# WOMEN'S UNIVERSITY IN AFRICA



 Student Affairs 549 Arcturus Road, Manresa

Department Greendale, Harare,

Zimbabwe

Addressing gender disparity and fostering equity in higher education

STUDENT BEREAVEMENT POLICY

1, TITLE OF THE POLICY: Women's University in Africa Student Bereavement Policy

20 INTERPRETATION (DEFINITION OF TERMS)

 Student — refers to an active student who is either registered or has deferred for not more than 3 consecutive semesters.

 Alumni — refers to the Women's University student who has completed his/her studies and is not pursuing any certificate, diploma, degree or post graduate studies.

 Beneficiary — refers to the immediate family of the deceased student.

30 PURPOSE

 For clear guidelines on what needs to be done when a student is deceased.  To provide emotional, moral, spiritual support as well as practical and uniform measures to assist the deceased student's family.

  To build a caring environment in the Women's University in Africa.

 To provide guidelines for the administering of the funeral of a deceased student in line with the Zimbabwean culture and traditions.

 To fulfil the social contract between the family and the Women's University in Africa in their relationship with the student.

40 SCOPE

The Student Bereavement Policy DOES NOT cover students who have withdrawn, dropped out of their studies or graduated (alumni) at the time of their death. It applies to the Women's University in Africa students who are:

* Fully active students
* Deferred students of not more than 3 consecutive semesters

 Students awaiting graduation

Types of services

A deceased student's family shall receive services from the Women's University in Africa in the form of:

 Monetary assistance (reviewed as and when necessary).

 The University Chaplain to conduct the burial service where the family requires such services.

 The University Chaplain to offer counselling services (including postbereavement counselling) to the bereaved family and affected students.  The Department of Student Affairs to facilitate the announcement of the death of the student to the WUA community through various university platforms.  The University bus or vehicles to ferry students to the home and/or cemetery for the burial of the deceased student within Zimbabwe.

5. PROCEDURE TO FOLLOW IN THE EVENT OF THE DEATH OF A STUDENT

 The message of death should be relayed to the Student Affairs Department through Class Representatives or the Student Representative Committee (SRC).  The Chaplain and/or the Dean of Students to visit the home.

 Students will/may also visit the home using the university bus/vehicles when available.

 Students and the depaftment of Student Affairs staff to attend the burial of the student. In the case of satellite campuses, the Director of Satellite Campuses may also attend the burial service of a deceased student.

60 PRINCIPLES GUIDING THE POLICY

 Humanity (Ubuntu) u Empathy

 Respect

* + - Uniformity
		- Consistency  Faimess

7. POLICY PROVISIONS

* + - Provides for WUA's responsibilities and obligations towards its deceased students and their immediate family members.

 Provides for mechanisms to help the immediate family, students and the WUA community heal and lighten the grieving process.

* + - Accords the deceased student the respect owed him or her as a member of the WUA community.

7.1 PROVISIONS FOR THE DEATH OF A STUDENT'S IMMEDIATE

FAMILY

 The immediate family comprises: father, mother and biological siblings.  A student may apply for two (2) weeks for compassionate leave from the university through the Student Affairs office, in consultation with the student's academic department and the faculty.

 The university will support the student emotionally/psychologically through the university Chaplain and university counsellors during the bereavement period.

8. ROLES AND RESPONSIBILITIES

 ROLE RESPONSIBILITY

|  |  |
| --- | --- |
| Student Affairs  | Communicate with bereaved family about funeral |
| Department | arrangementsInform the Vice Chancellor, PVC Academic Affairs, the bursar and other relevant stakeholders on the death of a student and funeral arrangements.Visit the bereaved family.Attend the burial or funeral service at the funeral parlour or cemetery of a family's choice within Zimbabwe. |
| Accounts Department  | Disburse the money for the deceased student to the bereaved family upon production of valid identification documents/cards. |
| Human Resources  | Transport/FueL/Toll gates fees for the Dean of Students, the university Chaplain and any University vehicle |

carrying students to attend the funeral and burial of the deceased student.

9, DOCUMENT VERSION MANAGEMENT AND CONTROL

|  |  |  |
| --- | --- | --- |
| Document Name | Student Bereavement Policy | WUA |
| Version Reference | 1.0 |
| Document Owner | Department of Student Affairs |
| Approved by |  |  |
| Date of Approval | QöQS- |
| Review Date | 8 2027 |

#  WOMEN'S UNIVERSITY IN AFRICA

Addressing Gender Disparity and Fostering Equity in University Education

STUDENT AFFAIRS OFFICE

WOMEN'S UNIVERSITY IN AFRICA DRUGS AND SUBSTANCE ABUSE POLICY

## INTRODUCTION

This Policy may be cited as The Women's University in Africa Drugs and Substance Abuse Policy. This policy derives its roots from the Zimbabwe National Drug Master Plan (ZNDMP) which was adopted in 2022 to focus on reducing the supply and demand of drugs and for harm reduction interventions. Studies have established that there has been an increase of drugs and substance abuse in tertiary institutions. In turn, research recognizes that there is a high correlation between drug and substance abuse and anti-social high-risk behaviours which are disruptive to a student's academic life. Therefore, this policy aims to reduce drugs and substance abuse at the Women's University in Africa (WUA). WUA recognizes that it has a responsibility to ensure that a university community member's use of drugs and substances does not affect the health and safety of that individual and others with whom they come in contact.

## 1. INTERPRETATION OF TERMS

For the purposes of interpreting this Policy:

Alcohol abuse means: a maladaptive pattern of use of alcoholic beverages indicated by excessive or continued use either on individual occasions (binge drinking) or as a regular practice, despite knowledge of having a persistent or recurrent social, occupational, psychological or physical problem that is caused or exacerbated by the use.

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Alcohol (ethanol) means: a depressant drug that is the active ingredient in fermented drinks such as beer, wine, and distilled spirits (hard liquor).

Drugs mean: all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances that when taken into the body may impair one's mental faculties or cause changes in mood and/or physical performance.

Harmful Use of Alcohol means: a pattern of psychoactive substance use that is causing damage to health. The damage may be physical or mental. Harmful use often, has adverse social consequences. This is a category in the ICD-IO classification of mental and behavioural disorders, which refers to a condition in which physical or psychological harm has occurred to the individual as a result of his or her drinking.

Illegal drug means: a substance whose use or possession is controlled by law but that is not being used or possessed under the supervision of a licensed health care professional. Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, and various other mood or performance altering substances.

Legal drugs include: prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Prohibited behaviors include: the consumption of alcohol during learning hours, including lunch breaks. Use or possession of illegal drugs on University premises. Reporting for lectures and any other university led activity within and off campus under the influence of drugs or alcohol.

Refuse to cooperate means: to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

Social Harm means: harms associated with the misuse of alcohol which impact at a community and or societal level. These can include harms associated with criminality, health care, social welfare, economic losses, absenteeism and diminished university performance.

Substance means: Alcohol and anything which is not classified under drugs.

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Substance Abuse means: A pattern of intentional and inappropriate use of any substance, legal or illegal, that interferes with any of several major life functions, including an individual's educational and/or job performance;

University premises mean and include: all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by Women's University in Africa (WUA) or any site on which the University is conducting business.

### 2. PURPOSE

This policy is set in view of WUA's mission to provide quality tuition, research, service to the community, innovation and industrialization to empower mostly female students for leadership and developmental roles.

This policy endeavors to promote the well-being of students by:

* Providing a safe, healthy, and productive learning environment;
* Promoting positive health behaviours, safety and welfare of all Women's University in

Africa students ,

* Addressing the use and misuse of drugs and substances within WUA;

 Promoting a community which is Drug and Substance abuse free among WUA Students and all stakeholders visiting the university premises;

* Prevention of drug related conditions through information and awareness programmes;
* Promoting the students' self-esteem;
* Identifying students with possible drug related problems at an early stage;
* Working in partnership with the students, law enforcement and mental health agencies to assist students affected by drugs and substances abuse incidents.
1. SCOPE

This policy applies to all Women's University in Africa students when on and off campus on occasions when they represent the university.

1. PRINCIPLES GUIDING THE POLICY

The Women's University in Africa Policy incorporates the following principles:

4.1 Confidentiality

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4.2 Communication

4.3 Non-discrimination

4.4 Non-disclosure

4.5 Accessibility of counselling and other related services

1. POLICY PROVISIONS

In line with relevant national legislation such as the Dangerous Drugs Act and the Criminal Code Ch. 9: 23 s157 and Section 15 of the WUA student's handbook, drugs and substance abuse amongst students shall not be tolerated.

* 1. At the first registration as a Women's University in Africa student;
		+ Every student shall be given a copy of this policy
		+ Every student shall sign a statement in which they acknowledge that they have been furnished with the policy and;
		+ Every student, while a student of the University, shall undertake to conduct themselves in accordance with the policy.
	2. STUDENT CONDUCT

Students studying or performing any institution (WUA) related work on campus and/or off campus shall be prohibited from:

5.2.1 Using, possessing, buying, selling, manufacturing or dispensing any illegal drugs and substances.

5.22 Being under the influence of alcohol or an illegal drug as defined in this Policy.

6.1 DRUGS AND ILLEGAL SUBSTANCES SCREENING AND INSPECTION

Women's University in Africa acknowledges that in all situations involving misuse of drugs, there is need to balance between the needs of the student, the reputation of the university and legal considerations. In that regard:

6.1.1 WUA reserves the right to inspect its premises for drugs, alcohol or other contraband.

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6.1.2 All students, employees, contract employees and visitors shall be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other illegal substances.

601.3 Drugs and substances screening may be conducted randomly by the University Security Personnel and Substance and Drugs Abuse Committee (SDAC).

6.1.4 Students suspected of selling, purchasing, using or possessing alcohol, drugs on university premises, shall be searched. Such student's personal effects (lunch boxes, tool boxes etc.) or vehicle on university premises shall be subject to search in the event of suspicions.

6.2 Suspected drug abusers or carriers shall be subject to physical screening based on (but not limited to) observations made by at least two members of the Security Personnel or SDAC and shall use the Reasonable Suspicion Observation Checklist below to document specific observations and behaviours that create a reasonable suspicion that a student is under the influence of alcohol, illegal drugs or substances.

Indicators of drug and substance abuse may include but are not limited to:

* + - Odours (recognisable smell of alcohol, drugs or substances).
		- Movements (unsteady, fidgety, dizzy).
		- Eyes (dilated, constricted, watery or involuntary eye movements).
		- Face (flushed, sweating, confused or blank look).
		- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
		- Emotions (argumentative, agitated, irritable).
		- Actions (twitching).
		- Inactions (unconscious, no reaction to questions).

6.3 PROCEDURE IN DISCIPLINARY PROCEEDINGS BEFORE THE SDC

In situations where the university rules regarding drugs and substances are broken, sanctions and punishments will be implemented depending on the nature of the offence.

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PENALTIES

Students who show positive indications of drugs and substance abuse or breach any provisions of this Policy:

6.3.1 Shall be subject to disciplinary action.

6.3.2 Rules on the breach ofWUA Code of Conduct shall apply and;

6.3.3 External stakeholders who breach any provisions of this policy shall be evicted from the

University premises immediately and/or reported to Law Enforcement Agents.

1. Confidentiality

To instil trust in all processes involving drug and substance abuse cases, WUA shall ensure that:

* 1. Information and records relating to positive indications of results, drug and substance abuse dependencies, and legitimate medical explanations provided to the Medical Doctor will be kept confidential.

 7.2 Such records and information may be disclosed to medical personnel and counsellors on a need-to-know basis and

7.3 Such records and information shall also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of students.

1. POLICE INVOLVEMENT

The university will inform the police about sale or supply of alcohol, drugs or illegal substances in the university.

1. ROLES AND RESPONSIBILITIES

To ensure the effectiveness of this policy, Women's University in Africa shall:

* 1. Create an awareness in students of the negative impacts of drugs and substance abuse.
	2. Support the establishment of programs to assist students with alcohol and other drug abuse or dependency problems.
	3. Utilize all channels and resources available to educate and increase the awareness of students and staff of the dangers of drugs and substance abuse.
	4. Support local and national efforts to combat alcohol and other drug abuse and its effects.

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9.5 Equip the Dean of Students and the Department of Student Affairs to ensure that all students comply with this Policy.

1. SUPPORT

o For relevant WUA staff such as the Department of Student Affairs, security, Department of Health Sciences and students who will be involved in the implementation of this policy.

* 1. STUDENT RESPONSIBILITY

Women's University in Africa believes that each student has the responsibility to:  Avail oneself for lectures at all times free of alcohol, drugs or substances and their effects.

o Comply with this Policy at all times.

1. MONITORING OF THE POLICY

The University's Quality Assurance Department in conjunction with the Student Affairs Department shall ensure the monitoring of the policy once every two (2) years or when need arises. r

* 1. DISSEMINATION OF rms POLICY
		+ A copy of this Policy shall be made accessible to all new students.
		+ The Policy shall be posted on the WUA website.
	2. RECORD KEEPING

Records shall be accurately generated and appropriately maintained in student files.

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Appendix 1: IMPLEMENTATION PLAN

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| ACTIVITY | HOW | BY WHO | BY WHEN |
| Possession of or dealing in illegal drugs on university premises shall be dealt with as a otentiall criminal act. | Reporting to the local Zimbabwe Republic Police station. | UniversitySecurity Office | Within 24 hours of the occurrence of the incident. |
| Application of the Disciplinary Procedure including expulsion from university. | Convene disciplinary committee meetings to establish student's guilty/not guilty status. | Relevant staff such as the Vice Chancellor, Dean of Students, universit Proctor | Whenever there is a confirmed breach of the policy. |
| Offer drug information and awareness training regularly. | Awareness campaigns, flyers, posts website/digital platforms | on | Student Affairs Department, Peer Educators,Chaplain,Academic staff,Marketin  and PR | Throughout the year |
| Information on students relating to alcohol, drugs and substance abuse should not be divulged to a third party other than appropriate others. | Records to be under lock and key. | Responsible staff | All the time. |
| The University Doctor shall have the discretion to determine if the student can be permitted to attend lectures or university related activities. | Doctor and clinic staff assessments. | University doctor and clinic staff | Whenever a student is referred to the clinic for such an assessment. |
| Inspection of university premises for drugs, alcohol or other illegal substances. | Deploying security staff to inspect specific areas of concern/random checks. | University security staff. | Whenever need arises [random inspections |
| Investigation of breaches of the rules in this policy and disci lina actions. | Gather records and evidence that indicate abuse of drugs and substances. | The SDAC and any other persons authorized by the Vice Chancellor. | Whenever need arises. |
| Accessibility of affordable prevention, and counselling services | Increased clinic operating hours and visibility of university counsellors | University Clinic and Women's University in Africa Health SciencesDe artment. | Throughout the year. |

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Appendix 2

# WOMEN' S UNIVERSITY IN AFRICA

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Greendale, Harare, ZIMBABWE

Addressing Gender Disparity and Fostering Equity in University Education

STUDENTS AFFAIRS OFFICE

DRUG AND SUBSTANCE ABUSE POLICY STUDENT CONSENT FORM

l. Purpose & Brief: This form is for the student's consent to the Drug and Substance Abuse

Policy of Women's University in Africa.

1. Scope: This policy applies to all students of the Women's University in Africa.
2. Prohibited behaviors: As highlighted in the Drugs and Substance Abuse Policy
3. Support and rehabilitation: University Clinic in conjunction with Women's University in Africa Health Sciences Department shall offer counseling and support programs to registered students to assist in recovery.
4. Consequences of violation: Violations of this policy, such as possession of illegal drugs, shall result in disciplinary actions, up to and including termination as stated in the Student Disciplinary Committee Policy.
5. Reporting: Students are encouraged to report any suspected violations to their Program

Coordinator or the Student Affairs Department.

Student Name: Date: 

Student Number:

Program:

Signature:

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