- Protection of personal information in accordance with applicable laws.
- Freedom from discrimination, harassment, bullying, and victimization.

36.5 Student Responsibilities

Every student shall:

- Attend classes, practical sessions, and clinical placements regularly.
- Observe College rules, regulations, and policies.
- Respect College staff, fellow students, patients, and visitors.
- Pay fees within the prescribed timelines.
- Protect College property and resources.
- Maintain academic honesty.
- Promote peaceful coexistence.
- Observe professional ethics and standards.
- Keep the College informed of changes to personal contact information.

36.6 Service Delivery Standards

The College aims to meet the following service standards, subject to compliance with applicable requirements:

Service	Target Standard
Admission enquiries	Respond within 3 working days
Student admission decisions	Within 14 working days
Semester registration	Completed within 1 working day after meeting requirements
Student identity card issuance	Within 7 working days
Academic transcripts	Within 14 working days after approval
Examination results	Released according to the approved Academic Calendar

Service	Target Standard
Clearance processing	Within 10 working days after submission of all requirements
Complaint acknowledgement	Within 2 working days
Complaint resolution	Normally within 14 working days
General enquiries	Respond within 3 working days

Where delays are unavoidable, students shall be informed of the reasons and expected timelines.

36.7 Communication Standards

The College shall communicate with students through official channels, including:

- Official email.
- Student portal.
- Learning Management System (LMS).
- Notice boards.
- Official SMS notifications where applicable.
- Student meetings and forums.

Students are responsible for checking official communication channels regularly.

36.8 Feedback Mechanisms

Students may provide feedback through:

- Student satisfaction surveys.
- Suggestion boxes.
- Official email.
- Student forums.
- Meetings with student leaders.
- Quality Assurance Office.
- Dean of Students' Office.

The College values constructive feedback and shall use it to improve service delivery.

36.9 Complaints and Appeals

Students have the right to lodge complaints or appeals concerning:

- Academic matters.
- Administrative services.
- Student welfare.
- Facilities and infrastructure.
- Staff conduct.
- Clinical training.
- Other College services.

Complaints shall be handled fairly, confidentially, and in accordance with approved procedures.

36.10 Monitoring Service Delivery

The College shall monitor service delivery through:

- Student satisfaction surveys.
- Internal quality audits.
- Service performance indicators.
- Complaints analysis.
- Periodic management reviews.
- External quality assurance assessments.

Findings shall be used to improve institutional performance.

36.11 Confidentiality

The College shall safeguard student information in accordance with the Data Protection Act, applicable regulations, and institutional policies.

Confidential information shall only be disclosed where authorized by law or with the student's consent, unless disclosure is otherwise legally required.

36.12 Equal Opportunity

LMTC is committed to equal opportunity and shall provide services without discrimination based on race, ethnicity, nationality, religion, gender, disability, age, or any other protected characteristic recognized by law.

The College shall promote diversity, equity, inclusion, and accessibility in all its programmes and services.

36.13 Review of the Student Charter

This Student Charter shall be reviewed periodically to ensure that it remains responsive to:

- Student needs.
- Changes in legislation.
- Regulatory requirements.
- Institutional priorities.
- Best practices in higher education and healthcare training.

36.14 Interpretation

The implementation of this Charter shall be coordinated by the Principal, Academic Registrar, Dean of Students, Quality Assurance Office, and all Heads of Department. Questions regarding interpretation shall be referred to the appropriate College authority.

36.15 Student Commitment

By enrolling at Lunesberg Medical Training College, every student commits to:

- Upholding the College's values and standards.
- Respecting the rights of others.
- Maintaining professionalism in academic and clinical settings.
- Supporting a culture of integrity, accountability, and excellence.
- Contributing positively to the College community.

36.16 Conclusion

The Student Charter reflects the partnership between Lunesberg Medical Training College and its students. Through mutual respect, accountability, and collaboration, the College seeks to provide an environment where every student can thrive academically, professionally, and personally.

Together, we will build a culture of excellence, compassion, innovation, and service that prepares graduates to meet the evolving healthcare needs of Kenya and the global community.

CHAPTER THIRTY-SEVEN

STUDENT SAFETY, SECURITY, EMERGENCY PREPAREDNESS AND DISASTER MANAGEMENT

37.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a safe, secure, healthy, and conducive learning environment for all students, staff, visitors, and stakeholders. The College recognizes that effective safety and emergency preparedness are essential for the protection of life, property, and the continuity of learning.

This chapter outlines the responsibilities of students and the College in promoting campus safety, preventing emergencies, and responding effectively to disasters and critical incidents.

37.2 Objectives

The objectives of this chapter are to:

- Promote a culture of safety and security.
- Protect life and College property.
- Prepare students to respond appropriately during emergencies.
- Minimize risks associated with accidents and disasters.
- Ensure continuity of academic activities during emergencies.
- Promote compliance with occupational health and safety requirements.

37.3 Guiding Principles

Safety and security shall be guided by the following principles:

- Prevention is better than response.
- Personal responsibility.
- Timely reporting of incidents.
- Preparedness and resilience.
- Coordination and teamwork.
- Compliance with applicable laws and College policies.
- Continuous improvement.

37.4 Student Responsibilities

Every student shall:

- Observe all safety and security regulations.
- Carry and produce a valid student identification card when required.
- Report unsafe conditions or suspicious activities immediately.
- Follow instructions issued by College officials during emergencies.
- Protect College property.
- Participate in emergency drills.
- Cooperate with security personnel.
- Respect access control procedures.

37.5 Campus Access Control

To promote security:

- Students shall use designated entry and exit points.
- Student identification cards shall be carried at all times while on campus.
- Visitors shall register with the appropriate office or security personnel.
- Unauthorized access to restricted areas is prohibited.
- Lost student identification cards shall be reported immediately.

37.6 Fire Safety

Students shall:

- Familiarize themselves with emergency exits and assembly points.
- Avoid blocking corridors, exits, or firefighting equipment.
- Report fire hazards immediately.
- Not tamper with fire extinguishers, alarms, or emergency equipment.
- Participate in fire drills organized by the College.

During a fire emergency, students shall evacuate calmly and assemble at the designated assembly point.

37.7 Medical Emergencies

In the event of a medical emergency:

- Notify the nearest lecturer, staff member, or security officer immediately.
- Contact the College clinic or designated healthcare provider.
- Do not move an injured person unless there is immediate danger.

- Administer first aid only if appropriately trained.
- Cooperate with emergency responders.

37.8 Disaster Preparedness

The College shall maintain emergency preparedness plans for situations including:

- Fire outbreaks.
- Flooding.
- Disease outbreaks.
- Severe weather events.
- Utility failures.
- Security threats.
- Other emergencies affecting campus operations.

Students shall comply with all emergency instructions and evacuation procedures.

37.9 Occupational Safety and Health

Students shall:

- Observe laboratory and workshop safety rules.
- Use personal protective equipment (PPE) where required.
- Handle equipment responsibly.
- Report accidents, injuries, or hazardous conditions promptly.
- Follow infection prevention and control measures during clinical practice.

37.10 Personal Security

Students are encouraged to:

- Remain vigilant and aware of their surroundings.
- Safeguard personal belongings.
- Avoid carrying large amounts of cash unnecessarily.
- Report theft or suspicious behaviour promptly.
- Use well-lit and designated pathways when moving around campus.
- Share emergency contact information with the College.

37.11 Emergency Communication

During emergencies, the College may communicate through:

- Public address systems.
- Official email.
- Student portal.
- SMS notifications.
- Notice boards.
- Security personnel.
- Official social media platforms where applicable.

Students should rely on official sources for accurate information.

37.12 Business Continuity

Where emergencies disrupt normal operations, the College may implement measures such as:

- Temporary suspension of activities.
- Online learning.
- Adjusted academic calendars.
- Alternative examination arrangements.
- Relocation of learning activities where necessary.

Students shall cooperate with these arrangements to minimize disruption.

37.13 Incident Reporting

Students shall promptly report incidents including:

- Injuries.
- Theft.
- Property damage.
- Harassment.
- Violence.
- Fire hazards.
- Laboratory accidents.
- Security breaches.
- Unsafe conditions.

Reports shall be submitted through the established reporting channels.

37.14 Safety Awareness and Training

The College shall organize regular programmes on:

- Fire safety.
- First aid.
- Disaster preparedness.
- Infection prevention and control.
- Occupational safety.
- Personal security.
- Emergency response.

Students are encouraged to participate actively in these programmes.

37.15 Monitoring and Review

The College shall regularly review safety and emergency preparedness through:

- Safety inspections.
- Fire drills.
- Incident investigations.
- Risk assessments.
- Student feedback.
- Internal audits.
- Management reviews.

Recommendations shall be implemented to strengthen campus safety.

37.16 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Safety and Health Committee, Security Office, Dean of Students, Heads of Department, and Quality Assurance Office. Matters not expressly covered shall be addressed in accordance with the College Safety and Security Policy, Occupational Safety and Health Policy, Disaster Management Plan, and applicable laws of Kenya.

37.17 Conclusion

Safety is a shared responsibility. Every student has a duty to contribute to a secure, healthy, and supportive learning environment by observing safety regulations, reporting hazards, and cooperating during emergencies.

Lunesberg Medical Training College remains committed to safeguarding the welfare of its students and staff while fostering a culture of preparedness, resilience, and continuous improvement. Through collective responsibility and vigilance, the College

aims to ensure that learning and professional development take place in a safe and secure environment.

CHAPTER THIRTY-EIGHT

APPENDICES, FORMS AND TEMPLATES

38.1 Introduction

This chapter contains standard forms, declarations, templates, and reference documents that support the implementation of the policies and procedures contained in this Student Handbook. Students are required to complete the relevant forms accurately and submit them to the appropriate College office within the prescribed timelines.

The College may revise these forms from time to time without necessarily revising the entire Student Handbook.

APPENDIX A: Student Personal Information Form

Student Details

- Full Name: _____
- Admission Number: _____
- National ID/Passport Number: _____
- Date of Birth: _____
- Gender: _____
- Nationality: _____
- Programme: _____
- Department: _____
- Mode of Study: _____
- Intake: _____

Contact Information

- Postal Address: _____
- Telephone Number: _____
- Email Address: _____
- Physical Address: _____

Emergency Contact

- Name: _____
- Relationship: _____
- Telephone Number: _____

APPENDIX B: Student Code of Conduct Declaration

I declare that I have received, read, understood, and agree to comply with the Lunesberg Medical Training College Student Handbook, College Rules, Regulations, Policies, and the Student Code of Conduct.

I understand that failure to comply may result in disciplinary action.

Student Name: _____

Signature: _____

Date: _____

APPENDIX C: Student Medical Declaration Form

Students are encouraged to disclose any medical conditions or support needs that may affect their learning or safety so that the College can make reasonable arrangements where appropriate.

- Blood Group (Optional): _____
- Allergies (Optional): _____
- Current Medication (Optional): _____
- Emergency Medical Contact: _____

Declaration:

I certify that the information provided is true and complete to the best of my knowledge.

Student Signature: _____

Date: _____

APPENDIX D: Student Clearance Form

The following offices shall confirm student clearance before graduation or withdrawal:

Office	Signature Date
Academic Department	
Finance Office	
Library	
ICT Department	
Clinical Coordination Office	
Dean of Students	
Registry	
Principal	

APPENDIX E: Student Exit Form

Reason for Exit:

☐ Graduation

☐ Transfer

☐ Withdrawal

☐ Deferment

☐ Discontinuation

Student Comments:

Suggestions for Improvement:

Student Signature: _____

Date: _____

APPENDIX F: Student Complaint Form

- Name (Optional): _____
- Admission Number (Optional): _____
- Department: _____
- Nature of Complaint:

Desired Resolution:

Date Submitted: _____

APPENDIX G: Student Feedback Form

Please rate the following:

Service	Excellent	Good	Fair	Poor
Teaching	☐	☐	☐	☐
Library	☐	☐	☐	☐
ICT Services	☐	☐	☐	☐
Clinical Training	☐	☐	☐	☐
Student Welfare	☐	☐	☐	☐
Finance Office	☐	☐	☐	☐

Additional Comments:

APPENDIX H: Clinical Placement Checklist

Before reporting for clinical placement, students shall confirm that they have:

☐ Paid the required fees.

☐ Registered for the semester.

☐ Received clinical placement instructions.

☐ Obtained the required uniform.

☐ Obtained personal protective equipment.

☐ Received logbook and assessment forms.

☐ Completed required immunizations where applicable.

☐ Obtained valid student identification.

APPENDIX I: Student Exit Interview Form

Students completing or leaving the College are encouraged to provide feedback on:

- Academic experience.
- Student services.
- Facilities.
- Clinical training.
- Overall satisfaction.
- Suggestions for improvement.

APPENDIX J: Student Handbook Acknowledgement Form

I acknowledge that I have received a copy of the Lunesberg Medical Training College Student Handbook.

I understand that it is my responsibility to read, understand, and comply with all College rules, regulations, and policies contained in this Handbook.

Student Name: _____

Admission Number: _____

Programme: _____

Signature: _____

Date: _____

Admissions Officer: _____

Official Stamp:

38.2 Review of Appendices

The forms and templates contained in this chapter shall be reviewed periodically by the relevant College departments to ensure they remain current, practical, and compliant with institutional policies and applicable legal requirements.

38.3 Custody of Forms

Official versions of all forms shall be maintained by the Academic Registrar and relevant administrative offices. Electronic versions may also be made available through the College website or Student Information Management System (SIMS).

38.4 Conclusion

These appendices are intended to simplify administrative processes, promote consistency in documentation, and enhance service delivery. Students are encouraged to complete all required forms accurately and submit them within the prescribed timelines to facilitate efficient academic and administrative services.

The College reserves the right to update or introduce additional forms whenever necessary to improve service delivery and regulatory compliance.

END OF STUDENT HANDBOOK

CHAPTER THIRTY-NINE

GLOSSARY OF TERMS, ABBREVIATIONS AND DEFINITIONS

39.1 Introduction

This chapter provides definitions of key terms and abbreviations used throughout the Lunesberg Medical Training College (LMTC) Student Handbook. The glossary is intended to promote a common understanding of institutional policies, academic regulations, clinical training requirements, and administrative procedures.

Unless otherwise stated, these definitions shall apply throughout this Handbook.

39.2 Glossary of Terms

Academic Board

The committee responsible for overseeing academic programmes, examinations, curriculum development, and academic standards of the College.

Academic Calendar

The official schedule showing semester dates, registration periods, examinations, holidays, clinical placements, and graduation.

Academic Integrity

The commitment to honesty, fairness, trust, responsibility, respect, and ethical behaviour in learning, teaching, research, and assessment.

Academic Probation

A period during which a student with unsatisfactory academic performance is monitored and required to improve performance to remain enrolled.

Admission

The formal acceptance of an applicant into an academic programme at the College.

Assessment

Any method used to evaluate a student's knowledge, skills, competence, or professional behaviour.

Attendance

Participation in scheduled lectures, laboratory sessions, tutorials, practical classes, clinical placements, and other approved learning activities.

Clinical Placement

Supervised practical learning conducted in approved healthcare facilities as part of a student's academic programme.

Competency

The demonstrated ability to apply knowledge, skills, values, and professional judgment effectively in healthcare practice.

Continuous Assessment Test (CAT)

An assessment administered during the semester to evaluate students' progress before the final examination.

Course

A defined unit of study forming part of an academic programme.

Credit

The value assigned to a course based on the expected learning workload.

Dean of Students

The College officer responsible for student welfare, discipline, counselling, and co-curricular activities.

Deferment

Temporary interruption of studies with approval from the College.

Examination

A formal assessment conducted at the end of a course or semester to determine learning achievement.

Graduation

The formal award of an academic qualification upon successful completion of all programme requirements.

Industrial Attachment

Structured workplace learning undertaken in approved institutions under supervision.

Learning Management System (LMS)

An electronic platform used to deliver learning materials, assessments, and academic communication.

Plagiarism

Presenting another person's ideas, words, or work as one's own without appropriate acknowledgement.

Principal

The Chief Executive Officer and Academic Head of the College.

Quality Assurance

Planned and systematic activities designed to ensure the quality of academic programmes and institutional services.

Registration

The official process through which an admitted student enrolls for a semester or academic programme.

Semester

A defined academic study period within an academic year.

Student Information Management System (SIMS)

The electronic system used to manage student records, admissions, examinations, fees, and academic information.

Transcript

An official record showing the courses taken and grades obtained by a student.

39.3 Common Abbreviations

Abbreviation	Meaning
LMTC	Lunesberg Medical Training College
SRC	Student Representative Council
CAT	Continuous Assessment Test
GPA	Grade Point Average
ICT	Information and Communication Technology
LMS	Learning Management System
SIMS	Student Information Management System
PPE	Personal Protective Equipment
CPD	Continuing Professional Development
QA	Quality Assurance
HOD	Head of Department
HR	Human Resource
SOP	Standard Operating Procedure
IPC	Infection Prevention and Control
OSH	Occupational Safety and Health
CPR	Cardiopulmonary Resuscitation

39.4 Interpretation of Terms

Where uncertainty arises regarding the meaning of any term used in this Handbook:

- The context in which the term is used shall be considered.
- The interpretation adopted by the College shall prevail.
- Reference may be made to applicable College policies and Kenyan laws.

39.5 Amendments to the Glossary

The College may revise or expand this glossary from time to time to reflect:

- Changes in legislation.
- New academic programmes.
- Emerging healthcare terminology.
- Institutional policy updates.
- Regulatory requirements.

Students shall be notified of significant revisions through official communication channels.

39.6 Conclusion

A common understanding of institutional terminology promotes effective communication, consistent application of policies, and efficient administration. Students are encouraged to familiarize themselves with the terms and abbreviations contained in this glossary to enhance their understanding of College operations and academic requirements.

This glossary shall be read together with all other chapters of the Student Handbook and shall guide the interpretation of institutional policies where applicable.

CHAPTER FORTY

FINAL PROVISIONS, OFFICIAL DECLARATION AND STUDENT COMMITMENT

40.1 Introduction

This chapter marks the conclusion of the Lunesberg Medical Training College (LMTC) Student Handbook. It provides the final provisions governing the implementation of the Handbook, outlines the responsibilities of students and the College, and serves as the official declaration of the College's commitment to providing quality healthcare education.

The Handbook shall be read as a single, integrated document, and all students are expected to comply with its provisions throughout their period of study.

40.2 Legal Status of the Handbook

This Student Handbook is an official institutional document approved by the Governing Council of Lunesberg Medical Training College.

It shall:

- Guide student conduct and academic life.

- Complement other College policies and procedures.
- Support the implementation of academic and administrative regulations.
- Promote consistency, fairness, and accountability in decision-making.

Where any provision of this Handbook conflicts with the laws of Kenya or binding regulatory requirements, the applicable law or regulation shall prevail.

40.3 General Responsibilities of Students

Every student shall:

- Read and understand this Handbook.
- Comply with all College policies and procedures.
- Maintain high standards of professionalism and integrity.
- Respect the rights and dignity of others.
- Protect College property and resources.
- Uphold academic honesty.
- Promote peaceful coexistence within the College community.
- Serve as an ambassador of the College during and after their studies.

40.4 Institutional Commitment

Lunesberg Medical Training College commits to:

- Delivering quality education and training.
- Providing competent and qualified trainers.
- Maintaining modern learning facilities.
- Promoting student welfare and inclusion.
- Supporting research, innovation, and community service.
- Ensuring transparency, fairness, and accountability.
- Continuously improving institutional performance.
- Complying with applicable laws and regulatory requirements.

The College shall strive to maintain a learning environment that supports academic excellence, ethical conduct, and professional growth.

40.5 Compliance

Failure by a student to comply with the provisions of this Handbook may result in corrective or disciplinary action in accordance with the College's disciplinary procedures and the principles of natural justice.

Similarly, the College shall ensure that all decisions affecting students are made fairly, impartially, and in accordance with approved policies and procedures.

40.6 Non-Discrimination

The College shall promote equality of opportunity and shall not discriminate unlawfully in the administration of its academic programmes, student services, admissions, or disciplinary processes.

Every member of the College community shall contribute to creating a respectful, inclusive, and supportive learning environment.

40.7 Continuous Improvement

The College recognizes that excellence requires continuous evaluation and improvement.

Accordingly, the Student Handbook shall be reviewed periodically to:

- Reflect changes in educational practice.
- Respond to developments in healthcare training.
- Incorporate stakeholder feedback.
- Align with regulatory and legal requirements.
- Improve student services and academic quality.

40.8 Official Student Declaration

I, _____,

Admission Number: _____

Programme: _____,

declare that:

- I have received the Lunesberg Medical Training College Student Handbook.
- I have read and understood its contents.
- I agree to comply with all College rules, regulations, policies, and procedures.
- I understand that failure to comply may result in disciplinary action.
- I undertake to uphold the values of integrity, professionalism, respect, compassion, accountability, innovation, and excellence throughout my period of study.

Student Signature: _____

Date: _____

40.9 Official Declaration by the College

The Management and Governing Council of Lunesberg Medical Training College affirm their commitment to implementing this Student Handbook fairly, consistently, and in accordance with the Constitution of Kenya, applicable laws, and relevant regulatory standards.

The College shall ensure that every student receives equal opportunities to learn, develop professionally, and achieve their academic goals in a safe and supportive environment.

40.10 Official Approval

This Student Handbook is approved for implementation by the Governing Council of Lunesberg Medical Training College.

Approved By:

Chairperson, Governing Council

Name: _____

Signature: _____

Date: _____

Principal

Name: _____

Signature: _____

Date: _____

Academic Registrar

Name: _____

Signature: _____

Date: _____

Dean of Students

Name: _____

Signature: _____

Date: _____

CHAPTER FORTY-ONE

DIGITAL LEARNING, ARTIFICIAL INTELLIGENCE (AI) AND RESPONSIBLE USE OF TECHNOLOGY

41.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes the growing importance of digital technologies in healthcare education and professional practice. The College encourages the responsible use of digital learning tools, artificial intelligence (AI), and information and communication technologies (ICT) to enhance teaching, learning, research, and innovation while maintaining academic integrity, professionalism, and patient confidentiality.

This chapter establishes guidelines for the ethical and responsible use of technology by students.

41.2 Objectives

The objectives of this chapter are to:

- Promote responsible and ethical use of digital technologies.
- Enhance digital literacy among students.
- Encourage innovation in healthcare education.
- Protect academic integrity and personal data.
- Promote cybersecurity awareness.

- Prepare students for technology-driven healthcare environments.

41.3 Digital Learning Resources

Students may access approved digital learning resources, including:

- Learning Management System (LMS).
- Student Information Management System (SIMS).
- Online library databases.
- Virtual classrooms.
- Digital textbooks and journals.
- Educational videos and simulations.
- Approved healthcare learning applications.

Students are expected to use these resources responsibly and in accordance with College policies.

41.4 Responsible Use of Artificial Intelligence

Artificial intelligence (AI) tools may be used to support learning by assisting with:

- Understanding complex concepts.
- Generating study notes or revision materials.
- Language improvement and proofreading.
- Data organization and analysis.
- Brainstorming ideas for assignments or research.

However, students shall not:

- Submit AI-generated work as their own without proper acknowledgement where required.
- Use AI to cheat during examinations or assessments.
- Fabricate research data or references.
- Generate false patient records or clinical documentation.
- Use AI in any manner that compromises academic integrity or professional ethics.

41.5 Academic Integrity in Digital Learning

Students shall:

- Produce original academic work.
- Properly acknowledge sources of information.
- Avoid plagiarism and unauthorized collaboration.
- Follow assessment instructions provided by lecturers.

- Use AI and digital tools only as permitted by the College and course requirements.

Violations may lead to disciplinary action.

41.6 Cybersecurity

Students shall protect College information systems by:

- Keeping passwords confidential.
- Using strong passwords.
- Logging out of shared devices.
- Avoiding unauthorized access to College systems.
- Reporting suspected cyber incidents immediately.
- Protecting electronic devices from malware and unauthorized use.

Students shall not attempt to hack, disrupt, or misuse College ICT infrastructure.

41.7 Data Privacy and Confidentiality

Students shall safeguard personal and institutional information, particularly during clinical training.

They shall:

- Respect patient confidentiality.
- Protect sensitive electronic records.
- Use College systems only for authorized purposes.
- Comply with the College Data Protection Policy and applicable laws.
- Avoid sharing confidential information on social media or other online platforms.

41.8 Online Conduct

Students are expected to demonstrate professionalism during online learning and communication.

Students shall:

- Communicate respectfully.
- Use appropriate language.
- Participate honestly in online discussions.
- Avoid cyberbullying, harassment, or abusive behaviour.
- Respect intellectual property rights.

Professional standards applicable to face-to-face interactions also apply in virtual environments.

41.9 Use of Personal Devices

Students may use personal laptops, tablets, and smartphones for educational purposes, provided that:

- Devices do not disrupt teaching and learning.
- Use complies with College ICT policies.
- Security measures are maintained.
- Devices are used responsibly during lectures and clinical placements.

The College shall not be responsible for loss or damage to personal devices.

41.10 Digital Communication

Official communication shall be conducted through approved College platforms such as:

- Official email.
- Learning Management System (LMS).
- Student portal.
- Official messaging platforms approved by the College.

Students are responsible for checking these platforms regularly for important announcements.

41.11 Intellectual Property

Students shall respect copyright and intellectual property rights when using:

- Digital books.
- Research publications.
- Educational software.
- Images and videos.
- AI-generated content.
- Multimedia resources.

Unauthorized copying, distribution, or commercial use of copyrighted materials is prohibited.

41.12 Digital Innovation

The College encourages students to explore innovative digital solutions that improve:

- Healthcare delivery.
- Patient education.
- Public health awareness.
- Medical research.
- Health information management.
- Telemedicine and digital health services.

Innovation shall always comply with ethical, legal, and professional standards.

41.13 Monitoring and Compliance

The College may monitor the use of institutional ICT systems to:

- Protect system security.
- Prevent misuse.
- Ensure compliance with College policies.
- Investigate suspected misconduct.

Monitoring shall be conducted in accordance with applicable laws and respect for privacy.

41.14 Interpretation

The implementation of this chapter shall be coordinated by the ICT Department, Academic Registrar, Quality Assurance Office, Dean of Students, and College Management. Matters not expressly covered shall be addressed in accordance with the College ICT Policy, Data Protection Policy, Academic Integrity Policy, and applicable laws of Kenya.

41.15 Conclusion

Technology is transforming healthcare education and professional practice. Lunesberg Medical Training College encourages students to embrace digital innovation while maintaining integrity, professionalism, respect for privacy, and ethical responsibility.

By using technology wisely and responsibly, students will strengthen their academic performance, enhance their professional competence, and prepare themselves for

modern healthcare environments where digital skills and ethical decision-making are increasingly essential.

CHAPTER FORTY-TWO

INTERNATIONAL STUDENTS, GLOBAL HEALTH AND INTERNATIONALIZATION

42.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to promoting internationalization in healthcare education by welcoming students from different countries, fostering cultural diversity, and preparing graduates to work in multicultural and global healthcare environments.

The College recognizes that healthcare challenges transcend national borders and therefore encourages global collaboration, intercultural understanding, and adherence to internationally accepted standards of healthcare practice.

42.2 Objectives

The objectives of this chapter are to:

- Support international students throughout their academic journey.
- Promote cultural diversity and inclusion.
- Prepare students for global healthcare practice.
- Encourage international academic partnerships and exchanges.
- Foster intercultural competence and professional collaboration.
- Enhance the College's international profile.

42.3 Admission of International Students

International applicants shall satisfy the College's admission requirements and provide all documentation required under Kenyan law, which may include:

- Certified academic certificates and transcripts.
- Valid passport or other travel document.
- Student visa or permit, where required.
- Evidence of English language proficiency where applicable.
- Passport-size photographs.
- Medical fitness documentation, where applicable.
- Any additional documents required by the College or relevant government authorities.

Admission shall be subject to verification of academic qualifications and compliance with immigration requirements.

42.4 Orientation for International Students

The College shall organize orientation programmes covering:

- Academic regulations.
- Student support services.
- Campus facilities.
- Healthcare services.
- Safety and security.
- Cultural integration.
- Immigration and legal obligations.
- Local customs and community expectations.

International students are encouraged to participate fully in orientation activities.

42.5 Student Welfare

International students shall have access to the same student support services available to local students, including:

- Academic advising.
- Counselling services.
- Career guidance.
- Library services.
- ICT support.
- Student leadership opportunities.
- Clubs and associations.
- Health and wellness services.

The College shall promote equal treatment and inclusion.

42.6 Immigration Compliance

International students are responsible for:

- Maintaining valid immigration status.
- Complying with visa or permit conditions.
- Renewing immigration documents before expiry.
- Informing the College of changes affecting their immigration status.
- Complying with the laws of Kenya.

Failure to comply with immigration requirements may affect continued enrolment.

42.7 Cultural Diversity and Inclusion

LMTC values diversity and encourages mutual respect among students from different cultural, religious, linguistic, and national backgrounds.

Students shall:

- Respect cultural differences.
- Avoid discrimination or harassment.
- Promote peaceful coexistence.
- Participate in intercultural activities.
- Foster an inclusive learning environment.

42.8 Global Health Education

The College shall encourage awareness of global health issues, including:

- Emerging infectious diseases.
- Non-communicable diseases.
- Maternal and child health.
- Environmental health.
- Climate change and health.
- Universal health coverage.
- Health systems strengthening.
- Global health security.

Students are encouraged to appreciate healthcare challenges from both local and international perspectives.

42.9 International Partnerships

The College may establish partnerships with:

- Universities.
- Medical training institutions.
- Hospitals.
- Research organizations.
- Professional bodies.
- International development agencies.
- Non-governmental organizations.

These partnerships may support student exchange, research, staff development, clinical exposure, and collaborative learning opportunities.

42.10 Student Exchange Programmes

Subject to availability and institutional agreements, students may participate in approved exchange programmes.

Selection shall be based on:

- Academic performance.
- Professional conduct.
- Language proficiency where required.
- Compliance with programme requirements.
- Availability of placement opportunities.

Participation shall be subject to approval by the College.

42.11 International Professional Ethics

Students participating in international programmes shall:

- Respect the laws and customs of host countries.
- Uphold professional ethics.
- Respect patient rights and confidentiality.
- Represent LMTC responsibly.
- Maintain professionalism at all times.

42.12 International Alumni

International graduates are encouraged to remain active members of the LMTC Alumni Association by:

- Participating in alumni activities.
- Supporting mentorship programmes.
- Promoting international collaboration.
- Sharing professional experiences.
- Supporting student career development.

42.13 Student Responsibilities

All students shall:

- Promote mutual respect.
- Support diversity and inclusion.
- Observe international standards of professional conduct.
- Respect cultural differences.
- Comply with applicable laws and institutional policies.
- Serve as ambassadors of the College both locally and internationally.

42.14 Monitoring and Evaluation

The College shall periodically review its internationalization initiatives through:

- Student feedback.
- Graduate outcomes.
- Partnership evaluations.
- International student satisfaction surveys.
- Quality assurance reviews.
- Institutional performance indicators.

The findings shall guide continuous improvement.

42.15 Interpretation

The implementation of this chapter shall be coordinated by the Academic Registrar, International Programmes Office (where established), Dean of Students, Quality Assurance Office, and the Principal. Matters not expressly covered shall be addressed in accordance with applicable Kenyan laws, College policies, and international agreements governing education and student mobility.

42.16 Conclusion

Lunesberg Medical Training College is committed to preparing graduates who are competent, culturally sensitive, and capable of contributing to healthcare systems in Kenya, Africa, and the wider global community.

By embracing diversity, fostering international collaboration, and promoting excellence in healthcare education, LMTC seeks to produce professionals who can respond effectively to local and global health challenges while upholding the highest standards of ethics, professionalism, and compassionate care.

CHAPTER FORTY-THREE

ETHICS, PROFESSIONALISM AND PROFESSIONAL CONDUCT

43.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to producing healthcare professionals who demonstrate the highest standards of ethics, professionalism, integrity, and accountability. Every student is expected to uphold these values throughout their academic training, clinical practice, and future professional career.

Professional conduct is fundamental to patient safety, public trust, and the reputation of the College and the healthcare profession.

43.2 Objectives

The objectives of this chapter are to:

- Promote ethical behaviour and professional conduct.
- Foster integrity, accountability, and responsibility.
- Prepare students for ethical decision-making in healthcare.
- Protect the rights, dignity, and safety of patients.
- Promote respect for professional standards and regulatory requirements.

43.3 Core Professional Values

Every LMTC student shall uphold the following values:

- Integrity.
- Professionalism.
- Respect.
- Compassion.
- Accountability.
- Excellence.
- Honesty.
- Confidentiality.
- Fairness.
- Teamwork.
- Service to humanity.
- Lifelong learning.

These values shall guide students in all academic, clinical, and social interactions.

43.4 Standards of Professional Conduct

Students shall:

- Demonstrate honesty in all academic and clinical activities.
- Respect lecturers, staff, patients, fellow students, and visitors.
- Report for classes and clinical placements punctually.
- Wear the approved College or clinical uniform where required.
- Maintain high standards of personal hygiene and grooming.
- Communicate courteously and professionally.
- Accept responsibility for their actions.
- Work collaboratively with others.

43.5 Patient-Centred Care

During clinical training, students shall:

- Treat every patient with dignity and respect.
- Maintain patient privacy and confidentiality.
- Obtain appropriate consent before participating in patient care, where required.
- Demonstrate empathy and compassion.
- Respect cultural, religious, and personal beliefs.
- Prioritize patient safety at all times.

Students shall work under appropriate supervision and within the limits of their competence.

43.6 Professional Boundaries

Students shall maintain appropriate professional boundaries by:

- Avoiding exploitation of patients or colleagues.
- Refraining from accepting inappropriate gifts or favours.
- Avoiding conflicts of interest.
- Maintaining respectful professional relationships.
- Using social media responsibly.

Professional relationships shall always be guided by ethical principles and respect.

43.7 Confidentiality

Students shall protect confidential information obtained during:

- Clinical practice.
- Classroom learning.
- Research.
- Student leadership.
- Administrative activities.

Confidential information shall not be disclosed without lawful authority or appropriate authorization, except where required by law.

43.8 Ethical Decision-Making

Students are encouraged to:

- Identify ethical issues objectively.
- Consider patient welfare.
- Respect legal and professional obligations.
- Seek guidance from supervisors where necessary.
- Make informed and responsible decisions.

Ethical dilemmas should be discussed with lecturers or clinical supervisors before action is taken.

43.9 Professional Appearance

Students shall present themselves professionally by:

- Wearing clean and appropriate attire.
- Maintaining good personal hygiene.
- Wearing the prescribed clinical uniform and identification badge during clinical practice.
- Keeping hair, nails, and accessories consistent with infection prevention and safety requirements.
- Avoiding clothing or accessories that compromise safety or professionalism.

43.10 Communication and Teamwork

Students shall:

- Communicate respectfully and effectively.
- Listen actively to patients and colleagues.

- Work collaboratively within multidisciplinary healthcare teams.
- Resolve disagreements professionally.
- Report concerns through appropriate channels.

Professional communication contributes to quality patient care and effective teamwork.

43.11 Professional Misconduct

Examples of professional misconduct include:

- Dishonesty.
- Breach of confidentiality.
- Falsification of records.
- Harassment or discrimination.
- Bullying.
- Theft.
- Substance misuse while engaged in College or clinical activities.
- Negligence.
- Abuse of patients or colleagues.
- Unprofessional behaviour on social media.

Professional misconduct may result in disciplinary action by the College and, where applicable, reporting to relevant authorities.

43.12 Leadership and Accountability

Students are expected to demonstrate leadership by:

- Acting responsibly.
- Serving as positive role models.
- Promoting ethical behaviour.
- Supporting fellow students.
- Contributing positively to the College community.
- Accepting accountability for personal actions and decisions.

Leadership is based on service, integrity, and professionalism.

43.13 Continuous Professional Development

Students are encouraged to cultivate lifelong learning by:

- Participating in workshops and seminars.
- Reading current scientific literature.

- Engaging in research and innovation.
- Seeking mentorship.
- Reflecting on professional experiences.
- Pursuing continuing professional development after graduation.

43.14 Reporting Ethical Concerns

Students who become aware of unethical or unsafe practices are encouraged to report concerns promptly through established College channels.

The College shall:

- Handle reports fairly and confidentially.
- Protect individuals from retaliation where reports are made in good faith.
- Investigate concerns objectively.
- Take appropriate corrective action where necessary.

43.15 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Academic Registrar, Dean of Students, Heads of Department, Clinical Coordinators, and the Quality Assurance Office. Matters not expressly covered shall be addressed in accordance with the College Code of Conduct, Academic Policy, Clinical Training Policy, and applicable laws and professional standards in Kenya.

43.16 Conclusion

Ethics and professionalism form the foundation of quality healthcare. Every student of Lunesberg Medical Training College has a responsibility to uphold the highest standards of integrity, compassion, accountability, and respect in all academic, clinical, and personal activities.

By embracing these principles, students will earn the trust of patients, colleagues, employers, and society while contributing to safe, ethical, and high-quality healthcare services. The College expects every graduate to become a responsible healthcare professional and an ambassador of excellence throughout their career.

CHAPTER FORTY-FOUR

CLINICAL COMPETENCY, SKILLS DEVELOPMENT AND PROFESSIONAL PRACTICE

44.1 Introduction

Clinical education is a cornerstone of healthcare training at Lunesberg Medical Training College (LMTC). It bridges classroom learning with practical experience, enabling students to develop the knowledge, clinical skills, professional attitudes, and ethical values required for safe and effective healthcare practice.

The College is committed to providing structured clinical education through approved hospitals, health centres, laboratories, community health facilities, and other accredited healthcare institutions.

44.2 Objectives

The objectives of this chapter are to:

- Develop competent and confident healthcare professionals.
- Integrate theoretical knowledge with clinical practice.
- Promote patient safety and quality healthcare.
- Strengthen professional ethics and communication skills.
- Ensure students achieve programme-specific clinical competencies.
- Foster lifelong learning and reflective practice.

44.3 Clinical Learning Outcomes

Upon completion of clinical training, students should be able to:

- Apply theoretical knowledge in real healthcare settings.
- Demonstrate competence in essential clinical procedures.
- Communicate effectively with patients, families, and healthcare teams.
- Apply infection prevention and control measures.
- Practice within professional and ethical standards.
- Maintain accurate patient documentation under supervision.
- Demonstrate critical thinking and sound clinical judgment.
- Respect patient rights, dignity, and confidentiality.

44.4 Clinical Placement Requirements

Before reporting for clinical placement, every student shall:

- Be officially registered for the semester.
- Meet the academic requirements for placement.
- Be medically fit for clinical training.
- Wear the approved clinical uniform.
- Carry a valid student identification card.
- Possess the required clinical logbook.
- Attend the mandatory clinical orientation programme.
- Comply with any additional requirements of the placement facility.

Failure to meet these requirements may result in postponement of placement.

44.5 Clinical Conduct

Students shall:

- Report to duty punctually.
- Follow the duty roster.
- Respect patients and healthcare workers.
- Observe confidentiality at all times.
- Maintain professional appearance.
- Follow instructions from supervisors.
- Practice only within their level of competence and under appropriate supervision.
- Report incidents, accidents, or near misses promptly.

44.6 Clinical Skills Development

Students shall progressively develop competencies in accordance with their programme of study. Skills development may include:

- Patient assessment.
- Vital signs measurement.
- Infection prevention and control.
- Basic life support.
- Safe medication practices (under supervision and within programme scope).
- Specimen collection and handling.
- Wound care assistance.
- Documentation and record keeping.
- Health education and patient counselling.
- Community health activities.

Clinical skills shall be performed under the guidance of qualified supervisors and within applicable legal and professional requirements.

44.7 Clinical Supervision

Clinical supervision shall be provided by:

- Clinical instructors.
- Qualified healthcare professionals.
- Approved preceptors.
- College lecturers.

Supervisors shall:

- Guide student learning.
- Demonstrate procedures.
- Assess competence.
- Provide constructive feedback.
- Ensure patient safety.

44.8 Clinical Logbook

Every student shall maintain an official clinical logbook.

The logbook shall include:

- Clinical objectives.
- Procedures observed.
- Procedures performed under supervision.
- Competency assessments.
- Reflective learning entries.
- Supervisor comments and signatures.
- Attendance records.

Falsification of logbook entries constitutes academic and professional misconduct.

44.9 Clinical Assessment

Student performance shall be assessed through:

- Direct observation.
- Practical demonstrations.

- Objective Structured Clinical Examinations (OSCEs), where applicable.
- Logbook evaluation.
- Supervisor reports.
- Case presentations.
- Professional conduct assessments.
- Reflective practice assignments.

Students must achieve the required competencies before progression or graduation.

44.10 Patient Safety

Patient safety shall be the highest priority during clinical training.

Students shall:

- Verify patient identity before procedures.
- Follow standard precautions.
- Report clinical errors or near misses immediately.
- Seek assistance when uncertain.
- Practice within the limits of their competence.
- Respect patient rights and informed decision-making.

Students shall never perform procedures independently unless authorized and competent to do so.

44.11 Reflective Practice

Students are encouraged to engage in reflective practice by:

- Evaluating clinical experiences.
- Identifying strengths and learning needs.
- Seeking feedback from supervisors.
- Developing personal improvement plans.
- Applying lessons learned to future practice.

Reflective practice supports continuous professional growth.

44.12 Professional Behaviour During Clinical Placement

Students shall demonstrate:

- Respect.
- Compassion.
- Honesty.
- Accountability.
- Effective communication.
- Teamwork.
- Confidentiality.
- Cultural sensitivity.
- Emotional maturity.
- Professional responsibility.

Any behaviour that compromises patient safety or the reputation of the College may result in disciplinary action.

44.13 Clinical Attendance

Students are expected to attend all scheduled clinical sessions.

Absence shall be reported promptly and supported by appropriate documentation where required.

Missed clinical hours may need to be made up in accordance with programme requirements.

44.14 Continuous Quality Improvement in Clinical Training

The College shall continually improve clinical education through:

- Regular review of clinical placement sites.
- Student and supervisor feedback.
- Clinical audits.
- Competency evaluations.
- Staff development.
- Partnerships with healthcare institutions.
- Quality assurance reviews.

44.15 Interpretation

The implementation of this chapter shall be coordinated by the Clinical Placement Office, Heads of Department, Clinical Coordinators, Academic Registrar, Quality Assurance Office, and the Principal. Matters not expressly covered shall be addressed in accordance with the College Clinical Training Policy, programme regulations, and applicable professional and legal requirements in Kenya.

44.16 Conclusion

Clinical training is the foundation upon which competent healthcare professionals are built. Lunesberg Medical Training College is committed to ensuring that every student graduates with the knowledge, practical skills, ethical values, and professional confidence necessary to provide safe, compassionate, and evidence-based healthcare.

Students are encouraged to approach every clinical experience with humility, curiosity, professionalism, and a commitment to lifelong learning. Through dedication and adherence to professional standards, every graduate will be well prepared to serve individuals, families, and communities with excellence and integrity.

CHAPTER FORTY-FIVE

ALUMNI RELATIONS, CAREER DEVELOPMENT AND GRADUATE EMPLOYABILITY

45.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to supporting students beyond graduation by promoting lifelong engagement through its Alumni Association, career development programmes, and graduate employability initiatives. The College recognizes that the success of its graduates reflects the quality of its education and contributes to the advancement of healthcare services in Kenya and beyond.

This chapter provides guidance on alumni engagement, career preparation, professional networking, and lifelong learning.

45.2 Objectives

The objectives of this chapter are to:

- Strengthen relationships between the College and its graduates.
- Enhance graduate employability and career readiness.
- Promote lifelong learning and continuous professional development.
- Encourage mentorship between alumni and current students.
- Build partnerships with employers and professional bodies.
- Support entrepreneurship and innovation among graduates.

45.3 Alumni Association

LMTC shall establish and support an Alumni Association to:

- Foster communication among graduates.
- Promote networking opportunities.
- Encourage alumni participation in College programmes.
- Support mentorship initiatives.
- Contribute to institutional development.
- Promote the reputation of the College.

All graduates are encouraged to become active members of the Alumni Association.

45.4 Career Development Services

The College shall provide career development support through:

- Career guidance and counselling.
- CV and résumé writing workshops.
- Job interview preparation.
- Professional communication training.
- Career fairs and employer forums.
- Employment opportunity notices.
- Career mentorship programmes.

Students are encouraged to participate actively in these programmes before graduation.

45.5 Graduate Employability

To enhance employability, the College shall promote:

- Competency-based education and training.
- Clinical competence.
- Professional ethics.
- Communication and teamwork skills.
- Leadership development.
- Digital literacy.
- Problem-solving and critical thinking.
- Entrepreneurship.

Graduates are expected to maintain professionalism in all employment settings.

45.6 Professional Registration

Where applicable, graduates shall be responsible for seeking registration, licensing, or certification with the relevant professional or regulatory bodies before engaging in professional practice.

The College may provide guidance on registration requirements, but compliance remains the responsibility of the graduate.

45.7 Continuing Professional Development (CPD)

Graduates are encouraged to pursue lifelong learning through:

- CPD courses.
- Workshops and seminars.
- Professional conferences.
- Advanced academic programmes.
- Research and innovation.
- Online learning.
- Professional association activities.

Continuous learning helps maintain competence and supports career progression.

45.8 Entrepreneurship

Graduates are encouraged to explore entrepreneurial opportunities in healthcare, including:

- Private medical practice, where legally permitted.
- Community health initiatives.
- Medical supplies and equipment businesses.
- Health consultancy services.
- Health education and training.
- Digital health and telemedicine solutions.
- Social enterprises addressing healthcare needs.

The College may facilitate entrepreneurship awareness programmes and partnerships.

45.9 Employer Engagement

The College shall strengthen collaboration with employers through:

- Clinical partnerships.
- Industrial attachments.
- Graduate recruitment forums.
- Employer feedback surveys.
- Curriculum review consultations.
- Internship and employment opportunities.

Employer feedback shall inform continuous improvement of academic programmes.

45.10 Alumni Contributions

Alumni are encouraged to contribute to the growth of the College by:

- Mentoring current students.
- Participating in guest lectures.
- Offering internship or employment opportunities.
- Supporting scholarships and fundraising initiatives.
- Participating in curriculum review.
- Promoting the College locally and internationally.

45.11 Graduate Tracking

The College may maintain a graduate tracer system to:

- Monitor graduate employment outcomes.
- Assess employer satisfaction.
- Evaluate programme relevance.
- Identify labour market trends.
- Strengthen quality assurance.

Graduates are encouraged to update their contact information to facilitate ongoing communication.

45.12 Student Responsibilities

Students preparing for graduation shall:

- Participate in career development activities.
- Maintain professional conduct.
- Complete all graduation requirements.
- Prepare professional application documents.
- Build networks responsibly.
- Uphold the reputation of the College.

45.13 Monitoring and Evaluation

The effectiveness of career development and alumni programmes shall be assessed through:

- Graduate employment surveys.
- Employer satisfaction surveys.
- Alumni engagement reports.
- Career services utilization.
- Graduate tracer studies.
- Quality assurance reviews.

Findings shall guide continuous institutional improvement.

45.14 Interpretation

The implementation of this chapter shall be coordinated by the Career Services Office (where established), Alumni Relations Office, Academic Registrar, Quality Assurance Office, Heads of Department, and the Principal. Matters not expressly covered shall be addressed in accordance with applicable College policies and relevant laws of Kenya.

45.15 Conclusion

Graduation marks the beginning of a lifelong professional journey rather than the end of learning. Lunesberg Medical Training College encourages every graduate to remain committed to ethical practice, continuous professional development, innovation, leadership, and service to humanity.

Through strong alumni engagement, career development, and partnerships with employers, the College seeks to produce graduates who are competent, adaptable, and capable of making meaningful contributions to healthcare systems at the local, national, and international levels.

Graduates are encouraged to remain proud ambassadors of Lunesberg Medical Training College and to uphold the values of **Excellence, Integrity, Compassion, Professionalism, and Service** throughout their careers.

CHAPTER FORTY-SIX

SUSTAINABILITY, ENVIRONMENTAL RESPONSIBILITY AND SOCIAL ACCOUNTABILITY

46.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that healthcare professionals have a responsibility not only to care for patients but also to protect the environment and contribute to sustainable development. The College is committed to promoting environmental stewardship, responsible use of resources, climate resilience, and social accountability in all its academic and operational activities.

This chapter outlines the College's commitment to environmental sustainability and the role of students in creating a healthy and sustainable learning environment.

46.2 Objectives

The objectives of this chapter are to:

- Promote environmental conservation and sustainability.
- Encourage responsible use of natural resources.
- Integrate environmental awareness into healthcare education.
- Foster community participation in environmental initiatives.
- Promote climate change awareness and resilience.
- Encourage socially responsible leadership and citizenship.

46.3 Guiding Principles

Environmental sustainability at LMTC shall be guided by the following principles:

- Environmental stewardship.
- Sustainable development.
- Resource efficiency.
- Pollution prevention.
- Waste minimization.
- Climate resilience.
- Community participation.
- Continuous improvement.
- Compliance with environmental laws and regulations.

46.4 Student Responsibilities

Every student shall:

- Keep the College environment clean.
- Dispose of waste in designated receptacles.
- Practice waste segregation where applicable.
- Conserve water and electricity.
- Protect trees, gardens, and landscaped areas.
- Report environmental hazards promptly.
- Participate in environmental conservation activities organized by the College.
- Promote environmental awareness within the College and surrounding communities.

46.5 Waste Management

The College shall promote responsible waste management through:

- Waste reduction initiatives.
- Reuse of appropriate materials.
- Recycling programmes.
- Safe disposal of general waste.
- Proper handling of clinical and laboratory waste.
- Compliance with infection prevention and environmental health standards.

Students shall not dispose of hazardous waste in ordinary waste bins.

46.6 Energy and Water Conservation

Students are encouraged to:

- Switch off lights, fans, computers, and laboratory equipment when not in use.
- Report water leaks or electrical faults immediately.
- Use water responsibly.
- Support energy-saving initiatives.
- Promote sustainable resource utilization.

46.7 Environmental Health

The College shall maintain a healthy campus environment by promoting:

- Proper sanitation.
- Safe drinking water.
- Clean classrooms and laboratories.
- Pest control.

- Air quality improvement.
- Infection prevention and control.
- Safe food handling practices.

Students shall cooperate with all environmental health programmes.

46.8 Climate Change Awareness

LMTC recognizes the impact of climate change on public health.

The College shall promote awareness on:

- Climate-related diseases.
- Disaster preparedness.
- Environmental health risks.
- Sustainable healthcare practices.
- Climate adaptation and mitigation strategies.

Students are encouraged to participate in climate action initiatives.

46.9 Community Social Responsibility

Students are encouraged to participate in community outreach programmes such as:

- Tree planting campaigns.
- Environmental clean-up activities.
- Health education programmes.
- Community sanitation initiatives.
- Public health campaigns.
- Blood donation drives.
- Health screening outreaches.

These activities contribute to community well-being and professional development.

46.10 Sustainable Procurement and Resource Use

Where applicable, the College shall encourage:

- Responsible procurement practices.
- Efficient use of educational materials.
- Reduction of unnecessary printing.
- Digital learning solutions.
- Environmentally responsible purchasing decisions.

Students are encouraged to support paperless learning where practical.

46.11 Research and Innovation for Sustainability

Students are encouraged to undertake research and innovation addressing:

- Environmental health.
- Sustainable healthcare systems.
- Waste management.
- Renewable energy.
- Water conservation.
- Climate resilience.
- Green healthcare technologies.

The College shall support initiatives that contribute to sustainable development.

46.12 Monitoring and Evaluation

The College shall monitor environmental performance through:

- Environmental audits.
- Waste management assessments.
- Student participation reports.
- Campus cleanliness inspections.
- Energy and water conservation reviews.
- Quality assurance evaluations.

Recommendations shall be implemented to improve environmental performance.

46.13 Student Leadership

Student leaders shall:

- Promote environmental awareness.
- Mobilize students for sustainability initiatives.
- Encourage responsible behaviour.
- Participate in environmental committees where established.
- Collaborate with College Management on sustainability programmes.

46.14 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Environmental and Safety Committee, Quality Assurance Office, Dean of Students, Heads of Department, and other relevant offices. Matters not expressly covered shall be addressed in accordance with the College Environmental Policy, Occupational Safety and Health Policy, and applicable environmental laws and regulations of Kenya.

46.15 Conclusion

Environmental sustainability and social accountability are essential responsibilities of every healthcare professional. Lunesberg Medical Training College is committed to nurturing graduates who understand the relationship between environmental health, public health, and sustainable development.

By conserving natural resources, protecting the environment, supporting community development, and embracing sustainable healthcare practices, students contribute to healthier communities and a better future for generations to come.

Every member of the LMTC community is encouraged to be a responsible environmental steward, an advocate for public health, and a champion of sustainable development in both professional practice and everyday life.

CHAPTER FORTY-SEVEN

QUALITY CULTURE, CONTINUOUS IMPROVEMENT AND INSTITUTIONAL EXCELLENCE

47.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to fostering a culture of quality, excellence, accountability, and continuous improvement in all its academic, administrative, clinical, and support services. Quality is the responsibility of every member of the College community, including students, staff, management, and external stakeholders.

This chapter establishes the framework through which students contribute to quality assurance and institutional excellence.

47.2 Objectives

The objectives of this chapter are to:

- Promote a culture of quality and continuous improvement.
- Encourage student participation in quality assurance processes.
- Enhance academic and administrative excellence.
- Improve student satisfaction and learning outcomes.
- Promote accountability and evidence-based decision-making.
- Strengthen institutional competitiveness and reputation.

47.3 Quality Principles

The College shall be guided by the following quality principles:

- Student-centered learning.
- Excellence in teaching and learning.
- Integrity and accountability.
- Continuous improvement.
- Stakeholder participation.
- Evidence-based decision-making.
- Innovation and creativity.
- Transparency and fairness.
- Compliance with regulatory and accreditation requirements.

47.4 Student Participation in Quality Assurance

Students are important partners in quality improvement and are encouraged to participate in:

- Course and lecturer evaluations.
- Student satisfaction surveys.
- Quality assurance committees, where applicable.
- Academic review meetings through student representatives.
- Feedback forums.
- Institutional self-assessment activities.
- Programme evaluation exercises.

Student feedback shall be considered in improving institutional services.

47.5 Quality Improvement Processes

The College shall continuously improve its services through:

- Internal quality audits.
- Academic programme reviews.
- Curriculum evaluation.

- Performance monitoring.
- Risk management.
- Corrective and preventive actions.
- Benchmarking against best practices.
- External quality assessments.

47.6 Academic Excellence

The College shall promote academic excellence by:

- Recruiting qualified trainers.
- Providing adequate learning resources.
- Maintaining effective teaching methodologies.
- Encouraging evidence-based learning.
- Supporting research and innovation.
- Monitoring student performance.
- Strengthening clinical education.

Students are expected to actively contribute to academic excellence through commitment and discipline.

47.7 Service Excellence

All College departments shall strive to provide services that are:

- Timely.
- Professional.
- Responsive.
- Accessible.
- Accurate.
- Fair.
- Student-centered.

Students are encouraged to provide constructive feedback on service delivery.

47.8 Performance Monitoring

The College shall monitor institutional performance using indicators such as:

- Student enrolment and retention.
- Examination performance.
- Graduation rates.

- Clinical competency outcomes.
- Student satisfaction.
- Graduate employment rates.
- Staff performance.
- Stakeholder satisfaction.

Performance data shall guide decision-making and institutional planning.

47.9 Innovation and Best Practices

The College encourages students and staff to:

- Propose innovative ideas.
- Participate in quality improvement projects.
- Share best practices.
- Support digital transformation.
- Adopt evidence-based healthcare practices.
- Promote efficient use of institutional resources.

Innovation shall contribute to institutional growth and improved student experiences.

47.10 Student Responsibilities

Students shall:

- Participate honestly in evaluations and surveys.
- Respect quality assurance processes.
- Report concerns responsibly.
- Comply with College standards.
- Support continuous improvement initiatives.
- Maintain academic integrity.
- Contribute positively to the College community.

47.11 Recognition of Excellence

The College may recognize outstanding performance through:

- Academic awards.
- Leadership awards.
- Community service awards.
- Research and innovation awards.
- Professional conduct awards.

- Sports and extracurricular awards.
- Certificates of merit.

Recognition aims to motivate students to pursue excellence in all areas of College life.

47.12 Continuous Improvement Cycle

LMTC shall apply the **Plan–Do–Check–Act (PDCA)** model to quality improvement:

- **Plan:** Identify objectives, risks, opportunities, and improvement strategies.
- **Do:** Implement approved plans and initiatives.
- **Check:** Monitor outcomes, collect data, and evaluate performance.
- **Act:** Implement corrective actions and continuously improve systems and processes.

Students shall be encouraged to understand and support this quality improvement cycle.

47.13 Monitoring and Review

The Quality Assurance Office shall coordinate periodic reviews through:

- Internal quality audits.
- Student evaluations.
- Departmental reviews.
- Management review meetings.
- External accreditation visits.
- Performance reports.
- Stakeholder consultations.

Recommendations arising from these reviews shall inform institutional improvement.

47.14 Interpretation

The implementation of this chapter shall be coordinated by the Quality Assurance Office, Principal, Academic Registrar, Dean of Students, Heads of Department, and the Governing Council. Matters not expressly covered shall be addressed in accordance with the College Quality Assurance Policy, Strategic Plan, and other relevant institutional policies.

47.15 Conclusion

Quality is not a one-time achievement but a continuous journey. Lunesberg Medical Training College is committed to creating an environment where excellence, accountability, innovation, and continuous improvement become part of the institutional culture.

Every student has a responsibility to contribute to this culture by pursuing academic excellence, providing constructive feedback, respecting institutional standards, and embracing lifelong learning. Through collective commitment, LMTC will continue to produce competent, ethical, and compassionate healthcare professionals who meet the evolving needs of society and the healthcare sector.

CHAPTER FORTY-EIGHT

LEADERSHIP DEVELOPMENT, CIVIC RESPONSIBILITY AND NATIONAL VALUES

48.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to developing graduates who are not only academically competent but also ethical leaders, responsible citizens, and agents of positive social change. The College believes that leadership is a lifelong responsibility founded on integrity, accountability, professionalism, and service to humanity.

This chapter provides guidance on leadership development, civic responsibility, volunteerism, and the promotion of national values.

48.2 Objectives

The objectives of this chapter are to:

- Develop ethical and transformational leaders.
- Promote responsible citizenship and civic engagement.
- Foster integrity, accountability, and professionalism.
- Encourage volunteerism and community service.
- Promote national unity, cohesion, and patriotism.
- Prepare students to become responsible healthcare professionals and community leaders.

48.3 Guiding Principles

Leadership and civic responsibility at LMTC shall be guided by the following principles:

- Integrity.
- Accountability.
- Transparency.
- Respect for human dignity.
- Inclusiveness.
- Service before self.
- Professionalism.
- Social justice.
- Teamwork.
- Lifelong learning.

48.4 Leadership Opportunities

Students are encouraged to develop leadership skills by participating in:

- Student Representative Council (SRC).
- Class representative positions.
- Clubs and societies.
- Academic committees.
- Sports leadership.
- Community outreach programmes.
- Peer mentorship programmes.
- Volunteer activities.

Leadership positions shall be exercised responsibly and in accordance with College policies.

48.5 Responsibilities of Student Leaders

Student leaders shall:

- Represent students fairly and honestly.
- Promote dialogue and peaceful conflict resolution.
- Uphold the College's vision, mission, and values.
- Communicate student concerns through appropriate channels.
- Encourage student participation in College activities.
- Maintain confidentiality where required.
- Serve as role models for professionalism and ethical conduct.

Student leaders shall avoid abuse of office or misuse of College resources.

48.6 Civic Responsibility

Every student is encouraged to:

- Respect the Constitution and laws of Kenya.
- Promote national unity and peaceful coexistence.
- Respect diversity and human rights.
- Participate in lawful community activities.
- Protect public property.
- Promote environmental conservation.
- Uphold ethical conduct in all aspects of life.

Healthcare professionals are expected to demonstrate social responsibility both within and outside the workplace.

48.7 National Values and Principles of Governance

Students shall uphold the national values and principles of governance, including:

- Patriotism.
- National unity.
- Human dignity.
- Equity.
- Social justice.
- Inclusiveness.
- Equality.
- Human rights.
- Non-discrimination.
- Good governance.
- Integrity.
- Transparency.
- Accountability.
- Sustainable development.

These values shall guide students in academic, clinical, and community settings.

48.8 Community Service and Volunteerism

The College encourages students to participate in community service activities such as:

- Medical outreach programmes.
- Health education campaigns.
- Blood donation drives.
- Community sanitation activities.
- Environmental conservation.

- Disaster response support.
- Health promotion initiatives.
- Charity and fundraising events.

Participation in community service enhances leadership, teamwork, and professional development.

48.9 Ethical Leadership

Students shall demonstrate ethical leadership by:

- Acting honestly and fairly.
- Respecting the rights of others.
- Accepting responsibility for decisions.
- Avoiding corruption and conflicts of interest.
- Managing College resources responsibly.
- Promoting accountability and transparency.

Ethical leadership strengthens public confidence in healthcare professionals.

48.10 Conflict Resolution

Students are encouraged to resolve disagreements peacefully through:

- Dialogue.
- Mediation.
- Consultation.
- Respectful communication.
- Established College grievance procedures.

Violence, intimidation, harassment, or destruction of property shall not be tolerated.

48.11 Leadership Development Programmes

The College may organize programmes such as:

- Leadership training workshops.
- Public speaking seminars.
- Professional ethics forums.
- Community engagement projects.
- Team-building activities.
- Governance and civic education sessions.
- Mentorship programmes.

Students are encouraged to participate actively in these opportunities.

48.12 Recognition of Leadership and Service

The College may recognize outstanding leadership and community service through:

- Certificates of recognition.
- Leadership awards.
- Community service awards.
- Volunteer recognition.
- Academic transcripts where applicable.
- Graduation honours, subject to College policies.

Recognition shall be based on merit and demonstrated commitment.

48.13 Monitoring and Evaluation

Leadership and civic engagement programmes shall be evaluated through:

- Student participation records.
- Leadership performance reports.
- Community feedback.
- Student satisfaction surveys.
- Quality assurance reviews.
- Institutional performance indicators.

Recommendations shall support continuous improvement.

48.14 Interpretation

The implementation of this chapter shall be coordinated by the Dean of Students, Student Representative Council, Quality Assurance Office, Heads of Department, and the Principal. Matters not expressly covered shall be addressed in accordance with the College Student Leadership Policy, Code of Conduct, and other relevant institutional policies.

48.15 Conclusion

Leadership is founded on service, integrity, humility, and accountability. Lunesberg Medical Training College seeks to nurture healthcare professionals who are not only

clinically competent but also responsible leaders capable of making meaningful contributions to their communities and society.

Students are encouraged to embrace leadership opportunities, uphold national values, respect diversity, and serve with compassion and professionalism. By doing so, they will contribute to stronger healthcare systems, healthier communities, and sustainable national development while upholding the reputation and values of Lunesberg Medical Training College.

CHAPTER FORTY-NINE

RISK MANAGEMENT, BUSINESS CONTINUITY AND RESILIENCE

49.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that effective risk management is essential for achieving its academic mission, protecting students and staff, safeguarding institutional assets, and ensuring uninterrupted delivery of education and training. The College is committed to identifying, assessing, managing, and monitoring risks while building resilience to respond effectively to emergencies and unexpected disruptions.

This chapter provides the framework for student participation in risk management and business continuity.

49.2 Objectives

The objectives of this chapter are to:

- Promote a proactive culture of risk awareness.
- Protect the health, safety, and welfare of students and staff.
- Ensure continuity of academic programmes during disruptions.
- Strengthen institutional resilience.
- Encourage timely reporting and management of risks.
- Promote compliance with legal and regulatory requirements.

49.3 Guiding Principles

Risk management at LMTC shall be guided by the following principles:

- Prevention is better than cure.
- Shared responsibility.
- Accountability.
- Transparency.

- Timely reporting.
- Evidence-based decision-making.
- Continuous improvement.
- Compliance with applicable laws and College policies.

49.4 Categories of Institutional Risks

The College recognizes various categories of risks, including:

- Academic risks.
- Clinical training risks.
- Health and safety risks.
- Financial risks.
- Information and cybersecurity risks.
- Reputational risks.
- Environmental risks.
- Operational risks.
- Legal and regulatory compliance risks.
- Strategic risks.
- Natural disasters and public health emergencies.

The College shall periodically review these risks and implement appropriate mitigation measures.

49.5 Student Responsibilities

Students shall:

- Comply with College safety rules and procedures.
- Report hazards, accidents, or unsafe conditions immediately.
- Participate in emergency drills and preparedness activities.
- Protect College property and resources.
- Use College facilities responsibly.
- Observe infection prevention and control measures.
- Report suspected fraud, theft, or misconduct through appropriate channels.

Every student shares responsibility for maintaining a safe and secure learning environment.

49.6 Risk Identification and Reporting

Students are encouraged to report risks such as:

- Unsafe classrooms or laboratories.
- Damaged equipment.
- Fire hazards.
- Security concerns.
- Bullying or harassment.
- Cybersecurity incidents.
- Clinical safety concerns.
- Environmental hazards.
- Any activity that may threaten the safety or reputation of the College.

Reports should be made promptly to the relevant College office.

49.7 Business Continuity

The College shall maintain plans to ensure continuity of essential services during disruptions, including:

- Alternative teaching and learning arrangements.
- Online or blended learning where appropriate.
- Temporary relocation of classes.
- Alternative clinical placement arrangements.
- Secure backup of institutional records.
- Communication plans for students and staff.

Students shall cooperate with temporary measures introduced during emergencies.

49.8 Crisis Communication

During emergencies, the College shall communicate through official channels such as:

- Official email.
- Student Information Management System (SIMS).
- Learning Management System (LMS).
- Official SMS notifications.
- Notice boards.
- Official social media platforms where appropriate.

Students are responsible for monitoring official communications and following instructions issued by the College.

49.9 Incident Management

The College shall establish procedures for managing incidents involving:

- Medical emergencies.
- Fires.
- Disease outbreaks.
- Security incidents.
- Cybersecurity breaches.
- Natural disasters.
- Infrastructure failures.
- Clinical placement emergencies.

Incident response shall prioritize the protection of life, health, and property.

49.10 Insurance and Risk Transfer

Where applicable, the College may maintain appropriate insurance cover for institutional risks.

Students are encouraged to familiarize themselves with any insurance arrangements applicable to academic activities, clinical placements, or internships and to comply with related requirements.

49.11 Training and Awareness

The College shall periodically conduct training on:

- Risk awareness.
- Emergency preparedness.
- Fire safety.
- Occupational health and safety.
- Infection prevention and control.
- Cybersecurity awareness.
- Disaster response.
- Business continuity procedures.

Students are expected to participate actively in these programmes.

49.12 Monitoring and Review

Risk management and business continuity measures shall be reviewed through:

- Risk assessments.
- Internal audits.
- Incident investigations.
- Emergency drills.
- Student feedback.
- Management review meetings.
- Quality assurance reviews.

Recommendations shall be implemented to strengthen institutional resilience.

49.13 Student Participation

Students are encouraged to contribute to institutional resilience by:

- Reporting emerging risks.
- Participating in awareness programmes.
- Supporting emergency response activities where appropriate.
- Promoting responsible behaviour among peers.
- Protecting College resources.
- Observing ethical and professional standards.

49.14 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Risk Management Committee, Safety and Health Committee, Quality Assurance Office, Dean of Students, ICT Department, and Heads of Department. Matters not expressly covered shall be addressed in accordance with the College Risk Management Policy, Disaster Management Plan, Business Continuity Plan, and applicable laws of Kenya.

49.15 Conclusion

Effective risk management is a shared responsibility that strengthens the safety, stability, and sustainability of Lunesberg Medical Training College. Every student has a role in identifying risks, preventing incidents, and supporting a resilient learning environment.

By embracing a culture of preparedness, responsibility, and continuous improvement, LMTC will continue to provide quality healthcare education even in the face of changing risks and challenges. Students are encouraged to remain vigilant, proactive, and committed to protecting themselves, their colleagues, and the College community while pursuing academic and professional excellence.

CHAPTER FIFTY

GOVERNANCE, COMPLIANCE AND INSTITUTIONAL ACCOUNTABILITY

50.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to strong governance, accountability, transparency, ethical leadership, and compliance with all applicable laws, regulations, accreditation standards, and institutional policies.

Effective governance ensures that the College achieves its mission of providing quality healthcare education while protecting the interests of students, staff, patients, partners, and the wider community.

This chapter outlines the governance structures, compliance responsibilities, and accountability mechanisms that guide the operations of the College and its relationship with students.

50.2 Objectives

The objectives of this chapter are to:

- Promote effective governance and institutional leadership.
- Ensure compliance with legal and regulatory requirements.
- Strengthen accountability and transparency.
- Define roles and responsibilities of governance structures.
- Promote ethical decision-making.
- Protect student rights and institutional integrity.

50.3 Governance Principles

LMTC governance shall be guided by the following principles:

- Integrity.
- Transparency.
- Accountability.
- Professionalism.
- Student-centred decision-making.
- Fairness and equity.
- Responsible stewardship of resources.
- Compliance with applicable laws.

- Continuous improvement.

50.4 Governing Council

The Governing Council is the highest policy-making body of the College.

Its responsibilities include:

- Providing strategic direction.
- Approving institutional policies.
- Ensuring financial sustainability.
- Monitoring institutional performance.
- Promoting quality education and training.
- Ensuring compliance with regulatory requirements.
- Protecting the interests of students and stakeholders.

The Council shall exercise its duties in accordance with applicable laws and institutional governance instruments.

50.5 College Management

The College Management Team is responsible for implementing approved policies and ensuring effective daily operations.

The Management Team shall:

- Implement strategic plans.
- Coordinate academic and administrative activities.
- Support quality improvement initiatives.
- Ensure efficient use of resources.
- Promote staff and student welfare.
- Maintain compliance with institutional requirements.

50.6 Academic Governance

Academic governance shall ensure the quality and relevance of academic programmes through structures such as:

- Academic Board.
- Heads of Departments.
- Examination Committees.

- Quality Assurance Committees.
- Curriculum Review Committees.

These structures oversee:

- Curriculum implementation.
- Academic standards.
- Examination management.
- Student progression.
- Teaching and learning quality.

50.7 Student Representation

LMTC recognizes students as important stakeholders in institutional governance.

Students may participate through:

- Student Representative Council (SRC).
- Class representatives.
- Student committees.
- Feedback forums.
- Quality improvement activities.

Student representatives shall:

- Present student concerns responsibly.
- Promote constructive engagement.
- Maintain confidentiality where required.
- Support institutional values and policies.

50.8 Compliance Management

The College shall maintain systems to ensure compliance with:

- National laws and regulations.
- Education and training requirements.
- Professional standards.
- Health and safety requirements.
- Data protection requirements.
- Accreditation standards.
- Internal policies and procedures.

Compliance shall be monitored through audits, reviews, inspections, and reporting mechanisms.

50.9 Ethical Conduct and Accountability

All members of the LMTC community shall demonstrate:

- Honesty.
- Professional responsibility.
- Respect for institutional resources.
- Responsible decision-making.
- Avoidance of conflicts of interest.
- Zero tolerance for corruption and unethical practices.

Any suspected misconduct shall be reported through appropriate institutional channels.

50.10 Internal Controls

The College shall maintain internal control systems to promote:

- Proper management of resources.
- Accurate record keeping.
- Financial accountability.
- Prevention of fraud and misuse.
- Protection of institutional assets.

Students shall cooperate with institutional procedures designed to protect College resources.

50.11 Audits and Reviews

The College shall undertake periodic:

- Internal audits.
- Academic reviews.
- Quality assurance assessments.
- Financial audits.
- Compliance reviews.
- Risk assessments.

Recommendations from audits shall be implemented to improve institutional performance.

50.12 Transparency and Communication

The College shall promote transparency through:

- Clear policies and procedures.
- Student information systems.
- Official communication channels.
- Stakeholder engagement forums.
- Publication of relevant institutional information.

Students are encouraged to seek information through approved College channels.

50.13 Protection of Student Rights

The College shall ensure that students:

- Receive fair treatment.
- Have access to academic and support services.
- Can raise concerns without fear of retaliation.
- Are informed about decisions affecting their academic journey.
- Receive fair disciplinary and appeal processes.

50.14 Institutional Accountability

LMTC shall remain accountable to:

- Students.
- Parents and sponsors.
- Regulatory authorities.
- Professional bodies.
- Employers.
- Healthcare partners.
- The community.

Accountability shall be demonstrated through quality education, ethical conduct, responsible management, and continuous improvement.

50.15 Interpretation

The implementation of this chapter shall be coordinated by the Governing Council, Principal, Academic Board, Quality Assurance Office, Academic Registrar, Dean of Students, and relevant institutional committees.

Matters not expressly covered shall be addressed in accordance with College policies, governance instruments, and applicable laws of Kenya.

50.16 Conclusion

Strong governance and accountability are essential for the success and sustainability of Lunesberg Medical Training College. Through effective leadership, ethical practices, regulatory compliance, and stakeholder engagement, LMTC remains committed to delivering excellence in healthcare education.

Every student contributes to good governance by acting responsibly, respecting institutional policies, providing constructive feedback, and upholding the values of integrity, professionalism, and accountability.

Together, the College community shall continue building an institution recognized for quality, innovation, ethical leadership, and excellence in healthcare training.

CHAPTER FIFTY-ONE

PARTNERSHIPS, STAKEHOLDER ENGAGEMENT AND INDUSTRY COLLABORATION

51.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that effective healthcare education requires strong partnerships and collaboration with stakeholders in the health sector, education sector, industry, government, professional bodies, and communities.

Strategic partnerships enhance the quality of training, provide opportunities for clinical exposure, promote research and innovation, improve graduate employability, and strengthen the College's contribution to healthcare development.

This chapter outlines the framework for stakeholder engagement and partnership development.

51.2 Objectives

The objectives of this chapter are to:

- Promote meaningful collaboration with stakeholders.
- Strengthen clinical training and workplace learning opportunities.
- Enhance graduate employability through industry linkages.
- Support research, innovation, and knowledge exchange.
- Promote community health initiatives.
- Improve the relevance and quality of academic programmes.

51.3 Stakeholder Categories

LMTC recognizes the following key stakeholders:

- Students.
- Parents and guardians.
- Alumni.
- Academic staff.
- Government agencies.
- Regulatory authorities.
- Healthcare institutions.
- Clinical training partners.
- Professional associations.
- Employers.
- Research institutions.
- Community organizations.
- Development partners.
- Industry stakeholders.

51.4 Partnership Principles

All partnerships shall be guided by:

- Mutual benefit.
- Transparency.
- Accountability.
- Professional integrity.
- Respect for institutional values.
- Compliance with legal requirements.
- Quality improvement.
- Sustainability.

51.5 Clinical Training Partnerships

The College shall establish partnerships with approved healthcare facilities to support clinical education.

Clinical partners may include:

- Public hospitals.
- Private hospitals.
- Health centres.
- Laboratories.
- Community health facilities.
- Specialized healthcare institutions.

Clinical partnerships shall provide opportunities for students to:

- Apply classroom knowledge in practice.
- Develop clinical competencies.
- Gain exposure to healthcare systems.
- Receive supervised practical training.
- Develop professional skills.

51.6 Industry Collaboration

LMTC shall collaborate with healthcare industry partners to ensure that training remains relevant to labour market needs.

Industry engagement may include:

- Curriculum review.
- Guest lectures.
- Skills development programmes.
- Internship opportunities.
- Career fairs.
- Employer feedback.
- Research collaboration.

51.7 Government and Regulatory Engagement

The College shall maintain constructive relationships with relevant government ministries, agencies, and regulatory bodies.

Engagement shall support:

- Compliance with education standards.
- Accreditation requirements.
- Professional standards.
- Policy alignment.
- Quality improvement.

51.8 Community Engagement Partnerships

The College recognizes the community as an important partner in healthcare education.

Community partnerships may support:

- Health education campaigns.
- Medical outreach programmes.
- Disease prevention initiatives.
- Public health research.
- Community-based learning.

Students are encouraged to participate in community engagement activities professionally and responsibly.

51.9 Research and Innovation Partnerships

The College shall promote collaboration with:

- Universities.
- Research institutions.
- Healthcare organizations.
- Technology companies.
- Innovation hubs.

Such partnerships may support:

- Joint research projects.
- Innovation development.
- Publications.
- Conferences.
- Knowledge sharing.

51.10 Memoranda of Understanding (MOUs)

Formal partnerships shall, where appropriate, be established through written agreements such as Memoranda of Understanding (MOUs).

MOUs may define:

- Purpose of collaboration.
- Roles and responsibilities.
- Duration of partnership.
- Resources and contributions.
- Monitoring mechanisms.
- Review and termination procedures.

All partnerships shall receive appropriate institutional approval.

51.11 Student Responsibilities in Partnerships

Students participating in activities involving external partners shall:

- Represent the College professionally.
- Observe partner institution rules.
- Maintain confidentiality.
- Respect patients, staff, and communities.
- Follow safety requirements.
- Protect the reputation of LMTC.

51.12 Stakeholder Feedback

The College shall collect and utilize feedback from stakeholders through:

- Surveys.
- Meetings.
- Advisory committees.
- Employer feedback.
- Clinical supervisor reports.
- Alumni engagement forums.

Feedback shall inform continuous improvement of programmes and services.

51.13 Monitoring and Evaluation of Partnerships

Partnerships shall be periodically reviewed based on:

- Achievement of objectives.
- Student experiences.
- Quality of training provided.
- Stakeholder satisfaction.
- Compliance with agreements.
- Institutional benefits.

The College may modify, renew, or discontinue partnerships based on evaluation outcomes.

51.14 Partnership Ethics

LMTC shall ensure that all partnerships:

- Protect student welfare.
- Maintain academic independence.
- Avoid conflicts of interest.
- Promote ethical practices.
- Comply with applicable laws and professional standards.

51.15 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Academic Registrar, Partnership and Linkages Office, Quality Assurance Office, Heads of Department, and relevant College committees.

Matters not expressly covered shall be addressed in accordance with College partnership policies, academic regulations, and applicable laws of Kenya.

51.16 Conclusion

Strong partnerships are essential for producing competent, ethical, and employable healthcare professionals. Through collaboration with healthcare institutions, industry, government, communities, and professional organizations, Lunesberg Medical Training College continues to strengthen the quality and relevance of healthcare education.

Students are encouraged to value partnerships as opportunities for learning, professional growth, innovation, and service. By working together with stakeholders, LMTC shall continue building a responsive institution capable of meeting current and future healthcare needs.

CHAPTER FIFTY-TWO

STUDENT WELLNESS, MENTAL HEALTH AND HOLISTIC DEVELOPMENT

52.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that student success depends not only on academic achievement but also on physical, psychological, emotional, social, and spiritual well-being. Healthcare training can be demanding, requiring students to balance academic responsibilities, clinical practice, personal development, and professional expectations.

The College is committed to creating a supportive environment that promotes student wellness, resilience, healthy lifestyles, and holistic development.

52.2 Objectives

The objectives of this chapter are to:

- Promote physical, mental, emotional, and social well-being among students.
- Provide appropriate support services to enhance student success.
- Reduce stigma associated with seeking support.
- Encourage healthy lifestyles and resilience.
- Promote a safe, inclusive, and supportive learning environment.
- Enhance students' ability to manage academic and professional challenges.

52.3 Student Wellness Framework

LMTC's student wellness framework shall address:

- Physical health.
- Mental and emotional well-being.
- Social relationships.
- Academic balance.
- Personal development.
- Professional identity formation.

- Financial and career wellbeing.
- Spiritual and ethical development where applicable.

52.4 Mental Health Support

The College recognizes mental health as an essential component of student success.

Students may access support services including:

- Counselling services.
- Academic guidance.
- Peer support programmes.
- Referral services to appropriate professionals.
- Stress management programmes.
- Wellness awareness sessions.

Students are encouraged to seek support early whenever they experience challenges affecting their well-being or academic performance.

52.5 Confidentiality and Privacy

Student wellness services shall be provided with respect, confidentiality, and professionalism.

Information shared during counselling or support sessions shall be handled responsibly in accordance with:

- College policies.
- Professional ethics.
- Data protection requirements.
- Applicable laws.

Exceptions may apply where there is a serious risk to safety or where disclosure is required by law.

52.6 Stress Management and Academic Balance

The College shall promote healthy approaches to managing academic demands through:

- Time management training.
- Study skills programmes.
- Academic mentorship.
- Examination preparation support.
- Wellness activities.

Students are encouraged to:

- Plan their studies effectively.
- Maintain healthy routines.
- Seek assistance when facing academic difficulties.
- Balance academic responsibilities with personal wellbeing.

52.7 Physical Health and Healthy Lifestyle

Students are encouraged to maintain healthy lifestyles through:

- Regular physical activity.
- Balanced nutrition.
- Adequate rest.
- Good personal hygiene.
- Preventive healthcare practices.
- Avoidance of harmful behaviours.

The College may organize health promotion activities including:

- Health screening programmes.
- Fitness activities.
- Health education sessions.
- Wellness campaigns.

52.8 Supportive Learning Environment

LMTC is committed to providing an environment free from:

- Harassment.
- Bullying.
- Discrimination.
- Intimidation.
- Violence.
- Unfair treatment.

Students shall contribute to a culture of respect, kindness, inclusion, and cooperation.

52.9 Peer Support and Mentorship

The College may establish peer support and mentorship programmes where students can:

- Support new students.
- Share academic experiences.
- Promote positive coping strategies.
- Encourage professional development.
- Build a supportive student community.

Peer mentors shall maintain appropriate boundaries and confidentiality.

52.10 Support for Students with Special Needs

The College shall promote equal access and reasonable support for students with special needs.

Support may include:

- Academic accommodations where appropriate.
- Accessible learning environments.
- Guidance and referral services.
- Individualized support plans.

Students requiring support are encouraged to communicate with the relevant College office.

52.11 Wellness During Clinical Training

The College recognizes that clinical placements may present unique challenges.

Students shall be supported through:

- Clinical orientation.
- Access to supervisors.
- Debriefing opportunities.
- Professional guidance.
- Safe reporting mechanisms.

Students are encouraged to discuss clinical challenges with their supervisors or relevant College officials.

52.12 Student Safety and Protection

The College shall promote student safety through:

- Security measures.
- Emergency response procedures.
- Health and safety education.
- Reporting mechanisms for concerns.
- Support systems during challenging situations.

Every student has a responsibility to promote personal and community safety.

52.13 Student Development Programmes

The College may provide programmes that support holistic growth, including:

- Leadership development.
- Communication skills.
- Financial literacy.
- Career preparation.
- Professional ethics.
- Personal effectiveness.
- Life skills training.

These programmes prepare students for successful professional and personal lives.

52.14 Student Responsibilities

Students shall:

- Take responsibility for their personal wellbeing.
- Respect the wellbeing of others.
- Seek support when needed.
- Participate positively in wellness activities.
- Maintain healthy relationships.
- Support colleagues experiencing challenges.
- Avoid behaviours that endanger themselves or others.

52.15 Monitoring and Evaluation

Student wellness programmes shall be evaluated through:

- Student feedback.
- Participation records.
- Wellness surveys.
- Service utilization reports.
- Quality assurance reviews.

Findings shall guide continuous improvement of student support services.

52.16 Interpretation

The implementation of this chapter shall be coordinated by the Dean of Students, Counselling Office, Academic Registrar, Quality Assurance Office, Heads of Department, and College Management.

Matters not expressly covered shall be addressed in accordance with the Student Welfare Policy, Counselling Policy, Code of Conduct, and applicable laws of Kenya.

52.17 Conclusion

Lunesberg Medical Training College believes that a healthy, supported, and resilient student is better prepared to become a competent and compassionate healthcare professional.

The College remains committed to nurturing students academically, physically, emotionally, socially, and professionally. Students are encouraged to prioritize their wellbeing, support one another, and make use of available resources throughout their academic journey.

By promoting wellness and holistic development, LMTC strengthens its commitment to producing healthcare professionals who are knowledgeable, compassionate, resilient, and prepared to serve society with excellence.

CHAPTER FIFTY-THREE

RESEARCH, INNOVATION AND KNOWLEDGE DEVELOPMENT

53.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes research and innovation as essential components of quality healthcare education and professional development. Research enables students and staff to generate new knowledge, improve healthcare practices, address community health challenges, and contribute to evidence-based decision-making.

The College is committed to developing a culture of inquiry, creativity, ethical research practice, and innovation among students and staff.

53.2 Objectives

The objectives of this chapter are to:

- Promote research culture among students and staff.
- Develop students' research skills and critical thinking abilities.
- Encourage innovation in healthcare education and practice.
- Support evidence-based healthcare delivery.
- Promote ethical and responsible research.
- Strengthen collaboration with research institutions and industry.

53.3 Research Principles

All research activities at LMTC shall be guided by:

- Integrity.
- Scientific rigor.
- Respect for human dignity.
- Confidentiality.
- Transparency.
- Accountability.
- Ethical responsibility.
- Evidence-based practice.
- Protection of research participants.

53.4 Student Research Participation

Students shall be encouraged to participate in research activities through:

- Research projects.
- Academic assignments.
- Innovation challenges.
- Community-based studies.
- Healthcare improvement initiatives.
- Scientific presentations.

Students shall receive appropriate guidance from supervisors and academic staff.

53.5 Research Training and Capacity Building

The College shall provide opportunities for students to develop research competencies including:

- Research methodology.
- Literature review.
- Data collection techniques.
- Data analysis.
- Scientific writing.
- Referencing and citation.
- Research presentation skills.
- Research ethics.

Research training shall be integrated into relevant academic programmes.

53.6 Research Ethics

Students conducting research shall:

- Obtain required approvals before starting research.
- Respect the rights and dignity of participants.
- Obtain informed consent where required.
- Protect confidential information.
- Report research findings honestly.
- Avoid fabrication, falsification, and plagiarism.

Unethical research practices shall be subject to disciplinary action.

53.7 Research Approval Process

All student research projects shall follow the approved College procedures, including:

- Development of a research proposal.
- Review and approval by relevant academic authorities.
- Ethical review where applicable.
- Permission from study sites.
- Data collection and analysis.
- Submission and presentation of findings.

Students shall not begin research activities without appropriate authorization.

53.8 Innovation and Creativity

LMTC encourages students to develop innovative solutions addressing healthcare needs.

Innovation may include:

- Digital health solutions.
- Medical education technologies.
- Community health interventions.
- Healthcare service improvements.
- Laboratory and clinical innovations.
- Health promotion initiatives.

Students are encouraged to transform ideas into practical solutions.

53.9 Intellectual Property

The College recognizes the importance of protecting intellectual property arising from research and innovation.

Students shall:

- Respect ownership rights.
- Properly acknowledge contributors.
- Follow College procedures for intellectual property management.
- Avoid unauthorized use of protected materials.

Where innovations involve College resources or collaboration, ownership shall be determined according to institutional policy.

53.10 Research Collaboration

LMTC may collaborate with:

- Universities.
- Research institutions.
- Healthcare facilities.
- Government agencies.
- Professional bodies.
- Industry partners.
- International organizations.

Collaborations may support:

- Joint research projects.
- Knowledge exchange.
- Innovation development.
- Publications.
- Training opportunities.

53.11 Publication and Dissemination of Research

Students and staff are encouraged to share research findings through:

- Scientific conferences.
- Seminars.
- Workshops.
- Academic journals.
- Institutional repositories.
- Community dissemination forums.

All publications shall uphold academic integrity and ethical standards.

53.12 Student Innovation Support

The College may support innovation through:

- Research mentorship.
- Innovation clubs.
- Idea development workshops.
- Competitions and exhibitions.
- Access to learning resources.
- Partnerships with innovation organizations.

Students with innovative ideas are encouraged to seek guidance and support.

53.13 Use of Data in Research

Students shall ensure that research data is:

- Collected responsibly.
- Stored securely.
- Used only for approved purposes.
- Protected from unauthorized access.
- Reported accurately.

Research involving patient or personal information shall comply with confidentiality and data protection requirements.

53.14 Research Misconduct

Research misconduct includes:

- Plagiarism.
- Fabrication of data.
- Falsification of findings.
- Unauthorized use of research materials.
- Failure to acknowledge sources.
- Breach of participant confidentiality.

Research misconduct shall be investigated and addressed according to College procedures.

53.15 Monitoring and Evaluation

Research and innovation activities shall be monitored through:

- Research reviews.
- Project evaluations.
- Student feedback.
- Academic assessments.
- Quality assurance processes.
- Research performance reports.

Findings shall support continuous improvement.

53.16 Interpretation

The implementation of this chapter shall be coordinated by the Research and Innovation Office, Academic Registrar, Heads of Department, Quality Assurance Office, and College Management.

Matters not expressly covered shall be addressed in accordance with the College Research Policy, Ethics Guidelines, Intellectual Property Policy, Data Protection Policy, and applicable laws and regulations.

53.17 Conclusion

Research and innovation are essential for advancing healthcare knowledge and improving the quality of services provided to communities. Lunesberg Medical Training College is committed to nurturing students who are curious, creative, ethical, and capable of contributing to healthcare solutions.

Students are encouraged to embrace research as a pathway to professional growth, innovation, and service. Through responsible inquiry and creativity, LMTC graduates will contribute to evidence-based healthcare practice and the advancement of society.

CHAPTER FIFTY-FOUR

INTERNATIONAL STANDARDS, ACCREDITATION AND QUALITY COMPLIANCE

54.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to maintaining high standards of healthcare education through compliance with national regulations, professional standards, accreditation requirements, and internationally recognized best practices.

Accreditation and quality compliance provide assurance that the College delivers relevant, safe, ethical, and competency-based healthcare training that meets the expectations of students, employers, regulatory authorities, and society.

This chapter outlines the College's commitment to accreditation, standards compliance, institutional evaluation, and continuous improvement.

54.2 Objectives

The objectives of this chapter are to:

- Promote compliance with regulatory and accreditation requirements.
- Maintain high standards in healthcare education and training.
- Support continuous institutional improvement.
- Strengthen accountability and quality assurance systems.
- Prepare students for professional practice that meets national and global expectations.
- Enhance the reputation and credibility of the College.

54.3 Accreditation and Regulatory Compliance

LMTC shall operate in accordance with applicable requirements from relevant authorities and professional bodies responsible for:

- Education and training standards.
- Healthcare professional training.
- Quality assurance.
- Occupational health and safety.
- Data protection.
- Public health requirements.

The College shall continuously monitor changes in regulatory requirements and implement necessary improvements.

54.4 Importance of Accreditation

Accreditation provides assurance that:

- Academic programmes meet approved standards.
- Training facilities are adequate.
- Teaching staff are qualified.
- Assessment processes are fair and reliable.

- Graduates possess relevant competencies.
- Institutional systems support quality education.

Students are encouraged to understand and support accreditation processes as beneficiaries and stakeholders.

54.5 Student Role in Accreditation Processes

Students contribute to accreditation success by:

- Maintaining academic integrity.
- Providing honest feedback during evaluations.
- Participating in quality improvement activities.
- Demonstrating professional conduct.
- Maintaining accurate academic records.
- Supporting institutional inspections and reviews.

Student experiences and feedback are important evidence in quality assessments.

54.6 Internal Quality Assurance

LMTC shall maintain internal quality assurance mechanisms including:

- Regular programme reviews.
- Course evaluations.
- Student feedback systems.
- Internal audits.
- Examination moderation.
- Clinical training evaluations.
- Staff performance reviews.
- Learning resource assessments.

Quality assurance findings shall guide improvement initiatives.

54.7 External Quality Reviews

The College shall cooperate with authorized external reviewers and assessors during:

- Accreditation visits.
- Regulatory inspections.
- Institutional evaluations.

- Professional assessments.

Students may be required to participate in interviews, surveys, or demonstrations during such reviews.

54.8 Curriculum Standards and Review

The College shall ensure that curricula:

- Meet approved competency requirements.
- Address current healthcare needs.
- Incorporate evidence-based practice.
- Support employability.
- Promote professional ethics.
- Encourage innovation and lifelong learning.

Curricula shall be reviewed periodically in consultation with relevant stakeholders.

54.9 Learning Resources and Infrastructure Standards

LMTC shall strive to provide adequate:

- Classrooms.
- Laboratories.
- Simulation facilities.
- Libraries.
- ICT infrastructure.
- Clinical training opportunities.
- Student support services.

Learning resources shall be continuously evaluated and improved.

54.10 Staff Competence and Development

The College shall support academic and administrative staff through:

- Professional development.
- Training programmes.
- Research support.
- Performance evaluation.
- Continuous professional development.

Qualified and competent staff are essential for quality healthcare training.

54.11 Compliance Culture

Every member of the LMTC community shall promote a culture of compliance by:

- Following approved procedures.
- Maintaining professional standards.
- Reporting non-compliance concerns.
- Supporting corrective actions.
- Promoting accountability.

Compliance is a shared responsibility.

54.12 Continuous Improvement Framework

LMTC shall apply continuous improvement approaches including:

- Identifying gaps.
- Developing improvement plans.
- Implementing corrective actions.
- Monitoring results.
- Reviewing effectiveness.

The College shall continuously seek better ways of delivering education and student services.

54.13 Student Feedback and Engagement

The College shall provide mechanisms for students to contribute to quality improvement through:

- Surveys.
- Suggestion systems.
- Student forums.
- Representative committees.
- Course evaluations.

Student feedback shall be reviewed and used to improve institutional performance.

54.14 Quality Culture Among Students

Students shall demonstrate quality culture through:

- Commitment to excellence.
- Professional behaviour.
- Academic honesty.
- Respect for standards.
- Responsibility in clinical practice.
- Continuous personal improvement.

Students are partners in maintaining the reputation and quality standards of LMTC.

54.15 Monitoring and Evaluation

Accreditation and compliance performance shall be monitored through:

- Internal audits.
- External assessments.
- Regulatory reviews.
- Quality indicators.
- Stakeholder feedback.
- Management review meetings.

Improvement recommendations shall be documented and implemented.

54.16 Interpretation

The implementation of this chapter shall be coordinated by the Principal, Quality Assurance Office, Academic Registrar, Heads of Department, Compliance Office, and relevant institutional committees.

Matters not expressly covered shall be addressed in accordance with College policies, accreditation requirements, regulatory standards, and applicable laws of Kenya.

54.17 Conclusion

Accreditation, compliance, and quality assurance are essential pillars of excellence at Lunesberg Medical Training College. The College remains committed to providing healthcare education that meets national requirements and aligns with internationally recognized standards.

Students are encouraged to actively participate in quality improvement initiatives and uphold the values of professionalism, integrity, excellence, and accountability.

Through commitment to continuous improvement and compliance, LMTC will continue producing competent healthcare professionals capable of delivering safe, ethical, and high-quality services to communities locally and globally.

CHAPTER FIFTY-FIVE

STUDENT RECORDS MANAGEMENT, TRANSCRIPTS AND ACADEMIC DOCUMENTATION

55.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that accurate, secure, and reliable student records are essential for effective academic administration, quality assurance, regulatory compliance, and student progression.

Student records provide official evidence of admission, academic performance, attendance, clinical training, assessments, graduation, and professional development. The College is committed to maintaining student records with accuracy, confidentiality, integrity, and accountability.

55.2 Objectives

The objectives of this chapter are to:

- Establish guidelines for management of student records.
- Ensure accuracy and confidentiality of academic information.
- Provide clear procedures for access to academic documents.
- Protect student information in accordance with data protection requirements.
- Support effective academic administration and reporting.
- Maintain reliable institutional records for quality assurance.

55.3 Types of Student Records

The College shall maintain appropriate records including:

a) Admission Records

These may include:

- Application forms.
- Admission letters.
- Academic certificates.
- Identification documents.
- Previous education records.
- Other supporting documentation.

b) Academic Records

These include:

- Course registration records.
- Examination results.
- Continuous assessment records.
- Academic progression records.
- Graduation records.
- Transcripts.

c) Clinical Training Records

These include:

- Clinical placement records.
- Attendance records.
- Clinical assessment reports.
- Competency evaluation records.
- Logbooks.

d) Student Welfare Records

These may include:

- Accommodation records where applicable.
- Counselling records.
- Disability support records.
- Disciplinary records.
- Student leadership records.

55.4 Accuracy of Student Records

Students are responsible for ensuring that their personal information is accurate and updated.

Students shall promptly notify the College of changes relating to:

- Name.
- Contact details.
- Emergency contacts.
- Academic documentation.
- Other relevant personal information.

Providing false information or falsifying records shall constitute misconduct.

55.5 Confidentiality and Data Protection

Student records shall be handled in accordance with:

- College Data Protection Policy.
- Applicable data protection laws.
- Confidentiality principles.
- Institutional information security procedures.

Access to student records shall be limited to authorized persons for legitimate academic, administrative, regulatory, or legal purposes.

55.6 Access to Student Records

Students may request access to their academic records through approved College procedures.

Access requests shall be handled in accordance with:

- Verification requirements.
- Data protection principles.
- Administrative procedures.

Students shall not access records belonging to another student without authorization.

55.7 Academic Transcripts

An academic transcript is an official document issued by the College showing a student's academic performance.

A transcript may include:

- Student identification details.
- Programme of study.
- Courses undertaken.
- Grades obtained.
- Academic status.
- Completion details.
- Graduation information.

Transcripts shall only be issued through official College procedures.

55.8 Issuance of Certificates and Academic Documents

Certificates and other official academic documents shall be issued only to students who have:

- Successfully completed programme requirements.
- Cleared all institutional obligations.
- Met graduation requirements.
- Complied with College procedures.

The College reserves the right to withhold documents where lawful obligations remain outstanding.

55.9 Verification of Academic Documents

The College may verify academic documents upon request from:

- Employers.
- Regulatory bodies.
- Educational institutions.
- Government agencies.
- Authorized third parties.

Verification shall be conducted while protecting student confidentiality.

55.10 Electronic Records Management

LMTC may maintain electronic student records through approved digital systems.

Electronic records shall be protected through:

- Access controls.
- Password protection.
- Data backup systems.
- Cybersecurity measures.
- Authorized user management.

Students shall protect their personal login credentials and avoid unauthorized access.

55.11 Retention and Disposal of Records

The College shall retain student records according to:

- Legal requirements.
- Regulatory requirements.
- Institutional retention schedules.
- Quality assurance needs.

Records shall be disposed of securely when no longer required.

55.12 Student Responsibilities

Students shall:

- Provide accurate information.
- Protect their academic documents.
- Maintain copies of important records.
- Report errors in records promptly.
- Avoid fraudulent use of College documents.
- Follow procedures for requesting official documents.

55.13 Fraudulent Academic Documents

The College prohibits:

- Forgery of certificates.
- Alteration of transcripts.
- Submission of false academic information.
- Unauthorized duplication of official documents.

Any student involved in academic document fraud shall face disciplinary action and may be reported to relevant authorities.

55.14 Alumni Records

The College may maintain alumni records to support:

- Graduate tracking.
- Employment surveys.
- Alumni engagement.
- Professional networking.
- Institutional development.

Alumni information shall be managed responsibly and confidentially.

55.15 Monitoring and Review

Student records management shall be reviewed through:

- Internal audits.
- Quality assurance reviews.
- Data protection assessments.
- Regulatory inspections.
- System evaluations.

Continuous improvements shall be implemented to enhance efficiency and security.

55.16 Interpretation

The implementation of this chapter shall be coordinated by the Academic Registrar, Admissions Office, ICT Department, Quality Assurance Office, Dean of Students, and relevant administrative departments.

Matters not expressly covered shall be addressed in accordance with College policies, records management procedures, data protection requirements, and applicable laws of Kenya.

55.17 Conclusion

Accurate and secure student records are fundamental to academic integrity, institutional accountability, and professional recognition. Lunesberg Medical Training College is committed to maintaining reliable records that support students throughout their academic journey and beyond graduation.

Students are encouraged to take responsibility for their information, maintain academic honesty, and cooperate with institutional processes to ensure effective management of academic documentation.

Through proper records management, LMTC continues to uphold excellence, transparency, and trust in healthcare education and professional training.

CHAPTER FIFTY-SIX

FINANCIAL MANAGEMENT, STUDENT FEES AND FINANCIAL RESPONSIBILITY

56.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that effective financial management is essential for sustainable delivery of quality healthcare education and student support services. The College is committed to transparency, accountability, fairness, and responsible management of financial resources.

This chapter provides guidelines on student fees, financial obligations, payment procedures, financial assistance, and responsibilities of students regarding financial matters.

56.2 Objectives

The objectives of this chapter are to:

- Provide clear guidelines on student financial obligations.
- Promote transparency in fee management.
- Establish procedures for fee payment and clearance.
- Encourage responsible financial planning among students.
- Support access to education through approved financial assistance mechanisms.
- Ensure accountability in management of College resources.

56.3 Student Fee Structure

The College shall publish approved fee structures for each academic programme.

Fees may include:

- Tuition fees.
- Examination fees.
- Registration fees.
- Library fees.
- Laboratory fees.
- Clinical training fees.
- ICT fees.
- Student welfare fees.
- Other approved institutional charges.

Students shall be informed of applicable fees before commencement of each academic period.

56.4 Fee Payment Requirements

Students shall:

- Pay required fees within the approved timelines.
- Obtain official receipts for all payments.
- Use approved payment channels.
- Retain payment records for future reference.
- Confirm fee balances through official College systems.

Payments made through unofficial channels shall not be recognized by the College.

56.5 Financial Clearance

Students shall obtain financial clearance before participating in certain academic activities, including:

- Registration.
- Examinations.
- Clinical placement.
- Graduation clearance.
- Release of official documents.

The College shall communicate clearance requirements clearly and fairly.

56.6 Student Financial Responsibility

Students are responsible for:

- Understanding their financial obligations.
- Planning for payment of fees and related expenses.
- Meeting payment deadlines.
- Communicating financial challenges early.
- Maintaining accurate financial records.

Failure to meet financial obligations may affect access to certain College services in accordance with approved policies.

56.7 Fee Payment Support and Installment Arrangements

Where approved by College Management, students experiencing temporary financial challenges may apply for:

- Fee payment plans.
- Installment arrangements.
- Financial guidance.

Applications shall be considered based on established procedures and available provisions.

56.8 Scholarships and Financial Assistance

The College may provide or facilitate access to scholarships, bursaries, or financial support opportunities based on:

- Academic merit.
- Financial need.
- Special circumstances.
- Availability of funding.

Scholarship beneficiaries shall comply with applicable terms and conditions.

56.9 Refund Policy

Where applicable, fee refunds shall be processed according to approved College procedures.

Refund considerations may include:

- Approved withdrawal from studies.
- Overpayment.
- Administrative errors.
- Other circumstances recognized by College policy.

Refund requests shall be submitted through official channels.

56.10 Financial Aid and Sponsorships

Students supported by:

- Government programmes.
- Employers.
- Sponsors.
- Community organizations.
- Other funding agencies

shall ensure that all required documentation and communication are submitted on time.

Students remain responsible for ensuring their sponsorship arrangements are properly managed.

56.11 Financial Integrity

Students shall not engage in:

- Fraudulent payment activities.
- Forgery of financial documents.
- Misrepresentation of sponsorship status.
- Unauthorized collection of money using the College name.
- Misuse of College financial resources.

Financial misconduct shall attract disciplinary action.

56.12 Student Financial Literacy

The College encourages students to develop responsible financial habits through:

- Financial planning awareness.
- Budget management skills.
- Entrepreneurship education.
- Career planning.
- Responsible borrowing practices.

Financial literacy contributes to personal and professional success.

56.13 Financial Responsibilities During Clinical Training

Students shall plan for costs associated with clinical training, including where applicable:

- Transport.
- Accommodation.
- Protective equipment.
- Meals.
- Other approved requirements.

The College shall communicate clinical placement requirements in advance.

56.14 Financial Responsibilities During Graduation

Students shall complete all required financial and administrative clearance procedures before graduation.

This may include:

- Settlement of outstanding balances.
- Return of College property.
- Completion of clearance forms.
- Verification of records.

56.15 Monitoring and Accountability

The College shall maintain financial accountability through:

- Internal controls.
- Financial audits.
- Transparent reporting.
- Approved financial procedures.
- Compliance reviews.

Students are encouraged to seek clarification on financial matters through official offices.

56.16 Interpretation

The implementation of this chapter shall be coordinated by the Finance Department, Academic Registrar, Admissions Office, Dean of Students, and College Management.

Matters not expressly covered shall be addressed in accordance with the College Finance Policy, Fee Payment Policy, Scholarship Policy, and applicable laws and regulations of Kenya.

56.17 Conclusion

Responsible financial management is essential for maintaining quality healthcare education and institutional sustainability. Lunesberg Medical Training College is committed to ensuring that financial processes are transparent, fair, and accountable.

Students are encouraged to plan responsibly, meet their financial obligations, seek guidance when necessary, and maintain integrity in all financial dealings.

Through responsible financial practices, LMTC continues to provide an environment where students can achieve academic excellence and prepare for successful healthcare careers.

CHAPTER FIFTY-SIX

FINANCIAL MANAGEMENT, STUDENT FEES AND FINANCIAL RESPONSIBILITY

56.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that effective financial management is essential for sustainable delivery of quality healthcare education and student support services. The College is committed to transparency, accountability, fairness, and responsible management of financial resources.

This chapter provides guidelines on student fees, financial obligations, payment procedures, financial assistance, and responsibilities of students regarding financial matters.

56.2 Objectives

The objectives of this chapter are to:

- Provide clear guidelines on student financial obligations.
- Promote transparency in fee management.
- Establish procedures for fee payment and clearance.
- Encourage responsible financial planning among students.
- Support access to education through approved financial assistance mechanisms.
- Ensure accountability in management of College resources.

56.3 Student Fee Structure

The College shall publish approved fee structures for each academic programme.

Fees may include:

- Tuition fees.
- Examination fees.

- Registration fees.
- Library fees.
- Laboratory fees.
- Clinical training fees.
- ICT fees.
- Student welfare fees.
- Other approved institutional charges.

Students shall be informed of applicable fees before commencement of each academic period.

56.4 Fee Payment Requirements

Students shall:

- Pay required fees within the approved timelines.
- Obtain official receipts for all payments.
- Use approved payment channels.
- Retain payment records for future reference.
- Confirm fee balances through official College systems.

Payments made through unofficial channels shall not be recognized by the College.

56.5 Financial Clearance

Students shall obtain financial clearance before participating in certain academic activities, including:

- Registration.
- Examinations.
- Clinical placement.
- Graduation clearance.
- Release of official documents.

The College shall communicate clearance requirements clearly and fairly.

56.6 Student Financial Responsibility

Students are responsible for:

- Understanding their financial obligations.
- Planning for payment of fees and related expenses.
- Meeting payment deadlines.
- Communicating financial challenges early.
- Maintaining accurate financial records.

Failure to meet financial obligations may affect access to certain College services in accordance with approved policies.

56.7 Fee Payment Support and Installment Arrangements

Where approved by College Management, students experiencing temporary financial challenges may apply for:

- Fee payment plans.
- Installment arrangements.
- Financial guidance.

Applications shall be considered based on established procedures and available provisions.

56.8 Scholarships and Financial Assistance

The College may provide or facilitate access to scholarships, bursaries, or financial support opportunities based on:

- Academic merit.
- Financial need.
- Special circumstances.
- Availability of funding.

Scholarship beneficiaries shall comply with applicable terms and conditions.

56.9 Refund Policy

Where applicable, fee refunds shall be processed according to approved College procedures.

Refund considerations may include:

- Approved withdrawal from studies.

- Overpayment.
- Administrative errors.
- Other circumstances recognized by College policy.

Refund requests shall be submitted through official channels.

56.10 Financial Aid and Sponsorships

Students supported by:

- Government programmes.
- Employers.
- Sponsors.
- Community organizations.
- Other funding agencies

shall ensure that all required documentation and communication are submitted on time.

Students remain responsible for ensuring their sponsorship arrangements are properly managed.

56.11 Financial Integrity

Students shall not engage in:

- Fraudulent payment activities.
- Forgery of financial documents.
- Misrepresentation of sponsorship status.
- Unauthorized collection of money using the College name.
- Misuse of College financial resources.

Financial misconduct shall attract disciplinary action.

56.12 Student Financial Literacy

The College encourages students to develop responsible financial habits through:

- Financial planning awareness.
- Budget management skills.
- Entrepreneurship education.

- Career planning.
- Responsible borrowing practices.

Financial literacy contributes to personal and professional success.

56.13 Financial Responsibilities During Clinical Training

Students shall plan for costs associated with clinical training, including where applicable:

- Transport.
- Accommodation.
- Protective equipment.
- Meals.
- Other approved requirements.

The College shall communicate clinical placement requirements in advance.

56.14 Financial Responsibilities During Graduation

Students shall complete all required financial and administrative clearance procedures before graduation.

This may include:

- Settlement of outstanding balances.
- Return of College property.
- Completion of clearance forms.
- Verification of records.

56.15 Monitoring and Accountability

The College shall maintain financial accountability through:

- Internal controls.
- Financial audits.
- Transparent reporting.
- Approved financial procedures.
- Compliance reviews.

Students are encouraged to seek clarification on financial matters through official offices.

56.16 Interpretation

The implementation of this chapter shall be coordinated by the Finance Department, Academic Registrar, Admissions Office, Dean of Students, and College Management.

Matters not expressly covered shall be addressed in accordance with the College Finance Policy, Fee Payment Policy, Scholarship Policy, and applicable laws and regulations of Kenya.

56.17 Conclusion

Responsible financial management is essential for maintaining quality healthcare education and institutional sustainability. Lunesberg Medical Training College is committed to ensuring that financial processes are transparent, fair, and accountable.

Students are encouraged to plan responsibly, meet their financial obligations, seek guidance when necessary, and maintain integrity in all financial dealings.

Through responsible financial practices, LMTC continues to provide an environment where students can achieve academic excellence and prepare for successful healthcare careers.

CHAPTER FIFTY-EIGHT

STUDENT SAFETY, SECURITY, EMERGENCY PREPAREDNESS AND PROTECTION

58.1 Introduction

Lunesberg Medical Training College (LMTC) is committed to providing a safe, secure, and supportive learning environment where students can pursue their academic goals without fear, intimidation, or unnecessary risks.

The College recognizes that safety and security are essential components of quality healthcare education. This chapter establishes guidelines for prevention, preparedness, response, and recovery from incidents that may affect students, staff, visitors, and College operations.

58.2 Objectives

The objectives of this chapter are to:

- Promote a safe and secure learning environment.
- Protect students, staff, visitors, and College property.
- Establish emergency preparedness and response procedures.
- Promote awareness of safety and security responsibilities.
- Reduce risks associated with academic, laboratory, clinical, and campus activities.
- Strengthen a culture of prevention and responsibility.

58.3 Safety and Security Principles

LMTC safety and security practices shall be guided by:

- Prevention and preparedness.
- Protection of life and wellbeing.
- Prompt reporting of risks and incidents.
- Respect for human dignity.
- Accountability and responsibility.
- Compliance with occupational health and safety standards.
- Continuous improvement.

58.4 Student Safety Responsibilities

Every student shall:

- Observe all safety rules and procedures.
- Report hazards and unsafe conditions.
- Use facilities and equipment responsibly.
- Follow instructions from authorized College personnel.
- Participate in safety training and emergency drills.
- Respect the safety and rights of others.
- Avoid actions that endanger themselves or others.

58.5 Campus Security

The College shall maintain appropriate security measures including:

- Controlled access to facilities.
- Security personnel where applicable.
- Visitor management procedures.
- Emergency communication systems.
- Incident reporting mechanisms.
- Protection of institutional property.

Students shall cooperate with security procedures and present identification when required.

58.6 Identification Cards

Students shall:

- Obtain and carry valid College identification cards.
- Present identification when requested by authorized personnel.
- Avoid lending identification cards to others.
- Report lost identification cards promptly.

Unauthorized use of identification documents is prohibited.

58.7 Emergency Preparedness

The College shall maintain emergency preparedness plans addressing situations such as:

- Fire incidents.
- Medical emergencies.
- Security threats.
- Disease outbreaks.
- Natural disasters.
- Laboratory incidents.
- Infrastructure failures.

Students shall familiarize themselves with emergency procedures and assembly points.

58.8 Fire Safety

Students shall:

- Understand fire evacuation procedures.

- Participate in fire drills.
- Avoid misuse of fire safety equipment.
- Keep emergency exits accessible.
- Report fire hazards immediately.

In case of fire, students shall follow instructions from emergency personnel and proceed to designated assembly areas.

58.9 Laboratory and Clinical Safety

Students participating in laboratory or clinical activities shall:

- Follow safety instructions.
- Use protective equipment appropriately.
- Observe infection prevention measures.
- Handle equipment responsibly.
- Report accidents and incidents immediately.
- Work only within their level of competence and supervision.

Safety procedures shall always take priority over speed or convenience.

58.10 Emergency Medical Support

The College shall establish mechanisms for responding to student medical emergencies, including:

- Access to first aid services.
- Emergency referral arrangements.
- Communication procedures.
- Support during critical incidents.

Students are encouraged to provide accurate emergency contact information.

58.11 Personal Security and Protection

Students are encouraged to:

- Remain aware of their surroundings.
- Avoid unsafe situations.

- Protect personal belongings.
- Report suspicious activities.
- Seek assistance when feeling threatened or unsafe.

The College shall promote a culture where students feel protected and supported.

58.12 Prevention of Violence, Harassment and Abuse

LMTC does not tolerate:

- Violence.
- Bullying.
- Harassment.
- Intimidation.
- Discrimination.
- Threats.
- Abuse of any kind.

Students experiencing or witnessing such conduct should report through approved channels.

All reports shall be handled with fairness, confidentiality, and respect.

58.13 Security During Clinical Placement

Students on clinical placement shall:

- Follow safety procedures of the host facility.
- Respect security instructions.
- Avoid unauthorized areas.
- Report safety concerns to supervisors.
- Maintain professional conduct.

Clinical safety remains a shared responsibility between the College, placement facility, supervisors, and students.

58.14 Emergency Communication

During emergencies, official communication may be provided through:

- Student portals.
- Official emails.
- SMS notifications.
- Notice boards.
- Authorized College communication platforms.

Students should rely on official information and avoid spreading unverified information.

58.15 Incident Reporting

Students shall promptly report:

- Accidents.
- Injuries.
- Safety hazards.
- Security concerns.
- Equipment failures.
- Clinical incidents.
- Any situation that threatens safety.

Reports shall support prevention and improvement of safety systems.

58.16 Safety Training and Awareness

The College may provide training on:

- Fire safety.
- First aid.
- Infection prevention.
- Laboratory safety.
- Occupational health and safety.
- Disaster preparedness.
- Personal security awareness.

Students are expected to participate actively in safety programmes.

58.17 Monitoring and Evaluation

Safety and security systems shall be reviewed through:

- Safety inspections.
- Incident reports.
- Emergency drills.
- Student feedback.
- Risk assessments.
- Quality assurance reviews.

Lessons learned shall inform continuous improvement.

58.18 Interpretation

The implementation of this chapter shall be coordinated by the Safety and Health Committee, Principal, Dean of Students, Security Office, Quality Assurance Office, Heads of Department, and relevant College committees.

Matters not expressly covered shall be addressed in accordance with the College Safety and Security Policy, Occupational Health and Safety requirements, emergency response procedures, and applicable laws of Kenya.

58.19 Conclusion

A safe and secure learning environment is essential for effective healthcare training. Lunesberg Medical Training College is committed to protecting students, staff, and visitors through prevention, preparedness, responsible behaviour, and continuous improvement.

Every student has a role in maintaining safety by observing rules, reporting risks, supporting colleagues, and acting responsibly.

Through a strong culture of safety and security, LMTC continues to provide an environment where students can learn, grow, and develop into competent and compassionate healthcare professionals.

CHAPTER FIFTY-NINE

ENVIRONMENTAL SUSTAINABILITY, CLIMATE RESPONSIBILITY AND GREEN CAMPUS INITIATIVES

59.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that environmental sustainability is essential for protecting human health, improving quality of life, and

ensuring a healthy future for generations to come. As a healthcare training institution, the College acknowledges the close relationship between environmental health and public health.

The College is committed to promoting environmentally responsible practices, sustainable resource utilization, climate awareness, and development of a green campus culture among students, staff, and stakeholders.

This chapter provides guidelines for environmental responsibility and student participation in sustainability initiatives.

59.2 Objectives

The objectives of this chapter are to:

- Promote environmental awareness among students and staff.
- Encourage sustainable practices within the College community.
- Reduce environmental risks associated with institutional activities.
- Promote responsible management of waste and resources.
- Support climate change awareness and environmental conservation.
- Prepare healthcare professionals who understand environmental health responsibilities.

59.3 Environmental Sustainability Principles

LMTC environmental practices shall be guided by:

- Environmental responsibility.
- Prevention of pollution.
- Sustainable resource use.
- Compliance with environmental regulations.
- Community participation.
- Continuous improvement.
- Protection of public health.

59.4 Student Environmental Responsibilities

Students shall:

- Maintain cleanliness within College facilities.
- Dispose of waste appropriately.
- Participate in environmental conservation activities.

- Use water and energy responsibly.
- Protect College infrastructure and natural resources.
- Report environmental hazards.
- Promote sustainable practices among peers.

59.5 Waste Management

The College shall promote responsible waste management through:

- Waste segregation.
- Safe disposal practices.
- Recycling initiatives where possible.
- Proper handling of hazardous waste.
- Awareness programmes.

Students shall ensure that waste is disposed of in designated areas.

59.6 Healthcare Waste Management

Students undertaking laboratory or clinical training shall observe proper healthcare waste management procedures, including:

- Correct segregation of medical waste.
- Appropriate disposal of sharps.
- Proper handling of biological materials.
- Use of protective equipment.
- Compliance with infection prevention and control procedures.

Improper handling of healthcare waste may endanger patients, staff, students, and the environment.

59.7 Energy Conservation

LMTC encourages efficient use of energy through:

- Switching off unused electrical equipment.
- Promoting energy-saving practices.
- Responsible use of lighting and ICT equipment.
- Exploring renewable energy opportunities where appropriate.

Students are encouraged to contribute to energy conservation efforts.

59.8 Water Conservation

Students and staff shall support water conservation through:

- Avoiding unnecessary water wastage.
- Reporting leaking facilities.
- Using water responsibly.
- Supporting water-saving initiatives.

Water conservation contributes to environmental protection and public health.

59.9 Green Campus Initiatives

The College may promote initiatives such as:

- Tree planting.
- Campus beautification.
- Environmental awareness campaigns.
- Clean-up activities.
- Recycling programmes.
- Sustainable transport awareness.
- Environmental health projects.

Students are encouraged to participate actively in these initiatives.

59.10 Climate Change Awareness

The College recognizes climate change as a significant global challenge affecting health systems and communities.

Students shall be encouraged to understand:

- Effects of climate change on public health.
- Environmental determinants of health.
- Sustainable healthcare practices.
- Disaster preparedness and resilience.

59.11 Sustainable Healthcare Practices

As future healthcare professionals, students shall promote:

- Efficient use of healthcare resources.
- Prevention of unnecessary waste.
- Safe healthcare practices.
- Public health education.
- Environmentally responsible professional conduct.

59.12 Environmental Health Education

The College may integrate environmental health topics through:

- Academic programmes.
- Seminars.
- Workshops.
- Community outreach activities.
- Research and innovation projects.

Students shall be encouraged to link environmental protection with improved health outcomes.

59.13 Environmental Compliance

LMTC shall comply with relevant environmental requirements relating to:

- Waste management.
- Occupational health and safety.
- Public health.
- Environmental protection.
- Institutional operations.

The College shall periodically review environmental performance.

59.14 Environmental Reporting

Students and staff are encouraged to report:

- Environmental hazards.

- Improper waste disposal.
- Pollution concerns.
- Unsafe practices.
- Resource wastage.

Reports shall support corrective action and continuous improvement.

59.15 Monitoring and Evaluation

Environmental sustainability initiatives shall be monitored through:

- Environmental audits.
- Waste management assessments.
- Student participation records.
- Sustainability reports.
- Quality assurance reviews.

Findings shall guide improvement of environmental practices.

59.16 Interpretation

The implementation of this chapter shall be coordinated by the Environmental Health and Safety Committee, Principal, Quality Assurance Office, Facilities Department, Dean of Students, and relevant institutional committees.

Matters not expressly covered shall be addressed in accordance with the College Environmental Policy, Occupational Health and Safety Policy, Waste Management Procedures, and applicable environmental laws of Kenya.

59.17 Conclusion

Environmental sustainability is an important responsibility of every member of the Lunesberg Medical Training College community. A healthy environment supports healthy communities and strengthens the delivery of quality healthcare services.

Students are encouraged to become environmental champions by adopting sustainable practices, protecting resources, and promoting awareness within the College and society.

Through commitment to environmental responsibility and green initiatives, LMTC prepares healthcare professionals who are not only competent in their fields but also committed to protecting the health of people and the planet.

CHAPTER SIXTY

ALUMNI RELATIONS, CAREER DEVELOPMENT AND GRADUATE EMPLOYABILITY

60.1 Introduction

Lunesberg Medical Training College (LMTC) recognizes that the relationship between the College and its students extends beyond graduation. Alumni are important partners who contribute to institutional growth, mentorship, professional networking, research, community development, and continuous improvement of healthcare training.

The College is committed to preparing students for successful transition into the workforce through career guidance, professional development, industry engagement, and lifelong learning opportunities.

This chapter provides a framework for alumni engagement and graduate career development.

60.2 Objectives

The objectives of this chapter are to:

- Establish strong and sustainable alumni relations.
- Support students' transition from training to professional practice.
- Enhance graduate employability.
- Promote lifelong learning and professional growth.
- Encourage alumni participation in institutional development.
- Strengthen links between graduates, employers, and the healthcare sector.

60.3 Alumni Relations Framework

LMTC shall maintain positive relationships with graduates through:

- Alumni registration and database management.
- Alumni networking activities.
- Professional mentorship programmes.
- Career engagement forums.

- Institutional events.
- Continuous communication channels.

Alumni shall remain part of the LMTC community beyond graduation.

60.4 Alumni Association

The College may establish and support an Alumni Association to:

- Connect graduates with each other.
- Promote professional networking.
- Support mentorship of current students.
- Provide feedback on training programmes.
- Participate in institutional development activities.
- Promote the reputation of LMTC.

The Alumni Association shall operate in accordance with approved guidelines.

60.5 Career Development Services

LMTC shall support students and graduates through career development initiatives including:

- Career guidance and counselling.
- Resume and application writing support.
- Interview preparation.
- Professional communication training.
- Job search skills.
- Entrepreneurship awareness.
- Professional networking opportunities.

60.6 Graduate Employability Support

The College shall promote graduate employability by:

- Aligning programmes with healthcare sector needs.
- Engaging employers and industry partners.
- Providing practical and clinical training.
- Developing professional competencies.
- Encouraging innovation and entrepreneurship.
- Tracking graduate outcomes.

60.7 Internship and Employment Linkages

The College shall collaborate with:

- Hospitals.
- Healthcare organizations.
- Government agencies.
- Private sector employers.
- Professional bodies.
- Community health organizations.

Such partnerships may support:

- Industrial attachment.
- Internship opportunities.
- Employment opportunities.
- Professional exposure.

60.8 Graduate Tracking and Feedback

The College shall conduct graduate tracer studies to assess:

- Employment status.
- Career progression.
- Employer satisfaction.
- Relevance of training.
- Skills gaps.
- Further education needs.

Feedback shall be used to improve academic programmes and student support services.

60.9 Continuing Professional Development (CPD)

LMTC encourages graduates to engage in lifelong learning through:

- Professional courses.
- Workshops.
- Seminars.
- Short courses.
- Refresher training.

- Research activities.

Healthcare professionals must continue developing their knowledge and skills throughout their careers.

60.10 Alumni Mentorship Programme

Experienced alumni may support students through:

- Career guidance.
- Professional advice.
- Industry insights.
- Motivation and encouragement.
- Sharing practical experiences.

Mentorship shall promote professional growth and responsible healthcare practice.

60.11 Entrepreneurship and Innovation Support

The College encourages graduates to explore entrepreneurship opportunities in healthcare through:

- Business skills training.
- Innovation support.
- Networking opportunities.
- Enterprise development programmes.
- Guidance on healthcare service improvement.

Graduates are encouraged to become creators of opportunities within the healthcare sector.

60.12 Professional Conduct After Graduation

Graduates of LMTC shall uphold:

- Professional ethics.
- Integrity.
- Respect for patients and communities.
- Confidentiality.
- Continuous learning.
- Positive representation of the College.

The reputation of LMTC is strengthened by the conduct and achievements of its graduates.

60.13 Alumni Contributions to the College

Alumni may contribute through:

- Guest lectures.
- Clinical mentorship.
- Research collaboration.
- Scholarships and support programmes.
- Curriculum advisory roles.
- Community outreach activities.

Alumni engagement strengthens institutional growth and excellence.

60.14 Recognition of Alumni Achievement

The College may recognize outstanding alumni through:

- Professional achievement awards.
- Community service recognition.
- Innovation awards.
- Distinguished alumni recognition.
- Contribution to healthcare development awards.

Recognition celebrates graduates who positively impact society.

60.15 Monitoring and Evaluation

Alumni and career development activities shall be evaluated through:

- Graduate tracer studies.
- Employer feedback.
- Alumni surveys.
- Career service reports.
- Quality assurance reviews.

Findings shall inform continuous improvement.

60.16 Interpretation

The implementation of this chapter shall be coordinated by the Alumni Relations Office, Career Services Office, Academic Registrar, Dean of Students, Quality Assurance Office, and College Management.

Matters not expressly covered shall be addressed in accordance with the College Alumni Policy, Career Development Policy, Graduate Tracking Procedures, and applicable regulations.

60.17 Conclusion

Graduation marks the beginning of a lifelong relationship between Lunesberg Medical Training College and its graduates. The College remains committed to supporting students beyond completion of their studies by providing career guidance, professional development opportunities, and meaningful alumni engagement.

LMTC graduates are ambassadors of the institution and are expected to demonstrate excellence, compassion, integrity, and professionalism in healthcare practice.

Through strong alumni relations and career development initiatives, Lunesberg Medical Training College continues to build a network of competent healthcare professionals who contribute positively to society and the advancement of healthcare.