



**Mangosuthu
University of Technology**

**COVER PAGE FOR SUBMISSIONS OF POLICY RELATED
OPERATING DOCUMENTS**

SUBMISSION IDENTIFIERS:

Title	STUDENT COUNSELLING POLICY
RESPONSIBLE OFFICE	DIRECTOR: STUDENT COUNSELLING UNIT

APPROVAL HISTORY

Structure consulted	Target date for discussion	Outcome
<i>e-Dissemination</i> for Departmental/Unit's comments on a reviewed draft		
Dean of Students and all Heads of Units under Student Affairs Department	22 October 2014	Recommended for Approval
3 Faculty Boards	16-18 August 2016	Recommended to Senate
Senate	07 September 2016	Recommended Council
Council	28 September 2016	Approved

SUBMISSION CONTENT

Proposal: To review the Student Counselling Policy to regulate and provide student support and wellness services for students for adoption and approval.
Motivation The Student Counselling Policy is due to be reviewed to align with changes in the higher education sector.
Financial Implications: None
Attachment: None



**Mangosuthu
University of Technology**

POLICY TITLE	STUDENT COUNSELLING POLICY
POLICY OWNER	DIRECTORATE: STUDENT COUNSELLING
APPROVING COMMITTEE	COUNCIL
DATE OF APPROVAL	28 SEPTEMBER 2016
REVISION DATE	28 OCTOBER 2016

REVIEW/REVISION HISTORY

APPROVING COMMITTEE		DATE OF RECOMMENTION/APPROVAL	EFFECTIVE DATE
Council			28 September 2016

POLICY CONTEXT

	RELEVANT DOCUMENTS CITED
1.	Protection of Information Act, 84 of 1992
2.	The Higher Education Act, 1997 (Act no: 101 of 1997) as amended; and
3.	Occupational Health and Safety Act, 1993 (Act No: 85 of 1993)
4.	MUT Student Affairs Policy
5.	National Health Act, 61 Of 2003
6.	Mental Health Act, 17 of 2002
7.	MUT Student Health Services Policy
8.	MUT Vision and Mission Statement

STUDENT COUNSELLING POLICY

1. PURPOSE

The policy describes the principles upon which the practice of effective Student Counselling and Career Service at the Mangosuthu University of Technology is to be based.

2. RATIONALE

Student Counselling Unit is a standard function of the student support and wellness services in all universities. Many students benefit from the support which can be given by an empathic counsellor who is able to facilitate the students' personal development in ways which respect their values and ability for self-purpose. But counselling would seem to be especially important at this South African University in which we have a community of young people living and studying together in a nation where so many people are infected and affected by HIV and AIDS.

Given the lack of such services in the community at large, many of the University's students stand to benefit from the career guidance at a Student Counselling Unit, not only when they first enrol but also when they decide that they need a change of direction or want to further their studies or prepare for entry into the world of work. Career guidance and counselling, therefore, is an important service required of the University Student Unit.

Such and other related forms of support, psychosocial and psycho-educational, need to be offered to the University's students in an attempt to support the realisation of the goals. The Student Counselling Policy will guide the Unit in the achievement of its goals

3. STUDENT COUNSELLING OBJECTIVES

- 3.1. To equip under-prepared students with academic foundations that would enable them to successfully complete their studies
- 3.2 To ensure that the students' transition from High school to university is seamless as possible
- 3.3 To address students' emotional wellness and wellbeing
- 3.4 To give students an opportunity to explore, discover and clarify ways of living more satisfying and resourcefully
- 3.5 To promote self-efficacy, self-esteem and self- determination and independence
- 3.6 Prepare students for the world of work
- 3.7 To provide psychological support to students that would contribute towards the holistic development of all MUT students
- 3.8 To positively contribute to the overall students experience in order to enhance academic performance.

4. SCOPE

The Mangosuthu University of Technology Student Counselling Unit Policy applies to all registered and prospective students as well as the staff of the Student Counselling Unit.

5. POLICY PRINCIPLES

1. The University will within the limits of its institutional capacity create and sustain effective and transparent counselling services designed to support its students
2. The university will provide infrastructure that is appropriate and conducive of this counselling services;
3. The University will continuously monitor and evaluate the performance of the Student Counselling to ensure its effectiveness;
4. The Student Counselling Unit will provide a readily accessible range of professional counselling and career guidance services to students who seek such services as relating to their socio-psychological and educational needs. The services will include the following:
5. Counselling services offered to individual students who present with psychosocial or psycho-educational difficulties;
6. Holistic services offered to groups of students in an attempt to help them to regulate their personal behaviour. These would include group counselling workshops aimed at developmental issues, for example, substance abuse and prevention and support with regards to HIV and AIDS;
7. The provision of career guidance that will enable students to make informed educational and career decisions about their academic options; and
8. Aid to students in acquiring the life skills necessary in dealing with certain developmental and psycho-educational issues.
9. Aid to students in acquiring the life skills necessary in dealing with certain development and psycho-educational.

6. RESPONSIBILITY AND AUTHORITY

1. The **Management of the University** will be responsible for supporting the functions of the Unit within the limitations of institutional capacity;
2. The **Directorate of the Student Counselling Unit** will manage the activities of the Unit in accordance with this policy and the procedures described in the related manual;
3. The **members of the professional staff** of the Unit will be responsible for rendering counselling and life-skills training services to their clients and will ensure that they maintain professional standards in such interactions;
4. The **administrative staff of the Unit** will be responsible for supporting the functions of the Unit; and
5. The **University's Quality Management Directorate** will assist the Unit with evaluations methods to assure the quality of the services it offers.

7. POLICY IMPLEMENTATION

The staff members of the Student Counselling Unit will be responsible for the implementation of the Student Counselling Policy.

8. POLICY REVIEW

The Student Counselling Policy will be reviewed every five years.