
Policy: **Student Counselling**

Code: **06ST20**

Reviewed/ Revised: **19/07/2022**

Policy Owner: **Programme Manager**

Target audience: **All Students, all staff**

PURPOSE:

This policy identifies the availability and scope of Counselling Services to be available to staff and faculty.

SCOPE:

This policy applies to all students, staff and faculty (including Study Abroad Exchange students), and identifies how staff and students can access counselling services.

DEFINITIONS:

Counselling: the provision of professional assistance and guidance in resolving personal or psychological problems.

Special Needs: particular educational requirements resulting from learning difficulties, physical disability, or emotional and behavioural challenges.

POLICY STATEMENT:

Counseling: EAHM provides personal counseling to its students. Any student who has the need for counseling should contact the Student Counsellor via email, the Counsellor Support link on Moodle or contact the Student Services to seek assistance in making an appointment.

Counsellors provide consultation to students who are experiencing stress due to academic, career or personal problems. They may provide group and individual counseling sessions and may also be involved in consultation with Faculty & Staff.

Special Needs: The Students Services Officer maintains a file on each special-need student. The requirements of the special needs students are communicated to faculty at the second week of each academic term. The student counselor may be required to advise the student and faculty on the management of the accommodation.

To obtain any special facility or accommodation for a disability, a current medical certificate from a recognized medical practitioner needs to be submitted. The certification must not be older than one year from the date it is to be submitted to EAHM. All requests for special consideration, such as additional exam time, or other assistance, will be decided by the Programme Managers and communicated to the Student Services for implementation.

RESPONSIBILITY:

The policy is implemented by the Student Counsellor together with the Student Services Administration. The programme manager is responsible for updating and amending the policy.

IMPLEMENTATION OF THE POLICY:

Any request for special consideration must be made in writing to the Student Services and accompanied by supporting documentation.

ASSOCIATED DOCUMENTS:

- Arrival Guide
- Student Handbook
- Academic Catalogue
- Internship Handbook

MENTIONS:

- Catalogue
- Student Handbook
- Moodle

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024.**

POLICY APPROVALS RECORD

Policy Name: **Student Counselling**

Policy Code: **06ST20**

Formerly: NA

Date of first approval: **19/07/2022**

**Reviewed/
Updated**

Details of Amendment

Reviewed/ Updated	Details of Amendment