EMERGENCY NUMBERS

- **24 hour CONTROL ROOM:**
  012 521 4139

- **24 hour SUPERVISOR:**
  082 793 1367 or 6004

FRAUD? CORRUPTION? NEPOTISM? MALADMINISTRATION?

TOLL FREE

0800 000 994

ANONYMOUS. SECURE. CONFIDENTIAL.

Fax 2 email:
0867261681

Call Back Number:
072 595 9139

Email: smu@thehotline.co.za

Website: www.thehotline.co.za
# TABLE OF CONTENT

Glossary of terms 3  
Prof Chris de Beer - Message 7  
SRC Message 9  
Vision, Mission, Motto 10  
Who Are We? 11  
Welcome to Orientation Week 13  
Schools 14  
Library and Information Services 15  
Research and Post-Graduate Studies Directorate 17  
Community Engagement 18  
Financial Aid Office 20  
Student Debtors 21  
Student Affairs 22  
  a) *Campus Health and Wellness Centre* 23  
  b) *Dental Clinic* 24  
  c) *Centre for Student Counselling and Development* 25  
  d) *Clinical Psychology Office* 26  
  e) *Student Life, Governance, Social and Entertainment* 27  
  f) *SMU FM* 29  
  g) *Student Residences* 30  
  h) *Catering* 32  
  i) *Sport and Recreation* 33  
  j) *Student Support Referral Unit* 36  
  k) *Student’ Social Work Services* 37  
Centre for University Teaching and Learning 39  
Medical Illustration and Audio-Visual Services 41  
E Learning Unit 45  
Language Proficiency 46  
Registrar’s Office 47  
Enrolment Management Office 48  
Examination Department 49  
Registry Department 50  
Alumni Relations Office - Corporate Store 51  
Information and Communication Technology 52  
Transport 56  
SMU Map 57
Glossary of terms

Abstract
An abstract is a brief summary of a dissertation or thesis (or a research article, review, conference proceeding or any in-depth analysis of a particular subject) and is often used to help the reader quickly ascertain the purpose and essence of the content of the document.

Academic year
This specified period delineates the academic activities of a specific year. It stretches from the date of registration at the commencement of a student's study in an academic year and terminates on the last scheduled date for registration in the subsequent academic year.

Admission Points (AP)
A calculation based on a student's certified levels of achievement in Grade 12 of secondary schooling provided that the student has also attained the required entry level for post-secondary first-qualification studies.

Applying for admission
The process by which a person's personal and other data are captured on the University's database yet does not bestow SMU student status on an applicant.

Assessment
The process of determining a student's capability by observing and evaluating performance using a range of methods benchmarked against standards.

Block release
A period of study that a student undertakes during a fixed time-frame over and above the normal contact period; otherwise defined as a fixed period during which part-time students present themselves for tuition.

Chancellor
The titular head of a university.

Compulsory ancillary module/course
A module/course, which has to be passed before a learning programme is completed.

Continuous Assessment
A variety of assessments, including formative methods, given during a learning process.

Credit Recognition
Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognized by the University. Full credit for a module/course already passed at this University; or an accredited, equivalent institution of higher learning is granted. Transfer credits will be counted towards meeting the credits required to complete a qualification from the University. Students are not required to take the modules/courses for which credit transfer has been granted. Since students may be pre-registered with modules/courses at the start of a semester, students are required to take the initiative to drop the module(s)/course(s) for which credit transfer has been approved. (Read this entry in conjunction with “Exemption” below).

Curriculum
The related modules/courses from one or more disciplines that form part of the programme over the specified period in which students have to achieve the requisite learning outcomes and graduate attributes.

Cum Laude
A qualification obtained with an average distinction mark over all modules/courses as determined by the School rules.
Deputy Vice Chancellor- Teaching, Learning and community engagement
The person responsible for all teaching, learning and community engagement activities within the undergraduate programmes. This relates to the quality assurance of existing programmes, accreditation for new programmes, and ensuring that the learning environment is conducive towards student academic performance.

Discipline
A coherent branch of knowledge and theory.

Dissertation
A comprehensive long essay reporting on study and research findings with a defined number of credits for a Research Master’s degree.

Distinction mark
A final mark of 75% or more achieved in a module/course.

Exemption
An exemption may be granted for a module/course, rather than credit, if the student can demonstrate learning and understanding of the content of that module/course through previous study or professional experience. Module/course exemptions are usually only granted for compulsory modules/courses and those which form a prerequisite for other modules/courses. If a module/course exemption is granted, no credit value is assigned. This means that the exemption does not count towards the credits or module/course requirements for the programme, nor towards any majors or minors. Students are required to take other modules/courses to make up the credits required for fulfilling the qualification requirements. (This should be read in conjunction with Credit Recognition above.)

Extended Curriculum Programme
Degree programme extended by one year beyond the normal duration.

External Assessor
A person who has no affiliation with the University and who assesses examinations scripts, oral examinations and/or practical examinations, research reports, dissertations and thesis.

Final mark
The weighted average of the formative assessment mark and the summative assessment mark in a module/course.

Formative assessment
Assessment that takes place during the process of learning and teaching, to inform learning and teaching strategies for improvement as well as give an indication regarding the readiness of the student to cope with summative assessment.

Formative assessment mark
The mark obtained through continuous assessment in a module/course.

Internal Assessor
An academic staff member appointed formally for the purpose of assessing a research report, dissertation or thesis and who served as neither the supervisor nor co-supervisor for the student involved.

International student
A person who is not a South African citizen and does not have a permanent resident permit.

Lecturer
A person that educates at an institution of higher learning. This is a member of the faculty of a college or university.
Mini-dissertation
A research component for a Coursework Master's degree.

Module/Course
A self-contained unit of study with a defined number of credits.

National Certificate (Vocational) admission points (VAP)
A calculation based on a student's certified levels of achievement in the school- leaving NC(V) certificate, provided that the student has also attained the required entry level for post-secondary first-qualification studies.

Occasional student
A person who satisfies the following conditions:
- She or he satisfies the statutory requirements for admission to the applicable formally approved qualification offered by the institution.
- She or he complies with the prerequisite(s) and/or conditions of the module as specified in the school rules.
- She or he is, with the dean's permission, enrolled for a module that forms part of the curriculum of a formally approved qualification.
- She or he is not registered for an approved qualification.

Part-time student
A student engaged in other occupations (such as full-time employment) and who can devote only part of his or her time to contact studies.

Part-time study
Contact studies done on a part-time basis.

Pass mark
A minimum final mark of at least 50%, or higher if so defined in the School Rules and/or required by the relevant discipline's professional body, achieved in a module/course.

Prerequisite of a module/course
Specified learning required for the registration of a module/course.

Programme
A purposeful and structured set of learning experiences, defined by a coherent grouping of modules/courses that leads to a qualification.

Qualification
The certification of the achieved learning outcomes of a programme expressed in terms of an accumulation of credits at specific levels. A qualification represents a student's demonstrated achievement in a planned and purposeful combination of learning outcomes.

Recognition of prior learning
A formal mode of recognising skills and competencies gained outside formal learning structures for purposes of placement or the granting of credit or exemption.

Registration
A contractual agreement annually entered into by the University and the aspirant student, which is subject to prescribed procedures and by virtue of which she or he is granted student status.

Research report
A short research report as a component of study towards completion of a qualification.

Rusticate
A form of punishment, not as severe as expulsion, whereby a student is denied continued registration for a laid down period, usually for one or more years, but may be readmitted upon application once the sanction is complete.
**Semester**
A study period extending over half of the academic year.

**Shelf life of a module/course**
All modules/courses have a maximum shelf life equivalent to a minimum period within which to obtain the qualification unless otherwise specified in School Rules, but continue to enjoy recognition beyond this period during continuous registration for the same qualification.

**Statutory registration**
Registration with the requisite professional body.

**Summative assessment**
Assessment, which integrates all learning of a module/course. It is an indicator of competency and leads to credits, which are recorded and reported.

**Summative assessment mark**
The mark obtained through summative assessment in a module/course.

**Supplementary assessment**
Assessment granted to a student for purposes of assessing knowledge through the process of re-assessment.

**Syllabus**
The content of a module/course.

**Thesis**
A manuscript prepared for examination purposes, which represents a distinct contribution to the knowledge of, and insight into, a subject and provides proof of originality, either by the presentation of new facts or by the exercise of independent and critical thought, and which is presented by the student in partial or full compliance with the requirements for a doctorate from the University.

**Vice-chancellor**
A person who is the principal of the University. They run the day-to-day running of the University.

**Weighted Average**
A weighted average percentage differs from an average percentage in that it returns a number that depends on the variables of both value and weight.

---

**Example:**

When a student obtains a 70% semester or year mark and a 50% examination mark then the final average mark is 60% \((70 + 50)/2 = 60\)% (average).

If the assessment ratio for a module/course is 60 to 40, meaning a 60% contribution from the semester or year mark and the examination mark contributes 40% to the final mark, the calculation is as follows:
- 70% semester contributing 60% to the final mark \((70 \times 0.6) = 42\)
- 50% examination contributing 40% to the final mark \((50 \times 0.4) = 20\)

Thus Final mark is \(42 + 20 = 62\)%.

**In short:** Module/course mark = (semester mark x 0.6) + (examination mark x 0.4)
In my capacity as Vice-Chancellor, I shall ensure that from a strategic planning and implementation point of view, the SMU will be able to determine, and revise, its positioning, strategies and priorities from time-to-time, with due account of the national and international contexts.

The focus of the SMU implies that it carries a special responsibility towards the country to produce highly qualified health personnel with competencies similar to those who have highly effective health care systems in the world.

Key SMU strategies
A quality and focused academic enterprise, aligned with the comprehensive nature of the University, responsive to national imperatives and appreciative of the unique challenges associated with health science education and the related resource provision, characterised by cutting-edge and customised delivery models;

Constructive engagement of and service delivery to the community by means of the clinical, practical and in service training components of the programme offering of the institution, the community service programmes of staff and students, and the empowerment (economic and otherwise) opportunities associated with the functioning and development of the University;

The delivery of knowledgeable, competitive, well-rounded and sought after alumni emulating the graduate attributes as determined by the Senate, with due observance of the competency framework for science graduates in general and health professionals in particular, inclusive of appropriate cross-field outcomes;

Achieving the growth targets of the institution as determined by the DHET in accordance with its planning parameters by means of an expanded PQM, the optimal use of current capacities and facilities, and the provision of appropriate new academic infrastructure;

A human resource development and provision plan and strategy, with specific emphasis on attracting (from other countries if necessary) and retaining quality academic staff, revising the conditions of service and improving the work environment of staff, revising and developing staff support and development programmes, and maintaining sound and professional labour relations;

Partnerships with institutions, government, state agencies, business and alumni to, inter
alia, strengthen the core functions of the University and to broaden its support and resource base;

· Creating capacity and enhancing skill levels in the institution in accordance with the approved and uniquely developed institutional functions and structures, in particular, within the support functions with a view to upgrading and repositioning these functions from the level of being a constituent part of an institution, to the level of support functions required within an autonomous institution;

A life changing experience for students characterised by the elements typifying a homely environment, where they are exposed to cutting-edge, relevant and competitive learning opportunities resulting in a life-long love for and loyalty toward the SMU, and the conclusion of ever lasting friendships;

A student support, development and services strategy underpinned by a cutting-edge student services model, the provision of quality student centred facilities, a transformed and value driven student life and a legitimate and customised student governance dispensation at all levels;

New and dynamic dimensions added to the institutional culture resulting from the institutional manifestation of student governance and leadership recognised for its commitment to the successful future of the SMU;

The ability of the University to maintain constructive relations with the student body and its constituent parts by means of open, transparent and diverse communication channels;

The ability to provide adequate, quality and cutting-edge student academic administrative systems, student support programmes and campus services, student governance models, student life and development programmes, and student centred training and recreational facilities;

The fundamental revision and change of the business model of the University regarding application, admission, registration and residence placement, as the current approach and practices seriously hamper the competitive position of the institution and pose a real reputational risk.

The SMU is now, more than ever before, positioned to fly as a self-standing institution with its own identity and ambitious strategic intent. The SMU aspires to lead, even beyond the borders of our country, as the benchmark health sciences institution, and is furthermore committed to redressing the shortage of health care professionals in the academic and health care sectors in the country.

Professor Chris de Beer, Vice-Chancellor
The Sefako Makgatho Health Sciences University student community in its immensity, as led by the SRC, wishes to welcome you to the warm SMU family. Your presence in the University makes us exceedingly joyous, as this directly speaks to our goal of expanding beyond conceivable boundaries as a University.

Your presence here today is informed by both your firm dedication your academics and hard work; continue to work even harder and wiser to ensure that your dreams become a reality after having stayed here for the time that you are supposed to.

The SRC is your friend, your brother, your sister. We will do everything possible and within our reach to guard your academic interests and ensure that your stay in this University is a productive one, taking into cognizance that at the end of the day the aim is to study, pass, graduate and go out to service our poor communities; and as such, we will perpetually encourage you to peruse your books, swot (study assiduously) and pass!

We are an institution that prides itself in promoting academic excellence, blending this with social interactions and engagements within the student community. The SRC will give you both academic support and the best social experience you may have ever had in your life. Have the most productive year ahead, Ha ku amukela eSMU

Sefako Makgatho Health Sciences University
Student Representative Council 2018/19
President
Chauke Innocent
**Mission**

Provide high-quality primary health care-oriented health sciences research, education and services.

Deploy educational approaches that include evidence-based methods for curriculum development and delivery that are rooted in the community.

Promote interdisciplinary research, education and skills training that recognizes the cross-disciplinary nature of holistic health care provision.

Produce a cadre of health professionals with the transformative leadership capacity to identify, analyse and address the health needs of the individual, the family, the community and the population.

Create an environment that supports innovation and harnesses the power of new technologies to address the health needs of the community.

**Vision**

To be the benchmark institution providing holistic health sciences education that meets the health needs of the individual, the family, the community and the population.

**Motto**

'Knowledge for Quality Health Services'
Who are we?

When was SMU established?

SMU was established when the Minister of Higher Education and Training, Dr Blade Nzimande in terms of section 20 of the Higher Education Act 1997 (Act 101 of 1997) promulgated the Sefako Makgatho Health Sciences University (SMU) in the SA Government Gazette no: 37658 of 16 May 2014.

The promulgation followed the announcement made in 2011, by Minister Nzimande, when he announced his intention to separate Medunsa Campus Unit, from University of Limpopo. The minister’s intention was based on the findings and recommendations of the task team that was established and led by Prof Malegapuru Makgoba, former Vice-Chancellor of University of Kwa-Zulu.
When did SMU open its doors?

The University opened its doors on 1 January 2015 after the Medunsa Campus was uncoupled from the University of Limpopo and incorporated into SMU.

Where is SMU located?

SMU is located at Ga-Rankuwa Township (next to Dr George Mukhari Academic Hospital).

GPS Coordinates: 25°37’8”S 28°1’22”E

What courses are offered by SMU?

SMU focuses on health and allied health sciences courses as part of government to expand access to education and training opportunities for the youth, by increasing the number of young people in education, employment and training.

Who is Sefako Makgatho?

SMU is named after a highly acclaimed politician, journalist, educationalist and theologian who championed the struggle for South Africa that is legitimate, non-exploitive and democratic.

How do I apply to study at SMU?

Visit: www.smu.ac.za

Visit: www.smu.ac.za
WELCOME TO ORIENTATION WEEK

What is orientation?
A process of adjustment or alignment of oneself or one’s ideas to surroundings or circumstances. In this case, aligning self to the university environment and activities.

Orientation week
Orientation week is a period at the beginning of the academic year at a university during which varieties of events take place to orient and welcome new students.

THINGS TO REMEMBER

- Always carry your student card
- Keep your valuable items safe
- Keep your timetable updated all the time
- Do not lend your cellphone or computer to anyone
- Do not lend your access card to anybody
- Lock your room and keep windows closed at all times
What courses are offered by SMU?
SMU focuses on health and allied health sciences courses as part of government to expand access to education and training opportunities for the youth, by increasing the number of young people in education, employment and training.

**SCHOOLS**

**School of Health Care Sciences:**
- Bachelor of Sciences in Dietetics
- Bachelor of Nursing Sciences & Arts
- Bachelor of Occupational Therapy
- Bachelor of Physiotherapy
- Bachelor of Speech-Language Pathology & Audiology

**School of Medicine:**
- Bachelor of Diagnostic Radiography
- Bachelor of Medicine and Bachelor of Surgery

**School of Oral Health Sciences:**
- Bachelor of Dental Surgery
- Bachelor of Dental Therapy
- Bachelor of Oral Hygiene

**School of Pharmacy:**
- Bachelor of Pharmacy

**School of Science and Technology:**
- Bachelor of Science
Library and information services

The Library and information service advances academic success and supports research as well as community engagement by providing access to quality health sciences information resources and services, technology, learning spaces and staff expertise.

We offer University's students and staff access to information resources in different formats along with services and facilities to optimise access and use of these resources. Wireless coverage ensures access to online resources with selected academic databases also accessible off campus. Our staff offer their expertise in answering your library-related queries as well as information skills training for individuals and groups.

On behalf of the Library and Information Services I urge you to make the library a trusted and reliable partner in your academic journey. We welcome your comments and suggestions.

Services rendered:
- Information Literacy: Provides training on how to use the library resources effectively.
- Reserve Collection: high demand material for short loans.
- Open Collection: Items available for borrowing.
- Information Desk: A service desk for general inquiries
- Ask a Librarian: A facility for online help.

Student-related activities/ Committees
The Library and Information Services has put in place programmes, services and collections geared towards supporting your learning needs.

After the orientation week, you will also get more training and practicals in the usage of the library; using the computerized catalogue to check information resources in the library, how to access & use our information resources to complete your assignments and study projects.

Collections
- Books: Print and electronic
- Periodicals: Print and electronic
- Electronic Databases
- Theses and Dissertations: print and electronic
- CD and DVD's
- Exam papers in electronic format

Facilities
- 24 hours study facility(next to BMS building)
- Air Conditioned Study space
• Study Cubicles
• Open Computer Lab for Internet and Typing
• Internet Access with WIFI
• Seminar/ Discussion rooms with projectors, screens and boards
• Photocopying and printing
• Electronic training room
• Staff and Postgraduate Room

Physical address: next to BMS building

Library Hours

Term time
Monday – Thursday: 07h30 – 22h00
Friday: 07h30 – 16h00
Saturday: 09h00 – 17h00

Vacation time
Monday – Friday: 07h30 – 16h00
Saturday: Closed

Extended Examination Hours
Monday – Friday: 07h30 – 00h00
Saturday: 09h00 – 17h00
Sunday: 09h00 – 17h00

Contact details:
Director’s Office: (012) 521 4151
Circulation Desk: (012) 521 5706
Information Desk: (012) 521 3084
Photocopying: (012) 521 4497
Library IT: (012) 521 3753
Security: (012) 521 5701

Library website: http://www.smu.ac.za/library/
The SMU strategic priorities for research, postgraduate studies and innovation are based on three central pillars (i.e. the 3 Ps: Practice, People and Place), supported by the SMU business processes and ICT systems, and are:

- To achieve research of the highest quality and integrity (Practice);
- To support and develop excellent people with talents (current academics & postdocs); and
- To have an impact beyond academia, which yields economic and socio-cultural benefits at regional, national and international level (Place).

### Services Rendered
- Research output (publications) management
- External research grants, bursaries and scholarships e.g. NRF, MRC, HWSETA
- Internal research incentives administration
- Research Ethics administration
- Research capacity development workshops and courses

### Physical Address
Clinical Pathology Building, 5th Floor

### List of Staff Members and their Job Titles
- **Dr Sandile Williams**: Director for Research and Grants Support
- **Prof Mapaseka Seheri**: Acting Director for Postgraduate Studies
- **Ms Elsie Monkwe**: Research Administration Officer
- **Lorato Phiri**: Research Administration Officer
- **Ms Jadah Matentji**: Research Administration Officer
- **Phumzile Sibanyoni**: Intern
- **Kgalalelo Letoaba**: Intern

### Contact Details
- **Ms. Elsie Monkwe**: Research I
  Email: Elsie.monkwe@smu.ac.za
  Tel.: 012 521 3698 | Office No: S524
- **Ms. Lorato Phiri**: Research Ethics
  Email: Lorato.phiri@smu.ac.za
  Tel: 012 521 5617 | Office No: S524
- **Ms. Jadah Matentji**: External Grants
  Email: Jadah.matentji@smu.ac.za
  Tel.: 012 521 3956 | Office No: S519
Community engagement refers to the initiatives and processes through which the expertise of the institution in the areas of teaching, learning and research are applied to address issues relevant to its community. For SMU, community engagement is a process of integrating inter-professional education and practice with mutual benefit to both the institution and receiving community.

**Figure 1:** The types of engagements, interactions and integration
<table>
<thead>
<tr>
<th>Domain</th>
<th>Teaching and learning</th>
<th>Research</th>
<th>Professional/discipline services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To generate new knowledge, promote knowledge integration, the application of knowledge, or the dissemination of knowledge</td>
<td>To enhance community development through staff and student involvement in research to find solutions to problems identified by both the researchers and the community.</td>
<td>To contribute towards pressing social, educational and health challenges facing the communities</td>
</tr>
<tr>
<td>Nature</td>
<td>Typical academic activity related to the discipline/profession or the field of expertise</td>
<td>Research, which is intervention, based, applied in nature typified by inclusive participation of the community.</td>
<td>Entails volunteering activities or projects and are altruistic by nature. Typically undertaken outside the formal academic period by academic staff and students. On the other hand it can be incentive driven with the focus of generating third stream income.</td>
</tr>
<tr>
<td>Funding</td>
<td>DHET subsidy funded Clinical Training Grant</td>
<td>External funding / Research grants and Fund raising ventures</td>
<td>Use of university resources may be permitted and should be recorded as well as monitored. External funding may be sourced - a SLP policy to be developed.</td>
</tr>
</tbody>
</table>
| Management             | 1) Deans and HODs, in their areas of competence, to ensure that an enabling environment is created for promoting community engagement  
2) Academic support in Service-Learning by the centre for University Teaching and learning (CUTL). Studies in consultation with JET/CHESP Service-Learning Capacity Development Programme. | Research activities to comply with the research policy. | Formation of a community engagement committee to oversee and support CE ventures                      |
| Examples of engagements | Examples provided within the SMU database as compiled                                   | Examples provided within the SMU database as compiled                     | Examples provided within the SMU database as compiled                                              |
| Recognition            | Criteria similar to T&L Award to be established and used to recognise staff for CE excellence. CE to be one aspect of evaluation for staff promotion | Awards for research to the value of the measurable impact at the community level | Projects to be recognised and participants be incentivise                                           |
Services rendered

Merit Bursaries
As a first year student, you would qualify to receive a merit bursary if you are studying towards the first degree for the first time after grade 12. An average mark of 70% or higher in your grade 12 final examination is needed to qualify for the bursary.

The average is calculated as follows:
- The Old Curriculum, Matriculation Certificate
- Add the percentages of (six best) of the final exam results and divide by (six).
- On the New Curriculum, Senior Certificate
- Add the percentage of all subjects (excluding Life Orientation) and divide by the number of those subjects.

Bursaries/Scholarships
Students are urged to apply for external bursaries at different companies, government departments and municipalities. Addresses are available at http://bursaries-southafrica.co.za and at the Financial Aid Office.

National Student Financial Aid Scheme (NSFAS)
All applications for NSFAS funding have to be made online on the NSFAS website www.nsfas.org.za. Please take note of the annual NSFAS closing date.

The following Computer Labs on Campus are available where you can complete your applications and update your details:
BMS 301, BMS Study Hall, NSB CBE, NSB E-Learning Centre and Residence 2B
Scanning facilities (to upload your supporting documents) are also available at the Library and the Financial Aid Office, S518, Clinical Pathology Building.

For enquiries and more information on the above please visit the Financial Aid Office or visit the NSFAS website (www.nsfas.org.za).

Fundi Capital (Pty) Ltd (previously known as Eduloan)
Fundi believes that the more you know, the more you can become, and they want to partner with their customers on their education journey to help them realize their dreams. Fundi understands that learning needs to go beyond finance, and they want to provide the support and assistance needed to realize the ambitions of their customers.

More importantly, they understand the challenges experienced by students. They believe that as Fundi, they can make a valuable contribution to South Africans by providing students the support and assistance they need to be successful.

Fundi remains mindful of the power of the partnerships they have developed over time and want to assure their customers of their continued support. Fundi will strive to deliver innovative education solutions that support and enable their customers’ education ambitions.

To get more information on their new brand please visit the website on www.fundi.co.za or call the Customer Care line on 0860 55 55 44. For your convenience, all the contact and address details will stay the same.

Allowances such as books, meals and cash are offered through the Eduxtras card.
For enquiries, please visit the Fundi Office at N505, Finance Department, Fifth Floor, Clinpath Building, Tel. 012-5215964.

Additional information
The Financial Aid Office (FAO) strives to render excellent, efficient, professional and a friendly service to students.

Financial aid offers students an opportunity to access tertiary education, however not all students qualify for assistance and financial aid is granted on the basis of certain financial and academic criteria. Students are urged to visit the FAO for more information and assistance.

Physical address:
Financial Aid Office, Clinical Pathology Building, Fifth Floor, Room no. S518.

Student consultation hours:
Monday – Friday: 10h15 - 11h15 and 13h00 - 14h00

Contact Details:
Mrs Karen Hermann
Assistant Director and HOD
Email: karen.herman@smu.ac.za
Tel.: 012-5214622

Mr Phetole Moshoma
Principal Accountant: NSFAS
Email: phetole.moshoma@smu.ac.za
Tel.: 012-5214191

Mrs Ansie Jansen van Rensburg
Financial Aid Officer: Provincial Bursaries
Email: ansie.jansenvanrensburg@smu.ac.za
Tel.: 012-5214031

Mrs Patricia Motsepe
Financial Aid Officer: Private Bursaries
Email: patricia.motsepe@smu.ac.za
Tel.: 012-5214486

Mrs Nonia Kgubudi
Financial Aid Officer: Merit bursaries
Email: nonia.kgubudi@smu.ac.za
Tel.: 012-5215961

A. Cashier Office

Service Rendered
Collections of tuition fees from student and issuing of receipts

Additional information
All students are requested to produce their Students Cards at Cashier Office.

Physical address
Clinical Pathology Building, Fifth Floor, Room No. N501, Financial Administration.

Student consultation hours
Monday – Friday: 09h00 – 12h00 and 13h00 – 15h00.

Contact details:
Relebogile Ntlatleng: Cashier
Email: relebogile.ntlatleng@smu.ac.za
Tel.: 012 521 4957

Barbara Dooka: Administrative Clerk
Email: barbara.dooka@smu.ac.za Tel: 012 521 4154

Sinah Madisha: Accountant
Email: sinah.madisha@smu.ac.za
Tel.: 012 521 4660

B. Student Debtors Office

Services rendered
• Administering student fees accounts
• Issuing of statement of account
• Collection of outstanding fees
Additional information
All students are requested to produce their Students Cards at student debtors office.

Contact Details
Tebogo Shole: Assistant Director Student Fees
Email: tebogo.shole@smu.ac.za
Tel.: 012 521 4614

Emily Msiza: Assistant Accountant
Email: emily.msiza@smu.ac.za
Tel.: 012 521 4735

Mothibedi Motsepe: Principal Accountant
Email: mothibedi.motsepe@smu.ac.za
Tel.: 012 521 4500

Frans Teffo: Principal Accountant
Email: frans.teffo@smu.ac.za
Tel.: 012 521 4713

Services rendered
• Provide information about SMU and about studying in South Africa to prospective and current international students.
• Advice and assist students with the application of study visas, and renewals of existing study visas.
• Provide information about South African approved medical aid service providers.
• Participate on the general orientation of new students in the university.
• Plan and facilitate the orientation of new students in the university.
• Initiate and assist in the organisation of cultural celebrations of international students and related functions.
• Develop international students’ handbook which has information and services available to students.
• Provide information to foreign embassies and consulates.
• Serve as liaison within the university community and beyond on behalf of international students.
• Serve as a liaison between the students and Home Affairs.
• Advice on and facilitate social interactions amongst the international students.
• To support students with disabilities.
• To advocate for minority groups in various areas such as:
  - Religion formation
  - Sexual orientation
  - Culture diversity

Student-related activities/Committees
A. Student related activities
• Orientation
• Africa day
• International day
• Excursion for International Students

B. Committees
• Sefako Makgatho Health Science University International Student Organisation (SMUISO)
• Lesbian, gay, bisexual, transgender and intersex (LGBTI)

Physical address
Old Information Centre behind Residence 1C

Student consultation hours
08h00 – 16h00

Contact details
Ms Eunice Modiba
Email: eunice.modiba@smu.ca.za
Tel.: 012 521 5834
Services rendered
- Minor Ailment treatment
- HIV counselling, testing and management
- Hepatitis B Vaccination
- First Aid
- Health promotion through peer education programme (Crayon Society)

Student-related activities/Committees
- Peer education training and mentoring
- Campaigns like First things First, STI awareness dialogues (One night stand), Women’s Health (You are such a doll), Men’s Health (Brothers for life), Candle light, World Aids Day, group sessions and many more.

Additional information
- All services are free of charge.
- Health promotion
- Social Media
  - Facebook: Crayon Society Medunsa
  - Twitter: Crayon_Society
  - Instagram: crayonsociety_sefako

Staff members
- Clinic based
  - Dr M.P Mathebula: Clinic Doctor
  - Sr S.J Mokono: Assistant Manager
  - Sr Esther Modisa: Clinic Nurse Practitioner
  - Mr J Diale: Principal Lab Assistant
  - Ms N.S Leballo: HIV/AIDS officer
  - Ms K.A Nonkwelo: Health Promoter

Paramedics
- Mr E Sephoka
- Mrs M Maake
- Mr A. Masikwa
- Mrs T Mangwani
- Mr G Sateg
- Ms L Magana
- Mr R Mabogo
- Mr F Mulovhedzi
- Ms K Malohaditlane

Physical address
Next to Security office at Main Gate

Student consultation hours
Monday – Friday: 08h00 – 16h00

After hours and weekends and Emergency
Contact campus control for ambulance services, or dial 0794179546/6278

Clinic Contact details:
012 521 5735
Patient Admin Department

Services Rendered
- Crown and bridges
- Dentures
- Restoration
- Scaling and polishing
- De-banding of braces and cleaning teeth
- Root planning and scaling
- Teeth whitening
- Retainers
- Occlusal protectors

Additional information
- Patient book through patient admin before coming to dental clinic.
- Students that are not on medical aid pay R70 for consultation
- Those who are on medical aid use their medical aid for consultation
- Free services are provided for pregnant women

Physical address
Dental Building

University working hours
Monday – Friday: 07h30 - 16h00

Contact Details
Mrs J Makatu
Tel.: 012 521 5775/5761

Mr L.J Mathala
Tel.: 012 521 5761

Mr S Skhosana
Tel.: 012 521 5757
Centre for Student Counselling and Development

Services rendered on an individual basis to

- Promote optimal adaptation to first-entering students throughout the year.
- Provide guidance and counselling to students on:
  - relationships
  - career counselling
  - stress management
  - anger management
  - grief counselling
- Render psycho-educational services to students who need it.
- Attend to urgent referrals from Student Support Referral Office.
- Provide support to students who consult voluntarily.

Study Skills

- Planning
- Taking notes
- Improving concentration
- Memory techniques

- Motivation
- Effective time management
- Learning styles

Physical address
Clinical Pathology Building,
Basement, Room no. 022,
next to Dr George Mukhari Academic
Hospital small gate

Student consultation hours
Monday- Friday: 08h00 - 12h00;
13h00 - 16h00

Contact details
Dr F. Nkabinde
Email: fikile.nkabinde@smu.ac.za
Tel.: 012 521 3786

Study Skills

- Planning
- Taking notes
- Improving concentration
- Memory techniques
Services Rendered

Individual Psychotherapy, psychoeducation, couples and group psychotherapy for students presenting with some of the following difficulties:

- Adjustment problems
- Trauma and Crisis Intervention
- Victim Empowerment
- Relationship and Interpersonal difficulties
- Family Problems
- Stress and coping with life transitions
- HIV/AIDS Counselling- (pre and post-test counselling)
- Critical Incident Stress Debriefing
- Academic problems including learning difficulties, concentration and motivation
- Depressive Disorders/Depression
- Anxiety Disorders – panic symptoms
- Personality problems
- Sexual Identity Issues
- Rape and sexual assault
- Abuse in relationships
- Grief and Loss- bereavement therapy
- Anger Management
- Eating disorders
- Self-esteem issues
- Sexual health
- Personal growth and development
- Empowerment trainings

Student-Related activities:
Team building and development programmes for student teams, workshops and training facilitation and discussion groups on particular psychological topics of interest.

Student consultation Hours:
Monday- Friday: 08h00-16h00

Staff members
Mrs Molebogeng Moholo
Clinical Psychologist
Email: molebogeng.moholo@smu.ac.za
Tel.: 012 521 3806

Physical address
Clinical Pathology Lecture Building, Office 3L004
Student Life and Governance

Services rendered
- Leadership Training and Development
- Student Representative Council (SRC)
- Societies
- Student Life and Events

Our Flagship events include the following
- Motivational talks;
- Clubs visiting orphanage homes and in turn hosting orphanage home on Campus;
- Mr and Miss SMU Pageant;
- Support Student political structures, Religious formations, Clubs and Societies during implementation of their Programme of Action (POA)
- Give logistical support to Independent Electoral Commission (IEC) during SRC Elections annually around September/October

- Enhancing Debates
- Strategic measures applied to all students structures, political and non-political
- Enforce students employability;
- Bachelor of Science (BSc) students taken to industries such as the Council for Scientific and Industrial Research (CSIR) and/or National Research Council (NRF)

Student-related activities/Committees
We also provide assistance on which society to join, what society membership fees are payable and other general information which can be obtained from the office of student life and governance.

Our caring and supportive staff will guide students to the relevant office bearers in...
order to assist with society/SRC or any other related student matters. Students can choose from a variety of political, social and religious structures on campus and join.

A. Political Structures:
- African National Congress Youth League (ANCYL)
- Azanian Student Congress (AZASCO)
- Democratic Alliance Students Organisation (DASO)
- Economic Freedom Fighters Student Command (EFFSC)
- Independent Associates (IA)
- Progressive African Socialist Students Organisation (PASSO)
- Pan African Student Movement of Azania (PASMA)
- South African Students Congress (SASCO)
- Young Communist League of South Africa (YCLSA)

B. Social Clubs
- Debate Society
- DJ Society
- Poetry Club

C. Religious Desk
Sefako Makgatho Health Sciences University Religious Desk, which is an umbrella body of all Students church structures at the university.

Additional information
Core Business of Student Life and Governance
- Contributes towards the holistic development of all students
- Our core functions are training and development of student leadership
- Coordination of student life and events and supporting student governance structures such as the SRC, the Student Housing Committees, Faculty Representatives, Sport.

Goals and Objectives
- To provide leadership training for all student governance structures.
- To provide leadership training opportunities to students with leadership potential.
- To create opportunities for students to have meaningful and relevant growth experience as they participate in co-curricular activities (clubs and societies)
- To build capacity in elected student leaders in terms of their representation, planning and management of student affairs.
- To be continuously involved in professional development activities to promote self-development and the development of expertise in the field of student leadership, governance and co-curricular activities.

Physical address
Natural Science Building, ground floor.

Student consultation hours
Monday- Friday: 07h30 - 16h00

Contact details
Mr Albert Masetla
Email: albert.masetla@smu.ac.za
Tel.: 012 521 5836

Ms Goitsemang Mogase
Email: goitsemang.mogase@smu.ac.za
Tel.: 012 521 5835
We have a total of 32 presenters who host various shows and a team of dedicated men and women who serve temporarily as the Station

**Services rendered**

- News
- Music
- Talk shows
- Sports

**Additional information**

We accommodate student presenters and those from the neighbouring communities, if you think you have what it takes to join this family of young vibrant future radio hosts pop in at studios and speak to the Acting Station Manager. Who knows you might be stepping into a new different future.

**Broadcasting time**

24/7

**Physical address**

Student Cafeteria

**Contact person**

Ms Precious Pheelwane
Station Manager
Email: precious.pheelwane@smu.ac.za
Tel: 012 521 5812
Student Residences

Services rendered

- Proof of residence for students
- Washing machines and tumble dryers
- Kitchen and stove
- Cleaning services
- Issuing of tissues every month
- Maintenance (renovations, replacement of damage goods etc) in partner with technical services.
- TV rooms for entertainment
- Each residence has a security officer for safety
- Attend to students problems

Student-related activities/Committees

A. Activities
   - SMU I belong
   - Residence orientation
   - Ubuntu games
   - Bon fire
   - Green campus
   - SMU conversation
   - On going orientation

B. Committees
   - House committee

Additional information

Important residence rules

- No Alcohol and substance abuse
- No Tampering with Fire Fighting Equipment
- No Illegal squatting in the residences
- No Noise and parties
- No Vandalism
- No Illegal Trading

General information

- Proof of residence can be obtained from your residence manager
- Your postal address; your name, residence name, room number, P O Box 154 Medunsa
- All junior students share rooms
- If you need help contact your residence manager
- Report repairs and maintenance of your room residence manager
Safety at residence

- Report the loss of your key to your residence manager; it can be replaced at a cost.
- Secure your valuables in a safe place.
- Report any suspicious persons to residence manager and security.
- Keep your door closed and locked, especially when you are sleeping or alone in the room.

Switch off appliances when not in use.

Physical address
Clinical Pathology building office S530

Student consultation hours
Monday – Friday: 08h00-15h30

Contact details:

<table>
<thead>
<tr>
<th>Name</th>
<th>Work</th>
<th>Short no</th>
<th>Email</th>
<th>Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Lindi Rampa</td>
<td>012 5213142</td>
<td>6041</td>
<td><a href="mailto:lindi.rampa@smu.ac.za">lindi.rampa@smu.ac.za</a></td>
<td>Central Office</td>
</tr>
<tr>
<td>Mr Lethabo Kudumane</td>
<td>CENTRAL OFFICE</td>
<td>6695</td>
<td><a href="mailto:lethabo.kudumane@smu.ac.za">lethabo.kudumane@smu.ac.za</a></td>
<td></td>
</tr>
<tr>
<td>Mrs V Thosago</td>
<td>012 521 4013</td>
<td>6253</td>
<td><a href="mailto:violet.mojapelo@smu.ac.za">violet.mojapelo@smu.ac.za</a></td>
<td>1A</td>
</tr>
<tr>
<td>Ms Remo Poeng</td>
<td>0714908351</td>
<td>-</td>
<td><a href="mailto:Rpoeng0@gmail.com">Rpoeng0@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Ms M Madisha</td>
<td>0613042986</td>
<td>-</td>
<td><a href="mailto:Masego.madisha@smu.ac.za">Masego.madisha@smu.ac.za</a></td>
<td>Drie Lilies</td>
</tr>
<tr>
<td>Mr O Thekoane</td>
<td>0613174757</td>
<td>-</td>
<td><a href="mailto:obery.thekoane@smu.ac.za">obery.thekoane@smu.ac.za</a></td>
<td>Drie Lilies</td>
</tr>
<tr>
<td>Mr P J Louw</td>
<td>0765558921</td>
<td>6250</td>
<td><a href="mailto:james.louw@smu.ac.za">james.louw@smu.ac.za</a></td>
<td></td>
</tr>
<tr>
<td>Ms M N Vuma</td>
<td>0735882062</td>
<td>6248</td>
<td><a href="mailto:Martha.vuma@smu.ac.za">Martha.vuma@smu.ac.za</a></td>
<td>2B</td>
</tr>
<tr>
<td>Ms M M Motau</td>
<td>0824888389</td>
<td>6254</td>
<td><a href="mailto:mary.motau@smu.ac.za">mary.motau@smu.ac.za</a></td>
<td>JST Rustenburg</td>
</tr>
<tr>
<td>Mr M S Dunge</td>
<td>0726390101</td>
<td>6255</td>
<td><a href="mailto:muziwandile.dunge@smu.ac.za">muziwandile.dunge@smu.ac.za</a></td>
<td>1D</td>
</tr>
<tr>
<td>Ms L M Skhosana</td>
<td>0725065859</td>
<td>6356</td>
<td><a href="mailto:lindiwe.skhosana@smu.ac.za">lindiwe.skhosana@smu.ac.za</a></td>
<td>Nurse Home GM</td>
</tr>
<tr>
<td>Ms M D Matjeni</td>
<td>0125214096</td>
<td>6172</td>
<td><a href="mailto:dorah.matjeni@smu.ac.za">dorah.matjeni@smu.ac.za</a></td>
<td>5B</td>
</tr>
<tr>
<td>Mr J Mnisi</td>
<td>012 521 3996</td>
<td>6174</td>
<td><a href="mailto:joseph.mnisi@smu.ac.za">joseph.mnisi@smu.ac.za</a></td>
<td>1B and 1C</td>
</tr>
<tr>
<td>Ms J D Mokoke</td>
<td>0791562319</td>
<td>6173</td>
<td><a href="mailto:joyce.mokoke@smu.ac.za">joyce.mokoke@smu.ac.za</a></td>
<td>Lost City</td>
</tr>
<tr>
<td>Mr Efrain Hafeni</td>
<td>0711500777</td>
<td>-</td>
<td><a href="mailto:efrainmappz@gmail.com">efrainmappz@gmail.com</a></td>
<td>2A</td>
</tr>
<tr>
<td>Mr Sunnyboy Maboa</td>
<td>0828597975</td>
<td>-</td>
<td><a href="mailto:sunnyboy.maboa@smu.ac.za">sunnyboy.maboa@smu.ac.za</a></td>
<td>4B</td>
</tr>
<tr>
<td>Ms Tshenolo Mdakane</td>
<td>0736811097</td>
<td>-</td>
<td><a href="mailto:ts.mdakane@gmail.com">ts.mdakane@gmail.com</a></td>
<td>The Heights</td>
</tr>
<tr>
<td>Ms Shamaka Kgabi</td>
<td>0724212172</td>
<td>-</td>
<td><a href="mailto:shamaka.kgabi@smu.ac.za">shamaka.kgabi@smu.ac.za</a></td>
<td>Varsity Lodge</td>
</tr>
</tbody>
</table>
Services Rendered
- Serving Breakfast, Lunch & Supper
- Functions (Confirmation must be made 2 days before the function date. No function will be done without a full payment or a signed and budget stamped pink form/catering request service form being received by the cafeteria office)

Physical Address:
Student Cafeteria Building

Contact Details:
Student Cafeteria Office
Tel: 012 521 5205/5208

Function Bookings
cafeteriafunctions@smu.ac.za
Tel: 012 521 5208

Management
Sithabile Milanzi
Head of Department

Jemina Motsie
Senior Supervisor: Administration

Ernest Foromo
Senior Supervisor: Production

Rachel Thongo
Supervisor: Functions

Penina Foromo
Supervisor: Hygiene

Virginia Maponya
Supervisor: Front of House

Grace Nyamathe
Shift Supervisor: Front of House

Katlego Masike
Shift Supervisor: Front of House

Lindiwe Choshi
Function Quotations & Bookings

Trading Hours (Student Cafeteria)
Monday - Friday: 07h00- 18h00
Saturday & Sunday: 07h30- 17h30
Sport and Recreation

Services rendered
- Administration of all registered
- Sports and Recreation codes on campus
- Training and Development of Athletes
- Multi-Purpose Gymnasium
- Provide students, staff and alumni
- the opportunity to participate on a range of indoor and outdoor sports activities such as Soccer, Rugby, Tennis, Basketball, Aerobics etc. and promote a healthy and physical wellness lifestyle
- Co-ordinate internal and external sport activities

Student-related activities/Committees
There are 17 active sporting codes on campus, namely: Aerobics, Athletics, Badminton, Basketball, Bodybuilding, Chess, Cricket, Dance Sport, Karate, Netball, Pool, Rugby, Swimming, Table Tennis, Tennis and Volleyball. As a new student at the university, you are encouraged to join one or more of our sport and recreational clubs for you to enjoy your stay at the university.

A. University Sport South Africa (USSA)
Our clubs participate in the University Sport South Africa (USSA) winter tournaments and summer tournaments annually. The winter tournaments sport codes are: Badminton, Basketball, Dance Sport, Netball, Rugby and Volleyball which are held on the first week of the winter recess.

The summer tournaments sporting codes are: Aerobics, Bodybuilding, Chess, Cricket, Athletics, Karate, Pool, Soccer, Swimming, Table Tennis, and Tennis. The summer tournaments are held on the first week of the summer holidays.

Participation in the national USSA tournaments offers one an opportunity to participate internationally.

B. Sporting codes committee
The sporting codes have their own committees operating under the banner of the All Sport Council, which is the subcommittee of the SRC.

C. Community leagues
Clubs also play in the community leagues around Gauteng. All clubs have their own internal and external fixtures played on different weekdays and weekends at various venues in and around Gauteng province.
Facilities
General Gym
All students are free to utilise the gymnasium free of charge. One simply produces one`s current student card at reception. Various training equipment is available in the centre.

Indoor Facilities
- General Gym
- Karate Hall
- Squash Court x 6
- Bodybuilding Gymnasium
- Dance Hall
- Table Tennis Hall
- Basketball Court x 2
- Volleyball Court x 2
- Badminton Court x 6

Outdoor Facilities
- Football Stadium
- Football field x 2
- Rugby Field
- Tennis Court x 4
- Netball Court x 2
- Basketball Court
- Swimming Pool

Additional information
The Department boasts having produced better sportsmen and women in the country under the following codes:
- Karate All African Games, Shinkyokushinkai World Championships 2017 participation;
- Senpai, Sensei;
- Bodybuilding International Participation Student 2016,
- Soccer Referees Course 2nd level, 5 students,
- SASAFS (Aerobics) 2016 Austria, Athletics,
- Pool (Blackball Pool games) National Champions,
- Finals of Blue Bulls Rugby Union 2015, Dance Sports National Championships and Badminton Northern Gauteng Champions and U.S.S.A,
- USSA C Netball Champions,
Physical address
Sports Complex

University working hours
Monday– Friday: 07h30-16h00

<table>
<thead>
<tr>
<th>Sport officer</th>
<th>Sport code</th>
<th>Contact no</th>
<th>Email</th>
<th>Room no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr JK Semono</td>
<td>Aerobics and athletics</td>
<td>012 521 3858 072 128 9491</td>
<td><a href="mailto:jeffsemono@smu.ac.za">jeffsemono@smu.ac.za</a></td>
<td>122, Sports Centre</td>
</tr>
<tr>
<td>Mr OJ Seitshiro</td>
<td>Badminton, Body Building, Chess, Rugby, Tennis, Swimming, and Table tennis</td>
<td>012 521 4184 084 951 6666</td>
<td><a href="mailto:jacob.seitshiro@smu.ac.za">jacob.seitshiro@smu.ac.za</a></td>
<td>128, Sports Centre</td>
</tr>
<tr>
<td>Ms MG Motshegka</td>
<td></td>
<td>012 521 4185</td>
<td><a href="mailto:mama.motshekga@smu.ac.za">mama.motshekga@smu.ac.za</a></td>
<td>007, Sports Centre</td>
</tr>
</tbody>
</table>
Student Support Referral Unit

Services rendered

Life Coach
A Life Coach helps functional people achieve greater successes. The following are part of a Life Coach’s scope of practice: creating constructive habits, stress management, overcoming fears, finding balance, goals setting, motivation and creating action steps toward change, guide students through reflection for problem identification, and Referral to other relevant Service Providers for further assistance with identified challenges if needed.

Available Service Providers:
- Student Counselling and Development Unit
- Clinical Psychologist
- Social Worker
- CUTL (Centre of University Teaching and Learning)
- Financial Aid
- Campus Health

Additional information
This service is available to all students who wish to gain access to any of the service providers listed above, due to lowering academic achievements or any pressing personal matter. It will be handled with respect, care and confidentiality.

Physical address
Clinical Pathology Building, Ground floor, Lecture hall 3, Room no. 3L003

Student consultation hours
Monday – Friday: 08h00 – 16h00

Contact details
Mrs C Du Preez
Email: corlia.dupreez@smu.ac.za
Tel.: 012 521 3805
Students’ Social Work Services (SSWS)

Services rendered

- Basic counselling, development of coping mechanisms and or stress management
- Social relief of distress (food security)
- Crisis management
- Direct therapeutic services
- Conducting psychosocial assessments
- Debriefing (individuals and groups)
- Assist students with court preparations
- Assessing student with substance abuse problems, suicidal and similar issues.

Student-related activities/Committees

- Various awareness campaigns

Physical address
Clinical Pathology Building, Floor 5, Room NO. S531.

Student consultation hours
Monday- Friday: 07h30 – 16h00

Contact details
Mr Mashudu Muthala
Email: mashudu.muthala@smu.ac.za
Tel.: 012 521 4579
SMU Anti Discrimination Office

We Can-We Shall-We Will

STOP

Gender Based Violence

Staff and students are requested to report all incidents related to gender based violence:
- sexual harassment
- discrimination
- manifestation

You can report to Ms Angie Malope
Tel: 012 521 4585 / 076 937 8376
Email: angie.malore@smu.ac.za

Taking action towards zero tolerance against gender based violence
Centre for University Teaching and Learning

Mission

- To lead the design, development, implementation and evaluation of School development initiatives
- To provide evidence based health sciences education consultancy service
- To provide services related to peer and student evaluation of teaching, learning and assessment
- To initiate, review and evaluate curriculum development and transformation initiatives
- To initiate, guide, implement and review learning technologies
- To provide health sciences illustration and audio-visual services
- To design, develop, implement and evaluate relevant student academic support services
- To participate actively within the national and international communities of practice related to school's development, student academic support and curriculum development
- To contribute to educational scholarship and research

Services rendered

Student Academic Development

- Train and coordinate the Student Mentorship Programme
- Mentorship Programme
- Tutor training
- Develop and support students on study skills
- Coordinate National Benchmarking Test (NBT)
- Coordinate and facilitate Supplemental Instruction (SI)
- Coordinate and facilitate Writing Centre (WC)
- Additional information
- Community outreach: Motivational Talks in High Schools through the Student Mentorship Programme

For academic staff

To provide professional development on matters related to the enhancement of teaching and learning.
To support evaluation of teaching and courses and modules.
For academic staff

- To provide professional development on matters related to the enhancement of teaching and learning.
- To support evaluation of teaching and courses and modules.
- To encourage and support academics in the use of information technology in their teaching.
- To foster the scholarship of teaching and learning and promote the culture of reflective teaching.
- Lecturer training on reviewing/mapping their curricula.
- Training and support to use LOOOP for
  - accessing the platform
  - creating a learning guide
  - commenting on the content and offering of a module

Contact Details

Dr Clever Ndebele: Director
Email: clever.ndebele@smu.ac.za

Ms Audrey Selebogo: Secretary
Email: audrey.selebogo@smu.ac.za

Ms Dimakatso Molokomme: Senior Administrative Officer
Email: dimakatso.molokomme@smu.ac.za
Tel: 012 521 3986

Student Academic Development Unit

Staff members

Ms Bonolo Kau
Email: bonolo.kau@smu.ac.za
Tel: 012 521 4432
Fax: 012 521 5937

Ms Dikeledi Thipe
Email: dikeledi.thipe@smu.ac.za
Tel: 012 521 4215
Fax: 012 521 5937
Medical Illustration and Audio-Visual Services (MIAAVS)

Services rendered

- Medical Illustration, Art and Design
- Clinical Photography
- Scientific Photography - A broad spectrum of scientific photography is available, including microscopic, macro, gel and research photography. In addition, we are equipped for scientific documentation in-house or on location.
- Television Production
- Audio-Visual and Technical Services
- Academic and Administrative Support
Student-related Activities

- MIAAVS assist students with events on a regular basis by providing Public Address (PA) systems as well as technical assistance whenever possible and as needed. These events are normally arranged through the Student Affairs/Governance and SRC offices.
- All printing and event requests from recognized student structures and church groups must be accompanied by a letter from the Student Governance office and this is usually issued by Mr Albert Masetla.
- The department also assist students with study material by offering a colour printing/copying and lamination service at a nominal fee – printing is only done in A4 and A3 sizes. All black and white (monochrome) printing should be done in the library. Please enquire at the department for the correct price list – payment is per page per side. All payments must be made at the cashier on the 5th floor in the Clinical Pathology building and NO cash will be handled by the MIAAVS staff.

Aer Hours Bookings of Venues

- All after hours bookings of venues are handled by the department and student structures can book venues by submitting written requests to the Manager's office for approval. Venues are booked on a first come first served basis and availability.
- ALL SMU Official Events will get preference when it comes to allocating venues and structures may have to be moved to alternate venues to accommodate an official university event.
- Please complete the booking form at MIAAVS and read through the rules at the back carefully. If a student group or structure is found to be guilty of not following the rules they may be fined or alternatively banned from their venue and any other venue for a set period of time – this will depend on the transgression.

Additional Information

- The Audio-Visual and Technical Services maintain AV equipment and systems in lecture theatres/auditoriums, classrooms, seminar rooms, etc. All equipment taken on loan must be signed for on the prescribed form and on return signed back by a member of MIAAVS. No equipment should be removed from the campus without permission and the necessary documentation as well as a campus Control/Asset form and stamp (Forms obtainable from MIAAVS reception). No equipment should be utilized without the permission of MIAAVS, this includes the use of data projectors and projection screens. Please contact the department should a motorized screen be lifted or brought down for any reason or the use of a data projector is required by a student group or organization.
• All lecture theatre equipment is signed out from the reception area and returned to the reception area after class. It is important that all equipment is returned as quickly as possible to avoid the next class starting late. It is recommended that each class elect two students that will be responsible for the collection and return of equipment to and from MIAAVS.

• Any and all loss of equipment whether due to negligence, theft or accident must be reported in writing and telephonically in the first instance.

• MIAAVS supports all teaching, learning and research. MIAAVS offers selective (e.g. medical photography) and assist clinical skills facilitators. MIAAVS also supports laboratory-based classes and assist in the production of multimedia teaching materials and courseware. Students are invited to visit the department to familiarise themselves with the procedures, fee structure and rules that may be applicable.

**Staff members**
Manager/ Medical Photographer : Ms. Nicolette Jordaan
Administrative Officer : Ms. Gertrude Ramabu
Assistant Administrative Officer : Ms. Tiny Mokwape
Medical Photographer/Television : Mr. Thomas Nkobeni
Medical Photographer : Vacant
Medical Illustration/Graphic Design : Ms. Marinda Pretorius
AV Technician : Mr. Andrew Leso
AV Technician : Vacant

**Physical address**
Library Building, Basement Level

**Office Hours**
Mondays – Friday: 07H30 – 16H00
Saturday/Sunday : Closed

**Student Consultation Hours**
Monday – Friday: 09h00 – 11h00
and 13h00 – 14h00

**Student Hours for ID Photo's and Colour Printing/Copies**
Mondays & Tuesdays:
09h00- 11h00 (Mornings: ID Photo's & Colour Copies/Printing)
13h00- 14h00 (Afternoons: ID Photo's & Colour Copies/Printing)

Wednesdays:
09h00- 11h00 (Mornings: Printing Only)
13h00- 14h00 (Afternoons: ID Photo's & Colour Copies/Printing)
Thursdays & Fridays:
09h00-11h00 (Mornings: ID Photo's & Colour Copies/Printing)
13h00-14h00 (Afternoons: ID Photo's & Colour copies/Printing)

**Contact details**
Correspondence can be directed to:
The Manager
Medical Illustration and Audio-Visual Services
Box 214
PO MEDUNSA
0204

Tel: (012) 521 4541/5634

Head of Department: (012) 521 5642
Reception: (012) 521 4541/5634
Illustration, Art, Design: (012) 521 5611/3633/3733
Medical Photography: (012) 521 4541/3733
Television production: (012) 521 4541/5704
Technical Services: (012) 521 4541/5634/5702

- **Please note:** All request should be submitted to MIAAVS through the Front Office (reception), no exceptions. The staff will then direct your request to the relevant unit within MIAAVS.
Background
To implement the 'SMU Blended Learning Strategy Development and Roadmap Plan' in support of the growing relevant expertise in learning pedagogy and instructional design, eLearning Unit has become a strategic partner in teaching and learning at Sefako Makgatho Health Sciences University. As a unit, we continue to serve as a valuable resource for academics and students who are new as well as well-versed with the concept of blended learning. Our support involves increasing awareness and effective use of specific available educational technologies deployed by the university through our various training programs and information sharing sessions.

Services Rendered
- Operation of the university’s state-of-the-art eLearning Centre conducive for student collaborations and learning.
- Provide training to students and academic staff on the use of Ithute, the university’s learning management system.
- Provide training on submission of students' assignments and research protocols through Turnitin for purposes of academic integrity.
- Promote the use of Mobile Learning to increase student access and flexibility.
- Plan and facilitate 'First Year Experience' program for new students during orientation week.
- Create new accounts for students and academic staff on Ithute and Turnitin. Offer assistance to students encountering challenges with their login credentials.
- Host online assessments conducted via Ithute in various computer labs across the campus.
- Student-related Activities/ Committees
  - We offer part-time work opportunities to at least six qualifying students to assist with the support and operational duties of the eLearning Centre.
- We offer part-time work opportunities to at least six qualifying students to assist with the support and operational duties of the eLearning Centre.

Additional Information
- All services are free of charge.
- eLearning is open from 7:30 am until 12:00 mid night

Physical Address
Natural Science Building Basement, Room 0039D, Next to Van Schaik Bookshop.
Contact Details:
Mr Itumeleng Maboye: E-Learning Coordinator
Email: itumeleng.maboye@smu.ac.za
Tel.: 012 521 3896

Student Consultation Hours
Monday – Friday: 07h30 – 22h30
Emergency: Speed Dial, 6258

Language Proficiency

Services rendered
- Reading (Variety of texts genres) and writing skills (All forms of writing required at SMU)
- Presentation skills (group and individual)
- Research and protocol writing
- Language editing
- Raising students awareness on academic language and use

Physical address
BMS, Second Floor, Room no. N216

Student consultations hours
Monday – Friday: 13h00- 14h00

Contact details
Edwin.seleka@smu.ac.za or Juliet.ratsoana@smu.ac.za

Staff members
Dr M.E Seleka : Head of Discipline
Dr P Nair : Senior Lecturer
Ms A Coetzer : Lecturer
Mrs RT Lesufi : Junior Lecturer
Ms H.D Veldtman : Lecturer
Ms V. Hungwe : Lecturer
Mr Bongani Thela : Junior Lecturer
Ms L. Diphofa : Junior lecturer
Mrs J.R Ratsoana : Secretary
Registrar's Office

Services rendered

- Compliance officer of the University
- Electoral officer of the University
- Secretary to Council and Senate, the committees of the council and the senate, and the institutional forum
- Provides administrative support to governance structures of the University.
- Compliance with the Higher Education Act and various university academic policies, principles, rules and regulation in the administration of student applications, admissions, registrations, examinations, graduations and student records.

Physical address
Clinical Pathology Building, 5th Floor, office S517

Contact details
Dr J Mabelebele
Registrar
Email: jeffrey.mabelebele@smu.ac.za
Tel.: 012 521 3358

Mr B Poo
Deputy Registrar
Academic Administration
Email: baatile.poo@smu.ac.za
Tel.: 012 521 4203
Enrolment Management Office

Ms V.O Mokgoko
Email: vuyiswa.mokgoko@smu.ac.za Tel: 012 521 3357

Services rendered
- Applications
- Admissions
- Registration
- Proof of registration
- Applications for exemption
- Cancellations of subjects and registration

Physical address
Clinical Pathology Building, Basement

Student consultation hours
Monday- Friday: 07h30- 16h00

Contact details
Ms M.L Hlatshwayo
Head of Department
Email: mmule.hlatshwayo@smu.ac.za
Tel.: 012-5214979

Ms H Sekati
Undergraduate
Email: herculine.sekati@smu.ac.za
Tel.: 012-5214058

Ms S.M Mogale
PostGraduate
Email: sarah.mogale@smu.ac.za
Tel.: 012-5215886

Ms M.M Molala
Undergraduate
Email: magdeline.molala@smu.ac.za
Tel.: 012-5214319

Mr A.S Mabuse
Undergraduate
Email: Alfred.mabuse@smu.ac.za
Tel.: 012-5214204

Ms A.T Mkhize
Undergraduate
Email: angel.mkhize@smu.ac.za
Tel.: 012-5214135

Ms M.M.R Koning
Undergraduate
Email: magda.koning@smu.ac.za
Tel.: 012-5214137
Examination Department

Services rendered

- Duplication of examination question papers
- Delivery of examination papers and stationery to and from examination venues
- Data processing of examination codes and annual results on ITS system
- Printing of progress reports and academic records
- Handling students queries’ during student hours
- Publication of student results on notice boards and by post
- Preparation of completed question papers for library and binding
- Handling of deferred examinations
- Handling all functions regarding graduation ceremony: Control of academic records,
- Responsible for degrees and diploma, certificates, letters to graduandi, cards for seating arrangements and graduation ceremony and issuing of certificates at graduation ceremony.
- Drawing up of examination time- tables handling of thesis and dissertations and publications of results

- Implementation of decisions taken at examination committees
- Filing of correspondence, marks, papers and all other administration documents

University working hours
Monday – Friday: 07h30 to 16h00

Physical address
Clinical Pathology Building,
Ground Floor Room No. 7

Contact Details
Charlotte Linda Besselaar
Email: charlotte.besselaar@smu.ac.za
Tel: 012 521 4674

Elsie Mokgaetsi Tladi
Email: mokgaetsi.tladi@smu.ac.za
Tel: 012 521 4202

Martha Agnes Jiyane
Email: martha.jiyane@smu.ac.za
Tel: 012 521 3287

Rose van Wyk
Email: rose.vanwyk@smu.ac.za
Tel: 012 521 4556

David Matsemela Masola
Email: matsemela.masola@smu.ac.za
Tel: 012 521 5845
Registry Department

Services rendered
- Postage
- Courier services
- Fax services - Students can get faxes or fax documents using the fax no. 012 560 0086

Physical address
Clinical Pathology Building,
Ground floor, Room no. Cs003

University working hours
Monday – Friday: 07h30 to 16h00

Contact Details
Sophie Baby Masebe
Email: sophie.masebe@smu.ac.za
Tel.: 012 521 5880

Joel Micheal Sekgotha
Email: joel.sekghotha@smu.ac.za

Yvonne Balale

Annah Hlungwane
Alumni Relations Office

The main objective of the Alumni Relations Office is to establish and maintain lifelong relationships between the University and its graduates. The Alumni Relations office strives to broaden and strengthen constant communication with graduates via the establishment of Alumni Database. The office affords Alumni Association Members to network and re-connect with each through Alumni chapters and events such as the Golf Day, Class Reunions etc. The office also plays a fundamental role in supporting students from previously disadvantaged backgrounds through donations and sponsorship.

Services rendered

- Distribution of University Alumni Magazine,
- Organising Alumni Annual general meeting (AGM),
- Managing alumni shop,
- Establishment of regional chapters and sectors,
- Mobilising alumni to appoint or elect their representative who will serve in SMU council,
- Community Development, and
- Regular communication with Alumni and Convocation by means of the electronic newsletter, emails, sms, social media.

University working hours
Monday – Friday: 07h30 to 16h00

Physical address
Marketing and Communication Department
Clinical Pathology Building 5th Floor,
Office S526

Contact Details
Mr Michael Menziwa
Email: michael.menziwa@smu.ac.za
Tel: 012 521 4644/4563
Fax: 012 521 4418
Information Communication Technology (ICT)

Services rendered

- Network Support
- Internet Support
- ICT Security Support
- Service Support
- Academic Computing (E-Learning online learning management solution - Blackboard)
- Basic Computer Literacy Training
- Business Systems Support

ICT department have a total of 20 computer labs that are available for use by all students for different functions as per the access schedules for the labs. The labs are supervised by student assistants employed in the department. These computer labs listed herein are manned by ICT department and are located as follows:

**General purpose computer Labs and operating hours**

- Study Hall, Basic Medical Science (BMS) building : 24/7
- BMS 301 : 07h30- 18h00
- Residence 2B : 24/7
- Glass Cabinet, Dental Building : 07h30- 18h00
- Library Main Hall : 07h30- 24h00
- Library Postgraduate : 07h30- 24h00
- Library E-Room : 07h30- 24h00
- CBE, Natural Science Building (NSB) : 07h30- 18h00
- Electronic (E) Learning Centre, NSB : 07h30- 24h00
- Computer Science, NSB : Open as per schedule
- English Department, NSB : Open as per schedule
- Statistics Lab : Open as per schedule.
- Classroom-2, Dental Building : Opens as per schedule
- NSPH, Pink Building : Opens as per schedule
- Physiology lab, BMS 308 : Opens as per schedule
- Clinical Pathology-CP Ground Floor : 07h30 – 24H00
- Pharmacy, BMS : Open as per schedule

You are welcome to use any of the available labs of your choice, with an exception of the specialised labs. We have student assistants to help you in these labs, should there be a need. Please feel free to approach them at any time. The student assistants are identifiable by tags written student assistant in all computer labs.
General rules for all computer labs

- Neither food nor drinks are to be brought into the lab.
- Students shall not make noise or cause disturbances, use cellular phones, hold meetings or demonstrations inside the lab, or behave in such a manner that would interfere with or impact negatively on study and research activities of other lab students.
- Students are responsible for their email accounts and passwords which must be kept secret, secure and they are responsible for any action that takes place from a computer logged in with their account.
- Students must log out prior to leaving the computer lab.
- Students shall not give other people access to their accounts.
- No student may make use of an unauthorised account other than what has been issued to them personally by the University.
- Student accounts are not transferable.
- Student password must be alpha numeric and be changes regularly for security.
- No student is allowed to send a broadcast message(s) in the university community.
- Tampering with the computer lab facilities is not permitted.
- A student may not tamper with computer lab hardware, Complementary Metal-Oxide- Semiconductor (CMOS) settings, software settings, the network, University data, and the list is endless.
- A student may not attempt to open computers, access their components, or remove any part of a computer from the lab, including keyboard and/or mouse.
- Use of the computer facilities by a student for financial gain, whether directly or indirectly is prohibited.
- Should a student contravene the above mentioned rules, the Student Assistants or his/her nominee must report immediately to supervisor responsible for all student assistants. Upon reporting the university student disciplinary process shall be followed.
- A student may appeal in writing against the decision of university through available channels in university policy.

ICT management wishes all first entering students a fruitful and beneficial academic year ahead of their studies.

Additional information
ICT department, we are here to make your study life easier by providing necessary tools and platforms that will enable you during your study period @ SMU. We do this by
providing you access to computer laboratories, wifi, student email and various software's at no additional cost to students.

ICT department employs undergraduate/postgraduate student in final years as general student assistants and student technical assistant (STAS) to support students in the use of computer labs and also further support student personal computers to enhance their studying and utilising the university resources appropriated to student domain.

1. **Wifi access @ residences of SMU**
   wifi connections available in student residences and on campus designated areas. For security reasons, access is managed and authorised only to registered SMU students. Student Assistants will assist in configuring wifi connectivity and provide the necessary credentials from the Student Technical Assistants office in the basement of the NSB building.

2. **Student email account @ SMU**
   All registered students are provided with a free email for communication purposes. The email credentials may be acquired from the Student Technical Assistants office in the NSB basement.

   Note that the email provided could be kept or used for life. This is done in order to maintain communication with SMU students well after they have left the institution. Students must use the email within prescripts of the law and university policies which are found in the university intranet page.

**Below are the steps how students can access to Blackboard:**
- Step 1 : type the URL- www.google.co.za
- Step 2 : click Sign in
- Step 3 : type email address studentnumber@swave.smu.ac.za
- Step 4 : type password
- Step 5 : click the link Mail

3. **Student approved software @ SMU**
   Students may not use a copied, illegal or pirated software in the university computers or personal computers and may not connect them into the university ICT infrastructure thereafter.

   A standard suite of software is installed in all general purpose labs.

   Student are encouraged to use office 365 suite and other accredited free software's provided by the university in the portal.
Students should acquire their own software when purchasing their own computers in the event of additional requirement which are not provided in the university.

Students may also make use of the Student Technology Program (STP) to purchase computers and tablets at reduced prices inclusive of software at no extra cost. For more information, you can contact student technical assistants office.

4. Anti-viruses requirements @SMU
Students should make sure their personal computers always have updated antivirus software running before using university ICT network Infrastructure. All computers in the labs are configured to run the latest virus scanners on a daily basis.

5. Online Learning Management System (blackboard) @ SMU
Blackboard is a teaching and learning management system providing online courses, assessments, group discussions, do test, assignments, quizzes and allow interaction between lectures and students and students amongst themselves using educational technology at Sefako Makgatho Health Sciences University. Such solutions include mainly, access to online course content via web-based or mobile access.

Below are the steps how students can access to Blackboard:

**Step 1:** type the URL: https://ithute.smu.ac.za
**Step 2:** type username
**Step 3:** type password (Default password 'changeme')

**Physical address**
ICT Building

**Contact Details**
Mr. Bongani Mchunu
Director
Tel: 012 521 4103

Ms. Monica Tau
Secretary
Tel: 012 521 3376

**Service Desk**
Email: ictservicedesk@smu.ac.za
Student
Tel: 012 521 5050

**ICT Assistant Office**
Student Technical Assistants Office
Email: studentsupport@swave.smu.ac.za
Tel: 012 521 5768
The department consists of 29 drivers.

**Services rendered**
- Render student transport need(s) to various outreach programmes;
- Render student transport to outside residences;
- Render student and staff transport to sport and spiritual activities;
- Render transport to other departments for their operational needs;
- Offer student driving learner's programme

**Additional information**
- No vehicle may be driven without prior authorisation;
- No student with a licence that has an active endorsement will be allowed to drive fleet vehicles;
- No student may drive official SMU vehicles while being under the influence of alcohol or any drug that could affect his or her judgement;
- No vehicle may be taken home overnight without permission;
- Each driver will be responsible for traffic fines received for the vehicle s/he was driving as the university is not budgeting for the payment of fines.

**Physical address**
Transport Building
Situated next to the Small Gate
Room no 2

**Student consultation hours**
Monday – Friday: 07h30 - 16h00

**Contact details**
Mr Jangile Mzamo
Email: Mzamo.jangile@smu.ac.za

Ms Modiselle Lizzy
Email: Elizabath.Modiselle@smu.ac.za

Ms Maluleke Rose
Transport Officer

Ms Phakisi Florence
Transport Officer
1. Dr George Mukhari Hospital
2. Previously proposed location of academic hospital
3. Proposed location of academic hospital
4. Alternative location for office block for clinicians
5. Alternative location for office block for clinicians
6. Clinical Pathology Building
7. Library
8. Skills Centre
9. Medical Science Building
10. Basic Sciences Building
11. Auditorium
12. Cafeteria
13. Health Sciences Building
14. Dentistry Building
15. Proposed New Student Building
16. Proposed New Science and Technology Building
17. Proposed New Administration Building
18. Proposed New Academic Buildings (phase II)
19. Extension to Student Services Building
20. Pharmacy Phase I
21. Pharmacy Phase II

Campus Map
Ga-Rankuwa

SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

Directional Map

Ga-Rankuwa

GPS Co-ordinates
25° 37’ 8”South, 28°1’22”East
Copyright: All material published in this Booklet remains the property of the Sefako Makgatho Health Sciences University (SMU) and shall not be reproduced without the written consent of the Marketing and Communication Department.